

ATTACHMENT A

WAKE COUNTY TRANSIT PLAN Transit Planning Advisory Committee

TPAC Regular Meeting via WebEx • October 14, 2020

Meeting Minutes

I. Welcome and Introductions

Shannon Cox, TPAC Chair, welcomed attendees to the October TPAC meeting and provided logistics and meeting overview information to the participants. Meeting attendees included:

Voting Members

Town of Apex	Shannon Cox (Chair)	Town of Morrisville	Ben Howell (Vice Chair)
Wake County	Tim Gardiner	CAMPO	Shelby Powell
Wake County	Akul Nishawala	CAMPO	Chris Lukasina
City of Raleigh	David Eatman	GoTriangle	Saundra Freeman
City of Raleigh	Michael Moore	GoTriangle	Sharon Chavis
Town of Knightdale	Jason Brown	Town of Cary	Kelly Blazey
Town of Garner	Gaby Lawlor	Town of Rolesville	Julie Spriggs
RTP Foundation	Hank Graham		

Voting Alternates

Town of Cary	Christine Sondej	Town of Holly Springs	Dirk Siebenbrodt
Town of Wake Forest	Dylan Bruchhaus	Town of Fuquay-Varina	Allyssa Stafford
NCSU	Than Austin		

Other Alternates

Town of Apex	Jenna Shouse	City of Raleigh	David Walker
CAMPO	Bret Martin	City of Raleigh	Eric Lamb
CAMPO	Bonnie Parker	City of Raleigh	Het Patel
Town of Cary	Kevin Wyrauch	City of Raleigh	Mila Vega
Town of Cary	Tony Wambui	City of Raleigh	Andrea Epstein
GoTriangle	Liz Raskopf	City of Raleigh	Shavon Tucker
GoTriangle	Steve Schlossberg	Wake County	Tim Maloney

General Attendees

TPAC Administrator	Stephanie Plancich	NCDOT	Bob Deaton
CAMPO	Evan Koff	CAMPO/GoTriangle	Will Allen
CAMPO	Crystal Odum	GoTriangle	Burgetta Wheeler
City of Raleigh	Ryan Boivin	GoTriangle	Kim Johnson
City of Raleigh	Meghan Finnegan	GoTriangle	Wendy Mallon
City of Raleigh	Morgan Simmons	GoTriangle	Jenny Green
Wake County	Hannah Lundy	GoTriangle	Scott Thomas
Wake Up Wake County	Nathan Spencer	GoTriangle	Shelly Curran
Unknown	Elise Briggs	GoTriangle	Gary Tober
HDR Inc.	Bill Gilmore	HNTB	Alana Kirkland
HDR Inc.	Paul Meehan	HNTB	Mark Huffer

Note: The complete presentation was uploaded to the CAMPO website the morning of the meeting. It is now saved along with the meeting agenda and attachments at:
<https://www.camponc.us/about-us/committees/wake-county-transit-planning-advisory-committee-pac/archives>.

- II. Adjustments to the Agenda - None
- III. General Public or Agency Comment - None

TPAC ADMINISTRATIVE ITEMS

- IV. Meeting Minutes
(*Action Item: Shannon Cox, TPAC Chair*) **Attachments A & B**

MOTION to approve the August 12, 2020 and September 9, 2020 draft TPAC meeting minutes. Motion made by Michael Moore. Second by Shelby Powell. Passed Unanimously.

- V. Budget & Finance (B&F) Subcommittee – Vice Chair Nomination
(*Action Item: Stephanie Plancich, TPAC Administrator*)

In accordance with the TPAC Subcommittee Operating Guidelines, Stephanie Plancich, TPAC Administrator, coordinated an election process for the vacant Vice Chair position with the Budget & Finance (B&F) Subcommittee. Shavon Tucker, with the City of Raleigh was nominated and was unanimously elected for the remaining 2020 term.

MOTION to confirm Shavon Tucker as the elected Budget & Finance Subcommittee Vice-Chair for the remainder of the 2020 term. Motion made by Sharon Chavis. Second by Michael Moore. Passed Unanimously.

- VI. Assignment of a Task to Establish Rules for Wake Transit’s Involvement in Real Estate Interests to Subcommittees and Lead Agencies
(*Action Item: Stephanie Plancich, TPAC Administrator*) **Attachment C**

Recent TPAC discussions revealed a need to establish guidelines, rules, or other such parameters to address Wake Transit’s interests in real estate. Proposed for discussion today is a recommendation that the task be assigned to the Planning & Prioritization (P&P) Subcommittee by adding it to the subcommittee’s work task list (The current August-January P&P Work Task List, Attachment C, including draft language for the new task was provided for TPAC review and discussion) and that CAMPO be endorsed as the lead agency responsible for guiding the subcommittee’s development of recommendations for applicable rules.

Discussion:

A brief overview of Wake Transit real estate activity was given. Members were informed that, although the catalyst for the TPAC requesting the development of rules to protect Wake Transit’s interests was an FY21 Work Plan amendment request from GoTriangle, the program has previously provided support to other partners requiring real estate investment to implement their projects and programs. There are also other planned investments that will involve real estate. For example: new multimodal facilities and park-and-ride lots.

GoTriangle is the lead agency typically responsible for Wake Transit legal matters. GoTriangle staff stated that they are willing to act as the lead agency for this task. CAMPO explained that the reason for the recommendation for it to serve as the lead agency is to avoid any question about conflicts of interest. GoTriangle does have Wake Transit-funded real estate interests, whereas CAMPO does not and does not intend to have them in the future. CAMPO volunteered to lead this task knowing that the development process will be fully inclusive of all interested TPAC members. CAMPO staff also stated that they will take a participant/support role if the TPAC chooses to assign the responsibility to GoTriangle. It was made clear that no decision has been made, that this is the venue to discuss the recommendation, and for the TPAC to designate the agency of its choice to this task.

It was noted that there was some discussion on whether GoTriangle would be supportive of the development of rules since management had previously expressed disinterest in policy development or applying rules to already funded real estate investments. GoTriangle clarified that it does agree guidelines are needed but that Wake Transit interests could be handled through the existing agreement process so needs and concerns can be addressed on a case-by-case basis.

Partners stated that designating CAMPO as the lead agency makes sense since it is impartial to this situation and any future property considerations.

GoTriangle representatives reiterated their position that they don't think that Wake Transit can retroactively impose a rule on agreements already established and stated that we could tailor future agreements/special agreements as needed, which could address one-off situations better than a single policy all must abide by.

Members brought discussion back to the question at hand with a request to not dive so deep into what the policy may look like, but rather on who should lead the development effort. They requested an opportunity to provide input on the scope of the task and were informed that the first Planning & Prioritization (P&P) meetings to discuss the task would be focused on scope development. A lead agency needs to be designated so that they can come prepared to lead the discussion at the subcommittee meeting.

GoTriangle staff stated that they have been more involved in real estate matters than most other TPAC partner agencies. Conflict of interest should be considered a non-issue, since whatever guidance developed will be produced with partner input and TPAC approval. They stated that they are experienced and capable of being impartial. They support the P&P Subcommittee task assignment but not the CAMPO designation as lead agency and requested that the action be divided into two separate motions. None of the other TPAC members expressed an issue with that adjustment, so the voting record reflects two actions, 3a and 3b.

MOTION to designate CAMPO as the lead agency responsible for the development of rules for Wake Transit's involvement in real estate Interests. Motion made by Kelly Blazey. Second by Christine Sondej. GoTriangle's two voting members voted Nay, all other members voted Aye. Designation passed.

MOTION to designate the Planning & Prioritization Subcommittee as the venue for developing recommended rules for Wake Transit's Involvement in real estate Interests. Motion made by Kelly Blazey. Second by Christine Sondej. Passed unanimously.

While CAMPO will serve as the lead agency for the development of policy addressing Wake Transit real estate interests, CAMPO recognizes that GoTriangle's experience with real estate affairs will serve the policy development process very well. CAMPO plans to involve GoTriangle's expertise as much as possible throughout the policy development process.

PLANNING AND PROGRAMMING ITEMS

VII. FY2021 Wake Transit Work Plan 1st Quarter Amendment Request (*Action Item: Bret Martin, CAMPO*) Attachment D

At the September 9th TPAC meeting, a single FY21 Wake Transit Work Plan amendment request for quarter 1 was presented. The requested amendment, if approved, would allocate \$1.1 million from Project TC004-A (Project Development for Commuter Rail from Garner to Western Durham – Wake Share) to GoTriangle to reimburse the Federal Transit Administration (FTA) for its financial interest in five (5) parcels along the planned commuter rail corridor in Wake County. The TPAC elected to table the request until additional information on the nature of the request and location of the properties involved was made available for its review. GoTriangle staff provided the additional documentation, and it was posted with this month's TPAC meeting materials for review.

TPAC members were reminded that the required public comment period for major amendment requests ran from August 7th to September 6th, 2020. No comments were received. They were also reminded that the TPAC Budget & Finance and Planning & Prioritization Subcommittees unanimously rendered a scope and financial disposition in support of the requested amendment at an August 25th joint meeting, pending the requested materials.

MOTION to recommend approval of the FY21 Wake Transit Work Plan 1st quarter amendment request to the Wake Transit governing boards. Motion made by Shelby Powell. Second by Kelly Blazey. Passed Unanimously.

- Roll Call Vote was conducted for Agenda Items IV through VII -

VIII. 2020 Wake Transit-Funded Bus Service Performance Review
(Information Item: Bret Martin, CAMPO) Attachment E

Bret Martin presented the findings of the 2020 review process to evaluate the performance of bus services against established targets set in the Wake Bus Service Guidelines and Performance Measures adopted by the Wake Transit governing boards. The annual review was conducted by the Planning & Prioritization (P&P) Subcommittee, and the summary of findings was included as attachment E.

Discussion:

There were 20 routes included in the 2020 review, which spans FY19/Q2 through FY20/Q3. The evaluation process is a tool used by the TPAC to understand current service performance, but also to help determine how, when and where future service investment funding should be allocated if needed or desired.

There are four adopted performance targets. The first three; operating cost per boarding, farebox recovery, and on-time performance provide a range of minimum standards depending on route type. The fourth target is productivity level and is measured by passenger boardings per vehicle revenue hour. New routes are allotted an 18-month development period. Although they are tracked and performance is discussed, a formal designation of overperforming or underperforming is not made until after the development period ends.

COVID-19 had very clear impacts on ridership performance. Continuing health and safety practices continue to reduce the ability to reach set productivity targets. We must keep this in mind and understand that the impacts of the pandemic will continue as long as pandemic-related safer-at-home recommendations and rider safety guidance limits the user pool.

The 2020 review revealed that there are 4 overperforming routes and 3 underperforming routes in the system. They are detailed in Attachment E. The P&P subcommittee met and discussed these 7 routes with each provider. It was helpful to understand the reasons that some routes are overperforming and what steps are being taken now to support them and what may be requested in the future to ensure the routes continue to meet community needs. Similarly, it was useful to get a better understanding about the challenges faced by underperforming routes, the strategies being explored to mitigate the performance issues, and understand provider plans in upcoming years.

TPAC partners received this information well and appreciated the presentation but noted that currently there is not a process or policy in place to incorporate these findings into the Work Plan development process. It was noted that CAMPO did use the information in the investment prioritization and reprogramming process being completed for the Vision Plan Update and multi-year investment strategy reprogramming effort, and it is expected that these performance results will be a factor in the Bus Plan Update scheduled to begin in the next fiscal year. It is important that Wake Transit funds be directed to services and route options that are on-track with set targets, that resources be allocated to routes that are overperforming and need additional resources to sustain the service, and then to ensure that underperforming routes are critically evaluated to determine if they should continue in their current form, and if so, how they can be effectively be improved.

Action: Received as information.

IX. Wake County Transit Plan Update and FY 21 Wake Transit Work Plan Reassessment Progress Update
(Information Item: Bret Martin, CAMPO) Attachments F, G & H

Progress to develop the Wake Transit Plan Update continues. With initial public and stakeholder input in hand, a draft prioritization methodology for Wake Transit investments has been drafted and was presented to the TPAC for discussion.

Discussion:

Bret began the presentation with an overview of the Update development schedule and highlighted several planning events being scheduled through November. The most current revenue assumptions show that we are tracking on the optimistic side of our original post-COVID impact forecasts. Financial scenario takeaways include:

- Sales Tax Impacts Not as Severe in the Immediate Term
- Can Probably Use Higher FY 20 Revenue Base for Future Years Than Originally Assumed

- Caution with Growth Assumptions for FY 21 and Beyond
- Increased Assumption for Commuter Rail Cost Across All Financial Forecast Scenarios (\$67 Million Impact)
- Will Likely Still Need to Use Additional 3 Years of Tax Collections to Support Already Programmed Expenditures
- Still Low Chance of Capacity for New Investment in Additional 3 Years of Planning Horizon
- Some Chance Will Need to Cut Overall Expenditures (if only looking through 2030)
- Need to Run Scenarios with Updated Revenue/Expenditure Assumptions
- Need to Settle on Final Revenue Assumption on October 20th

The next portion of the presentation provided an overview of the public and stakeholder input collected and considered in the process to develop the prioritization methodology, and Bret reminded the TPAC that other factors in developing the methodology includes existing program-level policies and guidance as well as performance toward meeting defined goals. He also made it clear that prioritization does not refer to when an investment will be scheduled, rather it ensures that funds will be reserved to ensure that higher priority projects have adequate financial resources when they are ready to move forward. The actual scheduling of investments will occur during the programming phase for the Wake Transit Plan Update.

Partners expressed a concern that projects that are the lowest priority will be removed from the 10-year plan. Bret reiterated that all investments originally include in the multi-year investment strategy are worthy of funding. Our reduced revenue assumptions require us to cut projects in order to maintain fiscal constraint in our 10-year planning period, but no projects will be deleted. Unfunded projects will be held in an illustrative list to be funded post-2030 or as additional funds become available within the horizon.

The proposed prioritization tiers include:

- Tier 1: Community Funding Area Program and Additional Rural Elderly/Disabled and General Public Demand-Response Trips
- Tier 2: Capital Projects with Design or Land Acquisition Stages Already Initiated for Which Later Phases Should Be Funded to Keep Their Momentum
- Tier 3: Facilities/Infrastructure/Resources Needed to Support Future Expansion or General State of Good Repair and Operations
- Tier 4: Projects That Involve Time-Sensitive External Grant Sources as Part of Their Overall Funding (i.e., LAPP or other federal sources)
- Tier 5: Wake BRT Program of Projects
- Tier 6: Commuter Rail Project
- Tier 7: Systemwide Bus Stop Improvements for Already Served Corridors/Stop Locations
- Tier 8: Fixed-Route Bus Service Improvements and Infrastructure Tied to Bus Service Expansion

The TPAC reviewed two options for the prioritization of bus service investments included in Tier 8. There was very little difference in the results between the two options up for consideration. Option 1 was based primarily on how projects scored using the adopted project prioritization policy, and secondarily on individual project sponsor priorities. Option 2 is primarily based on project sponsor priorities and secondarily on how projects score using the adopted project prioritization policy. TPAC members voiced support for Option 2, but Bret also stated that additional comments on selecting a preferred option as well as comments on any other aspect of the prioritization methodology should be emailed to him.

Action: Received as information.

**X. FY2022 Wake Transit Work Plan Kickoff
(Information Item: Bret Martin, CAMPO & Steve Schlossberg, GoTriangle) Attachments I & J**

The official kick-off of the FY22 Wake Transit Work Plan development process was the October 14th TPAC meeting. The major milestones of the process were provided in the presentation. This list includes tentative start dates for the draft 30-day public comment period in late February and the 14-day public comment period for the recommended Work Plan in late April.

*** The deadline for funding requests to be uploaded in the SharePoint site is Friday, December 4th.**

If you have any questions or need support getting your materials uploaded, reach out to Bret directly.

Project sponsors of investments planned to be funded in FY22 and those programmed in future years are asked to verify their budget requests and scopes as part of the submission process. Bret noted that much of that work is being done as part of the FY21 Work Plan reprogramming effort, so this is not expected to be a large effort this year. He also reminded the group that any projects that remain in the unbudgeted reserve will also be worked into the reprogrammed multi-year investment strategy in accordance with the prioritization methodology once finalized.

Key takeaway: This is just the beginning of the development process. A draft won't be ready to view until February. Revenues and costs will change and so will programmed projects as new requests come in and the prioritization methodology is put into action.

Action: Received as information.

XI. Subcommittee Report: Attachment K

Subcommittee	Budget & Finance	Planning & Prioritization	Public Engagement & Communications
Chair	Steven Schlossberg, GoTriangle	Bret Martin, CAMPO	Liz Raskopf, GoTriangle
Vice Chair	Shavon Tucker, City of Raleigh	David Walker, City of Raleigh	Andrea Epstein, City of Raleigh
Next Meeting	10/15, 1:00-3:00pm	10/27, 1:30-3:30pm	10/29, 1:00-3:00pm

XII. Other Business

Community Funding Area Program (CFAP) Update:

Applicant training is **required** for any partner interested in participating in the FY2022 CFAP Call for Projects. The event is scheduled for October 29, 2020, from 3:00-5:00pm and will be hosted via WebEx. Contact Evan.Koff@campo-nc.us with any questions or to register to participate.

XIII. Adjourn

NOTE: The November TPAC meeting has been shifted to the 3rd week, please adjust your calendars to November 18, 2020 at 9:30am. **NOVEMBER MEETING WAS LATER CANCELLED.**

October 14, 2020 TPAC Voting Record

			Action 1	Action 2	Action 3a	Action 3b	Action 4
Agency/Org	Role	Name	Approval of August & September draft TPAC meeting Minutes	Confirm the election of Shavon Tucker as the B&F Vice Chair for the remainder of the 2020 term	Designate CAMPO as the <u>Lead Agency</u> to recommend guidelines for Wake Transit Real Estate Interests	Designate the P&P as the <u>Subcommittee</u> to develop rule recommendations for Wake Transit Real Estate Interests	Recommend approval of the FY21/Q1 Amendment Request (GoTriangle)
		Motion Second	Michael Moore Shelby Powell	Sharon Chavis Michael Moore	Kelly Blazey Christine Sondej	Kelly Blazey Christine Sondej	Shelby Powell Kelly Blazey
Apex	Primary	Shannon Cox	Y	Y	Y	Y	Y
CAMPO	Primary	Chris Lukasina	Y	Y	Y	Y	Y
CAMPO	Alternate	Shelby Powell	Y	Y	Y	Y	Y
Cary	Primary	Kelly Blazey	Y	Y	Y	Y	Y
Cary	Alternate	Christine Sondej	Y	Y	Y	Y	Y
Fuquay-Varina	Alternate	Allyssa Stafford	Y	Y	Y	Y	Y
Garner	Primary	Gaby Lawlor	Y	Y	Y	Y	Y
GoTriangle	Primary	Sandra Freeman	Y	Y	N	Y	Y
GoTriangle	Primary	Sharon Chavis	Y	Y	N	Y	Y
Holly Springs	Alternate	Dirk Siebenbrodt	Y	Y	Y	Y	Y
Knightdale	Primary	Jason Brown	Y	Y	Y	Y	Y
Morrisville	Primary	Ben Howell	Y	Y	Y	Y	Y
Rolesville	Primary	Julie Spriggs	Y	Y	Y	Y	Y
RTP Foundation	Primary	Hank Graham	Y	Y	Y	Y	Y
Raleigh	Primary	David Eatman	Y	Y	Y	Y	Y
Raleigh	Primary	Michael Moore	Y	Y	Y	Y	Y
Wake County	Primary	Tim Gardiner	Y	Y	Y	Y	Y