

Attachment E

Memorandum

TO: Transit Planning Advisory Committee
FROM: Jennifer Green, Transit Service Planning Supervisor, GoTriangle
DATE: Sept 7, 2021

RE: Formation of Wake Bus Plan Teams

Introduction

GoTriangle is the lead agency for the development of the Bus Plans and Short Range Transit Plans (a.k.a. Wake and Durham Bus Plan). The purpose of this document is to define the structure for how transit partners in Wake County will assist in the development of planning materials defined in the study's scope of work.

Teams

The GoTriangle project manager (PM) will guide the overall development of the Wake and Durham Bus Plan. The GoTriangle PM will coordinate with the consultant, Nelson\Nygaard, on task activities and facilitate coordination with the Teams.

GoTriangle will convene 3 teams of staff to support the development of project deliverables. The members will be subject matter experts from transit agencies, institution partners, and municipalities who will participate in the development of materials related to their technical or engagement expertise. Each participating agency will have the opportunity to identify a *primary* and *secondary* staff member to serve on the teams.

- The **Wake core technical team** (CTT) consists of technical planning staff who will guide the development of the technical aspects, such as market analysis, route alignments, investment priorities, and service standards.
- The **Wake engagement team** (ET) consists of engagement staff who will guide the creation of engagement plans, strategies, and materials.
- The **Wake stakeholder team** (ST) consists of planning and engagement staff from municipal and major institutional partners who will guide the development of the plan deliverables.

Expectations of Teams

- Teams provide guidance to consultant and GoTriangle during plan development.
- The teams will be asked to recommend or endorse final deliverables, as well as provide guidance. Decisions will be made by consensus with the goal that all member agencies of the team can support the final decision.
- The CTT and ET will meet monthly. The ST will meet quarterly or based on the availability of project deliverables. Meetings may be held jointly with Durham Teams based on agenda topics.
- Member agencies will indicate a primary and secondary staff member for each team.
- Meeting agendas will be published in advance via email and/or meeting invitation.

- Team members will be expected to review materials provided in advance. When providing written comments, GoTriangle asks members to submit a single set of comments that represent their agency’s position.
- Meetings will be held virtually until announced otherwise.

Specific Planned Tasks and Deliverables

The Wake Bus Plan Teams have the responsibility to **recommend** the following deliverables to the TPAC or Governing Boards:

1. Service standards - Approved by Governing Boards in May 2022 (CTT)
2. Prioritization policy - Approved by Governing Boards in Dec 2021 (CTT)
3. Access to Transit Gap Analysis Report – Endorsed by TPAC in Oct 2022 (CTT)
4. Final Bus Plan – Approved by Governing Boards in Oct 2022 (CTT/ST/ET)

Other projects deliverables will be **endorsed** by the teams, such as a minor deliverables or sub-deliverables that become part of the larger deliverables, or the teams will provide **guidance** on tasks that are small or the subject matter of another team.

Project Coordinator

As the convening body of the teams, GoTriangle will identify a coordinator. It is the role of the coordinator to:

- Manage day-to-day activities of the teams
- Submit quarterly reports and amendment forms to TPAC
- Facilitate team activities such as creating and distributing agendas, manage member list, creating calendar invitations
- Update TPAC on team progress
- Give presentations to TPAC on findings or recommendations of the teams, or delegate that responsibility

The coordinator is Jennifer Green, Transit Service Planning Supervisor, GoTriangle. jgreen@gotriangle.org.

Agency Membership

The following charts list the agencies, institutions, and municipalities that will have representation on the various teams. Agencies will be responsible for providing a *primary* and *secondary* member to participate on the team. The GoTriangle project manager will maintain the list of members for each of the teams.

Figure 1: Wake Bus Plan Member Agencies

Core Technical Team (CTT)	Engagement Team (ET)	Stakeholder Team (ST)
GoRaleigh, GoTriangle, GoCary, GoWake Access, Wake County, CAMPO	GoRaleigh, GoTriangle, GoCary, GoWake Access, Wake County, CAMPO	Morrisville, Apex, Fuquay-Varina, Holly Springs, Rolesville, Wake Forest, Zebulon, Knightdale, Wendell, Garner, RTF, RDU, NCDOT

Work Group Identification Worksheet

Wake Transit Work Group IDENTIFICATION Worksheet

Convening Body: Type Lead Agency Work Group Name Bus Plan Core Technical Team (CTT)

Contact Person/Coordinator: Jennifer Green **Agency:** GoTriangle
Phone: 919-485-7529
Email: jgreen@gotriangle.org

Purpose of the Group:

The Wake core technical team (CTT) consists of technical planning staff who will guide the development of Wake Bus Plan and Short Range Transit Plans technical aspects, such as market analysis, route alignments, investment priorities, and service standards.

Specific Planned Tasks/Deliverable(s):

Access to Transit Gap Analysis and Priorities Assessment; Wake Transit Bus Plan Final Report including, but not limited to, the following sections: regional market assessment, multi-year operating and capital plans FY24-30, and summary of community engagement; Service standards, measures, and targets document (if needed); and Prioritization Policy document (if needed)

Timeline for Task Completion: **Start Date** 9/1/2021 **End Date** 12/31/2022

Delivery Cycle: As needed **Delivery Details:** CTT will approve minor deliverables on an on-going basis, which will be used in developing the complete deliverables.

Results Presentation to and/or Approval by: Check all that apply

<input type="checkbox"/> TPAC Committee	<input type="checkbox"/> TPAC Cabinet	<input type="checkbox"/> Governing Boards	<input type="checkbox"/> Lead Agency-CAMPO
<input type="checkbox"/> PE&C Subcommittee	<input type="checkbox"/> P&P Subcommittee	<input type="checkbox"/> B&F Subcommittee	<input type="checkbox"/> Lead Agency-GoTriangle
<input type="checkbox"/> Other 			
<input type="checkbox"/> Other 			

WG Members List: Add line as needed

GoRaleigh				List is a list of participating agencies, organizations, municipalities, groups, NOT specific member names.
GoCary				
GoTriangle				
GoWake Access				
Wake County				
CAMPO				

TPAC Administrator Notes: **Received:** 9/7/2021 **Presented to TPAC:** 9/15/2021

Other Comments:

Work Group Identification Worksheet

Wake Transit Work Group IDENTIFICATION Worksheet

Convening Body: <u>Type</u>	<u>Work Group Name</u>
Lead Agency	Bus Plan Engagement Team (ET)

Contact Person/Coordinator:	Agency:
Jennifer Green	GoTriangle
	Phone:
	919-485-7529
	Email:
	jgreen@gotriangle.org

Purpose of the Group:

The Wake engagement team (ET) consists of engagement staff who will guide the creation of Wake Bus Plan and Short Range Transit Plans engagement plans, strategies, and materials.

Specific Planned Tasks/Deliverable(s):

Wake Transit Bus Plan Final Report with specific responsibilities for reviewing the summary of community engagement.

Timeline for Task Completion: Start Date End Date

Delivery Cycle: **Delivery Details:**

Results Presentation to and/or Approval by: Check all that apply

<input type="checkbox"/> TPAC Committee	<input type="checkbox"/> TPAC Cabinet	<input type="checkbox"/> Governing Boards	<input type="checkbox"/> Lead Agency-CAMPO
<input type="checkbox"/> PE&C Subcommittee	<input type="checkbox"/> P&P Subcommittee	<input type="checkbox"/> B&F Subcommittee	<input type="checkbox"/> Lead Agency-GoTriangle
<input type="checkbox"/> Other	<input style="width: 100%;" type="text"/>		
<input type="checkbox"/> Other	<input style="width: 100%;" type="text"/>		

WG Members List: Add line as needed

GoRaleigh				
GoCary				
GoTriangle				
GoWake Access				
Wake County				
CAMPO				

List is a list of participating agencies, organizations, municipalities, groups, NOT specific member names.

TPAC Administrator Notes: Received: 9/7/2021 Presented to TPAC: 9/15/2021

Other Comments:

Work Group Identification Worksheet

Wake Transit Work Group IDENTIFICATION Worksheet

Convening Body: <u>Type</u>	Work Group Name
Lead Agency	Bus Plan Stakeholder Team (ST)

Contact Person/Coordinator:	Agency:
Jennifer Green	GoTriangle
	Phone:
	919-485-7529
	Email:
	jgreen@gotriangle.org

Purpose of the Group:

The Wake stakeholder team (ST) consists of planning and engagement staff from municipal and major institutional partners who will guide the development of the plan deliverables.

Specific Planned Tasks/Deliverable(s):

Wake Transit Bus Plan Final Report including, but not limited to, the following sections: regional market assessment, multi-year operating and capital plans FY24-30, and summary of community engagement.

Timeline for Task Completion: **Start Date** **End Date**

Delivery Cycle: **Delivery Details:**

Results Presentation to and/or Approval by: Check all that apply

<input type="checkbox"/> TPAC Committee	<input type="checkbox"/> TPAC Cabinet	<input type="checkbox"/> Governing Boards	<input type="checkbox"/> Lead Agency-CAMPO
<input type="checkbox"/> PE&C Subcommittee	<input type="checkbox"/> P&P Subcommittee	<input type="checkbox"/> B&F Subcommittee	<input type="checkbox"/> Lead Agency-GoTriangle
<input type="checkbox"/> Other	<input type="text"/>		
<input type="checkbox"/> Other	<input type="text"/>		

WG Members List: Add line as needed

Morrisville				
Apex				
Fuquay-Varina				
Holly Springs				
Rolesville				
Wake Forest				
Zebulon				
Knightdale				
Wendell				
Garner				
RTF				
RDU				
NCDOT				

List is a list of participating agencies, organizations, municipalities, groups, NOT specific member names.

TPAC Administrator Notes: **Received:** 9/7/2021 **Presented to TPAC:** 9/15/2021

Other Comments: