



# LRCOG

*Lumber River Council of Governments*  
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*Dedicated to Regional Excellence*

## **MEMORANDUM**

To: Transportation Coordinating Committee (TCC)  
Lumber River Rural Transportation Planning Organization

From: Janet Robertson, Rural Transportation Planner

Subject: Agenda for May 12<sup>th</sup> Meeting

Date: May 6, 2020

Enclosed please find the agenda and supporting information for the next TCC meeting, which is scheduled for **Tuesday, May 12, 2020 at 10:30 a.m.** As a result of the COVID-19 situation, we will meet by teleconference with a short agenda to consider two items that must be handled this month. There will also be an opportunity for members and NCDOT staff to make reports and comments.

The conference call number is: 1-408-418-9388 (this is a toll number so please use your cell phone to avoid charges). The meeting Access Code is: 627 183 043. The Password is: 97435678.

Please contact me if you have any questions.

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### *Member Governments*

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**BLADEN COUNTY**  
Bladenboro • Clarkton • Dublin  
East Arcadia • Elizabethtown  
Tar Heel • White Lake

**RICHMOND COUNTY**  
Dobbins Heights • Ellerbe • Hamlet  
Hoffman • Norman  
Rockingham

**ROBESON COUNTY**  
Fairmont • Lumber Bridge • Lumberton  
Marietta • Maxton • McDonald  
Orrum • Parkton • Pembroke  
Proctorville • Red Springs • Rennert  
Rowland • St. Pauls

**HOKE COUNTY**

**SCOTLAND COUNTY**

**Transportation Coordinating Committee**  
**Lumber River Rural Transportation Planning Organization**  
**Tuesday, May 12, 2020**  
**10:30 a.m.**

**Conference Call #: 1-408-418-9388 (toll)**  
**Access Code: 627 183 043**  
**Password: 97435678**

**AGENDA**

- I. Call to Order and Roll Call**
- II. Public Comment Period**
- III. Consideration of 4th Quarter Amendment to the FY 2019-20 Planning Work Program (PWP)**

The March 23<sup>rd</sup> TAC meeting was cancelled because of the COVID-19 situation, therefore the 3<sup>rd</sup> Quarter Amendment that the TCC recommended at its March 10<sup>th</sup> meeting was not considered by the TAC. Attachment 1 contains a replacement 4<sup>th</sup> Quarter amendment to the FY 2019-20 PWP.

- Funds in the amount of (\$3,500) are being transferred out of Item I-1 Data Collection and Assessment because less time has been spent on data collection than anticipated.
- Funds in the amount of (\$11,000) are being transferred out of Item II-2 Prioritization since fifteen months have been added to the latest STIP process (P6.0), less time than anticipated has been spent in prioritizing projects.
- Funds in the amount of (\$2,800) are being transferred out of Item II-3 Program and Project Development because there has been less Merger activity than expected.
- Funds in the amount of (\$58,499) are being transferred out of Item II-4 General Transportation Planning because the Wagram to Raeford Rail/Trail Corridor Study has been discontinued.
- Funds in the amount of (\$5,500) are being transferred out of III-1 Administrative Activities because there has been less administrative activity than anticipated.
- Funds in the amount of (\$1,500) are being transferred out of IV-3 Lodging, Meals & Incidentals because expenditures have been less than expected, especially with the travel restrictions resulting from COVID-19.
- Funds in the amount of (\$500) are being transferred out of IV-6 Travel because expenditures have been less than expected with the travel restrictions resulting from COVID-19.
  
- Funds in the amount of \$31,660 are being transferred into Item IV-1 Programmatic Direct Charges because the expenditures in this category were underestimated when the original PWP was prepared.
- Funds in the amount of \$120 are being transferred into IV-2 Advertising because advertising costs for the SPR grant (Raeford to Wagram Rail/Trail Corridor Study) were unanticipated.
- Funds in the amount of \$20 are being transferred into Item IV-4 Postage because completed surveys were mailed to TPD due to travel restrictions resulting from COVID-19.

**Requested Action:** Recommend approval of the FY 2019-20 4<sup>th</sup> Quarter PWP amendment to the Transportation Advisory Committee

**IV. Consideration of Planning Work Program for FY 2020-21**

Attachment 2 contains the proposed FY 2020-21 Planning Work Program (PWP) spreadsheet and narrative. The funding level remains the same as FY 2019-20. Because LRCOG's Cost Allocation Plan for FY 2020-21 has not been finalized, the amount shown in line item V. Indirect Costs is an estimate. When the Cost Allocation Plan is finalized, the Indirect Cost may vary slightly, which will affect all line items.

The PWP needs to be reviewed by the TCC and recommended to the TAC, if appropriate.

**Requested Action:** *Recommend approval of the FY 2020-21PWP to the Transportation Advisory Committee*

**V. Member Comments**

**VI. NCDOT and Staff Reports**

**VII. Closing Comments and Adjournment**

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The next regularly scheduled meetings of the TCC are July 14, 2020 and September 8, 2020.

FY 2019-2020  
 PLANNING WORK PROGRAM DRAFT  
 ANNUAL PROPOSED FUNDING SOURCES TABLE  
 Lumber River Rural Planning Organization

FY 2019-2020  
 PLANNING WORK PROGRAM AMENDMENT  
 TABLE  
 Lumber River RPO  
 Draft

TASK CODE	WORK CATEGORY	4th Quarter Amendment Table		
		Original Budget With Previous Q Amendment(s)	Net Change	New 4th Quarter Budgeted Amount
<b>I. DATA COLLECTION AND ASSESSMENT</b>		<b>I. DATA COLLECTION AND ASSESSMENT</b>		
I-1	DATA COLLECTION AND ASSESSMENT	\$ 8,000	\$ (3,500)	\$ 4,500
I-1.1	Highway			
I-1.2	Other Modes			
I-1.3	Socioeconomic			
I-1.4	Title VI			
<b>II. TRANSPORTATION PLANNING</b>		<b>II. TRANSPORTATION PLANNING</b>		
II-1	COMPREHENSIVE TRANSPORTATION PLAN (CTP) DEVELOPMENT	\$ 8,000	\$ -	\$ 8,000
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	\$ 19,000	\$ (11,000)	\$ 8,000
II-2.1	Project Prioritization			
II-3	PROGRAM AND PROJECT DEVELOPMENT	\$ 6,000	\$ (2,800)	\$ 3,200
II-3.1	STIP Participation			
II-3.2	Merger / Project Development			
II-4	GENERAL TRANSPORTATION PLANNING	\$ 69,499	\$ (58,499)	\$ 11,000
II-4.1	Regional and Statewide Planning			
II-4.2	Special Studies, Projects and Other Trainings			
<b>III. ADMINISTRATION OF TRANSPORTATION PLANNING AND POLICIES</b>		<b>III. ADMINISTRATION OF TRANS PLANNING &amp; POLICES</b>		
III-1	ADMINISTRATIVE ACTIVITIES	\$ 19,656	\$ (5,500)	\$ 14,156
III-1.1	Administrative Documents			
III-1.2	TCC / TAC Work Facilitation; Ethics Compliance			
III-1.3	Program Administration			
<b>IV. DIRECT COSTS</b>		<b>IV. DIRECT COSTS</b>		
IV-1	PROGRAMMATIC DIRECT CHARGES	\$ 42,015	\$ 31,660	\$ 73,675
IV-1.1	Program-wide Direct Costs			
IV-2	ADVERTISING	\$ -	\$ 120	\$ 120
IV-2.1	News Media Ads			
IV-3	LODGING, MEALS, INCIDENTALS	\$ 2,000	\$ (1,500)	\$ 500
IV-3.1	Hotel Costs			
IV-3.2	Meal Costs			
IV-3.3	Incidentals			
IV-4	POSTAGE	\$ -	\$ 20	\$ 20
IV-4.1	Mailings			
IV-5	REGISTRATION / TRAINING	\$ 300	\$ -	\$ 300
IV-5.1	Conference Registration			
IV-5.2	Meeting / Workshop / Training Fees			
IV-6	TRAVEL	\$ 2,500	\$ (500)	\$ 2,000
IV-6.1	Mileage Reimbursement			
IV-6.2	Car Rental Costs			
IV-6.3	Other Travel Expenses			
<b>V. INDIRECT COSTS</b>		<b>V. INDIRECT COSTS</b>		
V-1	INDIRECT COSTS APPROVED BY COGNIZANT AGENCY FY 18-19	\$ 14,829	\$ -	\$ 14,829
V-1.1	Incurred Indirect Costs			
<b>TOTAL</b>		<b>\$ 191,799</b>	<b>\$ (51,499)</b>	<b>\$ 140,300</b>

FY 2020-2021  
 PLANNING WORK PROGRAM  
 ANNUAL PROPOSED FUNDING SOURCES TABLE  
 Lumber River Rural Planning Organization  
 Draft

TASK CODE	WORK CATEGORY	RPO PROGRAM FUNDS		
		LOCAL 20%	STATE 80%	TOTAL
<b>I. DATA COLLECTION AND ASSESSMENT</b>				
I-1	<b>DATA COLLECTION AND ASSESSMENT</b>	\$ 700	\$ 2,800	\$ 3,500
I-1.1	Highway			
I-1.2	Other Modes			
I-1.3	Socioeconomic			
I-1.4	Title VI			
<b>II. TRANSPORTATION PLANNING</b>				
II-1	<b>COMPREHENSIVE TRANSPORTATION PLAN (CTP) DEVELOPMENT</b>	\$ 1,600	\$ 6,400	\$ 8,000
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	<b>PRIORITIZATION</b>	\$ 2,200	\$ 8,800	\$ 11,000
II-2.1	Project Prioritization			
II-3	<b>PROGRAM AND PROJECT DEVELOPMENT</b>	\$ 800	\$ 3,200	\$ 4,000
II-3.1	STIP Participation			
II-3.2	Merger / Project Development			
II-4	<b>GENERAL TRANSPORTATION PLANNING</b>	\$ 2,400	\$ 9,600	\$ 12,000
II-4.1	Regional and Statewide Planning			
II-4.2	Special Studies, Projects and Other Trainings			
<b>III. ADMINISTRATION OF TRANSPORTATION PLANNING AND POLICIES</b>				
III-1	<b>ADMINISTRATIVE ACTIVITIES</b>	\$ 2,415	\$ 9,658	\$ 12,073
III-1.1	Administrative Documents			
III-1.2	TCC / TAC Work Facilitation; Ethics Compliance			
III-1.3	Program Administration			
<b>IV. DIRECT COSTS</b>				
IV-1	<b>PROGRAMMATIC DIRECT CHARGES</b>	\$ 13,940	\$ 55,760	\$ 69,700
IV-1.1	Program-wide Direct Costs			
IV-2	<b>ADVERTISING</b>	\$ 40	\$ 160	\$ 200
IV-2.1	News Media Ads			
IV-3	<b>LODGING, MEALS, INCIDENTALS</b>	\$ 400	\$ 1,600	\$ 2,000
IV-3.1	Hotel Costs			
IV-3.2	Meal Costs			
IV-3.3	Incidentals			
IV-4	<b>POSTAGE</b>	\$ 10	\$ 40	\$ 50
IV-4.1	Mailings			
IV-5	<b>REGISTRATION / TRAINING</b>	\$ 64	\$ 256	\$ 320
IV-5.1	Conference Registration			
IV-5.2	Meeting / Workshop / Training Fees			
IV-6	<b>TRAVEL</b>	\$ 460	\$ 1,840	\$ 2,300
IV-6.1	Mileage Reimbursement			
IV-6.2	Car Rental Costs			
IV-6.3	Other Travel Expenses			
<b>V. INDIRECT COSTS</b>				
V-1	<b>INDIRECT COSTS APPROVED BY COGNIZANT AGENCY FY 20-21</b>	\$ 3,031	\$ 12,126	\$ 15,157
V-1.1	Incurred Indirect Costs			
<b>TOTAL</b>		<b>\$ 28,060</b>	<b>\$ 112,240</b>	<b>\$ 140,300</b>

Approved by the TAC on: \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
 Bill Bayless, TAC Chairman

\_\_\_\_\_  
 Janet Robertson, RPO Secretary

**FY 2020-2021**  
**PLANNING WORK PROGRAM**  
**Narrative**  
**Lumber River Rural Planning Organization**  
**Draft**

**I. DATA COLLECTION AND ASSESSMENT**

**I-1 DATA COLLECTION AND ASSESSMENT** \$ 3,500.00

- I-1.1 **Highway**  
Mapping and assessment of traffic count and crash data.
- I-1.2 **Other Modes**  
Attend transit system Transportation Advisory Board meetings.
- I-1.3 **Socioeconomic**  
Update Socioeconomic and demographic data for all counties. Maintain GIS data for counties.
- I-1.4 **Title VI**  
After receiving comments back on Title VI Plan, make any needed updates and obtain approval. Monitor compliance with Title VI Plan.

**II. TRANSPORTATION PLANNING**

**II-1 COMPREHENSIVE TRANSPORTATION PLAN (CTP) DEVELOPMENT** \$ 8,000.00

- II-1.1 **Develop CTP Vision**  
Assist with Steering Committee and Subcommittee meetings for the Robeson County CTP.
- II-1.2 **Conduct CTP Needs Assessment**  
Verify socioeconomic data, conduct needs assessment for Robeson CTP.
- II-1.3 **Analyze Alternatives and Environmental Screening**  
Analyze alternatives for Robeson CTP.
- II-1.4 **Develop Final Plan**  
Assist NCDOT as needed.
- II-1.5 **Adopt Plan**  
Present final Robeson CTP to jurisdictions for adoption.

**II-2 PRIORITIZATION** \$ 11,000.00

- II-2.1 **Project Prioritization**  
Finalize and submit projects into SPOT On!ine. Update Methodology. After NCDOT releases Quantitative Scores and projects programmed at the Statewide level, prepare list of projects to be scored at the Regional Impact and Division Needs Level. Coordinate determination of Regional Impact and Division Needs Input Points with TCC/TAC/jurisdictions/public per Methodology. Maintain prioritization information on web site.

**II-3 PROGRAM AND PROJECT DEVELOPMENT** \$ 4,000.00

- II-3.1 **STIP Participation**  
Review status of projects in STIP and keep TCC/TAC updated.
- II-3.2 **Merger / Project Development**  
  
Participate in Merger Meetings. Attend scoping, officials, and public meetings. Review and comment on minutes, draft documents, etc (as needed).

**II-4 GENERAL TRANSPORTATION PLANNING** \$ 12,000.00

- II-4.1 **Regional and Statewide Planning**  
  
Attend NCARPO quarterly meetings and MPO conference. Participate on Integrated Project Delivery subcommittee, Administrative Documents Committee and NCARPO Executive Committee. Attend FAMPO meetings as TCC member.
- II-4.2 **Special Studies, Projects and Other Trainings**  
Participate in Southeast NC Regional Tail Plan development. Attend GIS Training. Improve RPO website including interactive mapping.

### III. ADMINISTRATION OF TRANSPORTATION PLANNING AND POLICIES

#### III-1 ADMINISTRATIVE ACTIVITIES \$ 12,073.00

##### III-1.1 Administrative Documents

Prepare, obtain approval, and submit PWP and needed amendments. Prepare and submit Quarterly reports. Update LPA Agreement, MOU, Bylaws or PIP as needed.

##### III-1.2 TCC / TAC Work Facilitation; Ethics Compliance

Prepare minutes, agendas, materials, speakers, etc. for TCC and TAC meetings and hold meetings. Arrange for appointment/re-appointment of TAC and TCC members. Inform TAC of Ethics requirements and deadlines and assist members with Ethics filing if needed. Keep rosters updated and submit quarterly.

##### III-1.3 Program Administration

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

### IV. DIRECT COSTS

#### IV-1 PROGRAMMATIC DIRECT CHARGES \$ 69,700.00

##### IV-1.1 Program-wide Direct Costs

Regular costs for operation of the RPO program as indicated in the Lumber River COG's Cost Allocation Plan. RPO portion of GIS software maintenance.

#### IV-2 ADVERTISING \$ 200.00

##### IV-2.1 News Media Ads

Advertising costs for Public Hearings.

#### IV-3 LODGING, MEALS, INCIDENTALS \$ 2,000.00

##### IV-3.1 Hotel Costs

Costs for overnight stays at NCARPO quarterly meetings and NCAMPO Conference.

##### IV-3.2 Meal Costs

Meal costs while on overnight or extended travel.

##### IV-3.3 Incidentals

Hotel parking, tips

#### IV-4 POSTAGE \$ 50.00

##### IV-4.1 Mailings

Costs for mailings associated with Robeson County CIP and/or other unanticipated mailings.

#### IV-5 REGISTRATION / TRAINING \$ 320.00

##### IV-5.1 Conference Registration

MPO Conference registration.

##### IV-5.2 Meeting / Workshop / Training Fees

#### IV-6 TRAVEL \$ 2,300.00

##### IV-6.1 Mileage Reimbursement

Reimbursement for total miles traveled.

##### IV-6.2 Car Rental Costs

##### IV-6.3 Other Travel Expenses

Parking fees

### V. INDIRECT COSTS

#### V-1 INDIRECT COSTS APPROVED BY COGNIZANT AGENCY FY 18-19 \$ 15,157.00

##### V-1.1 Incurred Indirect Costs

Indirect costs incurred for the RPO program as indicated in the Lumber River COG's Cost Allocation Plan.

#### TOTAL \$ 140,300.00