

# WAKE COUNTY TRANSIT PLAN

## Transit Planning Advisory Committee

Program Development (PD) Subcommittee Meeting  
Tuesday, October 24, 2023 • 1:30pm-3:30pm

WebEx Link: <https://campo-nc.webex.com/campo-nc/j.php?MTID=mf27bc00f123823649d83fb770212ecc1>  
Call in Number: 1-650-479-3208 Meeting Code: 2539 168 2218

### Agenda

1. **Welcome and Introductions**
2. **Adjustments to the Agenda**
3. **Meeting Summary Items/Task Wrap Up/Program Highlights**
4. **Draft Update to Wake Bus Plan: Service Standards and Performance Guidelines**  
(Action Item: Michelle Peele, GoTriangle & Stephanie Planchich, CAMPO) 20 Minutes **Attachment A & B**

One of the remaining tasks within the scope of the FY2025-2030 Wake Bus Plan development process is to update the Wake Transit Service Standards and Performance Guidelines that are used annually to review route performance. The draft was reviewed during the August PD Subcommittee meeting. Members discussed implementation of the Service Impact Benefit as drafted a felt that an expansion of the original eligibility requirements to include more services should be considered. Lead agency staff evaluated the member suggestions and have put together a scenario that maintains the overarching equity objective of the benefit while opening up the eligibility requirements to additional routes. Attachment A is the draft Service Standards and Performance Guidelines document shared in August. Attachment B is the proposed edits to the Service Impact Benefit sections of the draft.

**Action:** Review and recommend the FY2025-2030 Wake Bus Plan: Service Standards and Performance Guidelines to the TPAC for consideration.

5. **Draft Update to Wake Bus Plan: ADA Funding Policy**  
(Action Item: Michelle Peele, GoTriangle) 20 Minutes **Attachment C**

ADA/Paratransit reimbursement was discussed early in the FY2025-2030 Wake Bus Plan development process. The draft policy outlines a process for budgeting and reimbursing the costs of providing ADA paratransit services on Wake Transit routes. PD members reviewed the draft policy at their August meeting and requested that clarification about how the 15% reimbursable policy would be implemented and for what span of time be further defined in the policy, as well as agreeing that CFA Program projects would not be subject to the policy. Clarifications, based upon member recommendations, have been made to the policy, Attachment C, and will be reviewed and discussed as an action item in October.

**Action:** Review and recommend the FY2025-2030 Wake Bus Plan: ADA Funding Policy to the TPAC for consideration.

**PD Chair:** Kevin Wyrauch, Town of Cary  
**Vice Chair:** Shavon Tucker, City of Raleigh

**GO FORWARD**  
A COMMUNITY INVESTMENT IN TRANSIT

**Informational Items:**

**6. Review of FY2024 Wake Transit Work Plan Funding Requests**  
(Information item: Ben Howell, CAMPO, 60 minutes) **Attachment D**

- A. FY25 Operating Base Budgets
  - Financial Modifications
  - Scope Modifications
  
- B. New FY25 Operating Project Funding Requests
  - Presentation/Review/Discussion of Projects by Project Sponsor
    - i. Projects/Amounts Included in Multi-Year Operating Program or Financial Model?
    - ii. Projects/Amounts Not Included in Multi-Year Operating Program or Financial Model?
  - Questions from Inter-Agency Staff on Requests
  
- C. New FY25 Capital Project Funding Requests
  - Presentation/Review/Discussion of Projects by Project Sponsor
    - i. Projects/Amounts Accounted for in Multi-Year CIP or Financial Model?
    - ii. Projects/Amounts Not Accounted for in Multi-Year CIP or Financial Model?
  - Questions from Inter-Agency Staff on Requests

**7. Budget Transfer & Quarterly Progress Report – Reporting Tutorial**  
(Information item: Steve Schlossberg & Paul Kingman, GoTriangle, 10 minutes)

GoTriangle staff will present a tutorial on best practices for service providers who need to file a budget transfer between two Wake Transit Program implementation elements. GoTriangle staff will also present what level of detail is expected when filing a quarterly progress report for your Wake Transit Program implementation element.

**8. Other Business**

- Special Joint PD and CE Subcommittee meeting on November 16<sup>th</sup> (1:00-3:00pm) to review the FY2023 Annual Comprehensive Financial Report (ACFR) audit findings and the draft FY2023 Wake Transit Progress Report.

**9. Adjourn**

Next Meeting: Tuesday, **November 28, 1:30-3:30pm.**