**Minutes of the Rural Technical Coordinating Committee (RTCC) Meeting**

**May 8, 2013**

**11:30 a.m.**

**Call to Order**

 The RTCC meeting was held in Hertford at the Albemarle Commission at 11:30 a.m. on Wednesday, May 8, 2013 and due to Chairperson Angela Welsh’s delay in getting to the meeting, Vice-Chairman Rhett White presided and called the meeting to order.

 New DOT Board member Malcolm Fearing was recognized and Mr. Fearing offered information on his background, noting that he is in a learning mode and looks forward to working with the RPO in meeting their goals.

**Roll Call**

 Mr. White asked for self introductions. It was determined a quorum was present with the following in attendance:

Dan Scanlon, Currituck County; Jerry Rhodes, Washington County; Dan Porter, Camden County; Rhett White, Town of Columbia; John Stockton, Kitty Hawk; Shelley Cox, Pasquotank County (filling in for Rodney Bunch); Bert Banks, Albemarle Commission; Sam Barrow; Town of Edenton (serves on both RTCC and RTAC); Kermit Skinner, Town of Manteo; Greg Loy, Town of Kill Devil Hills; Larry Lawhon, Town of Southern Shores; Brandon Shoaf, Town of Hertford; Leroy Spivey, Tyrrell County (serves on both RTCC and RTAC) and late arrival Angela Welsh, Town of Nags Head.

DOT Representatives present were: Malcolm Fearing, DOT Board member; Jerry Jennings, NC DOT, Division 1; and Kerry Morrow, NC DOT Transportation Planning Board.

Also present were Steve Lambert, the Albemarle RPO Coordinator and Ruth Mengel, Albemarle Commission Clerk to the Board.

Guest present: Horace Reid, Town of Hertford Mayor.

Mr. Spivey expressed appreciation to Dare and Washington Counties for their assistance in making the re-routing transition as smooth as possible during the repair work on the Alligator River Bridge. He also thanked DOT for their timely completion of the job.

**Agenda Approval**

 Vice-Chairman White called for a motion to accept the agenda presented. A motion to accept was made by Jerry Rhodes, seconded by Brandon Shoaf and unanimously carried.

**Approval of March 27, 2013 RTCC Minutes**

 Minutes of the March 27, 2013 RTCC meeting were reviewed and Mr. White entertained a motion for adoption. Motion to adopt the minutes as presented was made by John Stockton, seconded by Leroy Spivey, and unanimously carried.

**Approval/Adoption of 2013-2014 Project Work Plan**

 Steve Lambert explained the 2013/2014 Work Plan budget is very similar to the

FY 2012/2013 budget. The budget primarily consists of Comprehensive Transportation Plans for Chowan and Perquimans Counties in the upcoming fiscal year. The CTP’s in Camden, Dare and Pasquotank Counties are also scheduled for completion in the upcoming year.

A Regional Transit Study has to be done every four years and Mr. Lambert stated he is working with the Peanut Belt and Mid-East Commission RPOs to put it together and should have it completed by the end of this year.

 At the conclusion of Mr. Lambert’s report, Mr. White asked if there were any questions, and with none offered, called for adoption of the FY 2013/2014 Work Plan. A motion to adopt was made by Jerry Rhodes, seconded by Dan Porter, and unanimously carried.

**Public Comments**

 None were offered.

**Adjournment**

 With no further business to conduct, the RTCC meeting was adjourned.

**Invocation**

Prior to lunch, Rhett White offered the invocation.

**Lunch**

**Lunch – 12:00 noon**

**RPO Report**

 Mr. Lambert reported there have been two online webinars for the Regional Bike Plan and a final draft of the plan can be viewed on [www.albemarlebikeplan.com](http://www.albemarlebikeplan.com). Three public input sessions are being held in May and are at the Engelhard Seafood Festival, the Elizabeth City Potato Festival and the Dare Days Festival. In April, Mr. Lambert reported that he and a Bike Plan consultant had the opportunity to present at the National Planning Conference in Chicago in April. He attended the Nags Head Bike Rodeo event on May 3rd with students at Nags Head Elementary School receiving lessons on bike safety and 3rd graders were given bike helmets. He said he also attended the NC 12 Beach Nourishment project for S-curve as well. He commented that Kerry Morrow will be reporting on the CTP’s during her presentation. The next Eastern Carolina MPO/RPO Coalition meeting is being held in New Bern at the Eastern Carolina COG, 10:00 a.m. on May 21st

 Malcolm Fearing was again recognized by Mr. Lambert. Mr. Fearing requested that he be notified of regional needs and he added this region has always had to compete for assistance and with the help of the RPO he will continue to do so. He gave his cell phone number as 252-305-8597 and email address as mkfearing@ncdot.gov.

**Division One Report**

 Jerry Jennings, Division 1 Planning Engineer, gave an update on key projects that were previously sent to committee members for review. At the completion of the update, Mr. Jennings responded to questions from the floor.

 Mr. Jennings next went over the Strategic Mobility Formula that is not linked to the current equity formula which is based on population, equal share and the unfinished portion of the Intrastate system. The Strategic Mobility Formula being proposed is going to the General Assembly and some of the details may change after it goes through the GA. Depending on the outcome, Mr. Jennings said the RPO’s may want to meet and propose an alternate proposal.

 Mr. Lambert said the prioritization process has been postponed due to the proposed Strategic Mobility Formula.

 Mr. Jennings explained that all expenditures will be funded through the Highway Trust Fund and all modes will compete for the same dollars.

 Jack Shea asked if Committee members could receive a hard copy of Mr. Jennings’ presentation. He was told that Mr. Lambert will email it to every member for review.

 Mr. Fearing said it may be beneficial to contact Mark Foster, Chief Financial Officer for DOT, and ask for a breakdown on the effects of the new formula, and a formal request to him should come from the RPO. He said it is important to find out what criteria will help this region compete for funding.

**Transportation Planning Branch Report**

 Kerry Morrow reported the Dare, Camden and Pasquotank Counties Comprehensive Transportation Plan (CTP) are underway, with Camden nearing completion Ms. Morrow announced she will be transitioning to Cape Fear and Eastern Carolina RPOs; however, she will finish the Dare County CTP. She said she plans to attend the next RPO meeting to present the Dare draft CTP. Perquimans and Chowan County’s CTP’s have been reassigned due to DOT staff changes. Ms. Morrow said she has enjoyed working with the Albemarle RPO and hopes to see everyone at the August meeting.

**Rural Transportation Advisory Committee (RTAC) Meeting**

**May 8, 2013**

**1:00 p.m.**

 The May 8, 2013 RTAC meeting held in Hertford at the Albemarle Commission Building was called to order by Vice-Chairman Paul Martin.

 It was noted a quorum was present with the following members in attendance: Carlton Davenport, Town of Hertford; J.D. Melton, Town of Creswell; Jack Shea, Dare County (serving on both the RTCC and the RTAC); Leroy Spivey, Tyrrell County (serving on both the RTCC and RTAC); Wes Haskett, Southern Shores; Paul Martin, Currituck County; Sam Barrow, Town of Edenton (serves on both RTCC and RTAC); Elizabeth Teague, Town of Nags Head (serving as alternate); Ed Muzzulin, Perquimans County; and Donna Godfrey; Perquimans County.

**Approval of May 8, 2013 RTAC Agenda**

 A motion was made by Jack Shea to approve the May 8, 2013 agenda. His motion was seconded by J.D. Melton and unanimously carried.

**Approval of March 27, 2013 RTAC Minutes**

 After review of the March 27, 2013 RTAC minutes, a motion was made by Jack Shea to approve the minutes as presented, followed by a second to his motion by Greg Loy. Approval of the minutes was unanimous.

**RTCC Meeting Report**

 Vice-Chairman Martin asked for a report on the RTCC meeting. Rhett White stated that the RTCC moved to approve adoption of the FY 2013-2014 Project Work Plan (PWP) for submission to the RTAC for approval. Mr. Lambert was asked to give a brief report on the PWP before the committee voted on it. He said it was much like the FY 2012-2013 Plan and that the CTP’s for Perquimans and Chowan Counties are due to be started in the upcoming year as well as a locally coordinated Transit Plan which should be finished in the next fiscal year.

 The FY 2013-2014 PWP was approved upon motion by Jack Shea. It was seconded by Greg Loy and unanimously carried.

 The next meeting is scheduled to be held August 21, 2013 in Tyrrell County.

 Rhett White asked if next month’s agenda could include having someone from DOT, as recommended by Mr. Fearing, invited to provide information on what criteria the RPO should use when submitting projects for funding. A motion to approve this request was made by Jack Shea, seconded by J.D. Melton and unanimously carried.

 With no further business to discuss, the meeting was adjourned.