

WAKE COUNTY TRANSIT PLAN

Transit Planning Advisory Committee

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

Meeting Minutes

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

10/13/21 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
Holly Springs	Primary	Emmily Tiampati	1				GoTriangle	Guest	Burgetta Wheeler				1
Knightdale	Primary	Jason Brown	1				GoTriangle	Guest	David Jerrido				1
Raleigh	Primary	David Eatman	1				GoTriangle	Guest	Inez Nicholson				1
Raleigh	Primary	Michael Moore	1				GoTriangle	Guest	Kim Johnson				1
RTP Foundation	Primary	Travis Crayton	1				GoTriangle	Guest	Scott Thomas				1
Wake County	Primary	Akul Nishawala	1				GoTriangle	Guest	Suzanne Clyburn				1
Wake County	Primary	Tim Gardiner	1				Harnett County/HARTS	Guest	Larry Smith				1
Wendell	Primary	Bryan Coates	1				HNTB Corp.	Guest	Mark Huffer				1
CAMPO	Alternate	Bret Martin		1			Knightdale	Guest	Andrew Spiliotis				1
Cary	Alternate	Christine Sondej		1			Morrisville	Guest	Danielle Kittredge				1
Wake Forest	Alternate	Dylan Bruchhaus		1			Morrisville	Guest	Reuel Heyden				1
Morrisville	Alternate	Caleb Allred		1			Raleigh	Guest	Kristen Treadway				1
CAMPO	Alternate	Bonnie Parker			1		Rolesville	Guest	James Carter				1
Cary	Alternate	Kevin Wyrach		1			RTF	Guest	Ayden Cohen				1
GoTriangle	Alternate	Liz Raskopf		1			Wake County	Guest	Anita Davis-Haywood				1
GoTriangle	Alternate	Steven Schlossberg		1			Wake Forest	Guest	Brad West				1
Raleigh	Alternate	Andrea Epstein		1			Wake Tech	Guest	John Majernik				1
Raleigh	Alternate	David Walker		1			Wake Up Wake County	Guest	Nathan Spencer				1
Raleigh	Alternate	Het Patel		1			Wendell	Guest	Mathew Burns				1
Raleigh	Alternate	Mila Vega		1			Wendell (New Planner)	Guest	Michael Burns				1
Raleigh	Alternate	Shavon Tucker		1			Zebulon (New Planner)	Guest	Aaron Chaulker				1
Wake County	Alternate	Tim Maloney		1			HDR Inc.	Guest	Bill Gilmore				1
CAMPO/Wake Transit	TPAC Admin.	Stephanie Plancich			1		Wake County	Guest	Hannah Lundy				1
							HDR Inc.	Guest	Paul Meehan				1
							Mott MacDonald	Guest	Paul Worley				1

Note: The TPAC 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** – GoTriangle is working to compile a staffing update for the TPAC but is not prepared to do so today and they ask for item VII be removed from the agenda. Michelle Peele, having only been at GoTriangle for a month, has been tasked with pulling the information for the report together and for addressing partner comments and questions as part of their presentation. She plans to work with CAMPO, the partners and internal staff over the next month or so, and will put the item back on the agenda at that time.

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

Nathan Spencer commented that on the agenda today, the TPAC is talking about performance measures. Wake Up Wake County is continuously requesting that the MPO, transit provider agencies, and the TPAC expand the standard ridership-focused measures to include economic impact and community growth measures as well. He noted that quality of life measures could tell a more complete story of transit investment in our fast-growing region. Wake Up is going to continue bringing this concept to local elected officials and warns that they hope the TPAC members will support the concept in their individual agencies and as members of the TPAC as a whole.

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.

MOTION to endorse 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" made by Kelly Blazey. Second by Bret Martin.

PLANNING AND PROGRAMMING ITEMS

V. FY 22, 2nd 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 2nd 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 28th 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.

MOTION to recommend approval of the FY22, 2nd Quarter Wake Transit Work Plan amendment requests to the Wake Transit governing boards made by Kelly Blazey. Second by Michael Moore. Passed Unanimously.

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.

Will Allen and TPAC members commented that Bret provided a good overview of the situation, noting that we never want our agreements to expire and our projects to lose their funding while in progress. David Eatman added that "it is unfortunate that, in this situation, we are not able to follow proper protocol with the TPAC process" but the individual agencies and municipalities involved in the situation have worked together and have followed proper channels to get contract extensions discussed and a solution prepared for governing board consideration and the TPAC today. Bret was thanked for tying this issue back to item #4 earlier on the agenda and for his effort to ensure that project agreements that need to be extended will not lapse in the future.

MOTION to recommend 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 made by David Eatman Second by Travis Crayton. Passed Unanimously.

Roll Call Vote

After the roll call vote, Steve Schlossberg with GoTriangle posed a question on the material approved for agenda item VI: GoTriangle questioned the accuracy of the dollar amount reported for project TC001-A. GoTriangle staff want to make sure that the number shown includes the vehicle acquisition allocation also expiring with lapsing funds. Steve asked if we need to adjust the current TPAC vote or proceed in another way.

Bret noted that the information included in the attachment was provided by the project sponsors. He can only share what is given to him and confirmed as accurate. He asked GoTriangle to review and get any adjusted numbers to him right away so that he will have enough time to update the attachment being presented to the CAMPO Executive Board next week. He wants to make sure that we are able to address all expiring project agreements and left-over funds in one motion for governing board consideration. Steve stated he would get any changes sent to him quickly.

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

**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.

Evan Koff presented the results of the 2021 review. There were 26 routes evaluated as part of the review. 12 of them of in development phases. The review included data collect from the 2nd quarter of FY20 through the 3rd quarter of FY21. The information is useful to the TPAC as it makes Work Plan investment decisions and is also anticipated to help inform the Wake Bus Plan Update process. There are four established performance targets: Passenger boardings per revenue hour or trip, Cost per passenger boarding, Farebox recovery, and On-time performance. No fares were collected in 2021, so that measure was moot in this year's report.

Evan reviewed the specifics of the other 3 measures and the evaluation criteria for each. He also presented how COVID-19 relief funds were allocated to each of the four local transit providers: Wake County, City of Raleigh, GoTriangle and the Town of Cary. In total, our region received over \$75 million dollars to help keep transit services running in response to impacts of the pandemic. It was noted that a portion of those funds have since been allocated to cover fare box revenue estimates for FY2022, allowing all of the fixed-route providers to suspend fares through the next fiscal year.

The findings of this review and on-going review conducted by the providers provides important information on where the transit system efficiency can be improved and provides guidance to areas that may need additional resources to meet community needs. Evan walked through a list of several actions taken by the providers to address under and performing routes over the past year.

Bret provided some context on how and why we conduct the annual bus service performance review. He noted that we learned a lot this year. The data reflected in the report represents a full year of COVID-19 impacts. It tells a story about our transit system's elasticity and the resiliency of our routes when major disruptions occur. We got a lot out of this review that can help us be prepared for future events and transit service investment decisions. Other members thanked Evan and Bret for putting together the report and coordinating the review process.

Received as information.

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.

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 Wyrauch, Town of Cary	Bonnie Parker, CAMPO
Next Meeting	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

Anita Davis-Haywood provided an update on the launch of the new GoWake shuttle service coming to the NE portion of the county. A more complete presentation will be included on the December agenda.

Caleb Allred is available for any questions and updates on Morrisville’s new Shuttle Service. He will present an update on their launch in November. Shannon Cox sent “Way to go Morrisville!” in the chat.

Evan – 10/27/21, 3-5pm virtual training session scheduled for the annual CFA Program training. This is a required event for anyone planning to submit a funding application this year.

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 3rd week of November, on Wednesday the 17th.

10/13/2021 TPAC Voting Record		Action 1	Action 2	Action 3
<u>Agency/Org</u>	Action Item	Approve P&P Work Task List Amendment	Recommend FY22/Q2 Amendment Requests	Recommend Period of Performance Extension & allocation of funds
<u>Partner Org.</u>	Motion -> Second ->	Kelly Blazey Bret Martin	Kelly Blazey Michael Moore	David Eatman Travis Crayton
Apex	Shannon Cox	Y	Y	Y
CAMPO	Bret Martin	Y	Y	Y
CAMPO	Bonnie Parker	Y	Y	Y
Cary	Kelly Blazey	Y	Y	Y
Cary	Christine Sondej	Y	Y	Y
Fuquay-Varina	Absent			
Garner	Gaby Lawlor	Y	Y	Y
GoTriangle	Michelle Peele	Y	Y	Y
GoTriangle	Saundra Freeman	Y	Y	Y
Holly Springs	Emmily Tiampati	Y	Y	Y
Knightdale	ANDREW	Y	Y	Y
Morrisville	Caleb Allred	Y	Y	Y
NCSU	Absent			
Raleigh	David Eatman	Y	Y	Y
Raleigh	Michael Moore	Y	Y	Y
Rolesville	N/A			
RTF	Travis Crayton	Y	Y	Y
Wake County	Tim Gardiner	Y	Y	Y
Wake County	Akul Nishawala	Y	Y	Y
Wake Forest	Dylan Bruchhaus	Y	Y	Y
Wendell	Bryan Coates	N/A	N/A	N/A
Zebulon	Absent			