

# WAKE COUNTY TRANSIT PLAN

## Transit Planning Advisory Committee

### Meeting Minutes

TPAC Regular Meeting via WebEx • February 9, 2022 • 9:30am- 11:30am

2/9/2022 TPAC Attendance					PM= Primary Member, VA= Voting Alternate, OA= Other Alternate, MG= Meeting Guest						
Agency/Org	Name	PM	VA	OA	MG	Agency/Org	Name	PM	VA	OA	MG
TPAC Chair/Garner	Gaby Lawlor	1				Morrisville	Caleb Allred			1	
TPAC Vice-Chair/Raleigh	David Eatman	1				Morrisville	Danielle Kittredge	1			
TPAC Admin.	Stephanie Plancich				1	NC State University	Than Austin		1		
Apex	Shannon Cox	1				Raleigh	Andrea Epstein			1	
Apex	Katie Schwing				1	Raleigh	David Walker			1	
CAMPO	Shelby Powell	1				Raleigh	Het Patel			1	
CAMPO	Bret Martin		1			Raleigh	Kristin Treadway				1
CAMPO	Evan Koff				1	Raleigh	Mathew Van Hoeck				1
CAMPO	Crystal Odum				1	Raleigh	Meghan Finnegan				1
Cary	Kelly Blazey	1				Raleigh	Michael Moore	1			
Cary	Kevin Wyrauch		1			Raleigh	Mila Vega			1	
Cary	Marck MacDougall				1	Raleigh	Morgan Simmons				1
Fuquay-Varina	Allison Wright		1			Raleigh	Ryan Boivin				1
GoTriangle	Sandra Freeman	1				Raleigh	Shavon Tucker			1	
GoTriangle	Liz Raskopf			1		Rolesville	James Carter	1			
GoTriangle	Curtis Hayes				1	RTP Foundation	Travis Crayton	1			
GoTriangle	David Jerrido				1	Wake County	Akul Nishawala	1			
GoTriangle	Burgetta Wheeler				1	Wake County	Anita Davis-Haywood				1
GoTriangle	Chuck Lattuca				1	Wake County	Tim Gardiner	1			
GoTriangle	Jenny Green				1	Wake County	Tim Maloney			1	
GoTriangle	Katharine Eggleston				1	Wake County	Tyler Daniel				1
GoTriangle	Katie Urban				1	Wake Forest	Dylan Bruchhaus		1		
GoTriangle	Meg Scully				1	Wake Tech	Pamela Little				1
GoTriangle	Scott Thomas				1	Wake Up Wake County	Nathan Spencer				1
GoTriangle	Sharon Chavis				1	Wendell	Mathew Burns				1
GoTriangle	Steven Schlossberg		1			Zebulon	Aaron Chalker	1			
GoTriangle	Suzanne Clyburn				1	HDR Inc.	William "Bill" Gilmore				1
GoTriangle	Wendy Mallon				1	HDR Inc.	Patrick McDonough				1
GoTriangle/CAMPO	Will Allen III				1	HDR Inc.	Jorge Luna				1
Knightdale	Andrew Spiliotis	1				Mott MacDonald	Paul Worley				1

#### Minutes

- I. **Welcome and Introductions** – TPAC Vice Chair David Eatman opened the meeting and welcomed attendees. Stephanie Plancich, TPAC Administrator, conducted roll call and established that a quorum was present.
- II. **Adjustments to the Agenda** – There were no adjustments to the agenda.
- III. **General Public or Agency Comment**

Nathan Spencer, WakeUp Wake County, suggested that the TPAC meetings should include more time for non-members to discuss items and give feedback to members prior to a vote, since there was relatively little opportunity for that to happen on some items on the agenda. Will Allen, GoTriangle/CAMPO Board Member, agreed.

Vice Chair David Eatman noted that the TPAC meetings follow open meetings rules and that the public is welcome to speak on any subject during this comment period on the agenda during every meeting. He further noted that typically meetings of Boards do not include discussions between Board members and non-Board members. However, he acknowledged that the TPAC could do a better job of providing those opportunities for comments and discussions outside of meetings, and asked staff to look further into that issue.

## TPAC ADMINISTRATIVE ITEMS

### IV. TPAC Meeting Minutes Attachment A & B

A motion was made by Member Kelly Blazey, with a second by Allison Wylie, to approve the December and January TPAC meeting minutes. The motion carried unanimously.

### V. 2022 TPAC Subcommittee Schedules and Election Results

Stephanie Plancich reported on this item.

At their respective January meetings, each TPAC subcommittee discussed their 2022 recurring meeting schedules and voted to elect a Chair and Vice Chair.

#### Planning & Prioritization (P&P) Subcommittee Voting Record from 1/25/2022

- Motion to continue existing meeting schedule (1:30-3:30pm on the 4<sup>th</sup> Tuesday of each month) made by Katie Schwing with second by Gaby Lawlor.
- Motion to elect David Walker as Chair and Kevin Wyrach as Vice Chair, each for a second term., made by Bret Martin with second by Dylan Bruchhaus.

Voting Agencies: CAMPO, GoTriangle, Wake County, Raleigh, Cary, Apex, Fuquay-Varina, Garner, Rolesville, Zebulon, Wake Forest, Morrisville, RTF and NCSU.

#### Community Engagement (CE) Subcommittee Voting Record from 1/31/2022

- Motion to continue existing meeting schedule (1:30-3:00pm on the 4<sup>th</sup> Thursday of each month) made by Andrea Epstein with second by Bonnie Parker.
- Motion to elect Andrea Epstein as Chair for a 2<sup>nd</sup> term and Bonnie Parker as Vice Chair for her 1<sup>st</sup> full term made by Katie Schwing with second by Dylan Bruchhaus.

Voting Agencies: CAMPO, GoTriangle, Wake County, Raleigh, Apex, Fuquay-Varina, and Morrisville

#### Budget & Finance (B&F) Subcommittee Voting Record from 1/31/2022

- Motion to adjust current schedule on the 3<sup>rd</sup> Thursday of each month down from 1.5 hours to 1 hour (2:00-3:00pm) made by Sandra Freeman with second by Shavon Tucker.  
*The schedule discussion focused on the light Work Task List for B&F, the fact that most tasks will be/can be done at planned joint meetings, and the general desire of TPAC members to reduce unnecessary TPAC meetings. B&F members understand that most monthly meetings for the foreseeable future will be cancelled, but felt it was important to keep a one hour place-saver on everyone's calendars to have a dedicated time set aside when it is needed.*
- Motion to elect Steve Schlossberg as Chair for a 3<sup>rd</sup> term and Shavon Tucker as Vice Chair for a 2<sup>nd</sup> term was made by Sandra Freeman with second by Christine Sondej.

Voting Agencies: CAMPO, GoTriangle, Wake County, Raleigh, Cary, and Fuquay-Varina

A motion was made by Kelly Blazey, with a second by Shannon Cox, to approve the recommended meeting schedules and election results of the Budget & Finance, Planning & Prioritization and Community Engagement Subcommittees. The motion carried unanimously.

**VI. 2022 TPAC Subcommittee Work Task Lists  
Attachment C**

Stephanie Plancich reported on this item. Each of the TPAC's subcommittees is required to develop a Work Task List that details the activities and outcomes that the subcommittee will reach over the next 6 month period. At their respective January meetings, subcommittee members reviewed and discussed their draft February-July Work Task Lists and voted to approve them and recommend that the TPAC endorse them. All three Work Task Lists have been combined and are attached as Attachment C.

A motion was made by Kelly Blazey, with a second by Shannon Cox, to endorse the February-July Work Task Lists for the Budget & Finance, Planning & Prioritization and Community Engagement Subcommittees. The motion carried unanimously.

**PLANNING AND PROGRAMMING ITEMS**

**VII. Updates to the Adopted Wake Transit Work Plan Amendment Policy and Process  
Attachment D**

Stephanie Plancich reported on this item. In response to a number of emerging issues highlighting the presence of gaps in the adopted Wake Transit Work Plan Amendment Policy and Process, CAMPO staff developed a draft policy document with updates to address these gaps. This draft document was discussed with and reviewed by the TPAC Planning & Prioritization Subcommittee, and the subcommittee recommended it to the TPAC at its January 25<sup>th</sup> regular meeting. CAMPO staff will provide the TPAC with an overview of the updates to the policy and will ask the TPAC to recommend approval of the updated policy, Attachment D, to the Wake Transit governing boards.

Ms. Plancich noted that we need to better define minor amendments vs major amendments, and add "any other change not identified as major" to be defined as a new minor amendment. This could include the transfer of funds between or among implementation elements in separate funding subcategories within one implementation element. A new provision in this updated policy is the creation of a special amendment request cycle for capital project period of performance extensions to address agreements set to expire in September. If this special cycle is not created, project sponsors must have that information ready for the Q4 amendment cycle, which could be an issue with timing.

A 2-Week public comment period, starting on February 14<sup>th</sup>, will be posted prior to governing board consideration.

Will Allen asked if this policy had been reviewed by legal staff; Ms. Plancich replied that it had.

A motion was made by Kelly Blazey, with a second by Akul Nishawala, to recommend adoption of the updated Wake Transit Work Plan Amendment Policy to the Wake Transit governing boards. The motion carried unanimously.

**VIII. Release of Draft FY2023 Wake Transit Work Plan for Public Comment  
Attachment E**

Stephanie Plancich and Steven Schlossberg reported on this item. The TPAC and its assigned lead agencies (CAMPO and GoTriangle) are responsible for the development of all components of annual Wake Transit Work Plans. This includes:

- Annual Operating and Capital Budgets;
- Multi-Year Operating Program;
- Multi-Year Capital Improvement Plan (CIP);

- Update of the Wake Transit Financial Plan and financial model assumptions; and
- Project-Level Operating and Capital Funding Agreements.

The TPAC first received access to the Draft FY 2023 Wake Transit Work Plan document for its inspection and review on January 26<sup>th</sup>. The TPAC is asked to review the Work Plan document in draft form and consider allowing staff to publish it for public review and comment. The TPAC review draft of the Draft FY 2023 Wake Transit Work Plan is provided as Attachment E.

As discussed at previous TPAC meetings, assumed increases in expenditures for a number of capital projects require the rebalancing of those investments with assumed revenues within the 2030 financially constrained horizon of the Wake County Transit Plan. This resulted in several changes to the programming of both operating and capital projects in the FYs 2023-2030 Multi-Year Operating Program and Capital Improvement Plan components of the Work Plan. These modifications include the deferral of a couple of bus service expansion projects to implementation beyond the 2030, delays to a couple of bus service expansion projects, cuts to some previously programmed funding allocations that further planning has revealed are likely superfluous, and the deferral of the final design, right-of-way acquisition, construction, and vehicle acquisition phases of the Wake Bus Rapid Transit (BRT): Northern Corridor beyond the 2030 financial constraint.

CAMPO staff provided an overview of the Draft FY 2023 Wake Transit Work Plan, with particular emphasis on these changes. GoTriangle staff provided an overview of the financial figures supporting the draft Work Plan.

The TPAC was notified of a new deadline for work plan funding modifications – they will be due to CAMPO by March 18 instead of March 25 to give staff more time to incorporate changes into the Work Plan in order to produce a recommended work plan for the Joint Budget & Finance / Planning & Prioritization Subcommittee review.

Mr. Schlossberg noted that revenues in the FY 2023 Work Plan were made flat to FY 2021 actuals at \$117,113M. Projects requested for FY 23 total slightly more, at \$118,127M. Adding farebox revenue back in would provide revenue of \$520,000. He noted there is still conversation happening among the transit partners, but no decision has been made to remain fare free. If farebox revenue goes away in the FY 2023 financial model, we could see some offset to that revenue loss by removing expenditures for things like YouthGoPass and mobile ticketing, but would still need to make up some revenues. By the time we get to an actual recommended FY 2023 Work Plan, we will have a few more months of actuals to use in FY 23 projections.

Projects in the draft Work Plan include operating projects such as bus operations, the Community Funding Area Program set-aside, and administration; and capital projects such as transit centers, maintenance facilities, park-and-ride facilities, bus stop improvements, technology upgrades, advancing the Bus Rapid Transit projects, and bus acquisitions.

Evan Koff, CAMPO, asked about the farebox collection projection - is that 520K for whole system? Mr. Schlossberg replied that we need to revisit this topic with the transit partners. These numbers were attributable to Wake Transit-funded services pre-covid. Partners are still discussing the fare free options for next year. Local budgets still being developed, and we will have more guidance on the FY 2023 Work Plan budget once some local decisions have been made. In the model, we do have fares included in bus, BRT and CRT in future years, and we need to start thinking about FY 24 and beyond if this revenue source is expected to go away because there will be financial implications in the financial model.

Shannon Cox stated that Apex submitted a few comments on the work plan after the February 1 deadline; some of the items are important to address prior to releasing the plan for public review. GoApex service is behind schedule; Rt 305 says it's been expanded to all day + weekend, but that's not true. These things should be updated in the Draft Work Plan so as not to confuse the public.

It was also noted that bus service expansion through 2030 had been drastically reduced in order to make the Work Plan solvent.

Ms. Planchich reiterated the adjusted schedule for providing comments on the draft, and that staff needed to have time to refine budgets/schedules; LAPP to be incorporated; concurrence is behind on some projects; scopes need to be refined; and we anticipate new funding requests. The transit partners still need to discuss fare collections for FY 23, and how Wake Transit funding should cover cost per hour increases.

David Eatman thanked staff for the presentation and their work on FY 2023 and beyond. He noted that FY 2023 seemed fairly solid at this point, and we will leave it to the work groups to discuss FY 24 and beyond. Transit systems will need to participate in those discussions, including those regarding farebox revenue, non-supplantation, and baseline services. We should continue to work on those things during FY 23 so we can work toward FY 24 solvency. He reminded the TPAC to be thinking of the future during these discussions.

Andrew Spiliotis, Knightdale, noted that the April 20 meeting overlaps with NCAMPO conference, and that we need to be mindful of quorum and voting.

Sandra Freeman, GoTriangle, stated that as we look past FY 23, she wanted to piggy-back on David Eatman's comments. She has been here since start of the Wake Transit program, and the region is still learning as we go. We need to be mindful that we need to be flexible; just because something was put in place at beginning, things have changed and those decisions may no longer be appropriate now. Need to be open minded on best way to do things moving forward.

Ms. Plancich noted that the TPAC Chair and Vice Chair have had discussions on which conversations need to happen for FY 23 work plan versus what can be figured out during future months. Farebox, cost assumption/schedule tightening need to be discussed prior to FY 23 Work Plan being finalized. Other discussions should inform the updated bus plan, so we have a little more time on things like baseline and supplantation. She noted that she has received written comments from GoTriangle, Knightdale, and Fuquay-Varina. This Draft Work Plan will go out for a 30 day public comment; members should email Ms. Plancich with comments during this period to help refine FY 23 work plan.

Tim Gardiner, Wake County, asked if the version being reviewed today would see changes based on comments from today's meeting, or if any other modifications would be necessary before its release. Ms. Plancich noted that some tweaks to language could occur based on Ms. Cox's earlier comments.

Mr. Gardiner and Ms. Cox expressed thanks to CAMPO staff and GoTriangle staff for all their hard work putting this document together.

A motion was made by Tim Gardiner, with a second by Shannon Cox to release the Draft FY 2023 Wake Transit Work Plan for public review and comment. The motion carried unanimously.

#### **IX. Draft FY2023 Wake Transit Work Plan Engagement Materials Attachment F & G**

Curtis Hayes, GoTriangle, reported on this item. GoTriangle staff have worked with Wake Transit partners to develop materials to be used for the public comment period for the Draft FY23 Work Plan. The CE Subcommittee met and reviewed the various materials and provided feedback through February 2<sup>nd</sup>. The news release, Attachment F is the primary piece of messaging. It has been designed as an inverted pyramid with the most important information to communicate at the top to the more peripheral information toward the bottom. This writing method allows TPAC partners to cut and use the amount of content that fits best on their websites, newsletters, social media posts, etc. All TPAC partners are asked to support the engagement effort by sharing the information with their staff, elected officials, and community members. A complete materials packet, including printable fliers, Attachment G, have been posted on the GoForward/WakeInput webpage for partner use throughout the 30-day (February 14-March 16) public comment period.

This item was received as information.

#### **X. Progress Update: Raleigh Union Station (RUS Bus) Project**

Bryan Hammond, GoTriangle, reported on this item. The 2- story tower is private development, and includes TOD retail, 2 towers - one hotel and one residential, and private parking. There will be 405 apartments (10% planned to be affordable units) with 492 parking spaces. The NEPA work

on the project is done and, 30% design is complete for public facility. Q1FY22 was the start of design development. CON documents are expected by January 2023. Construction of Phase 1 will start in April 2022; Phase 2 (public transit facilities) will start Jan 2023. The facility will be open for service early 2025. Wake Transit funds will provide \$30K for an art consultant and \$250k for inclusion of public art. Will Allen asked where BRT vehicles will access the site? Mr. Hammond noted that station for BRT is on West Street, adjacent to the plaza.

This item was received as information.

**XI. Subcommittee Report:** Attachment H

Subcommittee meeting agendas and materials are posted online at least 3 days in advance of scheduled meetings at <https://www.campos-nc.us/about-us/committees/wake-county-transit-planning-advisory-committee-tpac/subcommittee>.

Subcommittee	Budget & Finance	Planning & Prioritization	Community Engagement
<b>Chair</b>	Steven Schlossberg, GoTriangle	David Walker, City of Raleigh	Andrea Epstein, City of Raleigh
<b>Vice Chair</b>	Shavon Tucker, City of Raleigh	Kevin Wyrach, Town of Cary	Bonnie Parker, CAMPO
<b>Next Meeting</b>	Joint, 3/29 1:30-4:00pm	2/22 – 1:30-3:30pm	2/24 – 1:30-3:00pm

**XII. Other Business**

- Ms. Planch reminded the TPAC of the upcoming deadline for FY2022, 3<sup>rd</sup> Quarter Wake Transit Work Plan Amendment Request Due Date is Feb. 25<sup>th</sup>
- Annual project progress and expenditure review is anticipated to be completed in February/March by CAMPO
- Michelle Peele, GoTriangle, stated that GoTriangle Staffing Resources Update will be presented to the TPAC in March. Ms. Blazey requested that job descriptions for Wake Transit-funded positions be included in the information presented.
- Ms. Planch noted that the Mid-Year progress update of the Wake Transit Performance Tracker will be completed in March by CAMPO
- Ms. Planch announced the updated TPAC member roster is available as Attachment

**XIII. Adjourn**

There being no further business, the meeting was adjourned.

The next TPAC meeting is scheduled to be held virtually on March 9<sup>th</sup>, 2022.