

WAKE COUNTY TRANSIT PLAN

Transit Planning Advisory Committee

TPAC Regular Meeting via WebEx • April 20, 2022 • 9:30am- 12:00pm
MEETING MINUTES

4/20/2022 TPAC Attendance				PM= Primary Member, VA= Voting Alternate, OA= Other Alternate, MG= Meeting Guest							
Agency/Org	Name	PM	VA	OA	MG	Agency/Org	Name	PM	VA	OA	MG
TPAC Chair/Garner	Gaby Lawlor	1				Raleigh	David Walker	1			
TPAC Vice-Chair/Raleigh	David Eatman	1				Raleigh	Mathew Van Hoeck				1
Apex	Katie Schwing				1	Raleigh	Meghan Finnegan				1
Apex	Shannon Cox	1				Raleigh	Andrea Epstein				1
CAMPO	Lisa Blackburn				1	Raleigh	Janice Copeland				1
CAMPO	Shelby Powell	1				Raleigh	Ryan Boivin				1
CAMPO	Bonnie Parker				1	Raleigh	Shavon Tucker				1
CAMPO	Evan Koff				1	Rolesville	James Carter				
CAMPO	Alex Rickard	1				RTP Foundation	Travis Crayton	1			
Cary	Kelly Blazey	1				Wake County	Terry Nolan		1		
Cary	Kevin Wyrauch			1		Wake County	Tim Gardiner	1			
Cary	Christine Sondej	1				Wake Forest	Dylan Bruchhaus	1			
Cary	Taleshia Holloway				1	Wendell	Mathew Burns	1			
Fuquay-Varina	Allison Wright	1				Zebulon	Aaron Chalker	1			
GoTriangle	Sandra Freeman	1									
GoTriangle	Liz Raskopf				1	Other Guest/WakeUp Wake County	Nathan Spencer				1
GoTriangle	Curtis Hayes				1	Other Guest/Consultant	Beth Smith				1
GoTriangle	Michelle Peele	1				Other Guest/Triangle J COG	John Hodges-Copple				1
GoTriangle	Meg Scully				1	Other Guest/Consultant	Kim Johnson				1
GoTriangle	Scott Thomas				1	Other Guest/Consultant	Mark Huffer				1
GoTriangle	Sharon Chavis				1	Other Guest/KARTS	Irene Johnson				1
GoTriangle	Steven Schlossberg				1	Other Guest/Consultant	William "Bill" Gilmore				1
GoTriangle	Jay Heikes				1	Other Guest/Consultant	Jorge Luna				1
GoTriangle/CAMPO	Will Allen III				1						
Holly Springs	Sean Ryan	1									
Knightdale	Kevin Lewis			1							
Morrisville	Danielle Kittredge	1									
NC State University											

Meeting Minutes

- I. **Welcome and Introductions**
TPAC Chair Gaby Lawlor took attendance, and a quorum was established.
- II. **Adjustments to the Agenda**
There were no adjustments to the agenda.
- III. **General Public or Agency Comment**
Chair Lawlor opened the meeting for public comments; no comments were received.

TPAC ADMINISTRATIVE ITEMS

IV. TPAC Meeting Minutes

A motion was made by Sandra Freeman, seconded by Kelly Blazey, to approve the February meeting minutes. Motion carried unanimously.

V. FY 22 4th Quarter Amendments Attachment B and C

Shelby Powell, CAMPO, reported on this item. At the Joint Budget & Finance (B&F) and Planning & Prioritization (P&P) Subcommittee meetings, the 4th Quarter amendment requests were discussed. There are two major amendments requested, and 42 minor amendments requested. The minor amendments are all extensions to periods of performance for funding agreements for previously funded projects to extend the end dates for all agreements to 12/31/2024. The two major amendments are for projects TC-002AA (City of Raleigh – Farebox Collection Technology Upgrades) and TC-002BB (GoTriangle – Farebox Upgrades and Mobile Ticket Technology). For project TC-002BB, there is also a period of performance extension requested. These amendment requests were outlined in Attachment B.

The Joint Subcommittees voted unanimously to recommend approval of the amendments. As the major amendments are out for public comment and review from March 29 – April 29, 2022, the suggested action for TPAC was to recommend approval of the 4Q Amendments pending outcomes from the public engagement period. Attachment C includes information from GoTriangle regarding public outreach efforts for the 4Q Amendments. The voting record from the joint Planning & Prioritization and Budget & Finance Subcommittee meeting were reported:

P&P / B&F Joint Subcommittee Voting Record from 3/29/2022

- Motion to recommend approval of the 4Q Amendments made by Tim Gardiner (Wake County) and seconded by Kevin Wyrauch (Cary). Unanimous “aye” vote.

Voting Agencies: CAMPO, Cary, Fuquay-Varina, GoTriangle, Raleigh, Wake County, Wake Forest, Apex, Garner, Knightdale, Morrisville, NCSU, Rolesville

Ms. Powell also recommended that the agencies responsible for these projects in the period of performance extension list should closely review their projects and judge whether the funding for those is still needed. If there is opportunity to unencumber Wake Transit funds and use the funding on more pressing projects, that is something the TPAC could consider. Other projects that are not progressing could be re-programmed for future years.

A motion was made by Sandra Freeman, seconded by Christine Sondej, to recommend approval of the 4Q Amendment Requests to the governing boards, pending outcomes from the public comment period. The motion carried unanimously.

VI. GoTriangle Wake Transit Staff Resources Review Attachment D

Michelle Peele, GoTriangle, reported on this item. Ms. Peele provided a brief overview to the TPAC of the purpose and function of the 15.6 full-time equivalent (FTE) staff resources funded by Wake Transit tax revenues in annual Wake Transit Work Plans. A summary of the Wake Transit tasks assigned to GoTriangle, and the roles and responsibilities of each Wake Transit-funded FTE was provided as Attachment D in the agenda materials.

Member Kelly Blazey asked for more detail on specific positions, specifically the 4.5FTE implementation staff. Ms. Peele responded that those staff included a transit service planner; time for capital development chief officer; part of the GoTriangle Wake PM (other half is funded through the coordinator position); and part of the role for construction administration. Ms. Blazey asked about 20 capital projects referenced in the attachment, as only 10 such projects are identified in the plan. Ms. Peele noted that the 20 includes things like bus stop improvements, new/expanded bus services; planning studies such as the Wake Bus Plan, RUS BUS studies, CRT study, and RTC relocation study.

Member Shelby Powell asked about how the FTEs were allocated to Wake Transit as compared to allocations to the other County tax districts and GoTriangle general fund. Member Sandra Freeman replied that when GoTriangle receives annual transit plan information and evaluates what the agency responsibilities will be each year, the team looks at resources needed to support deliverables in transit plan. Things such as requirements of GoTriangle in each plan help make decisions about how each position will be supported by each plan. Every person in capital development group, for example, is allocated across the tax districts, with some 100% to Wake Transit and some not. This changes every year based on what is in the work plan for each county. Construction Management is an example: when comparing Wake needs to Durham and Orange needs some needs are skewed toward the larger county. Member Steve Schlossberg explained the sharing of duties among staff at GoTriangle to deliver the lead agency responsibilities and project responsibilities.

Ms. Blazey asked what the additional FTE in the recommended Work Plan is for. Ms. Peele noted that GoTriangle needs more construction administration help, and that is what is requested in the FY 2023 plan. She is not aware of additional staff needs at this time.

Ms. Powell requested additional clarification on how the FTE's funded by the plan are used to deliver the specific lead agency responsibilities versus what is used to deliver project-sponsor responsibilities. She noted the crosswalk that CAMPO had provided during its staffing report several months earlier, and asked for a similar accounting of GoTriangle positions, since this request by the TPAC initially came from the desire to understand Wake Transit resources necessary to deliver the administration of the tax district and the plan. Ms. Freeman noted that this information would be developed and shared.

Chair Lawlor thanked GoTriangle staff for providing the report today and requested that the additional information discussed today be prepared as soon as possible.

PLANNING AND PROGRAMMING ITEMS

VII. Regional Fleet and Facilities Study Update

Jay Heikes, GoTriangle staff, provided an update on the ongoing Regional Fleet and Facilities study, a component of Wake Transit Project TC002-B. The study builds on the assessment of the existing GoTriangle Nelson Road Bus Operations and Maintenance Facility (BOMF) completed in 2018 and is evaluating needs for maintenance, storage, fueling and servicing capacity as well as work-flow efficiency. The study includes a small task to identify a target and timeline for fleet conversion to electric buses, primarily for the purpose of identifying associated depot charging and maintenance facility needs. The study additionally includes a regional coordination element to identify opportunities for shared facilities for vehicle storage, servicing and/or repairs as well as electric bus charging infrastructure. There is a 100% Durham Transit Plan-funded component of the study that is addressing the same facility and fleet needs for the GoDurham transit system, in parallel with the GoTriangle effort.

Preliminary work in the study to date has identified onsite expansion and renovation of the current Nelson Road facility as the most cost-effective option to address current needs and provide opportunity to address future fleet needs over the course of the useful life of the renovated facility of 40+ years. The Nelson Road BOMF component of the study will be complete in summer 2022 and will include schematic design (15%) for an expanded facility as well as detailed phasing and construction cost information. The full study is scheduled to be complete by the fall of 2022.

Mr. Heikes noted that the study modeled existing and future routes from the Wake Transit Plan, the Durham and Orange County plans, and the recently adopted MTP. This modeling led to an anticipated 2050 fleet size of 120 vehicles. The study concluded that GoTriangle needs to expand and locate a new site for each facility. GoTriangle has refined test fit for concept design, which is moving forward. The goal is to have a shovel-ready project for upcoming federal grant opportunities. The plan is to do preliminary engineering and design in FY 23 for the facility, which will cost \$500,000. GoTriangle has requested \$350,000 in the FY 23 Wake Transit Work Plan for the Wake County share of this effort.

Chair Lawlor asked about the breakdown in FY 23 funding requests for each county, and if the breakdown is being determined by work being done in each county. Mr. Heikes responded that this is the requested cost for design. This corresponds to breakdown used for RTC project, which Bret Martin (previous CAMPO employee) had helped break down based on residences and jobs in the future. There will likely be different cost split for capital once a federal share is known.

Member Kelly Blazey noted that she was having some audio issues, and would email additional questions after the meeting, but did want to ask if this vehicle projection assumed planned service reduction in later years of the Wake Transit plan. Mr. Heikes responded that the study is looking at 2030 and 2050; peak vehicle need is showing things like DRX and 300 having no Wake Transit funding by 2030. So, the answer is yes. The study is also looking out to 2050, passed the year of all county transit plans and using MTP services for that evaluation.

Ms. Blazey clarified she was interested not specifically in funding for services considered in the Wake Transit Plan, but whether the study accounts for the actual number of vehicles reflected by a future reduction in service. Mr. Heikes noted that yes, that is considered for 2030. However, they are still working through the ongoing bus plan to look at estimates as those service recommendations are produced. He anticipates needing roughly same number of vehicles in 2030 as today. Ms. Blazey asked if there was information on the number of vehicles necessary for service in each of the three counties. Mr. Heikes responded that he will have that information later in the summer or by early fall. Ms. Blazey noted that the number of vehicles using the facility is a better way to determine cost allocations than residences or population-based metrics. Mr. Heikes responded that as costs are evaluated moving forward, and particularly as construction costs are being refined, GoTriangle will take that into consideration. That information is not available to inform the FY 23 Work Plan request, however.

Ms. Blazey reiterated that she would email additional questions after the meeting.

This item was received as information by the TPAC.

VIII. Recommendation of Draft FY2023 Wake Transit Work Plan to Governing Boards Attachment E

Steve Schlossberg, GoTriangle staff, and Evan Koff, CAMPO staff, reported on this item. The FY2023 Draft Wake Transit Work Plan was first released by the TPAC on February 9th and subsequently by GoTriangle for a 30-day public comment period running from February 14th through March 16th. 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, FY2023 Work Plan project sponsors considered public comments that were received during the comment period and worked to refine cost estimates and scope details for FY2023 requests. Project sponsors also re-evaluated the readiness of certain projects to be funded in FY2023, as well as the reasonableness of certain project's cost curves on previously anticipated timelines.

In late March, the Budget & Finance and Planning & Prioritization Subcommittees held a joint meeting to review revenue and expenditure assumptions, discuss any changes to project assumptions, and recommend projects for inclusion in the FY2023 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 FY2023 Recommended Wake Transit Work Plan were generally appropriate to move forward for investment. The FY2023 Recommended Wake Transit Work Plan was provided as Attachment E.

Once recommended by the TPAC, the Recommended Wake Transit Work Plan will be released for a 30-day public review and comment period, and the CAMPO Executive Board will hold a public hearing at its May 18, 2022, meeting. The CAMPO Executive Board and GoTriangle Board of Trustees will then consider adoption of the FY 2023 Wake Transit Work Plan at their June meetings.

Mr. Koff reviewed the work plan schedule, noting that the Recommended FY 23 Work Plan will be available for public review from April 29 – May 27, 2022.

Mr. Schlossberg presented a financial overview and noted that the increased revenue projections between the Draft and Recommended plan made by the financial model changes requested by project sponsors. Mr. Koff reviewed project changes between the draft and recommended plans. He noted the reduction in bus operations in FY 23 impacted the budget positively over the course of the Multi-Year Operating Plan (MYOP) as the reductions anticipated in FY 23 are only specific to FY 23 and will not carry forward to future years. Any small increases outside those reductions are still in the recommended plan. No increase to BRT operations is included in the plan. Mr. Koff also reviewed projects in the draft plan that were retained in the recommended plan.

Member Shannon Cox offered one minor comment noting that Apex had requested a change in the wording of project TO-005AC. She suggested the need to clarify in the project sheet that the described expansion in that description that has not happened and was under the impression that the language would be updated prior to the Recommended version of the Work Plan. Mr. Koff apologized for the oversight and noted that he would follow up on that after the meeting and prior to the public release of the document.

A motion to forward a recommendation to the Governing Boards to approve the FY 23 Recommended Work Plan with the updated language for TO-005AC was made by Shannon Cox and seconded by Michelle Peele. The motion carried unanimously.

IX. Community Engagement Strategy and Materials for the Recommended FY2023 Wake Transit Work Plan Attachments F and G

Curtis Hayes, GoTriangle staff, reported on this item. A 30-day public review and comment period for the recommended FY2023 Wake Transit Work Plan is scheduled for April 29th to May 29th, 2023. The CAMPO and GoTriangle governing boards are scheduled to consider the adoption of the recommended Work Plan during their June meetings. The proposed engagement strategy and communications materials for this effort were presented for TPAC review and discussion. Attachment F included the recommended engagement strategy for the FY 2023 Recommended Work Plan and Attachment G included the proposed engagement materials for the effort.

Mr. Hayes presented the upcoming strategies and events being planned for within this phase of Work Plan engagement. He also presented the media kit and draft social media posts that would be shared with partners for amplification of the engagement effort. He noted the activities calendar is available on the GoForward website so members can add calendar events to allow coordination with other Wake Transit outreach events.

Member Shelby Powell thanked Mr. Hayes for the report and particularly the engagement activities calendar; she noted that this has been something needed to coordinate the multitude of Wake Transit events for a long time, and she was glad to see this resource available now.

X. Subcommittee Report:

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

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 Wyrauch, Town of Cary	Bonnie Parker, CAMPO
Next Meeting	4/21 – 1:30-3:00pm	4/26 – 1:30-3:30pm	4/28 – 1:30-3:00pm

As
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the work

development phase is winding down, it is possible that some upcoming subcommittee meetings will be cancelled.

XI. Other Business

- Ms. Powell reported that the CAMPO Wake Transit Program Manager position has been filled and a new staff person will start next week.

- Ms. Powell reported that, while the TPAC had recommended updates to the Work Plan Amendment Policy at its February meeting, CAMPO and GoTriangle staff had some additional issues they felt needed to be addressed by the policy before finalizing it. She hopes to bring that issue back to the TPAC soon.
- Ms. Powell reminded the TPAC that the FY 2022 3rd quarter reporting deliverables are due to GoTriangle by April 30th.
- Ms. Freeman expressed thanks to CAMPO staff for keeping the TPAC and Work Plan business moving forward in light of recent staffing challenges.

XII. Adjourn

There being no further business, the Chair adjourned the meeting. The next TPAC meeting is scheduled to be held virtually on May 11th, 2022.