

WAKE COUNTY TRANSIT PLAN

Transit Planning Advisory Committee

TPAC Regular Meeting via WebEx • February 9, 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 bret.martin@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: Gaby Lawlor, TPAC Chair, 5 minutes) **Attachment A & B**

Requested Action: Consider adoption of the draft December and January TPAC meeting minutes.

- V. **2022 TPAC Subcommittee Schedules and Election Results**
(Action Item: Stephanie Plancich, TPAC Administrator, 10 minutes)

At their respective January meetings, each TPAC subcommittee discussed their 2022 recurring meeting schedules and voted to elect a Chair and Vice Chair. The TPAC will review and consider confirming the results at its February 9th meeting.

Planning & Prioritization (P&P) Subcommittee Voting Record from 1/25/2022

- Motion to continue existing meeting schedule (1:30-3:30pm on the 4th Tuesday of each month) made by Katie Schwing with second by Gaby Lawlor.
- Motion to elect David Walker as Chair and Kevin Wyrach as Vice Chair, each for a second term., made by Bret Martin with second by Dylan Bruchhaus.

Voting Agencies: CAMPO, GoTriangle, Wake County, Raleigh, Cary, Apex, Fuquay-Varina, Garner, Rolesville, Zebulon, Wake Forest, Morrisville, RTF and NCSU.

Community Engagement (CE) Subcommittee Voting Record from 1/31/2022

- Motion to continue existing meeting schedule (1:30-3:00pm on the 4th Thursday of each month) made by Andrea Epstein with second by Bonnie Parker.
- Motion to elect Andrea Epstein as Chair for a 2nd term and Bonnie Parker as Vice Chair for her 1st full term made by Katie Schwing with second by Dylan Bruchhaus.

Voting Agencies: CAMPO, GoTriangle, Wake County, Raleigh, Apex, Fuquay-Varina, and Morrisville

Budget & Finance (B&F) Subcommittee Voting Record from 1/31/2022

- Motion to adjust current schedule on the 3rd Thursday of each month down from 1.5 hours to 1 hour (2:00-3:00pm) made by Sandra Freeman with second by Shavon Tucker.
The schedule discussion focused on the light Work Task List for B&F, the fact that most tasks will be/can be done at planned joint meetings, and the general desire of TPAC members to reduce unnecessary TPAC meetings. B&F members understand that most monthly meetings for the foreseeable future will be cancelled, but felt it was important to keep a one hour place-saver on everyone's calendars to have a dedicated time set aside when it is needed.
- Motion to elect Steve Schlossberg as Chair for a 3rd term and Shavon Tucker as Vice Chair for a 2nd term was made by Sandra Freeman with second by Christine Sondej.

Voting Agencies: CAMPO, GoTriangle, Wake County, Raleigh, Cary, and Fuquay-Varina

Requested Action: Consider endorsing the recommended meeting schedules and election results of the Budget & Finance, Planning & Prioritization and Community Engagement Subcommittees.

VI. 2022 TPAC Subcommittee Work Task Lists

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

Each of the TPAC's subcommittees is required to develop a Work Task List that details the activities and outcomes that the subcommittee will reach over the next 6 month period. At their respective January meetings, subcommittee members reviewed and discussed their draft February-July Work Task Lists and voted to approve them and recommend that the TPAC endorse them. All three Work Task Lists have been combined and are attached as Attachment C.

Requested Action: Consider endorsing the February-July Work Task Lists for the Budget & Finance, Planning & Prioritization and Community Engagement Subcommittees.

PLANNING AND PROGRAMMING ITEMS

VII. Updates to the Adopted Wake Transit Work Plan Amendment Policy and Process

(Action Item: Stephanie Plancich, 15 minutes) **Attachment D**

In response to a number of emerging issues highlighting the presence of gaps in the adopted Wake Transit Work Plan Amendment Policy and Process, CAMPO staff developed a draft policy document with updates to address these gaps. This draft document was discussed with and reviewed by the TPAC Planning & Prioritization Subcommittee, and the subcommittee recommended it to the TPAC at its January 25th regular meeting. CAMPO staff will provide the TPAC with an overview of the updates to the policy and will ask the TPAC to recommend approval of the updated policy, Attachment D, to the Wake Transit governing boards. A 2-Week public comment period, starting on February 14th, will be posted prior to governing board consideration.

Requested Action: Consider recommending adoption of the updated Wake Transit Work Plan Amendment Policy to the Wake Transit governing boards.

VIII. Release of Draft FY2023 Wake Transit Work Plan for Public Comment

(Action Item: Stephanie Plancich, CAMPO and Steven Schlossberg, GoTriangle, 30 minutes) **Attachment E**

The TPAC and its assigned lead agencies (CAMPO and GoTriangle) are responsible for the development of all components of annual Wake Transit Work Plans. This includes:

- Annual Operating and Capital Budgets;
- Multi-Year Operating Program;
- Multi-Year Capital Improvement Plan (CIP);
- Update of the Wake Transit Financial Plan and financial model assumptions; and
- Project-Level Operating and Capital Funding Agreements.

The TPAC first received access to the Draft FY 2023 Wake Transit Work Plan document for its inspection and review on January 26th. The TPAC is asked to review the Work Plan document in draft form and consider allowing staff to publish it for public review and comment. The TPAC review draft of the Draft FY 2023 Wake Transit Work Plan is provided as [Attachment E](#).

As discussed at previous TPAC meetings, assumed increases in expenditures for a number of capital projects require the rebalancing of those investments with assumed revenues within the 2030 financially constrained horizon of the Wake County Transit Plan. This resulted in several changes to the programming of both operating and capital projects in the FYs 2023-2030 Multi-Year Operating Program and Capital Improvement Plan components of the Work Plan. These modifications include the deferral of a couple of bus service expansion projects to implementation beyond the 2030, delays to a couple of bus service expansion projects, cuts to some previously programmed funding allocations that further planning has revealed are likely superfluous, and the deferral of the final design, right-of-way acquisition, construction, and vehicle acquisition phases of the Wake Bus Rapid Transit (BRT): Northern Corridor beyond the 2030 financial constraint.

CAMPO staff will provide an overview of the Draft FY 2023 Wake Transit Work Plan to the TPAC at its February 9th meeting, with particular emphasis on these changes. GoTriangle staff will additionally provide an overview of the financials supporting the draft Work Plan.

Requested Action: Consider releasing the Draft FY 2023 Wake Transit Work Plan for public review and comment.

-- Conduct Roll Call Vote --

IX. **Draft FY2023 Wake Transit Work Plan Engagement Materials** (Action Item: Curtis Hayes, GoTriangle, 15 minutes) **Attachment F & G**

GoTriangle staff have worked with Wake Transit partners to develop materials to be used for the public comment period for the Draft FY23 Work Plan. The CE Subcommittee met and reviewed the various materials and provided feedback through February 2nd. The news release, [Attachment F](#) is the primary piece of messaging. It has been designed as an inverted pyramid with the most important information to communicate at the top to the more peripheral information toward the bottom. This writing method allows TPAC partners to cut and use the amount of content that fits best on their websites, newsletters, social media posts, etc. All TPAC partners are asked to support the engagement effort by sharing the information with their staff, elected officials, and community members. A complete materials packet, including printable fliers, [Attachment G](#), have been posted on the GoForward/WakeInput webpage for partner use throughout the 30-day (February 14-March 16) public comment period.

Requested Action: Receive as information

X. **Progress Update: Raleigh Union Station (RUS Bus) Project** (Information Item: Bryan Hammond, GoTriangle, 15 minutes)

GoTriangle staff will provide a progress update on Raleigh Union Station project progress.

Requested Action: Receive as information.

XI. Subcommittee Report: Attachment H

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	Joint, 3/29 1:30-4:00pm	2/22 – 1:30-3:30pm	2/24 – 1:30-3:00pm

XII. Other Business

- FY2022, 3rd Quarter Wake Transit Work Plan Amendment Request Due Date, Feb. 25th
- Annual project progress and expenditure review completed February/March
- GoTriangle Staffing Resources Update presented to the TPAC in March
- Mid-Year progress update of the Wake Transit Performance Tracker completed in March
- Updated TPAC member roster, Attachment I

Any other new or old business to discuss?

XIII. Adjourn

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