



# NC Capital Area Metropolitan Planning Organization

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## Legislation Text

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**File #:** ACT 16-097, **Version:** 2

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### **Wake County Transit Planning Advisory Committee Meeting Schedule, Work Product Deadlines, and Identification of Lead Agencies for TPAC's Responsibilities**

Bret Martin, MPO Staff

The Wake County Transit Governance Interlocal Agreement (ILA) charges the Wake County Transit Planning Advisory Committee (TPAC) with completing a number of items related to its operational structure by September 4, 2016, including:

- 1) Bylaws;
- 2) Rules dictating the composition, organization and function of the TPAC (*contained within Bylaws*);
- 3) A request to an agency or agencies of staff resources to meet the TPAC's administrative needs (*contained within Bylaws*);
- 4) A meeting schedule;
- 5) A list of deadlines for its work products; and
- 6) Identification of lead agencies to carry out the TPAC's responsibilities.

At its September 21<sup>st</sup> regular meeting, the CAMPO Executive Board approved the TCC's September 1<sup>st</sup> recommendation to consider approval of the TPAC bylaws, which included the rules dictating the composition, organization and function of the TPAC and a request to CAMPO of staff resources to meet the TPAC's administrative needs. The TPAC agreed upon the remaining three (3) items at its August 31<sup>st</sup> meeting (complying with its September 4<sup>th</sup> deadline), but given the limited turnaround time for the TCC's consideration, these remaining items were unable to proceed to the TCC's September 1<sup>st</sup> and the Executive Board's September 21<sup>st</sup> agendas.

The recommended TPAC meeting schedule is provided as a narrative description of the TPAC's minimum meeting frequency requirement, as well as its current provisional needs for it and its sub-committees to meet more frequently (Attachment A). The TPAC's recommended list of deadlines for its work products, which includes its annual development of the technical plan implementation elements of the Wake Transit Work Plan and its development of quarterly and annual financial and project status reports, is included as Attachment B. A summary of the TPAC's recommended lead agencies for its responsibilities is included as Attachment C. A more detailed explanation of agency roles in the development of each task or component of TPAC responsibilities is included in Attachment D. The TPAC's recommendation to the Executive Board for this item was unanimous.

**Requested Action:** Consider approval of the TPAC's recommended meeting schedule, work product deadlines, and identification of lead agencies for its responsibilities and consider acceptance of the TPAC's responsibilities assigned to CAMPO.