

GO FORWARD

A COMMUNITY INVESTMENT IN TRANSIT
WAKE COUNTY

TPAC Subcommittee Work Task Lists

Proposed work task lists for each subcommittee are provided as sub-attachments to this attachment in the following order:

- 1) **Attachment B-1:** Budget and Finance Subcommittee
- 2) **Attachment B-2:** Planning and Prioritization Subcommittee
- 3) **Attachment B-3:** Process Subcommittee
- 4) **Attachment B-4:** Public Engagement and Communications Subcommittee

Subcommittee Leadership Election Results

Following are the results of elections held by subcommittees in their transition from the co-chair model previously adopted by the TPAC to the chair/vice chair model adopted by the TPAC as part of its Subcommittee Operating Guidelines. Please note that the Public Engagement and Communications Subcommittee has not held elections, as it was recently established by the TPAC in July 2018.

1) Budget and Finance Subcommittee:

Nominations Received:

Chair – Nicole Kreiser, Wake County

Vice Chair – Steven Schlossberg, GoTriangle

Motion made and seconded to elect those nominated. Motion passed unanimously.

Those present at time election:

Kelly Blazey, Town of Cary; Shavon Tucker, City of Raleigh; Mila Vega, City of Raleigh; David Eatman, City of Raleigh; Bret Martin, CAMPO; Steven Schlossberg, GoTriangle; Nicole Kreiser, Wake County

2) Planning and Prioritization Subcommittee:

Nominations Received:

Chair – Bret Martin, CAMPO

Vice Chair – Erik Landfried, GoTriangle

Motion made and seconded to elect those nominated. Motion passed unanimously.

Those present at time of election:

Dirk Siebenbrodt, Town of Holly Springs; Nicole Kreiser, Wake County; Brandon Watson, City of Raleigh; John Hodges-Copple, Triangle J Council of Governments; Kelly Blazey, Town of Cary; David Walker, City of Raleigh; Patrick McDonough, GoTriangle; Tim Brock, RTP Foundation

GO FORWARD

A COMMUNITY INVESTMENT IN TRANSIT
WAKE COUNTY

3) Process Subcommittee:

Nominations Received:

Chair – Tim Gardiner, Wake County

Vice Chair – Ben Howell, Town of Morrisville

Motion made and seconded to elect those nominated. Motion passed unanimously.

Those present at time of the election and voting:

Ben Howell, Town of Morrisville; Tim Gardiner, Wake County; Brandon Watson, City of Raleigh; Steve Schlossberg, GoTriangle; Shelby Powell, CAMPO; Chip Russell, Town of Wake Forest; Christine Sondej, Town of Cary; Burgetta Wheeler, GoTriangle; Juan Carlos Erickson, GoTriangle; Ashley Hooper, GoTriangle; Liz Raskopf, GoTriangle; Nicole Kreiser, Wake County; Kelly Wright, City of Raleigh

ATTACHMENT B-1



Wake County Transit Planning Advisory Committee

August 2018 - January 2019

TPAC Budget and Finance Committee Work Task List

Recurring or Annual Tasks

- FY 2020 Work Plan Timeline, Amendment Calendar, Other Reporting Deadlines and Coordination with Other TPAC Committees as Required (Tax District and CAMPO)*
- FY 2020 Work Plan Request Form (Draft to be developed by Tax District and CAMPO)*
- Review and Coordination of Draft FY 2020 Work Plan (With other TPAC Subcommittees and CAMPO and Tax District staff)*
- Escalation in Model and Other Model Assumptions (Tax District; B&F and TPAC Review in accordance with Wake Transit Financial Policies and Guidelines)

Specialized Tasks

- Discussion of Supplantation (Tax District with City of Raleigh, Town of Cary, GoTriangle)
- Transition of Model from Wake County to GoTriangle (Tax District and Wake County)

Tracking/Oversight Tasks

- Establish Debt Working Group and Begin Drafting of Agreements in time for FY 2020 Financing of Projects (Tax District; Select TPAC members in accordance with Wake Transit Financial Policies and Guidelines)
- Review of Wake Transit Annual Report (including review of drafts of Financial Statements per section 5.01o) and Coordination with Other TPAC Committees as Required

*Joint work tasks with the Planning and Prioritization Subcommittee

ATTACHMENT B-2



TPAC Planning and Prioritization Subcommittee

Work Task List August 2018 – January 2019

Task Type	Task	Target Month(s)	Lead Agency	Joint with Other Subcommittee
Recurring/Annual Tasks	FY 2020 Wake Transit Work Plan Draft and Recommendation Development Schedule	August 2018	CAMPO and GoTriangle	Budget and Finance Subcommittee
	FY 2020 Wake Transit Work Plan Project/Budget Request Form Modifications	August 2018	CAMPO and GoTriangle	Budget and Finance Subcommittee
	FY 2019 Wake Transit Work Plan Amendment Calendar	August 2018	CAMPO and GoTriangle	Budget and Finance Subcommittee
	Quarterly Project Status Reporting Template to Align with FY 2019 Wake Transit Work Plan Deliverables	August – September 2018	GoTriangle	N/A
	Development of and Project Review for Draft FY 2020 Wake Transit Work Plan	October 2018 – January 2019	CAMPO and GoTriangle	Budget and Finance Subcommittee
Specialized Tasks	Coordination of Bus Acquisition Plans Among Providers and Pursue Other Sources of Funding for Vehicles (FTA, SPOT, VW Settlement, etc.)	September – October 2018	CAMPO and GoTriangle	Budget and Finance Subcommittee
	Coordination with Providers for LAPP and/or SPOT Project Submissions	August 2018 – Ongoing	CAMPO	Budget and Finance Subcommittee
	Standardization of Project Reporting/Deliverables Across Project Types	October – November 2018	CAMPO and GoTriangle	N/A



Wake County Transit Plan

TPAC Process Subcommittee Work Task List August 2019- January 2019

Specialized Tasks

- Develop and Suggest Guidance and Language for TPAC Action and Disposition
- Develop and Suggest Lead Agency Responsibility Document – TPAC Level

Tracking/Oversight Tasks

- Lead Agency Assignments and Responsibilities
- TPAC and Subcommittee Processes/Bylaws
- Wake Transit Service Agreements – specifically focused on gauging the need and appropriate time to develop the anticipated multi-year agency agreements*

*Joint work with the Planning and Prioritization Subcommittee

GO FORWARD

A COMMUNITY INVESTMENT IN TRANSIT

Wake Transit Planning Advisory Committee

August 2018 – January 2019

Public Engagement & Communications Subcommittee Work Task List

Specialized Tasks

1) **Public Engagement Policy, Guidebook & Toolkit**

The PE&C Subcommittee will continue to serve as the Core Technical Team for the development of a Public Engagement Policy which will be adopted by the governing boards, in addition to a Public Engagement Guidebook and Public Engagement Toolkit.

2) **Transit Customer Survey Effort – oversight and coordination**

The PE&C Subcommittee will provide feedback and support to GoTriangle for the Transit Customer Survey work.

3) **Website Updates**

The PE&C Subcommittee will continue to work to determine the website updates needed 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, an online map of Wake Transit projects, TPAC web presence, and ongoing content and maintenance of the site.

Ongoing Tracking/Oversight Tasks

1) **Public Engagement and Communications Coordination**

The PE&C Subcommittee will work to continue implementation of regional outreach efforts related to Wake Transit funding of projects. The subcommittee will work to create an inclusive structure that fosters regional collaboration on public engagement, 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.

2) **Review Project Plans for WT Public Engagement Activities**

Serve as a resource to project sponsors and the Lead Agency for Public Engagement for Wake Transit Plan implementation activities related to public engagement and outreach.

3) **Maintain PE Guidebook & Toolkit**

4) **Host After-Action Reviews of Public Engagement Efforts**

Conduct After-Action Reviews following each significant set of outreach activities and at the completion of each major project.