

WAKE COUNTY TRANSIT PLAN

Transit Planning Advisory Committee

TPAC Regular Meeting via WebEx • October 12, 2022 • 9:30am- 11:30am

Meeting Link: <https://cormp.webex.com/cormp/j.php?MTID=ma4af55f700f628d3e9aad167aa4623c5>

Meeting Code: 2309 521 3629

Call in Number: 1-650-479-3208

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AGENDA

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

Commenters will be allotted three (3) minutes during the scheduled TPAC meeting. Commenters may also email questions and feedback to anna.stokes@campo-nc.us in advance of the meeting. Comments received will be summarized during the meeting and those submitted at least a day in advance will be posted online with the agenda packet for review. All comments will be included with the meeting minutes.

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

Requested Action: Consider adoption of the draft September TPAC meeting minutes.

- V. **FY2023, 2nd Quarter Work Plan Amendment Requests**
(Action Item: Anna Stokes, CAMPO, 15 minutes) **Attachment B**

Two (2) major amendment requests were submitted for consideration during the FY23, 2nd quarter, Wake Transit Work Plan amendment cycle.

1. **Major Operating Budget Amendment Request: CAMPO (\$89,667) for Wake Transit Staff Costs**
Amendment request involves a financial impact requiring a change in fund balance or to budgeted reserves. The increase in funding is necessary to cover additional indirect expenses related to office space rent, particularly with CAMPO's move to a new location in Cary. It would also cover increases in labor expenses for which the 2.5% annual cost escalation assumed with Wake Transit multi-year operations programming has not kept pace.
2. **Major Capital Budget Amendment Request: Raleigh (\$16,610,000) for Wake BRT: Southern Corridor**
Amendment request involves a financial impact requiring a change in fund balance or to budgeted reserves. Request expands the project budget to account for the updated project cost and requirement that a 100% local match is programmed and obligated for the Federal Transit Administration (FTA) Capital Investment Grant (CIG).

Included in the amendment request package, Attachment B, is the amendment request summary, copies of the request forms, the financial disposition approved by the Joint Subcommittee and the engagement summary for the 30-day public comment period held from September 1st – 30th. At the September 27th

Joint Subcommittee meeting, members voted to recommend the amendments and financial disposition to the TPAC. CAMPO staff will present the amendment package for TPAC consideration on October 12th.

Requested Action: Recommend the FY2023, 2nd Quarter Work Plan Amendment Requests for governing board approval.

VI. Updated Wake Transit Community Engagement Policy
(Action Item: R Curtis Hayes, GoTriangle, 15 minutes) **Attachment C & D**

The 2022 updated Wake Transit Community Engagement Policy has been drafted and was released for public review from August 15th to September 29th. This is a fully revised document that is intended to replace the 2018 Public Engagement Policy. GoTriangle is leading the update effort with CAMPO and TPAC member support. Major edits to the policy include:

- A change to use the broader term of “Community” instead of “Public”
- Updated purpose statement and refined guiding principals
- A new reference table outlines the core components of policy compliance, it is a quick guide for lead agency staff and project sponsors who are tasked with the planning and execution of engagement activities for Wake Transit-funded project and planning efforts
- A robust glossary was developed to clarify policy requirements
- Performance evaluation has become a prioritized part of the engagement process

In October the TPAC will review the final draft policy and engagement summary before consideration to recommend the 2022 policy draft to the governing boards for adoption. A public hearing on the draft will be held at the October 19th CAMPO Executive Board meeting starting at 4:00pm, flier is Attachment D. The full adoption schedule will be shown during the presentation.

Requested Action: Recommend the 2022 Wake Transit Community Engagement Policy for governing board adoption.

VII. Continue Discussion of FY21 and FY22 Reimbursement Request Approval
(Action Item: Steve Schlossberg, GoTriangle, 30 minutes) **Attachment E**

At the September TPAC meeting, members discussed a proposed action to approve a reprieve for the revenue hour baseline/maintenance of effort requirement to allow CAMPO to approve GoTriangle’s FY21 reimbursement request balance of \$416,971, and their FY22 request for \$2,114,649. Members had good discussion with GoTriangle’s staff but ultimately voted to postpone the action item until the October 12th TPAC meeting. This delay was specifically to allow GoTriangle another month to respond to questions and comments and provide clarity on the issues posed by members. Attachment E is the original memo included with the September agenda packet. For more information on the September discussion, please refer to the September TPAC Meeting Minutes (Attachment A), which includes the minutes from this discussion.

Requested Action: Approve a reprieve of baseline requirements and payment of submitted FY2021 and FY2022 reimbursement requests for Wake Transit programmed investments.

-- Conduct Roll Call Vote --

VIII. 2022 Wake Transit Bus Service Performance Review
(Information Item: Evan Koff, CAMPO, 20 minutes) **Attachment F**

In August 2019, the TPAC endorsed a process for the Planning & Prioritization Subcommittee to annually review the performance of Wake Transit-funded bus services against established targets set for each service type in the Wake Bus Plan Service Guidelines and Performance Measures document. The review occurs between

June and August and is based upon the quarterly performance metrics reported by project sponsors through the third quarter of the preceding fiscal year. At the October TPAC meeting, CAMPO staff will present the 2022 performance review results, Attachment F, and discuss any findings from the Planning & Prioritization Subcommittee’s review.

Requested Action: Receive as information.

IX. Wake Bus Plan Project Prioritization Policy
(Information Item: Anna Stokes, CAMPO, 20 minutes) **Attachment G**

In 2020, the overarching Wake Transit Project Prioritization Guidance was adopted as part of the Wake County Transit Plan update process. Using it as a guide, CAMPO is now tasked with updating the Bus Plan Project Prioritization Policy (PPP) as part of the Wake Bus Plan update process led by GoTriangle. The overarching guidance establishes a set of 8 funding tiers that are used to allocate Wake Transit revenues to specific future transit investments. Tier 7 provides funds for bus stop improvements and Tier 8 provides funds for bus service investments and the capital projects needed to support them. The Bus Plan PPP supports the prioritization of investments programmed under these two tiers.

The PPP is a critical tool needed by the Bus Plan Update team to establish each transit provider’s short-range transit investment plans. CAMPO staff will present the draft policy for TPAC discussion on October 12th.

Requested Action: Receive as information.

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	Joint Planning & Prioritization and Budget & Finance	Community Engagement
Chair(s)	David Walker, City of Raleigh and Steven Schlossberg, GoTriangle	Andrea Epstein, City of Raleigh
Vice Chair(s)	Kevin Wyrauch, Town of Cary and Shavon Tucker, City of Raleigh	Bonnie Parker, CAMPO
Next Meeting	10/25 – 1:30-3:30pm	10/27 – 1:30-3:00pm

XI. Other Business

Wake Transit Work Plan Amendment Policy: It was previously suggested that additional language be added to the Amendment Policy to provide guidance to project sponsors when submitting an amendment request to return funds to Wake Transit fund balance or budgeted reserve once the project has been awarded outside funds to supplement all or part of the Wake Transit contribution. This suggestion was discussed at the September Joint Planning & Prioritization and Budget & Finance Subcommittee meeting, where the members discussed options for a path forward. The plan is to bring the discussion item back to the Joint Subcommittee over the next couple of months to determine what the new language should be and how it should be incorporated into new or existing policies for Wake Transit. The recommendation of the members will then be brought before the TPAC for review and discussion. That being said, the version of the Amendment Policy that was presented and discussed at the September TPAC meeting will be moving forward as is.

CAMPO Agency Update: It was decided last spring that CAMPO would move its offices from Downtown Raleigh to “The Fenton” complex just off of I-40 on Cary Towne Blvd. The transition to the new facility has been pushed out a few months, in part due to supply shortages, but we anticipate making the physical move in November/December. Independent of the physical move, the CAMPO Executive Board voted in August for CAMPO to change lead agencies from The City of Raleigh to the Town of Cary. The transition is also underway

and is anticipated to go into effect in January 2023. More information about both changes will be provided as the processes progress.

RTA Transit Awareness Day Wake Transit Staff from CAMPO, GoTriangle team members, elected officials, and other transit advocates and partners attended the first Regional Transportation Alliance (RTA) local transit awareness day on September 29th. It was an educational and eye-opening “field trip” to learn about the regions transit system now and plans for the future. Want to thank Joe Milazzo, his team and all partners that helped to put on the event.

Any other new or old business to discuss?

XII. Adjourn

The next TPAC meeting is scheduled to be held virtually on November 9th, 2022.