



WAKE COUNTY TRANSIT PLAN Transit Planning Advisory Committee (TPAC)

Program Development (PD) Subcommittee Meeting

Tuesday, August 28, 2025 • 1:30-3:30pm

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** (Tracy Chandler, Vice Chair)
2. **Adjustments to the Agenda**

Administrative Items

3. **Program Development Subcommittee Chair Election**
(Action: Stephanie Plancich, TPAC Administrator, 5 minutes)

Caleb Allred left the Town of Morrisville which resulted in the TPAC's PD Chair position becoming vacant. The PD Subcommittee will conduct a mid-year election for a new Chair at its meeting on August 28, 2025. Nominations were accepted through August 15, 2025. The TPAC Administrator will conduct the election process. The result will be submitted for TPAC endorsement on September 18, 2025.

Staff contact: Stephanie Plancich, stephanie.plancich@campo-nc.us

4. **Wake Transit Agreements Tracking Database**
(Information Item: Kelley Smith & Steve Schlossberg, GoTriangle/TDA, 10 minutes) **Attachment A**

GoTriangle is the keeper of Wake Transit agreement information. Staff track the status of each agreement throughout their lifecycle. To make this information more accessible to partner agencies and their staff, a new tracking database for active agreements has been created and posted to the Wake Transit SharePoint site. Kelley Smith, GoTriangle legal, is the contact for agreement execution-related questions and comments on the tracking database. Please make sure that you and those responsible for management of your agreements have access to the Wake Transit SharePoint site.

GoTriangle's Tax District Administration (TDA) staff maintains the funding balances on project agreements and updates a spreadsheet, also posted to the Wake Transit SharePoint site, on a quarterly basis. Paul Kingman and Steve Schlossberg are the contacts for questions about Wake Transit financial information.

Staff contacts: Kelly Smith, ksmith@gotriangle.org and Paul Kingman, pkingman@gotriangle.org

PD Chair: Vacant

Vice Chair: Tracy Chandler, City of Raleigh

Planning & Programming Items

5. Operations Security Funding Policy

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

The PD Subcommittee was tasked in May to review and comment on the draft of the Operations Security Funding Policy. At their June meeting, concerns were raised over significant details of the policy, and it was requested for input to be further sought in the development of the draft. A workshop was held in July consisting of members from both the Safety & Security Workgroup and PD Subcommittee to further develop details in the policy regarding eligibility, funding calculation and levels, the match requirement and mechanisms for the match, and others.

The subcommittee is now asked to review the policy to provide a recommendation to the TPAC for the adoption of the updated policy. The TPAC will be considering the release of the policy for public review at their August 28th, 2025 meeting to begin on September 5th.

Staff contact: Steven Mott, steven.mott@campo-nc.us

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

6. Updated Funding Request Forms for the FY 2027 Wake Transit Work Plan

(Information Item: Steven Mott, CAMPO, 15 minutes) **Attachments C & D**

The Funding Request Forms for the FY 2027 Wake Transit Work Plan are now available on the Wake Transit SharePoint. There are now two forms instead of one singular form in order to simplify the forms. There is a form for operating funding requests and a form for capital funding requests.

Work Plan kickoff occurred at the TPAC meeting this morning, Thursday, August 28. The window for accepting funding requests runs through September 26. Any questions on the funding requests and the funding request process can be directed to Steven Mott. Office hours will occur on Wake Transit Work Plan funding requests for partners to discuss any questions on their funding requests the week of September 15th.

Staff contact: Steven Mott, steven.mott@campo-nc.us

7. Updated Wake Transit Reimbursements, Financial Signatures, and Quarterly Project Reporting

(Information Item: Steve Schlossberg, TDA, 10 minutes)

Tax District Administration will provide a brief discussion on reimbursement/funding drawdown requests and designated Financial Signatures by agency. Templates can be found on the Wake Transit SharePoint site: [Wake Transit - Reimbursement - All Documents](#).

Tax District Administration will discuss the required Quarterly Reporting approved by TPAC with new 'rainbow' report. Transit Agencies for Raleigh, Cary, and GoTriangle will need to fill out a new Service Report, approved by CAMPO, in FY26.

Staff contact: Steve Schlossberg, TDA, sschlossberg@gotriangle.org

8. Other Business

- a. Austin Stanion – Draft Regional Transit Technology Plan will be presented to TPAC in September followed by 2-week partner, stakeholder and public comment period.
- b. Steven Mott - The FY26 Master TPAC Calendar and Work Plan Amendment Schedule was distributed for partner review in July. The final calendar has been uploaded to Google Calendar available [here](#), from the [document library](#) and embedded on the [Work Plan webpage](#).

PD Chair: Vacant

Vice Chair: Tracy Chandler, City of Raleigh

- c. Steven Mott – Progress is being made on the FY26 Bus Service Performance Review and Project Progress & Expenditure Review. Results memos will be presented to PD in the coming months.
- d. **Any other partner news or business to share?**

9. Adjourn

Next Meeting: Tuesday, September 23, 2025, 1:30-3:30pm

Agenda Development Schedule:

- 9/10 Notice of a planned agenda item emailed, stephanie.plancich@campo-nc.us
- 9/12 Agenda item details and all attachments emailed
- 9/16 PD agenda packet is posted online
- 9/22 All presentation slides emailed (widescreen PPT)

PD Chair: Vacant

Vice Chair: Tracy Chandler, City of Raleigh