



**North Carolina Association of RPO's
April 27, 2006 Quarterly Meeting
Triangle J Council of Governments Offices
Research Triangle Park, NC**

Attendees

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| 1. Ann Whitley, Peanut Belt RPO | 14. Judy Hills, Eastern Carolina RPO |
| 2. Carrie Runser-Turner, Land of Sky RPO | 15. Bjorn Hansen, Rocky River/Lake Norman RPO |
| 3. Chris Lukasina, Upper Coastal Plain RPO | 16. Eddy Davis, Mid-East RPO |
| 4. Craig Hughes, High Country RPO | 17. Pat Strong, Triangle J RPO |
| 5. Don Eggert, Cape Fear RPO | 18. Ed Johnson, CAMPO (MPO Liaison) |
| 6. Greg Christo, Isothermal RPO | 19. Dennis Patton, Upper Coastal Plain COG |
| 7. Hanna Cockburn, Piedmont Triad RPO | 20. Chris May, Cape Fear COG |
| 8. Janet Robertson, Lumber River RPO | |
| 9. Jim Daughtry, Eastern Carolina RPO | 21. Travis Marshall, NCDOT TPB |
| 10. John Marshall, Unifour RPO | 22. Elina Zlotchenko, NCDOT TPB |
| 11. Paul Black, Triangle Area RPO | 23. Tyler Bray, NCDOT TPB |
| 12. Shelby Powell, Kerr-Tar RPO | |
| 13. Faye Lewis, Mid-Carolina RPO | |

Minutes

Welcome

J. Marshall called the meeting to order at 3:50 pm.

Minutes

J. Marshall called for a motion to accept the minutes of the NCARPO January 2006 meeting. **A motion was made by G. Christo to adopt the minutes as presented; Second by A. Whitley.** Discussion: none. There being no discussion, the motion carried unanimously.

Highway Trust Fund Resolution Discussion

J. Marshall reminded attendees that the resolution was unchanged from the previous meetings, and that the group has agreed that a supermajority would be needed in order for the resolution to pass. J. Marshall indicated that several RPOs were not represented, and a supermajority may not be present. **A motion to approve the Highway Trust Fund Resolution was made by S. Powell; seconded by J. Hill.** Discussion: E. Davis described the provisions of the original Highway Trust Fund bill for hold harmless funds and the provisions for increasing transfers; J. Daughtry indicated the amount of transfer has increased over time. E. Johnson provided some background on the joint legislative agenda the two MPOs in the Triangle had drafted, which included this issue. Discussion continued, including a description of a now revoked intangibles tax, and the sense that the Highway Trust Fund had been used as the "state's checkbook". **A motion to table the Highway Trust Fund Resolution until the July meeting was made by J. Daughtry; seconded by E. Davis.** Discussion: nothing further. The motion to table carried. J. Marshall indicated the resolution would be considered at the July meeting.

MPO Update

E. Johnson indicated he had been unable to attend the last NCAMPO meeting, but provided an update on MPO issues. The MPO Annual Conference will be held in Concord, October 25-27th. The theme this year is "Making It Happen". Sessions are coming along, and if you have ideas for sessions, please forward them on. E. Johnson briefly discussed the Comprehensive Transportation Plan/NEPA integration project and the collaboration project, which is trying to engage Len Sanderson as part of the statewide plan implementation. E. Johnson also indicated a move toward simplifying the TIP layout at NCDOT, with digital, real time features. E. Johnson suggested the association consider a resolution to support improvements to the TIP documentation and process.

Transportation Planning Branch Update

T. Marshall provided attendees updates on several items: TPB has been working to integrate environmental element into planning process for several years; this effort is ongoing, with TPB/PDEA process manuals underway. T. Marshall described a project underway in Brunswick County, where a process model is being developed that includes the whole county and integrates land use. T. Marshall indicated that little action has occurred on the collaboration process, and that the consultant has not yet delivered a list of implementation items. E. Johnson indicated that the effort needed continued focus, in order to develop education materials at appropriate levels and to integrate transportation planning information into Institute of Government training opportunities.

RPO Update

E. Zlotchenko provided attendees with a very detailed discussion on a wide range of topics related to RPOs. This included a description of the role of the RPO coordinator, a list of work products that serve as a deliverable and a request that deliverables be submitted with quarterly reports. E. Zlotchenko indicated that a revised manual of administrative procedures would be sent out in the coming months, and that guidance on MOU and Bylaws changes was being reviewed by the Attorney General's office, and any changes should be held until the guidance was released. D. Eggert indicated there were still questions about attendance rules that needed to be resolved.

E. Zlotchenko indicated that invoices not submitted within 10 days of the due date would not be paid until the next quarter, and that an e-mail notice to her and the RPO coordinator should be sent when invoices are mailed. E. Zlotchenko also indicated that assessment forms for RPO Coordinators and each RPO as a whole were being developed at the request of the LRO Directors, and would be implemented some time in the next year. The assessment to justifications for continued funding and may end up being similar to the FHWA self certifications that MPOs complete. This item spurred a lengthy discussion on assessment techniques, what standards would be used, what elements should be considered and the composition of the assessment teams.

E. Zlotchenko addressed the issue of CTP work being done by local RPO staff, and indicated a need for assurances at the TPB level that modeling and other technical analysis was completed properly. The focus of TPB staff over the next year will be to complete CTPs, and they would be surveying practices in other states.

E. Zlotchenko went on to explain that the next call for Enhancement projects would be in 2008, and that staff from the enhancement unit would be interested in developing forms and procedures for RPOs to assist local applicants.

Next, E. Zlotchenko indicated that a survey of training needs would soon be distributed, and classes would be scheduled for the Fall.

E. Zlotchenko again addressed the quorum issue, indicating that 51% of quorum-counting members must be present to conduct a meeting. A question regarding differing standards for local governments was raised, but not resolved. E. Zlotchenko addressed the issue of ex-officio member designation, indicating that these members count toward quorum, and described some strategies for dealing with this issue, including renaming the positions and evaluating membership standing and vacancy policies. She then described the need to provide a standard membership roster with members identified by position and the need to identify an alternate for each member, and this roster should be kept with the minutes of the meeting. On the related topic of poor BOT member attendance, E. Zlotchenko suggested contacting Len Sanders, describing efforts to encourage involvement. It was suggested that the Association consider drafting such a letter.

Committee Reports

GIS – P. Black stated he and Alex Rickard representing the RPOs and Jake Petoskey representing the MPOs had been asked to serve on a local government working group to address compatibility issues related to data. P. Black indicated that the statewide model users group would be discussing updates to TRANSCAD and the development of socio-economic data using economic trends to project future years. P. Black indicated that TIP and project layer data was available at the GIS Unit, and would be enhanced with CTP elements as they become available.

Due to the late hour, **A motion to continue the meeting to Friday, April 28th, following the presentations was made by S. Powell; second by C. Runser-Turner.** Discussion: none. With no discussion, the motion carried unanimously, and the meeting was suspended at 5:11 pm.

J. Marshall reopened the meeting Friday, April 28th at 11:37 am.

Committee Reports, Continued

Finance – B. Hansen provided attendees with a report on the matrix and decision tree flowchart developed by the Finance Committee. This included a description of its purpose as a resource for addressing funding issues, a discussion regarding the desire to create an on-line application to organize the information, and the need for feedback from participants. B. Hansen indicated the Committee would like to finalize the tool in July, and would begin development of a website, and draft a recommendation to the Association on how to fund and maintain the website.

Legislative – P. Strong stated that the new legislative session would begin May 9th. P. Strong described new information available about GARVEE Bonds. S. Powell distributed a list of legislative issues facing the RPOs, and indicated a meeting with Representative Lucy Allen had to be rescheduled. S. Powell indicated that MPO association had recently been considering legislative issues as well.

Future Topics and Future Meeting Locations. J. Marshall stated that the July meeting would be held in Greensboro. The concern regarding future meeting locations and participation of NCDOT staff was discussed. Suggested strategies to address this included scheduling meetings closer to the center of the state, identifying representatives from each unit to participate, and teleconference and video conference options. J. Marshall indicated there needed to be a balance of travel between the RPOs and NCDOT staff, and that the location for the next three meetings has already been set: Greensboro in July, Concord in October and RTP in January. H. Cockburn distributed a flyer with lodging and meeting details for the next meeting in July.

Adjournment. With no other business to consider, J. Marshall adjourned the meeting at 12:05 p.m.