



Transit Planning Advisory Committee (TPAC)
Meeting Summary/Minutes
August 31, 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; John Tallmadge, GoTriangle; Nicole Kreiser, Wake County; Shelby Powell, CAMPO; Ben Howell, Town of Morrisville; Ray Boylston, Town of Cary; Tim Bailey, Town of Cary; Shannon Cox, Town of Apex; Tansy Hayward, City of Raleigh; Chip Russell, Town of Wake Forest; David Bergmark, Town of Wendell; Mark Matthews, Town of Fuquay-Varina; Jason Brown, Town of Knightdale; Kendra Parrish, Town of Holly Springs; Brad Bass, Town of Garner; Cathy Reeve, North Carolina State University

17 voting members/alternates present

Other Attendees:

Darcy Downs, GoTriangle; Bret Martin, CAMPO (TPAC staff); Kenneth Withrow, CAMPO; Lana Hygh, Town of Cary; Ren Wiles, GoTriangle; Michael Rogers, City of Raleigh; Mike Kennon, North Carolina State University; Valorie Lockehart, CAMPO

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

Saundra Freeman opened the meeting and asked anyone new to the TPAC to introduce themselves to the group and for those present to go around the room and introduce themselves.

II. Adjustments to the Agenda

Saundra Freeman asked if there were any adjustments to the agenda. Bret Martin asked that consideration of the minutes for the July 20th regular meeting be removed from the agenda.

III. Meeting Summary/Minutes From July 20, 2016 Regular Meetings – (Action Item - TPAC Co-Chairs – 5 minutes)

Removed from agenda

IV. Lead Agencies for TPAC Responsibilities – (Action Item – Shelby Powell, CAMPO – 20 minutes)

- A. Process Sub-Committee Recommendations/TPAC Member Comments (Attachment A)
- B. Discussion and Next Steps

Ms. Freeman opened the item and turned it over to Shelby Powell. Shelby presented a table to the TPAC showing proposed lead agency assignments for each of the TPAC's roles and responsibilities outlined in the Wake Transit Governance ILA. She noted that there were some comments provided by the TPAC, and changes to the table that resulted from those comments are noted in red in the table. Nicole Kreiser asked that any references to committees in the table specify that they are referring to TPAC sub-committees.

Ben Howell made a motion to recommend the assignment of lead agencies to the GoTriangle Board of Trustees and CAMPO Executive Board. The motion was seconded by Tansy Hayward. Saundra Freeman administered a vote on the motion, which passed unanimously.



V. **TPAC Meeting Schedule and Deadlines for Submittals** – (Discussion/Action Item – Shelby Powell, CAMPO – 30 minutes)

- A. TPAC Meeting Schedule (Attachment B)
- B. List of Deadlines for TPAC Submittals (Attachment C)

Sandra Freeman opened the item and turned it over to Shelby Powell. Ms. Powell referred to Attachments B and C to present the item. Tansy Hayward clarified that the deadlines shown in Attachment C are for those items the governing boards would consider for action rather than a number of other TPAC products that the Wake Transit Governance ILA does not specify as subject to action by the governing boards. The TPAC discussed the difference between deadlines for work plan drafts versus deadlines for TPAC recommendations to the governing boards and how the development of work plans would interface with local government budget development.

Bret Martin stated that the years reflected in the report delivery column need to be adjusted to be one year prior to what is reflected for each. The dates reflected in the original draft show reports being due more than a year after the subject quarter. It was also determined by the TPAC that each November of the preceding fiscal year would be the recurring deadline for a draft of annual work plans and that a final recommended work plan would be due by each May of the preceding fiscal year. Chris Lukasina stated that draft budgets should not be subject to major changes between November and May because other annual planning documents and budgets that interface with work plans will be on an earlier adoption schedule. Shelby Powell stated that the development of the MPO's UPWP should not drive or unnecessarily accelerate the ongoing interaction of municipal budgets and annual work plans. Mr. Lukasina stated that the group would need to monitor how well the approach of not having a final recommended budget until May will connect with the development of the MPO's UPWP.

Sandra Freeman asked for a motion to recommend the meeting schedule and TPAC submittal deadlines to the GoTriangle Board of Trustees and CAMPO Executive Board with the noted changes as agreed to by the TPAC during discussion. A motion was made by Nicole Kreiser and seconded by Chip Russell. Ms. Freeman administered a vote on the motion, which passed unanimously.

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

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

Sandra Freeman 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. John Tallmadge made the TPAC aware of conversations that were occurring with community groups in Southeast Raleigh. One request of those community



groups is how a commitment can be provided to keeping those groups engaged in plan implementation decision processes. The conversation has led to the creation of a citizens advisory committee to be an advisory committee to the GoTriangle Board of Trustees.

The TPAC agreed that the next regular meeting would be on September 14th and that September 21st and September 28th would be kept open as likely meeting dates.

VIII. Adjourn

The meeting was adjourned at approximately 10:00 am.