



Technical Coordinating Committee &
Transportation Advisory Committee

Regular Meeting Agenda Packet

February 22, 2024
3:00 PM



Kerr-Tar RPO TCC and TAC Meeting

Thursday, February 22, 2024

3:00PM – 4:00PM

This will be a hybrid in-person/virtual meeting. All committee members should join the meeting using Zoom if attending virtually, or attend in-person. Members of the public may attend in-person.

ZOOM: <https://us02web.zoom.us/j/88256827213?pwd=ZlZGZ3hmUjhtWkYySUE2dlBaZnEvdz09>

Meeting ID: 882 5682 7213

Passcode: 302085

Phone: +1 646 931 3860 US

1. Establish Quorum

- a. Establish quorum for Transportation Advisory Committee (TAC) Diane Cox
- b. Establish quorum for Technical Coordinating Committee (TCC) Diane Cox

2. Call to Order

- a. TCC call to order Chairman Baker
- b. TAC call to order Chairman Lane

3. Ethics Awareness and Conflict of Interest Reminder

4. Action Items

- a. TCC Approval of 10/19/2023 Meeting Minutes Chairman Baker
- b. TAC Approval of 10/19/2023 Meeting Minutes Chairman Lane

5. Public Comments

6. Consent Items – Kerr-Tar RPO Staff

- a. Request for approval to provide a letter of support the Wake Forest S-Line Mobility Hub application for the Department of Transportation’s Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Program for 2024. This grant is being submitted by the North Carolina Department of Transportation (NCDOT) in partnership with the Town of Wake Forest.

- b. Approval of Draft FY25 Planning Work Plan (PWP)

7. Item for Presentation – Kerr-Tar RPO Staff

- a. Prioritization 7.0 Local Input Points Assignment Methodology Development
- b. Ethics Reminder – Due April 15th

8. NCDOT Reports – NCDOT Staff

- a. Division 5 Updates
- b. Transportation Planning Division Updates
- c. Integrated Mobility Division Updates

9. Member Updates from Around the Region/Open Discussion

10. Informational Items – Kerr-Tar RPO Staff

- a. Next Regular Meeting – March 22, 2024, 3:00PM

11. Adjournment

- a. Motion to Adjourn by TCC and TAC



Abstract – 2/22/2024 Regular Meeting

Agenda Section: Ethics Awareness & Conflict of Interest Reminder

Presenter: Diane Cox, Kerr-Tar COG Executive Director

Agenda Title: Ethics Awareness & Conflict of Interest Reminder

Summary of Information: Pursuant to G.S. §138A-15 (e): ETHICS AWARENESS & CONFLICT OF INTEREST REMINDER: Does any member have any known conflict of interest with respect to matters coming before the board(s) today? If so, please identify the conflict and refrain from any participation in the particular matter involved.

Submitter Recommendations/Motions: N/A

Attachments: N/A



Abstract – 2/22/2024 Regular Meeting

Agenda Section: Approval of Regular Meeting Minutes

Presenter: TCC Chairman Baker & TAC Chairman Lane

Agenda Title: TCC & TAC Approval of 10/19/2023 Regular Meeting Minutes

Summary of Information:

Staff is requesting TCC & TAC approval of the 10/22/2023 Regular Meeting Minutes.

Submitter Recommendations/Motions: TCC & TAC Approval of 10/22/2023 Regular Meeting Minutes.

Attachments:

10/22/2023 Regular Meeting Minutes of the Kerr-Tar RPO TCC & TAC



**Kerr-Tar RPO Transportation Advisory Committee & Technical Coordinating Committee
Meeting Minutes**

Meeting Date: Thursday, October 19, 2023

Meeting Time: 3:00 PM – 4:00 PM

Meeting Location: Kerr-Tar COG Office, 1724 Graham Ave, Henderson NC 27536

Pursuant to NCGS §138A-15(e): ETHICS AWARENESS & CONFLICT OF INTEREST REMINDER

In accordance with the State Government Ethics Act, it is the duty of every TAC member to avoid conflicts of interest. *Does any TAC member have any know conflict of interest with respect to matters coming before the TAC today?* If so, please identify the conflict and refrain from any participation in the particular matter involved.

TCC Members Present:

Mr. Barry Baker, Planning Director, Granville County & TCC Chair
Ms. Diane Cox, Executive Director, Kerr-Tar COG
Mr. G. Paylor Spruill, Assistant City Manager, City of Henderson
Mr. Keith Callahan, Planning and Zoning Administrator, Town of Louisburg
Mr. Jason Rogers, Assistant Planning and Inspections Director, Franklin County
Mr. Nick Morrison, Multimodal Regional Planner, NCDOT Integrated Mobility Division (IMD)
Mr. Sean Medlin, Town Administrator, Town of Louisburg
Ms. Jennifer Ganser, Planning and Economic Development Director, Town of Butner
Ms. Cheryl Hart, Planning Director, City of Oxford
Ms. Lauren Johnson, Planning Director, City of Roxboro
Ms. Chris Bowley, Planning Director, Person County
Mr. Vincent Jones, County Manager, Vance County
Mr. Mitch Fleig, Transportation Director, Person Area Transit System
Mr. Phil Geary, Transportation Engineer, NCDOT Transportation Planning Division
Mr. Amin Mohamadi Hezaveh, Corridor Development Engineer, NCDOT Division 5
Mr. Joshua Kellen, District Engineer, NCDOT Division 5, District 3

TAC Members Present:

Ms. Emma Ruth Stewart, Town of Louisburg Councilmember & TAC Vice-Chair
Mr. Russ May, Commissioner, Granville County
Mr. Tom Lane, Town of Butner Councilmember & TAC Chair
Mr. Walter Powell, Commissioner, Warren County
Mr. Walter Gardner, Mayor, Town of Warrenton

Kerr-Tar Staff and Others Present:

Madeline Galliano, Regional Transportation Planner & RPO Coordinator, Kerr-Tar COG

I. Roll Call of TCC & TAC to Establish Quorums

The meeting began at 3:05pm and quorums were established for both committees.

II. Call the TCC & TAC Meeting to Order

TCC Chair Baker called the TCC meeting to order. TAC Chair Lane called the TAC meeting to order.

III. Ethics Awareness and Conflict of Interest Reminder

RPO Planner Madeline Galliano reminded all members present of the conflict of interest requirements--Pursuant to NCGS §138A-15 (e): ETHICS AWARENESS & CONFLICT OF INTEREST REMINDER: Does any member have any known conflict of interest with respect to any matters coming before the board today? If so, please identify the conflict and refrain from any participation in the particular matter involved. No conflicts were noted.

IV. RPO Planner Report –

RPO Planner Madeline Galliano began her comments by announcing that she had accepted a position with the Durham/Chapel Hill MPO and would be leaving at the end of the month. Members of the TAC/TCC thanked her for her work and wished her luck in her new position.

Members were reminded that CMAQ funding applications are now being accepted ongoing with deadlines of March 31, June 30, September 30 & December 31.

All P7.0 project submittals are due to be completed in SPOT online by October 27, 2023.

V. Presentation and Overview of Regional Comprehensive Transportation Plan (CTP)

Phil Geary, PE with the Transportation Planning Branch presented of a Regional CTP. NCDOT, working with the RPO, Counties, Municipalities and Community Stakeholders, will complete a Kerr-Tar Regional CTP over the next 3 years. The process starts with completing a Transportation Demand Model that takes about 15 months to complete. Once completed and adopted by local jurisdictions and the NCBOT, the document will serve as a roadmap for future projects in the region. (Presentation is attached as part of the minutes.)

VI. Discussion Items

Letter of Support – the RPO received a request for letter of support for Durham County’s FY24 Reconnecting Communities and Neighborhoods (RCN) Program for the Durham to Roxboro Rail Trail Planning Study. The Durham County application is for \$500,000 to conduct a planning study, focused on the feasibility, benefits, cost, and impact of developing a non-active rail corridor into a multi-use trail. This trail will provide a bicycle and pedestrian connection between the City of Roxboro, Person County, Durham County, and the City of Durham. This study will be a joint City and County effort focused on the 18 miles of rail corridor in Durham County and will complement a feasibility study already underway in Person County. Person County has already provided a letter and support the application. Letter approval is part of the consent agenda.

Amended Bylaws – Tabled at this time.

VII. TCC Consent Agenda

TCC Chairman Baker asked if there were any questions from the TCC regarding items on the Consent Agenda. Hearing none, Chairman Baker called for approval of the TCC Consent Agenda. Motion was made by Paylor Spruill, seconded by Lauren Johnson and carried unanimously.

VIII. TAC Consent Agenda

TAC Chairman Lane asked if there were any questions from the TAC regarding items on the Consent Agenda. Hearing none, Chairman Lane called for approval of the TAC Consent Agenda. Motion was made by Emma Stewart, seconded by Walter Gardner and carried unanimously.

IX. NCDOT Board of Transportation Updates

For information only, updates from the September and October 2023 NCDOT BOT meetings are included in the agenda package.

X. NCDOT Division 5 Updates

NCDOT Division 5 updates provided by Amin Mohamadi Hezaveh and are outlined in the Division 5 report included in the agenda packet.

XI. Member Updates & Comments

Granville County Commissioner Russ May encouraged jurisdictions with volunteer fire departments to reach out to NCDOT for more information regarding replacement/paving of aprons at volunteer fire departments. Granville County recently had two aprons replaced/paved at volunteer fire departments.

Warren County Manager Vincent Jones requested clarification regarding Warren County's project on page 4 of the NCBOT agenda Item O. Project description reads as follows: That this Project consists of a planning study that will complete transit-oriented development (TOD) planning activities near seven (7) potential passenger rail station areas along the S-Line Corridor between Henderson and Sanford. Mr. Jones stated that it should read Norlina to Sanford. RPO staff will confirm and notify Mr. Jones of solution.

Louisburg Council Member Emma Stewart announced that this is her last meeting as she has "retired" as a Louisburg City Council member. She thanked the RPO for all of the tireless dedication over the years to improving transportation in the region, especially the recognizing the importance of the 401 widening project.

TAC Chairman Tom Lane publicly congratulated Joey Hopkins as the new secretary of NCDOT. Hopkins served as NCDOT's chief operating officer. Joey served Division 5 as deputy chief engineer and held the roles of division engineer, deputy division engineer, division maintenance engineer and division operations engineer.

XII. Public Comment Period

There were no comments from the public.

XIII. Adjournment

TCC Chair Baker requests a motion to adjourn, which was made by Keith Callahan and seconded by Lauren Johnson. All TCC members vote to adjourn. The TCC meeting adjourns.

TAC Chair Lane requests a motion to adjourn, which was made by Russ May and seconded by Emma Stewart. All TAC members vote to adjourn. The TAC meeting adjourns.



Abstract – 2/22/2024 Regular Meeting

Agenda Section: Public Comments

Presenter: TCC Chairman Baker & TAC Chairman Lane

Agenda Title: Public Comments

Summary of Information: The Chairman of the TCC and the Chairman of the TAC will allow members of the public who are present to speak.

Submitter Recommendations/Motions: N/A

Attachments: N/A



Abstract – 2/22/2024 Regular Meeting _

Agenda Section: Consent Items

Presenter: Kerr-Tar RPO Staff

Agenda Title: Letter of Support for Wake Forest S-Line Mobility Hub Application

Summary of Information: Kerr-Tar RPO has received a request for a letter of support for the ***Wake Forest S-Line Mobility Hub*** application for the Department of Transportation’s Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Program for 2024. This grant is being submitted by the North Carolina Department of Transportation (NCDOT) in partnership with the Town of Wake Forest. Community support is vital to produce competitive grant applications and successful projects, evident in the success of the previous applications associated with the S-Line initiatives.

Submitter Recommendations/Motions: TCC & TAC Approval to provide a letter of support.

Attachments: Draft Letter



The Honorable Pete Buttigieg
Secretary of Transportation
U.S. Department of Transportation
1200 New Jersey Avenue, SE
Washington, DC 20590

February 22, 2024

Dear Secretary Buttigieg:

We am writing to express Kerr-Tar RPO's support for the **Wake Forest S-Line Mobility Hub** application for the Department of Transportation's Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Program for 2024. This grant is being submitted by the North Carolina Department of Transportation (NCDOT) in partnership with the Town of Wake Forest.

The **Wake Forest S-Line Mobility Hub ("Mobility Hub")** will serve to advance regional multimodal transportation along the S-Line Rail Corridor in central North Carolina – adding opportunities for local connections to goods and services, improving social equity in historically disadvantaged communities, supporting sustainable transportation, and spurring economic growth. This **Mobility Hub** will complete construction of a mobility hub in Wake Forest, NC – a key community in the overall S-Line Passenger Rail system. This **Mobility Hub** will be the first constructed mobility hub along the corridor. This effort builds off significant federal grant awards for the design and construction of the S-Line Rail Corridor up to Wake Forest, and the previously awarded RAISE grant application for feasibility study, NEPA, and preliminary engineering of the Wake Forest Mobility Hub site.

This mobility hub will be a place of accessible, equitable multimodal connectivity, offering an integrated suite of mobility services, amenities, and supporting technologies, which will allow passengers to transfer modes in a safe and convenient manner. The **Mobility Hub** will allow this community to capitalize on the S-line corridor construction by optimizing first and last mile solutions and connect with each other.

The S-Line corridor is historically significant to central North Carolina, and it will shape the future of the region. The partnerships between Wake Forest and regional and state agencies will further multimodal, equitable, and accessible travel through the State, leading to new economic opportunities in communities whose histories have been greatly affected by the growth and decline of rail. The **Mobility Hub** will be an essential element in the reinvigoration, quality of life, growth, and overall vibrancy in our communities.

We respectfully urge your full consideration of the **Wake Forest S-Line Mobility Hub** grant application.

Sincerely,

Tom Lane
RPO TAC Chairman

Barry Baker
RPO TCC Chairman



Abstract – 2/22/2024 Regular Meeting

Agenda Section: Items for Decision

Presenter: Diane Cox, Kerr-Tar Executive Director

Agenda Title: TCC & TAC Approval of Draft FY25 Planning Work Program (PWP)

Summary of Information: The Planning Work Program (PWP) serves as the administrative budget for RPO operations, which includes (but is not limited to): staff salary, staff fringe, travel and training and indirect costs, Staff has prepared the draft PWP for Fiscal Year 2025, which needs preliminary approval from the TCC & TAC before it is submitted to NCDOT for approval. Once approved by NCDOT, staff will request final adoption at our March 28, 2024 Regular Meeting.

Submitter Recommendations/Motions: Staff is requesting that the TCC & TAC vote to approve the draft FY25 Planning Work Program.

Attachments: - Draft FY25 Planning Work Program

TASK CODE	WORK CATEGORY	RPO PROGRAM FUNDS			
		LOCAL	State	FEDERAL	TOTAL
		5%	15%	80%	100%
I. DATA COLLECTION AND ASSESSMENT					
I-1	DATA COLLECTION AND ASSESSMENT	\$ 750	\$ 2,250	\$ 12,000	\$ 15,000
I-1.1	Highway				
I-1.2	Other Modes				
I-1.3	Socioeconomic				
I-1.4	Title VI				
II. TRANSPORTATION PLANNING					
II-1	COMPREHENSIVE TRANSPORTATION PLAN (CTP) DEVELOPMENT	\$ 325	\$ 975	\$ 5,200	\$ 6,500
II-1.1	Develop CTP Vision				
II-1.2	Conduct CTP Needs Assessment				
II-1.3	Analyze Alternatives and Environmental Screening				
II-1.4	Develop Final Plan				
II-1.5	Adopt Plan				
II-2	PRIORITIZATION	\$ 750	\$ 2,250	\$ 12,000	\$ 15,000
II-2.1	Project Prioritization				
II-3	PROGRAM AND PROJECT DEVELOPMENT	\$ 325	\$ 975	\$ 5,200	\$ 6,500
II-3.1	STIP Participation				
II-3.2	Merger / Project Development				
II-4	GENERAL TRANSPORTATION PLANNING	\$ 1,500	\$ 4,500	\$ 24,000	\$ 30,000
II-4.1	Regional and Statewide Planning				
II-4.2	Special Studies, Projects and Other Trainings				
II-4.2.1	Special Study #1 - insert name of consultant-led study here	\$ -	\$ -	\$ -	\$ -
II-4.2.2	Special Study #2 - insert name of consultant-led study here	\$ -	\$ -	\$ -	\$ -
III. ADMINISTRATION OF TRANSPORTATION PLANNING AND POLICIES					
III-1	ADMINISTRATIVE ACTIVITIES	\$ 1,550	\$ 4,650	\$ 24,800	\$ 31,000
III-1.1	Administrative Documents				
III-1.2	TCC / TAC Work Facilitation; Ethics Compliance				
III-1.3	Program Administration				
IV. DIRECT COSTS					
IV-1	PROGRAMMATIC DIRECT CHARGES	\$ 250	\$ 750	\$ 4,000	\$ 5,000
IV-1.1	Program-wide Direct Costs				
IV-2	ADVERTISING	\$ 5	\$ 15	\$ 80	\$ 100
IV-2.1	News Media Ads				
IV-3	LODGING, MEALS, INCIDENTALS	\$ 114	\$ 342	\$ 1,825	\$ 2,281
IV-3.1	Hotel Costs				
IV-3.2	Meal Costs				
IV-3.3	Incidentals				
IV-4	POSTAGE	\$ 5	\$ 15	\$ 80	\$ 100
IV-4.1	Mailings				
IV-5	REGISTRATION / TRAINING	\$ 50	\$ 150	\$ 800	\$ 1,000
IV-5.1	Conference Registration				
IV-5.2	Meeting / Workshop / Training Fees				
IV-6	TRAVEL	\$ 75	\$ 225	\$ 1,200	\$ 1,500
IV-6.1	Mileage Reimbursement				
IV-6.2	Car Rental Costs				
IV-6.3	Other Travel Expenses				
V. INDIRECT COSTS					
V-1	INDIRECT COSTS	\$ 2,306	\$ 6,918	\$ 36,895	\$ 46,119
V-1.1	Incurred Indirect Costs				
RPO OPERATIONAL EXPENSE TOTAL		\$ 8,005	\$ 24,015	\$ 128,080	\$ 160,100

Q1 Amendment		
Date: Day/Month/20XX		
Original Budgeted Amount	Net Change	New 1st Quarter Budgeted Amount
I. DATA COLLECTION AND ASSESSMENT		
\$ 15,000		\$ 15,000
Provide explanation for moving funds from one category to another.		
II. TRANSPORTATION PLANNING		
\$ 6,500		\$ 6,500
Provide explanation for moving funds from one category to another.		
\$ 15,000		\$ 15,000
Provide explanation for moving funds from one category to another.		
\$ 6,500		\$ 6,500
Provide explanation for moving funds from one category to another.		
\$ 30,000		\$ 30,000
Provide explanation for moving funds from one category to another.		
		\$ -
		\$ -
Provide explanation for moving funds from one category to another.		
III. ADMINISTRATION OF TRANSPORTATION PLANNING AND POLICIES		
\$ 31,000		\$ 31,000
Provide explanation for moving funds from one category to another.		
IV. DIRECT COSTS		
\$ 5,000		\$ 5,000
Provide explanation for moving funds from one category to another.		
\$ 100		\$ 100
Provide explanation for moving funds from one category to another.		
\$ 2,281		\$ 2,281
Provide explanation for moving funds from one category to another.		
\$ 100		\$ 100
Provide explanation for moving funds from one category to another.		
\$ 1,000		\$ 1,000
Provide explanation for moving funds from one category to another.		
\$ 1,500		\$ 1,500
Provide explanation for moving funds from one category to another.		
V. INDIRECT COSTS		
\$ 46,119		\$ 46,119
\$		10
\$ 160,100	\$ -	\$ 160,100

FY 2025 (July 1, 2024-June 30, 2025)

PLANNING WORK PROGRAM

Narrative

Kerr-Tar RPO

I. DATA COLLECTION AND ASSESSMENT

I-1 DATA COLLECTION AND ASSESSMENT \$ 15,000.00

I-1.1 Highway

Perform traffic counts and crash data analysis upon request for local governments.

I-1.2 Other Modes

Assist communities awarded Multimodal Planning Grants and/or those requesting data relevant to bike/ped plans and projects. Participate in local rail and transit planning.

I-1.3 Socioeconomic

Upgrade demographic data of all five (5) counties as needed for RPO records and projects. Assist local governments with gathering socioeconomic data for relevant grants and projects.

I-1.4 Title VI

Update Title VI plan as needed using 2020 Census data. Implementation of VI Plan.

II. TRANSPORTATION PLANNING

II-1 COMPREHENSIVE TRANSPORTATION PLAN (CTP) DEVELOPMENT \$ 6,500.00

II-1.1 Develop CTP Vision

Assist NCDOT in developing the CTP Vision for a Regional CTP

II-1.2 Conduct CTP Needs Assessment

Assist in conducting the needs assessment for a Regional CTP. Gather data from member governments as requested by NCDOT.

II-1.3 Analyze Alternatives and Environmental Screening

Help develop and analyze alternatives for a Regional CTP and participate in environmental screening related to identified CTP Projects.

II-1.4 Develop Final Plan

II-1.5 Adopt Plan

II-2 PRIORITIZATION \$ 15,000.00

II-2.1 Project Prioritization

Assist member counties/municipalities with review of P7.0 project lists, scoring projects, assisting local input points, distribute project information to TAC/TCC & provide opportunity for public input, Review NCDOT data as needed.

II-3 PROGRAM AND PROJECT DEVELOPMENT \$ 6,500.00

II-3.1 STIP Participation

Review and comment on STIP changes as needed.

II-3.2 Merger / Project Development

Participate in public workshops & meetings with local officials and needed. Review & comments on project related materials as needed.

II-4 GENERAL TRANSPORTATION PLANNING \$ 30,000.00

II-4.1 Regional and Statewide Planning

Participate in NCARPO quarterly meetings and MPO/RPO spring conference. Work with adjacent RPOs and MPOs to identify shared projects. Provide input on any suggested changes from NCDOT and other planning agencies. Assist with CMAQ applications, RAISE Grant applications, and other funded projects in the KTRPO Region as needed.

II-4.2 Special Studies, Projects and Other Trainings

FY 2025 (July 1, 2024-June 30, 2025)

PLANNING WORK PROGRAM

Narrative

Kerr-Tar RPO

Participate in meetings and events related to the S-Line Rail Corridor (Southeast High Speed Rail Corridor). Participate in area studies as needed.

II-4.2.1	Special Study #1 - insert name of consultant-led study here	\$	-
	A consultant will be used to.....		
II-4.2.2	Special Study #2 - insert name of consultant-led study here	\$	-
	A consultant will be used to....		

III. ADMINISTRATION OF TRANSPORTATION PLANNING AND POLICIES

III-1 ADMINISTRATIVE ACTIVITIES \$ 31,000.00

III-1.1	Administrative Documents		
	Prepare, obtain approval, and submit PWP and necessary amendments. Prepare and submit Quarterly Reports and Final Yearly Narratives to NCDOT for approval.		
III-1.2	TCC / TAC Work Facilitation; Ethics Compliance		
	Prepare minutes, agendas, materials, and speakers/presenters (if necessary) for TAC/TCC meetings; Maintain rosters and attendance records of RPO members; Fulfill required duties as Ethics Liaison through NC State Ethics Commission including ensuring TAC members and alternates complete SEI and RED forms prior to April 2024 deadline as well as attending available trainings/webinars.		
III-1.3	Program Administration		
	Provide transportation related information and data to member governments upon request; Contact NCDOT staff with questions from residents, elected officials, and TAC/TCC members. Update RPO page on KTRCOG as needed.		

IV. DIRECT COSTS

IV-1 PROGRAMMATIC DIRECT CHARGES \$ 5,000.00

IV-1.1	Program-wide Direct Costs		
	Regular costs of operation for KTRPO		

IV-2 ADVERTISING \$ 100.00

IV-2.1	News Media Ads		
	Advertising costs for public hearings, workshops, etc.		

IV-3 LODGING, MEALS, INCIDENTALS \$ 2,281.00

IV-3.1	Hotel Costs		
	Costs of overnight stays to attend in person: NCARPO Quarterly meetings, NCAMPO Annual Conference; and various NCDOT trainings and events around the State.		
IV-3.2	Meal Costs		
	Meal costs associated with conferences listed above.		
IV-3.3	Incidentals		
	Hotel Parking, gratuities, etc.		

IV-4 POSTAGE \$ 100.00

IV-4.1	Mailings		
	Costs associated with mailings for KTRPO projects		

IV-5 REGISTRATION / TRAINING \$ 1,000.00

IV-5.1	Conference Registration		
	Registration fees to attend NCAPA Conference, Bike/Walk NC Summit, NCAMPO Annual Meeting, and others as listed in TPD's "Training Pre-Approval Guidance"		
IV-5.2	Meeting / Workshop / Training Fees		

FY 2025 (July 1, 2024-June 30, 2025)

PLANNING WORK PROGRAM

Narrative

Kerr-Tar RPO

Any fees associated with attending transportation related meetings, workshops, and trainings.

IV-6 TRAVEL \$ 1,500.00

IV-6.1 Mileage Reimbursement

Reimbursement for miles traveled to KTRPO related meetings & trainings

IV-6.2 Car Rental Costs

Car rental costs associated with travel to KTRPO related meetings & trainings

IV-6.3 Other Travel Expenses

Parking or other costs incurred with travel related to KTRPO related meetings & trainings

V. INDIRECT COSTS

V-1 INDIRECT COSTS APPROVED BY COGNIZANT AGENCY \$ 46,119.00

V-1.1 Incurred Indirect Costs

RPO OPERATIONAL EXPENSE TOTAL \$ 160,100.00



Abstract – 2/22/2024 Regular Meeting

Agenda Section: Items for Presentation

Presenter: Diane Cox, Kerr-Tar Executive Director

Agenda Title: Prioritization 7.0 Local Input Points Assignment Methodology Development

Summary of Information: Local Input Points allow RPOs, MPOs, and Division Engineers to place additional points on projects in the Regional Impact and Division Needs categories. NCDOT requires that a methodology be developed to guide Planning Organizations and Divisions through the point assignment process.

Staff will present the LIP Assignment Methodology drafted by KTRPO for Prioritization 7.0 and will request feedback from the TAC. TCC reviewed and provided feedback in their meeting on February 14, 2024.

Methodology is not structurally changed from the approved Prioritization 5.0 as there have been only a few changes to the Prioritization process this round. Following the 2-22-2024 regular meeting, Staff will revise the methodology to incorporate any requested changes from the TCC & TAC.

The revised LIP Assignment methodology will be brought back before the TCC & TAC at the 3- 28-2024 regular meeting for preliminary approval to submit to NCDOT.

Submitter Recommendations/Motions: N/A

Attachments: - Kerr-Tar RPO Prioritization 7.0 Local Input Point Assignment Methodology Draft

Kerr-Tar Regional Transportation Planning Organization

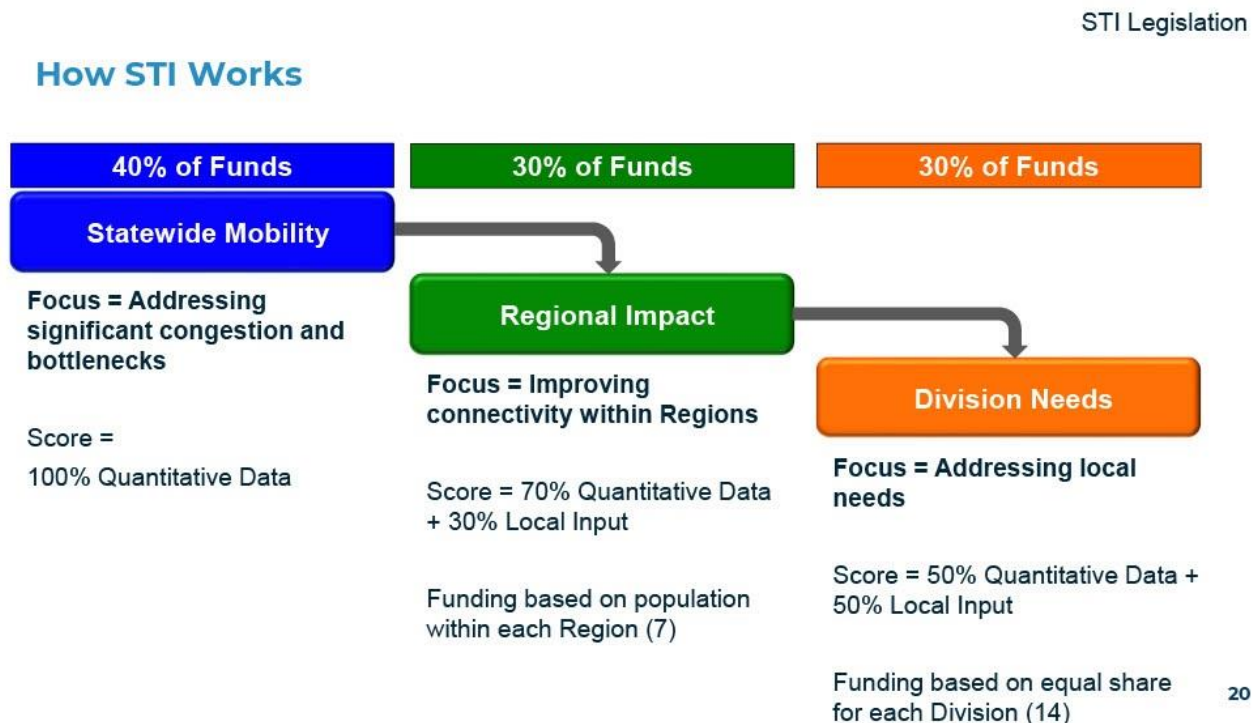
P7.0 Local Input Methodology

INTRODUCTION

The Strategic Transportation Investments (STI) law (GS 136-189.10 and .11), enacted in 2013, directs NCDOT to select and fund major capital improvement projects using a data-driven prioritization process in combination with local input. Under STI, all major capital mobility/expansion and modernization projects across all six modes of transportation compete for funding. Each project is classified into one of three funding categories – Statewide Mobility, Regional Impact, or Division Needs – where it competes for funds with other eligible projects.

Statewide Mobility eligible projects compete against all other projects in this category across the state, and project selection is based 100% on the data-driven quantitative score. Regional Impact projects compete against all other projects in this category within the same funding region (consisting of two NCDOT Transportation Divisions), and selection is based 70% on the quantitative score and 30% on local input (15% MPO/RPO priority and 15% NCDOT Division Engineer priority). Division Needs projects compete against all other projects within the same NCDOT Transportation Division, and selection is based 50% on quantitative score and 50% on local input (25% MPO/RPO priority and 25% NCDOT Division Engineer priority).

The STI law includes an innovative component known as cascading, where projects not funded in the Statewide Mobility category are eligible for funding in the Regional Impact category. Similarly, projects not funded in the Regional Impact category are eligible for Division Needs funds. Projects that cascade down are then subject to the scoring criteria and local input for the respective funding category.



Project eligibility for each STI category, as defined in law, is illustrated below:

STI Project Eligibility			
Mode	Statewide Mobility	Regional Impact	Division Needs
Highway	<ul style="list-style-type: none"> Interstates (existing & future) NHS routes (as of July 1, 2013) STRAHNET Routes Designated Toll Facilities 	Other US and NC Routes	<ul style="list-style-type: none"> All Secondary Roads (SR) Federal-Aid Eligible Local Roads
Aviation	Large Commercial Service Airports	Other Commercial Service Airports not in Statewide	All Airports without Commercial Service (General Aviation)
Bicycle-Pedestrian	N/A	N/A	All projects (\$0 state funds)
Public Transportation	N/A	Service spanning two or more counties	All other service, including terminals, stations, and facilities
Ferry	N/A	Vessel or infrastructure expansion	Replacement vessels
Rail	Freight Capacity Service on Class I Railroad Corridors	Rail service spanning two or more counties not Statewide	All other service, including terminals and stations (no short lines)

MPOs/RPOs and Divisions indicate priority by applying local input points to projects. Each organization receives a baseline of 1,000 local input points, with additional points (up to 2,500) based on population. The Kerr-Tar RPO has a total of 1400 points to apply to projects in the Regional Impact category and a total of 1400 points to apply to projects in the Division Needs category. State law requires NCDOT to approve how each organization will assign points to projects, in a document known as their Local Input Point Methodology.

Applicability: This process applies to all projects ranked by Kerr-Tar RPO in *Person, Granville, Vance, Warren, or Franklin Counties* that are ranked as “regional” or “division” funding level projects. Funding levels are defined in the Strategic Transportation Investments (STI) Act.

DESCRIPTION OF CRITERIA AND WEIGHTS:

The KTRPO has developed this prioritization method in an effort to satisfy the quantitative, data-driven requirements of the legislation while protecting the discretion of local officials by incorporating subjective qualitative local input where possible.

Following are the descriptions of the criteria the Kerr-Tar Rural Planning Organization will be using to score projects in the Regional Impact and Division Needs categories.

Project Ranking: Projects will be scored based on the criteria established, regardless of the eligible funding category (statewide, regional or division) and then separated by eligible funding categories into Regional and Division Level projects.

- **Statewide Projects:** Entirely determined by quantitative score. The statewide routes in KTRPO are US1, US158 and I-85. Any project that scores well enough will be removed from the process before KTRPO assigns local input points. All other routes will be included in the Regional level process.
- **Regional Level Projects:** US501, US15, US401, all NC routes, and Kerr Area Regional Transportation System (KARTS) are evaluated on the Regional Level.
- **Division Level Projects:** Projects involving SR routes, bicycle and pedestrian, Person Area Transportation System (PATS) transit, and two airports are evaluated at the Division Level.

Highway – Maximum 100 Points					
Criteria	0 points	5 points	10 points	15 points	25 points
Crash frequency (25%)	0 crashes	2 or fewer crashes	3 to 5 crashes	6 to 10 crashes	11 or more crashes
<i>Number of automobile crashes in most recent 5-year period as reported in NCDOT P7.0 Scoring Data.</i>					
Criteria	0 points		10 points		25 points
Plan consistency (project identified in a locally adopted plan) (25%)	Project is not in CTP or other adopted plan		Project is included in CTP but no other plan		Project is included in CTP and is included in other adopted plan(s)
<i>Is the proposed project part of an existing, adopted transportation plan; does the project support a goal / objective of the Kerr-Tar Region Comprehensive Economic Development Strategy or other local economic development plans?</i>					
Criteria	0 points		10 points		20 points
Destinations served (20%)	No direct access to major destination		Direct access to one destination from among the list below		Direct access to at least two destinations from among the list below
<i>Through collaboration with KTRPO staff and local governments, Does the project connect directly to an educational facility (such as elementary, middle, and/or high schools, or community colleges), health care facilities (such as hospitals or community clinics), employment centers (such as factories or industry) and/or recreation/entertainment destinations (such as theaters, convention centers, or arenas)?</i>					
Criteria	0 points		10 points		15 points
Multimodal accommodations (15%)	Project does not include bike/pedestrian or transit-supportive facilities or connections		Project includes one bike/pedestrian or transit-supportive facility or connection		Project does include more than one bike/pedestrian or transit-supportive facilities or connections
<i>Whether the project includes facilities such as sidewalks, bicycle lanes, transit-supportive facilities including park and ride lots, shelters and stations, or a connection to these type facilities.</i>					
Criteria	0 points				15 points

Project completes an unfinished project (for example, segment A and B are complete, but segment C still needs to be completed)(15%)	No				Yes
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Bike and Pedestrian Projects – Maximum 100 Points

Criteria	0 points	5 points	10 points	15 points	25 points
Crash frequency (25%)	0 crashes	2 or fewer crashes	3 to 5 crashes	6 to 10 crashes	11 or more crashes

Number of pedestrian and/or bicycle crashes over the most recently tabulated 5-year period as reported in NCDOT P 7.0 Scoring Data.

Criteria	0 points				25 points
Transportation plan consistency (25%)	Project is not in CTP or other locally adopted transportation plan				Project is included in CTP or other locally adopted transportation plan

Is the proposed project part of an existing, adopted transportation plan?

Criteria	0 points		10 points		25 points
Destination served (25%)	No direct access to major destination		Direct access to at least one destination from among the <i>list below</i>		Direct access to more than one destination from among the <i>list below</i>

Does the project connect directly to an educational facility (such as elementary/middle school, high school, or community college), health care facility (such as hospitals or community clinics), employment (such as factories or industry) or recreation/entertainment destination (such as theatre, convention center or arena)?

Criteria	0 points		10 points		25 points
Project addresses a regional goal / objective (25%)	Project does not meet any approved goal or objective		Project supports one to two approved goal(s) and/or objective(s)		Project supports more than 3 approved goal(s) and/or objective(s)

Includes: Comprehensive Economic Development Strategy (CEDS); Public Health Plan; Safe Routes to School Plan; Jobs Access and Mobility Objective, county specific economic development plans/objectives.

Rail and Aviation Projects - Maximum 100 Points

Criteria	0 points		10 points		25 points
Project addresses an identified facility safety Issue (25%)	No		Improves facility safety		Improves facility and community safety
<i>These include, but are not limited to, improvements to track or runway condition, lighting, warning signalization, railroad crossings, control tower improvement.</i>					
Criteria	0 points		10 points		25 points
Transportation plan consistency (25%)	Project is not in CTP or other locally adopted transportation plan				Project is included in CTP or other locally adopted transportation plan
<i>Is the proposed project part of an existing, adopted transportation plan?</i>					
Criteria	0 points		10 points		25 points
Project expands facility capacity (25%)	Capacity is not increased				Ability to handle more rail or aircraft
<i>May include new or expanded runway, terminals, rail sidings, or additional track among other capacity-related improvements.</i>					
Criteria	0 points		10 points		25 points
Project addresses a regional goal / objective (25%)	Project does not meet any approved goal or objective				Project supports a goal of the approved CEDS
<i>Includes: Comprehensive Economic Development Strategy (CEDS); local area plans; local economic development plans.</i>					

Public Transportation Projects - Maximum 100 Points					
Criteria	0 points		25 points		50 points
Project expands capacity; destinations served and/or enhances the ability of passengers to utilize service (50%)	No impact on the criteria		Project impacts at least one criteria		Project impacts two or more criteria
<i>Projects may include transit shelters, information systems, and/or new vehicles to support new or expanded routes.</i>					
Criteria	0 points				10 points
Project improves fuel economy (10%)	Fuel economy is not addressed				Fuel economy is improved by the project
<i>Project enhances transit providers' fuel savings and reduces average annual fuel expenditures per vehicle.</i>					
Criteria	0 points				10 points
Passenger safety (10%)	Safety is not addressed				Passenger Safety is Addressed by the Project
<i>Will the project enhance on-board and/or passenger safety generally?</i>					
Criteria	0 points		15 points		30 points
Project addresses a regional goal / objective (30%)	Project does not meet any approved goal or objective		Project supports a single goal or objective		Project supports multiple goals and/or objectives
<i>Includes: Comprehensive Economic Development Strategy (CEDS); Public Health Plan; Safe Routes to School Plan; Jobs Access and Mobility Objective, county specific economic development plans/objectives.</i>					

Total Score and Project Ranking:

Kerr-Tar RPO receives 1,400 points at the Regional Level and 1,400 points at the Division Level to allocate to projects for local prioritization. The maximum number of points any project can receive is 100.

KTRPO staff will use the following process to create a pool of the top projects from across all tiers. KTRPO will then filter out projects into separate lists by tier. To rank all projects, staff will add together the P 7.0 quantitative score as calculated by NCDOT and the score from the ranking process outlined on the next several pages. Final projects scores will reflect the following per STI, enabling legislation by the North Carolina General Assembly.

POINTS ASSIGNMENT PROCESS

The top two projects in each county from the Regional list will be assigned 100 points for a total of 1,000 points. Four more projects will come from the next highest ranked projects regardless of county. Those projects will also be assigned 100 points each for a total of 1,400 points.

Only projects that originate at the Statewide or Regional Level are eligible for scoring and local points allocation under this methodology.

The same process will be used for the Division level with the exception that at least one of the ranked projects on the draft Division Ranked Priority list must be non-highway mode.

Only projects that originate at the Regional or Division Level are eligible for scoring and local points allocation under this methodology.

Final Ranking and Local Points Assignment: The TAC and TCC will consider the public comments. They will be able to make changes to the draft Ranked Priority lists at the Regional and Division level where they can decide to delete up to two (2) projects in each list and replace them with projects from the project lists or, donate the points to a project outside of KTRPO.

The TAC is free to deviate from the preliminary points assignment when making the final point assignments to compensate for situations where the methodology does not accurately reflect the TAC's priorities and to ensure appropriate projects at the relevant category. Any variation in point assignments from the preliminary point assignments must have justifications documented in the meeting minutes and posted on the Kerr-Tar Regional Council of Governments website. Anticipated justifications include but are not limited to project cost, point-sharing arrangements, estimated points required for funding, geographic equity, modal distribution, new information and public comment.

Policy addressing project split across another MPO/RPO and left over points: In the event that extra points are left over if a project falls partially into another MPO/RPO, these remaining points may be donated to the MPO/RPO to assign points on behalf of KTRPO. If the MPO/RPO has also set aside points for the project, the points may be allocated to the next highest KTRPO project to help boost its score. If this project has received the maximum number of points, the remaining points will go down the line to the next available project that has not received the maximum number of points.

PUBLIC INPUT CONSIDERATION

Use of Public Input and Comments in Final Methodologies and Rankings: The TAC will review all public comment received. Public comments will be documented, filed by the RPO, and distributed to appropriate local entities to inform future Prioritization processes and transportation plans. No new projects will be added to the current Prioritization 7.0 list; however, as the NCDOT deadline for submitting new projects will have passed.

SCHEDULE OF PUBLIC OUTREACH

Local Methodology: KTRPO will release the methodology for a 30-day public comment period. This 30-day period will be advertised on Kerr-Tar Regional Council of Governments' website (www.kerrtarcog.org), a process conducted in accordance with KTRPO's Public Involvement Plan. The results of the public comment period will be presented to the TAC for final approval. All public comments will be documented, and reasonable edits to the methodology may be made prior to final approval by the TAC, and submission to the Strategic Prioritization Office of Transportation.

The RPO will present the recommended local points assignments and total scores of all projects to the TCC and TAC at a meeting before the NCDOT deadlines. Upon approval of the TAC, the RPO will release the recommended projects and points assignments for a 30-day public comment period. This 30-day period will be advertised on the Kerr-Tar Regional Council of Governments' website and all relevant documents will be available on the website. The process will be conducted in accordance with KTRPO's Public Involvement Plan. All public comment will be documented.

Month(s)	Description	Action
June 2023	BOT approves P7.0 Criteria and Weights	NCDOT Board of Transportation
June –July, 2023	Solicitation of new transportation projects from County/Municipal staff	RPO staff
August 24, 2023	New projects considered and recommended by the TCC to the TAC; TAC approved new projects for submittal	RPO Staff
July 10 - October 27, 2023	Submittal Window: Projects entered and submitted into SPOT Online	RPO Staff
November 2023-April 2024	Scoring Window: Review and calculation of quantitative scores for all projects	SPOT office at NCDOT
January 2024 – March 2024	Local Input Methodology developed and submitted for preliminary approval	RPO Staff, TCC, TAC
February 23—March 24, 2024	Draft methodology available for public comment	RPO staff
March 28, 2024	TAC/TCC finalizes and approves KTRPO Local Input Methodology for Prioritization P7.0	TAC/TCC
April 1, 2024	Local Input Methodology submitted to NCDOT	RPO staff
June 2024-August 31, 2024	Region Impact local points assigned and approved	RPO Staff and TAC/TCC
September 2024	Regional Impact scores finalized and regional impact projects programmed	SPOT office and TIP unit at NCDOT
October 2024-December 2024	Division Needs Local Input Points Assigned and approved	RPO Staff, TCC, TAC
January 2025-February 2025	Division Needs Scores Finalized and Division Needs Projects Programmed.	SPOT office and TIP unit at NCDOT
March 2025	Draft 2024-2033 STIP released	NCDOT
September 2025	Final STIP Approval	FHA

MATERIAL SHARING

Materials will be provided on the Kerr-Tar Regional Council of Governments’ website at <https://www.kerrtarco.org/> and will include: 1) A link to the NCDOT STI Prioritization Resources website; 2) The adopted Kerr-Tar RPO Prioritization 7.0 Methodology document and 3) Regional Impact and Division Needs local impact points assignment documentation. All materials will be posted until adoption of the final STIP by the NCDOT Board of Transportation.

Adoption

A motion was made by **TBD** and seconded by **TBD** for the adoption of the Kerr-Tar Regional Transportation Planning Organization's P7.0 Local Input Methodology, and upon being put to a vote was duly adopted on **TBD**.

Tom Lane
TAC Chairman

Diane Cox
Secretary, Kerr-Tar RPO



Abstract – 2/22/2024 Regular Meeting

Agenda Section: Items for Presentation

Presenter: Diane Cox, Kerr-Tar Executive Director

Agenda Title: Ethics Reminder

Summary of Information: 2024 Ethics SEI/RED Forms TAC members must complete their Ethics paperwork yearly by April 15th . Staff forwarded the correct forms in early February. You are also welcome to complete the paperwork online. If you have questions, please reach out to me.

Submitter Recommendations/Motions: N/A

Attachments: - N/A



Abstract – 2/22/2024 Regular Meeting

Agenda Section: NCDOT Reports

Presenter: NCDOT Staff

Agenda Title: NCDOT Reports

Summary of Information: Reports from Division 5, Transportation Planning Division and IMD.

Submitter Recommendations/Motions: N/A

Attachments: - N/A



Abstract – 2/22/2024 Regular Meeting

Agenda Section: Informational Items
Presenter: Diane Cox, Executive Director
Agenda Title: Next Regular Meeting

Summary of Information: The next regular meeting of the Kerr-Tar RPO is scheduled for Thursday, March 28, 2024 at 3:00 PM in hybrid format.

Submitter Recommendations/Motions: N/A

Attachments: - 2024 Meeting Schedule



KTRPO 2024 Meeting Schedule

January – No Meeting

February 22, 2024

March 28, 2024

April – No Meeting

May 23, 2024

June 27, 2024

July – No Meeting

August 22, 2024

September – No Meeting

(COG Annual Meeting & Awards Banquet – **Sept. 26, 2024**)

October 24, 2024

November 21, 2024

December – No Meeting

All RPO Meetings held at Kerr-Tar Office at 3:00PM.



Abstract – 2/22/2024 Regular Meeting

Agenda Section: Adjournment

Presenter: TCC Chairman Baker and TAC Chairman Lane

Agenda Title: Adjournment

Summary of Information: Adjournment of meeting

Submitter Recommendations/Motions: TCC Adjournment, TAC Adjournment.

Attachments: - N/A