

# WAKE COUNTY TRANSIT PLAN

## Transit Planning Advisory Committee

Program Development (PD) Subcommittee Meeting  
Tuesday, August 29, 2023 • 1:30pm-3:30pm

WebEx Link: <https://campo-nc.webex.com/campo-nc/j.php?MTID=me22da6a95e3b1e94aaf289c22e0d42ff>  
Call in Number: 1-650-479-3208 Meeting Code: 2530 624 6320

### Agenda

1. Welcome and Introductions
2. Adjustments to the Agenda
3. Meeting Summary Items/Task Wrap Up/Program Highlights
  - i. Three items now available on the TPAC Subcommittee  
Webpage: <https://www.campo-nc.us/about-us/committees/wake-county-transit-planning-advisory-committee-tpac/subcommittees>
    - August-January Work Task List endorsed by TPAC on August 16<sup>th</sup>,
    - FY2024 Master TPAC Activities Calendar, and
    - FY2024 Work Plan Amendment Schedule

### Action Items:

4. **Draft Update to Wake Bus Plan: Service Standards and Performance Guidelines**  
(Action Item: Michelle Peele, GoTriangle & CAMPO) 30 Minutes

One of the remaining tasks within the scope of the FY2025-2030 Wake Bus Plan development process is to review and update, as needed, the Service Standards and Performance Guidelines, used annually to review route performance annually. The draft document will be reviewed and discussed by PD Members as well as others attending from the Wake Bus Plan Core Technical team (CTT).

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

### Informational Items:

5. **Update on FY24/Q2 Work Plan Amendment Cycle**  
(Information Item: Evan Koff, CAMPO) 5 Minutes

CAMPO staff will provide an overview of the FY24/Q2 Amendment Process including what request were submitted by the August 25<sup>th</sup> submission deadline, PD subcommittee's role and responsibilities, and confirm the adoption schedule.

6. **Progress Update on Wake Bus Plan: ADA Policy**  
(Information Item: Michelle Peele, GoTriangle) 20 Minutes **Attachment B**

ADA/Paratransit reimbursement was discussed early in the FY2025-2030 Wake Bus Plan development process. The drafted policy was designed to clarify the process for budgeting and reimbursing costs of providing ADA paratransit services. PD members will review the ADA/Paratransit drafted policy and receive an overview of the discussion had at the August 24<sup>th</sup> Wake Bus Plan Core Technical Team (CTT) meeting.

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

**GO FORWARD**  
A COMMUNITY INVESTMENT IN TRANSIT

**7. Updated Wake Transit Quarterly Report, Reimbursement and Work Plan Funding Request Forms**  
(Information Item: Paul Kingman, GoTriangle) 10 Minutes **Attachment C1-C4**

Discuss updates to the FY24 Wake Transit quarterly report and reimbursement forms as well as review the FY25 Work Plan project funding request form. Comments on the forms should be sent to Steve, [sschlossberg@gotriangle.org](mailto:sschlossberg@gotriangle.org) by Friday, September 1<sup>st</sup>.

1. FY25 Work Plan Project Funding Request Form
2. FY24 Reimbursement template example
3. FY24 Progress Report - Capital project example
4. FY24 Progress Report - Operating project example

**8. GoRaleigh Safety and Security Overview and Proposed Response**  
(Information Item: David Walker, Raleigh) 10 mins

In response to increased safety and security concerns on board GoRaleigh buses and at transit facilities, the City of Raleigh, is exploring the option of hiring a “Head of Security” to oversee system wide security as well as other off-duty and retired law enforcement officers to help patrol the system. PD members will receive an overview of the issues experienced by all local transit providers and the security improvements they are proposing to mitigate the situation.

**9. Other Business**

- i. Interest in attending a PROWAG “How it applies to us” presentation
- ii. Technology Workgroup first meeting, Sept 20<sup>th</sup> at 11:00am – [astanion@gotriangle.org](mailto:astanion@gotriangle.org)

**10. Adjourn**

Next Meeting: Tuesday, September 26, 1:30-3:30pm