



Albemarle RPO Board Meetings

Wednesday, January 20, 2021 10:00 am via Go To meeting

<https://global.gotomeeting.com/join/822444797>

Rural Technical Coordinating Committee: Starts at 10:00 AM

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|--|---|
| 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 May 20, 2020 meeting | Rhett White, RTCC Chair |
| 5. Approval/ Adoption of Minutes from October 21, 2020 meeting | Rhett White, RTCC Chair |
| 6. RTCC Chair and Vice-Chair election Approval | Rhett White, RTCC Chair |
| 7. FY 2021-2022 Planning Work Program Tentative Approval | Rhett White, RTCC Chair |
| 8. Edenton project acceleration plan grant Approval | Rhett White, RTCC Chair
Rhett White, RTCC Chair
Rhett White, RTCC Chair |
| 9. Public Comments | |
| 10. Adjournment | |
- Presentations and updates**

NCDOT update
TPD update
Ferry Division update
Leigh Wing, Eastern STIP Region Manager, Reprogramming presentation

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 May 20, 2020 meeting | Lloyd Griffin, RTAC Chair |
| 5. Approval/ Adoption of Minutes from October 21, 2020 meeting | Lloyd Griffin, RTAC Chair |
| 6. RTAC Chair and Vice-Chair election Approval | Lloyd Griffin, RTAC Chair |
| 7. FY 2021-2022 Planning Work Program Tentative Approval | Lloyd Griffin, RTAC Chair |
| 8. Edenton project acceleration plan grant Approval | Lloyd Griffin, RTAC Chair
Lloyd Griffin, RTAC Chair
Lloyd Griffin, RTAC Chair |
| 9. Public Comments | |
| 10. Adjournment | |

There was no RTCC meeting held, on May 20, 2020 and the RTAC meeting was held via Zoom.

Minutes of the Rural Technical Coordinating Committee (RTAC) Meeting

May 20, 2020

10:00 a.m.

Call to Order

The May 20, 2020 RTAC meeting was held via Go-To-Meeting. The RTAC Meeting was opened and called to order by RTAC Chairman Lloyd Griffin at 10:03 a.m.

Roll Call

A Roll Call was determined by ARPO Director, Angela Welsh.

It was determined a quorum was present with the following RTAC voting members in attendance: Wally Overman, Dare County; Paul Beaumont, Currituck County; Lloyd Griffin, Pasquotank County; Bill Sexton, Washington County; Linda Hofler, Gates County; Allen Moran, BOT member.

Director Welsh noted there is a quorum based on the Bylaws which states if an RTAC member misses two (2) meetings in a row, that county does not have to be considered for a quorum at the next RTAC meeting. Tyrrell and Hyde county RTAC members have missed two meetings, in a row, so a quorum, for this meeting was four (4) voting members.

RTAC Non-voting members in attendance: Matt Neal, Town of Southern Shores, Chris Ruffieux, City of Elizabeth City, Rob Mooney, Town of Duck, Frank Norman, Town of Hertford,

Chairman Griffin called for a Motion to approve to amend the Agenda adding a virtual meeting policy that was presented to our Attorney John Leidy. A Motion to approve the virtual meeting policy was made by Linda Hofler, Gates County, and seconded by Bill Sexton, Washington County.

Agenda Approval

Chairman Griffin asked for a Motion to approve the Agenda. A Motion to approve the agenda was made by Paul Beaumont, Currituck County, and seconded by Allen Moran, BOT member. With no further discussion, the Motion carried unanimously.

Approval of February 19, 2020 Minutes

Chairman Griffin called for a Motion to accept the minutes as presented. A Motion to approve the minutes was made by Wally Overton, Dare County, and seconded by Paul Beaumont, Currituck County. With no further discussion, the Motion carried unanimously.

FY 20-21 Planning Work Program (PWP) Approval

ARPO Director Welsh discussed the Planning Work Program (PWP). Director Welsh mentioned the RTAC tentatively approved the PWP during the February meeting.

Chairman Griffin called for a Motion for approval for PWP as presented. A Motion to approve the PWP was made by Linda Hofler, Gates County, and seconded by Wally Overman, Dare County. With no further discussion, the Motion carried unanimously.

ARPO Mini Grants

ARPO Director Welsh discussed an application received from the Town of Duck for the ARPO mini-grant. Their request was for funding to print brochures that provide a map of their multi-use paths, sound side board walk, bike lines and also provide pedestrian and bicycle safety advice. Director Welsh noted there are enough funds in the mini-grant budget to cover the Town of Duck's request.

A Motion to approve Town of Duck's request of Brochures in the amount of \$6827.00 was made by Wally Overman, Dare County, and seconded by Linda Hofler, Gates County. With no further discussion, the Motion carried unanimously.

Public Comments

None

Adjournment

With no further business to discuss, Chairman Griffin called for a Motion to adjourn the meeting. A Motion to adjourn was made by Bill Sexton, Washington County, and seconded by Linda Hofler, Gates County. The meeting adjourned at 10:35 a.m.

Presentations

NCDOT Update:

Gretchen Byrum provided an update of NCDOT's budget and projects in the ARPO region.

Ferry Division Update:

Cat Peele provided an update in the ferry division.

TPD Update:

Beshad Norwozi provided an update for the Transportation Planning Division.

ARPO Update:

Director Welsh provided an update for the ARPO.

Respectfully Submitted,

Ashley Stallings
Albemarle Commission
Administrative & Benefits Coordinator

For

Angela Welsh, Secretary
ARPO Director

**Minutes of the Rural Technical Coordinating Committee (RTCC) Meeting
October 21, 2020
10:00 a.m.**

Call to Order

The October 21, 2020 RTCC meeting was held via Go-To-Meeting. The RTCC Meeting was opened and called to order by RTCC Chairperson Rhett White at 10:00 a.m.

Roll Call

A Roll Call was determined by ARPO Director, Angela Welsh.

It was determined a quorum was present with the following RTCC members in attendance:
Dan Porter, Camden County; Ben Stikeleather, Currituck County; Donna Creef, Dare County; Bill Rich, Hyde County; Rhett White, Town of Columbia; Frank Heath, Perquimans County; Kellen Long, Elizabeth City; Joe Heard, Town of Duck; Curtis Potter, Washington County; Pam Hurdle, Town of Hertford; Sterling Baker, NCDOT Division 1; Craig Midgett, NCDOT Division 1; and Chris Palsgrove, NCDOT-TPD.

Agenda Approval

Chairman White asked for a Motion to approve the Agenda. A motion to approve the Agenda was made by Donna Creef, Dare County, and seconded by Joe Heard, Town of Duck. With no further discussion, the motion passed.

Edenton project acceleration plan grant

Chairman White asked for a Motion to approve the Edenton project acceleration plan grant resolution. A motion to approve was made by Donna Creef, Dare County, and seconded by Ben Stikeleather, Currituck County. With no further discussion, the motion passed unanimously.

Public Comments

None

Presentations

NCDOT Update:

Gretchen Byrum provided an update of NCDOT's projects.

Ferry Division Update:

ARPO Director Welsh provided the update for the ferry division.

TPD Update:

Chris Palsgrove provided an update for the Transportation Planning Division.

ARPO Update:

ARPO Director Welsh provided an update for the ARPO.

Adjournment

Chairperson White adjourned the meeting 10:37 a.m.

**Minutes of the Rural Technical Advisory Committee (RTAC) Meeting
October 21, 2020
11:00 a.m.**

ARPO Director Angela Welsh determined a quorum was not met. Chairperson Lloyd Griffin announced items on the Agenda would be tabled until the January 20, 2021 meeting.

Respectfully Submitted,

Ashley Stallings
Albemarle Commission
Administrative & Benefits Coordinator

For

Angela Welsh, Secretary
ARPO Director



Agenda Item No. 6

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

Dan Porter, Vice-Chairman - Planning Director for 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

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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, handwritten signature in black ink, consisting of a large, sweeping loop followed by a horizontal line.

Lloyd Griffin, RTAC Chairperson

A handwritten signature in black ink, appearing to read 'Rhett White' with a stylized flourish at the end.

Rhett White, RTCC Chairperson

A handwritten signature in black ink, appearing to read 'Angela Welsh' with a stylized flourish at the end.

Angela Welsh, Secretary



Agenda Item No. 7

Number of attachments: 3

Item Title: FY 21-22 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 21-22 ARPO PWP

The attached Documents explain the various tasks ARPO Staff will complete for FY 21-22. The Planning Work Program must be approved by the RTAC and submitted to the Transportation Planning Division by May 31, 2021.

The ARPO PWP for FY 2021-2022 will include the following major projects:

1. Local coordination with NC State/ITRE for the Safe Routes to School grant.
2. Drafting of the Citizens Guide to Transportation Planning

The PWP shows an Indirect cost of \$27,000. This was the Indirect cost charged to the RPO program for FY 20-21 and should remain the same for FY 21-22.

Attachments:

Planning Work Program overview
Planning Work program Expense report and narrative
Costs covered by Indirect FY 20-21



ARPO FY 21-22 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 21-22, ARPO staff will coordinate with NC State/ITRE on the Safe Routes to Schools grant also continue to monitor compliance with the Title VI program, maintaining 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 5.0 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, SPOT Workgroup sub-committee, Statewide Non-motorized Plan committee, Mentoring Resources committee and will continue her work on them during FY 21-22. 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 21-22 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 21-22, prepare quarterly invoice and progress reports for FY 21-22, coordinate TAC 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, phone and internet 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 2021-2022 PLANNING WORK PROGRAM Narrative Albemarle Rural Planning Organization

I. DATA COLLECTION AND ASSESSMENT

I-1 DATA COLLECTION AND ASSESSMENT \$ 35,000.00

I-1.1 Highway

I-1.2 Other Modes

Attend ICPTA TAB meetings. Local coordination with NC State for the SRTS grant being overseen by the Albemarle Commission (does not include grant oversight)

I-1.3 Socioeconomic

Maintain socioeconomic and demographic data for member counties

I-1.4 Title VI

Continue to monitor ARPO compliance with the Title VI program

II. TRANSPORTATION PLANNING

II-1 COMPREHENSIVE TRANSPORTATION PLAN (CTP) DEVELOPMENT \$ 3,000.00

II-1.1 Develop CTP Vision

II-1.2 Conduct CTP Needs Assessment

Funds left in this category in case a member county wants to complete an amendment to their CTP.

II-1.3 Analyze Alternatives and Environmental Screening

II-1.4 Develop Final Plan

II-1.5 Adopt Plan

II-2 PRIORITIZATION \$ 19,150.00

II-2.1 Project Prioritization

Attend any required SPOT office training. Carryout all steps required under ARPO methodology. Post information to ARPO website as detailed in ARPO methodology. Score Division and Regional projects and input into SPOT Online.

II-3 PROGRAM AND PROJECT DEVELOPMENT \$ 7,800.00

II-3.1 STIP Participation

Report projects funded in Statewide category to RTCC and RTAC Boards, work with Division on statewide projects

II-3.2 Merger / Project Development

Attend required merger meetings. Attend any local government and/or public meetings for projects in the merger process.

II-4 GENERAL TRANSPORTATION PLANNING \$ 24,627.00

II-4.1 Regional and Statewide Planning

Participate on NCARPO Legislative Committee, SPOT workgroup sub-committee, Statewide non-motorized plan, Mentoring Resources Committee, and provide updates to NCARPO members and ARPO RTCC and RTAC Boards, Attend NCARPO quarterly meetings and MPO/RPO spring conference, Draft the 2022 Legislative Agenda for the ARPO. Draft the Citizens Guide to Transportation Planning.

II-4.2 Special Studies, Projects and Other Trainings

Attend US 17/64 meetings. Attend Southern Albemarle Association meetings. Participate in Statewide non-motorized plan, NCDOT Great Trails Plan, Participate in various transportation related webinars.

III. ADMINISTRATION OF TRANSPORTATION PLANNING AND POLICIES

III-1 ADMINISTRATIVE ACTIVITIES

\$ 20,374.00

III-1.1 Administrative Documents

Draft FY 22-32 PWP and seek approval from the ARPO RTAC Board. Amend the FY 21-22 PWP, if needed. Prepare and submit required quarterly reports. If needed, update the ARPO PIP, MOU and other related documents.

III-1.2 TCC / TAC Work Facilitation; Ethics Compliance

Prepare agenda and draft minutes for ARPO RTCC and RTAC Board meetings. Gather materials, set up speakers and run ARPO RTCC and RTAC meetings. Provide updated roster to the State Ethics Office. Provide reminders and help RTAC members complete their required Ethics forms.

III-1.3 Program Administration

Provide transportation information through weekly "Friday Transportation Updates". Provide transportation related data and information to member counties. Work with NCDOT Division 1 staff regarding questions and/or concerns from member county officials, citizens and/or RTCC and RTAC members. Answer phone calls and respond to emails as needed.

IV. DIRECT COSTS

IV-1 PROGRAMMATIC DIRECT CHARGES

\$ 2,700.00

IV-1.1 Program-wide Direct Costs

Regular costs for administration of the ARPO program such as computer equipment, printer cartridges, phone and internet, and office supplies not covered in Indirect.

IV-2 ADVERTISING

\$ 50.00

IV-2.1 News Media Ads

Advertising costs for ARPO related public hearings and workshops etc.

IV-3 LODGING, MEALS, INCIDENTALS

\$ 1,500.00

IV-3.1 Hotel Costs

Costs for overnight stays at NCARPO quarterly meetings, MPO/RPO spring conference and other TPD approved classes/training which will require overnight accommodations.

IV-3.2 Meal Costs

Meal costs while on extended travel

IV-3.3 Incidentals

Hotel parking fees, class parking fees, etc...

IV-4 POSTAGE

\$ 30.00

IV-4.1 Mailings

Costs for mailings for RPO projects (surveys, notices etc.)

IV-5 REGISTRATION / TRAINING

\$ 300.00

IV-5.1 Conference Registration

Registration for the MPO/RPO confereence and other transportation related classes/conferences.

IV-5.2 Meeting / Workshop / Training Fees

Costs for transportation related webinar fees

IV-6 TRAVEL \$ 3,000.00

IV-6.1 Mileage Reimbursement

Reimbursement for miles traveled in personal vehicle for RPO quarterly meetings, merger meetings, Elizabeth City Pedestrian Plan meetings, ARPO meetings, SAA meetings, Albemarle Commission Board meetings, NCDOT public meetings for projects, ICPTA TAB meetings, meetings with Division 1 office and other ARPO related meetings.

IV-6.2 Car Rental Costs

IV-6.3 Other Travel Expenses

Parking fees etc...

V. INDIRECT COSTS

V-1 INDIRECT COSTS APPROVED BY COGNIZANT AGNECY FY 20-21 \$ 27,000.00

V-1.1 Incurred Indirect Costs

Indirect costs incurred by the ARPO program

TOTAL \$ 144,531.00

ORGANIZATIONAL / PROGRAM COSTS COVERED BY THE INDIRECT COST ALLOCATION PLAN



The Indirect Fund provides support to all programs based on the approved cost allocation plan. Included in the Indirect Budget are the following items:

- ❖ Salary and benefits for the majority of the Executive Director, a small portion of the Finance Director, as well as a full-time program coordinator position which will be a shared position supporting all programs
- ❖ Workers Compensation for all programs; except for the Workforce Development Work Experience employees, as they must be covered under a separate workers compensation policy.
- ❖ Unemployment Insurance for all programs
- ❖ All contracted services for Audit Services, Information Technology, Finance, and Legal Services
- ❖ All-In-One inclusive machine rental for the copier, scanner, fax, and printer that will allow for password protected folders and mass printing. This is an all-inclusive contract (includes ink and drum replacement).
- ❖ General Office Supplies that are not program specific including but not limited to: copy paper, note pads, paper clips, staples, pens and pencils
- ❖ Rent for the facilities
- ❖ Creation of a staff development program which will include, but not be limited to a Wellness Program, General Employee Development in the form of staff meetings for program discussion and education, technology training, state policy changes, commission policy changes, and program and commission updates.
- ❖ Office Equipment, Furniture and Technology Replacement including any computer replacements needed in the coming year, as well as upgrades to the meeting/training room including tables and chairs, along with the technology equipment.
- ❖ Board Stipend and Expenses for monthly meetings of \$50 per meeting attended, mileage to attend the meetings, any training and conferences attended by Board members on behalf of the Commission
- ❖ Annual Meeting Expenses
- ❖ Printing services for the Commission's annual report, orientation materials, as well as Commission brochures
- ❖ Special Projects: Update of the Albemarle Commission's Website and Branding, projects as indicated by the Board of Delegates

CAMDEN

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KITTY HAWK

MANTEO

NAGS HEAD

PLYMOUTH

ROPER

SOUTHERN SHORES

WINFALL



Agenda Item No. 8

Item Title: Town of Edenton project acceleration grant application endorsement

Item Summary: The Town of Edenton applied for a project acceleration grant, from the NCDOT, and the application process required endorsement of the application by the ARPO RTAC Board. Via email, the ARPO RTAC provided consent for the RTAC Chairman to sign the resolution in June as the Town had to submit the application before the ARPO RTAC meeting in October. I was asked to include the endorsement on the October agenda for official action, however, there was no RTAC quorum so this item was moved to the January 2021 agenda.

Specific action requested: Approval of the attached resolution endorsing the Town of Edenton project acceleration grant application.

Number of attachments: 2



A RESOLUTION FOR ENDORSEMENT OF THE PROJECT ACCELERATION PLAN GRANT FOR THE TOWN OF EDENTON

Albemarle Rural Planning
Organization

PO Box 646
Hertford, NC 27944

(252) 426-5775
FAX (252) 426-8482

www.albemarlecommission.org

§

Officers

Lloyd E. Griffin, III
RTAC Chairman

Paul Beaumont
RTAC Vice-Chairman

Rhett White
RTCC Chairman

Dan Porter
RTCC Vice-Chairman

§

Proudly serving Camden,
Chowan, Currituck, Dare, Gates,
Hyde, Pasquotank, Perquimans,
Tyrrell, and Washington
Counties

WHEREAS, the Rural Transportation Advisory Committee (RTAC) is the duly recognized transportation planning policy board for the Albemarle Rural Planning Organization (ARPO); and


WHEREAS, the Town of Edenton has chosen to apply for a Project Acceleration Plan grant made available by the NCDOT Division of Bicycle & Pedestrian Transportation Division; and


WHEREAS, the Project Acceleration Plan will focus on identifying priority projects that are implementable in the Town of Edenton; and

WHEREAS, the Town of Edenton will be required to pay the 10% cash match for the grant; and

NOW, THEREFORE BE IT RESOLVED that the Albemarle RPO RTAC hereby endorses the NCDOT Project Acceleration Plan grant application for the Town of Edenton.

Adopted, on this, the 7th day of June 2020.


Lloyd E. Griffin, III Chairman
Albemarle RPO RTAC


Angela M. Welsh, Secretary
Albemarle RPO Director