

**ATTACHMENT A**

**WAKE COUNTY TRANSIT PLAN  
Transit Planning Advisory Committee**

TPAC Regular Meeting via WebEx • May 12, 2021 • 9:30am-11:00am

**Meeting Minutes**

**I. Welcome and Introductions** *(Ben Howell, TPAC Chair)*

**Voting Members**

<b>Town of Morrisville</b>	Ben Howell (Chair)	<b>Town of Garner</b>	Gaby Lawlor (Vice Chair)
<b>Wake County</b>	Tim Gardiner	<b>CAMPO</b>	Shelby Powell
<b>Wake County</b>	Akul Nishawala	<b>GoTriangle</b>	Saundra Freeman
<b>Town of Cary</b>	Kelly Blazey	<b>GoTriangle</b>	Sharon Chavis
<b>City of Raleigh</b>	David Eatman	<b>Town of Zebulon</b>	Connor Jones
<b>City of Raleigh</b>	Michael Moore	<b>RTP Foundation</b>	Hank Graham
<b>Town of Holly Springs</b>	Emmily Tiampati		

**Voting Alternates**

<b>Town of Cary</b>	Kevin Wyrauch	<b>Town of Apex</b>	Allyson Coltrane
<b>CAMPO</b>	Bret Martin		

**Other Alternates**

<b>City of Raleigh</b>	David Walker	<b>City of Raleigh</b>	Het Patel
<b>Town of Cary</b>	Christine Sondej	<b>City of Raleigh</b>	Mila Vega
<b>Town of Morrisville</b>	Brad West	<b>City of Raleigh</b>	Andrea Epstein
<b>Town of Morrisville</b>	Caleb Allred	<b>City of Raleigh</b>	Shavon Tucker
<b>GoTriangle</b>	Liz Raskopf	<b>City of Raleigh</b>	Eric Lamb
<b>GoTriangle</b>	Steve Schlossberg	<b>Wake County</b>	Tim Maloney
<b>Town of Zebulon</b>	Michael Clark	<b>Wake County</b>	Chris Dillon

**General Attendees (\*= Guest Presenters)**

<b>TPAC Administrator</b>	Stephanie Plancich	<b>NCDOT</b>	Bob Deaton
<b>CAMPO</b>	Crystal Odum	<b>GoTriangle</b>	Burgetta Wheeler
<b>City of Raleigh</b>	Ryan Boivin	<b>GoTriangle</b>	Katie Urban
<b>City of Raleigh</b>	Meghan Finnegan	<b>GoTriangle</b>	David Jerrido
<b>City of Raleigh</b>	Kristin Treadway	<b>GoTriangle</b>	Gary Tober
<b>City of Raleigh</b>	Matthew Van Hoeck	<b>GoTriangle</b>	Suzanne Clyburn
<b>Town of Wake Forest</b>	Brad West	<b>GoTriangle</b>	Kim Johnson
<b>Wake County</b>	Ani Kerjilian	<b>GoTriangle</b>	Rocio Antelis
<b>Wake Up Wake County</b>	Nathan Spencer	<b>GoTriangle</b>	Wendy Mallon
<b>Wake Tech</b>	Pamela Little	<b>HDR Inc.</b>	Bill Gilmore
<b>Town of Morrisville</b>	Ruel Heyden	<b>Atkins Global</b>	Adam Howell
<b>East. Regional Center</b>	Darryl Blevins		

**Note:** The presentation was uploaded to the CAMPO website the morning of the meeting. The complete slide deck has now been saved along with the meeting agenda and attachments at:

<https://www.campos-nc.us/about-us/committees/wake-county-transit-planning-advisory-committee-pac/archives>.

- II. Adjustments to the Agenda – None
- III. General Public or Agency Comments – None

## TPAC ADMINISTRATIVE ITEMS

- IV. Meeting Minutes  
(Action Item: Ben Howell, TPAC Chair, 5 minutes) **Attachment A**

**MOTION** to adopt the April 2021 TPAC meeting minutes made by Shelby Powell. Second by Kelly Blazey. Pass unanimously.

## PLANNING AND PROGRAMMING ITEMS

- V. FY2022 Wake Transit Work Plan, Project Agreement Groupings and Reporting Deliverables  
(Action Item: Steven Schlossberg, GoTriangle – 15 minutes) **Attachment B**

Steve Schlossberg presented the FY2022 Wake Transit Work Plan draft project groupings and reporting deliverables for TPAC consideration. He noted that no significant changes were made from the previous year in terms of how agreements covering Work Plan projects are grouped and the designated reporting deliverables across project types. Steve showed an example of a capital and an operating agreement. He explained that, if approved, the project groupings and reporting deliverables will be used to lay out all of the project funding agreements that tie to the FY2022 Wake Transit Work Plan.

**MOTION** to recommend approval of the FY2022 Recommended Wake Transit Work Plan project agreement groupings and reporting deliverables to the Wake Transit governing boards made by Bret Martin. Second by Kelly Blazey. Passed Unanimously.

- VI. Policy Framework for Use of Wake Transit Funds to Acquire Real Property  
(Action Item: Bret Martin, CAMPO, 20 minutes) **Attachment C**

CAMPO staff, in collaboration with the TPAC Planning & Prioritization Subcommittee, has been working over the past several months to develop a policy framework for the use of Wake Transit funds to acquire real property. The primary purpose of the policy framework is to clarify the requirements and responsibilities of Wake Transit Plan implementation project sponsors and assigned lead agencies for the following:

1. Submission of necessary information for the TPAC's review of requests for funding the acquisition and use of real property;
2. Maintenance and reporting of certain information and data for real property acquired with Wake Transit Tax Revenues;
3. Allowable methods for the disposal of and use of applicable proceeds for real property acquired with Wake Transit Tax Revenues; and
4. Methods for incorporating and institutionalizing this policy framework into program-level processes for Wake County Transit Plan implementation.

A draft of the Policy Framework for Use of Wake Transit Funds to Acquire Real Property was provided as Attachment C. At its April 27<sup>th</sup> regular meeting, the Planning & Prioritization Subcommittee unanimously recommended that the TPAC recommend approval of the draft to CAMPO and the GoTriangle Board of Trustees. At the TPAC's May 12<sup>th</sup> meeting, CAMPO staff provided an overview of the scope and contents of the policy framework and asked the TPAC to consider recommending its approval to the Wake Transit governing boards.

**MOTION** to recommend approval of the Policy Framework for Use of Wake Transit Funds to Acquire Real Property for Wake Transit governing board consideration made by Shelby Powell. Second by Kelly Blazey. Passed Unanimously.

**VII. FY 2021 Project Progress and Expenditure Reviews**  
 (Information Item: Bret Martin, CAMPO, 15 minutes) **Attachment D**

At its August 21, 2019, regular meeting, the TPAC endorsed a framework for Capital Area Metropolitan Planning Organization (CAMPO) staff to lead annual structured reviews of Wake Transit Work Plan project reporting deliverables for implementation elements allocated funding in previously approved/adopted Work Plans. It charged CAMPO staff with leading discussions on any recommended scope, funding, or schedule changes to existing or future programmed projects based on project progress and performance. Building from this framework, at its November 13, 2019, regular meeting, the TPAC endorsed an additional framework to be layered on top of the framework endorsed in August for structured reviews of project activity and expenditures. The intent of the additional framework was to bring more attention to project inactivity or to projects moving at a much slower pace than originally anticipated when they were initially included in an annual Wake Transit Work Plan. This additional framework also provided more clarity on specific projects toward which to focus the review and on steps that should be taken to recover project schedules or modify project funding allocations and scopes, if necessary.

Throughout the month of March in 2021, CAMPO staff, in cooperation with GoTriangle staff, facilitated calls with representatives of the City of Raleigh, Town of Cary, and GoTriangle to discuss project activity and associated expenditures for implementation elements that were allocated funding in prior fiscal year Wake Transit Work Plans. These project sponsors were the primary focus of the reviews because they are each recipients of funding for multiple Wake Transit-funded implementation elements as part of a larger program of projects they individually manage. CAMPO staff presented an overview of these reviews and the results thereof to the TPAC at its May 12<sup>th</sup> meeting. A summary memo/report of the FY 2021 Wake Transit Plan Implementation Project Progress and Expenditure Reviews was provided as Attachment D.

Received as information.

**VIII. Subcommittee Report: Attachment E**

Subcommittee meeting agendas and materials are posted online at: <https://www.campo-nc.us/about-us/committees/wake-county-transit-planning-advisory-committee-tpac/subcommittee>, at least 3 days in advance of scheduled meetings.

<b>Subcommittee</b>	<b>Budget &amp; Finance</b>	<b>Planning &amp; Prioritization</b>	<b>Community Engagement</b>
<b>Chair</b>	Steven Schlossberg, GoTriangle	David Walker, City of Raleigh	Andrea Epstein, City of Raleigh
<b>Vice Chair</b>	Shavon Tucker, City of Raleigh	Kevin Wyrauch, Town of Cary	Sharon Chavis, GoTriangle
<b>Next Meeting</b>	5/28 10-11:30am*	5/25, 1:30-3:30pm	5/27, 1:30-3:00pm

\*Adjusted schedule for the monthly meeting.

**IX. Other Business**

Any new/old business items to discuss?

**X. Governing Board Activities**

Previous:

- Both Wake Transit governing boards voted to adopt the FY2021-2030 Wake Transit Plan at their respective April meetings. Posted in the TPAC document library and soon on GoForward Webpages.

Upcoming:

- Consider adoption of the FY2022 Wake Transit Work Plan and associated agreement groupings and reporting deliverables
- Consider adoption of the Wake Transit Community Engagement Policy
- Consider adoption of the Policy Framework for Use of Wake Transit Funds to Acquire Real Property
- Consider adoption of the Wake Transit Art Funding Eligibility Policy
- Consider adoption of the update to the Wake Transit Financial Policies and Guidelines

**XI. Adjourn**

The next TPAC meeting is scheduled for June 9, 2021.

NOTICE: There will not be a July TPAC meeting, so if you have an update or discussion item to bring before the TPAC, please let Stephanie know if you plan to present in June or in August.