

WAKE COUNTY TRANSIT PLAN

Transit Planning Advisory Committee

TPAC Regular Meeting via WebEx • September 15, 2021 • 9:30am- 11:00am

Meeting Link: <https://cormp.webex.com/cormp/j.php?MTID=m028e300b9f95a9827bd4c95f54e6a46d>

Meeting Code: 160 834 7039

Call in Number: 1-650-479-3208

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AGENDA

- I. **Welcome and Introductions** (Gaby Lawlor, TPAC Vice Chair)
- II. **Adjustments to the Agenda** (Gaby Lawlor, TPAC Vice Chair)
- III. **General Public or Agency Comment** (Gaby Lawlor, TPAC Vice Chair)

Commenters will be allotted three (3) minutes during the scheduled TPAC meeting. Commenters may also email questions and feedback to bret.martin@campo-nc.us in advance of the meeting. Comments received before 9:00am will be summarized during the meeting and attached to the final meeting minutes.

TPAC ADMINISTRATIVE ITEMS

- IV. **Adoption of TPAC Meeting Minutes**
(Action item: Gaby Lawlor, TPAC Vice Chair, 5 minutes) **Attachment A**

Requested Action: Consider approval of the July 2021 draft TPAC meeting minutes.

- V. **Election of TPAC Chair/Vice Chair**
(Action Item: Stephanie Plancich, TPAC Administrator, 5 minutes)

Ben Howell, the elected TPAC Chair, announced that he had accepted a new position with a non-TPAC voting agency and would be stepping down after the August TPAC meeting. To fill the vacancy, CAMPO staff opened nominations for the Chair position. The TPAC was informed that the election would be added to the September 2021 agenda, and it was noted that the commitment would be for the remainder of the 2021 term.

Gaby Lawlor, the current TPAC Vice Chair, was nominated for the Chair position during that discussion and she confirmed her interest in being considered for the role but noted that she will be unavailable to Chair the TPAC meetings in November and December. Should she be elected to the Chair position, that leaves the Vice Chair role vacant. Voting members of the TPAC were encouraged to email nominations for themselves or others to stephanie.plancich@campo-nc.us, with the understanding that they could indicate whether their interest was for the Chair role, Vice Chair role, or both. Stephanie will close nominations at the start of this agenda item and will then conduct the election process.

Requested Action: Nominate and elect a TPAC Chair/Vice Chair to serve for the remainder of the 2021 term.

PLANNING AND PROGRAMMING ITEMS

VI. **FY2023 Wake Transit Work Plan Kickoff**

(Information Item: Bret Martin, CAMPO & Steve Schlossberg, GoTriangle, 20 minutes) **Attachment B & C**

Staff from CAMPO and GoTriangle, the lead agencies responsible for all components of annual Wake Transit Work Plans, will kick off the FY2023 Wake Transit Work Plan development process at the TPAC's September meeting. The kickoff presentation will include schedules and instructions for submitting project funding request forms, logistics for project funding reviews by TPAC subcommittees, and the preliminary revenue and expenditure capacity assumptions that formulate the anticipated funding available for FY2023 operating and capital projects. The FY2023 Work Plan development schedule is provided as [Attachment B](#), and the FY2023 Work Plan project funding request form and corresponding instructions are provided as [Attachment C](#).

Requested Action: Receive as information.

VII. **Wake Transit Staff Resources Overview from CAMPO**

(Information Item: Bret Martin, CAMPO, 10 minutes) **Attachment D**

Within the context of CAMPO's assigned lead agency responsibilities, CAMPO staff will provide a brief overview to the TPAC of the purpose and function of the 3.0 full-time equivalent (FTE) staff resources funded by Wake Transit tax revenues in annual Wake Transit Work Plans. Additionally, CAMPO staff will explain the role of each staff person serving to those functions and will provide an update on CAMPO staff's assessment of the adequacy of the allocated resources. A summary of the Wake Transit tasks assigned to CAMPO and the roles and responsibilities of each Wake Transit-funded FTE is provided as [Attachment D](#).

Requested Action: Receive as information.

VIII. **Wake Bus Plan Update: Formation of Wake Bus Plan Teams**

(Information Item: Jenny Green, GoTriangle, 15 minutes) **Attachment E**

GoTriangle will convene three workgroup teams: a core technical team, an engagement team, and a stakeholder team. The teams will provide guidance to GoTriangle (lead agency) and Nelson\Nygaard (consultant) in the development of Wake Bus Plan Update deliverables: GoTriangle staff will inform the TPAC members of the purpose, responsibilities, participants, and expectations of each team at the September TPAC meeting. A memo and the Workgroup Identification Worksheets for each team are included as [Attachment E](#).

Requested Action: Receive as information.

IX. **Wake Transit Engagement Updates**

(Information Item: Liz Raskopf, GoTriangle, 10 minutes) **Attachment F, G & H**

Each year, GoTriangle staff will review the draft and final Wake Transit Work Plan to identify which new projects will need to develop an engagement plan or strategy as part of the project's development process. They will then create a schedule for when those strategies are anticipated to be presented to the Community Engagement (CE) Subcommittee. At the September TPAC meeting, GoTriangle staff will present the process for developing the annual presentation schedule, [Attachment F](#); the presentation schedule for FY2022 Work Plan projects, [Attachment G](#); and the Wake Transit Community Engagement Strategy Template, [Attachment H](#).

Requested Action: Receive as information.

X. **Community Engagement Policy: Update Strategy and Schedule**

(Information Item: Liz Raskopf, GoTriangle, 10 minutes) **Attachment I & J**

Review of the Wake Transit Community Engagement Policy is an annual task assigned to GoTriangle as the lead agency for Wake Transit public engagement and communications. GoTriangle staff will present their strategy for finalizing the 2021 drafted update and the anticipated schedule for its adoption, [Attachment I](#). A Community Engagement (CE) Policy Workgroup will support GoTriangle in preparing the draft policy for

subcommittee, TPAC and public review. The Workgroup Identification Worksheet for the group is included as Attachment J.

Requested Action: Receive as information.

XI. Subcommittee Report: Attachment K

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.

| Subcommittee | Budget Finance & | Planning Prioritization & | Community Engagement |
|---------------------|-----------------------------------|--------------------------------------|------------------------------------|
| Chair | Steven Schlossberg, GoTriangle | David Walker, City of Raleigh | Andrea Epstein, City of Raleigh |
| Vice Chair | Shavon Tucker, City of Raleigh | Kevin Wyrach, Town of Cary | Bonnie Parker, CAMPO |
| Next Meeting | 9/16, 1:30-3:00pm | 9/21, 1:30-3:30pm | *9/30, 1:30-3:00pm |

* = Denotes an adjusted meeting schedule.

Subcommittee Schedule Adjustments: September–December 2021

As the November/December holiday season approaches, we have reviewed and adjusted the monthly subcommittee meetings accordingly.

- **Budget & Finance** – Schedule remains the same unless an adjustment is made by the Chair.
- **Planning & Prioritization** – November and December regular meetings have been cancelled.
- **Community Engagement** – September meeting moved to 30th, November meeting moved to December 2nd, December meeting has been cancelled.

XII. Other Business

Other new or old business items to discuss?

XIII. Governing Board Action on Wake Transit Items

- The Wake Transit governing boards adopted the FY2022 Wake Transit Work Plan in June.
- The Wake Transit governing boards adopted the Policy Framework for Use of Wake Transit Funds to Acquire Real Property.
- CAMPO adopted the Locally Preferred Alternative for the Wake BRT: Southern Corridor.
- Amendments to the Wake Transit Financial Policies and Guidelines were adopted.

Upcoming Activities:

- Consider adoption of the updated Wake Transit Community Engagement Policy
- Consider adoption of the Wake Transit Art Funding Eligibility Policy

XIV. Adjourn

The next regular TPAC meeting is scheduled to be held virtually on Wednesday, October 13, 2021.

*Note: The November meeting will occur the 3rd week of the month, on Wednesday, 11/17.