

WAKE COUNTY TRANSIT PLAN

Transit Planning Advisory Committee

Process Subcommittee Meeting
January 28, 2020

Agenda

1. Welcome & Introductions (Tim Gardiner, Chair)

2. Finalization of Lead Agency Operating Guidelines (Stephanie Plancich, TPAC Administrator)

The TPAC has tasked the Process Subcommittee with conducting a final review of the Lead Agency Operating Guidelines which have been drafted over the past year.

The notable change from the original draft is that the Lead Agency for Public Engagement & Communications operating guidelines have been divided from one sheet to four separate sheets to be more representative of the work being done and being requested throughout the year.

PE&C has reviewed them and are recommending approval of the Process Subcommittee. Next steps will be to provide the completed guidelines as information to the TPAC.

3. Discuss the viability of the Process Subcommittee (Tim Gardiner, Chair)

- a. **Work Tasks:** Discuss the work tasks expected to occur over the next year and determine if Process will need to handle them or if the work can be absorbed by another committee
- b. **If there are work tasks to be done, discuss Work Task List:** The members will draft them into a February-July Work Task List for TPAC endorsement in February.
- c. **If there are not upcoming tasks that cannot be covered by other active Subcommittees:** then discussion will focus on the process to recommend dissolution until such a time as the TPAC assigns new tasks

4. 2020 Elections (Stephanie Plancich, TPAC Administrator)

Action: Make election recommendations to the TPAC for a Process Subcommittee Chair and Vice Chair to serve the 2020 term.

5. Next Steps