



Wake County Transit Planning Advisory Committee

TPAC Regular Monthly Meeting • August 28, 2025 • 9:00am-12:00pm

<https://campo-nc.webex.com/campo-nc/j.php?MTID=m3dda985bdba912aa6b84329974fbff41>

Meeting Code: 2539 907 5747 **Join by Phone:** 1-650-479-3208

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

MEETING AGENDA

1. **Welcome and Introductions** (Kelly Blazey, TPAC Chair)
2. **Adjustments to the Agenda** (Kelly Blazey, TPAC Chair)
3. **General Public or Agency Comment** (Kelly Blazey, 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

4. **TPAC Meeting Minutes**
(Action Item: Stephanie Plancich, TPAC Administrator, 5 minutes) **Attachment A**

Requested Action: Adopt the June TPAC meeting minutes.

5. **Update to the TPAC Member Designation Process**
(Action Item: Stephanie Plancich, TPAC Administrator, 5 minutes) **Attachment B**

Over the years, TPAC partners have asked about the requirement for the City/Town/County Manager or organization's President/CEO to formally designate TPAC primary and alternate voting members. This was discussed a few years ago. The process remained as is, but a form was drafted to help streamline the process. The question has continued to arise. In response, CAMPO staff reviewed the TPAC Bylaws which state that "Each member agency's representative(s) shall be by action of the designated authority..." and are recommending that this includes Department Directors who have the authority to assign staff on behalf of the agency. This language has been added to the designation form for TPAC approval.

Staff contact: Stephanie Plancich, stephanie.plancich@campo-nc.us

Requested Action: Endorse the change in process to include Department Directors as eligible "designated authorities" for the purpose of designating and removing TPAC voting members.

1. Wake Transit Agreements Update and new Tracking Database

(Information Item: Kelley Smith and Steve Schlossberg, GoTriangle/TDA, 10 minutes)

GoTriangle is the keeper of Wake Transit agreement information. Staff track the status of each agreement throughout their lifecycle. To make this information more accessible to partner agencies and their staff, a new tracking database for active agreements has been created and posted to the Wake Transit SharePoint site. Kelley Smith, GoTriangle legal, is the contact for agreement execution-related questions and comments on the tracking database. Please make sure that you and those responsible for management of your agreements have access to the Wake Transit SharePoint site.

GoTriangle's Tax District Administration (TDA) staff maintains the funding balances on project agreements and updates a spreadsheet, also posted to the Wake Transit SharePoint site, on a quarterly basis. Paul Kingman and Steve Schlossberg are the contacts for questions about Wake Transit financial information.

Staff contact: Kelley Smith, ksmith@gotriangle.org and Paul Kingman, pkingman@gotriangle.org

Requested Action: Receive as information.

PLANNING AND PROGRAMMING ITEMS

6. Adoption of the Wake Transit Microtransit Guidelines

(Action item: Ben Howell, CAMPO, 10 minutes) **Attachment C**

The Wake Transit Microtransit Guidelines were developed through the work on the 2035 Wake Transit Plan. The Guidelines provide basic standards for microtransit service, whether funded through the Wake Transit Work Plan or the Community Funding Area Program. The Microtransit Guidelines were included in the Phase 3 Community Engagement period for the Transit Plan and have also been reviewed by the Transit Plan Core Technical Committee and TPAC. While there were no substantive comments on the Guidelines during the Community Engagement period, CTT and TPAC members submitted comments that resulted in some revisions to the Guidelines. Changes include changing the term "Optional" to "Encouraged" throughout the Guidelines, defining "late trip" and "missed trip" more clearly, and clarifying requirements for ADA Accessibility. These Guidelines are considered administrative in nature, so they only need to be approved by the TPAC. Staff are requesting the Wake Transit Microtransit Guidelines be approved by the TPAC. The Guidelines will also be included as an Appendix in the adopted Wake Transit Plan.

Staff contact: Ben Howell, ben.howell@campo-nc.us

Requested Action: Approve the Wake Transit Microtransit Guidelines.

7. Adoption of the Wake Transit Project Prioritization Guidelines

(Action item: Ben Howell, CAMPO, 10 minutes) **Attachment D**

The Wake Transit Project Prioritization Guidelines were updated and simplified through the work on the 2035 Wake Transit Plan. The Guidelines provide 4 tiers for project and program prioritization, to be used during the annual Work Plan development cycle. The Prioritization Guidelines were included in the Phase 3 Community Engagement period for the Transit Plan and have also been reviewed by the Transit Plan Core Technical Committee and TPAC. While there were no substantive comments on the Guidelines during the Community Engagement period, CTT and TPAC members submitted comments that resulted in some revisions to the Guidelines. Changes include clarifying how the Guidelines are intended to be used and the four prioritization tiers. These Guidelines are considered administrative in nature, so they only need to be

approved by the TPAC. Staff are requesting the Wake Transit Project Prioritization Guidelines be approved by the TPAC. The Guidelines will also be included as an Appendix in the adopted Wake Transit Plan.

Staff contact: Ben Howell, ben.howell@campo-nc.us

Requested Action: Approve the Wake Transit Project Prioritization Guidelines.

8. Adoption of the Community Funding Area Program Management Plan

(Action item: Ben Howell, CAMPO, 10 minutes) **Attachment E**

The Wake Transit Community Funding Area Program Management Plan (CFA PMP) was updated through the work on the 2035 Wake Transit Plan. The CFA PMP outlines how the Community Funding Area (CFA) Program is structured, the application process, and performance metrics and reviews for CFA projects. The PMP was updated to include new funding and a lower local match for applicants. The CFA PMP was included in the Phase 3 Community Engagement period for the Transit Plan and has also been reviewed by the Transit Plan Core Technical Committee and TPAC. While there were no substantive comments on the Guidelines during the Community Engagement period, CTT and TPAC members submitted comments that resulted in some minor revisions/clarifications to the CFA PMP. Changes include clarifying partners that are eligible to apply for projects and the scoring criteria for operating and capital projects. The PMP is considered administrative in nature, so it only needs to be approved by the TPAC. Staff are requesting the Wake Transit Community Funding Area Program Management Plan be approved by the TPAC so that it can be used for the FY2 2027 application cycle. The CFA PMP will also be included as an Appendix in the adopted Wake Transit Plan.

Staff contact: Ben Howell, ben.howell@campo-nc.us

Requested Action: Approve the updated Community Funding Area Program Management Plan.

9. Recommendation and Release of the 2035 Wake Transit Plan

(Action item: Ben Howell & Stephanie Plancich, CAMPO, 30 minutes) **Attachment F, G, H and I**

In June, the TPAC received a comprehensive overview of the 2035 Wake Transit Plan document, Attachment E. Staff has updated the Recommended Plan document based on feedback from TPAC members. Changes include modifying the language in the Plan and updating some of the Four Big Moves maps to clearly state that the proposed I-40 BRT will be evaluated through a Major Investment Study with the proposed Cary BRT along Harrison Avenue and Kildaire Farm Road to determine which corridor will move into implementation/development first. There were also updates to clarify that the Vehicle Rental Tax revenue, while included in the financial assumptions in the Plan, is still under discussion by the Wake Transit Conference Committee, and an amendment to the Plan will be required to be approved by the Governing Boards in order to change the revenue assumptions. GoTriangle has submitted a comment letter, which has been attached as Attachment G for TPAC information.

On September 5th, CAMPO staff will launch a combined review and comment period that includes the 2035 Wake Transit Plan, the Operations Security Funding Policy, and any 2nd quarter Wake Transit Work Plan amendment requests. With the lead agency for engagement and communications shifting, this outreach effort will look different than in past years. Stephanie Plancich is the new point of contact for Wake Transit engagement. She has created a Wake Transit Public Notices web page, <https://publicinput.com/wtnotices>, that links partners and community members to active engagement information. Each project going out for September review has its own information page with links to review draft materials and to submit feedback. In addition to this new web platform Attachment H, public notice will be shared via CAMPO and partner social media sites, through print materials like the Wake Transit Plan general flyer, Attachment I.

Staff contact: Stephanie Plancich, stephanie.plancich@campo-nc.us

Requested Action #1: Recommend adoption of the updated 2035 Wake Transit Plan to the governing boards and release it for a final public review period from September 5th – October 5th.

Requested Action #2: Endorse the joint lead agency recommendation to dissolve GoForward in favor of each regional transit plan's staff team managing their own public websites.

10. FY 2027 Wake Transit Work Plan Development Kickoff

(Information item: Steven Mott & Stephanie Plancich, CAMPO & Steve Schlossberg, TDA, 40 minutes)

Attachment J, K & L

Staff from CAMPO and GoTriangle TDA, the lead agencies responsible for leading development of all components of annual Wake Transit Work Plans, will kick off the FY27 development process at the TPAC's August meeting. The kickoff presentation will include the Work Plan development schedule, updated instructions for submitting project funding request forms, logistics for project funding reviews by TPAC subcommittees, the Engagement Plan as well as the preliminary revenue and expenditure assumptions anticipated for FY27 operating and capital projects.

The funding request form has been modified and separated into two funding request forms: one for operating funding requests and one for capital funding requests. The funding requests forms are also available on the Wake Transit SharePoint where the forms should be submitted. The window for submitting applications opens today and runs through September 26th. Office hours will occur on Wake Transit Work Plan funding requests for partners to discuss any questions on their funding requests the week of September 15 with CAMPO staff.

The FY27 Work Plan development schedule has been uploaded to the Google Calendar available [here](#), linked in the [document library](#), and embedded on the [Work Plan webpage](#) to provide ease of access for the Wake Transit partner agencies and allowing unified updates for staff. The calendar details some important improvements to the FY27 Work Plan Development process including a new PD Subcommittee Work Session (in-person) to take place on October 28th from 1pm-5pm. This work session will provide time for funding request applicants to present their funding requests in detail and provide the PD Subcommittee opportunity for question and answer. The schedule also sets target dates for conducting public outreach in support of the Plan adoption process. The draft review period will run from March 2nd – April 3rd, 2026 followed by the recommended review period from May 6th – 20th, 2026.

Staff Contact: Steven Mott, steven.mott@campo-nc.us

Requested Action: Receive as information.

11. Operations Security Funding Policy Draft for review

(Information Item: Steven Mott, CAMPO, 10 minutes) **Attachment M**

A Safety & Security Workgroup was convened in January 2024 in order to create a policy to guide the funding of safety and security projects with Wake Transit funds. The policy has been developed and is currently undergoing review and a request for recommendation to the TPAC from the PD Subcommittee will be pursued at their August 28 meeting.

Staff will provide an overview of the Operations Security Funding Policy, including the funding and match mechanism outlined and what funding is allowed within the policy. Action from this body will be requested at the September TPAC meeting, and, if approved, would provide funding for relevant projects approved in the FY 2027 Wake Transit Work Plan.

Staff contact: Steven Mott, steven.mott@campo-nc.us

Requested Action: Receive as information.

12. Project Overview: BRT Extensions Concept of Operations Study and Wake Transit Staffing Model and Expectations Plan (Information item: Ben Howell, CAMPO, 10 minutes)

The purpose of the BRT Extensions Concept of Operations Study, funded by Wake Transit and 6 partner agencies (RTA, RTF, Town of Morrisville, Town of Cary, City of Raleigh, Town of Clayton), is to evaluate service options and design of the two BRT Extension corridors, identify the project sponsor(s), and finalize operation and capital implementation plans for the corridors so that engineering and design work can begin.

The Wake Transit Staffing Model and Staffing Expectations Plan will consist of three parts:

- (1) an Analysis of existing positions funded (wholly or partially) with Wake Transit funds among all agencies,
- (2) an Analysis of future staffing needs based on continued expansion and implementation of the Wake Transit Plan in Wake County, and
- (3) a recommendation for Performance Metrics that can be used to evaluate new staffing requests and ongoing staffing levels.

Both the BRT Extensions Concept of Operations Study and the Wake Transit Staffing Model and Expectations Plan have held initial kick-off meetings and are expected to be completed by the end of FY 2026. Staff will provide a brief overview of the scopes and timelines for both projects.

Staff contact: Ben Howell, ben.howell@campo-nc.us

Requested Action: Receive as information.

13. TPAC Subcommittee Update

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 | Election to be held 8/28/25 | Tim Gardiner, Wake County |
| Vice Chair | Tracy Chandler, City of Raleigh | Andrew Miller, City of Raleigh |
| Next Meeting | * Thurs. 8/28 1:30-3:30pm | August meeting is cancelled |

* = Alternative Meeting Schedule

14. Workgroup Updates

- Financial Policies Workgroup (pkingman@gotriangle.org) - TBD
- Fare Workgroup (sschlossberg@gotriangle.org) - September 2025
- Technology Workgroup (astanion@gotriangle.org) – Bi-Weekly on Thursdays
- Baseline Funding Workgroup (ben.howell@campo-nc.us) – Fall 2025

15. Lead Agency Updates and Other Business

- CAMPO's Wake Transit team has a new general email address: WakeTransit@campo-nc.us
- GoTriangle staff plan to present draft materials for the Regional Transit Technology Plan to TPAC in September and run a comment period through October 5th.
- **Any other news or business to share?**

16. Adjourn

Next Meeting: Thursday, September 18, 2025, 9:00am

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| Agenda Development Schedule: | |
| 9/1 | TPAC Agenda Request email sent out by September 5 th . |
| 9/9 | Agenda item information and all attachments emailed |
| 9/11 | TPAC agenda packet is posted online |
| 9/15 | All presentation slides emailed (widescreen PPT) |