

ATTACHMENT A



Wake County Transit Plan

TPAC Process Subcommittee

Work Items

September 2017 – December 2017

1) Establish TPAC Annual Work Program Amendment Process

The Wake Transit FY 17 and FY 18 Work Plans have been developed and adopted and are now being deployed. Several TPAC members have inquired about a process for making amendments to the adopted Work Plan. The Process Committee will propose a process for this to be considered for approval by the TPAC. This will entail establishing processes for budget and project amendments and modifications.

2) Review/Update Lead Agency Assignments

Items in the Wake Transit Governance ILA and supporting agreements were assigned to lead agencies in summer 2016. Since that time, as actual work on the tasks has gotten underway, there is a need to add some items that need a lead agency assigned (for example, the management of the Community Funding Areas Program), and review the initial assignments of lead agencies to determine if adjustments are necessary. This will include establishing parameters for reviewing lead agency efforts.

3) Transit Customer Survey Effort – overview & coordination

The Process Committee, including the Communications sub-group, will provide feedback and support to GoTriangle for the Transit Customer Survey work.

4) Public Engagement Processes

The Process Committee will work with the Communications sub-group to continue implementation of regional outreach efforts related to Wake Transit funding of projects. The Process Committee will work to create an inclusive structure that fosters regional collaboration on outreach, press releases, and marketing of the Wake Transit funding. One focus will be to include publication of Wake Transit successes and highlight accomplishments through social media, print media and other channels.

5) TPAC Subcommittee Processes/Bylaws

The Process Committee will continue its work on formalizing the structure and functionality of the standing TPAC Subcommittees, including proposed bylaws, membership guidelines, and meeting guidance.

6) Coordination Schedules and Calendar

The Process Committee will continue to maintain calendars and schedules, as necessary, to coordinate work of the various TPAC subcommittees and work groups.

7) Website Development and Communications

The Process Committee will continue to work with the Communications group to determine the website needs for Wake Transit efforts, and will ensure web efforts are coordinated with transit agencies and other parties as necessary. This work item will entail decisions on web presence, content and maintenance of the site.

Previous Tasks: Nov 16 – Feb 17

1) Joint Agency Agreements, Master Implementation Agreements, Annual Funding Agreements

The process sub-committee will help coordinate and communicate discussions / work products.

The process sub-committee will be, or will create, an official in depth review panel for documents.

Delivery based on Joint Agency Agreement Timeline (attached)

2) Public Involvement / Engagement Standards / Processes

The process sub-committee members will review and comment on the scopes of work and expectations for FY 2017 and consultant tasks.

The process sub-committee will be, or will create, an official in depth review panel for products.

Draft deadline March 2017 (Tied to FY 2018 budget request)

3) Community Funding Area (Small Town) Policies and Procedures

The process sub-committee will help coordinate and define scopes of work for consultant tasks.

The process sub-committee will be, or will create, an official in depth review panel for products.

Draft deadline March 2017 (Tied to FY 19 Budget)

4) Lead Agency Expectations for non-ILA tasks.

The process sub-committee will develop a draft framework for lead agencies on the Transit Corridors Major Investment Strategy Study, the Fare Technology Plan and the Transit Customer Survey Effort.

This effort will be coordinated with On-Call Contract funders (GoRaleigh, GoTriangle and CAMPO)

Draft deadline November 2016 (Tied to FY 2017 budget request)

5) Primer on Governance and Processes Moving Forward

The process sub-committee will develop a primer for partner agencies on decision-making and operations in implementation.

The primer shall note how decisions will be handled, how agreements will work and what reporting will be required. The primer shall focus on standard / regular / normal operations and have version for transit providers and non-transit providers.

Draft deadline February 2017 (Tied to JAA approval/ implementation status update)

6) Discussion of Sub-committee Policies and TPAC sub-assignments

As directed by the TPAC the sub-committee will discuss and develop policies for the TPAC subcommittees.

The discussion shall address subcommittee leadership and will be expanded to address overall work assignment, transparency and productivity.

Draft deadline January 2017 (Tied to new TPAC cycle)

7) Coordination Schedules and Calendar

The process sub-committee will continue to develop coordination schedules and calendars to benefit communication and understanding.

Draft deadline March 2017 (Tied to FY 19 Work Plan Cycle)