

# WAKE COUNTY TRANSIT PLAN

## Transit Planning Advisory Committee

TPAC Regular Meeting via WebEx • April 21, 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

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### AGENDA

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

- IV. **Meeting Minutes**  
(*Action Item: Ben Howell, TPAC Chair, 5 minutes*) **Attachment A**

**Requested Action:** Consider approval of the March 2021 draft TPAC meeting minutes.

### **PLANNING AND PROGRAMMING ITEMS**

- V. **Amendment to the Financial Policy and Guidelines**  
(*Action Item: Steven Schlossberg, GoTriangle 10 minutes*) **Attachment B**

GoTriangle staff is recommending two (2) slight changes to the Wake Transit Financial Policies. These changes were also recommended by the TPAC Budget & Finance Subcommittee. The first revision incorporates updated wording in the Wake Operating and Capital Funding Sources section that is based on a recommendation from the GFOA (Government Finance Officers Association) and the Tax District auditors. The second revision changes how leftover funds from operating project allocations can be encumbered from year to year.

**Requested Action:** Consider recommending adoption of the updated Wake Transit Financial Policies and Guidelines to the Wake Transit governing boards.

**VI. FY 2021, 4<sup>th</sup> Quarter Wake Transit Work Plan Amendment Requests**  
(Action Item: Bret Martin, CAMPO, 20 minutes) **Attachment C**

A total of eight (8) amendments to the fiscal year FY 2021 or a prior year Wake Transit Work Plan have been requested by various project sponsors, including the Towns of Wake Forest and Cary, City of Raleigh, and CAMPO, for consideration by the TPAC. Seven (7) of the requests fall into the 'Major Amendment' category and required a 30-day public comment period, while one (1) of the requests falls into the 'Minor Amendment' category. Documentation for the amendment requests, including more information on the nature of each request, is provided in Attachment C.

Per the Wake Transit Work Plan Amendment Policy, the TPAC Budget & Finance and Planning & Prioritization Subcommittees are tasked with jointly reviewing Major Amendment requests. The subcommittees consider appropriateness of changes in scope or the scopes of new projects and, if applicable, financial choices and tradeoffs associated with the proposed amendments. The subcommittees unanimously rendered a scope and financial disposition for the requested amendments at an April 6<sup>th</sup> joint meeting with a finding that the changes in scope of work for the projects requested to be modified are appropriate for the continued implementation of the Wake County Transit Plan and that funding the requests does not involve an unwarranted use of funds, with one exception. For the amendment request to include design and integration of art elements into the construction of the New Bern Avenue Bus Rapid Transit (BRT) facility (project TC005-A1) and to add commensurate funding, the subcommittees rendered the following recommendation:

- Up to \$250,000 of the requested \$500,000 should be made available to the project immediately upon approval by the CAMPO Executive Board and GoTriangle Board of Trustees of the amendment request;
- That the full amount requested for the design and integration of art be made available (\$500,000) to the project if and when an art funding eligibility policy currently under development is adopted by the CAMPO Executive Board and GoTriangle Board of Trustees if the policy ultimately allows for the requested amount of \$500,000 to be funded under the policy; and
- If the adopted art funding eligibility policy's allowable amount for the subject project is more restrictive than the \$500,000 request, the amount made available to the project should be the greater of \$250,000 or the maximum permissible amount allowable for the subject project under the adopted policy, up to \$500,000.

The amendment requests were released for public comment between March 19, 2021, and April 18, 2021. No public comments have been received to date in response to the amendment requests.

Requested Action: Consider recommending approval of the FY 2021, 4<sup>th</sup> Quarter Wake Transit Work Plan amendment requests to the Wake Transit governing boards, with the noted exception to the amendment request for project TC005-A1.

**VII. FY 2022 Recommended Wake Transit Work Plan**  
(Action Item: Bret Martin, CAMPO and Steve Schlossberg, GoTriangle, 30 minutes) **Attachment D**

The FY2022 Draft Wake Transit Work Plan was released by the TPAC on February 17<sup>th</sup> and subsequently by GoTriangle for a 30-day public comment period running from February 19<sup>th</sup> through March 21<sup>st</sup>. GoTriangle staff and staff from TPAC member organizations also participated in a number of events, both virtual and in-person, throughout the county to drive public review of and solicitation of input on the draft Work Plan. In late March and early April, FY2022 Work Plan project sponsors considered public comments that were received during the comment period and worked to refine cost estimates and scope details for FY2022 requests. Project sponsors also reevaluated the readiness of certain projects to be funded in FY2022, as well as the reasonableness of certain project's cost curves on previously anticipated timelines.

In early April, the Budget & Finance and Planning & Prioritization Subcommittees held a joint meeting to review revenue and expenditure assumptions, discuss any changes to project assumptions, and to recommend projects for inclusion in the FY2022 Recommended Wake Transit Work Plan. The subcommittees agreed that the scope details and assumed expenditures associated with the projects included in the attached draft of the FY2022 Recommended Wake Transit Work Plan were appropriate to move forward for investment. The FY2022 Recommended Wake Transit Work Plan is provided as Attachment D. CAMPO and GoTriangle staff will provide

an overview of the draft of the FY2022 Recommended Wake Transit Work Plan at the TPAC's April meeting.

Requested Action: Consider recommending approval of the FY 2022 Wake Transit Work Plan to the Wake Transit governing boards.

### **\*\*\*Roll Call Vote for Action Items\*\*\***

**VIII. Community Engagement Strategy and Materials for the Recommended FY2022 Wake Transit Work Plan**  
(Information Item: Liz Raskopf, GoTriangle, 15 minutes) **Attachments E & F**

A CAMPO- and GoTriangle-administered public review and comment period for the FY 2022 Recommended Wake Transit Work Plan is scheduled to occur from April 28<sup>th</sup>- May 27<sup>th</sup>, 2021 in advance of the CAMPO and GoTriangle governing boards' consideration of adoption in June. GoTriangle staff will provide its engagement strategy and initial draft materials for this engagement effort for TPAC review and discussion.

Requested Action: Receive as information.

**IX. Policy Framework for Use of Wake Transit Funds to Acquire Real Property – Preliminary Overview**  
(Information Item: Bret Martin, CAMPO, 10 minutes)

CAMPO staff, in collaboration with the TPAC Planning & Prioritization Subcommittee, has been working over the past several months to develop a policy framework for the use of Wake Transit funds to acquire real property. The primary purpose of the policy framework is to clarify the requirements and responsibilities of Wake Transit Plan implementation project sponsors and assigned lead agencies for the following:

1. Submission of necessary information for the TPAC's review of requests for funding the acquisition and use of real property;
2. Maintenance and reporting of certain information and data for real property acquired with Wake Transit Tax Revenues;
3. Allowable methods for the disposal of and use of applicable proceeds for real property acquired with Wake Transit Tax Revenues; and
4. Methods for incorporating and institutionalizing this policy framework into program-level processes for Wake County Transit Plan implementation.

While the policy framework is still under development to refine its scope and certain policy components, many components of the policy framework are substantially complete. CAMPO staff will provide a high-level overview to the TPAC of the scope and contents of the policy framework that have been developed to date. It is anticipated that the policy framework will be ready for the TPAC's consideration at its May regular meeting.

Requested Action: Receive as information.

**X. Wake Transit Performance Tracker Progress Update and Tester Invitation**  
(Information Item: Stephanie Plancich, CAMPO, 10 minutes)

Development of the Wake Transit Performance Tracker began in June of last year and is nearing completion. CAMPO staff will provide a general project overview and will discuss the remaining steps in the process to finalize and launch the new site to the community. TPAC members are invited to participate in the beta testing process scheduled to occur from May 10<sup>th</sup> - 21<sup>st</sup>.

Requested Action: Receive as information.

**XI. Subcommittee Report: Attachment G**

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 &amp; Finance</b>	<b>Planning &amp; Prioritization</b>	<b>Community Engagement</b>
<b>Chair</b>	Steven Schlossberg, GoTriangle	David Walker, City of Raleigh	Andrea Epstein, City of Raleigh
<b>Vice Chair</b>	Shavon Tucker, City of Raleigh	Kevin Wyrach, Town of Cary	Sharon Chavis, GoTriangle
<b>Next Meeting</b>	Cancelled	4/27, 1:30-3:30pm	4/22, 1:30-3:00pm

**XII. Other Business**

Any new/old business items to discuss?

**XIII. Governing Board Activities**

Previous:

- Approval of the Q2/Q3 FY2021 Work Plan Amendment Requests (1/20/21 & 1/27/21)
- CAMPO approved the Locally Preferred Alternative for the Downtown Cary Transit Center (2/17/21)
- Joint Hearing held for the FYs2021-2030 Wake Transit Plan Update (3/17/2021)
- CAMPO approved the contract and scope for the BRT Extensions MIS project (3/17/21)

Upcoming:

- Consider adoption of the Wake Transit Plan Update
- Consider adoption of the FY2022 Wake Transit Work Plan
- Consider adoption of the Wake Transit Community Engagement Policy

**XIV. Adjourn**

The next TPAC meeting is scheduled for May 12, 2021.