

# Attachment A

## WAKE COUNTY TRANSIT PLAN

### Transit Planning Advisory Committee

TPAC Regular Meeting • January 13, 2021 • 9:30am-11:00am

#### MEETING MINUTES

#### I. Welcome and Introductions (Shannon Cox, TPAC Chair)

##### Voting Members

<b>Town of Apex</b>	Shannon Cox (Chair)	<b>Town of Morrisville</b>	Ben Howell (Vice Chair)
<b>Wake County</b>	Tim Gardiner	<b>CAMPO</b>	Shelby Powell
<b>Wake County</b>	Akul Nishawala	<b>Town of Rolesville</b>	Julie Spriggs
<b>City of Raleigh</b>	David Eatman	<b>GoTriangle</b>	Saundra Freeman
<b>City of Raleigh</b>	Michael Moore	<b>GoTriangle</b>	Sharon Chavis
<b>Town of Knightdale</b>	Jason Brown	<b>Town of Cary</b>	Kelly Blazey
<b>Town of Garner</b>	Gaby Lawlor	<b>NCSU</b>	Darcy Downs
<b>Town of Holly Springs</b>	Emmily Tiampati	<b>RTP Foundation</b>	Hank Graham
<b>Town of Wendell</b>	Bryan Coates	<b>Town of Zebulon</b>	Michael Clark

##### Voting Alternates

<b>Town of Cary</b>	Kevin Wyrauch	<b>Town of Fuquay-Varina</b>	Allyssa Stafford
<b>CAMPO</b>	Bret Martin	<b>Town of Wake Forest</b>	Dylan Bruchhaus

##### Other Alternates

<b>Town of Apex</b>	Allyson Coltrane	<b>City of Raleigh</b>	David Walker
<b>Town of Cary</b>	Christine Sondej	<b>City of Raleigh</b>	Het Patel
<b>Town of Cary</b>	Tony Wambui	<b>City of Raleigh</b>	Mila Vega
<b>GoTriangle</b>	Liz Raskopf	<b>City of Raleigh</b>	Andrea Epstein
<b>GoTriangle</b>	Steve Schlossberg	<b>City of Raleigh</b>	Shavon Tucker
<b>Wake County</b>	Tim Maloney		

##### General Attendees

<b>TPAC Administrator</b>	Stephanie Plancich	<b>NCDOT</b>	Bob Deaton
<b>CAMPO</b>	Evan Koff	<b>RTA</b>	Joe Milazzo II
<b>CAMPO</b>	Crystal Odum	<b>GoTriangle</b>	Burgetta Wheeler
<b>CAMPO/GoTriangle Board</b>	Will Allen	<b>GoTriangle</b>	Kim Johnson
<b>City of Raleigh</b>	Ryan Boivin	<b>GoTriangle</b>	Wendy Mallon
<b>City of Raleigh</b>	Meghan Finnegan	<b>GoTriangle</b>	Suzanne Clyburn
<b>City of Raleigh</b>	Morgan Simmons	<b>GoTriangle</b>	Odile Fredericks
<b>City of Raleigh</b>	Kristin Treadway	<b>GoTriangle</b>	Scott Thomas
<b>City of Raleigh</b>	Sara Warren	<b>GoTriangle</b>	Jay Heikes
<b>City of Raleigh</b>	Matthew Van Hoeck	<b>GoTriangle</b>	Nathan Kemp
<b>Wake Up Wake County</b>	Nathan Spencer	<b>GoTriangle</b>	Jenny Green
<b>Wake County</b>	Anita Davis	<b>GoTriangle Consultant</b>	Elise Beilen
<b>HDR Inc.</b>	Bill Gilmore	<b>HNTB</b>	Mark Huffer
<b>HDR Inc.</b>	Patrick McDonough	<b>Atkins Global</b>	Adam Howell

**Note:** The presentation was uploaded to the CAMPO website the morning of the meeting. The complete slide deck, along with the meeting agenda and attachments, are accessible 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 - None

## **TPAC ADMINISTRATIVE ITEMS**

IV. **Meeting Minutes**

*(Action Item: Shannon Cox, TPAC Chair, 5 minutes)* **Attachment A**

**MOTION** to approve the December 9, 2020 TPAC meeting minutes made by Shelby Powell. Second by Gaby Lawlor. No further discussion. Passed Unanimously.

V. **2021 TPAC Meeting Calendar**

*(Action Item: Stephanie Plancich, TPAC Administrator, 5 minutes)* **Attachment B**

Stephanie Plancich provided a brief overview of the 2021 regular TPAC meeting schedule. She noted that there is a typing error for the July date and that would be corrected prior to posting the final calendar in the document library and meeting archives. She noted that the regular schedule is to meet on the 2<sup>nd</sup> Wednesday of each month, but that several months are in 3<sup>rd</sup> weeks in order to align with the Work Plan development schedule and avoid upcoming holidays.

**MOTION** to confirm the 2021 TPAC meeting schedule with July adjustment made by Sharon Chavis. Second by Shelby Powell. No further discussion. Passed Unanimously.

VI. **2021 TPAC Chair and Vice Chair Elections**

*(Action Item: Stephanie Plancich, TPAC Administrator, 5 minutes)*

In January each year, the TPAC Administrator conducts Chair and Vice Chair elections in accordance with the Transit Planning Advisory Committee (TPAC) bylaws. The term of office is one calendar year, and there are no limits on the number of consecutive terms a TPAC member may serve in a leadership role. Nominations for the 2021 term opened at the December 9<sup>th</sup> regular TPAC meeting.

**MOTION** to elect Ben Howell as the TPAC Chair and Gaby Lawlor as the TPAC Vice Chair for the 2021 term made by Kelly Blazey. Second by Shelby Powell. No further discussion. Passed Unanimously.

VII. **TPAC Weighted Voting Structure Update**

*(Information Item: Stephanie Plancich, TPAC Administrator, 5 minutes)* **Attachment C**

Stephanie provided an overview of the TPAC weighted voting structure, how it applies to the TPAC process and provided a copy of the 2021 calculations for member review and discussion. She explained that the TPAC Bylaws outline how weighted votes are calculated and that the calculations are updated annually.

The 2021 weighted voting structure is based on NCOSBM population estimates for 2019. The link to its website is published on the bottom of Attachment C. The only change from last year's form is for Wake County. Wake County's representative population fell below 200,000, which results in a reduction of one (1) weighted vote each for Wake County, GoTriangle, and CAMPO.

Partners asked about how weighted voting works. Stephanie explained that any member of the TPAC can request that weighted voting be applied to an action item so long as the request is seconded by another TPAC member from a different agency. She noted that weighted voting has not been invoked to date.

Received as information.

# **PLANNING AND PROGRAMMING ITEMS**

## **VIII. Progress Update: Wake Transit Plan Update**

### **A. Development Status**

*(Information Item: Bret Martin, CAMPO, 15 minutes) Attachment D*

Bret Martin provided a brief update on progress to finalize the draft Wake Transit Plan Update. He reviewed the development schedule noting that we are in the final steps of preparing the document for public review.

He informed the TPAC that the PE&C Subcommittee discussed a request to streamline the three upcoming Wake Transit engagement efforts to not overwhelm the community or partners with back to back outreach. The option to combine the efforts was then discussed with the Wake Transit Vision Plan Update CTT, which also supported merging the outreach efforts. Since then, CAMPO and GoTriangle staff have been making needed schedule and material adjustments. The new combined release date for the Wake Transit Plan Update, Community Engagement Policy and FY22 Draft Work Plan is February 19<sup>th</sup>.

Bret then displayed the revised schedule noting that the 40-day comment period for the draft will run from February 19<sup>th</sup> through March 31<sup>st</sup>. The CAMPO and GoTriangle governing boards are anticipated to consider adoption of the Plan Update at their respective April board meetings.

To close the loop on previous planning discussions, Bret presented the final project prioritization framework and discussed final changes to the bus service expansion project list with attendees. The next part of the presentation focused on reviewing the structure of the draft plan update document. In short, the intent and goal for the plan document format is to be as consistent with how information was displayed in the original plan as possible. Graphs, charts and tables will be updated with current data and future expectations, and additional explanation will be included to capture what was unknown back then but has evolved over the past 3 years of implementation. This added or adjusted information includes information on our governance structure and implementation planning to date. Financial assumptions reported in the plan will be displayed next to assumptions from the 2016 plan, and where needed, an explanation of the differences will be included.

TPAC members responded in support of the planned structure, including adding the new sections and shifting the order of sections to make the draft document flow well. There was also support for the map and graphic updates proposed. A suggestion was made to provide process data in a separate color and to add investment labels to the maps for ease of use and understanding.

Received as information

### **B. Wake Transit Plan Update Engagement Strategy**

*(Information Item: Liz Raskopf, GoTriangle, 10 minutes) Attachment E*

Item discussed in item X.

~~In accordance with the adopted Wake Transit Public Engagement Policy, the Wake Transit Plan Update will be available for a 40-day public review and comment period scheduled to begin on January 22<sup>nd</sup>. An engagement strategy, included as Attachment E, has been developed that details the planned implementation schedule and tactics to share the draft with the community. The purpose of the comment period is to follow up on outreach conducted in August of 2020 and inform the public that the draft Wake Transit Plan Update is available for review.~~

## **IX. Progress Update: Draft FY2022 Wake Transit Work Plan Development**

### **A. Development Status**

*(Information Item: Bret Martin, CAMPO, 15 minutes)*

Bret provided a planning progress update including a review of the development and delivery schedule for the FY 2022 Wake Transit Work Plan. Staff will complete the draft and plan to post it for TPAC review and comment on February 3<sup>rd</sup>. This allows two weeks for members to review and provide feedback on the draft prior to its release to the public. The 30-day public review and comment period for the draft FY22 Work Plan will begin on February 19<sup>th</sup> as part of the combined engagement effort noted above. At its April 21<sup>st</sup> meeting, the TPAC will review comments received and discuss any edits made to the draft and then consider recommending adoption of the Work Plan to the governing boards.

Discussion then focused on examining the financials included in the draft. First, members reviewed the operating budget. The total amount initially programmed for FY22 was just over \$29 million, actual funding requests came in \$1.6 million lower. Bret reported that these savings to the budget are mainly attributed to the City of Raleigh's internal evaluation of its project scopes and cost assumptions. He thanked city staff for their efforts and encouraged the other project sponsors to use a critical eye for their own projects, reminding them that more savings in the budget can result in the ability to program more service enhancements.

Next, members reviewed and discussed the capital/infrastructure budget. On this table, Bret walked through specific line items to note the discrepancies between what was programmed and what has been requested. In the capital budget we have landed \$15 million over what was initially programmed for FY22. Vehicle acquisition was under budget by \$2.4 million, where bus infrastructure and other project costs landed \$17.6 million over initial programming. In total, we programmed about \$91.3 million and funding requests came in just under \$106.5 million.

Bret acknowledged that the two primary causes of the discrepancy are cost overruns for projects that have completed additional study and have improved cost estimates and the fact that many projects have been requested to be accelerated in the Wake Transit planning process faster than most recent programming suggests. Members discussed that there will be very real funding trade-off decisions that will have to be made starting with the FY23 Work Plan, where the bus infrastructure line item alone is currently projected to be over the programmed cost by about \$24 million.

Received as information

### **B. FY2022 Work Plan Engagement Strategy (Draft #2)**

*(Information Item: Liz Raskopf, GoTriangle, 5 minutes) Attachment F*

Item discussed in item X.

~~The Annual Work Plan Engagement Strategy addresses public comment periods for both the draft and recommended FY22 Work Plan. TPAC comments on draft #2 (Attachment F) are due by 5pm on Friday, January 15<sup>th</sup>. Email comments to ERaskopf@gotriangle.org. TPAC members are encouraged to join upcoming Public Engagement & Communications (PE&C) Subcommittee meetings if they would like to participate more actively in the development process. In February, the TPAC will receive the final FY22 Wake Transit Work Plan Engagement Strategy, with supporting materials, before the 30-day public comment period for the Draft FY 22 Work Plan begins on February 25<sup>th</sup>.~~

## **X. Wake Transit Community Engagement Policy Update**

*(Information Item: Liz Raskopf, GoTriangle, 5 minutes) Attachment G*

Liz Raskopf presented an overview of the draft Wake Transit Community Engagement Policy and asked for TPAC members to submit any final comments to ERaskopf@gotriangle.org by EOD January 22nd. Major edits to the original policy include structural changes meant to streamline the document and the inclusion of more specific guidance to Wake Transit lead agency and partner staff tasked with executing community engagement efforts. GoTriangle initiated the annual policy review process in 2020, which resulted in the proposed update set to be released for public comment on February 19<sup>th</sup>, with the other two Wake Transit draft documents.

Liz noted that major changes to the policy include:

- a. Change the title to the Community Engagement Policy. The term and practice of community engagement is a best practice in the field and is more inclusive than the term public engagement.
- b. The sections and specific guidelines included in the policy have been clarified
- c. The requirements for various Wake Transit engagement efforts are now located in a printable table that can be used as a stand-alone resource by staff and partners

The required review period for the Community Engagement Policy is 45-days. It is the third document in the combined engagement effort starting on February 19<sup>th</sup>. The Policy is expected to be considered for adoption by the governing boards in April or May.

Liz reported that GoTriangle staff are working on creating combined messaging, materials and other collateral needed for the combined engagement. The strategies drafted for the Wake Transit Plan Update and FY22 Work Plan initially expected to be discussed today are being adjusted and will be presented in February when they reflect the merged effort.

Members asked again that the strategy include specifics for how the engagement will be spread to the member communities. Liz confirmed updated materials, and the strategy will be included in the February agenda packet.

Members requested that for future document updates, like the engagement policy, they be provided with the original and a track changes version at the "draft review" stage where comments are being requested from the members to help focus their effort and comments being submitted. They asked Liz to work with Stephanie to get the information out as needed.

Liz confirmed that TPAC members have until Jan. 22<sup>nd</sup> to submit comments on the draft policy provided today. They will review any comments received and be asked to recommend adoption to the governing boards later this spring.

Received as information

**XI. Greater Triangle Commuter Rail Phase II Study**  
*(Information Item: Jay Heikes, GoTriangle, 10 minutes)*

Jay Heikes began his presentation by noting that commuter rail is part of the long-range vision for transportation options in Wake County and beyond. Jay mentioned that Phase II of the Greater Triangle Commuter Rail Study is progressing as planned. The scope includes community engagement and coordination with railroad owners and operators to understand community needs and expectations, define infrastructure improvement needs and identify the potential challenges and benefits of the project.

Members of the TPAC viewed the rail corridor concept map which shows the currently planned number of trains, a sample schedule, infrastructure needs, stop locations, etc. Phase II is expected to be completed this calendar year. A results presentation will be given to the TPAC and both Wake Transit governing boards at that time.

Liz and GoTriangle's consultant, Elise, then provided an overview of the 1<sup>st</sup> round of engagement completed for Phase II. The 1<sup>st</sup> round of three planned community touchpoints was completed September-November 2020. Round 2 will kick-off this spring and round 3 in late summer.

Nearly 5,000 project-related comments were received. The survey had 5,600 views and 2,700 takers. A total of 2,400 of the survey takers answered at least one demographic question. The engagement team was pleased with how they reached traditionally underserved populations and at how they adapted to COVID-19 safety protocols and were able to partner with agencies to get the rail survey distributed. Traditional engagement methods (emails, hand-out at community events, posting fliers) were mixed with electronic and online tactics (Virtual meeting, online survey, website and social media posts) to reach the community. Print materials were made available in English and Spanish; additional languages were accessible digitally. Twitter and Facebook were both effective outreach methods. Visitors to the website spent 3+minutes on the page; this indicates they were paying attention to the materials and were engaged even if they chose not to complete the survey.

Elise noted that 89% of survey takers filled out the demographic questions, providing good feedback on whom they are reaching with their efforts. The low-income population was underrepresented in this survey, and high-income (\$125K+ per year) were over-represented. They'll work to adjust for the next round. She noted that responses to the racial demographic question included 64% White/Non-Hispanic respondents and 16% Black/Non-Hispanic. She noted that there is room to improve our engagement of Hispanic populations in future efforts.

## Major Takeaways

### Benefits

- Reducing congestion
- Environmental benefits
- Decreasing commute times
- Bringing the Triangle up to modern metropolitan standards
- Sense of connectivity throughout the Triangle

### Concerns

- Project cost and funding allocation
- Would it be effective?
- Would it serve the community equitably?
  - Serves only commuters
  - Doesn't serve those most in need (not equitable)
  - Some geographic areas left out

Major take-aways were posted on a slide, copied above. In short, people were overwhelmingly positive toward commuter rail coming to our community.

Next steps will include hosting focus groups to further investigate the questions and concerns raised in the survey results. Community education and awareness will continue through the planning process. Elise noted that TPAC members are welcome to attend an upcoming stakeholder meeting where a deeper dive into the engagement results is scheduled to take place. GoTriangle staff will send an invitation to interested members.

Received as information.

## XII. Arts & Culture Workgroup Planning Update

*(Information Item: Meghan Finnegan, Raleigh, 10 minutes)*

The Art & Culture Workgroup is currently being coordinated by the City of Raleigh. City of Raleigh staff is working with the workgroup to develop a draft Wake Transit Art Funding Policy for TPAC consideration later this year. Meghan, the Workgroup's Coordinator, presented the policy development schedule and gave an overview of the intended planning process and roles of the workgroup, Budget & Finance Subcommittee and others in the development process. She reported that meetings will kick-off in late January and the draft is anticipated to be presented to the TPAC for recommendation to the governing boards in August. The plan is to have the policy adopted before the FY23 Work Plan call for projects.

TPAC members thanked Meghan and other City staff for taking on the leadership of the Workgroup and development process.

Received as information.

## XIII. Subcommittee Reports: Attachment H

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

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	1/14 (Joint) 1:00-4:00pm 1/21, 1:00-3:00pm	1/14 (Joint) 1:00-4:00pm 1/26, 1:30-3:30pm	1/28, 1:00-3:00pm

Bret – P&P, over the past couple months, the Subcommittee has focused on development of the FY21 and FY22 Work Plan tasks. The subcommittee will meet tomorrow to conduct elections and review the draft task list prior to diving into the joint meeting agenda where members will be discussing FY22 Work Plan development. Our regular meeting is on the 26<sup>th</sup>, the scoping discussion will continue so we stay on track for a Feb 3<sup>rd</sup> draft release date to the TPAC.

Liz – December and January PE&C meetings have been shifted to accommodate the recent holiday schedule. The subcommittee’s regular schedule will pick back up on January 28<sup>th</sup>. Meetings are open to anyone interested. Elections and work task list adoption will occur on the 28<sup>th</sup>.

#### **XIV. Other Business**

CAMPO has published a submission deadlines table for TCC and Executive Board presentations. Reach out to Bonnie Parker if you would like a copy emailed to you.

Nathan – The WakeUp Wake County “Driven to change” event is scheduled for Feb 17<sup>th</sup> and 18<sup>th</sup>. It is a climate change-focused, conference-style event that will interconnect the conversation with land use and transportation impacts. Tickets will be going on sale soon.

Bret – CAMPO and GoTriangle Boards will be reviewing FY21 Work Plan amendment requests later this month. GoTriangle will then will be moving forward with the agreements process.

Bret - Consultant support has been selected for the Wake BRT corridor extension MIS for the extensions to Research Triangle Park and Clayton projects. More information will be presented at an upcoming TPAC meeting.

Bret – A note on the Chair role for the TPAC and its subcommittees: Chairs do not have an executive function for their committees. Their responsibility is to work with lead agency staff to develop the agendas, create presentation materials, provide updates, etc. It is the job of the designated lead agency/project sponsor to ensure that a task is completed and brought to the TPAC in a timely manner. The Chair works closely with the TPAC Administrator to organize the agenda, ensure agenda items align with the work task list, and to facilitate the meetings. The Vice Chair takes over in the Chair’s absence and provides partnership and support to the committees’ ongoing processes.

#### **XV. Adjourn**

The next TPAC meeting is scheduled for February 17, 2021.

January 13, 2021 TPAC Voting Record			Action 1	Action 2	Action 3
<u>Agency/Org</u>	<u>Role</u>	<u>Name</u>	Approve December TPAC Meeting Minutes	Confirm the 2021 TPAC meeting calendar	Election of the TPAC Chair and Vice Chair
		<u>Motion Second</u>	Shelby Powell Gaby Lawlor	Sharon Chavis Shelby Powell	
Apex	Primary	Shannon Cox	Y	Y	Y
CAMPO	Primary	Shelby Powell	Y	Y	Y
CAMPO	Alternate	Bret Martin	Y	Y	Y
Cary	Primary	Kelly Blazey	Y	Y	Y
Cary	Alternate	Christine Sondej	Y	Y	Y
Fuquay-Varina	Alternate	Allyssa Stafford	Y	Y	Y
Garner	Primary	Gaby Lawlor	Y	Y	Y
GoTriangle	Primary	Sandra Freeman	Y	Y	Y
GoTriangle	Primary	Sharon Chavis	Y	Y	Y
Holly Springs	Alternate	Emmily Tiampati	Y	Y	Y
Knightdale	Primary	Jason Brown	Y	Y	Y
Morrisville	Primary	Ben Howell	Y	Y	Y
NCSU	Primary	Darcy Downs	Y	Y	Y
Raleigh	Primary	David Eatman	Y	Y	Y
Raleigh	Primary	Michael Moore	Y	Y	Y
Rolesville	Primary	Julie Spriggs	Y	Y	Y
RTP	Primary	Hank Graham	Y	Y	Y
Wake County	Primary	Tim Gardiner	Y	Y	Y
Wake County	Primary	Akul Nishawala	Y	Y	Y
Zebulon	Primary	Michael Clark	Y	Y	Y