

Attachment A

WAKE COUNTY TRANSIT PLAN Transit Planning Advisory Committee

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

MINUTES

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

Ben welcomed attendees to the August TPAC meeting and acknowledged a new member, Travis Crayton, who is the new voting member for Research Triangle Park. Travis thanked Ben for the Welcome. Travis comes from NCDOT and is looking forward to working with the TPAC and moving RTF's CFA Program project forward.

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 Cary	Kelly Blazey	GoTriangle	Sharon Chavis
City of Raleigh	David Eatman	Town of Wendell	Bryan Coates
Town of Holly Springs	Emmily Tiampati	RTF	Travis Crayton
Town of Apex	Shannon Cox	NCSU	Darcy Downs

Voting Alternates

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

Other Alternates

Town of Cary	Christine Sondej	City of Raleigh	Mila Vega
Town of Morrisville	Caleb Allred	City of Raleigh	Andrea Epstein
GoTriangle	Liz Raskopf	City of Raleigh	Shavon Tucker
GoTriangle	Steve Schlossberg	City of Raleigh	Eric Lamb

General Attendees

TPAC Administrator	Stephanie Planchich	NCDOT	Bob Deaton
CAMPO	Evan Koff	Wake Up Wake County	Nathan Spencer
CAMPO	Crystal Odum	GoTriangle	Burgetta Wheeler
City of Raleigh	Ryan Boivin	GoTriangle	Katie Urban
City of Raleigh	Meghan Finnegan	GoTriangle	Inez Nicholson
City of Raleigh	Morgan Simmons	GoTriangle	Jenny Green
Town of Wake Forest	Brad West	GoTriangle	Kim Johnson
Town of Fuquay-Varina	Allison Wright	GoTriangle	Kim Johnson
Town of Morrisville	Reuel Heyden	GoTriangle	Wendy Mallon
Wake County	Anita Davis-Haywood	RTF	Ayden Cohen
Wake County	Ani Kerjilian	Rolesville	James Carter
Wake Tech	John Majernik	GoTriangle	Richard Major

Note: The 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 -

Open nominations for the TPAC Chair position

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

Ben Howell notified the TPAC that he will be starting a new position with the Town of Clayton at the end of the month and will be unable to continue serving as Chair of the TPAC. In his absence, our Vice Chair, Gaby Lawlor, will take on the Chair's responsibilities. She also expressed interest in being considered as a nominee for the Chair position.

Stephanie Plancich, the TPAC Administrator, opened nominations for the Chair position and informed the TPAC that the election will be placed on the September 2021 meeting agenda. She noted that, if Gaby is elected to be the new Chair, we will then conduct an election for a new Vice Chair. TPAC voting members interested in nominating themselves or another member to serve as the Chair or Vice Chair for the remainder of the 2021 term were asked to email stephanie.plancich@campo-nc.us.

III. General Public or Agency Comment – no submitted comments.

Nathan Spencer of Wake Up Wake County voiced concern about limiting art funding, specifically for wayfinding, signage, and other similar aspects of planned Wake Transit funded projects.

He then shifted focus and noted that on-time performance and ridership have been historically used as the measures of successful transit services. He suggests that the TPAC is in a good position to take a leadership role in developing performance measures that would track the value and impact of transit services to the community not just head counts and mileage. He asked the TPAC to consider this shift in thought and to consider establishing a way to include impacts on community health and citizen quality of life, like economic development around transit facilities, as a performance metric.

TPAC ADMINISTRATIVE ITEMS

IV. Adoption of TPAC Meeting Minutes

(Action item: Ben Howell, TPAC Chair, 5 minutes) **Attachments A & B**

Motion to approve the May and June TPAC meeting minutes as drafted was made by Shelby Powell. Second by Sharon Chavis. Passed Unanimously.

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. Stephanie referred to Attachment C which included a copy of the drafted August to January Work Task Lists and the voting record for all three (3) of the TPAC's subcommittees.

Motion to endorse the August-January Work Task Lists for the Budget & Finance, Planning & Prioritization and Community Engagement Subcommittees was made by Bret Martin. Second by Sandra Freeman. Passed Unanimously.

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 when Sharon Chavis accepted a new position at GoTriangle, and her job responsibilities changed. Nominations for the role opened on May 27th, and an election was held on June 24th during the subcommittee's regular meeting. Bonnie

Parker from CAMPO, a former Chair of the group, was unanimously elected to serve as Vice Chair for the remainder of the 2021 term.

CE Subcommittee Voting Record:

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

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.

Motion to confirm Bonnie Parker as the Community Engagement Subcommittee Vice Chair for the remainder of the 2021 term was made by Shannon Cox. Second by Shelby Powell. Passed Unanimously.

VII. Change of Lead Agency for Art Funding Eligibility Policy

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

In 2020, when the TPAC assigned the task to draft an art funding policy, it made sense that GoTriangle, as the administrator of Wake Transit Finances, was designated as the lead agency to complete the task.

With CAMPO support, Sharon Chavis led the creation of the Art & Culture Workgroup and began the process of conducting peer reviews. As her job priorities evolved at GoTriangle, development of this policy had to take a back seat. To move the process forward, the City of Raleigh agreed to dedicate staff resources to support the development effort.

Meghan Finnegan took over coordination of the workgroup and led the drafting process of what has become the Wake Transit Art Funding Eligibility Policy. Throughout the 7-month development period, CAMPO staff provided continuous guidance, support and content resulting in draft #1 of the policy. GoTriangle staff then provided feedback and contributed reporting and reimbursement procedural information that resulted in the finalization of draft #2.

At your last meeting, Meghan presented draft #2 for discussion. TPAC members provided great feedback and asked several questions that were discussed in more detail at the June Budget & Finance Subcommittee meeting. CAMPO and GoTriangle staff subsequently talked about how to address the TPAC's concerns as well as how to complete the remaining steps in the policy's development process and, if adopted, who would implement the policy. It was determined that CAMPO would be the agency best suited to carry the task forward, especially since it has become an eligibility policy and not a funding policy.

Motion to designate CAMPO as the lead agency responsible for the continued development and future implementation of the Wake Transit Art Funding Eligibility Policy was made by Shannon Cox. Second by Kevin Wyrach. Passed Unanimously.

PLANNING AND PROGRAMMING ITEMS

VIII. Wake Transit Art Funding Eligibility Policy

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

Bret provided a brief overview of the Wake Transit Art Funding Eligibility Policy. He explained that 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.

The focus of his presentation was responding to the four (4) core TPAC member questions posed in June. The questions and a summary of staff responses based on additional research, review and discussion include:

- Can we use Wake Transit sales tax revenues for artistic elements?
 - Legal staff at GoTriangle and outside counsel confirmed that using Wake Transit revenues to incorporate art into select capital projects is an allowable use of our funds. The legal precedent

has been set by other North Carolina communities through the implementation of similar art integration policies.

- Are there any Title VI issues or concerns with the draft policy?
 - If the eligibility parameters set within the draft policy remain limited to major transit facilities with the highest ridership, where the art investment will be experienced by the greatest number of riders and community members, there is not a Title VI concern. If eligibility were to expand to other project types, we would need to conduct a Title VI compliance review to determine if there are concerns and how best to address them.
- What is the financial impact to the overall Wake Transit Plan program of projects?
 - If all eligible projects currently in the Wake Transit Work Plan were to apply for art funding using the allocation parameters detailed in the policy, the impact to the 10-year financial model would be about \$6.4 million dollars.
- How will the policy be incorporated into the overall Wake Transit implementation framework?
 - The policy will be implemented by CAMPO. The request for art funds will be incorporated into the existing Work Plan development and amendment processes. Reporting on project progress and expenditures for art will similarly be built into the existing processes for quarterly reporting and submitting reimbursement requests. Project sponsors will be responsible for tracking and reporting on the art specific activities and expenditures for each participating project.

Discussion:

Ben and Shannon thanked Bret for the thorough coverage and responses to TPAC member questions and comments.

Shannon then referred to concerns that Nathan brought up during public comments at the top of the meeting agenda, specifically about limiting the type of art that can be incorporated into projects. Stephanie clarified that the development team was very intentional about not being specific about what types of art are permissible under this policy. Decisions on the type and style of art will be left up to each project sponsor, hopefully with community input gathered through the project's engagement process. Flexibility was an important element that the Art & Culture Workgroup members wanted the policy to embody since artistic opportunity, need and community expectations will be unique for each project, and potentially within different segments of large-scale projects.

In response to the specific concern expressed in Nathan's earlier comment, staff acknowledged that wayfinding is a common, functional requirement of a transit facility project. The project sponsor of an eligible project can choose to use all or part of their art funding allocation to enhance standard wayfinding components with artistic elements, or they can choose to use the funds for other forms of art and stick with standard wayfinding and signage features. It will be a project specific decision.

Bret then clarified that the Art Funding Eligibility Policy only applies to the use of Wake Transit funds for art. Any public or private agency can contribute its own funds for art integration into a Wake Transit project, whether it is eligible under this policy or not.

Chat comment

from, WakeUP & RTA to everyone: 10:31 AM

I guess our concern is that we don't want this body to decide whether certain communities can incorporate culture into the way their riders navigate and move around the stations. Like tiles that say the name of the station or a panel that shows the system map...

from , WakeUP & RTA to everyone: 10:36 AM

Again, the communities with the resources will have stations with all the flashy items, but the stations in lower income communities will be basic vanilla boxes. This is what we're seeing with safe routes to schools where PTAs are making sidewalks where other places kids have to fight traffic.

Bret responded by noting that the question of equitable distribution was discussed and is part of the reason why the policy is limited to facilities with the highest levels of use and visibility and does not apply to local level bus stops, transfer points, etc. We want to ensure that the benefits of art installed with Wake Transit funds will be experienced by the greatest number of community members. We have no control over whether a local municipality or other group decides to contribute funds to enhance access, safety or art and culture features of other local transit facilities. All we can do is make sure that the policies adopted into the Wake Transit program do not promote or result in disproportionate burden or benefit to any one group over another.

Shannon commented that she feels comfortable with the answers and responses given during this discussion but stated that she is still struggling with approving a policy that could allocate \$6.4 million of a limited 10-year budget to art and not to other needed transit projects. \$6.4 million, although a drop in the bucket when compared to the full 10-year Wake Transit revenue assumptions, is a lot on money. \$6.4 million is more money than will be allotted for transit projects in the next 3 years of LAPP funding. \$6.4 million could build a lot of sidewalks connecting community members to existing and planned transit services. Those connections have repeatedly been requested during public engagement efforts, where art, to her knowledge, has never come up as a need. \$6.4 million is also not the full financial impact. She is also concerned with the ongoing maintenance costs of installed art that will fade, need replaced or repaired if damaged, that will require special cleaning, etc. She would have liked to have seen a funding option for cost-share so Wake Transit doesn't have to bear the full burden of the art installation and upkeep costs.

Motion to recommend approval of the Wake Transit Art Funding Eligibility Policy to the Wake Transit governing boards was made by David Eatman. Second by Bret Martin. Motion passed with one dissenting vote from Shannon Cox, the voting member for the Town of Apex. She referred to the reasons listed above and that she wants to ensure that we are good stewards of collected Wake Transit tax revenues.

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

Evan presented the available funding amounts and the development schedule for the upcoming FY2023 Community Funding Area Program (CFAP) call for projects. He reported that the annual CFAP training event will take place the week of October 25th and that, like CAMPO's LAPP training, it is required for all applicants intending to submit a Wake Transit funding request this year. The exact date and time will be set and posted to TPAC member calendars in the next couple of weeks.

Shortly after the training, Evan will schedule presubmittal meetings with each applicant to review and help move forward their planning, operating or capital projects for TPAC consideration and ultimately adoption into the FY2023 Work Plan. The CFAP application deadline is January 7, 2022.

Received as information

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

Bret walked through the major milestone dates of the FY23 Wake Transit Work Plan development schedule and the amendment schedule for the FY22 and prior year Work Plans. This sets the stage for the official Work Plan development kickoff scheduled to occur at the September TPAC meeting.

Received as information

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

Bret provided an overview of the purpose and process for establishing a new on-call planning & engineering consultant services list. He explained that the first list was established through a solicitation executed by CAMPO, GoTriangle, the City of Raleigh, and the Town of Cary in 2016. That list was used by the parties to accomplish a myriad of program- and project-level planning activities and proved to be very beneficial for those involved. The most notable benefits were the convenience and continuity established with the consulting firms included on the list. The Request for Qualifications (RFQ) that was used in 2016 was provided as Attachment G. The original on-call list covered FYs 2017-2021 and expired on June 30, 2021.

This fall, in cooperation with the same procurement parties, CAMPO will be launching a solicitation to establish a new transit planning and engineering on-call services list that will cover the next five years from FY2022-2026. Bret discussed the scope and general service descriptions intended for this new solicitation and extended another invitation to TPAC partner agencies to participate in the procurement process or to piggyback on the solicitation. He noted that during an exploratory meeting to discuss this opportunity further, partners asked if

after we conduct the initial procurement to establish a general pool of consultants, should we then add a second step for the pool to compete against themselves for final award. Bret noted that this does not seem to be in line with current guidance and may undermine one of the key benefits of having the preestablished on-call list, but he has reached out for second opinions and will follow up with the answer soon.

Bottom line is that CAMPO and interested partners are going to move forward with a solicitation to develop a FY2022-2026 consultant pool. Interested TPAC members should follow up with their legal advisors to ensure this strategy meets their agency's policies and procedural rules. Partners interested in participating or piggybacking on the solicitation should email Bret before the end of the month.

Received 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 as part of a regional, coordinated planning process that includes the production of numerous transit provider specific short-range investment plans.

Jenny noted that GoTriangle has an agency goal to involve 14% Disadvantage Business Enterprises (DBE) in their project activities. They exceeded the goal, with 18% participation, in this project. She then reported that TPAC member discussion at the June meeting and submitted feedback after the event had resulted in a few edits made to the draft scope of work for the project and are now included in the final scope and schedule documents provided as [Attachment H](#). Next, she discussed the process and project overview by highlighting the major activities planned under the regional umbrella for the project, then some of the specific milestones scheduled to occur within both the Wake and Durham planning processes.

In June and again at this meeting, TPAC members asked for clarity about what types of workgroups would be convened to support the effort to update the Wake Bus Plan and were curious about the purpose of the groups and expected level of member commitment. Jenny explained that the project's kickoff event was scheduled on August 12th, the day after the August TPAC meeting. She anticipated that feedback gathered from that event would help solidify the types of workgroups needed and stated that she would bring details on the project teams to the TPAC's September meeting.

Received 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 on Wake Transit program investments and performance. 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 was presented with the launch schedule and strategy.

A main component of the launch strategy is the creation of an informational video that will introduce and provide guidance to people using the Tracker for the first time. Stephanie gave the draft presentation, that will be the foundation the video, to the TPAC members and asked for comments and feedback to be emailed to her by EOD, Friday, August 13th. Major components of the presentation include the purpose of the Tracker, how to locate project information within the map, how to navigate through the program performance dashboard, and a listing of benefits the Tracker can provide to local planners, elected officials, stakeholders, and others.

She noted that the next steps toward full community launch are to refine and finalize the video, finalize the outreach and communications materials, and to get TPAC partner support in the effort to make the community

aware of and provide access to the new resource at WakeTransitTracker.com.

Requested Action: Receive as Information.

XIV. Subcommittee Report: Attachment I

The subcommittee report was included as Attachment I. It was noted that Budget & Finance cancelled their August meeting, but would meet in September to complete several Work Task List items. Steve Schlossberg, the B&F Chair, added that members would receive an email update in lieu of their regular meeting.

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	TBD
Next Meeting	8/19, 1:30-3:00pm	8/24, 1:30-3:30pm	8/26, 1:30-3:00pm

XV. Other Business

Staff shortages – regional job board?

During a recent Mobility Coordination Committee meeting, representatives from Wake County and the Town of Cary had a conversation about transit staff positions they were currently struggling to fill. It was the 4th meeting within a week where transit staff shortages, beyond the need for drivers, and the struggle to meet system needs were discussed by TPAC partners.

Local transit agencies are currently hiring for call center staff, transit planners and analysts, maintenance staff, communications staff, finance officers, etc. Stephanie noted that our employee shortage is not a Triangle thing, or a transit thing; it's mainly a global pandemic thing. We need to think outside of the box and tap into our strengths which include being successful when we work with and support each other.

After hearing these and similar discussions and knowing about the success of a recent multi-agency, bus driver, recruitment event, Stephanie approached Scott Thomas, Communications Director at GoTriangle, with the idea of creating a regional transit job board using the GoForward website since it is already regionally serving. He was very supportive of the idea and has agreed to GoTriangle taking the lead on researching options for developing a shared job-board type resource but wanted to gauge the TPAC's level of interest before staff time and resources are invested.

Several TPAC members expressed support of this idea during the meeting and immediately after. Members were asked to reach out to Scott directly, stthomas@gotriangle.org, if they had additional ideas or thoughts to share. GoTriangle staff will bring findings back to the TPAC when they have a recommended path forward.

XVI. Governing Board Action on Wake Transit Items

- 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.

Ben pointed out that Stephanie has had trouble including GoTriangle updates in this section because GoTriangle does not keep their meeting agenda's online between meeting date and posting the minutes. The meeting summaries that are provided do not typically include enough detail to pull Wake Transit related info out of them. He asked GoTriangle's TPAC representatives to coordinate with appropriate agency staff and Stephanie to work out some way to resolve the issue.

Upcoming Activities:

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

XVII. Adjourn

Ben, as a parting gift, moved the September meeting from the 8th to the 15th away from the Labor Day holiday.

Several members wrote congratulations and thank you messages to Ben in the Chat and voiced their well wishes in his new endeavors. CAMPO staff thanked him for his years of active engagement in Wake Transit Plan implementation and for being a great leader of the TPAC. We wish him well in his new role and look forward to continuing to work with him on other projects.

August 11, 2021 Voting Record

TPAC Voting Record		Action 1	Action 2	Action 3	Action 4	Action 5
Agency/Org	Name	Approve the May & June Meeting Minutes	Endorsement of Aug-Jan Work Task Lists	Confirm CE Vice Chair, Bonnie Parker	Lead Agency Change for Art Policy	Recommend Art Funding Eligibility Policy
	Motion -> Second ->	Shelby Powell Sharon Chavis	Bret Martin Saundra Freeman	Shannon Cox Shelby Powell	Shannon Cox Kevin Wyrauch	David Eatman Bret Martin
Apex	Shannon Cox	Y	Y	Y	Y	N
CAMPO	Shelby Powell	Y	Y	Y	Y	Y
CAMPO	Bret Martin	Y	Y	Y	Y	Y
Cary	Kelly Blazey	Y	Y	Y	Y	Y
Cary	Kevin Wyrauch	Y	Y	Y	Y	Y
Garner	Gaby Lawlor	Y	Y	Y	Y	Y
GoTriangle	Sharon Chavis	Y	Y	Y	Y	Y
GoTriangle	Saundra Freeman	Y	Y	Y	Y	Y
Holly Springs	Emmily Tiampati	Y	Y	Y	Y	Y
NCSU	Darcy Downs	Y	Y	Y	Y	Y
Morrisville	Ben Howell	Y	Y	Y	Y	Y
Raleigh	David Eatman	Y	Y	Y	Y	Y
Raleigh	David Walker	Y	Y	Y	Y	Y
RTF	Travis Crayton	Y	Y	Y	Y	Y
Wake County	Tim Gardiner	Y	Y	Y	Y	Y
Wake County	Akul Nishawala	Y	Y	Y	Y	Y
Wake Forest	Dylan Bruchhaus	Y	Y	Y	Y	Y