



Transit Planning Advisory Committee (TPAC)
Regular Meeting
October 24, 2017 – 9:30 AM – 11:45 AM
Capital Area MPO Administrative Offices

NOTICE: If you are not a TPAC Member/Alternate municipal representative, please use seating along the walls behind the table. If you are seeking to speak on anything not a part of the agenda, you may do so during Item IV on the agenda and MUST sign in on the Public/Agency Speaks Out Sign-In Sheet outside the board room. If you are seeking to speak on anything on the current agenda, you must be recognized by the TPAC Chair, or an official TPAC Member/Alternate municipal representative.

I. **Welcome and Introductions** – (Chip Russell, TPAC Chair)

II. **Adjustments to the Agenda**

None

III. **Meeting Summary/Minutes from September 20, 2017 Regular Meeting** – (Action Item – Chip Russell, TPAC Chair – 5 minutes) – **Attachment A**

Vice Chair, Ms. Cox, presented the item. There were not comments or questions.

Motion: Mark Mathews, Fuquay-Farina

Second: David Eatman, City of Raleigh

Motion passes unanimously: Summary/Minutes from September 20, 2017 Regular Meeting Approved.

IV. **General Public or Agency Speaks Out** – (Chip Russell, TPAC Chair – 5 minutes)

- a. *Limited to three (3) minutes per speaker. Speakers must sign in to speak before the start of the meeting.*

None

V. **Plan Implementation Spotlight** – (Adam Howell, TPAC Administrator – 5 minutes)

Mr. Howell presented a passenger spotlight as prepared by GoRaleigh staff.

VI. **Fall 2017 Public Engagement Overview** – (Information Item – Juan Carlos Erickson, GoTriangle – 45 minutes) – **Attachment B**



Mr. Howell and Ms. Ashely Hooper presented this item. Mr. Juan Carlos Erickson was unable to attend this TPAC meeting.

Mr. Howell indicated the intent of the presentation is to inform the TPAC of all the efforts and details that are entailed for the Phase I of public outreach/engagement as we collect feedback from the public on items that include the Multi-Year Bus Services Implementation Plan, the Major Investment Study and FY19 Work Plan Priorities.

Ms. Bethany Whitaker, Nelson Nygaard, introduced herself as the new primary project manager and is helping to bring improved production and management to such a large task.

Will Allen, GoTriangle Board of Trustees, commented that he is getting several comments from other meetings he attend, and that people want to know the 'next level down' and what will stations look like, or other infrastructure placements. Details at some level should be developed. There is recognition that the process is not quite there yet to relay details. It was iterated by Ms. Darcy Downs that details such as what has been requested will be drafted and available by Spring 2018.

Ms. Cox asked about the status of the Public Engagement Plan as it relates to the Mutli-Year Bus Service Implementation Plan and the Major Investment Study. She also asked about metrics and whether or not there is any evaluation tool to help us understand how to make improvements in the future. Mr. Howell acknowledged that there is not a metric tool developed. He explained that in working with the consultant, and getting the Public Engagement Plan, as well as the Public Engagement Policy, there will be options of evaluation incorporated to ensure metrics discussed at the initial public engagement workshop were addressed.

Ms. Blazey, Town of Cary, asked about the status of the Public Engagement Policy. Mr. Howell explained that it is not delayed, just reprioritized to ensure that the development of that can inform (and vis versa) the Public Engagement Plan.

Ms. Kreiser, Wake County, reiterated the need to come up with some mid-level timeframes for when details can be available as they relate the project development. Ms. Kreiser asked if a loose timeframe will be advertised at the initial set of public meetings. The consultants created a high level timeline for release at the public outreach sessions, but may not deliver the desired information.

Mr. John Tallmadge, GoTriangle, asked if there was supplemental information being provided to the public, especially for those attending the public outreach sessions. Ms. Hooper responded with the fact that staff have not created certain materials related to specific projects or capital development, but there are some general handouts to help inform the public (both available on line and in person).

Ms. Cox stated that there may be one slide missing from the presentation that the public views, but would be helpful to have a graphic for the public to understand how the feedback they provide through this process and then move into project delivery.



Ms. Blazey asked about physical handouts. Ms. Hooper discussed the packet of materials that is available.

Mr. Bret Martin, Town of Cary, spoke out to explain the explicit differences between the Public Engagement Plan and the Public Engagement Policy. The attachment of project updates will be updated.

VII. FY19 Work Plan Development Schedule– (Information Item – Adam Howell, TPAC Administrator – 15 minutes) – Attachment C

Mr. Howell presented the schedule as a reminder to all TPAC members on the FY19 Work Plan Development schedule.

Mr. Tallmadge asked how this schedule aligns with future engagement opportunities with the public. Mr. Howell explained that this schedule has been distributed to the consultant, and they will be development engagement plans so as to keep

Ms. Day, Town of Zebulon, asked if a packet of all submitted requests can be distributed. Mr. Howell stated that that was never discussed, but stated that he felt it possible to distribute a summary list and costs of all submitted projects.

VIII. TPAC Administrator Updates – (Information Item – Adam Howell, TPAC Administrator, CAMPO - 10 minutes)

Mr. Howell initially explained that Mr. Bret Martin will still be involved with Wake Transit, but working with the Town of Cary as their new Transit Project Manager.

Ms. Cox asked who the point of contact from CAMPO. Mr. Howell stated that himself and Ms. Powell are the point contacts on all CAMPO responsible tasks on all projects, and Ms. Bonnie Parker is an additional contact over the Public Engagement Policy

a. TPAC Organization

Mr. Howell presented the finalized TPAC Organization Chart, as of 10/23/2017. The document will be distributed to TPAC Members/Alternates after this TPAC Meeting.

b. TPAC Meetings Scheduled

Reminder of the dates for remaining TPAC meetings through January 17, 2018

c. Master Schedule Update Discussion

Mr. Howell presented the Wake Transit TeamUp tool, displaying coordination of schedules related to all on-going initiatives with Wake Transit Implementation. Instructions/Information packet will be distributed to all of TPAC.

Mr. Lukasina suggested that in the past, weekly emails were sent out as reminders, and that it would be helpful to reinstitute. He appreciated that this could be a major asset to help keep us all on the same page.



Ms. Bonnie Parker helped Mr. Howell by showcasing some of TeamUp's core functions on the screen.

IX. Sub-Committee Chair Reports – (*Information Item – Chip Russell, TPAC Chair – 15 minutes*)

a. Budget and Finance

Highlight of upcoming meeting on Thursday, October 26 at 1 PM held at CAMPO

b. Planning and Prioritization

Highlight of upcoming joint P&P meeting with B&F reps to discuss FY19 List

c. Process

Highlight of recent discussions held at Process as relating to the topic of Budget Amendment Processes

X. Other Business – (*Information Item – Chip Russell, TPAC Chair - 5 minutes*)

a. New Business

None

b. TPAC Member Discussion

None

c. Next Steps

None

XI. On-Call Transit Planning Services Task Status Updates – (*These items are presented in attachment form so as to provide TPAC Member Partners with updates on project progress. If there is any point with which you want to discuss, please bring to attention during 'Other Business – TPAC Member Discussion' – Attachment D*)

a. Public Engagement Strategy – (*CAMPO Staff*)

b. Staffing Model and Expectations Plan – (*CAMPO Staff*)

c. Community Funding Area Program Management Plan – (*CAMPO Staff*)

d. Multi-Year Bus Service Implementation Plan – (*Jenny Green, GoTriangle/CAMPO Staff*)

e. Transit Corridors Major Investment Study – (*CAMPO Staff/Darcy Downs, GoTriangle*)

f. Transit Customer Surveys – (*Juan Carlos Erickson, GoTriangle*)



XII. Adjourn – 11:05 AM