

**MEMORANDUM OF UNDERSTANDING
FOR
COOPERATIVE, COMPREHENSIVE AND CONTINUING
TRANSPORTATION PLANNING
AND THE ESTABLISHMENT
OF A RURAL TRANSPORTATION PLANNING ORGANIZATION
FOR**

The **County of Franklin** and the municipalities therein: **Bunn, Franklinton, Louisburg, and Youngsville**; the **County of Granville** and the municipalities therein: **Creedmoor, Oxford, Stem, and Stovall**; the **County of Person**; the **County of Vance** and the municipalities therein: **Henderson, Kittrell, and Middleburg**; the **County of Warren** and the municipalities therein: **Macon, Norlina, and Warrenton**; and the **North Carolina Department of Transportation**.

WITNESSETH

Whereas, section 135 of Title 23, United States Code, declares that it is in the national interest to encourage and promote the development of transportation systems embracing various modes of transportation in a manner that will serve all areas of the State efficiently and effectively; and

Whereas, North Carolina General Statute 136-18 was amended by the North Carolina General Assembly by ratification of Senate Bill 1195 on July 6, 2000, and this same bill was signed by the Governor on July 14, 2000, and subsequently Chaptered, and which Chaptered statute provides for the establishment of Rural Transportation Planning Organizations (RPOs), similar in concept to Metropolitan Planning Organizations (MPOs), for transportation planning in North Carolina's urban areas; and

Whereas, the establishment of a Rural Transportation Planning Organization (RPO), similar in concept to the urban Metropolitan Transportation Planning Organizations (MPOs) would provide rural areas the opportunity to work in partnership with the North Carolina Department of Transportation toward development of sound, short and long-range transportation planning for rural areas; and

Whereas, the establishment of a Rural Transportation Planning Organization for the five county Region K area would assist the North Carolina Department of Transportation in complying with the provisions of the Transportation Equity Act for the 21st Century (TEA 21), enacted June 9, 1998, relative to the participation of local officials and the public in the transportation planning process; and

Whereas, it is the desire of these local governments and agencies to establish a continuing, comprehensive, cooperative transportation planning process with the establishment of a Rural Transportation Planning Organization for the five county Region K Planning Area.

Now therefore, the following memorandum of understanding is made.

Section 1. It is hereby agreed, that the Counties of Franklin, Granville, Person, Vance, and Warren; and the municipalities of Bunn, Franklinton, Louisburg, Youngsville, Creedmoor, Oxford, Stem, Stovall, Henderson, Kittrell, Middleburg, Macon, Norlina, and Warrenton; and the North Carolina Department of Transportation intend to establish and participate in a Rural Transportation Planning Organization created for the general purposes and responsibilities outlined in the following:

1. To develop long-range local and regional multi-modal transportation plans in cooperation with the area MPO and 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 which the Rural Transportation Planning Organization believes should be included in the State Transportation Improvement Program;
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; and
6. To undertake mutually agreed upon transportation related tasks to enhance transportation system development, coordination, and efficiency.

Section 2. It is hereby further agreed that transportation plans and programs and land use policies and programs for the Rural Transportation Planning Organization will be coordinated by the Region K Council of Governments, an agency selected on behalf of participating local governments and the North Carolina Department of Transportation, to be the administrative entity and to serve as the lead local planning agency for coordinating transportation planning in the above mentioned counties.

Section 3. A Rural Transportation Advisory Committee (RTAC) is hereby established with the responsibility for serving as a forum for cooperative transportation planning decision making for the Rural Transportation Planning Organization (RPO). The RTAC shall have the responsibility of keeping the 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 RTAC will be responsible for carrying out the following:
 - A. Establishment of goals, priorities, and objectives for the rural transportation planning process;

- B. Review and recommend changes to adopted Transportation Plans for the Rural Transportation Planning Organization;
 - C. Review and recommend a work program for transportation planning which defines work tasks and responsibilities for the various agencies participating in the Rural Transportation Planning Organization (RPO); and
 - D. Review and recommend transportation improvement projects which support and enhance intra-county transportation within the five county Rural Transportation Planning Organization (RPO).
2. The membership of the Rural Transportation Advisory Committee (RTAC) shall consist of the following:
- A. One County Commissioner representing Franklin County. One municipal elected official representing the municipalities within Franklin County. The Mayors of the municipalities within Franklin County that are members of the Region K RPO, shall meet jointly to determine the elected official to represent the Franklin County municipalities on the Region K Rural Transportation Advisory Committee. A majority vote of the Mayors shall determine the municipal representative;
 - B. One County Commissioner representing Granville County. One municipal elected official representing the municipalities within Granville County. The Mayors of the municipalities within Granville County that are members of the Region K RPO, shall meet jointly to determine the elected official to represent the Granville County municipalities on the Region K Rural Transportation Advisory Committee. A majority vote of the Mayors shall determine the municipal representative;
 - C. One County Commissioner representing Person County. One municipal elected official representing the municipalities within Person County. The Mayors of the municipalities within Person County that are members of the Region K RPO, shall meet jointly to determine the elected official to represent the Person County municipalities on the Region K Rural Transportation Advisory Committee. A majority vote of the Mayors shall determine the municipal representative;
 - D. One County Commissioner representing Vance County. One municipal elected official representing the municipalities of Vance County. The Mayors of the municipalities within Vance County that are members of the Region K RPO, shall meet jointly to determine the elected official to represent the Vance County municipalities on the Region K Rural Transportation Advisory Committee. A majority vote of the Mayors shall determine the municipal representative;
 - E. One County Commissioner representing Warren County. One municipal elected official representing the municipalities within Warren County. The Mayors of the municipalities within Warren County that are members of the Region K RPO, shall

meet jointly to determine the elected official to represent the Warren County municipalities on the Region K Rural Transportation Advisory Committee. A majority vote of the Mayors shall determine the municipal representative; and

- F. The North Carolina Board of Transportation member representing the Department of Transportation Division 5.
- 3. The term of office for all seats on the RTAC is two years. Re-appointment is possible.
- 4. To facilitate staggered terms and thereby promote continuity, the initial appointments from Franklin County and Warren County to the RTAC shall be for one (1) year. All subsequent appointments shall be for two (2) years.
- 5. 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 appoint a member of the RTAC to act as chairperson and a member of the RTAC to act as vice-chairperson with the responsibility for coordination of the Committee's activities.
- 6. The Transportation Planner of the Region K Council of Governments will serve as staff to the RTAC.

Section 4. A Rural Transportation Coordinating Committee (RTCC) shall be established with the responsibility of general review, guidance, and coordination of the transportation planning process for the Rural Transportation Planning Organization (RPO) and the responsibility for making recommendations to the respective local, state, and federal governmental agencies and the Rural Transportation Advisory Committee (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 rural transportation planning work program for the RPO, the Transportation Improvement Program, and revisions to the Transportation Improvement Program.
- 2. Membership of the Rural Transportation Coordinating Committee (RTCC) shall include representatives from all local and state governmental agencies 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. County Manager (or his/her designee) from each of the five counties of the RPO planning area;
 - B. The Chief Administrative Official (or his/her designee) from each municipality in the Region K RPO planning area;

- C. Executive Director and Transportation Planner, Region K Council of Governments;
 - D. Executive Director of each County Economic Development Commission within Region K or his/her designee;
 - E. Executive Director of the Kerr Area Rural Transportation Systems (KARTS) for Region K or his/her designee;
 - F. Director of the Person Area Transportation System (PATs) for Person County or his/her designee;
 - G. Division Engineer serving Division 5 of the North Carolina Department of Transportation, or his/her designee;
 - H. Manager, Statewide Planning Branch and Environment, North Carolina Department of Transportation, or his/her designee; and
 - I. Area Traffic Engineer, Division of Highways, Traffic Engineering Branch, North Carolina Department of Transportation.
3. The RTCC shall meet when it is deemed necessary, appropriate, and advisable. On the basis of majority vote of its membership, the RTCC may appoint a member of the RTCC to act as chairperson and a member of the RTCC to act as vice-chairperson, with the Region K Transportation Planner serving as Secretary 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 Rural Transportation Advisory Committee of the RPO.

Section 5. It is further agreed that all participating agencies will assist in the Rural Transportation planning process by providing planning assistance (where possible), 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 90 days written notice to the other parties to the date of termination.

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 per the date adopted by the following local governments of the Region K RPO. The following ___ pages comprise the signature pages from each party to this memorandum, to be effective on this the _____ day of _____, 2001.