



TRANSPORTATION ADVISORY COMMITTEE

Dempsey Bond, Jr, Chairman
Charlotte Griffin, Vice-Chairwoman

1502 N Market Street, Suite A • Washington, NC 27889
Office: (252) 974-1822 • Email: ssingleton@mideastcom.org
www.mideastrpo.com

TECHNICAL COORDINATING COMMITTEE

Brian Alligood, Chairman
Jonas Hill, Vice-Chairman

August 12, 2024

Ms. Ashley Rodgers, PE, CFM
Transportation Engineer II
NCDOT Transportation Planning Division
1554 Mail Service Center
Raleigh, NC 27699-1554

Subject: Annual Performance Report for the Expenditure of Statewide RPO Planning Funds – Fiscal Year 2023-2024

Dear Ms. Rodgers,

The Mid-East Rural Planning Organization continues to work in close partnership with our local governments and the North Carolina Department of Transportation in the cooperative, comprehensive, and continuing transportation planning process for our region and the state. For Fiscal Year 2023-2024, the Mid-East RPO strengthened its capacity to positively shape the future of transportation systems in Beaufort County, Martin County, and the non-MPO areas of Pitt County.

Over the past fiscal year, work has continued on the Washington-Greenville Greenway Feasibility Study. The study, managed by the Mid-East RPO and conducted by McAdams, was made possible through State Planning & Research funds awarded by the NCDOT Transportation Planning Division. In May 2024, the Mid-East RPO Transportation Advisory Committee voted unanimously to partner with the NCDOT Traffic Safety Unit to develop a Comprehensive Safety Action Plan for our three-county region. This plan, which will be funded by NCDOT and developed by Kittleson & Associates, will develop strategies and projects to improve safety for all roadway users in the RPO region.

Along with the aforementioned items, RPO staff has worked intently on Prioritization 7.0, participated in the final development and adoption of Pitt County’s new CTP, and began leading conversations with the Peanut Belt RPO & Greenville Urban Area MPO on potentially developing a five-county transportation resilience plan. Additionally, our RPO has maintained coordination with NCDOT and other planning organizations on various projects and initiatives while providing transportation-related information to local governments and the public.

On behalf of the Technical Coordinating Committee and Transportation Advisory Committee, we thank the North Carolina Department of Transportation for its continued support and investment in the Mid-East Rural Planning Organization.

Sincerely,

N. Bryant Buck, Executive Director
Mid-East Commission

Pat Harris, Director
Planning, Economic Development & Community Services
Mid-East Commission

Sam Singleton, Transportation Planner
Planning, Economic Development & Community Services
Mid-East Commission

SERVING:

Beaufort County

Aurora • Bath • Belhaven • Chocowinity
Pantego • Washington • Washington Park

Martin County

Bear Grass • Everetts • Hamilton • Hassell • Jamesville
Oak City • Parmele • Robersonville • Williamston

Pitt County

Bethel • Falkland • Farmville • Fountain
Grifton • Grimesland

**MID-EAST RURAL PLANNING ORGANIZATION
FY 2023-2024 ANNUAL PERFORMANCE REPORT**

I-1: DATA COLLECTION AND ASSESSMENT – \$6,071.30

I-1.1: Highway – \$4,033.62

Staff collected & assessed highway data for Prioritization 7.0 project submittals, potential SPOT Safety/HSIP projects, a proposed transportation resilience plan for Beaufort, Bertie, Hertford, Martin, and Pitt counties, and the upcoming Transportation Safety Action Plan for the Mid-East RPO.

I-1.2: Other Modes – \$1,303.38

Staff collected & assessed aviation, bike/ped, ferry, public transit, and rail data for Prioritization 7.0 project submittals, potential SPOT Safety/HSIP projects, a proposed transportation resilience plan for Beaufort, Bertie, Hertford, Martin, and Pitt counties, and the upcoming Transportation Safety Action Plan for the Mid-East RPO.

I-1.4: Title VI – \$734.30

Staff collected data and information for updating the Mid-East RPO Title VI Nondiscrimination Plan.

II-1: COMPREHENSIVE TRANSPORTATION PLAN (CTP) DEVELOPMENT - \$757.45

II-1.4: Develop Final Plan - \$243.60

Staff worked with the Pitt County Planning Department and NCDOT TPD to finalize the Pitt County CTP. This includes steering committee meetings, individual coordination with staff, and review of draft plan.

II-1.5: Adopt Plan - \$513.85

Staff coordinated with the Pitt County Planning Department and NCDOT TPD on the endorsement of the Pitt County CTP by the Mid-East RPO TAC, and adoption of the Pitt County CTP by the Town of Bethel and the Town of Fountain.

II-2: PRIORITIZATION - \$34,920.73

II-2.1: Project Prioritization - \$34,920.73

The following Prioritization 7.0 tasks were completed by staff: Finalization of draft project submittals. Adoption of project submittals by the Mid-East RPO TAC. Submission of projects & respective data/materials into SPOT Online. Data review for project submittals. Development of draft Local Input Point Assignment Methodology (Methodology). Approval of draft Methodology by the Mid-East RPO TAC. Approval of draft Methodology by NCDOT SPOT Office. Adoption of Methodology by the Mid-East RPO TAC. Review of quantitative scores for statewide mobility, regional impact, and division needs projects. Assignment of regional impact supplemental project development points for local input point scoring. Extensive coordination with TCC & TAC members, Division 1, Division 2, and neighboring Planning Organizations.

**MID-EAST RURAL PLANNING ORGANIZATION
FY 2023-2024 ANNUAL PERFORMANCE REPORT**

II-4 GENERAL TRANSPORTATION PLANNING - \$11,792.05

II-4.1: Regional and Statewide Planning - \$5,064.34

Staff attended & Participated in meetings for the following: Southern Albemarle Association, Highway 17-64 Association, NCARPO, NCAMPO, Beaufort Area Transit System TAB, Martin County Transit TAB, Peanut Belt RPO TCC-TAC, Down East RPO TCC-TAC, Greenville MPO TCC-TAC, Greenville MPO MTP Update steering committee, Military at the Table project, proposed Mid-East Transportation Resilience Plan, upcoming Mid-East RPO Transportation Safety Action Plan, and Mid-East Commission resilience meetings with NCORR/NCEM/NCDPS.

II-4.2: Special Studies, Projects and Other Trainings - \$6,727.71

Staff oversaw and managed the Washington-Greenville Greenway Feasibility Study, and the project consultant, McAdams. This includes coordination/meetings with McAdams staff, project stakeholders, and the steering committee. Additionally, staff provided input, materials, and data throughout the development of the study in FY24.

III-1: ADMINISTRATIVE ACTIVITIES - \$17,896.60

III-1.1: Administrative Documents - \$2,934.41

Staff prepared and submitted RPO & Special Study invoices for FY23 Q4, FY24 Q1, FY24 Q2, and FY24Q3. Staff also prepared and submitted adopted FY24 PWP amendments and began work on updating governing documents.

III-1.2: TCC / TAC Work Facilitation; Ethics Compliance - \$8,340.02

Staff prepared for and held joint TCC-TAC meetings on the following dates: 7-13-2023, 9-14-2023, 11-16-2023, 1-11-2024, 3-14-2024, and 5-16-2024. Staff ensured TAC ethics compliance throughout FY24.

III-1.3: Program Administration - \$6,622.17

Staff provided transportation-related information to local governments and members of the public throughout FY24. Staff also maintained / updated the website for the Mid-East RPO.

IV-1: PROGRAMMATIC DIRECT CHARGES - \$30,287.02

IV-1.1: Program-wide Direct Costs - \$30,287.02

Funds from the Program-wide Direct Costs line item were used on the following in FY24: Adobe Acrobat Subscription, US Cellular Phone, Printer/Copier Charges, VC3-Hosted Telephone, VC3-Hosted Computer, Cost of Space, office supplies, office equipment, computer equipment, ArcGIS Pro, Plotter-Scanner, professional services, computer services, and subscription fees for the Mid-East RPO website, hosted by Wix.

**MID-EAST RURAL PLANNING ORGANIZATION
FY 2023-2024 ANNUAL PERFORMANCE REPORT**

IV-3: LODGING, MEALS, INCIDENTALS - \$1,088.77

IV-3.1: Hotel Costs - \$939.16

Hotel Reservations for February 2024 NCARPO Quarterly Meeting in Halifax, and April 2024 NCAMPO Conference in New Bern.

IV-3.2: Meal Costs - \$149.61

Meals purchased during October 2023 NCARPO Quarterly Meeting in Atlantic Beach, and February 2024 NCARPO Quarterly Meeting in Halifax.

IV-4: POSTAGE - \$2.54

IV-4.1: Mailings - \$2.54

Postage fee for mailed letters.

IV-5: REGISTRATION / TRAINING - \$595.00

IV-5.1: Conference Registration - \$295.00

Registration fee for April 2024 NCAMPO Conference in New Bern.

IV-5.2: Meeting / Workshop / Training Fees - \$300.00

NC Estuarium booking fee for Washington-Greenville Greenway Feasibility Study public meeting on 4-16-2024.

IV-6: TRAVEL - \$47.39

IV-6.3: Other Travel Expenses - \$47.39

Staff use of Mid-East Commission vehicle in December 2023.

V-1: INDIRECT COSTS APPROVED BY COGNIZANT AGENCY - \$31,708.94

V-1.1: Incurred Indirect Costs - \$31,708.94

Indirect costs incurred by the Mid-East Commission.

**MID-EAST RURAL PLANNING ORGANIZATION
FY 2023-2024 ANNUAL PERFORMANCE REPORT**

RPO PROGRAM SUMMARY – FY 2023-2024

Source		Allocation	Expenditures	% Spent
Federal (80%)	State Planning & Research Funds	\$ 122,400.00	\$ 108,134.23	
State (15%)	Local Match Assistance per NCGS 136-214	\$ 22,950.00	\$ 20,275.17	
Local (5%)	Beaufort County	\$ 7,650.00	\$ 6,758.39	
	Martin County			
	Pitt County			
Total		\$ 153,000.00	\$ 135,167.79	88.34%

CONTINUING STUDIES FROM PRIOR FISCAL YEAR - \$83,659.66

FY24 Q1-Q3 - \$83,659.66

The Mid-East RPO was awarded SPR funds in FY23 for the Washington-Greenville Greenway Feasibility Study. Work has continued on the study into FY24. The project consultant, McAdams, worked extensively with RPO staff, NCDOT, and project partners to complete the majority of the tasks/deliverables provided in the contract for the study:

Q1: Continued InDesign Study Report, Route Alignments Development & Refinement, Stakeholder Meetings, NCDOT & Utility Stakeholder Coordination, Draft Route Alternatives, Draft Decision Matrix, Working Group Meeting #3, Scored Route Alternatives in Decision Matrix, Working Group Meeting #4 Preparations, Landowner Coordination Preparations, RPO/MPO Stakeholder Meeting (MERPO & GUAMPO).

Q2: Made refinements to decision matrix, coordinated with potential landowners in study area, coordinated with stakeholders, refined route alternatives, researched and developed potential funding sources list, developed implementation recommendations, prepared cost estimates, continued work on InDesign Study Report.

Q3: Stakeholder meeting with Division 2, Route Alternatives Refinement, Updated Cost Estimates, Final Decision Matrix Scoring, Preparations for Working Group Meeting #4, Recommended Route, Continued InDesign Study Report, Held Working Group Meeting #4, Incorporated feedback from Working Group Meeting #4, Coordinated with NCDOT on Structures.

Q4: Coordination with NCDOT on Structures, route refinement, prep for public meetings, public meetings in Washington & Greenville, drafted implementation-phasing-action plan, updated completion schedule, prep for working group meeting #5, working group meeting #5, recommended route cut sheet, updated cost estimates, intersection design, developed final report.

**MID-EAST RURAL PLANNING ORGANIZATION
FY 2023-2024 ANNUAL PERFORMANCE REPORT**

SPECIAL STUDY SUMMARY – FY 2023-2024

Source		Total Allocation	FY 23 Expenditures	FY 24 Expenditures	Total Expenditures	% Spent Total
Federal (80%)	State Planning & Research Funds	\$ 112,000.00	\$ 44,223.21	\$ 66,927.70	\$ 111,150.90	
State (15%)	State Match	\$ 21,000.00	\$ 8,291.85	\$ 12,548.94	\$ 20,840.79	
Local (5%)	Beaufort County Match	\$ 7,000.00	\$ 2,763.95	\$ 4,182.98	\$ 6,946.93	
	City of Washington Match					
	Pitt County Match					
	City of Greenville Match					
Total		\$ 140,000.00	\$ 55,279.01	\$ 83,659.62	\$ 138,938.63	99.24%