

WAKE COUNTY TRANSIT PLAN

Transit Planning Advisory Committee

TPAC Regular Monthly Meeting • December 14, 2022 • 9:30am-12:00pm

Meeting Link: https://teams.microsoft.com/l/meetup-join/19%3ameeting_OWE4ZDZhOGMtOWVjMy00YmM2LWI2ZDktNDZhOTFIMDk2ZGZm%40thread.v2/0?context=%7b%22Tid%22%3a%22c5a412d1-3abf-43a4-8c5b-4a53a6cc0f2f%22%2c%22Oid%22%3a%226654f946-4e8d-4b6d-9be4-6b72d3d3dded%22%7d

Meeting Code: 709 920 995#

Call in Number: 1-984-900-2345

If assistance is needed or to request this document in an alternative format, please contact 800-735-2962(TTY) and request a connection to the City of Raleigh's Communication Department at least 72 hours (3 days) in advance of the meeting.

AGENDA

- I. **Welcome and Introductions** (David Eatman, TPAC Vice-Chair)
- II. **Adjustments to the Agenda** (David Eatman, TPAC Vice-Chair)
- III. **General Public or Agency Comment** (David Eatman, TPAC Vice-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 before 9:00am will be summarized during the meeting and attached to the final meeting minutes.

TPAC ADMINISTRATIVE ITEMS

- IV. **TPAC Meeting Minutes**
(Action Item: David Eatman, TPAC Vice-Chair, 5 minutes) **Attachment A & B**

Requested Action: Adoption of the September and October TPAC meeting minutes.

- V. **2023 TPAC Chair and Vice Chair Nominations Open**
(Information Item: Stephanie Plancich, TPAC Administrator, 5 minutes)

Each January, TPAC members elect a Chair and Vice Chair to serve for the new calendar year. Nominations for the 2023 term will open on December 14th and the vote to elect next year's leadership will be included on the January 18th TPAC meeting agenda. Primary voting members interested in serving as the TPAC Chair or Vice Chair or nominations for other primary voting members to be considered should be emailed to stephanie.plancich@campo-nc.us by January 6th, 2023.

Requested Action: Receive as information.

- VI. **2023 Monthly Meeting Schedule and Process**
(Information Item: Stephanie Plancich, TPAC Administrator, 5 minutes)

In January, the TPAC will also vote to set its 2023 meeting schedule and process. A change in meeting process is being recommended, but the meeting day and time are proposed to remain on the 2nd Wednesday of each month from 9:30am-12:00pm.

TPAC member responses on the 2022 Members Survey and input received throughout the year have resulted in the evaluation of meeting options that could best balance the desired time and travel benefits of virtual meetings with the desire to better meet with and get to know the TPAC members and partners. The recommended change is to offer a hybrid meeting option once per quarter. This will allow partners to join virtually or to attend the meeting in person. If approved, this new meeting format would go into effect once

CAMPO is moved and settled into its new Fenton office space in Cary. Comments on this proposed modification should be emailed to stephanie.plancich@campo-nc.us by January 6th, 2023.

Requested Action: Receive as information.

VII. Subcommittee Administrative Task Update

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

Each TPAC subcommittee is preparing to take action on their new year administrative tasks as well. The members will be reviewing draft Work Task Lists and submitting Chair and Vice Chair nominations in December for consideration in January. The TPAC will be asked to endorse those results at its February meeting. One notable topic being discussed at tomorrow's joint Planning & Prioritization and Budget & Finance subcommittee meeting, is a recommendation that the two groups be formally merged into one new Program Development Subcommittee. TPAC members interested in attending that meeting can download the agenda with the updated Teams meeting link at <https://www.campo-nc.us/about-us/committees/wake-county-transit-planning-advisory-committee-tpac/subcommittees>.

Requested Action: Receive as information.

PLANNING AND PROGRAMMING ITEMS

VIII. Wake Bus Plan Project Prioritization Policy

(Action Item: Anna Stokes, CAMPO, 10 minutes) **Attachment C & D**

CAMPO has been tasked with updating the Bus Plan Project Prioritization Policy (PPP) as part of the Wake Bus Plan process led by GoTriangle. The PPP is a critical tool needed to establish each transit provider's short-range transit investment plans which members will hear more about later in this agenda. The purpose of the Wake Bus Plan PPP is to be a decision-making framework that provides: transparent and easily understandable process for making choices between competing investment needs; guidance on the development of the bus service and capital investment plan prepared through the Wake Bus Plan; and an optional process that may be used by the TPAC to adjust bus service and the capital investment program outlined by the Multi-Year Bus Service Implementation Plan (MYBSIP) to reflect changes in available funds, new or substantially modified project requests, or other needs in the region. No changes have been made to the Wake Bus Plan PPP since it was brought to the TPAC as an information item. The PPP was released for public review from November 9th – 23rd. CAMPO staff will review the engagement summary and details of the policy for TPAC consideration.

Requested Action: Recommend adoption of the updated Wake Bus Plan Project Prioritization Policy to the Wake Transit Governing Boards.

-- Conduct Roll Call Vote --

IX. Wake Bus Plan Update Progress Report

(Information Item: Jenny Green, GoTriangle, 20 minutes) **Attachments E**

GoTriangle staff have been leading the Wake Bus Plan update process and will provide the TPAC with a project progress update. Members will get a look at the results of the prioritization process, recommended short-range transportation plans, and other materials being prepared for the combined Draft FY24 Work Plan/Draft Wake Bus Plan engagement effort scheduled to run from February 20th to March 20th. The December presentation will be focused on the plan's development progress. A presentation in January will focus on the engagement strategy and materials.

Requested Action: Receive as information.

X. Greater Triangle Commuter Rail Study Phase 2 – Update on Next Steps

(Information Item: Matthew Clark, GoTriangle, 20 minutes) **Attachments F**

GoTriangle staff received feedback from the Wake Transit governing boards and other regional partners on the initial results of the Greater Triangle Commuter Rail (GTCR) Phase 2 Feasibility Study and have worked to address the questions and develop alternatives to meet partner expectations. They are now preparing to take

the revised information out for public comment from January 5th to February 19th. At the December TPAC meeting, staff will present a project progress update including an overview of the alternatives and survey options, a summary of the engagement strategy and draft messaging being developed and next steps that are being planned.

Requested Action: Receive as information.

XI. Final FY2022 Wake Transit Progress Report and Financial Audit

(Information Item: Michelle Peele and Jennifer Hayden, GoTriangle, 10 minutes) **Attachment G & H**

GoTriangle staff have worked with Wake Transit partners since late summer to draft and finalize the FY2022 Wake Transit Progress Report. At the last joint meeting, the results of the annual Wake Transit financial audit were not yet released. Since the joint meeting, independent audit procedures were completed on November 29, 2022. The auditor’s compliance reports show no findings and have been incorporated into the final FY2022 Annual Comprehensive Financial Report. As a result of the conclusion of the audit, no changes to financial overview of the report have been made since the previous presentation at the joint meeting. GoTriangle staff will present the final FY2022 Annual Comprehensive Financial Report and the Wake Transit Progress Report. The TPAC will receive a copy of the final report, which, in accordance with the ILA, is due and will be submitted to CAMPO and Wake County tomorrow, December 15th.

Requested Action: Receive as information.

XII. 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	Thursday, 12/15 – 1:30-3:30pm	Thursday, 1/12 – 1:30-3:00pm

XIII. Other Business

- Initial review of funding requests for the FY2024 Wake Transit Work Plan revealed that there will not be a need for a choices and trade-offs discussion this year. CAMPO staff will present and discuss the funding request summary at tomorrow’s joint meeting.
- No amendment requests were submitted for the FY2023/Q3 amendment cycle.
 - The FY2023/Q4 amendment request submission deadline is February 28th.
 - New period of performance extension request submission date is May 26th.
 - Reminder that amendment requests must be submitted on the Wake Transit SharePoint site.
- Amendment requests submitted during the FY2023/Q2 amendment cycle were approved by the CAMPO and GoTriangle governing boards on November 16th.
- The 2022 Community Engagement Policy was also adopted by the boards on November 16th.
- The updated Wake Transit Work Plan Amendment Policy was adopted by CAMPO on November 16th and is on GoTriangle’s consent agenda for adoption on December 21st.

XIV. Adjourn

The next TPAC meeting is scheduled to be held virtually on January 18th, 2022.

***3rd Week of the month and please make sure you have the new Teams meeting link because WebEx will not work. If you need the invitation resent, please email stephanie.plancich@campo-nc.us with your request.*