

# Attachment A

## WAKE COUNTY TRANSIT PLAN Transit Planning Advisory Committee

TPAC Regular Meeting via WebEx • September 14, 2022 • 9:30am- 11:30am

### Minutes

#### I. Welcome and Introductions

Gaby Lawlor welcomed guests to the September TPAC meeting. Two new attendees were introduced: Eric Curry, the new Chief Communication Officer at GoTriangle and Amber Scott a new planner with Wake County.

9/14/22 TPAC Attendance		PM= Primary Member, VA= Voting Alternate, OA= Other Alternate, MG= Meeting Guest													
Agency/Org	Name	P M	V A	O A	M G	Agency/Org	Name	P M	V A	O A	M G	P M	V A	O A	M G
TPAC Chair/ Garner	Gaby Lawlor	x				TPAC Vice-Chair/ Raleigh	David Eatman	x							
Apex	Shannon Cox	x				GoTriangle	Mathew Clark								x
CAMPO	Shelby Powell	x				Holly Springs	Daniel Spruill	x							
CAMPO	Anna Stokes		x			Knightdale	Andrew Spiliotis	x							
CAMPO	Alex Rickard			x		Morrisville	Danielle Kittredge	x							
CAMPO	Stephanie Plancich				x	NC State University	Andrea Neri	x							
CAMPO	Evan Koff				x	Raleigh	Michael Moore	x							
CAMPO	Bonnie Parker				x	Raleigh	Het Patel				x				
CAMPO	Crystal Odum				x	Raleigh	Shavon Tucker				x				
Cary	Kelly Blazey	x				Raleigh	Andrea Epstein				x				
Cary	Mark MacDougall		x			Raleigh	Jayna Victor								x
Cary	Christine Sondej		x			Raleigh	Mathew Van Hoeck								x
Fuquay-Varina	Allison Wylie		x			Raleigh	Melanie Rausch								x
GoTriangle	Michelle Peele	x				Raleigh	Cara Russell								x
GoTriangle	Saundra Freeman	x				Raleigh	Beth Hales Smith								x
GoTriangle	Steven Schlossberg			x		RTF	Travis Crayton	x							
GoTriangle	Jenny Green				x	Wake County	Akul Nishawala	x							
GoTriangle	Curtis Hayes				x	Wake County	Tim Gardiner	x							
GoTriangle	Liz Raskopf			x		Wake County	Amber Scott								x
GoTriangle	David Jerrido				x	Wendell	Bryan Coates	x							
GoTriangle	Kim Johnson				x	Zebulon	Aaron Chaulker	x							
GoTriangle	Sharon Chavis				x	WT Governing Boards	Will Allen III								x
GoTriangle	Rocio Antelis				x	WakeUp Wake Co.	Nathan Spencer								x
GoTriangle	Eric Curry				x	NCDOT	Bob Deaton								x
GoTriangle	Meg Scully				x	Community Member	Bret Martin								x
GoTriangle	James Carter				x	Guest	CaitIM								x
GoTriangle	Paul Black				x	RTA	Joe Milazzo II								x

#### II. Adjustments to the Agenda -None

### III. **General Public or Agency Comment**

Each commenter was allocated three (3) minutes to provide comments to the TPAC. Four comments were presented during the TPAC meeting and one, saved as “Public Comment on Item V: FY21 and FY22 Baseline Funding Reprieve and Reimbursement Request Consideration” was submitted in advance of the meeting. The written comment was posted with the meeting materials and will be saved in the TPAC meeting archives here <https://www.campo-nc.us/about-us/committees/wake-county-transit-planning-advisory-committee-tpac/archives>.

Comment #1 – Joe Milazzo, Regional Transportation Alliance (RTA)

Announced the first local Transit Awareness Day on September 29<sup>th</sup>. It is being hosted by the Regional Transportation Alliance (RTA) with support of several local transit partners. The participation fee is \$40 which will cover some of the food and space rental costs. Attendees will learn about regional transit options, planning efforts and projects that are or will be implemented soon. You’ll ride the bus and take a train ride from Raleigh to Durham. He posted a link to the event notice and a copy of the RTA support letter for commuter rail in the chat.

Comment #2– Nathan Spencer, Wake Up Wake County

Wake Up Wake County appreciates that so many partners participated in the planning conference. Nathan informed the TPAC that they’ll be hosting a series of informational sessions for City of Raleigh candidates. He noted that in conversations so far, there have been comments from several City Council candidates who are unaware of the Wake Transit Plan goals and successes to date and who are questioning whether they should continue funding transit service when the buses are mostly empty. We need to be showing the public very strongly who we are, what the plan has accomplished and is scheduled to accomplish, and the value of our work to the community,

Switching hats to his role as Vice Chair of the Raleigh Transit Authority, Nathan let the TPAC know that as a group they are beginning to take a closer look at transit routes that will intersect and feed into the planned BRT routes. He suggests that we, as a larger group, take a look at the Wake transit Plan’s original assumptions for growth, land use, etc. and identify where we may need to modify or adjust previous plans to meet actual needs. For example, the 2016 assumption was that New Bern Ave. corridor would see the most growth at the end of the planned corridor, but the reality in 2022 is that there has been greater growth to the south, closer to the downtown side of the corridor. Also, the NW package is not performing as expected in post-COVID era. These changes to assumptions also result in a need to review the way we are measuring the performance of our transit routes. Addressing the question of Value of propensity vs. value of people jumping on buses.

Comment #3 – Bret Martin, Wake County Citizen and Transit Advocate

Acknowledged some recent Wake Transit successes: Apex launched its first fixed-route service, Apex Route 1; Raleigh secured \$35 million to support the New Bern BRT corridor; and Cary was awarded \$11.8 million for its BOMF project. He then expressed deep concern with agenda item #5 and noted that he submitted more complete comments in writing that were attached to the meeting agenda packet. He stated that despite “GoTriangle’s continued efforts to mislead, confuse and misrepresent” the baseline/maintenance of effort standard and continuing to look out for its own interests while masquerading them as “in the best interest of the tax district”, the real issue with item #5 is that they are requesting to diverge from a well established and documented assumption that has the effect of policy, adopted by the governing boards for transit providers to be individually responsible for maintaining pre-Wake Transit baseline service levels which are measured in revenue hours. This maintenance of effort requirement has nothing to do with the non-supplantation clause.

The purpose of the maintenance of effort (MOE) requirement is to ensure that we are investing Wake Transit funds in a way that will meet the goals of the Wake Transit Plan. For example, to expand transit service by three times, and to provide services to a greater number of people and jobs. We cannot meet these goals if we are allowing up to \$40 million dollars per year of Wake Transit revenues to be paid out on services that were being provided before the program existed. Bret noted that he doesn’t think a permanent waiver or change of policy is appropriate, unless it is given with very clear and strict parameters, is monitored closely, is handled through the established democratic process and that no agency can independently

plunder Wake Transit revenues. He does state that a temporary waiver could be warranted so long as the need is well documented and understood to provide a right-sized waiver or solution to an issue. In the case of GoTriangle, they have been awarded \$8.8 million over their typical allocations through several federal COVID relief measures. Including 2.3 million extra dollars taken from GoCary and GoRaleigh budgets to specifically pay for losses and other impacts of COVID in FY20 to FY22, the years they are now asking the TPAC to cover. Of the \$8.8 million total, there is no evidence that they have spent down or requested to spend down over \$5 million of it.

Bret noted that his opinion is based on the way the program is now and the current goals of the transit plan. Should those goals and objectives change, then revisiting how we measure compliance and performance could also change, but that must be done in an inclusive and democratic process. Not done in the shadows, independently and secretly.

Gaby let members know that his full letter is posted with the rest of the agenda materials to view and download.

#### **Comment #4 – Will Allen, GoTriangle Board Representative**

Will had not planned to provide a comment but wanted to react to Bret's comment. He stated he was surprised to hear from Bret at all since he no longer works with Wake Transit and has a new role at FTA which causes will to question his objectivity. He noted that Bret used the derogatory word "plunder" in his comments and took issue with it. He noted that GoTriangle work is always reported to the Board of Trustees and is transparent, as it is for you.

## **TPAC ADMINISTRATIVE ITEMS**

### **IV. TPAC Meeting Minutes**

(Action Item: Gaby Lawlor, TPAC Chair, 5 minutes) **Attachment A**

**MOTION** to adopt the August TPAC meeting minutes made by Michael Moore. Second by Shelby Powell. No Comments. Passed.

### **V. FY21 and FY22 Baseline Funding Reprieve and Reimbursement Request Consideration**

(Action Item: Steve Schlossberg, GoTriangle, 15 minutes) **Attachment B**

At the August TPAC meeting, a brief overview of this reimbursement item was introduced by Tax District Administration staff. In short, the Wake Transit program prohibits supplantation of pre-Wake Transit baseline levels with new Wake Transit revenues. Each provider is expected to meet the baseline each year and submit reimbursements for Wake Transit programmed services. It is possible over the past 2 fiscal years that some providers were unable to meet the baseline due to driver shortages and COVID-19 impacts to transit service and fare collections. Staff are requesting a reprieve of the baseline levels for FY21 and FY22 and ask the TPAC to recommend approval of reimbursement requests for funds expended to implement Wake Transit projects and services.

Discussion:

The baseline/MOE question has been ongoing for well over a year. In January 2022, a presentation was given to the TPAC outlining the issue and the TPAC asked GoTriangle to convene a workgroup to develop a recommendation and then come back to them for discussion. A workgroup has met a couple of times in the last few months to talk about it more specifically. At the last meeting, the group was in a stalemate, so it was suggested that GoTriangle present the question and the pressing issue of FY21 and FY22 reimbursements to the TPAC for discussion and consideration. Steve explained that the impacts that have caused GoTriangle, and other providers, to not meet their FY21 and FY22 baseline requirements were and are primarily caused by COVID-19, driver shortages and zero fares.

He showed a sample of the FY21 and FY22 reimbursement status for GoCary, GoRaleigh and GoTriangle. A little over \$400k has not been approved by CAMPO for reimbursement in FY21 and none of GoTriangle's FY22 request has been approved to date. Meanwhile, they have gone ahead and paid out the reimbursements to the other agencies, whether they met their baseline requirements or not. Steve noted that depending on how the baseline/MOE discussions go, GoTriangle tax district staff may need to take money back from GoCary and GoRaleigh. He also pointed out that all of the funds requested for reimbursement were for project and investment approved in the Wake Transit Plan, Bus Plan, etc.

**FY21 and FY22 Transit Services**

**Wake Transit Directed Transit Operations**

	GoCary	GoRaleigh	GoTriangle
<b>FY21</b>			
Adopted Budget	\$ 1,541,700	\$ 2,002,013	\$ 2,072,980
Submitted	\$ 1,401,238	\$ 8,348,328	\$ 2,254,413
Reimbursed	\$ 1,400,238	\$ 8,348,328	\$ 1,897,453
Outstanding	\$ -	\$ -	\$ 456,960
<b>FY22</b>			
Adopted Budget	\$ 2,126,970	\$ 11,227,500	\$ 3,330,207
Submitted	\$ 2,077,840	\$ 10,005,448	\$ 2,134,640
Reimbursed	\$ 12,077,840	\$ 10,005,448	\$ -
Outstanding	\$ -	\$ -	\$ 2,134,640

Reimbursement requests from GoCary, GoRaleigh and GoTriangle are for actual service delivered on adopted FY21 and FY22 Wake Transit Work Plan projects.

Next, Steve provided an overview of the reimbursement submission process pointing out the GoTriangle reviews and approves all requests except for the CFA Program and GoTriangle's quarterly requests. CAMPO does a deeper review and asks for supporting documentation for GoTriangle's requests than GoTriangle does for other agency requests. GoTriangle trusts that the financial officers signing off as part of the checks and balances of the reimbursement process, are looking at and ensuring that they are complying with all Wake Transit program policies prior to signing and submitting the request form. That difference in how requests are reviewed is why GoTriangle reimbursements are being held up.

Regarding the baseline/MOE question, the Wake Transit governing boards adopted the "Baseline Transit funding Documentation" previously. There is a difference in interpretation on whether transit providers are held to a financial baseline or revenue hour baseline. Until this question is answered, other reimbursement requests may be put on hold.

Regarding the Baseline Workgroup, they have been tasked to develop a recommendation to keep the baseline calculation as it is now, based on revenue hours, or to change the policy and draft process changes that may need to occur with the change. That recommendation goes up to the Budget & Finance Subcommittee to review and discuss and modify according to its August-January Work Task List. Once the subcommittee approves a recommendation it will move up to the TPAC for review and, if needed, recommendation to the governing boards. The goal is to establish a consistent reimbursement process.

In early 2021, conversation started to include COVID-19 impacts on providers and the services they were able to offer. There was discussion amongst TPAC partners that transit providers should be protected from/not held responsible for bearing unprecedented impacts of the global pandemic.

Shelby clarified that CAMPO requesting additional information to approve GoTriangle reimbursement requests is mainly due to the fact that CAMPO views its role in the reimbursement process as not just financial, but as part of established program management responsibilities to ensure that Wake Transit funds are being allocated in accordance with the adopted Work Plan, Bus Plan, and other policies like the baseline/MOE requirement. This may require additional documentation from the provider to complete the review and approval process.

Tim wants clarification on the 1<sup>st</sup> part of the motion to waive baseline requirements. He thinks that the question on whether to approve submitted requests from FY21 and FY22 that did not meet revenue hour baseline is a separate topic. He acknowledged that the last two years have involved unforeseen impacts to the providers and even though ridership has been down the cost of providing services has gone up. He feels that he has a grip on that part of the discussion but lacks clarity on the baseline/MOE question.

Steve clarified that they want to disregard any baseline requirements in FY21 and FY22 and allow the providers to get reimbursed for providing services that are programmed to occur as

part of the Wake Transit Plan. Getting clarity on how the baseline is calculated is a high priority, by approving the requests as submitted we will make the providers whole for the funds they spent to implement Wake Transit projects in those two years. Tim would like to see the requested action for this item reworded to focus on the FY21 and FY22 ask and leave the rest for future discussion.

Shannon asked Steve to confirm if and how GoCary and GoRaleigh were impacted and would also benefit from the reimbursement approval if voted upon. Steve refused to give any specific information on any of the other providers but did state that GoTriangle is not the only agency that didn't meet the revenue hour baseline, but they are the only provider who has not gotten paid for those quarters.

Shannon then stated that her lack of comfort with the motion today is that there is not a clearly stated timeline and process for resolving the baseline/MOE questions and then determining how the current reimbursements should be processed. The timeline Steve showed today suggested that a recommendation would come in October, but that doesn't seem realistic with the steps it has to go through first. Is it an option to focus on the workgroup and getting to a recommendation then come back to this ask for resolution? I am concerned, similar to Tim, that we do not have the authority to grant a waiver of an executed agreement. Approving the reimbursement, in essence is waiving the current requirements.

Steve responded that we could dissect the two halves of the motion to remove the reprieve of policy portion. He also noted that the task to come up with a recommendation for moving forward with the baseline was assigned to be done in October, but it hasn't moved forward as quickly as hoped, so it will go out longer. He doesn't want Wake Transit to look like it is penalizing the partners who are struggling to reimburse expended the funds.

Saundra then noted that GoTriangle wants to get paid for the Wake Transit approved services that have been provided over the past 2 years. That they want to get past this hump and then work to decide how the baseline/MOE question will be resolved and implemented moving forward. Or else, they'll have to go back and check everyone's requests for each year to ensure they met the baseline revenue hours and if not recall those funds, take back funds already given to the other providers. She wants to get everyone paid through FY22 and then address the issues and move forward on the same page. She also noted that there will have to be resolution soon, because they need to know how to review the FY23/Q1 requests coming in.

Shannon would be more comfortable with the action today if there was a plan and timeline that everyone was on board with to resolve the baseline/MOE question. This was last presented to the TPAC in January and she sees no clarity or process established to get it to resolution.

Shelby added that CAMPO has been working closely with GoTriangle to try and resolve the issue, but have been at a stalemate for a while, so CAMPO staff did recommend that they bring these issues back to the TPAC for discussion and recommendation for a path forward. CAMPO was not comfortable with independently approving submitted requests for Wake Transit investments knowing that GoTriangle did not meet its baseline requirements. Wake Transit funds are supposed to be spent once the baseline has been covered by the providers. For example, a pre-Wake Transit route provided 6 hours of service, and Wake Transit funded 3 more hours to extend the service, but during the pandemic only 3 pre-Wake hours and the 3 extension hours were provided, the current policy as interpreted by CAMPO would mean no Wake Transit Reimbursement should be paid. The provider is responsible for covering the pre-Wake Transit baseline before getting Wake Transit funds. CAMPO did not feel comfortable going outside of that interpretation without input and action of the TPAC and perhaps the governing boards, so staff recommended it come before the TPAC today for discussion.

Resolving the baseline/MOE question is a large effort and the impacts of it can be far reaching.

Tim asked if the FY22 reimbursement requests have all be submitted for review. Steve confirmed, yes. So, Tim clarified that we could potentially approve the reimbursements to be paid while we continue the discussion to resolve the baseline/MOE issue.

Kelly asked for clarification from Tim on his question. She asked if he was referring to the revenue hour component of the reimbursement or just the funding amount. He said just to approve the financial request. She also addressed Steve's comments and Shannon's question about any other agencies not meeting their revenue hour baseline. She acknowledged that the Town of Cary has been

looking into their revenue hours and that for one quarter it appears that they did not meet the revenue hours requirement, but that is not accurate.

In fact, they have identified and have the back up data needed to show that the 2016 baseline applied to GoCary was incorrect; its inflated by about 3600 hours. They are discussing how best to fix the baseline data with CAMPO and GoTriangle. Once corrected, they will be well over the baseline revenue hour requirement. She noted that the prompt for the deep dive was that GoCary experienced very little service impact over the past 2 years, so it was shocking that they were noted as falling short.

Next Gaby asked for clarification. Her understanding is that the hold up for the reimbursements is that there needs to be transparency about how Wake Transit funds are being used and that the revenue hour baseline was set up for each provider to ensure that pre-Wake service levels are being maintained and that Wake Transit revenues are being spent toward the goals of the transit plan. That what is above and beyond the 2016 baselines is reimbursable by Wake Transit. She also asked about GoTriangle not providing requested information for CAMPO to process.

Steve responded that GoTriangle still does not agree with CAMPO's opinion that the baseline is based on cost per revenue hour. They think that it is based on total expenditure and not revenue hour. This is the difference of interpretation that the workgroup will continue to discuss and the results of those discussions will come before the TPAC. The reimbursement request and supporting documentation submitted to CAMPO includes Wake Transit implementation costs for the past 2 years, it does not take into account revenue hours or baselines. He stated that running empty buses is not the smartest thing to do just to hit revenue hours. The optics to the community are not good doing that.

Shelby commented that she still doesn't have clear understanding of GoTriangle's perspective. If each agency is supposed to pay for a certain number of hours before they are eligible to request Wake Transit funds to pay for the expansion of those services, and a provider, for whatever reason did not provide the baseline hours or only provided the expansion hours, She can't see how they would have met their baseline/MOE requirement. For example, the issue is when a route was provided Mon-Fri pre-Wake Transit and then the provider was allocated Wake Transit funds to extend service on Sat and Sun. If you don't run the bus Mon-Fri anymore and only offer weekend service, should Wake Transit be paying for that when your not meeting the required baseline anymore? This is the fundamental question that CAMPO has for approving GoTriangle's reimbursement request. She acknowledged that Steve is correct that using revenue hours to calculate each provider's baseline was not specifically published in policy because what was required by the legislation that allows the transit tax to happen was calculated financials, but the Bus Plan and every annual Work Plan and Multiyear operating program since Wake Transit began, we have assumed that there is a baseline number of revenue hours being provided by the providers and that Wake Transit's contribution would be limited to services provided above and beyond what existed before the tax. This is what the workgroup is going to be reviewing and working to codify and clearly document the process that all partners will adhere to. We don't have this specific policy in place right now, that is why CAMPO asked GoTriangle to bring it before the TPAC, so we can get some guidance on how the members would like this to move forward. CAMPO was not willing to independently make a decision to approve GoTriangle's reimbursement request knowing that they are asking Wake Transit to pay for services when they have not covered their baseline requirement first.

Tim thanked Shelby and noted that she stated the issue very well. He also noted that partners worked really well with each other, and some very smart decisions were made with regard to service adjustment in reaction to safety protocols, ridership drops, etc. He is concerned that Wake Transit funds are not being treated with the same level of concern and protection and that as we work to put the policy in writing one goal is to provide that level of protection for program funds. He also questions if the reduction in service was needed, and if so why didn't the process apply across the board. He is looking for intent and sensitivity for Wake Transit in the policy to be drafted and brought back to the TPAC.

Tim asked if we were ready for a motion. Gaby said that it seems that two options are on the table. One is to vote on the FY21 and FY22 reimbursements and then wait for answers to the baseline/MOE question to develop over the next few months. Or, the TPAC can move the vote to October and ask GoTriangle staff to come back in with more clarity and answers to member questions and concerns.

Sandra had issue with the option to delay the vote by one month stating that the other partners have been reimbursed and its not fair to GoTriangle to not be reimbursed. She said that if their money is held up, they'll need to go back to GoCary's request which they believe did not meet the baseline and getting money back from them. She wants to address this today, get GoTriangle paid and move on.

The question about baseline/MOE is going to be discussed and a resolution proposed through the workgroup process. It is unfair to continue to hold up GoTriangle's reimbursement when everyone else has been paid. Shannon added that she will not be voting in favor of the action today, because she believes that CAMPO, GoTriangle and the workgroup to develop a process and timeline for resolving the baseline/MOE question. She also does not feel that she has enough background and behind the scenes information on what is actually happening with meeting the revenue hour baseline or not. Is it just GoTriangle impacted, what are the new Cary numbers showing, treating providers differently in unfair and that is an important point to make, but without more information we can't confirm that anyone is being treated unfairly, or make a decision to move forward on one part of the motion when we don't have clarity on how the other part will be resolved.

**MOTION** made by Shannon Cox to delay a vote on this item until October to provide GoTriangle/Tax District staff time to compile and provide more details on 1) which agencies are truly impacted by the request, 2) to clarify the requested action and confirm the TPAC's authority to consider it and the process to codify it, 3) to define a clear process and timeline for resolving the baseline/maintenance of effort question, and 4) to address other questions and comments posed by the members. Tim Gardiner provided the second for the motion noting that he also wants to hear more from GoTriangle to answer member questions and comments, but he would like to see the action resolved in October and not continue to linger. There was no further discussion. The vote passed 18 of 20 votes. The two "Nays" were given by GoTriangle's voting members.

From the meeting chat box:

from Steven Schlossberg to everyone: 11:46 AM

Hi All - Based on Item V earlier and the action item that was voted on. Can you please send all the questions by 9/21 for that item. Please email 11:47 AM Sschlossberg@gotriangle.org and CC Michelle Peele [mpeelee@gotriangle.org](mailto:mpeelee@gotriangle.org)

Stephanie made note of his chat request during Item XV-Other Business on the agenda to ensure that members saw his message and were aware of the comment deadline.

**VI. Notice of Workgroup Development: FY24 Work Plan-GTCR Workgroup**

(Information Item: Anna Stokes, CAMPO, 5 minutes) **Attachment C**

CAMPO and GoTriangle staff have developed a new workgroup, the FY24 Work Plan-GTCR Workgroup. The first meeting was on September 8<sup>th</sup> and the group will continue to meet as needed through the FY24 Work Plan development cycle. With the release of the initial draft results of the Greater Triangle Commuter Rail (GTCR) feasibility study, it became clear that the various recommendations and implementation options have the potential to impact the Work Plan in a variety of ways. This workgroup will meet to discuss project funding and implementation scenarios to develop a recommended strategy for inclusion in the FY24 Wake Transit Work Plan.

The current plan is to meet every other week, but the group understands that depending on how the GTCR project and Work Plan development move forward, flexibility to meet when needed to address questions and options may be required. Recommendations from the workgroup will be presented to the joint B&F and P&P subcommittees for review and finalization prior to being incorporated into the draft FY24 Work Plan. Interested TPAC members are invited to join the workgroup and should email [anna.stokes@campo-nc.us](mailto:anna.stokes@campo-nc.us) for more information.

Received as information

## PLANNING AND PROGRAMMING ITEMS

**VII. Updated Wake Transit Work Plan Amendment Policy**

(Information Item: Stephanie Plancich, CAMPO, 5 minutes) **Attachment D**

Stephanie provided a brief overview of the adoption schedule developed for the Wake Transit Work Plan Amendment Policy updated. She informed the group that the draft was released for public review and comment from August 15<sup>th</sup> to 30<sup>th</sup>, 2022 and no community member comments were received. She shared again the list of major changes made to the draft released for public comment and asked

for the TPAC members to vote to recommend the updated policy for adoption to the Wake Transit governing boards at CAMPO and GoTriangle.

**MOTION** to recommend the adoption of the updated Wake Transit Work Plan Amendment Policy to the TPAC was made by Daniel Spruill. Second by Shannon Cox. No comments. Passed.

**VIII. FY23 Master Wake Transit Work Plan Calendar and Amendment Schedule**  
(Information Item: Anna Stokes, CAMPO, 5 minutes) **Attachment E & F**

The finalized FY23 Work Plan Amendment Schedule and FY23 Master Activities Calendar were provided as attachments for member use. Anna gave a brief overview of some upcoming important dates, and noted that other than a few staff modifications, no comments were submitted on the draft Master Calendar. She did share one comment received from City of Raleigh staff, to consider modifying the new dates set for the Period of Performance request cycle on the FY23 Amendment Schedule. She explained that the suggestion was discussed and considered, but ultimately did not result in a change since the originally published dates were set with feedback from the TPAC and active P&P subcommittee participation. Both documents are posted in the TPAC Document Library for ongoing access.

Received as information.

**IX. FY2024 Wake Transit Work Plan Kickoff**  
(Information Item: Anna Stokes and Steve Schlossberg, 20 minutes) **Attachment G**

The annual Work Plan is the most important task that the TPAC completes each year. Anna reviewed the FY24 Work Plan development schedule. She then spent some time discussing key components of the project request form that applicants need to pay attention to and fill out completely. They are listed in the meeting presentation.

If applicants have any questions or need support to submit a new project request form, to update an existing project scope or budget or to request modifications to CIP and MYOP projects, please contact Anna at [anna.stokes@campo-nc.us](mailto:anna.stokes@campo-nc.us). She strongly encouraged partners to submit information during the Work Plan development process and not wait for an amendment cycle where processing requests is more challenging.

Steve then walked attendees through the new Wake Transit SharePoint site where the funding request forms and supporting materials must be submitted. Issues or specific questions about the SharePoint site should be sent to Steve or to Michelle Peele. Screenshots are provided in the archived meeting presentation.

He then displayed the updated FY24 Project Funding Request form that was reviewed by the subcommittees over the past couple of months. There were no major changes. He asks for applicants to be detailed and accurate in completing their forms and to provide available supporting documentation for each of their requests. He also noted that ALL projects, even if they have previously been listed in the CIP, must submit a funding request form to be programmed for funding in FY24. Once submitted, CAMPO will compile the received funding requests and the joint subcommittees will review the information to determine which investments will be included in the draft FY24 Work Plan.

Steve next shared the draft financial model for FY24 which is largely based on the revenue totals collected in FY22. He highlighted the half-cent sales tax revenue assumption, noting that Wake County typically brings in around \$100 million per year and that FY22 has been a good sales tax collection year so we are coming in a bit higher than previously modeled. The conservative assumption displayed is just over \$110 million. However, there is a lag in receiving actuals. The actual total from June is expected in the next few weeks, so the currently modeled FY24 revenues will change.



**Wake Transit Work Plan – FY24 Modeled Revenues**  
(in millions)

FY24 MODELED Tax District Revenues	
<b>Local</b>	
½ Cent Local Option Sales Tax (3%)	110,725
Vehicle Rental Tax (2.5%)	3,895
\$7.00 Vehicle Registration Tax (2%)	7,079
\$3.00 Vehicle Registration Tax (2%)	3,029
<b>Subtotal Local:</b>	<b>124,728</b>
Federal	3,608
State	-
Farebox	1,544
Debt Proceeds	-
Prior Year Funds (Capital Liquidity)	76,650
<b>Total FY 2024 Modeled Sources</b>	<b>206,530</b>

F22 Actual Estimated (\$110M) - 14% increase over FY21  
 FY23 Adopted - \$121.2M  
 BRT included  
 FY23 Adopted - \$121.2M

Updated ½ Cent Sales Tax will be re-evaluated for FY24 based on FY22 Final Actuals  
 Discussions are underway for retention of the GoTriangle Vehicle Rental Tax

Farebox is currently included in the model for FY24, but those conversations are still underway. Steve asked the partners to pay attention to their farebox assumptions since the data used today is from pre-pandemic collections, so there will likely need to be changes to account for route changes and other program implementation elements.

Then he walked through the current FY24 modeled expenditures with known information but clarified that

the presented table is expected to change over the next couple of months as more information becomes available, including the review of submitted project funding request forms.

Anna pointed out that the Community Funding Area Program (CFAP) application process is separate from the funding request forms discussed for the Work Plan today and that the CFAP has its own development schedule and deadlines posted on the CAMPO/TPAC website. Members should contact Evan directly with questions about the CFAP applications and process, [evan.koff@campo-nc.us](mailto:evan.koff@campo-nc.us).

Evan noted that previous CFAP funding recipients need to submit a Work Plan project funding request form if they will be requesting a scope or funding change to their already allocated projects. New CFAP applicants should follow the schedule online and must attend the required training event being planned for the week of October 24<sup>th</sup>. He also commented that “very detailed descriptions” of what each project is and why they are requesting funding is critical to include on the application form. It helps the staff a lot when reviewing and processing the requests.

David Eatman asked about the discussions taking place that GoTriangle wants to keep the vehicle rental tax revenue that has historically been included in the annual Wake Transit financial model, as noted on the FY24 Modeled Revenues slide. He asked for more details on how that could impact the annual and long-range model.

Steve responded that GoTriangle is having internal conversation about retaining those funds. Sandra followed up that there are conversations about how and when GoTriangle would take back those funds, but that no decisions or details are known yet. Shelby made the group aware that the vehicle tax proceeds are a part of the Wake Transit program and any change to our revenue sources may require an amendment to the ILA and other agreements. Tim followed up that there are some options but further discussion is needed.

Received as information.

**X. Wake Bus Plan Progress Update**

(Action Item: Jenny Green, GoTriangle, 10 minutes)

Jenny provided a project management update of the Wake Bus Plan update and Short Range Transit Plan development for GoRaleigh, GoCary, GoTriangle, and GoWake ACCESS. Since the project began in July 2021, TPAC members participating on the project’s core technical team, stakeholder team, and engagement team have worked with the consultant, Nelson\Nygaard, and GoTriangle at schedule monthly meetings and as-needed. Tasks completed to date include a regional service assessment, an access to transit gap analysis, and two public engagement efforts. Ultimately, this planning process will result in four deliverables. The Wake Bus Plan which lists the year-by year operating and capital investments through FY2030, the short-range plans for providers, the Service Standards and Performance Metrics Policy and the Bus Plan Project Prioritization Policy.

Expect to complete project by summer 2023. To date 60% of budget has been spent.

Next, she shared a graphic of Regional, Wake and Durham planning tasks that are underway, coming up, and completed. For the Wake Bus Plan, 3 deliverables will be approved by the governing boards in advance of adoption of the final Wake Bus Plan: Service Standards and Performance Metrics, the Bus Plan Project Prioritization Policy and Access to Transit Gap Analysis and Prioritization Results.

The Bus Plan development process has four sections: Analyze, Develop, Prioritize, and Finalize. We are currently in the prioritization phase. The CTT, engagement team and stakeholder team continue to be involved in the development process and each team will recommend deliverables to the TPAC for its consideration.

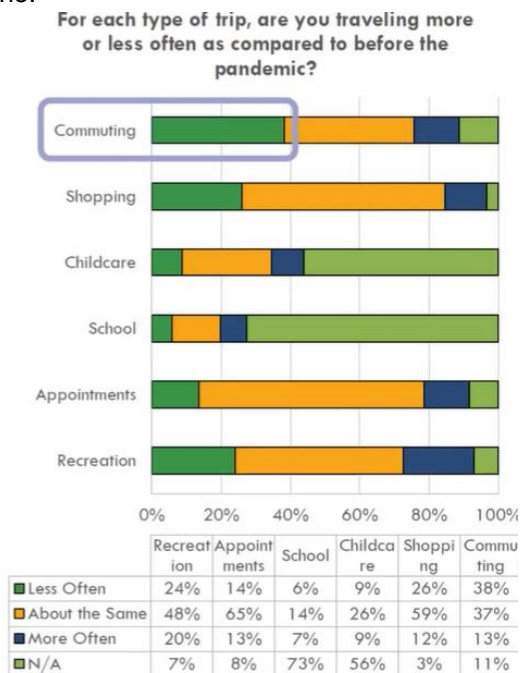
Last spring's public comment period was held from April 29-May 29, 2022. Outreach was coordinated with the FY23 Work Plan engagement effort. Results are used to inform the ongoing planning process. Key questions were, 1. How has travel been impacted by COVID-19? 2. Will people use Microtransit options? 3. What service improvements are a priority for transit riders? A variety of online, in-person and phone engagement methods were utilized. 1037 participants, 685 surveys were completed online.

**ENGAGEMENT**

## Key Findings

- Commuting to work is still the main reason people travel, although less common than before the pandemic
  - 48% of people commute five days a week
- Shopping and recreation are also a major reason for travel
  - Most people travel once a week

- We should continue to focus on transit "fundamentals"**
  - Reliability and predictability
  - Frequency
  - Span of service
  - Connecting to downtowns and large activity centers
  - Serving schools
- Potential to think about employment differently**
  - Places where jobs and service intersect (schools, shopping, etc.)
  - All day service with longer service hours



The next round of engagement is being planned for February 2023, also in conjunction with planned engagement for the draft FY24 Work Plan.

Received as information.

**XI. Wake Bus Plan Project Prioritization Policy**  
(Information Item: Anna Stokes, CAMPO)

Anna provided a brief overview of the Bus Plan project prioritization policy development process. The TPAC will be receiving the draft policy for review and discussion in October. The policy has been developed over several months as part of the Bus Plan scope and the draft has been reviewed numerous times as part of that process.

The Wake Bus Plan Project Prioritization Policy (PPP) is a decision-making framework. It is intended to provide:

- A transparent and easily understandable process for making choices between competing investment needs associated with implementation of the bus service components of the Wake Transit Plan
- Guidance on the development of the 10-year bus service and capital investment plan prepared through the Multi-Year Bus Service Implementation Plan (MYBSIP)
- An optional process that may be used by the TPAC to adjust bus service and the capital investment program outlined by the MYBSIP to reflect changes in available funds, new or substantially modified project requests, or other needs in the region

The PPP sets a framework for the TPAC to program available Wake Transit funds to Bus Service and supporting capital investments that will be programmed in the short-range transit plans and out through FY2030. A 14-day comment period will be held in November with the TPAC recommendation expected to be considered in December. If that moves forward on schedule, the Wake Transit governing boards would receive the Bus Plan project prioritization policy for adoption in January.

Received as information.

## XII. Wake Transit Engagement Update

(Information Item: Curtis Hayes, GoTriangle, 10 minutes)

The Wake Transit communications and engagement team is typically conducting, coordinating, or planning at least one Wake Transit community outreach effort or campaign. The past month has been active. The GoForward/Wake website was recently updated and has been utilized as a key channel for the efforts. The new web page for public notices is at [www.GoForwardNC.org/wake-county/get-involved](http://www.GoForwardNC.org/wake-county/get-involved). View the meeting presentation for more detailed analytics information for the engagement activities listed below.

- Public Review: Wake Transit Work Plan Amendment Policy Aug 15-Aug 30
  - Outreach tactics and methods: Website notice on CAMPO/TPAC and GoForward webpages, social media posts, email notice, partner engagement.
  - Results: No comments submitted through community survey, email, etc.
  - Adoption Schedule: Board consideration in November
- Public Review: Wake Transit Community Engagement Policy Aug 15-Sept 29
  - Outreach tactics and methods: Website notice on CAMPO/TPAC and GoForward webpages, social media posts including 2 geotargeted for Spanish speakers, in person activities, email notice, comment form, and partner engagement.
  - Results: Received one comment to-date. 23 views.
  - Adoption Schedule: Board consideration in November
- Public Review: FY23/Q2 Work Plan Amendment Requests Sept 1-Sept 30
  - Outreach tactics and methods: Website notice on CAMPO/TPAC and GoForward webpages, social media posts including 2 geotargeted for Spanish speakers, in person activities, email notice, comment form, and partner engagement.
  - Results: Received seven (7) comments to-date through the comment form. 308 views.
  - Adoption Schedule: Board consideration in November
- Public Hearing: Wake Transit Community Engagement Policy Oct 19
  - Will be held at October 19<sup>th</sup> CAMPO Executive Board Meeting starting at 4:00pm.

Other Upcoming FY23 Activities: Communications effort for Tracker Update and release of FY22 Annual Report, joint engagement for Draft FY24 Work Plan and Wake Bus Plan, GTCR Phase 2 Feasibility Study Results, FY23 Q3/Q4/POP Amendment Cycles, etc.

Received as information.

**XIII. Greater Triangle Commuter Rail – Update on Next Steps**  
(Information Item: Mathew Clark, GoTriangle, 5 minutes)

The CAMPO and GoTriangle Boards received the presentation of initial results of the Greater Triangle Commuter Rail (GTCR) phase 2 feasibility study in August. Both boards expressed concern with the scenario options being presented and requested that staff take another look at them. The GoTriangle Board of Trustees requested that staff present additional information and path-forward options to them at their September Board meeting before they would take action on next step recommendations. This will result in postponed engagement activities, the TPAC will be updated when more information is available and the GoTriangle Board makes a next steps decision.

Received as information.

**XIV. 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	9/27 – 1:30-3:30pm	9/22 – 1:00-3:00pm (*2 hours)

**XV. Other Business**

Any other new or old business to discuss?

Point out note from chat – Steve asked TPAC members to email to him and/or Michelle any additional questions and comments on the baseline funding/reimbursement item to be submitted by 9/21 so staff will have time to prepare their responses for October presentation.

**XVI. Adjourn**

The next TPAC meeting is scheduled to be held virtually on October 12<sup>th</sup>, 2022.

9/14/22 TPAC Voting Record		Action 1	Action 2	Action 3
<u>Agency/Org</u>	Action Item	Adopt August TPAC Meeting Minutes	Postpone vote on FY21/22 Reimbursement Recommendation	Work Plan Amendment Policy Adoption Recommendation
-	Motion -> Second ->	Michael Moore Shelby Powell	Shannon Cox Tim Gardiner	Daniel Spruill Shannon Cox
Apex	Shannon Cox	Y	Y	Y
CAMPO	Shelby Powell	Y	Y	Y
CAMPO	Anna Stokes	Y	Y	Y
Cary	Mark MacDougal	Y	Y	Y
Cary	Christine Sondej	Y	Y	Y
Fuquay-Varina	Allison Wylie	Y	Y	Y
Garner	Gaby Lawlor	Y	Y	Y
GoTriangle	Saundra Freeman	Y	N	Y
GoTriangle	Michelle Peele	Y	N	Y
Holly Springs	Daniel Spruill	Y	Y	Y
Knightdale	Andrew Spiliotis	Y	Y	Y
Morrisville	Danielle Kittredge	Y	Y	Y
NCSU	Andrea Neri	Y	Y	Y
Raleigh	Michael Moore	Y	Y	Y
Raleigh	David Eatman	Y	Y	Y
RTF	Travis Crayton	Y	Y	Y
Wake County	Akul Nishawala	Y	Y	Y
Wake County	Tim Gardiner	Y	Y	Y
Wendell	Bryan Coates	Y	Y	Y
Zebulon	Aaron Chaulker	Y	Y	Y