

WAKE COUNTY TRANSIT PLAN

Transit Planning Advisory Committee

Subcommittee Leadership 2019

Budget & Finance (B&F)

The B&F SC elections occurred on 12/6/2018.

In attendance at the meeting:

Bret Martin, CAMPO*
Matthew Cushing, CAMPO
Erik Landfried, GoTriangle*
Steve Schlossberg, GoTriangle
Kelly Blazey, Town of Cary*
Kevin Wyrach, Town of Cary
Jason Brown, Town of Knightdale*
Nicole Kreiser, Wake County*
Tim Gardiner, Wake County
Michelle Brooke, Town of Cary
Shavon Tucker, City of Raleigh

David Eatman, City of Raleigh*
Morgan Simmons, City of Raleigh
Brandon Watson, City of Raleigh
Adam Howell, CAMPO

Via Phone:

Mark Matthews, Town of Fuquay-Varina*
Mary Kate Morookian, GoTriangle
Saundra Freeman, GoTriangle
Jenny Green, GoTriangle

**indicates voting member representatives for election purposes*

Chair Nomination(s) – Nicole Kreiser
Vice Chair Nomination(s) – Steven Schlossberg

No other nominations received for either position. Each nomination received unanimous votes from voting member representatives in attendance.

Planning & Prioritization (P&P)

The P&P SC elections occurred on 12/6/2018.

Due to the meeting being joint with the B&F SC, same attendees and voting member representatives apply for P&P election proceedings.

Chair Nomination(s) – Bret Martin
Vice Chair Nomination(s) – Mary Kate Morookian

No other nominations received for either position. Each nomination received unanimous votes from voting member representatives in attendance.

Process

The Process Subcommittee Leadership chose to conduct **e-nominations & e-elections** (via email) due to the recent need of activity with the subcommittee. The TPAC Administrator communicated with a list of consistent attendees of previous Process SC meetings to solicit nominations. Those individuals were told that if no nominations were received, then the leadership from 2018 will continue to serve in 2019. This communication was distributed on 12/14/2018, and a deadline to submit nominations to the TPAC Administrator by 12/28/2018 (14-days).

Communication recipient individuals are as follows:

Tim Gardiner, Wake County	Lana Hygh, Town of Cary
Brandon Watson, City of Raleigh	Mike Charbonneau, GoTriangle
Chris Lukasina, CAMPO	Mila Vega, City of Raleigh
Chip Russell, Town of Wake Forest	Nicole Kreiser, Wake County
David Eatman, City of Raleigh	Bonnie Parker, CAMPO
Tansy Hayward, City of Raleigh	Rob Murray, City of Raleigh
Jason Brown, Town of Knightdale	Shannon Cox, Town of Apex
John Tallmadge, GoTriangle	Sharon Felton, City of Raleigh
Kelly Blazey, Town of Cary	Ben Howell, Town of Morrisville

The TPAC Administrator did not receive any nominations from this solicitation.

Current Chair, Tim Gardiner, will continue to serve in 2019 and accepts this opportunity
Current Vice Chair, Ben Howell, will continue to serve in 2019 and accepts this opportunity

Public Engagement & Communications (PE&C)

The PE&C SC Leadership chose to solicit e-nominations through the TPAC Administrator. Nominations were due by 1/4/2019. No nominations were received. Current Leadership, Bonnie Parker and Mike Charbonneau indicated to the TPAC Administrator they would be comfortable serving in the Chair/Vice Chair roles respectively if no nominations were received.

In attendance at the meeting:

Brittany Goode, Town of Cary	Burgetta Wheeler, GoTriangle
Kelly Blazey, Town of Cary	Andy Willard, GoTriangle
Morgan Simmons, City of Raleigh	Adam Howell, CAMPO
Brandon Watson, City of Raleigh	
Kelly Wright, City of Raleigh	Via Phone:
Juan Carlos Erickson, GoTriangle	Mike Charbonneau
Liz Raskopf, GoTriangle	

As of the January 10th PE&C SC meeting, no nominations were received by the TPAC Administrator. Those in attendance at the meeting indicated they supported Ms. Parker and Mr. Charbonneau to continue with the SC leadership roles and develop the new Chair/Vice Chair structure for the SC.

Current Co-Chair, Bonnie Parker, will now serve in 2019 as Chair
Current Co-Chair, Mike Charbonneau, will now serve in 2019 as Vice Chair

WAKE COUNTY TRANSIT PLAN

Transit Planning Advisory Committee

Budget & Finance Subcommittee

February – July 2019 Work Plan

Items Completed from August 2018 – January 2019 Task List

Recurring or Annual Tasks

- FY 2020 Work Plan Timeline, Amendment Calendar, Other Reporting Deadlines and Coordination with Other TPAC Committees as Required (Tax District and CAMPO)*
- FY 2020 Work Plan Request Form (Draft to be developed by Tax District and CAMPO)*
- Review and Coordination of Draft FY 2020 Work Plan (With other TPAC Subcommittees and CAMPO and Tax District staff)*
- Escalation in Model and Other Model Assumptions (Tax District; B&F and TPAC Review in accordance with Wake Transit Financial Policies and Guidelines)

*Joint work tasks with the Planning and Prioritization Subcommittee

Specialized Tasks

- Initial transition of Model from Wake County to GoTriangle (Tax District and Wake County)

Tracking/Oversight Tasks

- Establish Debt Working Group and Begin Drafting of Agreements in time for FY 2020 Financing of Projects (Tax District; Select TPAC members in accordance with Wake Transit Financial Policies and Guidelines)
- Review of Wake Transit Annual Report (including review of drafts of Financial Statements per section 5.01o) and Coordination with Other TPAC Committees as Required

Items for February 2019 – July 2019 Task List

Recurring or Annual Tasks

- Review and Coordination of Recommended FY 2020 Work Plan (With other TPAC Subcommittees and CAMPO and Tax District staff)*
- Escalation in Model and Other Model Assumptions (Tax District; B&F and TPAC Review in accordance with Wake Transit Financial Policies and Guidelines)
- Review of Budget Amendments

WAKE COUNTY TRANSIT PLAN

Transit Planning Advisory Committee

Budget & Finance Subcommittee

February – July 2019 Work Plan

Specialized Tasks

- Discussion of Supplantation (Tax District with City of Raleigh, Town of Cary, GoTriangle)
- Hold harmless and other fare strategies
- Transition of Model from Wake County to GoTriangle (Tax District and Wake County) and sharing with partners
- Staffing and FTE assumptions (in conjunction with P&P Subcommittee)

Tracking/Oversight Tasks

- Coordination with Process Committee and Planning and Prioritization on financial components of Operating and Capital Agreements for FY 2020, including debt components

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WAKE COUNTY TRANSIT PLAN

Transit Planning Advisory Committee

Planning & Prioritization Subcommittee

Work Task List
February – July 2019

Recurring/Annual Tasks

- Coordination with Providers for LAPP and/or SPOT Project Submissions
- Coordination of Bus Acquisition Plans Among Providers to Pursue Other Sources of Funding for Vehicles (FTA, SPOT, VW Settlement, etc.)
- Quarterly Work Plan Amendments (to be coordinated with Budget and Finance Subcommittee)

Specialized Tasks

- Standardization of Project Reporting/Deliverables Across Project Types
- Review of FY 2020 Wake Transit Work Plan in Transition between Draft to Recommended Status (to be coordinated with Budget and Finance Subcommittee)
- Determine Necessary Accountability and Logistics for Reporting of Service Measures to Inform Future Bus Operating Project Funding Decisions
- Review Feedback Loop between Existing Project Reporting Structure and How the Reported Information is Used (to be coordinated with Budget and Finance Subcommittee) to Inform Decision-Making

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WAKE COUNTY TRANSIT PLAN

Transit Planning Advisory Committee

Process Subcommittee

Work Task List
February – July 2019

Specialized Tasks

- Process Subcommittee duties, roles and responsibilities
- Review and recommend detailed lead agency responsibility document – TPAC Level
- Wake Transit Multi-Year Service Agreements

Tracking/Oversight Tasks

- Lead Agency Assignments and Responsibilities
- TPAC and Subcommittee Processes/Bylaws
- Wake Transit Service Agreements

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WAKE COUNTY TRANSIT PLAN

Transit Planning Advisory Committee

Public Engagement & Communications Subcommittee

Work Task List
February – July 2019

Specialized Tasks

1) Complete Public Engagement Policy, Guidebook & Toolkit

The PE&C Subcommittee will continue to serve as the Core Technical Team for the development of a Public Engagement Policy which will be adopted by the governing boards, in addition to a Public Engagement Guidebook and Public Engagement Toolkit.

2) Transit Community Survey Effort – oversight and coordination

The PE&C Subcommittee will provide feedback and support to GoTriangle for the Transit Customer and Community Surveys work.

3) Website Updates – review and coordination

The PE&C Subcommittee will continue to provide feedback on website content for Wake Transit efforts, and will facilitate coordination among transit agencies and other parties as necessary. This work item will entail decisions on web presence, an online map of Wake Transit projects, TPAC web presence, and ongoing content and maintenance of the site.

a) Online Map Interface FY 2020 Work Plan submittal – Bonnie Parker, CAMPO

4) GoForward Use Standards – oversight and coordination

The PE&C Subcommittee will work to develop a set of standards and style guide for the use of GoForward on all forms of communication, documents and publications.

5) Informational Brochure about Wake Transit for 2019

The audience of the brochure would be the general public who have little or no knowledge about the Wake Transit Plan and its implementation. Objective is to provide a primer on the Initiative, accomplishments so far, overview of activities anticipated in 2019. Distributors of the brochure include the Wake Transit outreach team, all local transit agencies and Wake County municipalities, elected officials, TDM outreach

specialists, area transportation advocates, etc. Goal will be to make design fit brochure holders on all transit vehicles in Wake County

Ongoing Tracking/Oversight Tasks

1) Public Engagement and Communications Coordination

The PE&C Subcommittee will work to continue implementation of regional outreach efforts related to Wake Transit funding of projects and following the approved Public Engagement Policy. The subcommittee will work to create an inclusive structure that fosters regional collaboration on public engagement, press releases, and marketing of the Wake Transit implementation. One focus will be to include publication of Wake Transit successes and highlight accomplishments through social media, print media and other channels.

2) Review Project Plans for WT Public Engagement Activities

Serve as a resource to project sponsors and the Lead Agency for Public Engagement for Wake Transit Plan implementation activities related to public engagement and outreach. Review elements of the annual Wake Transit Work Plan Recommendation to provide advice to TPAC on anticipated public engagement and communication needs.

3) Maintain PE Guidebook & Toolkit

4) Host and Document After-Action Reviews of Public Engagement Efforts

Conduct After-Action Reviews following each significant set of outreach activities and/or at the completion of each major project.