

Attachment A
WAKE COUNTY TRANSIT PLAN
Transit Planning Advisory Committee

TPAC Regular Meeting via WebEx • April 21, 2021 • 9:30am-12:00pm

Meeting Minutes

I. Welcome and Introductions (*Ben Howell, TPAC Chair*)

Voting Members

Town of Morrisville	Ben Howell (Chair)	Town of Garner	Gaby Lawlor (Vice Chair)
Wake County	Tim Gardiner	CAMPO	Shelby Powell
Wake County	Akul Nishawala	GoTriangle	Saundra Freeman
Town of Apex	Shannon Cox	GoTriangle	Sharon Chavis
City of Raleigh	David Eatman	Town of Cary	Kelly Blazey
Town of Rolesville	Julie Spriggs	NCSU	Darcy Downs
Town of Holly Springs	Emmily Tiampati	RTP Foundation	Hank Graham
Town of Zebulon	Connor Jones		

Voting Alternates

Town of Cary	Kevin Wyrauch	Town of Wake Forest	Dylan Bruchhaus
CAMPO	Bret Martin	Town of Fuquay-Varina	Allyssa Stafford
City of Raleigh	David Walker		

Other Alternates

Town of Apex	Allyson Coltrane	City of Raleigh	Het Patel
Town of Cary	Christine Sondej	City of Raleigh	Mila Vega
Town of Morrisville	Brad West	City of Raleigh	Andrea Epstein
Town of Morrisville	Caleb Allred	City of Raleigh	Shavon Tucker
GoTriangle	Liz Raskopf	City of Raleigh	Eric Lamb
GoTriangle	Steve Schlossberg	Wake County	Tim Maloney
Town of Zebulon	Michael Clark	Wake County	Chris Dillon

General Attendees (*= Guest Presenters)

TPAC Administrator	Stephanie Plancich	GoTriangle	Chuck Lattuca
CAMPO	Evan Koff	GoTriangle	Scott Thomas
CAMPO/GoTriangle Boards	Will Allen	GoTriangle	Kim Johnson
City of Raleigh	Ryan Boivin	GoTriangle	Meg Scully
City of Raleigh	Meghan Finnegan	GoTriangle	Nathan Kemp
City of Raleigh	Morgan Simmons	GoTriangle	Burgetta Wheeler
City of Raleigh	Kristin Treadway	GoTriangle	Katie Urban
City of Raleigh	Matthew Van Hoeck	GoTriangle	David Jerrido
Wake County	Hannah Lundy	GoTriangle	Gary Tober
Wake County	Ani Kerjillian	GoTriangle	Suzanne Clyburn
Wake Up Wake County	Nathan Spencer	GoTriangle	Jenny Green
NCDOT	Bob Deaton	HDR Inc.	Bill Gilmore
Town of Morrisville	Ruel Heyden	HDR Inc.	Jorge Luna
Wake Tech Comm. College	Darryl Blevins	HDR Inc.	Paul Meehan
Unknown	Initials MLS	HDR Inc.	Patrick McDonough

Note: The presentation was uploaded to the CAMPO website the morning of the meeting. Those slides were provided and added to the master presentation after the meeting, and the complete slide deck has now been saved along with the meeting agenda and attachments at:

<https://www.campos-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 – A written comment was submitted by Danya Perry from the Wake County Economic Development office. It was read to the TPAC and is copied at the end of these minutes.

TPAC ADMINISTRATIVE ITEM

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

MOTION to approve the March 2021 TPAC meeting minutes made by Allyssa Stafford. Second by Shelby Powell. Passed unanimously.

PLANNING AND PROGRAMMING ITEMS

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

Steve Schlossberg provided a brief presentation for two recommended updates to the Wake Transit Financial Policies and Guidelines. He noted that the edits had been completed with participation of the Budget & Finance Subcommittee and that the members had voted unanimously to bring the changes forward for TPAC consideration today.

After review of the FY2020 CAFR, the Government Finance Officers Association (GFOA) and the Tax District auditors alerted GoTriangle staff of the need to adjust the way that Wake revenues are being displayed to ensure that there is no crossover between the operating and capital budgets. To comply, GoTriangle will now maintain and display a separate amount for operating revenues and capital revenues.

The recommended wording change makes this separation of funds clear. The new wording reads, “Revenues needed for operating expenses shall be shown as tax revenues in the Wake Operating Fund, and revenues needed for capital expenditures shall be shown as tax revenues in the Wake Capital Fund.”

The second adjustment is an update to the Billing, Payments and Reimbursement Policy. The new language clarifies that, with the exclusion of projects falling into certain limited funding sub-categories that can still be encumbered for the next fiscal year, unused funds appropriated in the Wake Operating Fund will lapse at the end of the year.

MOTION to recommend adoption of the updated Wake Transit Financial Policies and Guidelines to the Wake Transit governing boards made by David Eatman. Second by Bret Martin. Passed unanimously.

- VI. FY2021, 4th Quarter Wake Transit Work Plan Amendment Requests
(Action Item: Bret Martin, CAMPO, 20 minutes) **Attachment C**

A total of eight (8) amendments to the FY2021 and prior year Wake Transit Work Plans 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 which was held from March 19th to April 18th, 2021. No public comments were received. Documentation for the amendment requests, including more information on the nature of each request, is provided in Attachment C.

The TPAC Budget & Finance and Planning & Prioritization Subcommittees met on April 6th to review the requested amendments and unanimously rendered a scope and financial disposition. They considered the appropriateness of changes in scope or the scopes of new projects and the financial choices and tradeoffs associated with the proposed amendments. All are recommended to move forward for TPAC consideration as submitted with one exception.

The one exception is for the City of Raleigh's amendment request to include funding for the design and integration of art elements into the construction of the New Bern Avenue Bus Rapid Transit (BRT) facility (project TC005-A1). For this request, 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 of the request by Wake Transit governing boards;
- 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 by the governing boards 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.

One comment was made by Nathan Spencer that the art policy should not be too limiting. He stated that the TPAC is a planning and funding technical committee, that the community's buy-in for our projects is important and allowing project managers to integrate art and culture elements is a great way to make the community feel connected to the work we do. He suggested that overly limiting our support of art in funded projects may not be the best way to meet community expectations.

MOTION to recommend approval of the FY2021, 4th 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, made by Shannon Cox. Second by Shelby Powell. No further comments. Pass unanimously.

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 made available for a 30-day public comment period from February 19th through March 21st. 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 was provided as Attachment D.

Bret opened the discussion explaining that FY2022 was shaping up to be a capital heavy year and that this makes sense with where we are at in the Wake Transit Plan implementation process. He provided an overview of the plan development timeline and next steps, then Steve provided an overview of the financial assumptions that have been updated between the draft and recommended FY22 Work Plans. Namely, the actual revenues have trended slightly above our early projections, so \$1 million was able to be added to the sales tax revenue assumptions.

Bret walked through the adjustments made between the draft and recommended Work Plan. These include the CFA Program requests presented to the TPAC at its March meeting. Project readiness was a major factor in deciding to shift a few projects out of FY22 and into future years. Bret noted that project sponsors may use the quarterly amendment process to request that funding for those projects be released earlier than scheduled once their project is ready to utilize those funds.

Bret mentioned that the FY22 LAPP awards were applied to the Work Plan. We did not have those exact numbers when the draft was released. GoTriangle confirmed that it will be using its bus stop LAPP award for additional stops not already funded by Wake Transit, so no adjustment to

GoTriangle's Wake Transit-funded amount will be made. Further, after the joint subcommittee meeting, City of Raleigh staff reviewed and discussed the City's transfer points projects and provided CAMPO with a path forward that is reflected in the recommended FY22 Work Plan provided for discussion today. It was also decided that the Transit Access Gap Analysis project would be merged into the scope for the Bus Plan Update and not be kept as a stand-alone project.

Bret showed the completed project sheet for the RTP CFAP project. It was edited a bit from the time that the Attachment D was posted for this meeting and the actual meeting date. Bret highlighted the clarifications made for member awareness.

Next Bret reviewed the changes between draft and recommended budgets:

- Major change to capital budget is the result of many project phases previously assumed for funding in FY 22 being moved to FY 23.
- Bottom line – we have done a good job reviewing the projects and getting clarity on project readiness, which allows us to better align our funding allocations with the appropriate timing for project phases

Bret mentioned that one thing we have received a lot of comment on as part of the recent public comment period and in the letter/comment received for today's meeting, is a request that we explore opportunities to pilot a fare free transit program in FY22. In response, CAMPO and Raleigh are exploring the option to use a portion of our area's Rescue Plan Act funding, signed by President Biden in March, to fund a fare-free pilot program for the full span of transit service for the entirety of the fiscal year. Details are still being discussed and worked out. The TPAC will receive updates as information becomes available.

Emmily noted that the Holly Springs park-and-ride lease had funding in previous years, but it has been removed from the Work Plan. She asked if those funds can be put back into the Work Plan, so it can be reconsidered when more planning has been done and more information becomes available. Bret mentioned that it can be added, but the identified project sponsor for it was GoTriangle, and GoTriangle requested to remove it. If the Town feels it has a need for those funds, we can add it back to the Work Plan. It's not a large amount of money, but in order to add it, there should be a plan for the funds not a MAYBE we might need it for something someday.

Morgan pointed out that in Steve's slides the LAPP award actual is not correct. The original assumption for LAPP funds was a \$2 Million, but we did not get that amount. It is closer to \$1.5 Million. Steve explained that his slides were showing the removal of a previous revenue assumption for LAPP of \$2 million and not actual revenues from LAPP.

MOTION by Emmily Tiampati to recommend approval of the FY2022 Wake Transit Work Plan to the Wake Transit governing boards with four (4) adjustments: 1) Changing the scope of the Research Triangle Foundation project to what was shared by Bret; 2) Updating the CIP to reflect GoTriangle's plans for its LAPP Award, and 3) Adjusting the City of Raleigh's schedule for Transfer Point improvements; and 4) Adding funding back to the Work Plan for the Holly Springs park-and-ride lease. Second by Sharon Chavis. No further discussion. Passed unanimously.

*****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**

Liz provided an overview of the engagement strategy planned in support of the FY2022 Wake Transit Work Plan. The review period will run from April 28-May27, 2021. Go Triangle will use its established processes and partnerships to let the community know we heard them and share the recommended Work Plan with them before the governing boards consider it for adoption. A copy of the engagement strategy as well as samples of the materials and messaging for the effort were provided.

Received 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. Mr. Martin provided an overview of the substantive contents of the policy framework that have been developed to date. He covered the purpose for the policy framework, its applicability to certain Wake Transit-funded projects, requirements for the submission of a funding request that involved acquisition of real property, requirements to maintain a real property inventory and utilization plan, and permissible disposal methods for Wake Transit-funded real property. The final draft of the Policy Framework will be provided for TPAC consideration at its May meeting.

Received 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. Stephanie provided a schedule and progress update, which included a few screen shots of the interactive map and dashboard. She outlined the testing phases and informed the TPAC members that they would be receiving an invitation to participate in the beta test process in the last week of April. She noted that those interested in being a tester will be provided a link to register. By registering they will be provided a welcome packet that include site log-on instructions. TPAC members were encouraged to share with Stephanie the contact information for staff members and/or community members and organizations that would be interested in seeing and testing the new Tracker site. The beta test will run from May 17th-28th. The TPAC will receive a presentation later this summer once the site is ready for launch.

Nathan liked everything he sees about the Tracker and is looking forward to exploring it but asked if the information was being taken to the next step. For example, would there be information about how the Wake Transit investments were impacting the community as a whole. For example, what would be the direct impact on neighborhood economic opportunity or land use policy decisions?

Stephanie responded that the purpose for the site is to provide information about Wake Transit performance to interested community members. By making it available in a single-source platform, other organizations can use the information for that next level of research, for funding applications, or to plan future improvements near planned transit enhancements. The Wake Transit Performance Tracker is a tool and resource that we hope others will use to support their own missions.

Received 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.

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	Sharon Chavis, GoTriangle
Next Meeting	Cancelled	4/27, 1:30-3:30pm	4/22, 1:30-3:00pm

XII. Other Business

Bret gave a brief overview of the effort to pilot a fare free program on all transit services during their full span throughout the entirety of FY22. David Eatman, City of Raleigh, is leading much of the discussion with partner organizations. He has reached out to and talked with the Wake County recipients and sub-recipients of the relief funds. A regional pilot would be great and hopes are high, but no decisions or agreements have been made to date.

Gaby asked Bret to clarify “span of service” wanting to know if the pilot would only be on Wake Transit-funded routes. He responded that the pilot would include all routes, regardless of their prevailing funding source. A little more coordination is needed to put the proposal into action.

XIII. Governing Board Activities

Stephanie has added this new section to the TPAC meeting agenda to provide a method of providing ongoing updates with TPAC members when the Wake Transit governing boards discuss and take action on Wake Transit-related items.

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.

TPAC Voting Record: April 21, 2021

TPAC Voting Record			Action 1	Action 2	Action 3	Action 4
Agency/Org	Role	Name	Approve the March 2021 TPAC Minutes	Recommend adoption of updated Financial Policies & Guidelines	Recommend adoption of 8 Amendment Requests, with 1 adjustment	Recommend adoption of the FY22 WT Work Plan w/ 3 adjustments
		Motion -> Second ->	Allyssa Stafford Shelby Powell	David Eatman Bret Martin	Shannon Cox Shelby Powell	Emmily Tiampati Sharon Chavis
Apex	Primary	Shannon Cox	Y	Y	Y	Y
CAMPO	Primary	Shelby Powell	Y	Y	Y	Y
CAMPO	Alternate	Bret Martin	Y	Y	Y	Y
Cary	Primary	Kelly Blazey	Y	Y	Y	Y
Cary	Alternate	Kevin Wyrach	Y	Y	Y	Y
Fuquay-Varina	Alternate	Allyssa Stafford	Y	Y	Y	Y
Garner	Primary	Gaby Lawlor	Y	Y	Y	Y
GoTriangle	Primary	Sharon Chavis	Y	Y	Y	Y
GoTriangle	Primary	Sandra Freeman	Y	Y	Y	Y
Holly Springs	Primary	Emmily Tiampati	Y	Y	Y	Y
Morrisville	Primary	Ben Howell	Y	Y	Y	Y
NCSU	Primary	Darcy Downs	Y	Y	Y	Y
Rolesville	Primary	Julie Spriggs	Y	Y	Y	Y
Raleigh	Alternate	David Walker	Y	Y	Y	Y
Raleigh	Primary	David Eatman	Y	Y	Y	Y
RTP	Primary	Hank Graham	Y	Y	Y	Y
Wake County	Primary	Tim Gardiner	Y	Y	Y	Y
Wake County	Primary	Akul Nishawala	Y	Y	Y	Y
Wake Forest	Primary	Dylan	Y	Y	Y	Y
Zebulon	Primary	Connor Jones	Y	Y	Y	Y

Written Comment Received:



April 19, 2021

Bret Martin
Wake Transit Program Manager
Capital Area Metropolitan Planning Organization

Mr. Martin,

I truly appreciate the work that you and others have committed to in creating an amazing Wake Transit work plan. I serve dual roles: 1) Director of Equitable Economic Development with Wake County Economic Development; and 2) Director of Diversity, Equity, and Inclusivity with the Raleigh Chamber. In this capacity, I strategize and advocate for practices, policies, and programs that support inclusive prosperity, equitable growth, and upward mobility.

We recognize that transportation is a key cog in developing an equitable economic ecosystem. That being said, this letter serves as a request that the FY2022 annual Wake Transit work program include a specific budgetary allocation of funds to support or backstop a potential "zero fare weekends" transit initiative. We have seen other regions implement a zero fare for everyone, including Chapel Hill for the last two decades.

We stand in support of the "zero fare weekends for everyone" pilot. Benefits not only include increased ridership, but it will also resonate within the community on the commitment toward transportation equity. This pilot will reduce barriers to using and considering transit, while providing solidarity to and enhancing access for our most vulnerable communities.

While we support the launch of a zero fare weekends pilot, our request is simply that the work plan set aside a budgetary funding allocation to support a possible pilot later this year or in early 2022. Thank you for considering this request, and for helping our region become a national leader in innovative approaches to advancing equity and upward mobility in our community.

Sincerely,

Danya C. Perry

Danya Perry
Director, Equitable Economic Development,
Wake County Economic Development

Director, Diversity, Equity, & Inclusivity
Triangle DEI Alliance
Raleigh Chamber