

# WAKE COUNTY TRANSIT PLAN Transit Planning Advisory Committee

Monday, November 14, 2022

1:00-1:45pm - All-Subcommittee Meeting (B&F, P&P & CE)

1:45-3:00pm - CE Subcommittee Member's Workshop (CE)

WebEx Link: <https://cormp.webex.com/cormp/j.php?MTID=m19d05b5f64188077169c38bcfdca4979>

Call in Number: 650-479-3208 Meeting Code: 2317 567 6361

## All-Subcommittee Meeting

1. **Welcome and Introductions (Andrea Epstein)**
2. **Adjustments to the Agenda**
3. **Draft FY2022 Wake Transit Progress Report and Financial Statement**  
(Information Item: Michelle Peele and Jennifer Hayden, GoTriangle, 20 minutes) **Attachment A**

Developing and presenting our annually audited financial statement and the Wake Transit Progress Report is a task assigned to GoTriangle as part of its Tax District administration responsibilities (Article IX of the Wake County Transit Governance Interlocal Agreement). The annual Wake Transit Progress Report, Attachment A, focuses on providing Wake Transit Plan implementation updates and accomplishments that occurred through FY2022. It provides transit operations updates as well as major milestones, completion notices and other capital project highlights.

The Annual Comprehensive Financial Report (ACFR) assesses Wake Transit's fiscal health coming out of the previous year and documents our economic outlook for current and future years. The FY2022 ACFR was prepared and submitted for audit by GoTriangle's finance team. Those independent audit procedures are currently in progress. The revenue and expenditure data displayed on the last two pages of the draft Progress Report are the results of a preliminary audit review. The official auditor's compliance report is anticipated in the near future. Any changes as a result of the auditor's findings will be discussed as part of the final draft presentation to the TPAC at its December 14, 2022 regular meeting.

Comments on the draft FY22 Wake Transit Progress Report should be submitted to [MPeele@gotriangle.org](mailto:MPeele@gotriangle.org) by EOD on 11/23/21. TPAC will review the final draft at its meeting on December 14th.

4. **FY2022 Report of Real Property and Art Funding Policy Activity**  
(Steve Schlossberg, GoTriangle, 10 minutes)

Tax District Administration staff will report end of year information attributable to the adopted Framework to Use Wake Transit Funds to Acquire Real Property and to the Art Funding Eligibility Policy.

5. **Other Business**
  - Subcommittee Task Lists for February-July are being drafted and will be presented for action in December.
  - Elections for 2023 Subcommittee Chair and Vice Chair positions are kicking off. If you are interested in a leadership role, please email [stephanie.plancich@campo-nc.org](mailto:stephanie.plancich@campo-nc.org).

6. **Upcoming Meetings**

<u>CE</u> – December 1 <sup>st</sup> , 1:30pm January, 12 <sup>th</sup> , 1:30pm	<u>Joint</u> – November 17 <sup>th</sup> , 1:30pm December 15 <sup>th</sup> , 1:30pm
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--- Break ---

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### CE Subcommittee Member's Workshop

All TPAC and subcommittee members interested in participating in the CE Member's Workshop are invited to attend. After the Annual Progress Report discussion ends, there will be a brief break, and then the workshop presentations will begin on the same WebEx meeting link.

Comments on the two workshop discussion items, the draft demographics question and proposed performance measures, should be submitted to Liz Raskopf at [eraskopf@gotriangle.org](mailto:eraskopf@gotriangle.org) by **EOD on Wednesday, 11/30**. She prefers to receive one set of comments from each organization and asks for feedback to be inserted directly into the attached PDF files, if possible.

### Workshop Agenda

#### 1. **Review of Draft Single Demographics Question**

(Information Item: Liz Raskopf, GoTriangle, 30 minutes) **Attachment B**

In February 2022, the CE subcommittee discussed the concept of developing a single, consolidated demographics question to improve response rates on the questions staff use to track and report on the level of participation and opinions of target audiences for Wake Transit engagement efforts. Members supported the idea to develop the modified question. In September 2022, the CE Subcommittee reviewed the 2<sup>nd</sup> draft and further explored the potential benefits of having a consistent demographics question. Feedback received has since been incorporated into the 3<sup>rd</sup> draft, Attachment B, which will be presented by GoTriangle on November 14<sup>th</sup>.

#### 2. **Wake Transit Engagement and Communications Performance Measure Development**

(Information Item: Liz Raskopf, GoTriangle, 30 minutes) **Attachment C**

Measuring performance is key to understanding the success of any project. GoTriangle will present a proposal to establish performance measures as it relates to public engagement. This is the first discussion for establishing a set of performance targets that will be tracked and reported for Wake Transit-related community outreach activities.

Discussion will focus on establishing a general understanding of the purpose and requirements for performance measures, to discuss a scalable methodology that can apply to various project scopes, and to begin developing a set of targets to be applied during the 30-day comment period for the Wake Bus Plan/Work Plan in February-March. The objectives for this workshop are to 1) Outline the process to develop draft performance measures, 2) review required performance measures, 3) determine the focus/perspective of our measures, and 4) begin generating a list of potential topics, including data sources, that could be tracked and reported.

Active participation of the attendees is a critical part of this process, especially with a tight timeline to launch the draft measures in February. Please plan to share your thoughts and ideas.

#### 3. **Other Business**

- February-July Work Task Lists and 2023 Chair & Vice Chair elections (Stephanie Plancich, TPAC Administrator)

#### 4. **Adjourn**