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**Amended  
Memorandum of Understanding for  
Cooperative, Comprehensive and Continuing Transportation Planning  
and the Establishment of a  
Rural Transportation Planning Organization (RPO)  
For**

The County of Bertie and its municipalities; the County of Halifax and its municipalities; the County of Hertford and its municipalities; the County of Northampton and its municipalities; and the North Carolina Department of Transportation (NCDOT) (hereinafter collectively, "the Parties").

**Witnesseth**

**Whereas**, on May 30, 2002, the Parties entered into a Memorandum of Understanding which created the Peanut Belt Rural Transportation Planning Organization (hereinafter, "RPO"); and,

**Whereas**, the RPO provides rural areas the opportunity to work in partnership with the NCDOT toward development of sound, short and long range transportation planning for rural areas; and,

**Whereas**, the Parties have agreed to amend the revised Memorandum of Understanding;

**Now, therefore**, the following Amended Memorandum of Understanding is made.

**Section 1.** It is hereby agreed, that the County of Bertie and its municipalities; the County of Halifax and its municipalities; the County of Hertford and its municipalities; the County of Northampton and its municipalities; and the NCDOT intend to establish and participate in a RPO created for the general purposes and responsibilities outlined below:

1. To develop long-range local and regional multi-modal transportation plans in cooperation with the North Carolina Department of Transportation.
2. To provide a forum for public participation in the rural transportation planning process.

3. To develop and prioritize suggestions for transportation projects to be included in the state's Transportation Improvement Program (TIP).
4. To provide transportation-related information to local governments and other interested organizations and persons.
5. To conduct transportation related studies and surveys for local governments and other interested entities/organizations.
6. To perform other related transportation planning activities that shall be agreed upon between the RPO and the North Carolina Department of Transportation.

**Section 2.** It is hereby further agreed that the transportation plans and programs and land use policies and programs for the RPO will be coordinated by Halifax County, an agency selected on behalf of participating local governments and the NCDOT, to be the administrative entity and to serve as the lead local planning agency for coordinating rural transportation planning in the four county planning area. The RPO hereby authorizes Halifax County to be the recipient of any funds appropriated to the RPO by the NCDOT pursuant to North Carolina General Statute 136-213(c). Of the total funds appropriated to the RPO each year, NCDOT contributes 80 percent, with the 20 percent match to be paid by the RPO member counties. The amount allowed for operations of the Peanut Belt RPO is set each year by NCDOT. Each member county agrees that they will, as a part of their membership in the RPO, pay one fourth of the 20% match total.

**Section 3.** Establishment of Rural Transportation Advisory Committee (RTAC). A RTAC is hereby established with the responsibility for serving as a forum for cooperative transportation planning decision making for the RPO. The RTAC shall have the responsibility of keeping local policy boards informed of the status and requirements of the transportation planning process; to assist in the dissemination and clarification of the decisions, inclinations, and policies of the policy boards; and to help ensure meaningful public participation in the rural transportation planning process.

1. The Rural Transportation Advisory Committee will be responsible for carrying out the following:
  - A. Establishment of goals, priorities, and objectives for the transportation planning process.
  - B. Endorsement and review of changes to adopted transportation plans within the RPO.
  - C. Endorsement, review and approval of a Planning Work Program (PWP) for transportation planning which defines work tasks and responsibilities for the various agencies participating in the RPO.

- D. Endorsement, review and approval transportation improvement projects that support and enhance both regional and local transportation within the RPO.

2. The membership of the RTAC shall consist of the following:

- A. One County Commissioner representing Bertie County. An alternate voting member may be designated from the Commissioners' Board. One municipal elected official representing the municipalities within Bertie County that by affirmative vote of their governing boards, have elected to become members of the Peanut Belt RPO, unless there are no municipalities included in the county's RPO planning area. The mayors of the municipalities within Bertie County that are members of the Peanut Belt RPO, shall meet jointly to determine the elected official to represent the Bertie County municipalities on the Peanut Belt Rural Transportation Advisory Committee. A majority vote of the Mayors shall determine the municipal representative. An alternate voting member may also be designated for the municipal representative. These voting members and their respective alternates shall be identified by name in the Peanut Belt RPO RTAC membership roster.
- B. One County Commissioner representing Halifax County. An alternate voting member may be designated from the Commissioners' Board. One municipal elected official representing the municipalities within Halifax County that by affirmative vote of their governing boards, have elected to become members of the Peanut Belt RPO, unless there are no municipalities included in the county's RPO planning area. The mayors of the municipalities within Halifax County that are members of the Peanut Belt RPO, shall meet jointly to determine the elected official to represent the Halifax County municipalities on the Peanut Belt Rural Transportation Advisory Committee. A majority vote of the Mayors shall determine the municipal representative. An alternate voting member may also be designated for the municipal representative. These voting members and their respective alternates shall be identified by name in the Peanut Belt RPO RTAC membership roster.
- C. One County Commissioner representing Hertford County. An alternate voting member may be designated from the Commissioners' Board. One municipal elected official representing the municipalities within Hertford County that by affirmative vote of their governing boards, have elected to become members of the Peanut Belt RPO, unless there are no municipalities included in the county's RPO planning area. The mayors of the municipalities within Hertford County that are members of the Peanut Belt RPO, shall meet jointly to determine the elected official to represent the Hertford County municipalities on the Peanut Belt Rural Transportation Advisory Committee. A majority vote of the Mayors shall determine the

municipal representative. An alternate voting member may also be designated for the municipal representative. These voting members and their respective alternates shall be identified by name in the Peanut Belt RPO RTAC membership roster.

- D. One County Commissioner representing Northampton County. An alternate voting member may be designated from the Commissioners' Board. One municipal elected official representing the municipalities within Northampton County that by affirmative vote of their governing boards, have elected to become members of the Peanut Belt RPO, unless there are no municipalities included in the county's RPO planning area. The mayors of the municipalities within Northampton County that are members of the Peanut Belt RPO, shall meet jointly to determine the elected official to represent the Northampton County municipalities on the Peanut Belt Rural Transportation Advisory Committee. A majority vote of the Mayors shall determine the municipal representative. An alternate voting member may also be designated for the municipal representative. These voting members and their respective alternates shall be identified by name in the Peanut Belt RPO RTAC membership roster.
  - E. One North Carolina Board of Transportation member representing the Peanut Belt RPO service. An alternate voting member may also be designated from the North Carolina Board of Transportation. These persons shall be identified by name in the Peanut Belt RPO membership Roster.
3. The County Commissioner representing each County on the RTAC shall be selected every two years by the Board of County Commissioners of each County in regular session. The municipal representatives on the RTAC shall also be elected every two years. The term of appointment for all seats on the RTAC is two years. Re-appointment is possible. One alternate may be designated for each member providing they meet the same criteria as the original appointee.
  4. An RPO RTAC membership roster will be compiled, and updated at least annually, listing each attendee and alternate, if applicable, for each member county or municipality. The membership of a county or a municipal voting representative who fails to send the appointee or alternate to two consecutive RPO meetings will be designated as a vacant seat and will not count towards quorum. Attendance at future meetings will reinstate the member.
  5. A quorum is required for the transaction of all business, including conducting meetings or hearings, participating in deliberations, or voting upon or otherwise transacting the public business. A quorum consists of 51% of the members of the RTAC, plus as many additional members as may be required to ensure that 51% of possible votes are present. The RTAC will meet as often as it is deemed necessary, appropriate and advisable. On the basis of majority vote of its membership, the

RTAC may elect a member of the committee to act as chairperson with the responsibility for coordination of the committee's activities.

6. The County Manager of Halifax County will provide staff to the RTAC.

**Section 4.** Establishment of the Rural Technical Coordinating Committee (RTCC). A Rural Technical Coordinating Committee shall be established with the responsibility of general review, guidance, and coordination of the transportation planning process for the RPO and the responsibility for making recommendations to the respective local, state, and federal governmental agencies and the RTAC regarding any necessary actions relating to the continuing transportation planning process.

1. The RTCC shall be responsible for development, review, and recommendation for approval of the PWP for the RPO, the State Transportation Improvement Program (STIP) requests, and revisions to the STIP.
2. Membership of the RTCC shall include technical representatives from all local and state government agencies and transportation service providers directly related to and concerned with the transportation planning process for the RPO planning area. Initially, the membership shall include, but may not be limited to, the following:
  - A. Bertie County Manager (or his/her designee)
  - B. Halifax County Manager (or his/her designee)
  - C. Hertford County Manager (or his/her designee)
  - D. Northampton County Manager (or his/her designee)
  - E. Bertie County Planning Director (or his/her designee)
  - F. Halifax County Planning Director (or his/her designee)
  - G. Hertford County Planning Director (or his/her designee)
  - H. Northampton County Planning Director (or his/her designee)
  - I. Bertie County Economic Director (or his/her designee)
  - J. Halifax County Economic Director (or his/her designee)
  - K. Hertford County Economic Director (or his/her designee)
  - L. Northampton County Economic Director (or his/her designee)
  - M. Choanoke Public Transportation Authority

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- N. One municipal representative from Bertie County representing the municipalities within Bertie County
  - O. One municipal representative from Halifax County representing the municipalities within Halifax County
  - P. One municipal representative from Hertford County representing the municipalities within Hertford County
  - Q. One municipal representative from Northampton County representing the municipalities within Northampton County
  - R. NCDOT Division 1 Engineer (or his/her designee)
  - S. NCDOT Division 4 Engineer (or his/her designee representative).
  - T. The Manager, NCDOT Transportation Planning Branch (or his/her designee)
3. The Chief Administrative officials from municipalities in each of the counties shall jointly determine the official to represent their county's municipalities on the TCC. Membership of the RTCC may be altered on the basis of a majority vote of its membership and approval of the RTAC of the RPO. An alternate maybe designated for each member providing they meet the same criteria as the original appointee. Membership may be further defined in the duly adopted bylaws. An RPO RTCC membership roster will be compiled, and updated at least annually, listing each attendee and alternate, if applicable, for each member county or municipality. The membership of a county or municipality member who fails to send the appointee or alternate to two consecutive RPO meetings will be designated as a vacant seat and will not count towards quorum. Attendance at future meetings will reinstate the member.
4. A quorum is required for the transaction of all business, including conducting meetings or hearings, participating in deliberations, or voting upon or otherwise transacting the public business. A quorum consists of 51% of the eligible members of the RTCC, plus as many additional members as required to ensure that 51% of possible votes are present. The RTCC shall meet when it is deemed necessary, appropriate and advisable. The RTCC will be staffed by Halifax County or his/her designated staff representative. The RTCC shall by majority vote of the membership elect one member to serve as a Chair with the responsibility for coordinating the committee's activities. Membership of the RTCC may be altered on the basis of a majority vote of its membership and approval of the RTAC of the RPO.

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**Section 5.** It is further agreed that all participating agencies will assist in the Rural Transportation planning process by providing planning assistance, data, and inventories in accordance with the approved work program.

**Section 6.** Parties to this Memorandum of Understanding may terminate their participation in the continuing transportation planning process by giving written notice of termination to the RPO 90 days before the end of the fiscal year.

**Section 9.** This Amended Memorandum of Understanding supersedes and replaces any prior memorandum(s) of understanding between the Parties regarding the RPO.

**Section 7.** In witness whereof, the parties of the Memorandum of Understanding have been authorized by appropriate and proper resolutions, and /or legislative authority to sign this Memorandum of Understanding, as of the dates shown on each of the following county signature pages.

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**Bertie County**

**This “THE MEMORANDUM OF UNDERSTANDING FOR COOPERATIVE, COMPREHENSIVE, AND CONTINUING TRANSPORTATION PLANNING AND THE ESTABLISHMENT OF A RURAL TRANSPORTATION PLANNING ORGANIZATION IN THE Peanut Belt RPO,”** is hereby adopted by the \_\_\_\_\_ County Board of Commissioners, this the \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_ County

By: \_\_\_\_\_  
Chairman

\_\_\_\_\_  
Clerk to Board

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**Hertford County**

**This “THE MEMORANDUM OF UNDERSTANDING FOR COOPERATIVE, COMPREHENSIVE, AND CONTINUING TRANSPORTATION PLANNING AND THE ESTABLISHMENT OF A RURAL TRANSPORTATION PLANNING ORGANIZATION IN THE Peanut Belt RPO,”** is hereby adopted by the \_\_\_\_\_ County Board of Commissioners, this the \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_ County

By: \_\_\_\_\_  
Chairman

\_\_\_\_\_  
Clerk to Board

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**Northampton County**

**This “THE MEMORANDUM OF UNDERSTANDING FOR COOPERATIVE, COMPREHENSIVE, AND CONTINUING TRANSPORTATION PLANNING AND THE ESTABLISHMENT OF A RURAL TRANSPORTATION PLANNING ORGANIZATION IN THE Peanut Belt RPO,”** is hereby adopted by the \_\_\_\_\_ County Board of Commissioners, this the \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_ County

By: \_\_\_\_\_  
Chairman

\_\_\_\_\_  
Clerk to Board

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**Halifax County**

**This, "THE MEMORANDUM OF UNDERSTANDING FOR COOPERATIVE, COMPREHENSIVE, AND CONTINUING TRANSPORTATION PLANNING AND THE ESTABLISHMENT OF A RURAL TRANSPORTATION PLANNING ORGANIZATION IN THE Peanut Belt AREA,"** is hereby adopted by the \_\_\_\_\_ County Board of the Commissioners this the \_\_\_\_\_ day of \_\_\_\_\_, 2017. By the adoption of this resolution, the Halifax County also agrees to serve as administrative entity for the Peanut Belt RPO and to receive such funding that is forthcoming.

Halifax County

Clerk: \_\_\_\_\_

By: \_\_\_\_\_  
Chairman

**NC Department of Transportation**

By: \_\_\_\_\_  
Secretary