

ATTACHMENT E



Wake County Transit Plan

TPAC Process Subcommittee Meeting

Work Items

November 2016 – February 2017

The Process Subcommittee will work on the following items in the timeframe specified:

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) 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 (Early Products November 2016) (Tied to JAA approval/ implementation status update)

5) 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)

6) 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)