

# WAKE COUNTY TRANSIT PLAN

## Transit Planning Advisory Committee

TPAC Regular Meeting via WebEx • August 11, 2021 • 9:30am-11:45am

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. **Adoption of TPAC Meeting Minutes**  
(*Action item: Ben Howell, TPAC Chair, 5 minutes*) **Attachments A & B**

Requested Action: Consider approval of the May and June 2021 draft TPAC meeting minutes.

V. **August-January Subcommittee Work Task Lists**  
(*Action Item: Stephanie Plancich, TPAC Administrator, 5 minutes*) **Attachment C**

Each TPAC subcommittee is responsible for drafting a Work Task List that outlines the specific work it will continue, begin or complete over the next 6-month period. The draft Work Task Lists are presented to the TPAC for review and endorsement in August and February each year. **Attachment C** includes the draft August-January 2021 Work Task Lists for each of the three (3) TPAC subcommittees.

Requested Action: Consider endorsement of the draft August-January 2021 Subcommittee Work Task Lists.

VI. **Community Engagement Subcommittee Vice Chair Election Results**  
(*Action Item: Stephanie Plancich, TPAC Administrator, 5 minutes*)

The Vice Chair position for the Community Engagement (CE) Subcommittee became vacant a couple of months ago when Sharon Chavis accepted a new position within GoTriangle. Nominations for the role opened on May 27<sup>th</sup>, and an election was held on June 24<sup>th</sup> during the subcommittee's regular meeting. Bonnie Parker from CAMPO, a former Chair of the group, was unanimously selected and has agreed to serve as Vice Chair for the remainder of the 2021 term.

Voting Record:

Motion to elect Bonnie Parker as Vice Chair was made by Sharon Chavis. Second by Andrea Epstein.

Voting members: GoTriangle, CAMPO, Wake County, City of Raleigh, Town of Fuquay-Varina, Town of Wake Forest, Town of Holly Springs, and the Town of Cary. Passed Unanimously.

*Requested Action:* Consider confirming the election of Bonnie Parker as the new Community Engagement Subcommittee Vice Chair for the remainder of the 2021 term.

**VII. Change of Lead Agency for Art Funding Eligibility Policy**

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

In early 2020, the City of Raleigh asked the TPAC to consider allowing the incorporation of artistic elements into significant passenger-facing facilities as an allowable expense of Wake Transit tax revenues and requested that the TPAC, via a lead agency, develop a policy to set expectations for funding or for not funding those elements. The TPAC subsequently assigned GoTriangle as the lead agency to develop such a policy.

Over the past year, City of Raleigh staff worked to develop a draft Art Funding Eligibility Policy in consultation with a Wake Transit Art and Culture Workgroup and CAMPO staff, and when substantially completed, turned the draft policy over to GoTriangle to administer its further consideration with the TPAC or its designee. GoTriangle has since asked CAMPO if it would take over as the lead agency for the completion of the policy and its incorporation into the overall Wake Transit implementation framework, should adoption of a policy occur. CAMPO staff has agreed to accept the responsibility.

*Requested Action:* Consider designating CAMPO as the lead agency tasked with completing the Art Funding Eligibility Policy and incorporating it into the overall Wake Transit implementation framework, should adoption of a policy occur.

## PLANNING AND PROGRAMMING ITEMS

**VIII. Wake Transit Art Funding Eligibility Policy**

*(Action Item: Bret Martin, CAMPO, 20 minutes)* **Attachment D**

At the direction of the TPAC, an Art & Culture Workgroup, coordinated by the City of Raleigh, was created to help inform the development of a policy for integrating art into projects supported by Wake Transit tax revenues. The purpose of the policy is to identify projects that are eligible to use Wake Transit funds for art, set funding parameters, guide Wake Transit project sponsors through the process of requesting art funding and reporting expenditures, and to provide program staff with the information necessary to implement the policy. A draft Art Funding Eligibility Policy was shared and discussed with the TPAC at its June 9<sup>th</sup> regular meeting and was subsequently reviewed and discussed by the TPAC Budget & Finance Subcommittee at its June 17<sup>th</sup> regular meeting. Both the TPAC and the Budget & Finance Subcommittee requested additional information on the draft policy and its potential impacts before considering it to move forward, including:

- The legality of using the Wake Transit sales tax for artistic elements;
- Whether there are any Title VI issues or concerns with the draft policy;
- The financial impact to the overall Wake Transit Plan program of projects; and
- How the policy would be incorporated into the overall Wake Transit implementation framework.

Further, some additional comments were provided in response to the draft policy, which CAMPO staff has addressed and incorporated into the draft document. At the TPAC's August 11<sup>th</sup> regular meeting, CAMPO staff will provide an overview of the draft policy, provide follow-up information to address questions previously posed by the TPAC and Budget & Finance Subcommittee, and will cover changes made to the draft policy document based on comments received. The TPAC will also be asked how it would like to proceed with consideration of the draft policy.

*Requested Action:* Receive as information and consider recommending approval of the Wake Transit Art Funding Eligibility Policy to the Wake Transit governing boards or consider alternative next steps.

**IX. Community Funding Area Program – FY 2023 Kickoff**  
(Information Item: *Evan Koff, CAMPO, 10 minutes*) **Attachment E**

CAMPO staff will present an overview of available funding amounts and the schedule for the upcoming FY2023 Community Funding Area Program call for projects and project selection process. This schedule is provided as **Attachment E**.

Requested Action: Receive as information

**X. Wake Transit Work Plan Development, Amendment and Reporting Schedules**  
(Information Item: *Bret Martin, CAMPO, 15 minutes*) **Attachment F**

CAMPO staff will present the proposed schedule for the FY23 Wake Transit Work Plan development process to set the stage for a Work Plan development kickoff scheduled for September. CAMPO staff will also cover the FY22 and prior years Wake Transit Work Plan amendment calendar and the FY22 quarterly project progress reporting schedule. These combined schedules are provided as **Attachment F**.

Requested Action: Receive as Information

**XI. Joint On-Call Transit Planning/Engineering Services Procurement**  
(Information Item: *Bret Martin, CAMPO, 15 minutes*) **Attachment G**

In 2016, CAMPO, GoTriangle, the City of Raleigh, and the Town of Cary collectively launched a solicitation for on-call transit planning services to be used by those parties for Wake County Transit Plan implementation studies, plans, assessments, and other activities. The overall procurement process was led and managed by CAMPO staff with participants from each of the other procurement parties contributing to the identification of scope activities solicited and the selection of consultants. This solicitation resulted in an on-call list of consultants that was originally intended to kick start the implementation planning activities that needed to be completed with the adoption and successful funding of the Wake County Transit Plan, including the Fixed Guideway Corridors MIS, Wake Bus Plan, Community Funding Area Program Management Plan, Staffing Plan, and Public Engagement Strategy/Policy. The on-call list was also subsequently used by the same procurement parties for a myriad of other program- and project-level planning needs and proved to be very beneficial for those involved because of its convenience and the continuity it established with the consulting firms engaged. This original solicitation covered FYs 2017-2021 and expired on June 30, 2021.

In cooperation with the same joint procurement parties, CAMPO staff will be launching a new on-call solicitation for transit planning and engineering services this fall that can be used for the next five years (FYs 22-26). CAMPO staff has extended an invitation to other agencies/municipalities in Wake County for them to either participate in the procurement process for on-call planning/engineering services or to piggyback on the solicitation. CAMPO staff will provide the TPAC a brief overview of the structure of the on-call transit planning/engineering services arrangement, its benefits, and our plans for procuring associated services for the next five (5) years and will ask for any party wishing to participate to confirm participation by the end of the month. The Request for Qualifications (RFQ) that was used in 2016 to launch the original on-call solicitation is provided as **Attachment G** for the TPAC's reference.

Requested Action: Receive as information

**XII. Wake Bus Plan Update: Scope and Schedule**  
(Information item: *Jennifer Green, GoTriangle, 10 minutes*) **Attachment H**

The Wake Bus Plan is underway! Since the June TPAC meeting, GoTriangle has executed a contract with Nelson\Nygaard to begin the process of updating the Wake Bus Plan. GoTriangle will briefly update the TPAC on the changes to the scope of work based on comments received from TPAC members and provide a high-level project schedule. GoTriangle will present more details on the workgroups to be assembled to inform development of the Wake Bus Plan update at the September TPAC meeting, as required by the Wake Transit Workgroup Operating Guidelines, following discussion with transit partners at the project kickoff meeting on August 12<sup>th</sup>.

The Wake Bus Plan update will be coordinated with planning work to produce similar deliverables for transit services in Durham County for GoDurham, GoTriangle, and GoDurham Access and for GoTriangle services in Orange County. The planning effort is funded by the Wake, Durham and Orange County Transit Plans.

Requested Action: Receive as information.

**XIII. Launch of the Wake Transit Performance Tracker**  
*(Information Item: Stephanie Plancich, CAMPO, 20 minutes)*

The TPAC and Wake Transit governing boards designated CAMPO as the project sponsor tasked with developing an online resource where community members, partners and stakeholders could easily find information about Wake Transit program investment and performance toward accomplishing the “four big moves” outlined in the Wake Transit Plan, as well as the goals and objectives included in other program materials. In May 2020, the scope of work was finalized, and WSP was selected as the project consultant. Over the past year, CAMPO staff has worked closely with partners and the consultant team to create the Wake Transit Performance Tracker (Tracker), and at the August TPAC meeting, the new site will be officially launched for public use.

The Tracker has two core components. The first is an interactive project map, which shows service and infrastructure investments, supported with Wake Transit tax revenues, that have been completed, are underway, or are programmed to begin in future years. The second component is the performance dashboard, which shows users how Wake Transit investments made to date have impacted Wake County’s transit system and furthered our effort to accomplish Wake Transit program goals.

TPAC members will be introduced to the site and will be informed on the ways in which they can support the full community launch.

Requested Action: Receive as Information.

**XIV. Subcommittee Report: Attachment I**

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 Wyrauch, Town of Cary	TBD
<b>Next Meeting</b>	8/19, 1:30-3:00pm	8/24, 1:30-3:30pm	8/26, 1:30-3:00pm

**XV. Other Business**

Any new or old business to discuss?

**XVI. Governing Board Action on Wake Transit Items**

June Activities:

- 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.
- CAMPO approved proposed amendments to the Wake Transit Financial Policies and Guidelines.

Upcoming Activities:

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

**XVII. Adjourn**

The next regular meeting is scheduled to be held virtually on Wednesday, September 8, 2021.

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