



Transit Planning Advisory Committee (TPAC)  
Meeting Summary/Minutes  
August 17, 2016 – 9:00 AM – 10:00 AM  
Capital Area MPO Administrative Offices

**Voting Members/Alternates Present:**

Chris Lukasina, Co-Chair, CAMPO; Saundra Freeman, Co-Chair, GoTriangle; Alex Rickard, CAMPO; John Tallmadge, GoTriangle; Tim Gardiner, Wake County; Tim Maloney, Wake County; Ben Howell, Town of Morrisville; Ray Boylston, Town of Cary; Tim Bailey, Town of Cary; Tim Bender, City of Raleigh; Russell Dalton, Town of Apex; David Eatman, City of Raleigh; Chip Russell, Town of Wake Forest; Allison Rice, Town of Wendell; Mark Matthews, Town of Fuquay-Varina; Jason Brown, Town of Knightdale; Kendra Parrish, Town of Holly Springs; Corey Liles, RTP Foundation

18 voting members/alternates present

**Other Attendees:**

Darcy Downs, GoTriangle; Bret Martin, CAMPO (TPAC staff); Kenneth Withrow, CAMPO; Jason Morgan, GoTriangle; Emily Fischbein, Wake County; Richard Adams, Kimley-Horn

**I. Welcome and Introductions** – (TPAC Co-Chairs – 5 minutes)

*Chris Lukasina opened the meeting and asked everyone in attendance to introduce themselves.*

**II. Adjustments to the Agenda**

*Chris Lukasina asked if there were any adjustments to the agenda. There were no adjustments to the agenda.*

**III. Meeting Summary/Minutes From June 29, 2016 and July 6, 2016 Regular Meetings** – (Action Item - TPAC Co-Chairs – 5 minutes)

*Bret Martin introduced draft meeting minutes for the June 29, 2016, and July 6, 2016, TPAC meetings. Chip Russell moved to approve the minutes from the June 29<sup>th</sup> and July 6<sup>th</sup> TPAC regular meetings. Ben Howell seconded the motion. Mr. Lukasina administered a vote, and the approval of the minutes passed unanimously.*

**IV. Lead Agencies for TPAC Responsibilities** – (Discussion/Action Item – Tim Gardiner, Wake County – 30 minutes)

- A. Process Sub-Committee Recommendations (Attachment A)
- B. Discussion and Next Steps

*Mr. Lukasina opened the item and turned it over to Tim Gardiner. Mr. Gardiner referred to Attachment A, which details the proposed lead agency assignments for TPAC responsibilities. Mr. Gardiner reviewed the attachment. Mr. Gardiner explained that CAMPO was assigned most planning roles while GoTriangle was assigned financial, administrative, and regulatory roles, as GoTriangle would be serving as the tax district administrator. Mr. Gardiner mentioned that these assignments would need to move forward to the governing boards by September 4<sup>th</sup>.*

*Mr. Lukasina asked the TPAC to review the lead agency assignments and to submit any comments to Mr. Martin by August 25<sup>th</sup> to forward to the Process Sub-Committee for its consideration on August 26<sup>th</sup>.*



V. **TPAC Online File Sharing**– (Information/Discussion Item – Tim Gardiner, Wake County – 20 minutes)

*Mr. Lukasina opened the item and turned it over to Tim Gardiner. Mr. Gardiner mentioned that the online Sharepoint site set up for the Wake Transit Technical Coordinating Team (TCT) could be used to share documents with the TPAC. Mr. Gardiner discussed logistics for getting TPAC members set up to take advantage of the site.*

VI. **Sub-Committee Chair Reports-** (Information item – TPAC Co-Chairs – 10 minutes)

- A. Budget and Finance
- B. Planning and Prioritization
- C. Process

*Chris Lukasina opened the floor for sub-committee chair reports. Each sub-committee chair provided a report of ongoing work tasks.*

VII. **Other Business** – (Information Item – TPAC Co-Chairs - 5 minutes)

- A. New Business
- B. TPAC Member Discussion
- C. Next Steps

*Mr. Lukasina opened the item. Bret Martin updated the TPAC on the progress of the TPAC-recommended bylaws, indicating that they would be considered by the CAMPO TCC and Executive Board and GoTriangle Board of Trustees in September. The election of a permanent TPAC chair and vice chair would need to occur at the first TPAC meeting immediately following their adoption by those governing boards. Mr. Martin also updated the TPAC on the established protocol for developing TPAC agendas and the schedule for submitting items and materials for consideration at TPAC meetings. It was determined by TPAC membership to hold the next TPAC meeting on August 31<sup>st</sup>.*

VIII. **Adjourn**

*The meeting was adjourned at approximately 10:00 am.*