

Attachment A

WAKE COUNTY TRANSIT PLAN Transit Planning Advisory Committee

TPAC Regular Meeting via WebEx • September 15, 2021 • 9:30am- 11:00am

Meeting Minutes

I. **Welcome and Introductions** (Gaby Lawlor, TPAC Vice Chair)

Gaby welcomed all attendees to the September TPAC meeting. Two new attendees, Mathew Burns from the Town of Wendell and Stacey Teachy from the Town of Cary, introduced themselves to the group. Next, Sharon Chavis introduced Michelle Peele, the new Wake Transit Program Coordinator at GoTriangle, as her replacement as a primary voting member on the TPAC. With 15 years of transportation and other project management experience and knowledge of Wake Transit, Michelle is excited to begin working with the TPAC.

9/15/21 TPAC Attendance			PV= Primary Voting Member, VA= Voting Alternate, OA= Other Alternate, MG= Meeting Guest										
Agency/Org	Role	Name	PV	VA	OA	MG	Agency/Org	Role	Name	PV	VA	OA	MG
Apex	Primary	Shannon Cox	1				City of Raleigh	Guest	Morgan Simmons				1
Garner	Primary	Gaby Lawlor	1				City of Raleigh	Guest	Sara Warren				1
GoTriangle	Primary	Sharon Chavis	1				City of Raleigh	Guest	Meghan Finnegan				1
GoTriangle	Primary	Saundra Freeman	1				City of Raleigh	Guest	Mathew Van Hoeck				1
Raleigh	Primary	David Eatman	1				City of Raleigh	Guest	Ryan Boivin				1
Raleigh	Primary	Michael Moore	1				RTF	Guest	Ayden Cohen				1
Holly Springs	Primary	Emmily Tiampati	1				Morrisville	Guest	Reuel Heyden				1
NCSU	Primary	Darcy Downs	1				Wake County	Guest	Hannah Lundy				1
Wake County	Primary	Akul Nishawala	1				Wendell	Guest	Mathew Burns				1
Wake County	Primary	Tim Gardiner	1				Rolesville	Guest	James Carter				1
RTP Foundation	Primary	Travis Crayton	1				Cary	Guest	Stacey Teachy				1
CAMPO	Alternate	Bret Martin		1			Fuquay-Varina	Guest	Allison Wright				1
CAMPO	Alternate	Bonnie Parker		1			GoTriangle	Guest	Michelle Peele				1
Cary	Alternate	Kevin Wyrach		1			GoTriangle	Guest	Burgetta Wheeler				1
Cary	Alternate	Christine Sondej		1			GoTriangle	Guest	David Jerrido				1
Fuquay-Varina	Alternate	Allyssa Stafford		1			GoTriangle	Guest	Inez Nicholson				1
Wake Forest	Alternate	Dylan Bruchhaus		1			GoTriangle	Guest	Kim Johnson				1
Morrisville	Alternate	Caleb Allred		1			GoTriangle	Guest	Suzanne Clyburn				1
Morrisville	Alternate	Michael Stegall			1		GoTriangle	Guest	Suzanne Clyburn				1
GoTriangle	Alternate	Liz Raskopf			1		GoTriangle	Guest	Richard Major				1
GoTriangle	Alternate	Steven			1		GoTriangle	Guest	Jenny Green				1
Raleigh	Alternate	Andrea Epstein			1		GoTriangle	Guest	Meg Scully				1
Raleigh	Alternate	David Walker			1		GoTriangle	Guest	Andrea Neri				1
Raleigh	Alternate	Het Patel			1		GoTriangle/CAMPO	Guest	Will Allen III				1
Raleigh	Alternate	Eric Lamb			1		Wake Up Wake County	Guest	Nathan Spencer				1
Raleigh	Alternate	Shavon Tucker			1		Community Action Network	Guest	Frances Bisby				1
Wake County	Alternate	Tim Maloney			1		HDR Inc.	Guest	Bill Gilmore				1
Wake Transit	TPAC Admin.	Stephanie Planchich				1	HDR Inc.	Guest	Paul Meehan				1
CAMPO	Guest	Evan Koff				1	Mott MacDonald	Guest	Paul Worley				1
CAMPO	Guest	Crystal Odum				1							

Note: The presentation was uploaded to the CAMPO website the morning of the meeting. The complete slide deck has now been saved along with the meeting agenda and attachments at:

<https://www.campo-nc.us/about-us/committees/wake-county-transit-planning-advisory-committee-pac/archives>.

II. **Adjustments to the Agenda** - None

III. **General Public or Agency Comment** (Gaby Lawlor, TPAC Vice Chair)

Nathan Spencer sent an invitation email to the TPAC and followed up with the group during this public comment opportunity. Wake Up Wake County has scheduled its annual reception. It will take place on Thursday, 9/30 at 6pm at the Chapel in Dorthea Dix park. They are excited to be welcoming back Mitchell Silver as the keynote speaker and are looking forward to experiencing a performance given by Shana Tucker, a local cellist and composer. The cost for tickets is a donation of any size, but TPAC members are welcomed at no charge. On another note, Wake Up is continuing its focus on regional rail development. A topic recently discussed is staff shortages, including the driver shortage. Their goal is to link community members to opportunity. They will be taking a leadership role locally and with the state in moving these issue forward for solution.

TPAC ADMINISTRATIVE ITEMS

IV. **Adoption of TPAC Meeting Minutes**
(Action item: Gaby Lawlor, TPAC Vice Chair, 5 minutes) **Attachment A**

MOTION to approve the July 2021 TPAC meeting minutes made by Michael Moore. Second by Darcy Downs. No further discussion. Passed Unanimously.

V. **Election of TPAC Chair/Vice Chair**
(Action Item: Stephanie Plancich, TPAC Administrator, 5 minutes)

Ben Howell announced that he was pursuing a new professional opportunity and would be stepping down as the elected TPAC Chair after the August meeting. To fill the vacancy, CAMPO staff opened nominations for the TPAC Chair position at the August meeting and Stephanie. Gaby Lawlor, from the Town of Garner and the current Vice Chair for the TPAC, was nominated by Shannon Cox, to move into the Chair position and David Eatman, from the City of Raleigh was nominated by Bret Martin for the Vice Chair role. No other nominations were submitted.

MOTION to elect Gaby Lawlor as the TPAC Chair and David Eatman as Vice Chair for the remainder of the 2021 term was made by Sandra Freeman. Second by Sharon Chavis. No further discussion. Passed Unanimously.

A roll call vote was conducted for both action items. The voting record is attached at the end of these minutes.

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PLANNING AND PROGRAMMING ITEMS

VI. **FY2023 Wake Transit Work Plan Kickoff**
(Information Item: Bret Martin, CAMPO & Steve Schlossberg, GoTriangle, 20 minutes) **Attachment B & C**

Staff from CAMPO and GoTriangle kicked off the FY2023 Wake Transit Work Plan development process at the TPAC's September meeting. Bret opened the presentation by noting that this year marks the 7th Wake Transit Work Plan development cycle. Next, he reviewed the development schedule, highlighting major activities and milestones set to occur over the next few months.

With so many new TPAC members and alternates joining the group over the past year, it was well received that Bret provided a walk through of the Wake County SharePoint site. He used a series of screenshots to provide instruction and to highlight critical steps in the funding request submission process. Evan, processes and maintains the work plan database. He has asked **that project sponsors label all of their supporting documents with the project's Work Plan ID#.**

Will Allen commented that this type of run through is very helpful and useful. Bret noted that we have had a lot of turnover in the past year or two, so CAMPO felt it was important to provide a little more guidance during this meeting and reminded the members that he is available to help if project sponsors have questions. Unless the question is about an issue with the SharePoint itself. In that situation, sponsors should reach out to Tim Gardiner at Wake County directly.

Important notes for the submission of funding requests include:

1. Verify the base budget amounts for continuing projects
2. Verify the scope of work for all continuing projects
 - a. Need you to look at all previous projects expected to receive funds in FY23 and right-size the funding request up or down. Also, look at project readiness.
3. Complete the Work Plan funding request form
 - a. Please label your project file appropriately AND include the project ID # in the title of each supporting document item submitted.
4. Be aware that real property components have been added to the request form and must be completed if your project will be/is requesting to use funds to acquire applicable property.
5. The TPAC has also recommended adoption of an Art Funding Eligibility Policy and boards are anticipated to adopt it in October. Language and questions have been added to the forms to allow sponsors to request art funds for eligible projects as part of the call for projects. We will move those forward in accordance with a policy adopted by the boards or adjust accordingly if the policy does not move forward.

Steve then presented the FY23 Work Plan financial update and let members know that the base budgets were uploaded into SharePoint yesterday, 9/14. As happens each year, GoTriangle continues to monitor Wake Transit financials and will update the estimate presented today accordingly. There will be refinement and changes between the draft and recommended Work Plan released for public comment and board consideration.

Steve showed the ½ cent sales tax trend line and explained how we use this to establish the initial revenue assumptions for each Work Plan. He noted that 2021 sale tax actuals have just been released and came in 10% higher than projected. This is our main tax revenue resource. Rental tax revenue is still lagging and is coming in lower, but staff are watching all revenue sources closely. The LAPP funding estimate of \$2 million toward transit projects is estimated again this year. Debt proceeds are also included in this year’s model. It’s high, \$63million, but that doesn’t mean all of that will be spent this year, over the next few months GoTriangle staff will be working with sponsors to get a clearer path forward with the debt proceeds.

Next, Steve discussed forecasted expenditures.

Wake Transit Work Plan – FY23 Modeled Expenditures

(in millions)

FY23 MODELED Tax District Operating Expenditures		
Bus Operations*	26,807	}
Community Funding Areas	1,565	
Transit Plan/Tax District Administration	5,116	
Other Operating	750	
Cost of Issuance, DSRF, Debt Service	10,146	
Total FY 2023 Modeled Operating	\$44,384	

FY22 Adopted - \$20.5M

FY22 Adopted - \$1.8M (Operating and Capital)

FY22 Adopted - \$5.2M

Now is the time to really review and confirm what is modeled for capital expenditures. If you are not going to spend all of the funds this year, right size the request as Bret discussed. In addition to aing revenue and expenditure updates as needed, there will also be further discussion about what to do for Farebox assumptions in FY23 since the suspension of fare is only approved through FY22. Debt assumptions will be reviewed and updated to be as realistic as possible before the recommended Work Plan is finalized in June.

Will asked for Steve to go over the debt proceed information again. He asked if this is the first debt issuance for Wake Transit and wanted to know who is on the hook for that \$63 million. Steve confirmed that this is our first time pulling debt. Per the ILA, GoTriangle will be the agency pulling the debt, managing it, and completing the process to be ready to receive the debt. Will followed up stating that GoTriangle was set up with the intention

of the agency acting as “the bank” and noted that by taking on debt they are also taking on some risk.

David Eatman noted that this is a critical step since this is will be the first debt issuance. Sandra is leading GoTriangle’s effort to get ready, get ratings, and to be set up to handle the debt. They are partnering with experienced organizations and agencies to determine the best debt strategy for Wake Transit. No decision yet, but GoTriangle is actively exploring options. TPAC members asked for GoTriangle staff ot keep them in the loop, they’d like to be kept updated on the process, so they understand the steps being taken, the risks and major decision points.

Bret noted that another important component in our planning for FY23 is for sponsors to look critically at their future year projects as well as current year requests. We need to have a clear picture of our true needs so that things like debt issuance can be planned early and we can accurately plan and prepare for future investments.

Wake Transit Work Plan – FY23 Modeled Expenditures

(in millions)

FY 2023 Modeled Tax District Capital Expenditures	
Programmed Projects	
Maintenance Facility	\$ 22,280
Transit Center/Transfer Point Improvements	28,368
Park-and-Ride Improvements	6,940
Bus Stop Improvements	4,411
Technology	2,163
Total Bus Infrastructure	\$ 64,162
Bus Rapid Transit	\$ 169,600
Commuter Rail	61,334
Bus Acquisition	5,371
Capital Planning	-
Total Projects Modeled (excl. Bus Infrastructure)	\$ 236,305
Total Capital	\$ 300,467

Above to be finalized with BRT/CRT Timeline(s) and Project sponsor submissions

Received as information.

VII. Wake Transit Staff Resources Overview from CAMPO
 (Information Item: Bret Martin, CAMPO, 10 minutes) **Attachment D**

Within the context of CAMPO’s assigned lead agency responsibilities, Bret provided an overview of the roles and responsibilities of its 3.0 full-time equivalent (FTE) staff resources funded by Wake Transit tax revenues in annual Wake Transit Work Plans. He noted that CAMPO staff are being stretched a lot. Our responsibilities have expanded greatly over the past couple of years.

Sandra interjected that GoTriangle will also be looking at requesting additional tax district staff support to handle their responsibilities.

Bret provided, in an attachment as well as on the screen, the list of overarching CAMPO assigned tasks. The list includes tasks assigned initially to the agency, that was the basis for hiring the 3 staff positions, as well as tasks that have been added over the past few years as the Wake Transit program has grown.

The majority of CAMPO’s responsibilities are assigned by the governing boards and the TPAC within the ILA and through subsequent adopted documents. Attachment D also listed 5 additional responsibilities that CAMPO

staff are responsible for. Those 5 tasks could be looked at as CAMPO tasks and not the responsibility of Wake Transit, but it is important to acknowledge that as Wake Transit has grown the level of effort on these other tasks has also increased and takes more staff time and focus.

Gaby thanked CAMPO for providing the update and noted this is helpful for existing and new TPAC members to increase their understanding of lead agency responsibilities and specifically which Wake Transit work tasks have been assigned to CAMPO for execution. She noted that GoTriangle is the only other lead agency. They are in the process of putting their own update together, and TPAC will look forward to viewing their staff update in October.

Tim Gardiner asked how CAMPO plans to move forward with potential staffing increase requests; will it go through the TCC? Bret answered that CAMPO is in the process of completing an exhaustive strategic planning process. Part of that process is a review of all CAMPO staff resources, which will include Wake Transit program staff. Any staffing recommendations coming from that process will be presented to CAMPO prior to a decision to submit a request to the TPAC for consideration.

Tim then noted that he supports the staffing review and recognizes the increased responsibilities that CAMPO's Wake Transit staff have taken on over the past few years. He stated that he appreciated that Bret separated but pointed out how Wake Transit work ties to other work CAMPO is responsible for. He looks forward to seeing the recommendations at the TCC when the strategic plan is complete.

Meg followed up with a question about Wake Transit staff at CAMPO participating in the administration of the FTA grants because DCHC staff that work with the grants do not charge that time back to the transit plans. Bret clarified that CAMPO does not charge Wake Transit for those activities. The point of bringing it up was just to note that the 3 FTEs, as well as our directors and other CAMPO staff, have additional responsibilities that reach beyond Wake Transit assigned tasks due to the growth of the transit system as a result of Wake Transit investments.

Following up in the chat Bret wrote: from Bret Martin (internal) to everyone: 11:02 AM

Another thing to consider is much of what I mentioned as federally required by the MPO that Wake Transit-funded staff is doing is because of Wake Transit. More LPAs because of Wake Transit. More coordination among funding sources because of Wake Transit. The distinction here is not as much about what the MPO is responsible for irrespective of Wake Transit, but how much more did Wake Transit put on our otherwise established baseline responsibilities.

Received as information.

VIII. Wake Bus Plan Update: Formation of Wake Bus Plan Teams
(Information Item: Jenny Green, GoTriangle, 15 minutes) **Attachment E**

Jenny Green explained that GoTriangle will convene three workgroup teams: a core technical team, an engagement team, and a stakeholder team to support the develop process for the Bus Plan Update. process. She walked through the role of each group, providing examples of tasks that will be discussed.

The TPAC can expect to get updates and be engaged throughout the process, but in particular to review the draft service standards, service prioritization policy recommendations, Access to Transit Gap Analysis report,

and to release the recommended Bus Plan for community engagement and finally to recommend adoption to the governing boards.

The CTT and engagement team will meet on the 2nd Thursday of each month. The Stakeholders will meet quarterly or as needed. To streamline the comment process, GoTriangle asks for agencies to submit one set of feedback from their staff.

FORMATION OF TEAMS

Member Agencies

- Agencies will be responsible for providing a *primary* and *secondary* member to participate on the team.

Core Technical Team (CTT)	Engagement Team (ET)	Stakeholder Team (ST)
<ul style="list-style-type: none">GoRaleighGoCaryGoTriangleGoWake AccessWake CountyCAMPO	<ul style="list-style-type: none">GoRaleighGoCaryGoTriangleGoWake AccessWake CountyCAMPO	<ul style="list-style-type: none">MorrisvilleApexFuquay-VarinaHolly SpringsRolesvilleKnightdaleWendellGarnerResearch Triangle FoundationRDU AirportNCDOT

Phase 1 engagement will take place in November. Jenny will return with updates from that effort and other study activities in December.

Received as information.

IX. Wake Transit Engagement Updates

(Information Item: Liz Raskopf, GoTriangle, 10 minutes) **Attachment F, G & H**

GoTriangle staff completed the assessment of the FY2022 Work Plan and have developed a list of 6 new projects that will require a community engagement strategy/plan to be presented to the Community Engagement (CE) Subcommittee for review and discussion. Staff worked with each project sponsor to determine appropriate timing of their engagement presentation and GoTriangle has created a schedule for submitting and presenting them for feedback and to improve TPAC awareness of engagement that is upcoming and being planned.

Liz Raskopf first showed the development process that GoTriangle will follow to complete the annual review of projects to develop the presentation list and schedule. It was noted by members that for some projects, the presentations may be needed early in or in the months leading up to the project's first year of allocation while others may be scheduled out into a future fiscal year.

To streamline and to support project sponsors who will be presenting their engagement and communications plans to the CE Subcommittee. GoTriangle staff have created an engagement strategy template. The template is still a draft, but CAMPO and GoTriangle staff have begun to use it and have found it valuable. It is now available to all partners to use. The template is a great tool to help project sponsor think through and develop the engagement plan, and it will provide a consistent format for presenting project information to the subcommittee. As the template gets used for more project types, they anticipate finding areas that can be improved, expanded, etc. GoTriangle will maintain the most current form for sponsors to request at any time.

Contact ERaskopf@gotriangle.org with any questions on the information provided today or to request a template for your project.

Received as information.

X. Community Engagement Policy: Update Strategy and Schedule
(Information Item: Liz Raskopf, GoTriangle, 10 minutes) **Attachment I & J**

Review of the Wake Transit Community Engagement Policy is an annual task assigned to GoTriangle as the lead agency for Wake Transit public engagement and communications. Liz presented an 8-step development process that GoTriangle plans to employ to get the current and future updates to the policy drafted and to adoption. She then presented a draft adoption schedule for the current update that is underway.

Community Engagement Policy Review and Development Schedule

***Reminder:** After Action Review survey closes Sept. 17 at 5pm

Process

1. Confirm gaps specific to the needs of Wake Transit
2. Review lead agency policies
3. Review municipal policies
4. Incorporate findings and recommended changes from After-Action Review
5. Draft outline of changes
6. Draft content changes
7. Edit content
8. Design final product



GO FORWARD
A COMMUNITY INVESTMENT IN TRANSIT

TPAC members and lead agency staff were invited to join a workgroup that is focused on working through and drafting new sections of the policy. Members are from CAMPO GoTriangle and Raleigh. This group will work together to develop a draft that will then be reviewed and recommended by the Subcommittee as a whole. The TPAC and governing boards can expect to see a final draft for consideration in late spring/early summer.

Received as information.

XI. Subcommittee Report: Attachment K

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.

Subcommittee	Budget Finance &	Planning Prioritization &	Community Engagement
Chair	Steven Schlossberg, GoTriangle	David Walker, City of Raleigh	Andrea Epstein, City of Raleigh
Vice Chair	Shavon Tucker, City of Raleigh	Kevin Wyrach, Town of Cary	Bonnie Parker, CAMPO
Next Meeting	9/16, 1:30-3:00pm	9/21, 1:30-3:30pm	*9/30, 1:30-3:00pm

* = Denotes an adjusted meeting schedule.

Subcommittee Schedule Adjustments: September–December 2021

As the November/December holiday season approaches, we have reviewed and adjusted the monthly subcommittee meetings accordingly.

- **Budget & Finance** – Schedule remains the same unless an adjustment is made by the Chair.
- **Planning & Prioritization** – November and December regular meetings have been cancelled.
- **Community Engagement** – September meeting moved to 30th, November meeting moved to December 2nd, December meeting has been cancelled.

XII. Other Business

Gaby asked GoTriangle for an update on the planning schedule for the FY21 Annual Report. Andrea Neri confirmed that the annual report is in development and they are close to finalizing the draft. Liz state that she will follow up with Scott to see what/when they plan to bring the draft to the subcommittees and the TPAC prior to submission on December 15th.

Bret thanked Stephanie for leading the effort to develop the Wake Transit Performance Tracker and for Evan's hours spent collecting and compiling data for the site. They spent a year making the Tracker a reality and it is a great new tool to find and share Wake Transit information.

XIII. Governing Board Action on Wake Transit Items

- 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.
- CAMPO adopted the Locally Preferred Alternative for the Wake BRT: Southern Corridor.
- Amendments to the Wake Transit Financial Policies and Guidelines were adopted.

Upcoming Activities:

- Consider adoption of the updated Wake Transit Community Engagement Policy
- Consider adoption of the Wake Transit Art Funding Eligibility Policy

XIV. Adjourn

The next regular TPAC meeting is scheduled to be held virtually on Wednesday, October 13, 2021.

*Note: The November meeting will occur the 3rd week of the month, on Wednesday, 11/17.

Voting Record:

9/15/21 Voting Record:

TPAC Voting Record		Action 1	Action 2
<u>Agency/Org</u>	<u>Name</u>	Approve the August Meeting Minutes	Elect New Chair/Vice Chair
-	Motion -> Second ->	Michael Moore Darcy Downs	Saundra Freeman Sharon Chavis
Apex	Shannon Cox	Y	Y
CAMPO	Bret Martin	Y	Y
Cary	Kevin	Y	Y
Cary	Christine Sondej	Y	Y
Fuquay-Varina	Allyssa Stafford	Y	Y
Garner	Gaby Lawlor	Y	Y
GoTriangle	Sharon Chavis	Y	Y
GoTriangle	Saundra Freeman	Y	Y
Holly Springs	Emmily Tiampati	Y	Y
Morrisville	Caleb Alred	Y	Y
NCSU	Darcy Downs	Y	Y
Raleigh	David Eatman	Y	Y
Raleigh	Michael Moore	Y	Y
RTF	Travis Crayton	Y	Y
Wake County	Tim Gardiner	Y	Y
Wake County	Akul Nishawala	Y	Y
Wake Forest	Dylan Bruchhaus	Y	Y

Public Comment Received:

From: Nathan Spencer, WakeUp Wake County
Sent: Wednesday, September 15, 2021 8:53 AM
To: TPAC Member Roster
Subject: A Thank You

Hi Y'all,

I wanted to hit you all before TPAC got started. The work that TPAC does and you all bring to it is so important to our region. At WakeUP we are always looking for ways to support you and bring you perspectives from outside the usual circles.

With that in mind, I wanted to offer complimentary tickets to our reception on September 30th with Mitchell Silver. For those that don't know him, Mitch is not just the former Chief Planner for Raleigh and former Parks Commissioner for NYC, he is also a keen observer and someone that enjoys a complicated question like how does a county that is urban, suburban, and rural grow as one.

We would love for you to come and to bring a friend and enjoy listening to Mitch and Shana Tucker of Kidznotes. Please use the code PLANNERSROCK on the summary page of our [registration](#).

Please note the regular priced tickets are 100% a suggested donation and carry no market value.

Thank you again for all your work and I'll see you on TPAC soon,
Nathan