



Chair: Emma Linn (Town of Wake Forest)
Vice Chair: Melanie Rausch (City of Raleigh)

Program Development Subcommittee (PD) Work Session

Tuesday, February 24, 2026 • 1:30pm

Virtual Meeting: Join the [WebEx Link](#) Call In: 1-650-479-3208 Meeting Code: 2534 611 7907

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MEETING TOPIC

Welcome and Overview (Emma Linn, PD Chair)

This is a Work Session of the Program Development Subcommittee in lieu of the regular monthly meeting.

Topic:

Discuss Agreement Groupings and proposed updates to the Reporting Deliverables for the FY27 Work Plan.

Goal:

Prepare a set of recommended updates for inclusion in the draft Agreement Groupings and Reporting Deliverables which TPAC will review and recommend for board approval in June.

Timeline:

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|-------------|--|
| ➤ February | PD 1 st review and discussion |
| ➤ March | PD 2 nd review and recommendation |
| ➤ April/May | TPAC review and recommendation |
| ➤ June | Governing board adoption |

Purpose:

The purpose of the session is to examine challenges in the current reporting process and explore adjustment options that better support the CAMPO and TDA lead agency activities such as reimbursement approvals.

Background:

Each year, as part of developing the annual Work Plan, TPAC recommends adoption of agreement groupings and reporting deliverables tied to funded implementation elements of the Plan. Over time, similar project types have been grouped together to improve efficiency (Ex. CE Subcommittee is currently working to develop a new Marketing, Communications and Engagement Group). For each project, a set of reporting deliverables is approved by the governing boards and incorporated into the executed project contract.

Challenges with current reporting deliverables and the reporting process have emerged. Both CAMPO and TDA are seeking adjustments to better support the report review and reimbursement processes.

Process:

- Identify which materials will be updated during the 2035 Wake Bus Plan development process and which should be reviewed by the committee now. (February)
- Members will review the quarterly report deliverables for current projects to determine if any adjustments are needed. (February/March)
- PD will propose updated agreement groupings and reporting deliverables for TPAC review and consideration. (March)

Notes for Bus Plan Considerations:

- The current Bus Plan addressed deliverable concerns and established an updated set of reported performance metrics. Those adjustments should have been included in the FY25 and FY26 reporting deliverables but have not been integrated yet. The following should be included now:
 - ID if within their 18-month development period
 - ID percentage of stops located within ¼ mile of a Community of Concern
- Some of the 2024 metrics cannot be reported on by agencies (e.g. time of day metrics)
- All other existing bus service performance metrics could be kept as-is until Bus Plan update is complete.

ADJOURNMENT

Next Meeting: Tuesday, March 24, 2026 – Virtual