

REQUEST FOR BOARD ACTION

HENDERSON COUNTY BOARD OF COMMISSIONERS

Meeting Date: February 4, 2008

Subject: Changes to Transportation Advisory Committee Charter

Attachments: 1. Draft Transportation Advisory Committee Charter

SUMMARY OF REQUEST:

Henderson County established the Transportation Advisory Committee February 17, 2000 for the purpose of recommending TIP projects and other highway improvements to the North Carolina Department of Transportation. The committee included 18 members – five municipal representatives, two county representatives, and eleven at large members. Henderson County's inclusion in the French Broad MPO two years ago resulted in changes to the approval process for transportation projects. The Committee changed from being a group responsible for most of the Henderson County administrative and policy matters on transportation to a group charged with advising the MPO on planning priorities. Whereas members of the committee work well together and the structure has provided excellent input for a number of years, the challenge of such a large broad based group of individuals has been lessened by the more streamlined link to NCDOT through the MPO process.

Working with the committee chair, Planning Staff recommends realigning the committee membership and reducing the size from 18 members to 11 by including the MPO Transportation Advisory Committee (MPO TAC) membership and 4 at-large appointments. The MPO TAC membership from Henderson County consists of seven members including two representatives of Henderson County and one from each of the five municipalities. The focus of the committee will be very similar but will have a stronger emphasis on intergovernmental communication and cooperation. The committee and staff would continue to work with various agencies interested in transportation issues such as law enforcement, schools and the community college. The draft charter provides that the at-large members would be appointed by the Board of Commissioners and the TAC membership would duplicate the MPO membership terms. If so desired, the Board of Commissioners would appoint the Chairman. It is recommended that the Chair be an at-large member of the community to provide leadership that would be viewed as more impartial by the various local governments. The planning department would continue to provide staff support to the committee with the assistance of administrative staff from the County Manager's office.

BOARD ACTION REQUESTED:

Planning Staff requests the Board of Commissioners approve the changes to the Transportation Advisory Committee Charter and authorize staff to implement changes. If approved, consideration of the at-large appointments would be necessary at a future meeting.

Suggested Motion:

I move the Board approve changes to the Transportation Advisory Committee Charter as presented with any changes noted by the Board.

**HENDERSON COUNTY
TRANSPORTATION ADVISORY COMMITTEE CHARTER**

What is the committee's purpose?

To advise the Board of Commissioners and members of the French Broad MPO on matters related to transportation within Henderson County and to promote intergovernmental cooperation for transportation issues. The committee should assess the transportation needs of the County and suggest methods to address these issues. The committee should work with the French Broad MPO and the Department of Transportation on such projects as long range transportation planning, major and minor street/road improvement projects, road and bridge safety, public transportation and other alternative forms of transportation. The committee shall also work with various agencies to improve communications on transportation issues. Such agencies include but are not limited to County Public Schools, law enforcement agencies, and Blue Ridge Community College.

Who will the committee report to?

Board of Commissioners

Who will be staff to the committee?

County Manager
County Planning Department

What is the duration of the committee's existence?

It is a permanent standing committee.

How will the future tasks or projects of the committee be determined?

French Broad MPO input as recommended by Staff; Board of Commissioners and requests from member municipalities.

What are the committee's projects?

- To provide input on MPO policies and projects including Comprehensive Transportation Plan, the Long Range Plan and the TIP
- Recommend transportation enhancement or safety projects
- Provide input on the Public Transit System
- To make recommendations to the Board of Commissioners on other transportation policies and issues that may arise.

What parameters must the committee work within?

North Carolina Open Meetings and Public Records Laws
Minutes must be provided to the Board of Commissioners

Will the committee give periodic reports on its activities?

How often?

Annually
As Needed/As Requested

To whom?

Board of Commissioners
Municipal Governing Bodies
Local Government Committee for Cooperative Action (LGCCA)

What is the make up of the committee?

Number of Committee Members

Eleven Members to include MPO Transportation Advisory Committee representatives from the Henderson County municipalities, the two Henderson County MPO TAC representatives, and four at-large members. County and municipal staff may serve as alternative members to vote in the absence of the regular member from that local government. The municipalities may appoint one staff person to serve as ex-officio members to increase communication. The County Planning Director, or his designee, shall serve as an ex-officio member to serve as the county staff representative.

Who appoints the members?

The at-large members are appointed by the Board of Commissioners while the MPO TAC members are appointed by their respective local governments in accordance with the French Broad River MPO bylaws.

Terms of Office?

MPO representatives shall serve as long as they hold their appointments to the MPO TAC.

For at-large members:

Two year appointments (to be staggered). Positions 1 & 2 shall initially be appointed for 1 year and then 2 years thereafter. Positions 3 & 4 shall be appointed for a 2 year term and 2 years thereafter.

Who selects the leaders of the committee?

Board of Commissioners reserves the right to choose the Chair, if so desired.

Whom should the committee go to for guidance?

Board of Commissioners

County planning staff

Approved by the Board of Commissioners- _____