

WAKE COUNTY TRANSIT PLAN

Transit Planning Advisory Committee

TPAC Regular Meeting • October 9, 2019 • 9:30am-11:30am
CAMPO Conference Room A • Call-In 919-996-8344

*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 Comment 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** (Shannon Cox, TPAC Chair)
- II. **Adjustments to the Agenda** (Shannon Cox, TPAC Chair)
- III. **General Public or Agency Comment** (Shannon Cox, TPAC Chair)
Limited to three (3) minutes per speaker. Speakers must sign in to speak before the start of the meeting.
- IV. **Meeting Minutes** (Action Item: Stephanie Plancich, CAMPO, 5 minutes) **Attachment A and B**

Requested Action: Consider approval of the June 12th and September 11th, 2019 TPAC meeting minutes (Note: There was no TPAC meeting in July and the August minutes were approved at the September meeting.)

- V. **Review of Work Plan Project Reporting, Reimbursement and Amendment Structures** (Information Item: Bret Martin, CAMPO, 20 minutes)

As we embark on our third full year of Wake Transit project implementation, CAMPO staff will review the overall structures for Wake Transit Work Plan project reporting, reimbursement for project expenses, and Work Plan amendments as a general refresher for all project sponsors. Included in this review will be an explanation of the importance of project scopes of work included in annual work plans for governing how implementation will occur with Wake Transit tax revenues.

Requested Action: Receive as Information

- VI. **Wake Transit FY20 Work Plan, 2nd Quarter Amendment Requests** (Action Item: Bret Martin, CAMPO, 20 minutes) **Attachment C**

Three (3) FY20 Wake Transit Work Plan amendment requests were submitted for the 2nd quarter of the fiscal year. All three requests fall into the Major Amendment category. Per the Wake Transit Work Plan Amendment Policy, the TPAC Budget & Finance and Planning & Prioritization Subcommittees are tasked with jointly reviewing the quarterly Work Plan draft amendment list and amendment request forms when a Major Amendment request is submitted. The subcommittees consider appropriateness of changes in scope and, if applicable, financial choices and trade-offs associated with proposed amendments, creating a disposition for TPAC consideration. The subcommittees reviewed and rendered a disposition for the amendment requests on September 19th. The list of amendments submitted, along with the joint subcommittee disposition and voting records are provided in **Attachment C**.

Requested Action: Consider recommending approval of the FY20 Wake Transit Work Plan 2nd Quarter Amendments to the Wake Transit governing boards.

1. Acquisition of four (4) expansion vehicles for demand response/paratransit operations
2. 1.0 FTE for Procurement Analyst
3. 1.0 FTE for Transportation Planning Analyst

VII. Wake Transit Plan Update - Public Engagement Progress Report *(Information Item: Stephanie Planchich, TPAC Administrator, 20 minutes)* **Attachment D**

This is the first public engagement progress report specific to the 2020 Wake Transit Plan update process. The TPAC will be introduced to the 6-phase engagement strategy process and associated graphic and members will be informed of current activities and the events and activities being planned in the coming months. They will know how the planning team will continue to inform and engage the TPAC members, the stakeholders and community members and know several ways in which they can in turn support the outreach process.

Requested Action: Receive as Information

VIII. Subcommittee Chair Reports – *(Information Item, TPAC Chair – 15 minutes)*

Subcommittee	Budget & Finance	Planning & Prioritization	Public Engagement & Communications	Process
Chair Agency/Org	Nicole Kreiser Wake County	Bret Martin CAMPO	Bonnie Parker CAMPO	Tim Gardiner Wake County
Vice Chair Agency/Org	Steven Schlossberg GoTriangle	David Walker Raleigh	Mike Charbonneau GoTriangle	Ben Howell Morrisville
Date	First & Third Thursday	Fourth Tuesday	Fourth Thursday	Fourth Friday
Time	1:00-3:00pm	1:30-3:30pm	1:00-3:00pm	9:30-11:00am

IX. Other Business – *(Information Item, TPAC Chair – 5 minutes)*

- a. New Business
- b. TPAC Administration Update
 - a. New Wake Transit Team Hire –Evan Koff
- c. TPAC Member Discussion
- d. Next Steps

X. Adjourn

The next TPAC Meeting is scheduled for November 13, 2019.

Upcoming Items for next TPAC Meeting

- Wake Transit Vision Plan Update
- Bus Rapid Transit Program Update
- Commuter Rail Alternatives Analysis Update

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