



Albemarle RPO Board Meetings

Thursday, February 17, 2022 10:00 am via Zoom

<https://us06web.zoom.us/j/85022092782?pwd=eGM3VUJRMXc0Yjh0UUFFcjlSRy9mUT09>

Rural Technical Coordinating Committee: Starts at 10:00 AM

- | | |
|--|-------------------------|
| 1. Call to Order | Rhett White, RTCC Chair |
| 2. Roll Call | Rhett White, RTCC Chair |
| 3. Agenda Approval | Rhett White, RTCC Chair |
| 4. Approval/ Adoption of Minutes from April 21, 2021 meeting | Rhett White, RTCC Chair |
| 5. RTCC Chair and Vice-Chair election | |
| Approval | Rhett White, RTCC Chair |
| 6. ARPO Legislative agenda | |
| Approval | Rhett White, RTCC Chair |
| 7. FY 2022-2023 Planning Work Program | |
| Tentative Approval | Rhett White, RTCC Chair |
| 8. Public Comments | Rhett White, RTCC Chair |
| 9. Adjournment | Rhett White, RTCC Chair |

Presentations and updates

Rural Transportation Advisory Committee: Starts at 10:30 AM

- | | |
|--|---------------------------|
| 1. Call to Order | Lloyd Griffin, RTAC Chair |
| 2. Roll Call | Lloyd Griffin, RTAC Chair |
| 3. Agenda Approval | Lloyd Griffin, RTAC Chair |
| 4. Approval/ Adoption of Minutes from April 21, 2021 meeting | Lloyd Griffin, RTAC Chair |
| 5. RTAC Chair and Vice-Chair election | |
| Approval | Lloyd Griffin, RTAC Chair |
| 6. ARPO Legislative agenda | |
| Approval | Lloyd Griffin, RTAC Chair |
| 7. FY 2022-2023 Planning Work Program | |
| Tentative Approval | Lloyd Griffin, RTAC Chair |
| 8. Public Comments | Lloyd Griffin, RTAC Chair |
| 9. Adjournment | Lloyd Griffin, RTAC Chair |

Minutes of the Rural Technical Coordinating Committee (RTCC) Meeting

April 21, 2021

10:00 a.m.

Call to Order

The April 21, 2021 RTCC meeting was held via Zoom. The RTCC Meeting was opened and called to order by RTCC Chairperson Rhett White at 10:01 a.m.

Roll Call

ARPO Director Angela Welsh determined a quorum was met with the following members in attendance: Lori Lociccero, Currituck County; Shelley Cox, Pasquotank County; Kevin Howard, Chowan county; Donna Creef, Dare County; Bill Rich, Hyde County; David Clegg, Tyrrell County; Frank Heath, Perquimans County; Wes Haskett, Town of Southern Shores; Joe Heard, Town of Duck; Craig Midgett, NCDOT Division 1; Curtis Potter, Washington County; Beshad Norwozi, NCDOT-TPD; Pam Hurdle, Town of Hertford; Ken Bowman, Camden County; Rhett White, Town of Columbia;

Agenda Approval

Frank Heath, Perquimans County, motioned to approve the agenda as presented. Donna Creef, Dare County, seconded the motion. The motion carried unanimously.

Approval/Adoption of Minutes from October 21, 2020 Meeting

Frank Heath, Perquimans County, motioned to approve the October 21, 2020 Minutes. Bill Rich, Hyde County, seconded the motion. The motion carried unanimously.

Approval/Adoption of Minutes from May 20, 2020 Meeting

Donna Creef, Dare County, motioned to approve the May 20, 2020 Minutes as presented. Bill Rich, Hyde County, seconded the motion. The motion carried unanimously.

RTCC Chair and Vice-Chair Election Approval

Frank Heath, Perquimans County, motioned for Rhett White to continue as the RTCC Chair. Bill Rich, Hyde County, seconded the motion. With a roll call vote, the motion carried unanimously.

Frank Heath, Perquimans County, motioned for Bill Rich as the RTCC Vice-Chair. Donna Creef, Dare County, seconded the motion. With a roll call vote, the motion carried unanimously.

ARPO Legislative Agenda

Chairperson White asked for a motion to recommend adopting the ARPO Legislative Agenda for 2021 priorities. Donna Creef, Dare County, asked for clarification on the order of the projects. ARPO Director Welsh responded stating the projects are in no particular order. Frank Heath, Perquimans County suggested to notate on the document stating the projects are in no particular order. Donna Creef, Dare County, requested the Lindsay C Warren Bridge, known as the Alligator River Bridge, moved up to the top of the list as one or two.

Bill Rich, Hyde County, motioned the replacement of the Lindsay C Warren Bridge, known as the Alligator River Bridge, be moved to the second bullet point of the ARPO Legislative Agenda. Frank Heath, Perquimans County, seconded the motion.

Frank Heath, Perquimans County, seconded the motion. With no further discussion, the motion carried unanimously.

FY 2021-2022 Planning Work Program Approval

ARPO Director Welsh discussed the FY 2021-2022 Planning Work Program.

Shelley Cox, Pasquotank County, motioned to approve the FY 2021-2022 Planning Work Program. Joe Heard, Town of Duck, seconded the motion. The motion carried unanimously.

ARPO Mini -Grants

ARPO Director Welsh discussed the ARPO mini-grants. ARPO Director Welsh informed the board of four applications received for the mini-grants.

Bill Rich, Hyde County, motioned to approve all four requests as submitted. Shelley Cox, Pasquotank County, seconded the motion. The motion carried unanimously.

P 6.0 Methodology Approval

ARPO Director Welsh discussed the P 6.0 Methodology.

Bill Rich, County, motioned to approve the revised the P 6.0 Methodology. Donna Creef, Dare County, seconded the motion. The motion carried unanimously.

P 6.0 Project Scores Tentative Approval

ARPO Director Welsh discussed the P 6.0 Project Scores.

Joe Heard, Town of Duck, motioned to tentatively approve the P 6.0 Project Scores. Wes Haskett, Town of Southern Shores, seconded the motion.

ARPO Director Welsh asked for direction from the board as to if they would like her to bring back recommendations from the division when the local input point assignments are drafted. The consensus of the board was to move forward with bringing back recommendations.

With no further discussion, the motion carried unanimously.

Adjournment

Chairperson White adjourned the meeting at 10:45 a.m.

Presentations

NCDOT Update:

Craig Midgett and Sterling Baker provided an update of NCDOT's projects.

Ferry Division Update:

Jed Dixon provided an update in the ferry division.

TPD Update:

Beshad Norwozi provided an update for the Transportation Planning Division.

Minutes of the Rural Technical Advisory Committee (RTAC) Meeting

April 21, 2021

11:30 a.m.

Call to Order

The April 21, 2021 RTAC meeting was held via Zoom. The RTAC Meeting was opened and called to order by RTAC Chairperson Lloyd Griffin at 11:31 a.m.

Roll Call

ARPO Director Angela Welsh determined a quorum was met with the following voting members in attendance:

Wally Overman, Dare County; Linda Hofler, Gates County; Lloyd Griffin, Pasquotank County; Larry McLaughlin, Chowan County; Carol Phelps, Washington County.

Non-Voting members in attendance: Chris Ruffieux, Elizabeth City

Agenda Approval

Linda Hofler, Gates County, motioned to approve the agenda as presented. Larry McLaughlin, Chowan County, seconded the motion. With a roll call vote, the motion passed unanimously.

Approval/Adoption of Minutes from May 20, 2020 and October 21, 2020 Meeting

Wally Overman, Dare County, motioned to approve the May 20, 2020 and the October 21, 2020 Minutes. Linda Hofler, Gates County, seconded the motion. With no further discussion, the motion carried unanimously.

RTCC Chair and Vice-Chair Election Approval

Linda Hofler, Gates County, motioned for Lloyd Griffin to continue as the RTAC Chair. Larry McLaughlin, Chowan County, seconded the motion. With a roll call vote, the motion carried unanimously.

Linda Hofler, Gates County, motioned for Wally Overman as the RTAC Vice-Chair. Larry McLaughlin, Chowan County, seconded the motion. With a roll call vote, the motion carried unanimously.

ARPO Legislative Agenda

Chairman Griffin discussed the recommendation from the RTCC Board for the ARPO Legislative Agenda.

Larry McLaughlin, Chowan County, motioned to accept the ARPO Legislative Agenda as amended. Wally Overman, Dare County, seconded the motion. With a roll call vote, the motion carried unanimously.

FY 2021-2022 Planning Work Program Approval

Wally Overman, Dare County, motioned to approve the FY 2021-2022 Planning Work Program. Larry McLaughlin, Chowan County, seconded the motion. With no further discussion, the motion carried unanimously.

ARPO Mini -Grants

ARPO Director Welsh discussed the ARPO mini-grants. ARPO Director Welsh informed the board of four applications received for the mini-grants.

Linda Hofler, Gates County, motioned to approve all four requests as submitted.

Larry McLaughlin, Chowan County, asked why the entities can't come up with the money on their own? Chairman Griffin discussed member counties participate in a percentage match for the RPO. This helps give back to the member counties.

Larry McLaughlin, Chowan County, seconded the motion. With a roll call vote, the motion carried unanimously.

P 6.0 Methodology Approval

Wally Overman, Dare County, motioned to approve the revised P 6.0 Methodology. Linda Hofler, Gates County, seconded the motion. With a roll call vote, the motion carried unanimously.

P 6.0 Project Scores Tentative Approval

Larry McLaughlin, Chowan County, motioned to tentatively approve the P 6.0 Project Scores and bring recommendations back to the next meeting. Wally Overman, Dare County, seconded the motion. With a roll call vote, the motion carried unanimously.

Adjournment

Chairperson Griffin adjourned the meeting at 11:51 a.m.

Respectfully Submitted,

Ashley Stallings
Albemarle Commission
Administrative & Benefits Coordinator

For

Angela Welsh, Secretary
ARPO Director



Agenda Item No. 5

Number of attachments: 1

Item Title: Election of RTCC Chairman and Vice-Chairman and RTAC Chairman and Vice-Chairman

Item Summary: ARPO Bylaws state the officers of the RTCC and the RTAC consist of a Chairman and Vice-Chairman and are to be selected by majority vote for a term of two years. The officers must be selected at the first meeting of every odd calendar year and there is no limit as to how many consecutive terms they can serve.

Specific action requested: Election of RTCC Chairman and Vice-Chairman during RTCC meeting and election of RTAC Chairman and Vice-Chairman during RTAC meeting

Current officers for the RTCC:

Rhett White, Chairman - Town Manager for the Town of Columbia

Vice-Chairman – Vacant due to recent retirement of Dan Porter (Camden County)

Current officers for the RTAC:

Lloyd Griffin, Chairman - Pasquotank County Commissioner

Paul Beaumont – Currituck County Commissioner

The RTAC officers must be County elected officials as only County members are allowed to vote on the RTAC Board.

Albemarle Rural Planning Organization Bylaws

Article I. Name

The name of this organization shall be the Albemarle Rural Transportation Planning Organization, hereafter referred to as the ARPO.

Article II. Purpose

The purpose of the ARPO is to:

1. To develop long-range local and regional multi-modal transportation plans in cooperation with the North Carolina Department of Transportation;
2. To provide a forum for public participation in the rural transportation planning process;
3. To develop and prioritize needs for transportation projects to be included in the state's Transportation Improvement Program (TIP);
4. To provide transportation-related information to local governments and other interested organizations and persons;
5. To conduct transportation related studies and surveys for local governments and other interested entities/organizations;
6. To perform other related transportation planning activities that shall be agreed upon between the RPO and the North Carolina Department of Transportation; and
7. Assist NCDOT in complying with the provisions of federal transportation laws and regulations.

Article III. Membership

As specified in the Albemarle RPO Memorandum of Understanding (MOU) with the North Carolina Department of Transportation (NCDOT) and the 10 Albemarle RPO member counties, the Albemarle RPO shall consist of two committees. Representation upon the committees shall be governed as described below.

- A. **The Rural Transportation Advisory Committee (RTAC) consists of elected officials from the ten-county area, and the NCDOT Board of Transportation member for NCDOT Division 1. The membership of RTAC shall consist of the following:**
 - A. One County Commissioner (or designee) representing the County of Camden.
 - B. One County Commissioner (or designee) representing the County of Chowan.
One municipal elected official (or designee) from the local government in Chowan County.

- C. One County Commissioner (or designee) representing the County of Currituck
- D. One County Commissioner (or designee) representing the County of Dare. One municipal (or designee) elected official from each municipal local government in Dare County.
- E. One County Commissioner (or designee) representing the County of Gates. One municipal elected official (or designee) from the municipal local government in Gates County
- F. One County Commissioner (or designee) representing the County of Hyde.
- G. One County Commissioner (or designee) representing the County of Pasquotank. One municipal elected official (or designee) from the municipal local government in Pasquotank County.
- H. One County Commissioner (or designee) representing the County of Perquimans. One municipal elected official (or designee) from each municipal local government in Perquimans County.
- I. One County Commissioner (or designee) representing the County of Tyrrell. One municipal elected official (or designee) from the municipal local government in Tyrrell County.
- J. One County Commissioner (or designee) representing the County of Washington. One municipal elected official (or designee) from each municipal local government in Washington County.
- K. One member of the Region R Council of Governments Executive Board.
- L. One member of the North Carolina Board of Transportation representing the Department of Transportation Division 1.

1. **Voting** – In all regards, voting privileges shall be limited to the ten county commissioners representing their respective counties and the member of the North Carolina Board of Transportation representing NCDOT Division 1. Absentee voting shall not be permitted. Member governments shall appoint an alternate, provided he/she meets the qualifications for membership outlined herein.
2. **Quorum**- A quorum of at least fifty (50) percent plus one (1) of the voting membership shall be required for the RTAC to conduct any Regular Meeting or Special Meeting or take official action of any kind. A member who fails to attend or to send an alternate to two consecutive RPO meetings will be designated as a vacant seat and will not count towards quorum. Attendance at future meetings will reinstate the member.

3. **Term of Membership** - A representative's term of appointment shall be two years. Each County and municipal representative shall be appointed by the appropriate Town/City Council or Board of Commissioners in regular session. Reappointment of individual representatives to the RTAC shall not be limited; so long as he/she continues to meet the qualifications outlined above.
 4. In the event that a county withdraws from the ARPO, both county and municipal representation shall be forfeited.
 5. **Officers** - Officers of the RTAC shall consist of a Chairperson and Vice-Chairperson, selected by majority vote, for a term of two years. The RPO Coordinator shall serve as Secretary to the RTAC. Officers shall be selected at the first meeting of each odd calendar year.
 6. The Chairperson shall preside over all meetings of the RTAC, sign official documents on behalf of the RTAC, assist in the drafting of meeting agendas and decide points of order or procedure.
 7. The Vice-Chairperson shall conduct the duties of the Chairperson in the event of his/her absence. Should neither the Chairperson nor Vice-Chairperson be available to preside over a meeting of the RTAC, a Chair Pro-Tem shall be appointed by majority vote.
- B. The Rural Technical Coordinating Committee (RTCC) shall consist of staff and appointed officials from the ten-county area, NCDOT and other agencies. The membership of RTCC shall consist of, but may not be limited to, the following:**
- A. County Manager (or his/her designee) from each of the ten counties of the RPO planning area.
 - B. The Chief Administrative Official (or his/her designee) from each municipality in the Region R planning area.
 - C. Division Engineer serving the 1st Division of Highways, North Carolina Department of transportation, or his/her designated representative.
 - D. Manager, Transportation Planning Branch, Planning and Environment, North Carolina Department of Transportation, or his/her designated representative.
 - E. Area Traffic Engineer, Division of Highways, Traffic Engineering Branch, North Carolina Department of Transportation.
1. **Voting** - Each representative shall have one vote. Absentee voting shall not be permitted. Member organizations shall appoint an alternate, provided he/she meets the qualifications for membership outlined herein.

2. **Quorum**- A quorum of at least fifty (50) percent plus one (1) of the voting membership shall be required for the RTCC to conduct any Regular Meeting or Special Meeting or take official action of any kind. A member who fails to attend or send an alternate to two consecutive RPO meetings will be designated as a vacant seat and will not count towards quorum. Attendance at future meetings will reinstate the member.
3. **Membership** - Organizational representation on the RTCC may be altered by an affirmative vote of fifty percent (50%) plus one (1) of the voting members of the RTCC, per the current Memorandum of Understanding, with final approval by the RTAC.
4. **Officers** - Officers of the RTCC shall consist of a Chairperson and Vice-Chairperson, selected by majority vote, for a term of two years. The RPO Coordinator shall serve as Secretary to the RTCC. Officers shall be selected at the first meeting of each odd calendar year.

Article IV. Administration

Meetings

Regular meetings of the RTAC and RTCC shall be held when deemed necessary, appropriate and advisable, according to a schedule approved by each Committee. Notices shall be distributed at least seven days prior to a scheduled meeting, and in accordance with the Open Meeting Laws of the North Carolina General Statutes, Article 33C, §143-318.12.

Special meetings may be called as deemed necessary by the Chairperson, or at the request of the eleven eligible voting members of the RTAC. Notice of special meetings shall be given in accordance with the Open Meeting Laws of the North Carolina General Statutes, Article 33C, §143-318.12.

Attendance

Representatives or their designee are expected to attend all regular and special meetings. Attendance may be achieved through direct presence or teleconferencing.

Standing

Good standing for all representatives shall be maintained through regular attendance at meetings. Following two consecutive unexcused absences, a representative's seat shall be declared vacant and shall not be counted toward quorum. Good standing shall be automatically restored upon a representative's attendance at a meeting. A replacement representative may be requested following a vote of the Committee following the loss of good standing.

Agendas

Meeting agendas shall list items for consideration by the Committee. Additional items may be placed on the agenda at the beginning of a regular meeting with the affirmative vote of fifty percent (50%) plus one (1), of the voting membership of both the RTCC and RTAC.

2. **Quorum**- A quorum of at least fifty (50) percent plus one (1) of the voting membership shall be required for the RTCC to conduct any Regular Meeting or Special Meeting or take official action of any kind. A member who fails to attend or send an alternate to two consecutive RPO meetings will be designated as a vacant seat and will not count towards quorum. Attendance at future meetings will reinstate the member.
3. **Membership** - Organizational representation on the RTCC may be altered by an affirmative vote of fifty percent (50%) plus one (1) of the voting members of the RTCC, per the current Memorandum of Understanding, with final approval by the RTAC.
4. **Officers** - Officers of the RTCC shall consist of a Chairperson and Vice-Chairperson, selected by majority vote, for a term of two years. The RPO Coordinator shall serve as Secretary to the RTCC. Officers shall be selected at the first meeting of each odd calendar year.

Article IV. Administration

Meetings

Regular meetings of the RTAC and RTCC shall be held when deemed necessary, appropriate and advisable, according to a schedule approved by each Committee. Notices shall be distributed at least seven days prior to a scheduled meeting, and in accordance with the Open Meeting Laws of the North Carolina General Statutes, Article 33C, §143-318.12.

Special meetings may be called as deemed necessary by the Chairperson, or at the request of the eleven eligible voting members of the RTAC. Notice of special meetings shall be given in accordance with the Open Meeting Laws of the North Carolina General Statutes, Article 33C, §143-318.12.

Attendance

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Agendas

Meeting agendas shall list items for consideration by the Committee. Additional items may be placed on the agenda at the beginning of a regular meeting with the affirmative vote of fifty percent (50%) plus one (1), of the voting membership of both the RTCC and RTAC.

Rules of Order

In the absence of guidance from these Bylaws or other adopted procedural policies, the “**Modern Rules of Order**” shall be used.

Records

The Secretary shall maintain all files, records and correspondence of the ARPO, including the preparation and distribution of minutes, agendas and meeting notices. Access to these records shall be provided at reasonable times and with reasonable supervision according to the Public Records Laws of the North Carolina General Statutes, §132-6.


Amendments

Amendments to these Bylaws shall require an affirmative vote of at least fifty (50) percent plus one (1) of the voting membership of both the RTCC and RTAC. Written notice of proposed amendments shall be provided to all members prior to consideration. Amendments must not conflict with the letter or fundamental intent of the Memorandum of Understanding which governs this document. In the event of a conflict, the Memorandum of Understanding shall carry precedence.

Approved by the Albemarle Rural Transportation Planning Organization on the Wednesday June 18, 2014.

A stylized, cursive signature in black ink, appearing to read 'L. Griffin', written over a horizontal line.

Lloyd Griffin, RTAC Chairperson

A cursive signature in black ink, appearing to read 'Rhett White', written over a horizontal line.

Rhett White, RTCC Chairperson

A cursive signature in black ink, appearing to read 'Angela Welsh', written over a horizontal line.

Angela Welsh, Secretary



Agenda Item No.6

Item Title: 2022 ARPO legislative agenda

Item Summary: The ARPO RTAC Board has adopted an RPO related legislative agenda for the past six years. Our 2021 legislative agenda is attached for your review.

Specific action requested: Discussion/approval of a 2022 ARPO legislative agenda

Number of attachments: 1



Agenda Item No.6

Item Title: 2022 ARPO legislative agenda

Item Summary: The ARPO RTAC Board has adopted an RPO related legislative agenda for the past six years. Our 2021 legislative agenda is attached for your review.

Specific action requested: Discussion/approval of a 2022 ARPO legislative agenda

Number of attachments: 1



Agenda Item No. 7

Number of attachments: 3

Item Title: FY 22-23 Planning Work Program (PWP)

Item Summary: The Planning Work program (PWP) is a funding contract between the Albemarle Rural Planning Organization (ARPO) and the North Carolina Department of Transportation (NCDOT). The Plan lists planning priorities anticipated by the ARPO during the next Fiscal year and outlines expenses needs for certain work tasks.

Specific action requested: Review and tentative approval of the FY 22-23 ARPO PWP

The attached Documents explain the various tasks ARPO Staff will complete for FY 22-23. The Planning Work Program must be approved by the RTAC and submitted to the Transportation Planning Division by May 31, 2022.

The ARPO PWP for FY 2022-2023 will include the following major projects:

1. Local coordination with NC State/ITRE for the Safe Routes to School grant. This will be the last year of the grant.

The PWP shows an Indirect cost of \$28,506. This is an increase in Indirect cost charged to the RPO program for FY 21-22 due to health insurance and expected COLA increases.

You will notice our overall budget went up \$15,000 from \$144,531 to \$159,531.00. Several years ago, the NCDOT increased the funding allocations for RPO's across the state. At that time, the ARPO was not using our entire budget so we did not accept the increased allocation. Due to increasing costs in health insurance etc., over the last few years, the ARPO will not be able to offer mini-grants to member counties if we do not increase our allocation from the NCDOT. Accepting the increased allocation will also increase our member dues by \$3,000.00 which will be split, based on population, among our 10 member counties.

Attachments:

Planning Work Program overview
Planning Work program Expense report and narrative



ARPO FY 22-23 Planning Work Program (PWP)

Summary

The Planning Work program (PWP) is a funding contract between the Albemarle Rural Planning Organization (ARPO) and the North Carolina Department of Transportation (NCDOT). The Plan lists planning priorities anticipated by the ARPO during the next Fiscal year and outlines expenses needs for certain work tasks. The PWP is reviewed, and approved by the ARPO Rural Technical Coordinating Committee (RTCC), Rural Technical Advisory Committee (RTAC), and the NCDOT Transportation Planning Division. Revisions to the PWP are allowed if the ARPO needs to make significant changes to the overall budget or a specific work task, however, no additional dues will be requested from County members. An approved PWP is required for the Lead Planning Agency, the Albemarle Commission, to be reimbursed for work task expenses incurred by the ARPO.

I. - Data Collection and Assessment

During FY 22-23, ARPO staff will continue to coordinate with NC State/ITRE on the Safe Routes to Schools grant, monitor compliance with the Title VI program, maintain socioeconomic and demographic data for member counties, and participate in ICPTA TAB Board meetings. The ARPO will also continue to collect ADT maps as well as attend required transit workshops and/or meetings.

II. - Transportation Planning

Comprehensive Transportation Plans (CTP) have been drafted and adopted for all ten of the ARPO's member counties. Funds were left in this category in case a member county would like to complete an amendment to their CTP or draft a new CTP.

ARPO Staff will continue attending required SPOT training and carryout all steps required in the ARPO's Local Input Methodology. Information for Prioritization 6.0 will be posted to the ARPO website, SPOT project scores will be reviewed with Division 1, local input methodology scores will be calculated for Regional Impact and Division Needs, and local input points will be entered into SPOT Online.

ARPO staff will review the Draft STIP with Division 1 and report out STIP funded projects to the RTCC and RTAC. ARPO Staff will also attend required merger team meetings and any local government and/or public meeting for projects in the merger process. Merger is a process to streamline the project development and permitting processes. Stakeholders include the NCDOT, USACE, NCDENR (DWQ, DCM), and FHWA. The Merger process provides a forum for appropriate agency representatives to discuss and reach consensus on ways to facilitate meeting the regulatory requirements of Section 404 of the Clean Water Act during the NEPA/SEPA decision-making phase of transportation projects.

The ARPO Director is a member of the NCARPO Legislative Committee, Statewide Non-motorized Plan Committee, Mentoring Resources Committee and will continue her work on them during FY 22-23. Staff will also continue to provide updates to the RTCC and RTAC Boards on transportation related legislation. Staff will also continue to attend all transportation related meetings such as: US17/64 meetings, Southern Albemarle Association meetings, the NCDOT Great Trails Plan and the State non-motorized plan. The ARPO Director will also continue to attend all NCARPO quarterly meetings in FY 22-23 as it is a requirement of funding.

III. – Administration of Transportation Planning and Policies

As a requirement of funding, the ARPO Director will prepare the PWP for FY 22-23, prepare quarterly invoice and progress reports for FY 22-23, coordinate RTAC Ethics requirements, update the ARPO Facebook page and web page on a regular basis, prepare and distribute meeting agendas, draft meeting minutes, and continue to respond to member requests. The ARPO Director will also continue to work with the State Ethics office regarding RTAC member Ethics forms, and provide weekly updates regarding transportation related news in our region

IV. – Direct Costs

These are regular costs for administration of the RPO program not covered in Indirect costs. These include, computer equipment, printer cartridges, printers, and other office supplies not covered under Indirect charges. Direct costs also include advertising, mileage, hotel, and meal costs and registration and training costs for the RPO Director.

V. – Indirect Costs

These costs include a portion of the Albemarle Commission Executive Directors salary, Finance Director salary and Program Coordinator salary, workman's compensation, unemployment insurance, contracted services for IT, finance and legal, general office supplies, rent for facilities, meeting room equipment, and staff development programs.

FY 2023 (July 1, 2022-June 30, 2023)
PLANNING WORK PROGRAM
ANNUAL FUNDING SOURCES TABLE
Albemarle RPO

TASK CODE	WORK CATEGORY	RPO PROGRAM FUNDS			
		LOCAL 20%	State 0%	FEDERAL 80%	TOTAL
I. DATA COLLECTION AND ASSESSMENT					
I-1	DATA COLLECTION AND ASSESSMENT	\$ 7,600	\$ -	\$ 30,400	\$ 38,000
I-1.1	Highway				
I-1.2	Other Modes				
I-1.3	Socioeconomic				
I-1.4	Title VI				
II. TRANSPORTATION PLANNING					
II-1	COMPREHENSIVE TRANSPORTATION PLAN (CTP)	\$ 800	\$ -	\$ 3,200	\$ 4,000
II-1.1	Develop CTP Vision				
II-1.2	Conduct CTP Needs Assessment				
II-1.3	Analyze Alternatives and Environmental Screening				
II-1.4	Develop Final Plan				
II-1.5	Adopt Plan				
II-2	PRIORITIZATION	\$ 4,600	\$ -	\$ 18,400	\$ 23,000
II-2.1	Project Prioritization				
II-3	PROGRAM AND PROJECT DEVELOPMENT				
II-3.1	STIP Participation				
II-3.2	Merger / Project Development				
II-4	GENERAL TRANSPORTATION PLANNING				
II-4.1	Regional and Statewide Planning				
II-4.2	Special Studies, Projects and Other Trainings				
III. ADMINISTRATION OF TRANSPORTATION PLANNING AND POLICIES					
III-1	ADMINISTRATIVE ACTIVITIES	\$ 4,600	\$ -	\$ 18,400	\$ 23,000
III-1.1	Administrative Documents				
III-1.2	TCC / TAC Work Facilitation; Ethics Compliance				
III-1.3	Program Administration				
IV. DIRECT COSTS					
IV-1	PROGRAMMATIC DIRECT CHARGES	\$ 700	\$ -	\$ 2,800	\$ 3,500
IV-1.1	Program-wide Direct Costs				
IV-2	ADVERTISING				
IV-2.1	News Media Ads				
IV-3	LODGING, MEALS, INCIDENTALS				
IV-3.1	Hotel Costs				
IV-3.2	Meal Costs				
IV-3.3	Incidentals				
IV-4	POSTAGE	\$ 5	\$ -	\$ 20	\$ 25
IV-4.1	Mailings				
IV-5	REGISTRATION / TRAINING				
IV-5.1	Conference Registration				
IV-5.2	Meeting / Workshop / Training Fees				
IV-6	TRAVEL				
IV-6.1	Mileage Reimbursement				
IV-6.2	Car Rental Costs				
IV-6.3	Other Travel Expenses				
V. INDIRECT COSTS					
V-1	INDIRECT COSTS	\$ 5,701	\$ -	\$ 22,805	\$ 28,506
V-1.1	Incurred Indirect Costs				
RPO PROGRAM TOTAL					
		\$ 31,906	\$ -	\$ 127,625	\$ 159,531

TASK CODE	WORK CATEGORY	SPR PROGRAM FUNDS			
		LOCAL	STATE	FEDERAL	TOTAL
		5%	15%	80%	100%
VI. SPECIAL STATE PLANNING & RESEARCH FUNDS					
VI-1	SPECIAL SPR ALLOCATION	\$ -	\$ -	\$ -	\$ -
VI-1.1	If applicable, insert name of SPR Special Project here				
SPECIAL SPR TOTAL		\$ -	\$ -	\$ -	\$ -
PWP TOTAL		\$ 31,906	\$ -	\$ 127,625	\$ 159,531

Approved by the TAC on: _____20__

Signature, TAC Chairman

Signature, RPO Secretary

Q1 Amendment		
Date: Day/Month/20XX		
Original Budgeted Amount	Net Change	New 1st Quarter Budgeted Amount
I. DATA COLLECTION AND ASSESSMENT		
\$ 38,000		\$ 38,000
Provide explanation for moving funds from one category to another.		
II. TRANSPORTATION PLANNING		
\$ 4,000		\$ 4,000
Provide explanation for moving funds from one category to another.		
\$ 23,000		\$ 23,000
Provide explanation for moving funds from one category to another.		
\$ 9,000		\$ 9,000
Provide explanation for moving funds from one category to another.		
\$ 27,000		\$ 27,000
Provide explanation for moving funds from one category to another.		
III. ADMINISTRATION OF TRANS PLANNING & POLICES		
\$ 23,000		\$ 23,000
Provide explanation for moving funds from one category to another.		
IV. DIRECT COSTS		
\$ 3,500		\$ 3,500
Provide explanation for moving funds from one category to another.		
\$ 100		\$ 100
Provide explanation for moving funds from one category to another.		
\$ 1,000		\$ 1,000
Provide explanation for moving funds from one category to another.		
\$ 25		\$ 25
Provide explanation for moving funds from one category to another.		
\$ 600		\$ 600
Provide explanation for moving funds from one category to another.		
\$ 1,800		\$ 1,800
Provide explanation for moving funds from one category to another.		
V. INDIRECT COSTS		
\$ 28,506		\$ 28,506
Provide explanation for moving funds from one category to another.		
\$ 159,531	\$ -	\$ 159,531

Q1 Amendment		
Date: Day/Month/20XX		
Original Budgeted Amount	Net Change	New 1st Quarter Budgeted Amount
VI. SPECIAL STUDY SPR FUNDS		
	\$ -	\$ -
Can not modify Special Study amount		
\$ -	\$ -	\$ -
\$ 159,531	\$ -	\$ 159,531

Q2 Amendment		
Date: Day/Month/20XX		
Original Budget With Previous Q Amendment(s)	Net Change	New 2nd Quarter Budgeted Amount
I. DATA COLLECTION AND ASSESSMENT		
\$ 38,000		\$ 38,000
Provide explanation for moving funds from one category to another.		
II. TRANSPORTATION PLANNING		
\$ 4,000		\$ 4,000
Provide explanation for moving funds from one category to another.		
\$ 23,000		\$ 23,000
Provide explanation for moving funds from one category to another.		
\$ 9,000		\$ 9,000
Provide explanation for moving funds from one category to another.		
\$ 27,000		\$ 27,000
Provide explanation for moving funds from one category to another.		
III. ADMINISTRATION OF TRANS PLANNING & POLICES		
\$ 23,000		\$ 23,000
Provide explanation for moving funds from one category to another.		
IV. DIRECT COSTS		
\$ 3,500		\$ 3,500
Provide explanation for moving funds from one category to another.		
\$ 100		\$ 100
Provide explanation for moving funds from one category to another.		
\$ 1,000		\$ 1,000
Provide explanation for moving funds from one category to another.		
\$ 25		\$ 25
Provide explanation for moving funds from one category to another.		
\$ 600		\$ 600
Provide explanation for moving funds from one category to another.		
\$ 1,800		\$ 1,800
Provide explanation for moving funds from one category to another.		
V. INDIRECT COSTS		
\$ 28,506		\$ 28,506
Provide explanation for moving funds from one category to another.		
\$ 159,531	\$ -	\$ 159,531

Q2 Amendment		
Date: Day/Month/20XX		
Original Budget With Previous Q Amendment(s)	Net Change	New 2nd Quarter Budgeted Amount
VI. SPECIAL STUDY SPR FUNDS		
\$ -		\$ -
Can not modify Special Study amount		
\$ -	\$ -	\$ -
\$ 159,531	\$ -	\$ 159,531

Q3 Amendment		
Date: Day/Month/20XX		
Original Budget With Previous Q Amendment(s)	Net Change	New 3rd Quarter Budgeted Amount
I. DATA COLLECTION AND ASSESSMENT		
\$ 38,000		\$ 38,000
Provide explanation for moving funds from one category to another.		
II. TRANSPORTATION PLANNING		
\$ 4,000		\$ 4,000
Provide explanation for moving funds from one category to another.		
\$ 23,000		\$ 23,000
Provide explanation for moving funds from one category to another.		
\$ 9,000		\$ 9,000
Provide explanation for moving funds from one category to another.		
\$ 27,000		\$ 27,000
Provide explanation for moving funds from one category to another.		
III. ADMINISTRATION OF TRANS PLANNING & POLICES		
\$ 23,000		\$ 23,000
Provide explanation for moving funds from one category to another.		
IV. DIRECT COSTS		
\$ 3,500		\$ 3,500
Provide explanation for moving funds from one category to another.		
\$ 100		\$ 100
Provide explanation for moving funds from one category to another.		
\$ 1,000		\$ 1,000
Provide explanation for moving funds from one category to another.		
\$ 25		\$ 25
Provide explanation for moving funds from one category to another.		
\$ 600		\$ 600
Provide explanation for moving funds from one category to another.		
\$ 1,800		\$ 1,800
Provide explanation for moving funds from one category to another.		
V. INDIRECT COSTS		
\$ 28,506		\$ 28,506
Provide explanation for moving funds from one category to another.		
\$ 159,531	\$ -	\$ 159,531

Q3 Amendment		
Date: Day/Month/20XX		
Original Budget With Previous Q Amendment(s)	Net Change	New 3rd Quarter Budgeted Amount
VI. SPECIAL STUDY SPR FUNDS		
\$ -	\$ -	\$ -
Can not modify Special Study amount		
\$ -	\$ -	\$ -
\$ 159,531	\$ -	\$ 159,531

Q4 Amendment		
Date: Day/Month/20XX		
Original Budget With Previous Q Amendment(s)	Net Change	New 4th Quarter Budgeted Amount
I. DATA COLLECTION AND ASSESSMENT		
\$ 38,000		\$ 38,000
Provide explanation for moving funds from one category to another.		
II. TRANSPORTATION PLANNING		
\$ 4,000		\$ 4,000
Provide explanation for moving funds from one category to another.		
\$ 23,000		\$ 23,000
Provide explanation for moving funds from one category to another.		
\$ 9,000		\$ 9,000
Provide explanation for moving funds from one category to another.		
\$ 27,000		\$ 27,000
Provide explanation for moving funds from one category to another.		
III. ADMINISTRATION OF TRANS PLANNING & POLICES		
\$ 23,000		\$ 23,000
Provide explanation for moving funds from one category to another.		
IV. DIRECT COSTS		
\$ 3,500		\$ 3,500
Provide explanation for moving funds from one category to another.		
\$ 100		\$ 100
Provide explanation for moving funds from one category to another.		
\$ 1,000		\$ 1,000
Provide explanation for moving funds from one category to another.		
\$ 25		\$ 25
Provide explanation for moving funds from one category to another.		
\$ 600		\$ 600
Provide explanation for moving funds from one category to another.		
\$ 1,800		\$ 1,800
Provide explanation for moving funds from one category to another.		
V. INDIRECT COSTS		
\$ 28,506		\$ 28,506
Provide explanation for moving funds from one category to another.		
\$ 159,531	\$ -	\$ 159,531

Q4 Amendment		
Date: Day/Month/20XX		
Original Budget With Previous Q Amendment(s)	Net Change	New 4th Quarter Budgeted Amount
VI. SPECIAL STUDY SPR FUNDS		
\$ -	\$ -	\$ -
Can not modify Special Study amount		
\$ -	\$ -	\$ -
\$ 159,531	\$ -	\$ 159,531