

WAKE COUNTY TRANSIT PLAN

Transit Planning Advisory Committee

TPAC Regular Monthly Meeting • August 16, 2023 • 9:30am-12:00Pm

WebEx Link: <https://campo-nc.webex.com/campo-nc/j.php?MTID=m3e40dcb4460e2b1d494a28cd512ba0ae>
Meeting Number: 2534 785 8413 **Password:** tpac (8722) **Call-in Number:** 1-650-479-3208

If you need to request assistance to participate in this event, please email bonnie.parker@campo-nc.us or call her at 984-542-3601 at least 72 hours (3 business days) in advance of the scheduled meeting.

AGENDA

- I. **Welcome and Introductions** (David Eatman, TPAC Chair)
 - Suvir Venkatesh, the new Wake Transit Planner at CAMPO.
 - Chris Garcia, New primary TPAC member for Holly Springs.
- II. **Adjustments to the Agenda** (David Eatman, TPAC Chair)
- III. **General Public or Agency Comment** (David Eatman, TPAC Chair)

Commenters will be allotted three (3) minutes during the scheduled TPAC meeting. Commenters may also email questions and feedback to stephanie.plancich@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: David Eatman, TPAC Chair) **Attachment A**

Requested Action: Adopt the June 2023 TPAC meeting Minutes.
- V. **Subcommittee August-January Work Task Lists**
(Action Item: Stephanie Plancich, TPAC Administrator) **Attachment B**

Each TPAC subcommittee has drafted and voted to adopt an August to January Work Task List. The Work Task Lists outline the specific recurring, technical and specially assigned work that the subcommittee will undertake throughout the next 6-month period. Members reviewed and voted unanimously to adopt the PD Task List at the June 27th Program Development Subcommittee meeting and similarly, at the June 29th Community Engagement Subcommittee. Both Work Task Lists, including the voting record, is included as Attachment B. The only modification presented for TPAC consideration is an additional CE task to; Participate in the development and deployment of marketing and communications efforts in support of technology updates and new resources being deployed locally and regionally.

Requested Action: Endorse the Program Development Subcommittee and Community Engagement Subcommittee August-January Work Task Lists.

PLANNING AND PROGRAMMING ITEMS

VI. Draft Update to Wake Bus Plan: Service Standards and Performance Guidelines

(Action Item: Michelle Peele, GoTriangle and Evan Koff, CAMPO, 20 minutes) **Attachment E**

The final deliverable of the FY25-30 Wake Bus Plan update process was to review and make needed updates to the Wake Bus Plan: Service Standards and Performance Guidelines (Attachment E). The document was developed over the past several months with extensive input of the Bus Plan Update Core Technical Team members. In August, GoTriangle and CAMPO staff will review the updated document with the TPAC, the adoption schedule and plan to test the new guidelines as part of the FY24 performance review process that's underway currently.

Requested Action: Approve the Updated Wake Bus Plan: Service Standards and Performance Guidelines and recommend adoption by the Wake Transit Governing Boards.

Roll Call Vote for Action Items

VII. ADA Reimbursement Policy Update

(Information Item: Michelle Peele, GoTriangle, 5 minutes)

Over the past few weeks, questions have arisen amongst our transit provider agencies on the need to address ADA service overlap and gaps with an updated ADA Reimbursement Policy. GoTriangle staff are working with Nelson-Nygaard to reconvene the Bus Plan Core Technical Team in the next couple of weeks to kick-off the planning process for a temporary policy to be put in place while discussions continue toward the development of a more formalized policy and process. TPAC members interested in participating in the ADA reimbursement conversation should email mpeele@gotriangle.org to request invitation to the upcoming meetings.

Requested Action: Receive as information.

VIII. FY 2024 Wake Transit Work Plan Engagement Summary Report

(Information Item: R. Curtis Hayes, GoTriangle, 10 minutes) **Attachment I**

GoTriangle staff will provide the final engagement summary report and a brief overview of the results of the 30-day draft and 14-day recommended public comment periods of the FY24 Wake Transit Work Plan. CAMPO held a Public Hearing and voted to adopt the plan on June 21st. GoTriangle voted to adopt on June 28th. Members can find the adopted final FY24 Work Plan on the TPAC Annual Work Plans webpage, as follow a link from the GoForward/Wake/Plans webpage.

Requested Action: Receive Information

IX. Annual CE Policy and CE After-Action Review Workshop Summary

(Information Item: R. Curtis Hayes, GoTriangle, 20 minutes) **Attachment J**

GoTriangle staff will provide an overview of the findings and recommendations from the Annual Community Engagement Policy and Community Engagement After-Action Review Workshop that took place on August 2.

Requested Action: Receive Information

X. FY2024 TPAC Master Calendar and Amendment Schedule

(Information Item: Stephanie Plancich, TPAC Administrator, 5 minutes) **Attachment C & D**

CAMPO staff will present the FY24 TPAC Master Calendar (Master Calendar) and the FY24 Work Plan Amendment Schedule. The drafting process began in June, a comment period for subcommittee and TPAC members ran through July 14th. Final edits were made based on the comments received and the final draft is being provided to TPAC members today. Similar to last year’s master calendar, Attachment C, includes partner submission deadlines, engagement information, and incorporates the quarterly report and amendment cycles.

Requested Action: Receive as information.

XI. Community Funding Area Program – FY2025 Kickoff

(Information Item: Evan Koff, CAMPO, 10 minutes) **Attachment F**

CAMPO staff will present an overview of available funding amounts and the schedule for the upcoming FY2025 Community Funding Area Program call for projects and project selection process. This schedule, Attachment F, also provides key dates for the ongoing management of FY2024 and prior year CFAP projects.

Requested Action: Receive as information.

XII. Technology Integration Workgroup Overview

(Information Item: Austin Stanion, GoTriangle, 10 minutes) **Attachment G & H**

To implement the recommendations outlined in the 2019 Regional Technology Integration Study (Attachment G), a Technology Integration Manager, Austin Stanion, has been hired by GoTriangle to facilitate the coordination of our regional transit technology program with the transit partners in Wake, Durham and Chapel Hill. TPAC members will receive the Technology Integration Workgroup identification worksheet for review and discussion as well as learn about current progress being made amongst the partner agencies.

Requested Action: Receive as information.

XIII. Subcommittees

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

Subcommittee	Program Development	Community Engagement
Chair(s)	Kevin Wyrach, Town of Cary	R Curtis Hayes, GoTriangle
Vice Chair(s)	Shavon Tucker, City of Raleigh	Bonnie Parker, CAMPO
Next Meeting	Tues. *8/29, 1:30-3:30pm	Thurs. *8/31, 1:30-3:00pm

* Meeting shifted to 5th week of August.

XIV. Other Business

- **Governing Board Actions**

- i. **FY2024 Wake Transit Work Plan: Adoption Update**

- Both the CAMPO Executive Board and GoTriangle Board of Trustees voted to adopt the FY2024 Wake Transit Work Plan at their respective June Meetings.

- ii. **Period of Performance Extensions: Adoption Update**

- Action to approve the requested Period of Performance Extensions is expected to be considered at the August CAMPO and GoTriangle Board meetings.

- iii. **FY25-30 Wake Bus Plan: Adoption Update**

- Action to approve the requested Period of Performance Extensions is expected to be considered at the August CAMPO and GoTriangle Board meetings.

- **Wake Transit Program Manager** has been hired. CAMPO will welcome Ben Howell, former TPAC Chair and current CAMPO TCC Chair, on August 21st as the new Wake Transit Program Manager.

- **FY2024/Q2 Work Plan Amendment Requests Due on 25th**

- The FY2024 Work Plan Amendment Schedule, has been posted to the Work Plan webpages and is included here as [Attachment D](#). The deadline for 2nd quarter submissions is August 25, 2023. Please plan to submit through the Wake Transit SharePoint site.

- Staff Contact: evan.koff@campo-nc.us

- **FY2025 Work Plan Kickoff and Call for Projects**

- TPAC will meet **in-person** for its September 13th regular monthly meeting. Guest may watch the meeting online but only those members attending in person will have the ability to participate in the discussion and vote on action items. The FY25 Call for Projects will be open from Sept 13 – Oct 13.

- Staff Contact: Stephanie.plancich@campo-nc.us

XV. Adjourn

The next TPAC meeting, agenda to include the FY2025 Work Plan Kickoff, is scheduled to be held **IN-PERSON** at CAMPO (1 Fenton Main, Suite 201, Cary NC) on Wednesday, Sept. 13, 2023. Virtual attendees may listen in but are not able to participate in the discussion.