

WAKE COUNTY TRANSIT PLAN

Transit Planning Advisory Committee

TPAC Regular Meeting via WebEx • December 8, 2021 • 9:30am- 12:00pm

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

Meeting Code: 160 834 7039

Call in Number: 1-650-479-3208

If assistance is needed or to request this document in an alternative format, please contact 800-735-2962(TTY) and request a connection to the City of Raleigh's Communication Department at least 72 hours (3 days) in advance of the meeting.

AGENDA

- I. **Welcome and Introductions** (David Eatman, TPAC Vice Chair)
- II. **Adjustments to the Agenda** (David Eatman, TPAC Vice Chair)
- III. **General Public or Agency Comment** (David Eatman, TPAC Vice 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 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 ITEMS

- IV. **TPAC Meeting Minutes**
(Action Item: David Eatman, TPAC Vice Chair, 5 minutes) **Attachment A & B**

Requested Action: Consider approval of the September and October 2021 draft TPAC meeting minutes.

- V. **2022 TPAC Chair & Vice Chair Nominations**
(Information Item: Stephanie Plancich, TPAC Administrator, 5 minutes)

Each January, TPAC members elect a Chair and Vice Chair to serve for the new calendar year. Nominations for the 2022 term will open on December 8th and the vote to elect next year's leadership will be included on the January 12th TPAC meeting agenda. Primary voting members interested in serving as the TPAC Chair or Vice Chair or nominations for other primary voting members should be emailed to stephanie.plancich@campo-nc.us.

Requested Action: Receive as information.

PLANNING AND PROGRAMMING ITEMS

- VI. **Wake Transit Work Plan Project Period of Performance Extensions – FY2018**
(Action Item: Bret Martin, CAMPO, 10 minutes) **Attachment C**

At its October regular meeting, the TPAC recommended approval of a number of period of performance extensions to project funding agreements that tie to project funding allocations authorized in the FY 2018 and the FY 2019 Wake Transit Work Plans. This action also included re-encumbrances of the remaining balance of funds originally allocated to the same projects that were not expended before the expiration of the corresponding project funding agreements. The Wake Transit governing boards subsequently approved these period of performance extensions and re-encumbrances of funds to the applicable projects at their October regular meetings. Following this action, three (3) additional project funding agreements that tie to project funding

allocations originally authorized in the FY 2018 Wake Transit Work Plan and that expire on December 31, 2021, have been identified, and period of performance extensions are being requested for each of these project funding allocations. However, in the case of these three (3) agreements, there is not a need to take action to re-encumber the remaining balance of funds originally allocated to the projects if action is taken by the TPAC and the Wake Transit governing boards before they expire.

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. Even though the currently adopted Wake Transit Work Plan Amendment Policy is silent on the issue, CAMPO staff has determined that extending the periods of performance for project funding agreements effectively amounts to being a set of Wake Transit Work Plan amendments that require consideration and approval by the TPAC and the Wake Transit governing boards. The applicable projects under consideration for period of performance extensions are provided in [Attachment C](#).

The only opportunity the Wake Transit governing boards will have to consider approval of these extensions before the corresponding agreements expire will be the boards' December regular meetings. To fast-track consideration of these period of performance extensions, the CAMPO Technical Coordinating Committee (TCC) will consider recommendation of their approval to the CAMPO Executive Board at its December 2nd regular meeting. The TPAC will also consider recommendation of approval to the Wake Transit governing boards at its December 8th 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 corresponding agreements do not expire. The TPAC, in cooperation with CAMPO as the lead agency, is currently revisiting 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.

Requested Action: Consider recommending approval of the period of performance extensions for FY2018 Wake Transit Work Plan project funding allocations as detailed in [Attachment C](#) to the Wake Transit governing boards.

VII. Progress Update on FY 2023 Wake Transit Work Plan Development

(Information Item: Bret Martin, CAMPO, 10 minutes)

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.

CAMPO staff will provide an update on the ongoing development of the Draft FY 2023 Wake Transit Work Plan, including progress made to date; a brief overview of anticipated FY 23 projects, future year expenditure modifications, and their impacts on transit plan financials; and an overview of next steps and important dates. It is anticipated that the Draft FY23 Wake Transit Work Plan will be considered for public release by the TPAC at its February 9th regular meeting.

Requested Action: Receive as information.

VIII. FY2021 Wake Transit Progress Report and Annual Comprehensive Financial Report
(Information Item: Michelle Peele, GoTriangle, 15 minutes) **Attachment D & E**

Developing and presenting the annually audited Wake Transit Fund financial statement and the annual Wake Transit Progress Report is a task assigned to GoTriangle in Article IX of the Wake County Transit Governance Interlocal Agreement. The Annual Comprehensive Financial Report (ACFR) assesses Wake Transit's fiscal health coming out of the previous year and documents the Wake Transit Fund's economic outlook for current and future years. The FY2021 ACFR was prepared by GoTriangle's finance team. The final report, Attachment E, includes information for Wake, Durham and Orange Counties. Independent audit procedures were completed on October 29, 2021. The auditor's reports show no findings and have been incorporated into the final ACFR.

The annual Wake Transit Progress Report, Attachment D, reports on progress toward reaching the goals of the Wake County Transit Plan in the previous fiscal year. Program highlights and accomplishments are documented in the report with a focus on Wake Transit Work Plan implementation elements. Readers will view transit operations updates as well as major milestones, completion notices and other capital project highlights. The revenue and expenditure findings from the ACFR are displayed numerically and graphically within the Progress Report for easy reference.

GoTriangle staff presented the 1st draft FY2021 Wake Transit Progress Report for subcommittee review on November 18th. Comments and suggestions were received during that discussion. The revised draft is being presented for TPAC review prior to final submission to CAMPO and Wake County on December 15th. Any final comments should be submitted to MPeele@gotriangle.org by EOD on 12/10/21.

Requested Action: Receive as information.

IX. Wake Bus Plan Update – Phase 1 Engagement Results and Findings
(Information Item: Jennifer Green, GoTriangle, 10 minutes)

The first phase of public engagement for the Wake Bus Plan Update was held from October 11th to November 8th. The purpose was to collect feedback that would be used to guide where capital investments should be prioritized to improve getting safely to and from bus stops and transit centers in Wake County. Nelson\Nygaard and Public Private Partnerships presented preliminary results at the Wake Bus Plan Update Engagement Team meeting on November 18th. Of the 679 participants in the online survey, 55% have an annual household income of \$50,000 or less and 32% were non-white. Full results of the engagement will be presented at the TPAC meeting and the December Bus Plan Update technical and stakeholder team meeting, as well as a proposal for how the results will be used to prioritize access to transit projects.

Requested Action: Receive as information.

X. Progress Update on the Wake BRT Rapid Bus Extensions Study
(Information Item: Bret Martin, CAMPO, 10 minutes)

CAMPO staff will provide a progress update on the Wake Bus Rapid Transit (BRT): Rapid Bus Extensions Study at the TPAC's December 8th regular meeting. This update will cover an overview of findings from the existing conditions analysis, as well as results from the first phase of engagement for the study. The update will also cover next steps for the study heading into the winter.

Requested Action: Receive as information.

XI. Launch of the Morrisville Smart Shuttle Service
(Information Item: Caleb Allred, Morrisville, 10 minutes)

On October 2, 2021, the Town of Morrisville launched the Town's first transit service. The Smart Shuttle is a free, node-based, on-demand transit service that is operated by GoCary. Town staff will share information about the process to study and develop the service, lessons learned and initial performance data.

Requested Action: Receive as information.

XII. Launch of the GoWake SmartRide NE Service

(Information Item: Anita Davis-Haywood, Wake County, 10 minutes)

The new GoWake SmartRide NE transit service is launching in Wake County. The service areas include Zebulon, Wendell, Rolesville, Riley Hill, Hopkins, Lizard Lick and Eagle Rock. Similar to Uber’s pool service, users can request pick up near their homes and be dropped at any location within the service area. A regular ride costs \$2; a trip to connect with the larger fixed-route network is free. Wake County staff will discuss the results of the NE Area Microtransit study that led to the development of the service, lessons learned, and provide a service overview.

Requested Action: Receive as information.

XIII. Progress Update on Town of Cary Facility Projects

(Information Item: Kelly Blazey, Cary, 10 minutes)

Town of Cary staff will provide a project overview and update presentation, as well as next steps for FY22 and beyond, for the Bus Operations and Maintenance Facility and the Downtown Multi-Modal Center.

Requested Action: Receive as information.

XIV. Progress Update on the City of Raleigh’s Bus Stop, Transfer Point and Facility Projects

(Information Item: David Walker, Ryan Boivin & Mathew Van Hoeck, Raleigh, 20 minutes)

City of Raleigh staff will provide an update on numerous Wake Transit-funded projects including planning for a new maintenance facility, improvements at several transfer points, and on the implementation of the City’s systemwide bus stop improvement program. City staff will share planning and construction updates, as well as upcoming next steps with the TPAC.

Requested Action: Receive as information.

XV. Subcommittee Report: Attachment F

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

Subcommittee	Joint P&P and B&F
Co-Chairs	David Walker, City of Raleigh & -Steven Schlossberg, GoTriangle
Meeting Date	Friday, 12/17 (9:30am -12:30pm)
Agenda Items	FY22/Q3 Work Plan Amendment Request Reviews, Draft Work Plan Amendment Policy Update, Draft FY23 Work Plan development incl. choices and trade-offs as well as other discussion and decisions.

XVI. Other Business

Calendar Reset for 2022

All TPAC and subcommittee meetings will be cancelled and reuploaded before the 1st of the year. This will clean up the calendar invitations, incorporate recent system updates, and reset us for the 2022 calendar.

XVII. Adjourn

The next TPAC meeting is scheduled to be held virtually on January 12th, 2022.