

# WAKE COUNTY TRANSIT PLAN

## Transit Planning Advisory Committee

TPAC Regular Meeting via WebEx • October 13, 2021 • 9:30am- 11:00am

Meeting Link: <https://cormp.webex.com/cormp/j.php?MTID=m028e300b9f95a9827bd4c95f54e6a46d>

**Meeting Code:** 160 834 7039

**Call in Number:** 1-650-479-3208

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### AGENDA

- I. **Welcome and Introductions** (Gaby Lawlor, TPAC Chair)
- II. **Adjustments to the Agenda** (Gaby Lawlor, TPAC Chair)
- III. **General Public or Agency Comment** (Gaby Lawlor, TPAC Chair)

Commenters will be allotted three (3) minutes during the scheduled TPAC meeting. Commenters may also email questions and feedback to [bret.martin@campo-nc.us](mailto:bret.martin@campo-nc.us) in advance of the meeting. Comments received before 9:00am will be summarized during the meeting and attached to the final meeting minutes.

### TPAC ADMINISTRATIVE ITEM

- IV. **Amendment to the Planning & Prioritization Subcommittee Work Task List**  
(Action Item: Stephanie Plancich, TPAC Administrator, 5 minutes) **Attachment A**

Program-level issues that have arisen over the past several weeks have highlighted a need to revisit the currently adopted Wake Transit Work Plan Amendment Policy to address gaps and add clarifications. The TPAC is being asked to approve the addition of a specialized task to the Planning & Prioritization (P&P) Subcommittee's August-January Work Task List to "Review and provide input on proposed updates to the Wake Transit Work Plan Amendment Policy and recommend a draft for TPAC consideration."

Some specific issues that will be discussed as part of the review and recommendation process include adding policy for amending project funding agreement periods of performance and establishing a consistent process for reporting budget transfers between project funding allocations within the same budget ordinance appropriation.

The policy was last adopted in 2018. This new work task item will be coordinated by CAMPO as the lead agency responsible for Work Plan development and administration, and the P&P Subcommittee will be the venue to recommend updates to the TPAC. However, other lead agency staff and TPAC subcommittees will actively participate in the process to offer feedback and to help draft new and updated language for various sections of the policy.

**Requested Action:** Consider endorsing the addition of a task to the Planning & Prioritization Subcommittee's August-January work task list to "Review and provide input on proposed updates to the Wake Transit Work Plan Amendment Policy and recommend a draft for TPAC consideration."

## PLANNING AND PROGRAMMING ITEMS

### V. FY 22, 2<sup>nd</sup> Quarter Wake Transit Work Plan Work Plan Amendment Requests

(Action Item: Bret Martin, CAMPO, 20 minutes) **Attachment B**

Nine (9) Wake Transit Work Plan amendment requests were submitted by CAMPO, the Research Triangle Foundation, and the City of Raleigh for consideration in the 2<sup>nd</sup> quarter of FY 2022. Documentation for the amendment requests, including more information on the nature of each request, is provided in Attachment B. Six (6) of the amendment requests fall into the 'Major Amendment' category. The other three (3) fall into the 'Minor Amendment' category. Per the Wake Transit Work Plan Amendment Policy, the TPAC Budget & Finance and Planning & Prioritization Subcommittees are tasked with jointly reviewing amendment requests when quarterly amendment lists contain one (1) of more 'Major Amendment' requests. The subcommittees consider appropriateness of changes in scope or the scope of new projects and, if applicable, financial choices and tradeoffs associated with proposed amendments. The subcommittees unanimously rendered a scope and financial disposition for the requested amendments at a September 28<sup>th</sup> joint meeting with the following findings:

- 1) The proposed change in scope for Project TC002-BH (Research Triangle Park Mobility Hub Enhancements) is appropriate for the continued implementation of that Community Funding Area Program project;
- 2) Proposed changes to the budgeted amounts for Projects TO002-L, -V, and -W (CAMPO staffing) do not involve financial impacts that affect fund balance or budgeted amounts for other projects;
- 3) The proposed removal of FY 22 funding allocations for Project TO005-W (Hold Harmless Subsidy for Implementation of Countywide Fare Strategy) and Projects TO005-L1, -L2, and L3 (Youth GoPass funding) would result in \$392,873 being added to fund balance, which allows more funding to be encumbered to other projects; and
- 4) The proposed change in budget to add \$13,650,000 to Project TC005-A1 (New Bern Corridor Bus Rapid Transit Facility) to satisfy additional Federal Transit Administration (FTA) budget contingency requirements is appropriate for the continued implementation of the Wake BRT program of projects and for the continued implementation of the Wake County Transit Plan.

The amendment requests were released for public comment between September 3, 2021, and October 3, 2021. No public comments were received in response to the amendment requests.

*Requested Action:* Consider recommending approval of the FY22, 2<sup>nd</sup> Quarter Wake Transit Work Plan amendment requests to the Wake Transit governing boards.

### VI. Wake Transit Work Plan Project Period of Performance Extensions – FYs 2018 and 2019

(Action Item: Bret Martin, CAMPO, 20 minutes) **Attachment C**

Several project funding agreements that tie to project funding allocations authorized in the FY 2018 and the FY 2019 Wake Transit Work Plans expire on December 31, 2021, and September 30, 2021, respectively. Per the Wake Transit Governance Interlocal Agreement, the project funding agreements that tie to project funding allocations in Wake Transit Work Plans are a component of the Work Plan that the CAMPO Executive Board and GoTriangle Board of Trustees must approve/adopt each year. The agreement periods of performance are a key piece of the decision the boards make to allocate funds to projects, as the duration funds are made available to projects is an essential element for maintaining overall program control.

Further, the specific action the CAMPO Executive Board took to adopt the FYs 2018 and 2019 Wake Transit Work Plans included approval of the specific agreement templates for capital projects that detail a 42-month period of performance for FY 2018 Work Plan projects and a 39-month period of performance for FY 2019 Work Plan projects. Consequently, even though the currently adopted Wake Transit Work Plan Amendment Policy is silent on the issue, through consultation with CAMPO's attorney, CAMPO staff has determined that extending the periods of performance for project funding agreements that tie to the FYs 2018 and 2019 Wake Transit Work Plans effectively amounts to being a set of Wake Transit Work Plan amendments that require consideration and approval by the Wake Transit governing boards. CAMPO staff has also determined that the remaining balance of funds originally allocated to projects that were not expended before the expiration of the agreements will need to be re-allocated or re-encumbered to the applicable projects by action of the Wake

Transit governing boards. The applicable projects under consideration for period of performance extensions and re-encumbrances of funds are provided in [Attachment C](#).

The first opportunity the CAMPO Executive Board will have to consider approval of these extensions and re-encumbrances of funds is October 20th, which is 20 days after the original FY 2019 Work Plan agreements expire. That the agreements will terminate before they have approval to be extended will result in the need for new agreements to be drafted once approval is granted. To fast-track consideration of these period of performance extensions, the TPAC will consider recommendation of approval to the Wake Transit governing boards at its October 13th regular meeting. While it is definitely not preferable, in most cases, to process Wake Transit Work Plan amendments in a fast-tracked manner that does not comport with the specific protocols established in the adopted Wake Transit Work Plan Amendment Policy, time is of the essence to get this done to ensure the gap between agreements is as short as possible. Following up from the TPAC's and Wake Transit governing boards' consideration of action, the TPAC, in cooperation with CAMPO as the lead agency, will revisit the Wake Transit Work Plan Amendment Policy to establish more concrete policies and expectations for this type of amendment to get ahead of the issue well before agreements that tie to applicable projects expire in the future.

*Requested Action:* Consider recommending approval of the period of performance extensions and re-allocation of leftover funds for the FYs 2018 and 2019 Wake Transit Work Plan project funding allocations as detailed in [Attachment C](#) to the Wake Transit governing boards.

**VII. Wake Transit Staff Resources Overview from GoTriangle**  
(Information Item: Michelle Peele, GoTriangle, 20 minutes) **Attachment D**

Within the context of GoTriangle's assigned lead agency responsibilities, GoTriangle staff will provide a brief overview to the TPAC of the purpose and function of the 15.60 full-time equivalent (FTE) staff positions funded by Wake Transit tax revenues in annual Wake Transit Work Plans. Additionally, GoTriangle staff will provide an update of the staff resources assigned to those functions. A summary of GoTriangle's assigned Wake Transit staff tasks, roles, and responsibilities are provided as [Attachment D](#).

*Requested Action:* Receive as information.

**VIII. 2021 Wake Transit-Funded Bus Service Performance Review**  
(Information Item: Bret Martin and Evan Koff, CAMPO, 20 minutes) **Attachment E**

At its August 21, 2019, regular meeting, the TPAC endorsed a framework for the Planning & Prioritization Subcommittee to annually review the performance of Wake Transit-funded bus services. The purpose of this review is to evaluate the performance of bus services against established targets set for each service type in the Wake Bus Service Guidelines and Performance Measures adopted by the Wake Transit governing boards. This annual review occurs between June and August using quarterly performance metrics reported by project sponsors through the third quarter of the preceding fiscal year. At the TPAC's October 13<sup>th</sup> regular meeting, CAMPO staff will provide an overview of performance results for applicable bus services and the Planning & Prioritization Subcommittee's findings from its review. A memo summarizing the findings from the 2021 review of Wake Transit-funded bus service performance is provided as [Attachment E](#).

*Requested Action:* Receive as information and discuss, as necessary.

**IX. Subcommittee Report: Attachment F**

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

| <b>Subcommittee</b> | <b>Budget Finance &amp;</b>       | <b>Planning Prioritization &amp;</b> | <b>Community Engagement</b>        |
|---------------------|-----------------------------------|--------------------------------------|------------------------------------|
| <b>Chair</b>        | Steven Schlossberg,<br>GoTriangle | David Walker,<br>City of Raleigh     | Andrea Epstein,<br>City of Raleigh |
| <b>Vice Chair</b>   | Shavon Tucker,<br>City of Raleigh | Kevin Wyrauch,<br>Town of Cary       | Bonnie Parker,<br>CAMPO            |
| <b>Next Meeting</b> | 10/21, 1:30-3:00pm                | 10/26, 1:30-3:30pm                   | 10/28, 1:30-3:00pm                 |

\* = Denotes an adjusted meeting schedule.

**X. Other Business**

Other new or old business items to discuss?

**XI. Governing Board Action on Wake Transit Items**

Prior Actions:

- The Wake Transit governing boards adopted the FY2022 Wake Transit Work Plan in June.
- The Wake Transit governing boards adopted the Policy Framework for Use of Wake Transit Funds to Acquire Real Property.

Upcoming Activities:

- Consider adoption of the updated Wake Transit Community Engagement Policy in early 2022
- Consider adoption of the Wake Transit Art Funding Eligibility Policy in October

**XII. Adjourn**

The next TPAC meeting is scheduled to be held virtually the 3<sup>rd</sup> week of November, on Wednesday the 17<sup>th</sup>.