

ATTACHMENT A  
DRAFT MINUTES – SEPTEMBER 20, 2017 MEETING



Transit Planning Advisory Committee (TPAC)  
Regular Meeting  
September 20, 2017 – 9:30 AM – 11:45 AM  
Capital Area MPO Administrative Offices

*NOTICE: If you are not a TPAC Member/Alternate municipal representative, please use seating along the walls behind the table. If you are seeking to speak on anything not a part of the agenda, you may do so during Item IV on the agenda and MUST sign in on the Public/Agency Speaks Out Sign-In Sheet outside the board room. If you are seeking to speak on anything on the current agenda, you must be recognized by the TPAC Chair, or an official TPAC Member/Alternate municipal representative.*

**Voting Members/Alternates Present:**

Chip Russel, Chair, Town of Wake Forest; Shannon Cox, Vice Chair, Town of Apex; Kelly Blazey, Town of Cary; Shelby Powell, CAMPO; Christine Sondej, Town of Cary; Ben Howell, Town of Morrisville; Gretchen Coperine, RTP; Mark Matthews, Town of Fuquay-Varina; Tim Maloney, Wake County; Jerry Jensen, Town of Cary; Leah Henderson, City of Raleigh; David Eatman, City of Raleigh; Darcy Downs, GoTriangle; Cathy Reeves, NCSU; John Tallmadge, GoTriangle; Tim Gardiner, Wake County; Acacia Dadeagan, WakeUp Wake County; Sandra Freeman, GoTriangle; Nicole Kreiser, Wake County; Chris Lukasina, CAMPO; Bret Martin, CAMPO; Erik Landfried, GoTriangle

**Other Attendees:**

Acacia Dadeagan, WakeUp Wake County; Adam Howell, TPAC Administrator; Greg Strangeways, Nelson Nygaard; Jenny Green, GoTriangle

**I. Welcome and Introductions – (Chip Russell, TPAC Chair)**

*Chip Russel called the meeting to order at 9:33 AM. House rules covered.*

**II. Adjustments to the Agenda**

*None proposed*

**III. Meeting Summary/Minutes from August 29, 2017 Regular Meeting – (Action Item – Chip Russell, TPAC Chair) – Attachment A**

*Mr. Russel sought approval of minutes*

*First – Mark Matthews*

*Second – David Eatman*

*Passes/Approved Unanimously*

**IV. General Public or Agency Speaks Out – (Chip Russell, TPAC Chair – 5 minutes)**

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- a. *Limited to three (3) minutes per speaker. Speakers must sign in to speak before the start of the meeting.*

None

**V. Reporting Templates for Approved WorkPlan Projects– (Discussion/Action Item – Erik Landfried, Planning & Prioritization Sub-Committee Co-Chair, GoTriangle – 10 minutes) – Attachment B**

*Mr. Russel called Mr. Erik Landfried to present Reporting Templates as proposed by GoTriangle and the Planning & Prioritization Subcommittee. FY18 Q1 reports are due October 13. Instructions to be submitted by the end of September. GoTriangle is lead agency on this initiative in coordination with additional agencies. Formal presentation of report will be presented to TPAC at November meeting.*

*Mr. Landfried presented samples of templates pertaining to each bucket of funding in the plan and associated processes and points of information required to submit quarterly reports by any project sponsor.*

*Mr. John Tallmadge asked if instructions would be sent out – Mr. Landfried responded with 'Yes'.*

*David Eatman asked if 're-cycling' of services is discussed or could be mentioned in reporting publications to indicate that services do in fact go through cycles of growth and decline. Mr. Landfried responded 'yes' that this notion would be recognized through publications*

*Mr. Lukasina asked if the reports/templates will evolve and improve in narrative and deliverables expectations. Also asked if the current performance measures as provided by project sponsors – are those performance measures final? Mr. Landfried suggested that we revisit performance measure expectations on an annual basis as the group continues to evaluate data/measures submitted on each type of project. Mr. Landfried also suggested that simplicity should be key, while still capturing the valuable information.*

*Mr. Tallmadge asked if there are instructions to be provided on how to break out project initiatives that are split between funding sources. Mr. Landfried answered that there has not been a process developed at this point. Mr. Eatman prompted that in reporting, individual project sponsors can evaluate how they report that information, as long as the Wake Transit supported projects are brought forward. Mr. Tallmadge asked if only reporting is occurring on items that have submitted reimbursement requests. Mr. Lukasina suggested the use of reporting structures as in FTA TEAM/TrAMS until something better is created for Wake Transit purposes. Mr. Landfried suggested that we must align with the Agreements & Exhibit A's. Use the narratives in reporting to explain movement or lack thereof of financial support to implement project in question. First time around, group will do best as they can, and create better iterative processes. Ms. Powell asked how and by who the reports will be submitted and distributed. Mr. Landfried stated that reporting comes from project sponsors, and there will be coordination between TPAC Administrator, P&P*

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*and B&F subcommittees on dissemination of financial and performance reporting on a quarterly basis.*

*Motion made by David Eatman – recognizing that it will be an iterative process*

*Second made by Shelby Powell*

*Motion passes unanimously*

**VI. Multi-Year Bus Service Implementation Plan – Plan-Level Decision Making Structures**  
*– (Discussion/Action Item – Jenny Green, GoTriangle – 15 minutes) – Attachment C*

*Ms. Green presented Plan Level Decision Making Structures. This has been presented in previous meetings, and the purpose is to cover the changes made based on feedback from TPAC and CTT members.*

*Ms. Cox asked about there to be a need for information item with adjacent/community funding area municipalities regarding the Short Range Service Plan items – especially for if and when new services come close to and/or enter into one of these outlying jurisdictions. Mr. Gardiner and Mr. Eatman both explained the purpose of Short Range Service Plans and how boards to need to review at certain levels. Each concurred with Ms. Cox for the potential need of having this as an information item added to community funding area entities. Mr. Matthews suggested that there may not need to be such a prescription for outlying municipalities and associated feedback loops with such entities on short range service plans. Mr. Lukasina suggested that transit agencies should continue to coordinate with impacted municipalities as new services hit the road. Ms. Green explained intents behind how document is drafted, but wanted to ensure Ms. Cox's request is acknowledge and incorporated to communicate service plans to impacted outlying municipalities.*

*Ms. Cox's recommendation/request is that on page 5, last row, under Transit Partner Information Item – add a bullet to state 'effected municipalities.'*

*Mr. Tallmadge asked how this communication feedback loop informs long range (10-year) operating and/or capital plans and how should that be sought for approval or piece of information to boards of outlying municipalities. Suggestion from Mr. Gardiner that these concepts would be presented when proposed by any operating agency in coordination with new levels of service. Feedback loops and items for approval should begin with the CTT and project sponsors (if continuing beyond the initial study) and then to boards as necessary. Mr. Martin explained the intent behind the general concepts of feedback loops to reiterate the need for these levels of agreements in accordance with Project Sponsors and associated agreements. TPAC should be concerned with 10-year horizon plans, and Operating Agencies should be concerned with short range planning efforts – getting outlying municipalities formally involved could become problematic. But, if Ms. Cox's request is acknowledged, then that feedback loop should be incorporated to other items associated with the Multi-Year Bus Service Implementation Plan. Ms. Cox agreed that adding her initial bullet to be involved with Capital, Short Range and Long Term Service Planning initiatives*

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*Mr. Matthews – clarification – recommended motion by Ms. Cox to include ‘impacted outlying municipalities’ to the following programs*

*10-Year Operating Plan  
Short Range Service Plans  
10-Year Capital Plan*

*Ms. Cox already introduced the motion, Mr. Matthews formally provided a second.*

*Mr. Russell stated that there was further discussion – motion is tabled until further discussion occurs with Ms. Green’s presentation.*

*Discussion was over.*

*Ms. Cox made a motion to approve the Plan Decision Making Structures with the changes discussed to including adding ‘effected municipalities’ under*

*10-Year Operating Plan  
Short Range Service Plans  
10-Year Capital Plan*

*Second by Mr. Matthews  
Motion passes unanimously*

**VII. FY19 WorkPlan Development Goals– (Information/Discussion Item – Erik Landfried, Planning & Prioritization Sub-Committee Co-Chair, GoTriangle – 20 minutes)**

*Mr. Landfried presented to TPAC what Planning & Prioritization has developed for FY19 Work Plan Development Goals so as to inform potential project sponsors on a proposed framework for creating project requests.*

*Framing it with the Four Big Moves*

*The Wake Transit Plan has goals, this discussion presents principles.*

*Concerns and comments passed along by Mr. Eatman and Ms. Kreiser regarding how projects are developed in accordance (or not) with the original plan, and how do individual project sponsors respond to potential comments/public input that differ from the original plan, and also how items match up with published studies that are currently ongoing.*

*Ms. Kreiser states that she appreciates the word ‘considerations’, as the TPAC and associated subcommittees/staff will support and consider any and all project submitted. The notion should not preclude any submission included with FY19 work plan request development.*

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**VIII. FY19 Project Submission Process – (Information/Discussion Item – Adam Howell, TPAC Administrator, CAMPO – 20 minutes) – Attachment D (Instructions Packet)**

*Ms. Kreiser presented an overview of the FY19 Project Submission Process and associated instructions packet so all TPAC members and potential project sponsors are aware of the details to request projects.*

**IX. October Outreach Plan – (Information Item – Jenny Green, – 15 minutes) – Attachment E**

*Ms. Green presented along with Mr. Strangeways of Nelson Nygaard the October Outreach Plan overview.*

*Ms. Green stated the intent of this presentation is to demonstrate an overview of the proposed outreach plan to accommodate the MYBSIP, MIS and FY19 Project Prioritization, and the coordination between each of those project teams and the Communications Steering Committee.*

*Mr. Strangeways provided the presentation as it is the consultant's responsibility to develop the public engagement plan in coordination with the 2 major studies and annual work plan development.*

*Mr. Eatman is seeking sub bullets and more details on relaying important details for respective boards and councils. Touchpoints with the public, TPAC and boards/councils would be very helpful. Mr. Strangeways iterated with Ms. Green that these will be developed with the consultant team, MYBSIP and MIS goals, as well as annual work plan development timelines.*

*Ms. Coperine asked for a timeframe as to when public meetings will be held. Mr. Strangeways stated that it would be between October 23-November 17. Ms. Green said that they would work to coordinate.*

*Ms. Blazey asked for a 'master calendar' schedule built to demonstrate overlap and alignment of initiatives over a 6-12 month horizon. Mr. Howell stated that this will be built into the Master Schedule that was originally designed by Mr. Martin. A new tool and format is being explored to present this information.*

*Mr. Matthews asked about pop up events and collection of demographic questions/answers.*

*Ms. Cox asked about the intent for the need to bring the Public Engagement Plan to the next meeting. Ms. Green stated that the plan is to cover the MYBSIP, MIS and the Communications Steering Committee. Hope is to present for information at next TPAC meeting in October.*

*Mr. Eatman is having a difficult time trying piece everything together with his Board. How can this outreach of MYBSIP and MIS be tied to annual work plan development public*

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*outreach initiatives. He then references internal feedback loops to refine projects. Multiple layers are happening.*

*Mr. Russell asked for an outline of public outreach plans in the Fall of 2017.*

**X. TPAC Administrator Updates – (Information Item – Adam Howell, TPAC Administrator, CAMPO - 5 minutes)**

*When communicating with Mr. Howell, please ensure that you use his CAMPO email address – NOT the Town of Cary email address*

*Mr. Howell also explained the difference in roles and responsibilities between himself as TPAC Administrator and Bret Martin, as a Transit Project Manager with CAMPO*

**a. Updated TPAC Organization Chart**

*Mr. Howell presented a new Organization Chart. Comments were received to improve certain aspects and will be distributed to TPAC once finalized based on feedback. Supplantation group taken off; Fare Working Group placed on.*

**b. TPAC Meetings Scheduled**

*Mr. Howell discussed that TPAC meetings have been scheduled through January 17, 2018. The dates are October 24, November 14, December 12 and January 17, 2018*

**c. Master Schedule Update Discussion**

*Mr. Howell discussed that on-going coordination and communication is happening between TPAC Administrator and project managers so as to have adequate details to build a master schedule. An online tool is being explored so it can be viewed by all at any time. Goal is to have distributed by end of September.*

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**XI. On-Call Transit Planning Services Task Status Updates** – (*Information Item – 20 minutes*)

*Mr. Russel asked that these items be skipped, and for future updates, please include that these updates be provided in brief paragraph form so TPAC members can have written updates in hand – and this will save time.*

- a. Public Engagement Strategy – (*Bret Martin, CAMPO*)
- b. Staffing Model and Expectations Plan – (*Bret Martin, CAMPO*)
- c. Community Funding Area Program Management Plan – (*Bret Martin, CAMPO*)
- d. Multi-Year Bus Service Implementation Plan – (*Jenny Green, GoTriangle/Bret Martin, CAMPO*)
- e. Transit Corridors Major Investment Study – (*Bret Martin, CAMPO/Jason Morgan and Darcy Downs, GoTriangle*)
- f. Transit Customer Surveys – (*Juan Carlos Erickson, GoTriangle*)

**XII. Sub-Committee Chair Reports** – (*Information Item – Chip Russell, TPAC Chair – 15 minutes*)

- a. Budget and Finance

*Meeting the following Friday, September 29 to go over items associated with modeling.*

- b. Planning and Prioritization

*Special Work Session setup to discuss project considerations – will be on September 28. Working Lunch! Next full meeting will be October 3<sup>rd</sup>. Mr. Landfried sought to have a new Co-Chair with P&P. Her appointment was blessed by the P&P. TPAC needs to take action to approve appointment*

*Ms. Powell motions to approve  
Ms. Kreiser seconds the motion*

*Motion passes unanimously – Kelly Blazey is the new P&P co-chair*

- c. Process

*Continuing to work on work plan process, work plan/budget amendment process*

**XIII. Other Business** – (*Information Item – Chip Russell, TPAC Chair - 5 minutes*)

- a. New Business

*NONE*

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b. TPAC Member Discussion .

*NONE*

c. Next Steps

*NONE*

**XIV. Adjourn**

*Meeting is adjourned at 11:46 AM. Next meeting to be held on October 24, 2017 at 9:30 AM at CAMPO Administrative Offices.*