

# Program Development (PD)



## WAKE COUNTY TRANSIT PLAN Transit Planning Advisory Committee (TPAC)

Program Development (PD) Subcommittee Meeting  
Tuesday, December 17, 2024 | 1:30-5:00pm

WebEx Link: <https://campo-nc.webex.com/campo-nc/j.php?MTID=mb8c930969d381a5a048cefc6ac6a664>

Call-In: 650-479-3208      Pass Code: 2534 611 7907

### Meeting Agenda

1. **Welcome and Introductions** (Caleb Allred, Chair)
2. **Adjustments to the Agenda**
3. **Meeting Summary Items/Task Wrap Up/Program Highlights**
4. **Modification to the FY2025 Master TPAC Calendar and Amendments Schedule**  
(Information Item: Stephanie Plancich, 5 minutes)

As part of the last Wake Transit Work Plan Amendment Policy update, the TPAC created an option to hold a special Period of Performance (POP) extension request amendment cycle to provide project sponsors a method for requesting extension for agreements expiring in September since the regular amendment cycles did not align with those timing needs. It was the TPAC's goal to get all agreements onto a December expiration schedule and GoTriangle staff have confirmed that we have done it. Therefore, the special POP amendment cycle is no longer needed. POP Extension requests can now be submitted through the regular Q2 amendment process. The deadline to submit for FY26 2<sup>nd</sup> Quarter amendment will be in Mid-August with governing board approval scheduled in November.

5. **2025 Administrative Items** (Information Item: Stephanie Plancich, 15 minutes)
  - a. **Subcommittee Chair and Vice Chair Election**

Nominations for the 2025 PD Subcommittee Chair and Vice Chair positions open today. As a reminder, when the PD Subcommittee was created, members desired to have a leadership team that represents both a finance perspective and a planning perspective.

As a reminder, to be eligible to serve as a subcommittee Chair or Vice Chair, nominees must be formally designated as a primary or alternate voting member of the TPAC. The designation process is executed by your Town Manager or Executive Director and is typically a quick process. If interested in being nominated, but are not currently a TPAC voting member, contact Stephanie for support through the process. If you are interested in serving as the Chair or Vice Chair of PD, please email [stephanie.plancich@campo-nc.us](mailto:stephanie.plancich@campo-nc.us) by January 10<sup>th</sup>. The election will be held on January 21, 2025.

PD Chair: Caleb Allred, Town of Morrisville  
Vice Chair: Shavon Tucker, City of Raleigh

**GO FORWARD**  
A COMMUNITY INVESTMENT IN TRANSIT

**b. Draft January-June PD Work Task List: Attachment A**

Twice each year, each TPAC subcommittee develops a Work Task List that describes the general activities members will participate in through the next 6-month period. The draft January to June Work Task List for calendar year 2025 will be presented for member review and discussion. Comments should be submitted to [stephanie.plancich@campo-nc.us](mailto:stephanie.plancich@campo-nc.us) by Friday, January 10, 2025. The vote to adopt the Task List will occur on January 21, 2025.

**c. 2025 PD Subcommittee Meeting Schedule**

The current recurring meeting schedule of the Program Development (PD) Subcommittee is to meet from 1:30-3:30pm on the 4<sup>th</sup> Tuesday of each month. Historically, this schedule works well throughout the year, ensuring alignment with the TPAC's deadlines and project activities. The biggest adjustments are in November and December as we shift dates to avoid holiday breaks. It is recommended that we maintain the same schedule in 2025. Comments should be submitted to [stephanie.plancich@campo-nc.us](mailto:stephanie.plancich@campo-nc.us) by Friday, January 10, 2025. The vote to adopt the 2025 meeting schedule will occur on January 16, 2025.

**Requested Action:** Receive as information.

**6. Wake County Capital Requests for FY25/Q3 Amendments and FY26 Wake Transit Work Plan**  
(Information Item: Tim Gardiner, Wake County, 20 Minutes) **Attachment B**

Wake County submitted four (4) amendment requests as part of the FY2025 3<sup>rd</sup> Quarter Wake Transit Work Plan amendment cycle. They additionally submitted one (1) capital request for inclusion in the FY2026 Wake Transit Work Plan. Wake County will present information based on the need for these connected applications spanning two different requests processes for their GoWake Access service.

**7. Recommend FY2025 3<sup>rd</sup> Quarter Work Plan Amendment Requests**  
(Action Item: Steven Mott, CAMPO & Steve Schlossberg, GoTriangle, 30 Minutes) **Attachments C & D**

Per the Wake Transit Work Plan Amendment Policy, the TPAC Program Development (PD) Subcommittee is tasked with reviewing amendment requests when quarterly amendment lists contain one (1) of more 'Major Amendment' requests. The subcommittee considers the appropriateness of requested changes in scope, the scope of new projects and any financial choices and tradeoffs associated with proposed amendments. The subcommittee will render a scope and financial disposition at this meeting. Nine (9) Wake Transit Work Plan amendment requests were submitted for consideration in the FY2025 3<sup>rd</sup> quarter amendment cycle. Eight (8) are "Major" amendments, and one (1) is a "Minor" amendment.

The FY25/Q2 Work Plan Amendment Review Packet, Attachment B, includes detailed information on each request. The Financial Disposition, , contains information on the financial impact of the amendment requests.

**Requested Action:** Recommend a financial and scope disposition for the FY2025/Q2 Wake Transit Work Plan amendment requests to the TPAC.

**8. Review of FY2026 Wake Transit Work Plan Funding Requests**  
(Information Item: Steven Mott, CAMPO, 90 minutes) **Attachments E-G**

Continuing the conversations from the November PD meeting surrounding choices and tradeoffs for the consideration of requests for the FY2026 Wake Transit Work Plan CAMPO staff will present the final overview of the FY25 Work Plan Requests, and the questions/comments that were provided in response to submissions. Additionally, project sponsors will provide additional information for continued discussion on selected Work

Plan requests. CAMPO staff will then ask PD to confirm what will be included in the draft FY26 Wake Transit Work Plan to be considered for recommendation at the January PD Meeting.

**Requested Action:** Recommend the group of projects to be included in the draft FY26 Wake Transit Work Plan.

**9. Other Business**

Any news or other business?

**10. Adjourn**

Next Meeting: Tuesday, January 21, 2025, 1:30-3:30pm (\*3<sup>rd</sup> week of January)