

REQUEST FOR BOARD ACTION

HENDERSON COUNTY BOARD OF COMMISSIONERS

MEETING DATE: July 6, 2009

SUBJECT: Appointments to Regional Transit Study Steering Committee

ATTACHMENTS: Draft Timeline for Regional Study

SUMMARY OF REQUEST:

The North Carolina Department of Transportation (NCDOT) is conducting a feasibility study of transit regionalization for the Buncombe/Henderson area. The study seeks to examine ways to improve public transportation by consolidating multiple agencies into one organization. This study is one of several that already have occurred or are ongoing in the state.

NCDOT asked Henderson County, Buncombe County and the City of Asheville to participate in what will be the first of two studies. The first study (NCDOT funded at 100%) will examine costs and governance of a proposed regional transit organization. NCDOT expects the process to last four months with meetings beginning once NCDOT and the consultant finalize the scope and costs of the process. It is anticipated meetings will begin in October 2009 and continue through February or March 2010. A nine-member steering committee will be formed to oversee the consultant and local transit staff efforts for the project. Each local government is to appoint three members familiar with transit issues in their community. Committee members should be senior staff or policy committee leaders familiar with transit issues who can dedicate sufficient time to the process (total of three to four meetings and material review time).

Phase two is a five year consolidation study requiring a 10% match from local governments. The second phase focuses on alternative policies and details associated with the mechanics of merging the systems. This phase will only be undertaken if the local governments wish to pursue regionalization.

Staff recommends the Board of Commissioners appoint three (3) representatives from the following positions: Henderson County Senior Staff (one appointment including but not limited to the Planning Director, Assistant County Manager, or County Manager); Hendersonville City Manager or other Hendersonville representative; and a Henderson County Commissioner.

BOARD ACTION REQUESTED:

Staff recommends the Board of Commissioners appoint 3 representatives to the transit regionalization study steering committee in order to move forward with the process.

Suggested Motion: I move that the Board of Commissioners appoint the following members to the regionalized transit study steering committee: *(insert names)*.

2009 Regional Feasibility Study Timeline of Activities for Completion of Study

Step	Primary Tasks	Timeline in Weeks																March	Result	
		October	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15			16
	Submit Initiation memorandum and e-mail to transit systems	★																	★	Memo and email submitted by PTD
	1st Steering Committee Meeting		★																	Present approach to the planning study and solicit input
1	Analyze each system's services, functions, positions and personnel		←→																Overview of transit system's organizational structures	
2	Assess opportunities for regionalization of services			←→															Evaluation of transit opportunities	
	<i>Public Satisfaction and Community Needs Survey</i>		←→																Needs assessment	
	<i>Stakeholder Interviews</i>		←→																Stakeholder input	
	Technical Memorandum #1				▲														Summarize Steps 1 & 2	
	Status Report Due				◆														LSA progress report	
	2nd Steering Committee Meeting					★													Evaluation of interviews and surveys and Technical Memorandum #1	
3	Identify new lead transportation agency alternatives					←→													Regionalization alternatives assessment	
4	Assess Governance and Funding					←→													Assess oversight and funding	
	Technical Memorandum #2						▲												Summarize Steps 3 & 4	
	Status Report Due						◆												LSA progress report	
	3rd Steering Committee Meeting							★											Present information included in Technical Memorandum #2	
5	Determination of Participation								←→										Draft Executive Summary	
	Executive Summary Submittal									▲									Executive Summary submittal	
	Status Report Due									◆									LSA progress report	
	Informational Meeting											★							Informational meeting	
	4th Steering Committee Meeting													★					Presentation of the Draft Study	
6	Final Feasibility Study														▲				Final Deliverable	

- ←→ Timeline in Weeks
- ★ Twice Yearly Submittal
- ★ Steering Committee Mtg.
- ▲ Deliverable
- ◆ Status Report Due