



Transit Planning Advisory Committee (TPAC)
Meeting Summary - Draft
June 20, 2016 – 1:30 PM – 4:00 PM
Capital Area MPO Administrative Offices

Voting Members/Alternates Present:

Chris Lukasina, Co-Chair, CAMPO; Saundra Freeman, Co-Chair, GoTriangle; Kevin Lewis, Town of Rolesville; Matt Watterson, Town of Zebulon; David Bergmark, Town of Wendell; Jason Brown, Town of Knightdale; Tim Bailey, Town of Cary; Nicole Kreiser, Wake County; Jerry Jensen, Town of Cary; Shannon Cox, Town of Apex; Patrick McDonough, GoTriangle; Cathy Reeve, North Carolina State University; Ben Howell, Town of Morrisville; Brad Bass, Town of Garner; Chip Russell, Town of Wake Forest; Kendra Parrish, Town of Holly Springs; David Eatman, City of Raleigh; Alex Rickard, CAMPO; Tim Maloney, Wake County; Tansy Hayward, City of Raleigh (by phone); Mark Matthews, Town of Fuquay-Varina

20 voting members/alternates present

Other Attendees:

Darcy Downs, GoTriangle; Erik Landfried, GoTriangle; Danny Johnson, Town of Fuquay-Varina; Kenneth Withrow, CAMPO; Don Willis, Wake County; Mike Kennon, North Carolina State University; Jeff Weisner, AECOM; Bret Martin, CAMPO (TPAC Staff); Eric Lamb, City of Raleigh

I. **Introductions From Initial Membership of TPAC** - (*Tim Maloney, Wake County – 10 minutes*)

Tim Maloney welcomed the initial members of the TPAC and explained the timeline of Wake Transit Plan approval leading up to the first meeting of the TPAC and how the TPAC was created. He then asked those in attendance to introduce themselves to the rest of the group. Introductions were provided.

II. **Assignment of Temporary Co-Chairs from GoTriangle and CAMPO TPAC Membership** – Co-Chairs will serve until TPAC bylaws are adopted and Chairperson and Vice Chairperson elections are held (*Tim Maloney, Wake County – 20 minutes*)

Tim Maloney explained that co-chairs needed to be assigned to preside over TPAC meetings until the TPAC bylaws are adopted. The ILA states that the first meeting of the TPAC be co-chaired by representatives from CAMPO and GoTriangle. Mr. Maloney announced that the assigned co-chairs will be Saundra Freeman of GoTriangle and Chris Lukasina of CAMPO.

III. **TPAC Roles and Responsibilities** – (*Information Item – Bret Martin, CAMPO – 20 minutes*)

Saundra Freeman introduced the item and turned it over to Bret Martin, CAMPO Transportation Planner, to provide a presentation on the roles and responsibilities of the TPAC. At the conclusion of the presentation, David Eatman, City of Raleigh, asked who decides a tie breaker within the conference committee if one is formed. It was explained that there will always be an odd number of appointees on the conference committee and that the seventh member beyond those appointed from the ILA parties could be appointed from a number of different agencies. Eric Lamb from the City of Raleigh stated that the wording in the ILA should be more specific regarding conference committee composition. David Eatman asked about what regional significance means for the regulatory role that agencies may have over projects. Chris Lukasina stated that regional significance for the purposes of Wake Transit Plan implementation is the same as the Federal definition for regional significance. It was further explained by Nicole Kreiser and Tim Gardiner of Wake County that agreements in which both CAMPO and GoTriangle would have a regulatory role are just a subset of the work plan and Wake Transit Plan implementation. Chris Lukasina stated that every project in the Wake County Transit Plan



would currently be considered regionally significant. Mark Matthews asked about how human service transportation in Wake County fits into the plan. It was explained that there is a set-aside in the financial model for Wake County TRACs to enhance human services transportation.

IV. TPAC Operational Structure –

- A. Temporary TPAC Operating Structure/Procedures –
(Information item - TPAC Co-Chairs – 5 minutes)

Sandra Freeman discussed a temporary operational structure for the TPAC until bylaws are approved by the governing boards.

- B. Request to Agency of Resources to Meet TPAC Administrative Needs -
(Action Item – TPAC Co-Chairs – 5 minutes)

Sandra Freeman introduced the item. Chris Lukasina explained that the draft bylaws assume that CAMPO would serve the TPAC's administrative role. There was general discussion regarding whether the administrative roles of the TPAC would require additional funding beyond what the MPO is able to support. There was also general discussion on whether TPAC tasks would be outsourced to consultants or if they would be handled internally by participating agencies. A motion was made by David Eatman and seconded by Mark Matthews to designate CAMPO as the agency responsible for providing administrative support to the TPAC. The motion passed unanimously.

- C. TPAC Decisions on Operational Structure –
(Information item – Bret Martin, CAMPO – 45 minutes)

By September 6, 2016, TPAC must make recommendation on the following:

1. Bylaws (Attachment B), including:
 - a. Membership
 - b. Ongoing meeting schedule
 - c. Rules for TPAC function
 - d. Weighted Voting Examples (Attachment C)
2. Deadlines for submittals defined in ILA (Attachment D)
3. Lead agency(ies) for TPAC responsibilities

Bret Martin, CAMPO Transportation Planner, explained that the TPAC is charged with making certain decisions as outlined in the transit governance ILA by September 4, 2016, including TPAC bylaws, deadlines for TPAC products/submittals, and lead agencies for TPAC responsibilities. Mr. Martin then proceeded to explain a draft of the bylaws produced as a joint effort by the ILA parties to present to the TPAC. Various questions were posed and components of the draft bylaws were discussed among the group. Minor revisions were suggested by various TPAC members. Items of discussion in the bylaws included membership, agenda preparation, and weighted voting, among other topics. The TPAC was urged to submit comments on the draft bylaws, including the example weighted voting structures, to TPAC staff for compilation and discussion at the next TPAC regular meeting. Mr. Martin then proceeded to present various deadlines



for submittals of the TPAC to the CAMPO Executive Board and GoTriangle Board of Trustees.

D. Subcommittees/Working Groups? – (Discussion item – TPAC Co-Chairs – 5 minutes)

Chris Lukasina, TPAC Co-Chair, explained a recommendation from the ILA parties for sub-committees and working groups to work through many of the finer details the TPAC is charged with addressing as part of its responsibilities. The sub-committees would develop items and recommendations to bring back to the TPAC for it to make a decision before the items move forward for consideration by the boards. Sub-Committees can contain non-TPAC members with relevant expertise to contribute to their substantive discussions.

V. **Next Steps** – (Information Item – TPAC Co-Chairs – 10 minutes)

- A. Development of TPAC Work Schedule
- B. Establish Date/Time for Next Meeting(s)

Chris Lukasina, TPAC Co-Chair, discussed a recommended date and time for the next meeting of the TPAC. Mr. Lukasina recommended a standing meeting day and time for future TPAC regular meetings. The group decided on Wednesday mornings at 9am on a weekly basis through the August.

VI. **Other Business** – (Information Item – 15 minutes)

- A. Multi-Year Service Implementation Plan – (Erik Landfried, GoTriangle)
- B. New Business

Erik Landfried, Transit Planning Supervisor with GoTriangle, presented a draft RFQ for on-call services that covers the roles and responsibilities of the TPAC should the TPAC want to take advantage of consulting help. The RFQ also covers service implementation planning and a host of other wide-ranging planning activities that may be related to transit plan implementation. The RFQ also covers transit planning services that would be needed regardless of a successful referendum by GoTriangle, C-Tran, and GoRaleigh. Mr. Landfried distributed the draft and asked TPAC members to provide any input or feedback on the draft to be submitted back to him within the next week so the draft can be finalized to move forward for release. David Eatman provided more detail on the procurement process and how consultants would be secured to provide potential services in response to questions on how it would work.

VII. **Adjourn**

The meeting was adjourned at approximately 4:15pm.