



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

### Program Development (PD) Subcommittee Meeting

**Tuesday, June 24, 2025 • 1:30-3:30pm**

**WebEx Link:** <https://campo-nc.webex.com/campo-nc/j.php?MTID=mb8c930969d381a5a048cecf6ac6a664>

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

#### Meeting Agenda

1. **Welcome and Introductions** (Caleb Allred, Chair)
2. **Adjustments to the Agenda**

#### Administrative Items

3. **July-December Work Task List**  
(Information: Stephanie Plancich, TPAC Admin, 5 minutes)

The review period and voting opportunity for the Program Development Subcommittee's July-December Work Task Lists closed on June 6<sup>th</sup>. One comment from GoTriangle about the "studies" related task description was received and addressed. The Work Task List will be presented for TPAC endorsement at their 6/26 meeting. Final drafts will be saved and posted to the TPAC subcommittee webpage: <https://www.campo-nc.us/about-us/committees/wake-county-transit-planning-advisory-committee-tpac/subcommittees>

Side note: Many newer members of the TPAC and its subcommittees did not have access to the Wake Transit SharePoint site for this activity or to review the draft Security Funding Policy. To gain access is a quick process. The site is maintained by GoTriangle, so if you have never gotten access or are unsure if you have access, please reach out to Paul, [pkingman@gotriangle.org](mailto:pkingman@gotriangle.org). He will help you coordinate with GoTriangle's IT department to ensure your email is permitted to the site.

**Task:** Ensure that you and your team members have access to the Wake Transit SharePoint site.

#### Planning & Programming Items

4. **FY 2026 Master TPAC Calendar and Work Plan Development Schedule**  
(Information: Steven Mott, CAMPO, 10 minutes)

The process to develop the FY 2026 Master TPAC Calendar is underway. Staff will share the draft with the TPAC and subcommittee members on June 26<sup>th</sup> for review and comment via email with the intention of providing the final calendar at each respective meeting in August.

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There are some notable improvements to the schedule for the development of the FY27 Work Plan. To provide staff with more time to develop the draft Work Plan and to streamline PD subcommittee review of funding request submissions we are including the addition of a new Work Plan development workshop in late October. The kickoff/call for FY27 projects is also moving up to the August TPAC meeting with a submission deadline of September 30<sup>th</sup>.

**Task:** The draft and other Master Schedule information will be shared via email in July for review. Please pay attention to the comment deadlines and discuss the timelines internally to help ensure that we did not miss critical dates or possible conflicts.

## **5. Wake Transit Work Plan Amendment Schedule and Policy Discussion**

(Action: Steven Mott, CAMPO, 20 minutes) Attachment A

As part of the Master Calendar development, the schedule for Work Plan amendments (Attachment A) is developed in tandem. The Work Plan Amendment schedule previously included a special summer cycle for Period of Performance (POP) extensions. The POP extension cycle will now occur alongside the 2<sup>nd</sup> quarter amendment request timeline.

- a. Discussion Item #1: The POP Extensions are not required to undergo PD review. Determine if it is necessary or desired for PD to review POP extension requests as part of the review process.
- b. Discussion Item #2: The POP Extensions are not currently required to go through public engagement. Determine if it is necessary or desired to provide public engagement as part of the POP extension review process.

**Task:** If you have any additional feedback to be considered on the proposed POP cycle included on the draft Amendment Schedule email them to [stephanie.plancich@campo-nc.us](mailto:stephanie.plancich@campo-nc.us) by Thursday, July 3, 2025.

**Action:** Provide a recommendation to the TPAC for incorporating the Period of Performance extension requests into the 2<sup>nd</sup> quarter Wake Transit Work Plan amendment cycle.

## **6. Operations Security Funding Policy**

(Action Item: Steven Mott, CAMPO, 20 Minutes) **Attachment B**

In 2024, the TPAC established the Safety and Security Workgroup and tasked it with developing a funding policy to determine appropriateness of the utilization of Wake Transit funds for safety and security related projects. To meet this goal, they met over the course of the past year to develop the Operations Security Funding Policy (Attachment B). This policy determines which project sponsors are eligible, what types of projects are eligible, and eligible funding amounts for these projects.

The PD Subcommittee was tasked last month to review and comment on the draft of the Operations Security Funding Policy. At the June meeting, members will be reviewing the policy comments and considering a recommendation of adoption to the TPAC.

**Action:** Recommend adoption of the Operations Security Funding Policy to the TPAC.

## **7. Other Business**

- a. Ben Howell - Conference Committee met in early June to discuss current and future year allocation of the Wake County portion of the vehicle rental tax (VRT) revenue. The results of that discussion will be provided by CAMPO staff.
- b. Paul Kingman - CAMPO staff are working with GoTriangle staff to develop a Wake Transit agreement tracking database that will live on the Wake Transit SharePoint site accessible to all partners. -- Again, make sure you have access. -- It will list all agreements, their execution status, expiration date,

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contracted funding amount, reimbursement total, etc. It will be sortable by agency, project or contract number, etc. TDA staff are leading the development. If you have comments or suggestions, please email them to Stephanie Plancich and Paul Kingman.

- c. The FY26 Annual Bus Service Performance Review and Project Progress & Expenditure Steven Mott - Review processes began in June 2025.
- d. Steven Mott - FY26/2<sup>nd</sup> quarter amendment requests, including any needed Period of Performance extension requests, are **due on August 15, 2025**.
- e. Any other partner news or business to share?

## 8. Adjourn

**Notice:** July Meeting is Cancelled.

**Next Meeting:** Tuesday, August 26, 2025, 1:30-3:30pm

### Agenda Development Schedule:

- 8/12 Notice of a planned agenda item emailed, [stephanie.plancich@campo-nc.us](mailto:stephanie.plancich@campo-nc.us)
- 8/15 Agenda Item Summary Sheets <https://forms.office.com/g/ZxTP4QQ5ZR> and all attachments emailed
- 8/19 PD agenda packet is posted online
- 8/25 All presentation slides emailed (widescreen PPT)

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