

Candy Bohmert
TAC Chair

Katrina Marshall
TCC Chair



William Taylor
TAC Vice-Chair

Kate Allen
TCC Vice-Chair

January 26, 2021 • 10:00 a.m.

Virtual via GoToMeeting.

AGENDA for TAC

Call to Order – Candy Bohmert, *Chair TAC*

- 1. Ethics Awareness & Conflict of Interest Statement**
- 2. Remote Legislation Information** – *Jill Quattlebaum, Grady & Quattlebaum*
- 3. Public Comment Period**
- 4. ACTION: Approval of Minutes**
Minutes of the September 29, 2020 meeting are attached and presented for approval.
Action: Approve minutes from previous meeting.
- 5. ACTION: Election of Chair; Vice-Chair**
The new year means the election of new TAC officers. The current Chair and Vice-Chair are term limited.
Action: Nominate and elect new Chair and Vice-Chair.
- 6. DERPO Staff Report** – *B.J. Eversole*
 - a. SPOT Schedule Update*
 - b. JUMPO Boundary Expansion*
 - c. NCDOT Grant Applications*
 - d. 2021 Meeting Dates; ECC Main Conference Room, New Bern (virtual as needed due to COVID-19):*
 - i. Tuesday March 30, 2021*
 - ii. Tuesday May 25, 2021*
 - iii. Tuesday July 27, 2021*
 - iv. Tuesday September 28, 2021*
 - v. Tuesday November 30, 2021*
- 7. NCDOT Reports**
 - a. Division 2 – Len White, Diane Hampton*
 - b. Division 3 – Alan Pytcher*
 - c. Transportation Planning Division – Chris Connolly*
 - d. N.C. Ferry Division – B.J. Eversole (on behalf of Catherine Peele)*

Candy Bohmert
TAC Chair



William Taylor
TAC Vice-Chair

Katrina Marshall
TCC Chair

Kate Allen
TCC Vice-Chair

8. ACTION: Approval of Updated TCC; TAC By-Laws

The TCC and TAC by-laws are long overdue for update, as there has been no update since 2003. There was a need to update language and ex-officio seats to acknowledge previous Jacksonville Urban Area MPO expansions and the creation of the New Bern Area MPO. The TCC by-laws were approved by the TCC at their January 19, 2021 meeting and need to be approved by the TAC as well.

Action: Approve updated TCC and TAC by-laws.

9. Other Business/Discussion

9. Adjournment

Candy Bohmert
TAC Chair

Katrina Marshall
TCC Chair



William Taylor
TAC Vice-Chair

Vacant
TCC Vice-Chair

September 29, 2020 • 10:00 a.m.

Webconference via GoToMeeting due to COVID-19 concerns.

TAC Meeting Minutes

Attendance

**Commissioner Candy Bohmert, Pamlico
County - Chair**
**Councilman Bill Taylor, City of Morehead
City – Vice Chair**
**Commissioner Brandi Robertson – Town of
Arapahoe**

Diane Hampton – NCDOT Division 2
Len White – NCDOT Division 2
Christopher Connolly – NCDOT TPD
Alan Pytcher – NCDOT Division 3
Preston Hunter – NCDOT Division 2
Nazia Sarder – NCDOT TPD

B.J. Eversole – ECC, TAC Secretary
Katie Bordeaux - ECC
Mickey Anderson – ECC; ECRPO
Leighann Morgan - ECC
Jill Quattlebaum

Call to Order – *Candy Bohmert, Chair TAC called the meeting to order at 10:10am. A quorum of three was reached (Bohmert, Taylor, Robertson).*

- 1. Ethics Awareness & Conflict of Interest Statement** – *No conflict of interests.*
- 2. Remote Legislation Information** – *Jill Quattlebaum, Grady & Quattlebaum reminded members of the requirements for virtual meetings, including roll call votes required.*
- 3. Public Comment Period** – *No public comments.*
- 4. ACTION: Approval of Minutes** - *Minutes of the June 30, 2020 meeting was presented for approval. Bill Taylor presented a motion to approve the minutes; Brandi Robertson seconded. Minutes from previous meeting approved unanimously.*
- 5. DERPO Staff Report** – *B.J. Eversole gave on the updated SPOT schedule, as well as potential funding issues that may complicate the P6.0 process. The Jacksonville MPO boundary expansion, which is proposed to include all of Onslow County (taking them out of the DERPO area), is partially on hold but is still expected to be finished this year.*

Candy Bohmert
TAC Chair

Katrina Marshall
TCC Chair



William Taylor
TAC Vice-Chair

Vacant
TCC Vice-Chair

6. NCDOT Reports

- a. Division 2 – *Len White and Diane Hampton gave a brief update on construction and delays within the Division 2 portions of the DERPO area.*
- b. Division 3 – *Alan Pytcher provided a construction update for DERPO Division 3 projects (all in Onslow County).*
- c. Transportation Planning Division
 - i. Craven County CTP – *Chris Connolly stated that the Craven County CTP remains on hold due to COVID-19.*
 - ii. Carteret County CTP – *Nazia Sarder stated that data collection and verification is underway for a Carteret County Traffic Demand Model (TDM).*

7. ACTION: N.C. Ferry System Letter of Support

B.J. Eversole presented a letter in support of the N.C. Ferry Division. The N.C. Ferry Division is applying for Federal funding for dredging and other improvements around Ocracoke Island. One of DERPO's ferry routes is to Ocracoke, so this would directly benefit the regional transportation system. A motion was made by Bill Taylor to approve the letter in support of the N.C. Ferry Division; the motion was seconded by Brandi Robertson and was passed unanimously.

8. Other Business/Discussion – *There was no additional business or discussion.*

9. Adjournment – *A motion to adjourn was made by Brandi Robertson and seconded by Candy Bohmert; it was approved unanimously. Chair Bohmert adjourned the meeting at approximately 10:29am.*

Users Guide

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Contract Number: C203925	Route: NC-58
Division: 2	County: Carteret
TIP Number: B-5938, B-5939	
Length: 1.61 miles	Federal Aid Number:
NCDOT Contact: Brad T. McMannen, PE	NCDOT Contact No: (252)649-6520
Location Description: BRIDGE #68 OVER BOGUE SOUND ON SR-1182 (ATLANTIC BEACH CAUSEWAY) AND BRIDGE #6 OVER BOGUE SOUND ON NC-58.	
Contractor Name: FREYSSINET, INC	
Contract Amount: \$15,271,713.33	
Work Began: 02/05/2018	Letting Date: 04/18/2017
Original Completion Date: 11/30/2020	Revised Completion Date:
Latest Payment Thru: 12/31/2020	
Latest Payment Date:	Construction Progress: 89.54%

Contract Number: C204177	Route: US-70
Division: 2	County: Carteret, Craven
TIP Number: R-1015	
Length: 10.353 miles	Federal Aid Number: NHF-0070(049)
NCDOT Contact: Brad T. McMannen, PE	NCDOT Contact No: (252)649-6520
Location Description: US-70 (HAVELOCK BYPASS) FROM NORTH OF PINE GROVE TO NORTH OF CARTERET COUNTY LINE.	
Contractor Name: BALFOUR BEATTY INFRASTRUCTURE INC	
Contract Amount: \$167,243,715.65	
Work Began: 09/30/2019	Letting Date: 07/16/2019
Original Completion Date: 05/13/2024	Revised Completion Date:
Latest Payment Thru: 12/22/2020	
Latest Payment Date: 12/31/2020	Construction Progress: 21.38%

Contract Number: C204225	Route: US-70
Division: 2	County: Craven
TIP Number: R-5777A, R-5777B, U-5713	
Length: 5.1 miles	Federal Aid Number: STATE FUNDED
NCDOT Contact: Wendi O. Johnson, PE	NCDOT Contact No: (252)439-2800
Location Description: US-70 FROM THE NEUSE RIVER BRIDGE TO EAST OF THURMAN RD IN JAMES CITY.	
Contractor Name: BALFOUR BEATTY INFRASTRUCTURE INC	
Contract Amount: \$203,300,000.00	
Work Began: 10/22/2019	Letting Date: 09/10/2019
Original Completion Date: 09/07/2023	Revised Completion Date:
Latest Payment Thru: 11/22/2020	
Latest Payment Date: 12/08/2020	Construction Progress: 13.47%

Contract Number: C204332	Route: US-264
Division: 2	County: Greene, Pitt
TIP Number: I-6032, I-6035	
Length: 18.11 miles	Federal Aid Number: NHPIM-0264(068)
NCDOT Contact: Sarah F. Lentine	NCDOT Contact No: (252)830-3495
Location Description: US-264 (FUTURE I-587) FROM WILSON COUNTY LINE TO SR-1467 (STANTONBURG RD) INTERCHANGE (GREENVILLE SW BYPASS).	
Contractor Name: S T WOOTEN CORPORATION	
Contract Amount: \$22,457,573.08	
Work Began: 09/19/2019	Letting Date: 05/21/2019
Original Completion Date: 03/14/2022	Revised Completion Date:
Latest Payment Thru: 11/30/2020	
Latest Payment Date: 12/03/2020	Construction Progress: 91.6%

Contract Number: C204358	Route: US-13
Division: 2	County: Greene
TIP Number: R-5812	
Length: 1.138 miles	Federal Aid Number: STATE FUNDED
NCDOT Contact: Jon Aaron Bullard, PE	NCDOT Contact No: (252)527-0053
Location Description: US-13 BYPASS FROM NC-58 (KINGOLD BLVD) TO NC-91.	
Contractor Name: PLT RBP JV CONSTRUCTION	
Contract Amount: \$6,308,481.00	
Work Began: 11/19/2019	Letting Date: 09/17/2019
Original Completion Date: 03/14/2021	Revised Completion Date: 07/15/2021
Latest Payment Thru: 12/18/2020	
Latest Payment Date: 12/29/2020	Construction Progress: 82.42%

Contract Number: C204522 **Route:** -
Division: 2 **County:** Pitt
TIP Number: BR-0120
Length: 0.087 miles **Federal Aid Number:** 2020001
NCDOT Contact: Sarah F. Lentine **NCDOT Contact No:** (252)830-3495
Location Description: BRIDGE #123 OVER MEADOW BRANCH ON SR-1552.
Contractor Name: S T WOOTEN CORPORATION
Contract Amount: \$0.00
Work Began: 01/18/2021 **Letting Date:** 11/17/2020
Original Completion Date: 03/30/2022 **Revised Completion Date:**
Latest Payment Thru:
Latest Payment Date: **Construction Progress:** 0%

Contract Number: DB00430 **Route:** US-13
Division: 2 **County:** Greene
TIP Number:
Length: 10.24 miles **Federal Aid Number:** STATE FUNDED
NCDOT Contact: Jon Aaron Bullard, PE **NCDOT Contact No:** (252)527-0053
Location Description: GREENE COUNTY
Contractor Name: S T WOOTEN CORPORATION
Contract Amount: \$0.00
Work Began: **Letting Date:** 11/18/2020
Original Completion Date: 03/02/2022 **Revised Completion Date:**
Latest Payment Thru:
Latest Payment Date: **Construction Progress:** 0%

Contract Number: DB00472 **Route:** SR-1932
Division: 2 **County:** Beaufort
TIP Number: B-4433
Length: 0.118 miles **Federal Aid Number:** STATE FUNDED
NCDOT Contact: Sarah F. Lentine **NCDOT Contact No:** (252)830-3495
Location Description: BRIDGE #40 OVER HORSEPEN SWAMP ON SR 1932
Contractor Name: DELLINGER INC
Contract Amount: \$764,000.00
Work Began: 08/17/2020 **Letting Date:** 02/12/2020
Original Completion Date: 03/18/2021 **Revised Completion Date:** 03/25/2021
Latest Payment Thru: 12/31/2020
Latest Payment Date: 01/05/2021 **Construction Progress:** 65.92%

Contract Number: DB00487 **Route:** SR-1121
Division: 2 **County:** Lenoir
TIP Number:
Length: 0.08 miles **Federal Aid Number:** DF15402.2054808
NCDOT Contact: Jon Aaron Bullard, PE **NCDOT Contact No:** (252)527-0053
Location Description: SR 1121 (DAVIS MILL ROAD)
Contractor Name: SANFORD CONTRACTORS INC
Contract Amount: \$454,500.00
Work Began: 11/16/2020 **Letting Date:** 10/14/2020
Original Completion Date: 08/04/2021 **Revised Completion Date:**
Latest Payment Thru: 12/31/2020
Latest Payment Date: 01/08/2021 **Construction Progress:** 13.69%

Contract Number: DB00490 **Route:** -
Division: 2 **County:** Lenoir
TIP Number:
Length: 2.15 miles **Federal Aid Number:** STATE FUNDED
NCDOT Contact: Jon Aaron Bullard, PE **NCDOT Contact No:** (252)527-0053
Location Description: NC 58 (QUEEN STREET) LENOIR COUNTY
Contractor Name: S T WOOTEN CORPORATION
Contract Amount: \$0.00
Work Began: **Letting Date:** 11/18/2020
Original Completion Date: 12/02/2021 **Revised Completion Date:**
Latest Payment Thru:
Latest Payment Date: **Construction Progress:** 0%



Users Guide

[New Search](#)

<p>Contract Number: C204264 Division: 3 TIP Number: W-5602 Length: 2.704 miles NCDOT Contact: Dan R. Cumbo Location Description: NC-172 SNEADS FERRY ROAD FROM NC-210 TO BRIDGE #17 Contractor Name: WELLS BROTHERS CONSTRUCTION COMPANY INC Contract Amount: \$12,199,566.80 Work Began: 02/05/2019 Original Completion Date: 11/11/2021 Latest Payment Thru: 11/30/2020 Latest Payment Date: 12/17/2020</p>	<p>Route: NC-172 County: Onslow Federal Aid Number: HSIP-0172(13) NCDOT Contact No: (910)347-5258 TYPE OF WORK: GRADING, DRAINAGE, AND PAVING. Letting Date: 12/18/2018 Revised Completion Date: 12/18/2021 Construction Progress: 64.67%</p>
<p>Contract Number: DC00230 Division: 3 TIP Number: U-5319 Length: 0.32 miles NCDOT Contact: Dan R. Cumbo Location Description: INTERSECTION OF SR 1308 (GUM BRANCH RD) AND NC 53 (WESTERN BLVD) Contractor Name: BARNHILL CONTRACTING CO Contract Amount: \$4,852,935.35 Work Began: 05/09/2019 Original Completion Date: 05/23/2020 Latest Payment Thru: 11/30/2020 Latest Payment Date: 12/22/2020</p>	<p>Route: SR-1308 County: Onslow Federal Aid Number: HPPSTP-1308(13) NCDOT Contact No: (910)347-5258 TYPE OF WORK: GRADING, DRAINAGE, PAVING, AND SIGNALS Letting Date: 08/02/2018 Revised Completion Date: 02/07/2021 Construction Progress: 67.01%</p>
<p>Contract Number: DC00279 Division: 3 TIP Number: Length: 34.64 miles NCDOT Contact: Lydia C. McKeel Location Description: VARIOUS Contractor Name: S T WOOTEN CORPORATION Contract Amount: \$657,245.68 Work Began: 09/08/2020 Original Completion Date: 09/30/2021 Latest Payment Thru: 12/15/2020 Latest Payment Date: 12/21/2020</p>	<p>Route: SR-1396 County: Onslow Federal Aid Number: STATE FUNDED NCDOT Contact No: (910)341-2000 TYPE OF WORK: RESURFACING & PATCHING EXISTING PAVEMENT, ETC. Letting Date: 12/19/2019 Revised Completion Date: Construction Progress: 92.52%</p>



**Down East Rural Transportation Planning Organization (RPO)
Rural Transportation Advisory Committee (RTAC) Bylaws
Revised _____**

ARTICLE I - NAME; ENABLING STATUTORY AUTHORITY

The name of this committee shall be the Down East RPO Rural Transportation Advisory Committee, (hereinafter referred to as the RTAC). This committee is established pursuant to the authority set forth in Article 17, Chapter 136 of the North Carolina General Statutes.

ARTICLE II - PURPOSE

The purpose and goals of this committee as set forth in the Amended Memorandum of Understanding for Cooperative, Comprehensive and Continuing Transportation Planning and the Establishment of a Rural Transportation Planning Organization for Carteret, Craven, Jones, Onslow, and Pamlico Counties and the Participating Municipalities Therein, and the North Carolina Department of Transportation dated December 2, 2002 (hereinafter referred to as "DERPO MOU") shall be to:

1. develop long-range local and regional multi-modal transportation plans in cooperation with the area Metropolitan Planning Organizations (hereinafter referred to as "MPOs") and the North Carolina Department of Transportation (hereinafter referred to as "NCDOT");
2. provide a forum for public participation in the rural transportation planning process;
3. develop and prioritize suggestions for transportation projects that the RPO believes should be included in the State Transportation Improvement Program;
4. provide transportation-related information to local governments and other interested organizations and persons;
5. conduct transportation-related studies and surveys for local governments and other interested entities/organizations; and
6. undertake mutually agreed upon transportation related tasks to enhance transportation system development, coordination and efficiency.

ARTICLE III - MEMBERS

Section 1 - Membership:

As specified in the DERPO MOU, the RTAC shall consist of elected officials from local governments and other governmental agencies directly related to and concerned with the transportation planning process for the Down East RPO planning area, which includes Carteret,

Craven, Jones, Onslow and Pamlico Counties, as well as the incorporated municipalities within each county that are members of the Down East RPO. Membership is defined in the DEPRO MOU and subsequent bylaws with specific appointees and alternates for each member government listed in the RPO membership roster, to be updated no less than on an annual basis. The initial voting membership shall include members appointed to the following seats:

- One County Commissioner representing the County of Carteret
- One municipal elected official to represent the interest of the participating municipal local governments in Carteret County
- One County Commissioner representing the County of Craven
- One municipal elected official to represent the interest of all the participating municipal local governments in Craven County, excluding municipalities represented by the New Bern Metropolitan Planning Organization (City of New Bern, Town of Bridgeton, Town of River Bend, and Town of Trent Woods)
- One County Commissioner representing the County of Jones
- One municipal elected official to represent the interest of all the participating municipal local governments in Jones County
- One County Commissioner representing the County of Onslow
- One municipal elected official to represent the interest of all the municipal local governments in Onslow County, excluding the City of Jacksonville, which is represented by the Jacksonville Urban Area Metropolitan Planning Organization
- One County Commissioner representing the County of Pamlico
- One municipal elected official to represent the interest of all the participating municipal local governments in Pamlico County
- One member of the North Carolina Board of Transportation in the Down East RPO region

In order to participate as a member of the RTAC, individuals appointed to these seats and/or their alternates must meet all qualifications established by the DERPO MOU, these bylaws, and state or federal regulations establishing minimum requirements for membership, including the North Carolina Ethics Commission. In any case, when one of the voting members cannot meet these requirements, that seat will be considered vacant and will not be counted towards quorum. The RTAC Chair shall contact said member to discuss consideration of a replacement member for that seat. Subsequent compliance will allow the voting member to be automatically reinstated.

Section 2 - Term of Membership:

The term of office for all seats on the RTAC is two years. Re-appointment is possible. To facilitate staggered terms and thereby promote continuity, the initial county commissioner appointments from Carteret, Craven, Jones, Onslow, and Pamlico Counties to the RTAC shall be for two years, and the initial municipal appointments shall be for one year. All subsequent appointments shall be for two years. Counties are requested to make their new appointments to the RTAC by January of the new year. Vacancies to the RTAC shall be filled in the manner in which the original appointment was made.

Section 3 - Ex Officio Membership:

Ex officio seats shall include, but not be limited to, the following:

- A representative from the New Bern Metropolitan Planning Organization's Transportation Advisory Committee
- A representative from the Jacksonville Urban Area Metropolitan Planning Organization's Transportation Advisory Committee
- A representative of Marine Corps Base Camp Lejeune
- A representative of Marine Corps Air Station Cherry Point
- All Division 2 and Division 3 NCDOT Board of Transportation representatives that are not full voting members of the RTAC

Ex officio members in the Down East RPO will be advisory and non-voting.

Section 4 - Alternates:

Each member may appoint an alternate to the seat as reflected in the membership roster, who meets the same membership qualifications as the member (hereinafter referred to as "Designated Alternate"). The Designated Alternate may serve as a full voting member during any meeting where that seat's primary representative is not in attendance. Absentee voting will not be permitted.

ARTICLE IV - OFFICERS

Section 1 - Officers Defined:

The officers of the RTAC shall consist of a Chair and a Vice-Chair serving annual terms of one year. These offices are limited to two consecutive terms. They will be elected by majority of the eligible voting membership. The Director of the Eastern Carolina Council or their designee shall serve as Secretary RTAC.

Section 2 - Duties of Officers:

2.1 The Chair shall call meetings of the RTAC to order and shall act as presiding officer of such meetings. The Chair shall see that all orders and action items, including amendments, are carried into effect. The Chair will:

- sign all official documents of the RTAC;
- preside at all meetings of the RTAC;
- decide all points of order or procedure;
- transmit all recommendations of the RTAC to NCDOT; and
- with assistance from the Secretary, draft the meeting agendas and make same available to the RTAC members in a timely manner.

2.2 The Vice-Chair shall conduct the duties of the Chair in the event of the Chair's absence or unavailability.

2.3 The administrative coordination for the RTAC shall be performed by the RPO Coordinator/ECC Transportation Planner of the Eastern Carolina Council. The RPO Coordinator/ECC Transportation Planner shall serve as Secretary of the RTAC and report to the Chair of the RTAC. The Secretary shall:

- keep minutes of the RTAC meetings in proper form for the approval of the RTAC at its next regular meeting;
- send notices of regular meetings of the RTAC, with a copy of the agenda, in accordance with Article V of these rules; give notice of regular and special meetings called in accordance with North Carolina Open Meetings Law; and
- maintain all files, records, and correspondence of the RTAC.

2.4 Should neither the Chair nor Vice-Chair be able to preside at a meeting, the RTAC shall appoint a Chair Pro-Tem for that meeting or until such time the Chair or Vice-Chair can resume their responsibilities.

2.5 The Chair and Vice-Chair shall be elected annually at the first regularly scheduled meeting of the calendar year. Additional elections may be held if either the Chair or Vice-Chair cannot carry out his/her duties or complete the remainder of their appointed term.

ARTICLE V - MEETINGS

Section 1 - Regular Meetings:

A meeting will be held on the fourth Tuesday of every January, March, May, July, September, and November. Meeting notices and agendas are to be sent no later than seven days prior to the meeting date. The Chairman may cancel regular meetings should there be insufficient items on the RTAC's tentative agenda. The RTAC may meet on an as needed (on-call) basis as determined by the Chair of the RTAC and at a time to be determined by the Chair of the RTAC.

Section 2 - Special Meetings:

Special meetings may be called by the Chair, or at the request of three eligible voting members of the RTAC petitioning the Chair. Notice of special meetings shall be given in accordance with Open Meetings Law of the North Carolina General Statutes.

Section 3 - Workshops:

The RTAC may choose to hold workshops from time to time. Notification of all workshops shall be sent to RTAC members in the same manner as regular meetings of the RTAC.

Section 4 - Quorum Requirement:

A quorum of at least fifty-one percent (51%) of the voting membership shall be required for the RTAC to take official action of any kind. A member who fails to attend or to send an 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.

Section 5 - Attendance:

RTAC members are expected to attend each regular meeting and each special meeting of the RTAC. If an RTAC member is unable to attend a meeting, the member to be absent shall give notice to the RPO Coordinator/ECC Transportation Planner. Should a member fail to attend, or make arrangements for a Designated Alternate to attend, fifty percent (50%) or more of the scheduled meetings in any one calendar year period, the RTAC Chair shall contact the appointing entity to discuss consideration of a replacement member for the seat for that unit of government or organization. If an RTAC member and/or their Designated Alternate miss two consecutive RTAC meetings, that seat is considered to be vacant and does not count towards the number required for a quorum. If that member later attends a RTAC meeting, the seat is active again and is counted toward the quorum until and unless the member or his Designated Alternate miss two consecutive RTAC meetings, in which case the seat will again become vacant. If a new member is appointed to a seat considered to be vacant, that member does not count towards quorum until he or she attends a meeting.

Section 6 - Agenda:

The agenda is a list of items for consideration and discussion at a meeting. Any member of the RTAC may request that items be placed on the agenda prior to its distribution by notifying the RTAC Chair and the RPO Coordinator/ECC Transportation Planner. Additional items may be placed on the regular agenda at the beginning of the meeting on the date of the meeting, if approved by a majority vote of the present and eligible voting members.

Section 7 - Voting Procedures:

The Chair may call for a vote on any issue, provided that it is seconded and within the purposes set forth in Article II and provided the issue is on the agenda as outlined in Section 5 of this article. A majority vote of the members (or their authorized Designated Alternates) present and eligible to vote shall be sufficient for approval of matters coming before the RTAC. The Chair is permitted to vote. Ad-hoc, proxy, and absentee voting are not permitted. Abstentions shall be considered affirmative votes. By approval of the RTAC, a member may withdraw from voting on an issue. As stated in Article III, Section 1 each member has one vote.

RTCC review and comment is required prior to any vote affecting the Planning Work Program (hereinafter referred to as "PWP").

In the event of a tie, where the Chair has already voted, the Chair cannot vote again to break the tie and the motion does not pass.

ARTICLE VI - ROBERT'S RULES OF ORDER

In the absence of any direction from these Bylaws or other duly adopted voting procedures pursuant to certain approval actions, the UNC School of Government's Suggested Procedural Rules for Local Appointed Boards will govern procedures for voting.

ARTICLE VII - AMENDMENTS TO BY-LAWS

Amendments to these Bylaws shall require the affirmative vote of at least two-thirds of the RTAC's eligible voting members, provided that written notice of the proposed amendment has been distributed seven days prior to the meeting at which the amendment is to be considered and provided that such amendment does not conflict with the letter or fundamental intent of the DERPO MOU, which is the governing document for these Bylaws. In the event of any conflict, the terms of the DEPRO MOU shall take precedence over these Bylaws.

The Down East RPO Rural Transportation Advisory Committee (RTAC) originally approved these Bylaws on January 28, 2003. The Bylaws were amended on September 28, 2004; January 24, 2006; May 26, 2009; and _____.

SIGNATORY:

Chair
Down East RPO RTAC

Date

ATTEST:

Secretary
Down East RPO RTAC

Date

**Down East Rural Transportation Planning Organization (RPO)
Rural Technical Coordinating Committee (RTCC) Bylaws
Revised _____**

ARTICLE I - NAME; ENABLING STATUTORY AUTHORITY

The name of this committee shall be the Down East RPO Rural Technical Coordinating Committee, (hereinafter referred to as the “RTCC”). This committee is established pursuant to the authority set forth in Article 17, Chapter 136 of the North Carolina General Statutes.

ARTICLE II - PURPOSE

The purpose and goals of this committee as outlined in the Amended Memorandum of Understanding for Cooperative, Comprehensive and Continuing Transportation Planning and the Establishment of a Rural Transportation Planning Organization for Carteret, Craven, Jones, Onslow, and Pamlico Counties and the Participating Municipalities Therein, and the North Carolina Department of Transportation dated December 2, 2002 (hereinafter referred to as “DERPO MOU”) shall be to advise the Down East RPO Rural Transportation Advisory Committee (hereinafter referred to as “RTAC”) in its purposes:

- develop long-range local and regional multi-modal transportation plans in cooperation with the area Metropolitan Planning Organizations (hereinafter referred to as “MPOs”) and the North Carolina Department of Transportation (hereinafter referred to as “NCDOT”);
- provide a forum for public participation in the rural transportation planning process;
- develop and prioritize suggestions for transportation projects that the Rural Planning Organization (hereinafter referred to as “RPO”) believes should be included in the State Transportation Improvement Program;
- provide transportation-related information to local governments and other interested organizations and persons;
- conduct transportation-related studies and surveys for local governments and other interested entities/organizations; and
- undertake mutually agreed upon transportation-related tasks to enhance transportation system development, coordination and efficiency.

ARTICLE III - MEMBERS

Section 1 - Membership:

As specified in the DERPO MOU the RTCC shall consist of officials from local and state governmental agencies directly related to and concerned with the transportation planning process for the Down East RPO planning area, which includes Carteret, Craven, Jones, Onslow and Pamlico Counties, as well as the incorporated municipalities within each county that are members of the Down East RPO. Membership is defined in the DERPO MOU and subsequent Bylaws with specific appointees and alternates for each seat for each member government listed in the RPO membership roster, to be updated no less than on an annual basis. Seats on the RTCC may be altered on the basis of a majority vote of its voting membership and approval of the RTAC. Members have one vote. The initial voting membership shall include, but not be limited to, members appointed to the following seats:

- Carteret County Manager or his/her designated representative
- Craven County Manager or his/her designated representative
- Jones County Manager or his/her designated representative
- Onslow County Manager or his/her designated representative
- Pamlico County Manager or his/her designated representative
- The Chief Administrative Official, or his/her designee, from each member municipality
- Two people appointed by each County in the RPO (excluding Jacksonville) planning area to represent county-wide planning and economic development interests
- A representative from the Craven-Jones-Pamlico Transportation Committee
- A representative from the Carteret County Transportation Committee
- A representative from the Onslow County Transportation Committee
- A representative from the Beaufort-Morehead Airport Authority
- A representative from the office of Planning and Development from the North Carolina Ports Authority
- The Director of Craven Area Rural Transit Service, CARTS or his/her designee
- The Transportation Coordinator of Carteret County Area Transportation System, CCATS, or his/her designee
- The Director of Onslow United Transit System, Inc., OUTS, or his/her designee

- NC DOT Division Engineers of Division 2 and 3 or his/her designated representatives
- The NCDOT Transportation Planning Branch Manager, or his/her designated representative
- An Area Traffic Engineer, Division of Highways, Traffic Engineering Branch, North Carolina Department of Transportation, or his/her designated representative
- A representative from the NCDOT Ferry Division
- A representative from the NC Highway Patrol, as designated by the RTCC Chair

Section 2 - Ex Officio Membership:

Ex officio seats shall include, but not be limited to, the following:

- The Transportation Planner for the Jacksonville Urban Area Metropolitan Planning Organization
- The Transportation Planner for the New Bern Metropolitan Planning Organization
- A representative from the Community Plans and Liaison Office at Marine Corps Air Station Cherry Point to represent the military base at Havelock
- A representative from the Installations and Environment Department at Marine Corps Base Camp LeJeune to represent the military base in the Jacksonville area
- A representative of Public Transportation Division, North Carolina Department of Transportation
- A representative from the Coastal Carolina Regional Airport Authority
- A representative from the Albert J. Ellis Airport

Ex officio members are advisory only and do not count for quorum calculations. Ex officio members have no vote.

Section 3 - Subcommittees:

Subcommittees may be formed by the RTCC as deemed necessary. Purpose, title, and membership of any subcommittee is subject to RTCC approval.

Section 4 - Alternates:

Each member may appoint an alternate to its seat, as reflected in the membership roster, who meets the same membership requirements as the member (hereinafter referred to as “Designated

Alternate.”) The Designated Alternate may serve as a full voting member during any meeting at which the primary representative is not in attendance. Absentee voting will not be permitted.

Section 5 - Term of Membership:

Term of office for all seats on the RTCC is two years. Re-appointment is possible.

ARTICLE IV - OFFICERS

Section 1 - Officers Defined:

The officers of the RTCC will consist of a Chair and a Vice-Chair serving annual terms, but limited to two consecutive terms. They will be elected by majority of the eligible voting membership. The Director of the Eastern Carolina Council, or their designee, shall serve as Secretary to the RTCC.

Section 2 - Duties of Officers:

2.1 The Chair shall call meetings of the RTCC to order and shall act as presiding officer of such meetings. The Chair shall see that all orders and action items, including amendments, are carried into effect. The Chair shall:

- sign all official documents of the RTC;
- preside at all meetings of the RTCC;
- decide all points of order or procedure;
- transmit all recommendations of the RTCC to the RTAC; and
- with assistance from the Secretary, draft the meeting agendas and make said available to the members in a timely manner.

2.2 The Vice-Chair shall conduct the duties of the Chair in the event of the Chair’s absence or unavailability.

The administrative coordination for the RTCC shall be performed by the RPO Coordinator/ECC Transportation Planner. The RPO Coordinator/ECC Transportation Planner shall serve as Secretary of the RTCC and report to the Chair of the RTCC. The Secretary shall:

- keep minutes of the RTCC meetings in proper form for the approval of the RTCC at its next regular meeting;
- send notices of regular meetings of the RTCC, with a copy of the agenda, in accordance with Article V of these rules;

- give notice of regular and special meetings called in accordance with North Carolina Open Meeting Law; and
- maintain all files, records, and correspondence of the RTCC.

2.3 Should neither the Chair nor Vice-Chair be able to preside at a meeting, the RTCC shall appoint a Chair Pro-Tem for that meeting or until such time the Chair or Vice-Chair can resume his/her responsibilities.

2.4 The Chair and Vice-Chair shall be elected annually at the first regularly scheduled meeting of the calendar year. Additional elections may be held if either the Chair or Vice-Chair cannot carry out his/her duties or complete the remainder of their appointed term.

ARTICLE V - MEETINGS

Section 1 - Regular Meetings:

A meeting will be held on the third Tuesday of every January, March, May, July, September, and November. Meeting notices and agendas are to be sent no later than seven days prior to the meeting date. The Chairman may cancel regular meetings should there be insufficient items on the RTCC's tentative agenda.

Section 2 - Special Meetings:

Special meetings may be called by the Chair, or at the request of three eligible voting members of the RTCC petitioning the Chair. Notice of special meetings shall be given in accordance with Open Meetings Law of the North Carolina General Statutes.

Section 3 - Workshops:

The RTCC may choose to hold workshops from time to time. Notification of all workshops shall be sent to RTCC members in the same manner as regular meetings of the RTCC.

Section 4 - Quorum:

A quorum of at least fifty-one percent (51%) of the voting membership shall be required for the RTCC to take official action of any kind. A member who fails to attend or to send a Designated Alternate to two consecutive RPO meetings will be designated as a vacant seat and will not count towards calculating quorum of the voting membership. Attendance at future meetings will automatically reinstate the member unless and until such time as the member or his or her Designated Alternate again misses two consecutive meetings, in which case the seat will again become vacant. If an RTCC member is appointed to the RTAC, the RTCC seat will not count towards quorum until the RTCC seat has been filled, or the Designated Alternate is appointed to be the designated member for that seat. If a new member is appointed to a seat considered to be vacant, that member does not count towards quorum until he or she attends a meeting.

Section 5 - Attendance:

Each member or their Designated Alternate shall be expected to attend each regular meeting and each special meeting provided that at least seven days notice is given. If an RTCC member is unable to attend a meeting, the member should give advance notice of the absence to the RPO Coordinator/ECC Transportation Planner. A simple majority of the RTCC may recommend the removal from membership of any member who fails to attend or send his or her Designated Alternate to two or more meetings during a one-year period. Such recommendations shall be forwarded to the appointing agency or jurisdictions prior to the removal.

Section 6 - Agenda:

The agenda is a list of items for considerations and discussion at a meeting. Any member of the RTCC may request that items be placed on the agenda prior to its distribution, by notifying the RTCC Chair and the Secretary. Additional items may be placed on the regular agenda at the beginning of the meeting on the date of the meeting, if approved by a majority vote of the present and eligible voting members.

Section 7 - Voting Procedures:

The Chair may call for a vote on any issue, provided that it is seconded and within the purposes set forth in Article II and provided the issue is on the agenda as outlined in Section 5 of this article. A majority vote of the members (or their Designated Alternates) present and eligible to vote shall be sufficient for approval of matters coming before the RTCC. The Chair is permitted to vote. Ad-hoc, proxy, and absentee voting are not permitted. Abstentions shall be considered affirmative votes. By approval of the RTCC, a member may withdraw from voting on an issue. As stated in Article III, Section 1, each member has one vote.

In the event of a tie, where the Chair has already voted, the Chair cannot vote again to break the tie and the vote does not pass.

ARTICLE VI - ROBERT’S RULES OF ORDER

In the absence of any direction from these Bylaws or other duly adopted voting procedures pursuant to certain approval actions, the UNC School of Government Suggested Procedural Rules for Local Appointed Boards will govern procedures regarding voting.

ARTICLE VII - AMENDMENTS TO BY-LAWS

Amendments to these Bylaws shall require the affirmative vote of at least two-thirds of the RTCC’s eligible voting members, provided that written notice of the proposed amendment has been sent seven days prior to the meeting at which the amendment is to be considered and provided that such amendment does not conflict with the letter or fundamental intent of the Memorandum of Understanding, which is the governing document for these Bylaws. In the event of any conflict, the terms of the MOU shall take precedence over these Bylaws.

The Down East RPO Rural Technical Coordinating Committee (TCC) approved these Bylaws on February 25, 2003. The Bylaws were amended September 24, 2004; January 24, 2006; May 26, 2009; and _____.

SIGNATORY:

Chair
Down East RPO RTCC

Date

ATTEST:

Secretary
Down East RPO RTCC

Date