

Kyle DeHaven
TCC Chair



VACANT
TCC Vice-Chair

May 18th, 2023 • 9:30 a.m.
La Grange Community Center
410 E Washington Street
Gathering Hall

AGENDA for TCC

Call to Order – Kyle DeHaven, *Chair TCC*

1. Public Comment Period

2. ACTION: Approval of Minutes

Minutes from the January 26th meeting are attached and presented for approval.

Action: Approve minutes from previous meeting.

4. ACTION: FY24 PWP

The Planning Work Program (PWP) is a financial document which dictates where RPO funds will be spent. The document can be amended as needed, with TAC approval, should RPO needs change.

Action: Recommend PWP to TAC for approval.

5. ECRPO Staff Report – Micajah Anderson

a. Prioritization 7.0

- i. The Prioritization 7.0 process will begin in July, with project submittals closing at the end of September. At this time RPO staff is reviewing carryover projects, and soliciting for new project submittals. At this time RPO staff is seeking representation from each county in the region to serve on a SPOT 7.0 subcommittee. This committee will meet as needed to provide recommendations to the TCC and TAC concerning SPOT submittals.
- ii. RPO staff will provide updates to projects at our July meeting
- iii. A final list of submittals will be presented for approval at our September meeting.

b. 2023 Meeting Dates

- i. Thursday, July 20th, 2023, at the La Grange Community Center
- ii. Thursday, September 21st, 2023, at the La Grange Community Center
- iii. Thursday, November 16th, 2023, at the La Grange Community Center

d. Greene County CTP Steering Committee to meet on June 8th.

6. NCDOT Reports

- b. Division 2 – *Len White*
- c. Division 3 – *Adrienne Cox*
- d. Division 4 – *Jennifer Collins*
- e. Transportation Planning Division – *Natasha Henderson*
- f. Public Transit
 - Duplin County Update – *Angel Venecia*
 - Greene County Update – *Misty Chase*
 - Lenoir County Update – *Angie Greene*
 - Wayne County Update – *Don Willis*
- g. Aviation
 - Duplin County Update – *George Futrelle*
 - Lenoir County Update – *Rick Barkes*
 - Wayne County Update – *Mike Bass*

7. Other Business

8. Adjournment

Action: Motion to adjourn

Eric Rouse
TAC Chair



Carolyn Kenyon
TAC Vice-Chair

May 18th, 2023 • Following TCC Meeting
La Grange Community Center
410 E Washington Street
Gathering Hall

AGENDA for TAC

Call to Order – Eric Rouse, *Chair TAC*

1. **Ethics Reminder** – Eric Rouse, *Chair TAC*
2. **Public Comment Period**
3. **ACTION: Approval of Minutes** – Eric Rouse, *Chair TAC*
Minutes from the January 26th meeting are attached and presented for approval.
Action: Approve minutes from previous meeting.
5. **ACTION: FY24 PWP**
The Planning Work Program (PWP) is a financial document which dictates where RPO funds will be spent. The document can be amended as needed, with TAC approval, should RPO needs change.
Action: Approve PWP.
6. **Other Business**
7. **Adjournment**
Action: Motion to adjourn

Kyle DeHaven
TCC Chair



Carrie Shields
TCC Vice-Chair

January 26th, 2023 • 9:30 a.m.
La Grange Community Center
410 E Washington Street
Gathering Hall

MINUTES for TCC

Call to Order – Kyle DeHaven, *Chair TCC called the meeting to order at 9:30am. Quorum was met*

1. Public Comment Period

No members of the public were present for comment.

2. ACTION: Approval of Minutes

Minutes from the August 18th meeting are attached and presented for approval.

Action: Motion to approve the minutes by Harold Thomas, second by Adrienne Cox, unanimously approved.

4. ACTION: Lenoir Feasibility Letter of Support

Lenoir County is applying for a Feasibility Study grant to receive funding for preliminary planning work to be completed for the second phase of the Neuse River Walk in Kinston. Part of the grant application is a letter of support from the RPO.

Action: Motion to approve Letter of Support by Harold Thomas, second by Rick Barks, unanimously approved.

5. ECRPO Staff Report – Micajah Anderson

a. Important Deadlines and Upcoming Dates

- i. March 17th- Deadline for all potential STIP swaps and Carbon Reduction Program applications
- ii. Call for projects in Prioritization 7.0 is expected in the fall

b. 2023 Meeting Dates

- i. Thursday, March 16th, 2023, at the La Grange Community Center
- ii. Thursday, May 18th, 2023, at the La Grange Community Center
- iii. Thursday, July 20th, 2023, at the La Grange Community Center
- iv. Thursday, September 21st, 2023, at the La Grange Community Center
- v. Thursday, November 16th, 2023, at the La Grange Community Center

c. Other ECRPO Updates

6. NCDOT Reports

- b. Division 2 – *Len White provided updates on projects in Greene and Lenoir counties*
- c. Division 3 – *Adrienne Cox provided updates on projects in Duplin County*
- d. Division 4 – *Jennifer Collins provided updates for Wayne County*
- e. Transportation Planning Division – *Natasha Henderson*
- f. Public Transit
 - Duplin County Update – *No update*
 - Greene County Update – *No update*
 - Lenoir County Update – *No update*
 - Wayne County Update – *No update*
- g. Aviation
 - Duplin County Update – *No update*
 - Lenoir County Update – *taxiway project is wrapping up, prep hangar should be done by the end of the month, terminal building, fuel farm and Fly Exclusive all kicking off*
 - Wayne County Update – *AWOS installed, taxiway design is complete, helicopter pad project out for bid, flight school is certified, final maintenance for FAR 145*

7. Other Business

8. Adjournment

Action: Motion to adjourn by Rick Barkes, second by Harold Thomas, unanimously approved.

Eric Rouse
TAC Chair



Carolyn Kenyon
TAC Vice-Chair

January 26th, 2023 • Following TCC Meeting
La Grange Community Center
410 E Washington Street
Gathering Hall

MINUTES for TAC

Call to Order – Eric Rouse, *Chair TAC*, called the meeting to order at 9:43, quorum was met

1. **Ethics Reminder** – Eric Rouse, *Chair TAC*
 - a. It is filing season! Please go to the State Ethics Commission website to submit your Real Estate Disclosure and Statement of Economic Interest (<https://ethics.nc.gov/seis/electronic-filing>)
 - i. Ethics filling is due on Monday, April 17th, afterwards the commission will start issuing fines.
2. **Public Comment Period**- *No members of the public were present for comment.*
3. **ACTION: Approval of Minutes** – Eric Rouse, *Chair TAC*

Minutes from the August 18th meeting are attached and presented for approval.
Action: Motion to approve the minutes by Carolyn Kenyon, second by Barbara Kornegay, unanimously approved.
5. **ACTION: Lenoir Feasibility Letter of Support**

Lenoir County is applying for a Feasibility Study grant to receive funding for preliminary planning work to be completed for the second phase of the Neuse River Walk in Kinston. Part of the grant application is a letter of support from the RPO.
Action: Motion to approve letter of support by Barbara Kornegay, second by Carolyn Kenyon, unanimously approved.
6. **Other Business**
7. **Adjournment**

Action: Motion to adjourn by Barbara Kornegay, second by Carolyn Kenyon, unanimously approved.

FY 2024 (July 1, 2023-June 30, 2024)
PLANNING WORK PROGRAM
Narrative
Eastern Carolina RPO

I. DATA COLLECTION AND ASSESSMENT

I-1 DATA COLLECTION AND ASSESSMENT \$ 10,000.00

I-1.1 Highway

Perform traffic counts and crash data analysis at local government request

I-1.2 Other Modes

Assist municipalities with Bike/Ped grants; attend Transit agency TAB meetings

I-1.3 Socioeconomic

Update demographic data

I-1.4 Title VI

Implement Title VI plan for ECRPO

II. TRANSPORTATION PLANNING

II-1 COMPREHENSIVE TRANSPORTATION PLAN (CTP) DEVELOPMENT \$ 15,000.00

II-1.1 Develop CTP Vision

Greene County CTP

II-1.2 Conduct CTP Needs Assessment

Greene County CTP

II-1.3 Analyze Alternatives and Environmental Screening

Greene County CTP

II-1.4 Develop Final Plan

Review CTPs for potential amendments

II-1.5 Adopt Plan

Work with TPD and Greene County to Publish CTP

II-2 PRIORITIZATION \$ 15,000.00

II-2.1 Project Prioritization

Develop projects for Prioritization 7.0. Work with NCDOT and local stakeholders in the development of the next STIP. Including annalysis of local priority and DOT ranking, communicating the results locally.

II-3 PROGRAM AND PROJECT DEVELOPMENT \$ 8,769.00

II-3.1 STIP Participation

Review and upkeep status of projects in the STIP

II-3.2 Merger / Project Development

Attend merger, scoping, planning and public meetings for funded projects

II-4 GENERAL TRANSPORTATION PLANNING \$ 10,000.00

II-4.1 Regional and Statewide Planning

Attend NCARPO quarterly meetings and NCAMPO conference; attend Highway 70 Corridor Commission meetings; stay up to date on Joint Legislative Transportation Oversight Committee meetings; attend neighboring MPO TCC and TAC meetings; attend County Transportation Committee meetings; attend NCDOT Board of Transportation meetings

II-4.2 Special Studies, Projects and Other Trainings

III. ADMINISTRATION OF TRANSPORTATION PLANNING AND POLICIES

III-1 ADMINISTRATIVE ACTIVITIES \$ 19,000.00

III-1.1 Administrative Documents

Prepare, obtain approval, and submit PWP, and necessary amendments; repare and submit quarterly reports and Final Yearly Narrative; update MOU and PIP as necessary

III-1.2 TCC / TAC Work Facilitation; Ethics Compliance

FY 2024 (July 1, 2023-June 30, 2024)

PLANNING WORK PROGRAM

Narrative

Eastern Carolina RPO

Hold TCC and TAC meetings; prepare minutes, agendas, materials, speakers, etc. for TCC and TAC meetings; inform TAC of ethics information and deadlines, assist TAC members with ethics documentation

III-1.3 Program Administration

Provide transportation information and data; contact NCDOT staff concerning questions from officials, citizens, and TCC/TAC members; Phone calls, emails, etc.

IV. DIRECT COSTS

IV-1 PROGRAMMATIC DIRECT CHARGES \$ 8,778.00

IV-1.1 Program-wide Direct Costs

Telephone, broadband, office supplies, IT System Administration, maintenance and repairs, computer related purchase, and copier supplies

IV-2 ADVERTISING \$ -

IV-2.1 News Media Ads

Advertising costs for public hearings, workshops, surveys, etc.

IV-3 LODGING, MEALS, INCIDENTALS \$ 1,231.00

IV-3.1 Hotel Costs

Costs for overnight stays to: NCARPO meetings, NCAMPO Conference

IV-3.2 Meal Costs

Meal costs while on overnight or extended travel to: Attend NCARPO quarterly meetings; NCAMPO conference

IV-3.3 Incidentals

Hotel parking

IV-4 POSTAGE \$ 150.00

IV-4.1 Mailings

Costs for mailing RPO projects (surveys, notices, etc)

IV-5 REGISTRATION / TRAINING \$ 250.00

IV-5.1 Conference Registration

Registration fees to: Attend NCAMPO Conference, NCDOT Summit

IV-5.2 Meeting / Workshop / Training Fees

Various trainings

IV-6 TRAVEL \$ 4,800.00

IV-6.1 Mileage Reimbursement

Reimbursement for total miles traveled

IV-6.2 Car Rental Costs

N/A

IV-6.3 Other Travel Expenses

Parking fee, air fare, other

V. INDIRECT COSTS

V-1 INDIRECT COSTS APPROVED BY COGNIZANT AGENCY \$ 39,991.00

V-1.1 Incurred Indirect Costs

Indirect costs incurred to the RPO program

RPO OPERATIONAL EXPENSE TOTAL \$ 132,969.00