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A COMMUNITY INVESTMENT IN TRANSIT
WAKE COUNTY

Wake Transit Plan

Transit Planning Advisory Committee (TPAC)
Regular Meeting
August 8, 2018 – 9:30 AM – 12:00 PM
Capital Area MPO Administrative Offices

*NOTICE: If you are not a voting representative of a TPAC member agency, please use seating along the walls behind the table. If you desire to speak on anything that is not part of the agenda, you may do so during **Item III** on the agenda and **MUST** sign in on the General Public or Agency Speaks Out Sign-In Sheet outside the board room. If you desire to speak on anything on the current agenda, you must be recognized by the TPAC Chair or an official TPAC voting member or alternate.*

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

II. **Adjustments to the Agenda** – (Chip Russell, TPAC Chair)

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

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

IV. **Meeting Summary/Minutes from July 11, 2018 Regular Meeting** - (Action Item - Chip Russell, TPAC Chair – 5 minutes) – **Attachment A**

V. **New Bern Avenue Corridor Alliance Presentation on Bus Rapid Transit** - (Information Item – Dan Douglas and Andi Curtis, New Bern Avenue Corridor Alliance – 10 minutes)

Representatives from the New Bern Avenue Corridor Alliance will provide a presentation from the organization on the merits of bus rapid transit to its vision and mission.

VI. **Subcommittee Work Task Lists & New Leadership** - (Discussion/Action Item – Adam Howell, TPAC Administrator, 10 minutes) – **Attachment B**

Per the TPAC-adopted Subcommittee Operating Guidelines, TPAC subcommittees are responsible for developing and submitting lists of their work tasks to the TPAC for its consideration of endorsement. These work task lists identify the work to be completed by subcommittees during the August 2018 through January 2019 timeframe. Also, as directed by the TPAC in the spring of 2018, subcommittees are transitioning from the co-chair leadership model to a Chair/Vice Chair leadership model, as defined in the Subcommittee Operating Guidelines. At their July meetings, three subcommittees held nominations and elections to fulfill this new leadership model, which will be presented to the TPAC for its confirmation.

Requested Action: Consider approval of the subcommittee work task lists and accept/confirm the elections of subcommittee chairs and vice chairs.

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VII. Wake Transit Work Plan Amendment Policy Update - (Discussion/Action Item – Bret Martin, CAMPO Staff, 15 minutes) – Attachment C

As originally requested by the CAMPO Executive Board, TPAC leadership asked the TPAC subcommittee co-chairs to revisit and review the efficacy of the adopted Wake Transit Work Plan amendment policy after it was put to use for the remainder of FY 2018 following its original adoption. The TPAC subcommittee co-chairs have made recommended adjustments to the amendment policy that will be shared with the TPAC at its August 8th regular meeting. The recommended amendment policy update, as well as a summary of changes from the current adopted policy, are provided in **Attachment C**.

Requested Action: Should the TPAC choose to take action, the requested action is to consider recommendation of approval of the Wake Transit Work Plan Amendment Policy Update to the CAMPO Executive Board and GoTriangle Board of Trustees.

VIII. TPAC Action Protocols for TPAC Work Products - (Discussion/Action Item – Bret Martin, CAMPO Staff, 15 minutes) – Attachment D

In response to requests from the TPAC at its July 2018 meeting, CAMPO staff has prepared a document outlining TPAC action protocols on work products the TPAC is responsible for producing, as identified in the Wake Transit Governance Interlocal Agreement. The Process Subcommittee reviewed these protocols at its July 27th meeting and voted to recommend the action protocols provided in **Attachment D**.

Requested Action: Consider endorsement of the TPAC Action Protocols for TPAC Work Products.

IX. Wake Transit Staffing Model & Staffing Expectation Plan - (Discussion/Action Item – Shelby Powell, CAMPO – 15 minutes) – Attachment E

The Wake Transit Staffing Model & Staffing Expectations Plan provides a model and set of guidelines for Wake Transit participating agencies regarding staffing needs for different aspects of Wake Transit implementation and Tax District Administration, and more generally for individual project implementation. This was presented to the TPAC at its July 2018 meeting but was tabled for action until the August 2018 regular meeting to allow further comment. CAMPO staff will present any changes to the document based on comments received.

Requested Action: Consider endorsement of the Wake Transit Implementation Staffing Model and Staffing Expectation Plan

X. Community Funding Area Program Management Plan Update – (Discussion/Information Item – Shelby Powell, CAMPO – 15 minutes)

The Community Funding Area (CFA) Program provides all Community Funding Area-eligible municipalities and organizations with an opportunity to leverage matching funds for local public transportation planning, operating and/or capital projects. The CFA Program Management Plan CTT and CFA-eligible organizations have met multiple times through CTT meetings and special work sessions to develop the program management plan that will govern the CFA program, as well as lay out expectations for how the program should serve them throughout Wake Transit implementation efforts. Work on this item is ongoing.

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- XI. Youth GoPass Program** - (*Information Item – Mike Charbonneau, GoTriangle; Nicole Kreiser, Wake County; Kelly Blazey, Town of Cary; David Walker, City of Raleigh – 15 minutes*)

The Youth GoPass Program is officially underway. A project budgeted through the adopted FY 2019 Wake Transit Work Plan, staff will present the work and coordination that is occurring throughout Wake County (and beyond) to make this new program a success for thousands of teens.

- XII. Wake Bus Plan Update** - (*Information Item – Mary Kate Morookian, GoTriangle – 15 minutes*)

The Wake Bus Plan is gearing up for its final round of outreach with the public before project managers and the consulting team prepare the 10-year operating and capital plan and program for fixed-route and demand response services. A review of the proposed phasing of bus services through the 10-year horizon of the plan will be presented, as well as any changes to the proposed phasing based on agency and public feedback.

- XIII. Public Outreach Update** - (*Information Item – Liz Raskopf, GoTriangle – 15 minutes*)

Wake Transit's next round of public engagement is scheduled for August 20th through September 10th. GoTriangle communications staff will present the deployment plan and proposed logistics for the upcoming round of engagement.

- XIV. Subcommittee Chair Reports** – (*Information Item – Chip Russell, TPAC Chair – 10 minutes*)

- a. Budget and Finance
- b. Planning and Prioritization
- c. Process
- d. Public Engagement and Communications

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

- a. New Business
- b. TPAC Member Discussion
- c. Next Steps

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XVI. On-Call Transit Planning Services Task Status Updates – *(These items are provided as written updates to provide the TPAC with updates on project progress. If there is any point you would like to discuss, please bring it to the attention of the Chair during ‘Other Business – TPAC Member Discussion’) – Attachment F (Available at the Meeting and posted to TPAC website after meeting)*

- a. Public Engagement Policy – *(Bonnie Parker, CAMPO Staff)*
- b. Staffing Model and Expectations Plan – *(Shelby Powell, CAMPO Staff)*
- c. Community Funding Area Program Management Plan – *(Shelby Powell, CAMPO Staff)*
- d. Multi-Year Bus Service Implementation Plan – *(Mary Kate Marookian, GoTriangle Staff; Bret Martin, CAMPO Staff)*
- e. Transit Corridors Major Investment Study – *(Patrick McDonough, GoTriangle Staff; Bret Martin, CAMPO Staff)*
- f. Transit Customer Surveys – *(Juan Carlos Erickson, GoTriangle)*

XVII. Adjourn

Upcoming Items to Note at September TPAC Meeting (9/12/18)*

- FY 2020 Wake Transit Work Plan kickoff
- Community Funding Area Program Management Plan
- Wake Transit Implementation Public Engagement Policy
- Public Outreach Recap from Aug-Sep Engagement period (Which ends September 10th)
- Wake Bus Plan Update
- Fixed Guideway Corridors MIS Update
- Planning and Prioritization Subcommittee recommendation on eligibility of use of Wake Transit funding for local plans or studies

**Please be advised this list may or may not include all items for information/discussion/action.*