

# WAKE COUNTY TRANSIT PLAN

## Transit Planning Advisory Committee

Program Development (PD) Subcommittee Meeting  
Tuesday, January 23<sup>rd</sup>, 2024 • 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 Meeting Password: tpac

### Agenda

1. **Welcome and Introductions** (Kevin Wyrauch, Chair)
2. **Adjustments to the Agenda**
3. **Meeting Summary Items/Task Wrap Up/Program Highlights**
  - CAMPO and GoTriangle governing boards consider adoption of the Wake Bus Plan: ADA Funding Policy and the Service Standards and Performance Guidelines in January.
  - CAMPO and GoTriangle governing boards consider approval of the FY2024 Work Plan Q3 Amendments in February.

4. **2024 Chair Election**  
(Action Item: Stephanie Plancich, CAMPO) 5 Minutes

Due to an unexpected vacancy, nominations for the 2024 Program Development Subcommittee Chair role re-opened at the TPAC meeting on January 17<sup>th</sup>. Subcommittee members may serve up to three years in a leadership role. To be eligible, the member must be formally designated by their organization as a primary or alternate member of the TPAC.

**Requested Action:** Vote to elect a Chair for the 2024 term.

5. **Overview of Draft FY2025 Wake Transit Work Plan**  
(Information Item: Evan Koff, CAMPO) 20 Minutes **Attachment A**

Staff will provide an overview of the Draft FY2025 Work Plan, scheduled to be distributed to the TPAC on Friday, January 26<sup>th</sup>. The TPAC will consider releasing the draft for a 30-day public comment period at its meeting on February 21<sup>st</sup>. The comment period is schedule to run from February26-March 26, 2024.

**Requested Action:** Receive as information.

6. **Schedule for Annual Progress and Expenditure Memorandum**  
(Information Item: Evan Koff, CAMPO) 10 Minutes **Attachment B**

Staff will present a proposed schedule for the preparation and presentation of the Annual Progress and Expenditure Review Memorandum. The proposed schedule will include:

- The collection and analysis of expenditure data progress reports through FY 2024 Q2, with a focus on FY23;
- Facilitating project progress and expenditure review calls with each non-CFAP transit provider to discuss project activity and associated expenditures for implementation elements that were allocated funding in prior fiscal year Wake Transit Work Plans;

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

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A COMMUNITY INVESTMENT IN TRANSIT

- Developing a memorandum based on the above data and discussions.

**Requested Action:** Receive as information.

**7. Identification of Workgroups for Tasks Identified on PD Work Task List**  
(Action Item: Evan Koff, CAMPO) 30 minutes **Attachments C-D**

The February-July PD Subcommittee Work Task List identifies several “Specialized” tasks that warrant formation/use of Workgroups. These tasks are:

1. Review the findings of the Baseline Study and recommend a new Baseline Implementation Policy for TPAC consideration.
2. Review the findings of the Fare Workgroup and recommend a low-income fare program that would apply to services offered by all fixed-route providers.
3. Review and recommend a Safety and Security Funding Policy that establishes Wake Transit’s long-term level of participation and liability for TPAC consideration.
4. Review and recommend a procedure for advancing Wake Transit revenues to projects when there is an intent/commitment to pay the funds back to the program, update the Wake Transit Financial Policies accordingly for TPAC consideration.
5. Review and recommend a procedure for returning Wake Transit allocated funds when outside funds are received for the subject project, update the Wake Transit Financial Policies accordingly for TPAC consideration.
6. Review the 2.5% inflation rate to determine if an increase is needed to better meet partner and program needs, update the Wake Transit Financial Policies accordingly for TPAC consideration.

CAMPO staff recommends continuing to utilize the Baseline Revenue Workgroup and the Fare Workgroup to develop recommended programs/policies for tasks 1 and 2 above. Staff also recommend creating two new workgroups; a Safety and Security Workgroup would be formed to work on task 3 and a Financial Policies Workgroup will work on tasks 4, 5 and 6. Identification forms have been provided for each of these new workgroups as **Attachments C and D**.

The PD Subcommittee is requested to review the Workgroup Identification forms and consider appropriate membership for each. Any questions or comments on the Workgroups should be directed to [ben.howell@campo-nc.us](mailto:ben.howell@campo-nc.us), by February 1<sup>st</sup>.

**Requested Action:** Receive as information.

**8. Other Business**

- CAMPO Staffing Update: Evan Koff is taking a new position. The Wake Transit Planner position will be posted soon.
- Cary Staffing Update: Kevin Wyrach is taking a new position. The Town of Cary released the recruitment announcement for the Senior Transit Planner on January 10<sup>th</sup>.  
<https://www.governmentjobs.com/careers/townofcary/jobs/4341518/senior-transit-planner>

**9. Adjourn**

Next Meeting: Tuesday, February 27<sup>th</sup>, 2024, 1:30-3:30pm.