



Albemarle Rural Planning Organization

Albemarle RPO Board Meetings

Friday, January 10, 2013 Albemarle Commission 512 S. Church St. Hertford, NC 27944

Technical Coordinating Committee: Starts at 11:00 AM

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| 1. Call to Order | Rhett White, TCC Chair |
| 2. Roll Call | Rhett White, TCC Chair |
| 3. Agenda Approval | Rhett White, TCC Chair |
| 4. Approval/ Adoption of Minutes from Last Meeting | Rhett White, TCC Chair |
| 5. SPOT 3.0 Prioritization and methodology schedule Approval | Rhett White, TCC Chair |
| 6. Highway, Bicycle and Pedestrian project solicitation results Approval | Rhett White, TCC Chair |
| 7. FY 13-14 Planning Work Program (PWP) amendment Approval | Rhett White, TCC Chair |
| 8. Election of TCC Vice-Chair Approval | Rhett White, TCC Chair |
| 9. Public Comments | Rhett White, TCC Chair |
| 10. Adjournment | Rhett White, TCC Chair |

Lunch and presentations start at 12:00

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| Division One Report and Ferry Update | Jerry Jennings, Jed Dixon NCDOT |
| Board of Transportation Report- Bonner Bridge update | Malcolm Fearing, BOT |
| RPO Report | Angela Welsh, ARPO |
| TPB Report | Nazia Sarder, NCDOT |

Transportation Advisory Committee: Starts at 1 PM

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| 1. Call to Order | Lloyd Griffin, TAC Chair |
| 2. Roll Call | Lloyd Griffin, TAC Chair |
| 3. Agenda Approval | Lloyd Griffin, TAC Chair |
| 4. Approval/ Adoption of Minutes from Last Meeting | Lloyd Griffin, TAC Chair |
| 5. SPOT 3.0 Prioritization and methodology schedule Approval | Lloyd Griffin, TAC Chair |
| 6. Highway, Bicycle and Pedestrian project solicitation results Approval | Lloyd Griffin, TAC Chair |
| 7. FY 13-14 Planning Work Program (PWP) amendment Approval | Lloyd Griffin, TAC Chair |
| 8. Approval of TCC Vice-Chair | Lloyd Griffin, TCC Chair |
| 9. Chair Report- Bylaws update | Lloyd Griffin, TAC Chair |
| 10. Next Meeting Date- April | Lloyd Griffin, TAC Chair |
| 11. Public Comments | Lloyd Griffin, TAC Chair |
| 12. Adjournment | Lloyd Griffin, TAC Chair |

Item 4

**Minutes of the Rural Technical Coordinating Committee (RTCC) Meeting
November 8, 2013
11:00 a.m.**

Prior to the opening of the RTCC meeting, Lloyd Griffin asked Gretchen Byrum to give an explanation of the roles and membership of the RTCC and the RTAC Committees. Later in the meeting Mr. Griffin said Ms. Byrum would offer information on how to progress with prioritization. Ms. Byrum stated that generally the RTCC members are town and county managers or other appointed staff members and RTAC members are elected officials. She added that one person is not eligible to serve on both committees and have voting privileges on both.

RTAC Chairman Lloyd Griffin thanked Dare County for hosting the meeting and Donna Creef for her assistance in setting up the meeting.

RTCC

Call to Order

The RTCC meeting was held in the Dare County Administrative Building and called to order by Chair Angela Welsh on Friday, November 8, 2013 at 11:00 a.m.

Roll Call

Chairperson Angela Welsh asked each RTCC member to introduce themselves. It was determined a quorum was present with the following in attendance:

Dan Scanlon Manager, Currituck County; Wes Haskett Planner, Southern Shores; John Stockton Manager Kitty Hawk; Greg Loy Planner, Kill Devil Hills; Cliff Ogburn Manager, Elizabeth Teague and Angela Welsh, Planners, Nags Head; Zee Lamb Manager, and Landin Holland Planner, Chowan County; Sam Barrow Planner, Edenton; Bill Rich Manager, Hyde County; Frank Heath Manager, Perquimans County; Ken Rominger (substituting for Fred Yates, Mayor) Winfall; Shelley Cox Planner, Pasquotank County; Leroy Spivey Commissioner, Tyrrell County; Jerry Rhodes Manager, Washington County; Chris Layton Manager and Andy Garman Planner, Duck; and Bert Banks, Executive Director Albemarle Commission.

DOT Personnel – Jed Dixon, NC Ferry System; Behshad Norowzi, DOT Planning Branch; Malcolm Fearing, DOT Board member; Gretchen Byrum, DOT, Division 1; Sterling Baker, DOT Division 1; Anthony Roper, DOT Division 1; Jerry Jennings, DOT Division 1.

Guest – Mary Helen Goodloe-Murphy, Outer Banks National Scenic Byway Committee.

Agenda Approval

Chair Welsh called for a motion to accept the agenda as presented. A motion to accept was made by Bert Banks, seconded by Wes Haskett, and unanimously carried.

Approval of September 18, 2013 RTCC Minutes

Minutes of the September 18, 2013 RTCC meeting were reviewed and Chairperson Welsh 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 of Camden County's Comprehensive Transportation Plan (CTP)

Behshad Norowzi provided information on Camden County's CTP. He explained the Plan has been adopted by Camden Board of Commissioners and following adoption by the RTAC will go before the NC State Transportation Board for action. Following review of the Camden County CTP, the Plan was put on the floor for approval and submission to the RTAC for their adoption. Frank Heath moved to recommend submitting the Plan to the RTAC for approval. His motion was seconded by Bill Rich and unanimously carried.

Chairperson Welsh presented a resolution to adopt the study of alternative revenue sources for the Ferry Division and submission to the RTAC for adoption. She explained the resolution was drafted by the Work Group made up of representatives from Currituck, Dare and Hyde Counties, as well as DOT representatives.

WHEREAS, the Albemarle Rural Planning Organization provides transportation planning services for the counties of Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell and Washington; and

WHEREAS, the Albemarle RPO is located in Division 1 of the NC Department of Transportation, and

WHEREAS, House Bill 817 outlines the Strategic Prioritization Funding Plan for Transportation Investments; and

WHEREAS, Section 136-82 of HB 817 states, "The Board of Transportation may establish tolls on any untolled ferry route, the Board of Transportation must receive a resolution approved by the Transportation Advisory Committee of each affected local transportation planning organization requesting tolls on that route. No later than March 1, 2014, the Department shall hold a separate public hearing in the geographic area of each untolled ferry route and invite each affected local transportation planning organization. At the public hearing, the Department shall present an explanation of the toll setting methodology, the impact of tolling on the availability of funding for other local transportation priorities, and the minimum and maximum toll rates. After the public hearing, an affected local transportation planning organization may consider and adopt a ferry tolling resolution."

WHEREAS, the Albemarle Rural Planning Organization (ARPO) has asked the state to first study alternative revenues from the following sources: Advertising (ferry naming, ferry route naming, business advertisements on televisions in lounges), concessions, leasing shipyard space for boat

repair and boat dockage, WiFi fees, establishing a rental rate of ferry equipment and shipyard tours.

NOW, THEREFORE, be it resolved by the Albemarle Rural Planning Organization's Transportation Advisory Committee hereby supports the alternative revenue sources for the Ferry Division.

A motion was made by Jerry Rhodes to approve the resolution and submit to the RTAC for their adoption. His motion was seconded by Leroy Spivey and unanimously carried.

Sterling Baker asked to address the Committee on this issue. He commented the process will involve upcoming public hearings from DOT and the ferry toll data will most likely change. At that time he believes a resolution should be submitted to the State. He added the resolution in place now could be offered on a FYI basis. Bert Banks asked what the process is before a final determination is made. Mr. Baker said the State will ultimately offer alternatives regarding what the funding revenues will be if tolling is in place. Each RPO has the authority to request a route specific.

Malcolm Fearing said Hatteras and Ocracoke are the areas most affected. He said State and Federal funding is declining for transportation. He said he is requesting the RPO allow DOT to go through the process explained by Mr. Baker and look at options, such as transportation grants, and how residents of Ocracoke and Hatteras could be considered for toll passes.

Following a discussion, it was the consensus of the RTCC to submit the resolution to the RTAC for a decision on how to proceed.

Adjournment

With no further business to discuss, Frank Heath moved to adjourn the meeting. His motion was seconded by John Stockton and unanimously carried.

Lunch – 12:00 noon

Chairperson's Report

RTAC Chairman Lloyd Griffin asked for continuation of the ferry tolling discussion. Malcolm Fearing said although the NCDOT is trying to reduce the cost of ferry replacements, as of today, there is not adequate information available to make a decision on ferry tolls. When the proposal comes to the RPO, for a decision on tolling, there should be several options and complete information available.

Chairman Griffin asked committee members for their input regarding the ferry issue.

Sterling Baker made clear that ferry toll fees generated in this area will remain in this area.

To help in offsetting ferry tolls, one of the ideas considered is seeking corporate sponsors, the preference is one sole sponsor.

Division One Report

Jerry Jennings presented the Division One Report. He said the STI process starts in January and new projects have to be identified. A methodology for developing prioritizations has to be ready by April and the actual prioritization process is in the May-June time period. He stated two changes occurred this week in the prioritization process as a result of the work group presentation regarding ferries. The Board had concerns and comments, and one change approved was implementation of criteria called accessibility and connectivity. Some concerns from MPO's are that RPO's need to have more input than DOT.

NC DOT Projects presented are attached.

Gretchen Byrum provided Committee members with a format of a STI Plan. (See attached)

Transportation Branch Report

Mr. Griffin called on Behshad Norowzi to expand on the STI methodology. Mr. Norowzi also explained the progress of the Comprehensive Transportation Plans, the ones completed, in progress, and the ones that are slated to soon begin.

Bert Banks said the Albemarle RPO will be receiving \$10,000 additional funding from DOT and the additional funding will require a \$2,500 match from the counties. He added that when a Transportation Planner is hired a budget will be developed to include the increases. He went on to say, advertisements in several publications have been used in the search for a Transportation Planner. To date 16 applications have been received and Mr. Banks stated he expects a decision to be made by the end of November, 2013.

Rural Transportation Advisory Committee (RTAC) Meeting November 8, 2013 1:00 p.m.

The November 8, 2013 RTAC meeting held in Manteo at the Dare County Administrative Offices was called to order by Committee Chairman Lloyd Griffin.

Jed Dixon explained ferry yard operations, including types of maintenance, number of employees, expenditures, etc. He noted he had conducted a tour of the ferry repair shipyard in Manns Harbor today. In the next few months, Mr. Dixon said a new dredge should be under construction and ramps at the ferry landings are scheduled for refurbishment in Swan Quarter and Currituck.

At the request of Chairman Griffin, Malcolm Fearing reported on his visit to the Elizabeth City Coast Guard facility and the Elizabeth City airport.

RTCC Meeting Report

RTCC Chairperson Angela Welsh reported that the RTCC had approved recommending the Camden County CTP be put before the RTAC for approval. Butch Petrey moved to approve the Camden County CTP. His motion was seconded by Greg Loy and unanimously carried.

The ferry resolution was also supported by the RTCC and it was also recommended to go to the RTAC for approval. Following a discussion, Butch Petrey moved to delay submitting the ferry resolution until further information was available. His motion was seconded by Brandi Rheubottom and unanimously carried.

Chairman Griffin said he would appoint subcommittees to meet and come up with prioritization methods that have to be in place by the first of the year. He said once a Transportation Planner is in place they will be taking over the responsibility of coordinating prioritization efforts.

Chairman Griffin said with the resignation of Paul Martin, a Vice-Chairman needs to be appointed to serve in the vacancy left by him. He recommended appointing Leroy Spivey from Tyrrell County. Butch Petrey moved that Mr. Spivey be appointed as RTAC Vice-Chairman. His motion was seconded by Larry Lawhon and unanimously carried.

Next Meeting Date

The next meeting is scheduled for January 10, 2014 in Hertford at the Albemarle Commission.

Public Comments

There were no public comments

Adjournment

There being no further business to conduct, Chairman Griffin declared the meeting adjourned.



Albemarle Rural Planning Organization

NCDOT ACTIVE PROJECTS LOCATED IN DIVISION ONE-November 2013

TIP/WBS# / Contract#	County	Description	Let/Start Date	Completion Date	Contractor	Status	Estimated Cost	Comments
R-2414B 34430.3.3 C202914 (Midgett)	Camden	US 158 from South of SR 1139 (Country Club Rd.) to East of NC 34 in Belcross	Let: 3/20/2012 Began: 5/16/2012	5/1/2015	Barrhill Contracting Co.	38% Complete	\$ 23,378,567	
17BP.1.R.26 DA00156 (Thatcher)	Camden	Replace Bridge #41 on SR 1148 (Hawkins Lane) over Portohonk Creek	Let: 5/15/2013 DOA: 06/03/2013 Began: 06/17/2013	12/17/2013	Keystone Contracting Co., Inc.	99% Complete	\$ 453,600	
17BP.1.R.6 DA00154 (Thatcher)	Camden	Replace Bridge #16 on SR 1135(North River Rd) over tributary to Indiantown Creek	Let: 05/01/2013 DOA: 06/03/2013 Began: 9/13/2013	9/24/2014	S.T. Wooten Corp.		\$ 549,599	
17BP.1.P.12 C203338 (Thatcher)	Currituck	Bridge #35 on US 158 over Currituck Sound (Latex Modified Overlay on new Bridge Deck)	Let: 06/18/2013 DOA: 09/15/2013	Comp: 05/15/2015	GA & FC Wagman, Inc.	10% Complete	\$ 6,325,524	
1CR.10211.8/1CR.10211.9/ 1CR.20211.21/1CR.20211.22 C203172 (Lee)	Chowan	US 17 from Chowan /River to Perquimans Co. & 2 Sections of Secondary Roads	Let: 9/18/2012 DOA: 10/29/2012 Began: 05/13/2013	10/11/2013	Rose Brothers Paving	84% Complete	\$ 3,265,339	
32625.3.GV3 BRNH-0012(52) C202185 (Hernandez)		Bridge Over Oregon Inlet (Phase I)	Let: 7/19/2011 Began: 8/29/2011	2/8/2016*	PCL Civil Constructors, Inc	HOLD	\$ 215,777,000	Plaintiff's motion denied;however, suit against CAMA still pending.
B-5014D 41470.3.5 DA00147 (Hernandez)		Concrete Repairs to Oregon Inlet Bridge & Currituck Sound Bridge	Let: 3/6/2013 Began: 4/8/2013	12/15/2013	Coastal Gunite Const. Co.	55% Complete	\$ 526,000	
B-5014E 41470.3.6 C203340 (Hernandez)		Bonner Bridge: Repair Steel Crutch Bents 115-123	Let:6/18/2013 DOA: 9/09/2013 Began: 9/16/2013	2/21/2014	Smith-Row, LLC	10% Complete	\$ 1,600,000	
F-5503B 43652.3.2 DA00153 (Hernandez)		Rodanthe Emergency Ferry Ramp	Let: 04/05/2013 DOA: 04/22/2013	11/17/2013	T. A. Loving Company	100% Complete	\$ 944,106	
F-5503A 43652.3.1 DA00152 (Hernandez)		Stumpy Point Emergency Ferry Ramp Repair	Let: 04/05/2013 DOA: 04/22/2013	11/13/2013	T. A. Loving Company	100% Complete	\$ 839,315	

B-2500A 32635.3.6 C203141		Grading, Drainage, Structure NC 12 Long Term Improvements (Phase II)	Let: 08/20/2013				\$ 98,000,000	ROD Pending.
17BP.1.R.24 DA00161 (Thatcher)	Gates	Replacement of Bridge #24 on SR 1318 over Duke Swamp	Let: 06/19/2013 DOA: 01/06/2014	11/21/2014 or 120 days from const. begins	T. A. Loving Company	0%	\$ 606,000	
17BP.1.R.15 DA00149 (Thatcher)	Gates	Replace Bridge #12 on NC 137 over Cole Creek	Let: 2/20/2013 DOA: 06/17/2013 Began: 7/18/2013	2/13/2014	T. A. Loving Company	24%	\$ 579,755	
17BP.1.R.16 DA00150 (Thatcher)	Gates	Replace Bridge #25 on NC 137 over Cole Creek	Let: 2/20/2013 DOA: 6/17/2013 Began: 06/17/2013	2/13/2014	T. A. Loving Company	70%	\$ 893,998	
R-2407A 35488.3.1 C202616 (Emory)	Hertford/Gates	US 13/US 158 from NC 45 to Tarheel. 7.1 miles of fourlane divided facility with directional crossovers	Let:07/22/2011 DOA: 8/29/2011	12/5/2014	E. V. Williams	51% complete	\$ 54,500,000	Design-Build
17BP.1.R.50 C203046 (Thatcher)	Dare/Hyde	Replace 5 Bridges in Dare & 2 in Hyde&5 culverts in Hyde	Let: 7/17/2012 DOA: 8/27/2012 Began: 8/29/2012	11/1/2015	Corman Const. Inc.	26% Complete	\$ 8,962,628	Express Design-Build
17BP.1.R.46 C203272 (Thatcher)	Pasquotank/ Perquimans	Replace 2 Bridges in Pasq. & 6 Bridges in Perq.	Let: 3/19/2013 DOA: 4/29/2013 Began: 4/23/2013	10/15/2016	McLean Contracting Co.	10%	\$ 5,798,315	Design-Build
B-4599 33791.3.1 C202823 (Midgett)	Pasquotank	Knobbs Creek Bridges Bridge#1 & #2	Let:06/19/2012 DOA: 7/30/2012 Began: 10/15/2012	5/13/2016	English Construction Co.	45% complete	\$ 10,191,664	
U-4438 STP-0158(51) 35742.3.1 C202599 (Midgett)	Pasquotank	Elizabeth Street Draw Bridge- US 158 from North Road St to east of Pasquotank River	Let:05/17/2011 DOA: 6/27/2011 Began: 07/28/2011	6/1/2015	Archer Wester Contractors, LLC.	47% complete	\$ 57,137,126	
B-4647 BRSTP-94(1) 33813.3.1 C203000 (Mebane)	Tyrrell	Replace Bridge #6 on NC 94 over Northwest Fork	Let: 3/20/2012 DOA: 6/1/2012 Began: 6/1/2012	6/28/2014	Carolina Bridge Co.	98% Complete	\$ 3,141,460	
K-5000 41532.3.1 DA00148 (Mansfield)	Washington	Plymouth Rest Area Renovation	Let: 03/20/2013 DOA: 05/15/2013	1/9/2014	Blue Ridge Enterprises	47% Complete	\$ 628,760	Rough Framing mostly complete;conc. Slab work complete;site drainage complete



Albemarle Rural Planning Organization NCDOT Future PROJECTS LOCATED IN DIVISION ONE-November 2013

TIP/WBS#	County	Description	Let/Start Date	Completion Date	Contractor	Status	Estimated Cost	Comments
R-2574 38802.3.1	Camden/Curruck	US 158 (10.6 miles) from NC 34 at Belcross to NC 168 at Barco	Future Years	Future Years	N/A	N/A	\$ 82,500,000	EA: February 2015 FONSI: March 2016 R/W: FY 2020 Construction: FY 2023
R-2578 38804.3.1	Gates	US 158 from US 13 to NC 32 in Sunbury					\$ 65,000,000	EA: July 2013 Public Hearing: Early 2014 State FONSI: April 2014 R/W: FY 2019 Construction: Post Years
R-2579 38805.3.1	Gates/Pasquotank	US 158 Widening from West of NC32(Sunbury) to US 17(Morgans Corner)-15.6 miles	Future Years	Future Years	N/A	N/A	\$ 117,000,000	The proposed action is defined as a 7.0-mile-long two-lane toll bridge across Curruck Sound, with approach roads, in Curruck County.
R-2576 34470.3.3	Curruck	Mid Curruck Bridge from Coinjock to Corolla-9.9 miles			N/A	N/A	\$ 594,100,000	Approved Environmental Doc. May 2013 Construction: FY2018
K-4700	Curruck	US 158 Rest Area	Future Years	Future Years	N/A	N/A	\$ 7,517,500	
R-2544A 35487.3.1	Dare	US 64 from East of SR 1153(Old Ferry Landing Road) to West of SR 1102 (East Lake Road)-5.4 miles					\$ 14,700,000	R/W: FY 2016
R-2544B 35487.3.2	Dare	US 64 from West of SR 1102 (East Lake Rd) to East of Dare County Landfill					\$ 23,300,000	R/W: FY 2016
R-2544C 35487.3.3	Dare	US 64 from East of Dare County Landfill to US 264						R/W: FY 2016
R-2544/R-2545	Dare/Tyrrell	Widen the 27.3-mile segment of US 64 from Columbia to US 264 and replace the Alligator River Bridge					Total for all Projects: \$393,000,000	Final EIS: March 2015; ROD:Sept. 2015; R/W: FY 2016;
B-2500B 32625.3.FR7 BRNH-F-0012(56)	Dare	NC 12 Long-Term -Rodanthe Improvements(Phase IIb)	Let: 04/15/2014		N/A	N/A		Requested Design-Build Team to submit qualification to two alternates by 12/19/2013
B-2500A 32635.3.FR6 BRNH-F-0012(55)	Dare	NC 12 Long-Term -Pea Island Improvements(Phase IIA)- 2.355 miles	Bid Opening: 11/19/13 DOA: 01/06/2014 Comp: 05/14/2018		N/A	N/A		

R-4070B 34611.2.2 NHS-12(8)	Dare	NC 12 -From Buxton to Avon							Programmed for Planning and Environmental Studies Only,Completion of Feasibility Study March 2014
R-3116B 34525.1.5 NHF-12(10)	Dare	NC 12 -From SR 1272 in Hatteras Village extending northward to second NPS Parking Lot on east side of NC 12 (Hatteras Village)							Programmed for Planning and Environmental Studies Only,Completion of Feasibility Study March 2014
	Dare	Pea Island Beach Nourishment							Contingent on Permits and right of way,R/W underway
R-5014 41162.3.1 STP-1217(6)	Dare	SR 1217(Colington Rd) from US 158 to Dead End Add paved shoulders 30-32 feet width; Turn lanes at selected locations; Possible grade elevations(4.3 miles)					\$ 6,222,000		R/W: FY 2015
R-3116A 34525.1.3 NHF-12(9)	Hyde(Ocracoke)	NC 12 -5 miles south of Hatteras Ferry extending 4 miles south on Ocracoke Island							Programmed for Planning and Environmental Studies Only,Completion of Feasibility Study March 2014
R-2507B 35488.3.2	Gates	US 13 from US 158 Bypass at Tarheel to SR 1202 (Gates School Road) 5 miles					\$ 23,200,000		
R-2507C 35488.3.3	Gates	US 13 from SR 1202 to Virginia Line-4.2 miles					\$ 23,800,000		
R-4467 35748.3.1 BRNHS-0017(86)	Perquimans	S-Bridge-US 17 Business east of Perquimans River to NC 37-Construct new roadway and replace bridge					\$ 31,900,000		Public Hearing Sept. 17, 2013-3 preferred alternatives; FONSI: May 2014 R/W: FY 2016
R-2545AA 35492.3.2	Tyrrell	US 64 from East of Columbia to West of SR 1229 (Old US 64) at Alligator River-3.7 miles					\$ 17,800,000		
R-2545AB 35492.3.3	Tyrrell	US 64 from SR 1229 (Old US 64) to West of Alligator River-7.6 miles					\$ 41,500,000		
R-2545B 35492.3.4	Tyrrell	US 64 from East of Columbia to West of SR 1229 (Old US 64) at Alligator River-4.6 miles					\$ 208,200,000		
R-3620 34548.3.1 STP-005(252)	Washington	New Route from US 64 to NC 32 (3.33 miles)					\$ 12,000,000		R/W Complete: 2012 Let: June 2014

Will be Reprioritized with Strategic Mobility Formula-SPOT 3.0

Let: 06/17/2014



SPOT Local Input Point Assignment Methodology

The Statewide Mobility category in Prioritization 3.0 is 100% data driven. Therefore the remaining Regional Impact and Division Needs categories can involve up to three scoring components: Prioritization 3.0 involves three components: 1) a data driven, quantitatively scored estimate of project need, 2) RPO local priority score, and 3) NCDOT Division Engineer priority score. This document will focus on number two, how the Down East Rural Planning Organization (DERPO) assigns its RPO local priority score to projects.

During every SPOT cycle the DERPO will create a Prioritization Sub-committee where at least one voting member from each of the five counties will participate. This Sub-committee will make the initial draft local point assignments.

Comment: List upfront that Down East RPO has 1300 points to expend on projects across modes.

NCDOT intends to return the RPO's scored projects from the data driven process (the first component above) in early May 2014. That screening process will consider a range of factors including:

- Eligibility requirements; -- shouldn't this be done prior to submitting new candidate projects to SPOT and SPOT will determine if any new projects is not eligible and it won't be put back in system
- Relative need; -- how do you define this?
- Competitiveness based on the NCDOT ranking process and criteria; - does this mean using our quantitative score as a criteria?
- Realistic potential for funding and implementation between FY 2016-2020.—where will you source this information and where will you get it from? How is this measurable?

Comment: I would not put screening process up front but rather embed it as part of a final aspect of the qualitative review of these projects.

Once the scores are returned in May, the RPO will be able to apply local points. Those local points will be assigned based on two factors with each factor being of equal consideration.

The first factor is the quantitative score (the first component above) produced by NCDOT using the formulas for each mode of transportation previously agreed upon. The DERPO Prioritization Sub-committee will consider this score to be 50% of the overall RPO local priority score.

Comment: if you are going to use NCDOT criteria you should spell this out or put in a table so general public knows what quantitative criteria you are referring to. I would also show an example to reinforce what you are describing....show how varying quantitative scores when multiply by 50% will give varying local input points to be used for assignment.

The second factor is the qualitative comparison the DERPO Prioritization Sub-committee will use to evaluate local projects across all modes of transportation. This comparison will be based on access and connections provided by the project to industries that promote and foster our communities in Eastern North Carolina. Those industries are:

- Health Care
- Military Facilities and Seaports
- Tourism
- Education
- Agriculture
- Job Centers

Each project will be evaluated based on how well they support these industries in their surrounding area. Those projects that support these industries will get the most points. The DERPO Prioritization Sub-committee will consider this comparison to be 50% of the overall local priority score.

Comments: Need explicit definitions for these criteria. How are you measuring how well the project supports access and connectivity to these facilities? Is this "connection" to the property line or within 1 mile of the facility? Should the criteria be scaled or have individual percent weights to delineate which of them is more important? What happens if a project connects to only 1 vs 3 of these? What happens if a rail projects provides same level of access/connectivity as a highway project---how can you distinguish point assignment in that case?

The DERPO Prioritization Sub-Committee will assign local input points to the projects based on these two factors. Those point assignments, as well as this document and any description of how points were assigned, will be published on the Eastern Carolina Council of Governments DERPO webpage, and advertised as such, for public comment in the 30 days leading up to the DERPO meeting (Summer 2014) where priorities will be adopted.

Those public comments will be considered by the DERPO Prioritization Sub-committee, the full Technical Coordinating Committee (TCC) and the full Transportation Advisory Council (TAC) before the final local input points are agreed to and voted on for final approval by the Down East TAC. The public is encouraged to attend this meeting to make further comments as they see fit. Immediately following the Summer 2014 DERPO meeting the adopted final project list and each score will be published on the Eastern Carolina Council of Governments DERPO webpage for public consumption.

Comment: be more specific to explain NCDOT's local points window is from May 1 to July 31 and any consideration of public input will be applied to projects at a TAC mtg prior to July 31. If you have TAC/TAC dates already please list them.

Item 5

SPOT 3.0 work group meeting minutes

The Outer Banks workgroup met on November 22, 2013 in Kill Devil Hills. Dare and Currituck representatives were in attendance. The work group focused on updating the Highway and Bicycle and Pedestrian project lists with new projects. DOT representative, Gretchen Byrum, answered questions regarding the Mid- Currituck and US 64 Highway projects. The group decided to have the new RPO Coordinator compile the SPOT 3.0 methodology using the following criteria” Safety, Evacuation, Congestion, Travel time, Economic impact, and Revenue.

The North of the Sound work group met on December 4, 2013 in Hertford. Representatives from Hertford, Elizabeth City, Pasquotank, Perquimans, Camden, Chowan and Edenton were in attendance. The work group added their Highway and Bicycle and Pedestrian projects to the list and reviewed the Draft methodology created by the RPO Coordinator. The ARPO Draft methodology was styled after the Southwestern Rural Planning Organization methodology which was already approved by the Transportation Planning Branch. Additional criteria were added as well and a new Draft was sent to the North of the Sound workgroup and Outer Banks work group for their review.

The South of the Sound work group met on December 11, 2013 and representatives from Tyrrell, Washington, Columbia, and Hyde were in attendance. The methodology criteria were reviewed and no new Highway and Bicycle and Pedestrian projects were added to the RPO lists.

The RPO Coordinator met with Gates County representatives on December 16, 2013 to discuss the methodology and no new Highway and Bicycle and Pedestrian project were added to the RPO lists.

After compiling comments regarding the methodology, the methodology was sent to work group representatives for further comment. No additional comments were submitted and the RPO Coordinator submitted the Draft SPOT 3.0 methodology to the Transportation Planning Branch for review and on December 30, 2013. Tentative approval, by the TCC and TAC, of the project lists and Draft methodology will take place on January 10, 2014.

Albemarle Rural Planning Organization



Session Law 2012-84 requires Metropolitan Planning Organizations and Rural Planning Organizations (MPO's and RPO's) to develop a ranking process for highway, bicycle/pedestrian, public transit, aviation, rail and ferry projects. The ranking process must be data driven and include a combination of quantitative data and qualitative and local input. The

following process applies to all projects ranked as "regional" and "division" funding in the counties of Currituck, Camden, Gates, Pasquotank, Perquimans, Chowan, Washington, Tyrrell, Hyde and Dare. Funding levels are as defined in the 2013 Strategic Transportation Investment Law. Following is a timeline for project solicitation, project ranking process and ARPO point assignment.

November- December 2013	Project solicitation
January 2014	Project tentative approval and local point assignment methodology tentative approval by TAC, SPOT office review of local point methodologies
January/February 2014	Projects entered into SPOT On!ine
February-March 2014	30 day public comment period of local point assignment methodology
April 2014	Final local point assignment methodology approval by TAC given public comment. Tentative approval of project point assignment by TAC.
May 2014	30 day public comment period on project point assignment
June 2014	TAC final approval of project point assignment given public comment
July 2014	Final project submission to SPOT office by July 31, 2014
December 2014	Draft STIP to be released

During the months of November and December of 2013, the ARPO started soliciting projects from local government Managers and Planners who, in turn, solicited projects from organizations and the public in their respective communities.

In January of 2014, the results of the project solicitation will be reviewed by the Technical Coordinating Committee (TCC) and then be presented to the Technical Advisory Committee (TAC) at their January meeting for tentative approval. If new projects exceed the maximum number allowed, the TAC will choose which projects to submit based on recommendations from NCDOT Division 1, TCC, and RPO staff. The process and point assignment methods will also be reviewed by the TCC and presented to the TAC, for tentative approval, at their January meeting. The methods described herein are subject to change based on the public comment process described later in this document.

January 21, 2014 through February 17, 2014, ARPO staff will submit new projects to NCDOT through the SPOT On!ine system and in mid-February of 2014 a 30 day Public comment period will be opened for public review of the ARPO local point assignment methodology.

In April of 2014, TAC members will meet and hold a Public Hearing regarding adoption of the local point assignment methodology. During this time, results of the public comment period will also be reviewed. Once final TAC approval for local point assignment methodology occurs, approved methodologies will be sent to the SPOT office for their final approval no later than May 1, 2014. The TCC and TAC will also evaluate the list of new and previously evaluated projects for the 10 counties and a 30 day public comment period, for projects and point assignments, will be held in May.

In June the TAC will hold a Public Hearing regarding the final point assignment for projects and results of the public comment period will also be presented. Final approval, point assignment and submission to SPOT office will occur by July 31, 2014.

Around December of 2014 NCDOT will release the Draft STIP.

Public Input process

Methodology

This methodology will be tentatively approved by the TCC and TAC at their mid-January meeting. Once approved by the TAC, the RPO will release the draft methodology for a 30-day public comment period. This comment period will be advertised on the RPO website at www.albemarlecommission.org/planning/ and via local media. The results of the public comment period will be presented to the TCC and TAC at their April 2014 meeting where the public will also be able to submit comments. All public comments will be documented and reasonable edits to the methodology may be made prior to TAC approval and submittal to the SPOT office. All public comments will be documented, filed by the RPO and distributed to local entities to consider for future prioritization processes and transportation plans. No new projects will be added to the Prioritization 3.0 list due to the fact the NCDOT deadline for submitting new projects will have passed.

Project ranking

The RPO will present the recommended point assignments and scores of all projects to the TCC and TAC at their April 2014 meetings. Once approved by the TAC, the RPO will release the recommended projects and point assignments for a 30-day public comment period. This comment period will be advertised on the RPO website www.albemarlecommission.org/planning/ and via local media. The results of the public comment period will be presented to the TCC and TAC at their June 2014 meetings where the public will also be able to submit comments and all public comments will be documented. In June of 2014, the TAC will be asked to approve the project list and final point assignments. Once complete, the list and points assignments will be available on the RPO website.

Ranking Process

Division level

The Albemarle Rural Planning Organization receives 1300 points at the Division level. Once all projects are scored using the methodology described below, the ARPO staff will develop a ranked list of projects within each county and within the RPO as a whole based on the outcome of the scoring. This ranked list will be used to develop the recommended point assignments that are presented to the public for comment and to the TCC and TAC for approval. The top scoring Division level projects within each county will be allocated 100 points to reach the ARPO's total allocation of 1300 points. In the event that any counties do not have at least one Division level project, additional projects will be selected from the top of the list of remaining projects within the RPO as a whole in order to reach the ARPO's allocation of 1300 points. This promotes geographic equity of projects. The allocation of points for the top project per county will equal 50% of the projects total score. Scoring based on the criteria below will account for the other 50% of the projects total score and no project may score more than 100 points based on the criteria. Should two or more projects of the same or different modes tie, the Strategic Prioritization Office of Transportation (SPOT) score will be used as the tie-breaker. Any project scheduled to be let by the July 2015 deadline which may be delayed should be moved to the top of the prioritization list.

Criteria	0 points	5 points	10 points	15 points
Crash history	0 crashes within a 3 year period	10 or fewer crashes within a 3 year period	10 or more crashes within a 3 year period	
Transportation Plan consistency	Project is not in STIP, CTP, LCP, or other locally adopted plan	Project will be incorporated into CTP or other locally adopted plan.		Project is in STIP, CTP, LCP or other locally adopted plan.
Economic Development/ Employment access			Provides direct access to an existing employment center* with more than 100 employees.	Provides direct access to an active industrial/business park or proposed new employment center* with more than 100 employees.
Multimodal elements	Project does not incorporate or connect to facilities of another mode	Project is needed to provide a connection to facilities of another mode.		Project incorporates or connects to facilities of another mode
Existing deficiency	Existing facility/service available		Existing facility/service available, but contains gap with lower level of service/intermittent service	No existing facility/service available, but contains gap with lower level of service/intermittent service
Roadway and shoulder width	Currently exceeds NCDOT minimum standards		Currently meets NCDOT standards	Currently does not meet NCDOT standards
Evacuation	The project is not an official NCDOT evacuation route			The project is an official NCDOT evacuation route

*An employment center is defined as a downtown district, business district, government center, geographic area, educational center healthcare center, prison, or agricultural center.

The Albemarle Rural Planning Organization also receives 1300 points at the Regional level. Once all projects are scored using the methodology described below, the ARPO staff will develop a ranked list of projects within each county and within the RPO as a whole based on the outcome of the scoring. This ranked list will be used to develop the recommended point assignments that are presented to the public for comment and to the TCC and TAC for approval. The top scoring Regional level project within each county will be allocated 100 points to reach the ARPO's total allocation of 1300 points. In the event that any counties do not have at least one Regional level project, additional projects will be selected from the top of the list of remaining projects within the RPO as a whole in order to reach the ARPO's allocation of 1300 points. This promotes geographic equity of projects. The allocation of points for the top project per county will equal 50% of the projects total score. Scoring based on the criteria below will account for the other 50% of the projects total score and no project may score more than 100 points based on the criteria. Should two or more projects of the same or different modes tie, the Strategic Prioritization Office of Transportation (SPOT) score will be used as the tie-breaker. Any project scheduled to be let by the July 2015 deadline which may be delayed should be moved to the top of the prioritization list.

Criteria	0 points	5 points	10 points	15 points
Crash history	0 crashes within a 3 year period	10 or fewer crashes within a 3 year period	10 or more crashes within a 3 year period	
Transportation Plan consistency	Project is not in STIP, CTP, LCP, or other locally adopted plan	Project will be incorporated into CTP or other locally adopted plan.		Project is in STIP, CTP, LCP or other locally adopted plan.
Economic Development/ Employment access			Provides direct access to an existing employment center* with more than 100 employees.	Provides direct access to an active industrial/business park or proposed new employment center* with more than 100 employees.
Multimodal elements	Project does not incorporate or connect to facilities of another mode	Project is needed to provide a connection to facilities of another mode.		Project incorporates or connects to facilities of another mode
Existing deficiency	Existing facility/service available		Existing facility/service available, but contains gap with lower level of service/intermittent service	No existing facility/service available, but contains gap with lower level of service/intermittent service
Roadway and shoulder width	Currently exceeds NCDOT minimum standards		Currently meets NCDOT standards	Currently does not meet NCDOT standards
Evacuation	The project is not an official NCDOT evacuation route			The project is an official NCDOT evacuation route

*An employment center is defined as a downtown district, business district, government center, geographic area, educational center healthcare center, prison, or agricultural center.

BOARD OF TRANSPORTATION - PRIORITIZATION 3.0

SCORING CRITERIA, WEIGHTS, AND NORMALIZATION FOR ALL MODES

November 7, 2013

Objective: The Board of Transportation recommends to the Joint Legislative Transportation Oversight Committee the following recommendations resulting from the Strategic Transportation Investments Law signed by Governor McCrory on June 26, 2013.

Highway Scoring

Funding Category	Quantitative Data	Local Input	
		Division Rank	MPO/RPO Rank
Statewide Mobility	[Travel Time] Benefit/Cost = 30% Congestion = 30% Economic Competitiveness = 10% Safety = 10% <u>Multimodal [& Freight + Military] = 20%</u> Total = 100%	--	--
Regional Impact	[Travel Time] Benefit/Cost = 25% Congestion = 25% Accessibility/Connectivity = 10% <u>Safety = 10%</u> Total = 70%	15%	15%
Division Needs	[Travel Time] Benefit/Cost = 20% Congestion = 20% <u>Safety = 10%</u> Total = 50%	25%	25%

Note: Divisions 1, 2, 3, 4 have approved different criteria and weights for their respective areas

Aviation Scoring

Funding Category	Quantitative Data	Local Input	
		Division Rank	MPO/RPO Rank
Statewide Mobility	NCDOA Project Rating = 40% FAA Airport Capital Improvement Plan = 40% Local Investment Index = 10% <u>Federal Investment Index = 10%</u> Total = 100%	--	--
Regional Impact	NCDOA Project Rating = 40% FAA Airport Capital Improvement Plan = 20% Local Investment Index = 5% <u>Federal Investment Index = 5%</u> Total = 70%	15%	15%
Division Needs	NCDOA Project Rating = 30% FAA Airport Capital Improvement Plan = 10% Local Investment Index = 5% <u>Volume/Demand Index = 5%</u> Total = 50%	25%	25%

Bicycle & Pedestrian Scoring

Funding Category	Quantitative Data	Local Input	
		Division Rank	MPO/RPO Rank
Division Needs	Access = 10% Constructability = 5% Safety = 15% Demand Density = 10% <u>Benefit/Cost = 10%</u> Total = 50%	25%	25%

Ferry Scoring

Funding Category	Quantitative Data	Local Input	
		Division Rank	MPO/RPO Rank
Regional Impact <i>(Note: all vessels are excluded from this category)</i>	Safety [Route Health Index] = 15% Benefit/Cost [Travel Time] = 15% Accessibility/Connectivity = 10% Asset Efficiency = 10% Capacity/Congestion = 20% Total = 70%	15%	15%
Division Needs	Safety [Route Health Index] = 15% Benefit/Cost [Travel Time] = 15% Accessibility/Connectivity = 10% Asset Efficiency = 10% Total = 50%	25%	25%

Public Transit Scoring (Expansion)

Funding Category	Quantitative Data	Local Input	
		Division Rank	MPO/RPO Rank
Regional Impact	Benefit/Cost = 45% Vehicle Utilization Data = 5% System Safety = 5% Connectivity = 5% System Operational Efficiency = 10% Total = 70%	15%	15%
Division Needs	Benefit/Cost = 25% Vehicle Utilization Data = 5% System Safety = 5% Connectivity = 5% System Operational Efficiency = 10% Total = 50%	25%	25%

Public Transit Scoring (Facilities)

Funding Category	Quantitative Data	Local Input	
		Division Rank	MPO/RPO Rank
Regional Impact	Age of Facility, Facility Demand, Park & Ride, Bus Shelter = 40% Benefit-Cost = 5% System Operational Efficiency = 5% Facility Capacity = 20% Total = 70%	15%	15%
Division Needs	Age of Facility, Facility Demand, Park & Ride, Bus Shelter = 30% Benefit-Cost = 5% System Operational Efficiency = 5% Facility Capacity = 10% Total = 50%	25%	25%

Public Transit Scoring (Fixed Guideway)

Funding Category	Quantitative Data	Local Input	
		Division Rank	MPO/RPO Rank
Regional Impact	Mobility = 20% Cost Effectiveness = 15% Economic Development = 20% Congestion Relief = 15% Total = 70%	15%	15%
Division Needs	Mobility = 15% Cost Effectiveness = 15% Economic Development = 10% Congestion Relief = 10% Total = 50%	25%	25%

Rail Scoring (Track and Structures)

Funding Category	Quantitative Data			Local Input	
		Freight	Passenger	Division Rank	MPO/RPO Rank
Statewide Mobility (Class I Freight Only)	Benefit/Cost = Econ. Comp. = Capacity/Congestion = Safety = Accessibility = Connectivity = Mobility =	20% 10% 15% 15% 10% 10% <u>20%</u> Total = 100%	--	--	--
Regional Impact (Freight & Passenger)	Benefit/Cost = Capacity/Congestion = Safety = Accessibility = Connectivity = Mobility =	10% 15% 15% 10% 5% <u>15%</u> Total = 70%	10% 25% 15% -- -- <u>20%</u> Total = 70%	15%	15%
Division Needs (Freight & Passenger)	Benefit/Cost = Capacity/Congestion = Safety = Accessibility = Connectivity = Mobility =	10% 10% 10% 5% 5% <u>10%</u> Total = 50%	10% 15% 10% -- -- <u>15%</u> Total = 50%	25%	25%

Rail Scoring (Freight Intermodal Facilities / Intercity Passenger Service & Stations)

Funding Category	Quantitative Data			Local Input	
		Freight	Passenger	Division Rank	MPO/RPO Rank
Regional Impact (Intercity Passenger Service Only)	Benefit/Cost = Capacity/Congestion = Connectivity = Mobility =	-- -- -- --	15% 25% 10% <u>20%</u> Total = 70%	15%	15%
Division Needs (Facilities/ Intercity Passenger Service & Stations)	Benefit/Cost = Capacity/Congestion = Connectivity = Mobility =	10% 15% 10% <u>15%</u> Total = 50%	10% 15% 10% <u>15%</u> Total = 50%	25%	25%

Normalization – BOT Recommendation

For Prioritization 3.0 Only (Initial Implementation of Strategic Transportation Investments)

- Statewide Mobility (only) – No normalization, scores are stand-alone for comparison (highway, aviation, freight rail)
- Regional Impact & Division Needs – Allocate funds to Highway and Non-Highway modes based on minimum floor or %s

Mode	Board of Transportation Recommendation	Historical Budgeted	Historical Expenditures
Highway	90% (minimum)	93%	96%
Non-Highway	4% (minimum)	7%	4%

*Note: Continue research with national experts
Conduct a statistical analysis of scores by an outside agency after all quantitative scores are completed in 2014. Request other normalization recommendations.
Incorporate research and analysis findings into Prioritization 4.0*

Item 6

Albemarle Rural Planning Organization



Albemarle RPO
 Bike and Pedestrian SPOT 3.0 Projects
 As of January 5, 2014

Only 20 Bicycle and Pedestrian projects allowed to be added. Projects will require a 20% match and no state funds (except Powell Bill funds) can be used for the match. Projects are in no particular order.

SPOT ID	Project	Municipality
00001433	Sidewalk from Gulfstream Road to Gull Street	Nags Head
	Sidewalk from Southern Shores to Currituck County	Duck
	Sidewalk from Nags Head to Kitty Hawk	Kill Devil Hills
	Sidewalk from Kill Devil Hills to Southern Shores	Kitty Hawk
00001428	Multi-use path from Heritage Park to Dare County	Currituck
DAREBP 001	Colington Multi-use path- follow right of way and subdivision lines and connect with existing multi use trail in Kill Devil Hills	Dare
	Connect existing Woods Road and Twiford Street paths	Kitty Hawk
	Multi use path from Avon to Hatteras	Dare County
	Multi-use trail entire length with priority from Gull Street to Forbes Street in Nags Head	Nags Head
	Safety improvements as recommended in the NCDOT Bicycle and Pedestrian Safety Study and the Albemarle Regional Bicycle Plan	Outer Banks
0001430	Dismal Swamp trail in NC to the existing Dismal Swamp trail in Va. The NC portion of the project is a traffic free 10 foot wide trail 3.3 miles in length running between US 17 and the historic Dismal Swamp	Camden
0001431	Connect path where existing sidewalk stops near Twiddy Ave. and extend towards Pembroke to the west side of town, connecting residential subdivisions and over the US 17 bypass overpass, terminating at the new Chowan River fishing pier	Edenton

00001432	Harvey Point Road – 5 foot sidewalk along eastern side of Harvey Point Road	Hertford
	River Road Middle School- Pedestrian connectivity between middle school and subdivisions	Pasquotank
	N. Broad Street Bike path	Edenton
	.1 mile South of Scarborough Lane to Cook Drive- install 5' wide sidewalk with a 5' wide clear zone between roadway and sidewalk. Wide shoulder currently in place to be converted to 5' wide bike lane. From Cook Drive to Ships Watch Drive, install 10' wide multi-use path on east side of NC12.	Duck

Albemarle Rural Planning Organization



Albemarle RPO
 New Highway SPOT 3.0 Projects
 As of January 5, 2014

Only 12 new Highway projects can be added. Projects are in no particular order.

SPOT ID	Project	Municipality
	NC 12 stormwater improvements- Ocean Blvd. to Duck Town Limit	Southern Shores
	Stormwater outfall project- mitigate flooding on NC 12 and US 158 in the vicinity of Kitty Hawk Road	Kitty Hawk
	Corridor study- study congestion on US 64 from NC 345 intersection to Mother Vineyard Road	Manteo
	Corridor study- study congestion and traffic safety on US 158 and 64/264 from Washington Baum Bridge to Wright memorial Bridge	Dare County
	Traffic signal warrant study- US 158 to Dare County Tourism Bureau Events site	Nags Head
****	S-bridge replacement (may go under O & M)	Hertford
	Northern Connector- Ponderosa Dr. upgrade (provides direct connection between US 17 and NC168 and alleviates existing traffic on SR 1224	Camden
	New Hope Road- 2nd phase from SR 1302-SR 1303	Perquimans
	Old Swamp Road upgrade (SR 1224)	Camden

Item 7



Albemarle Rural Planning Organization

January 13, 2014

Ms. Nazia Sarder, Transportation Engineer II
NCDOT Transportation Planning Branch
1554 Mail Service Center
Raleigh, NC 27699-1554

Dear Ms. Sarder,

The Albemarle RPO is asking for Transportation Planning Branch approval for the attached amended FY 2013-2014 Planning Work Program. The amendment was necessary due to the fact the North Carolina Department of Transportation increased the allocation of Rural Transportation Planning Funds. The overall ARPO budget has been increased by \$11,000.00 and we are seeking an additional \$2,750.00 from our members for the 20% match requirement.

The recommended changes to the budget are as follows:

II-2 Prioritization and Program Development

Prioritization was increased by \$3,750.00 to cover the work completed as a member of the SPOT 3.0 workgroup as well as participating in the SPOT 3.0 process for the ARPO.

I-I Data Collection and Assessment

Prioritization was increased by \$10,000.00 to cover the printing of the Albemarle Regional Bicycle Plan brochure maps.

Sincerely,

Angela M. Welsh
ARPO Planning Director/RPO Coordinator

Item 9

TAC Chair report

Albemarle Rural Planning Organization Draft 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. Develop long-range local and regional multi-modal transportation plans for One, Two and Three counties and their municipalities, and portions of Four County and their municipalities outside the Metropolitan Planning Organization (MPO) boundaries, in cooperation with the North Carolina Department of Transportation;
2. Provide a forum for public participation in the rural transportation planning process;
3. Develop and prioritize needs for transportation projects to be included in the state's Transportation Improvement Program (TIP);
4. Provide transportation-related information to local governments and other interested organizations and persons;
5. Conduct transportation related studies and surveys for local governments and other interested entities/organizations;
6. 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, with the Albemarle Commission providing staff as the Lead Planning Agency (LPA). 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 NCDOT. The membership of RTAC shall consist of the following:**
 1. **Membership** - One county commissioner representing each of the ten counties and one municipal elected official from each municipality.

2. **Voting** - Each county shall have one vote which is represented by the elected county commissioner. Absentee voting shall not be permitted. Member governments shall appoint an alternate, provided he/she meets the qualifications for membership outlined herein.
3. **Term of Membership** - A representative's term of appointment shall be two years. Each County representative shall be selected by the appropriate County Board of Commissioners in regular session. Reappointment of individual representatives to the RTAC shall not be limited; so long 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 spring meeting of every other calendar year starting in 2012. Officers can be re-elected for a single consecutive term.
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.
8. **Absentee Representation** – if voting member cannot make meeting, the member must notify the RPO Director before hand to count towards quorum.

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 the following:

- County Manager, or his/her designee, from each ARPO member county: Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell, and Washington. The Chief Administrative Official, or his/her designee, from each municipality in the ARPO planning area.
- A representative from each transportation service provider in the ARPO planning area.
- The Division Engineer of Transportation Division 1 of the NCDOT, or his/her designated representative.
- The Manager of the NCDOT Transportation Planning Branch, or his/her designated representative.

- The Regional Traffic Engineer of the NCDOT Traffic Engineering Branch or his/her designated representative.
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. **Membership** - Organizational representation on the RTCC may be altered by a majority vote of the RTCC, with final approval by the RTAC.
 3. **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. Officers can be re-elected for a single consecutive term.

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 ten eligible voting members of a Committee. 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.

Closed meetings may be conducted as deemed necessary, according to the purposes permitted under the Open Meeting Laws of the North Carolina General Statutes, Article 33C, §143-318.11.

The ARPO may choose to conduct workshops from time to time. Meeting notice shall be given in the same manner as a regular meeting.

Attendance

Representatives or their designee are expected to attend all regular and special meetings. Attendance may be achieved through direct presence or teleconferencing. A quorum of at least 50% plus one (1) of representatives or alternates must be present to conduct businesses.

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. Any committee member may place items on the agenda by contacting the Secretary. Additional items may be placed on the agenda at the beginning of a regular meeting if approval is given by a majority of present members.

Rules of Order

In the absence of guidance from these Bylaws or other adopted procedural policies, the "**Suggested Rules of Procedure for the Board of County Commissioners**" 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 a majority affirmative vote 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 Monday, December 23, 2013

RTAC Chairperson

RTCC Chairperson

Secretary