



North Carolina Association of Rural Planning Organizations

**North Carolina Association of RPOs  
April 23, 2009 Quarterly Meeting  
Kill Devil Hills Town Hall  
Kill Devil Hills, NC**

**Attendees**

1. Robert Will, Down East RPO
2. Ann Whitley, Peanut Belt RPO
3. Ryan Sherby, Southwestern RPO
4. Carrie Runser-Turner, Land-of-Sky RPO
5. Chris Rountree, Peanut Belt RPO
6. Craig Hughes, High Country RPO
7. Dana Stoogenke, Rocky River RPO
8. Daniel Van Liere, Upper Coastal Plain RPO
9. Don Eggert, Cape Fear RPO
10. Eddy Davis, Mid-East RPO
11. Hanna Cockburn, Piedmont Triad RPO
12. Janet Robertson, Lumber River RPO
13. Joel Strickland, Mid-Carolina RPO
14. John Marshall, Unifour RPO
15. Marc Allred, Northwest Piedmont RPO
16. Morgan Jethro, Albemarle RPO
17. Paul Black, Triangle Area RPO
18. Shelby Powell, Kerr-Tar RPO
19. Carlos Moya-Astudillo, NCDOT TPB
20. Elina Zlotchenko, NCDOT TPB
21. Travis Marshall, NCDOT TPB
22. Josh King, Isothermal RPO
23. Alex Rickard, Eastern Carolina RPO

**Welcome**

Hanna Cockburn called the meeting to order at 11:30 a.m.

**Discussion Items**

*TPB Update*

T. Marshall had the following updates:

- Travel has been restricted even more than before. He noted that TPB can attend meetings via conference call if arrangements are made well in advance of the meeting.
- CTPs are moving forward. Travel to CTP meetings must involve other tasks to get approval for travel.
- Two new employees will be hired. One employee will be working with the Raleigh area and the other will be located in Charlotte. There was discussion concerning the possibility of locating TPB coordinators in the regions they are serving. T. Marshall noted the difficulties with training and supervising employees located at remote locations. As a result of the discussion, difficulties were revealed that limit TPB's ability to use technology that would allow them to adequately and actively participate in RPO meetings utilizing current software products. A motion was made by S. Powell and seconded by J. Marshall to send a letter to Susan Coward requesting that due to current travel restrictions

the TPB be allowed to use appropriate technology such as the “Go to Meeting” or other technology that would establish methods for virtual communication and that appropriate IT support be in place to allow us to bridge these physical gaps and the addition of voice mail to the TPB phone system would also enhance communication between TPB and other outside entities. The motion was approved.

- Please meet with the person in charge of the CTP study to establish the RPO role in the study. This can be handled on an individual basis.
- Surveys regarding coordinator performance have been distributed by supervisors and need to be completed and returned.
- Based on the meeting of the representatives from the TPB, Executive Committee, and LROs, TPB would like one number for indirect costs on invoices and indirect costs do not need to be broken down any further. Also, dinners and lunches for meetings are not reimbursable expenses, but snacks are appropriate.

#### *NCDOT RPO Update*

E. Zlotchenko provided the RPO update. The update included the following:

- A draft copy of reimbursable expenses.
- Draft copies of questionnaires that will be used to evaluate RPO’s, TPB coordinators, and TPB experience.
- Copies of the process for TPB to process invoices were distributed.

#### *SPOT Update*

C. Runser-Turner informed the group that she and Shelby are serving as the RPO representatives on the Prioritization Work Group. There has been one meeting with SPOT and the group worked with the prioritization tool and provided feedback on the tool. There was some process discussion about what would happen after project data was submitted, but SPOT only wanted feedback on prioritization tool. A meeting will be held next week to look at the updated web template that will be revised based on feedback. A rough draft of the instructional guide will be given out at that time for review that will be given out to users prior to the template going live. A time frame for implementation will also be available at their next meeting along with criteria and direction regarding how the ranking process might work.

The association agreed that the importance of local priorities needs to be emphasized in the ranking criteria.

### **Committee Reports**

#### *GIS Committee*

A. Rickard gave a presentation and discussion on the following:

- NC Street Map is an ftp site for sharing street centerline data. Forty files of street centerline data are available to local governments for download. There is a working group who is working on updating standard for street centerline data for the state. They

are working on a tool that will take one county's centerline data and run it through the processor and it puts it into the state format. It will allow users to develop data that is consistent from attribute to attribute. This should help NCDOT update their old universe file with current data.

- A proposal for a pilot project that RPOs could work on together. The project would be to take the public schools layer on NC One Map and update it by taking the schools in their counties and moving the point locations to their proper spot and add new schools. An RPO group would review the data and then send it to CGIA. The goal would be to develop a new school layer which would be very useful and become a resource to the GIS community of North Carolina which could lead to other similar projects. A. Rickard stated that CGIA was interested in investigating the possibility of producing this data. A motion was made to send a letter to CGIA offering to develop this data by D. Van Liere and seconded by E. Davis. The vote was unanimous.
- A review of the GIS surveys that were completed last year and discussion on the next steps to find out what everyone is doing with these capabilities.

#### *Legislative Committee*

E. Davis distributed a list of bills related to transportation that were currently being considered by the NC General Assembly and provided background information concerning many of the bills on the list.

#### *Other*

H. Cockburn reviewed discussions that had taken place with the representatives of the NCARPO, Mike Bruff and representatives from the LROs. Some of the items discussed that will be incorporated into the manual included:

- Indirect Costs: Will be included on the invoices as a single number. All RPOs are expected to do it this way.
- The invoice will include direct, salaries, fringe, indirect and any other items that are paid for directly such as computers or printers.
- Invoices will be rounded to the dollar. All sections of the quarterly report are to be rounded to the nearest dollar.
- A list of allowable expenses will be provided later in the workshop.
- Out of state travel is not allowed.
- The next PWPs will have a standard format.
- PWPs outline the scope of work for the year and are not to have details such as specific count locations or other details that go into a quarterly report.
- Meetings are now a deliverable. Provide enough detail that someone can understand why you attended and what was accomplished.

## **Action Items**

### *Minutes of January 2009 Quarterly Meeting*

H. Cockburn asked for a motion to adopt the minutes of the January 2009 NCARPO meeting. Daniel Van Liere made a motion to adopt the minutes as presented. Ann Whitley seconded the motion. There being no further discussion, it passed unanimously.

### *Resolutions Supporting Legislation*

H. Cockburn noted that the association may want to consider action on pending legislation that includes the intermodal bill and the transfer of secondary road maintenance to counties. She noted that the MPO association has voted to support the intermodal bill with a resolution and approved a resolution against the three road transfer bills. H. Cockburn stated that we are asking that each RPO consider action with their local boards first and that we would come back and discuss action for the association. It was mentioned that the road maintenance bill was more of a conversation starter than a bill that was likely to pass in the General Assembly. It was noted that the Association of County Commissioners had expressed opposition to the road transfer bill. H. Cockburn stated that we would draft sample resolutions for distribution to our group. A. Rickard expressed concern about supporting the Intermodal Bill because it could set precedence for county's paying for transit and could lead to paying for maintenance of secondary roads too. Many others stated that their areas had similar concerns and were not willing to approve a resolution of support.

The association decided to prepare a draft resolution to oppose the transfer of secondary roads, and take no action on the Intermodal Bill, and submit a letter on behalf of the association to be sent to US House and Senate members to support federal recognition of RPOs. A motion was made by S. Powell and seconded by C. Runser-Turner. The motion passed.

H. Cockburn stated that the Executive Committee would like the association to identify a couple of elected officials on our local boards that we could recommend to those selecting members of the Equity Formula Study Commission to make sure that there is solid rural representation on that committee.

## **Adjournment**

With no further business to be considered, H. Cockburn adjourned the meeting.