

WAKE COUNTY TRANSIT PLAN

Transit Planning Advisory Committee

TPAC Regular Meeting via WebEx • August 10, 2022 • 9:30am- 11:30am

MINUTES

- I. **Welcome and Introductions** Gaby Lawlor, TPAC Chair, welcomed everyone to the August TPAC meeting giving special notice that they were glad to have Stephanie Plancich, the TPAC Administrator, back and coordinating the meetings.

| 8/10/2022 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 |
| TPAC Chair - Garner | Gaby Lawlor | 1 | | | | Morrisville | Danielle Kittredge | 1 | | | |
| Vice Chair- Raleigh | David Eatman | 1 | | | | NC State University | Andrea Neri | 1 | | | |
| Apex | Katie Schwing | | 1 | | | Raleigh | David Walker | | 1 | | |
| CAMPO | Shelby Powell | 1 | | | | Raleigh | Het Patel | | | | 1 |
| CAMPO | Anna Stokes | | 1 | | | Raleigh | Shavon Tucker | | | 1 | |
| CAMPO | Stephanie Plancich | | | | 1 | Raleigh | Andrea Epstein | | | 1 | |
| CAMPO | Evan Koff | | | | 1 | Raleigh | Ryan Boivin | | | | 1 |
| CAMPO | Crystal Odum | | | | 1 | Raleigh | Janice Copeland | | | | 1 |
| Cary | Kelly Blazey | 1 | | | | Raleigh | Mathew Van Hoeck | | | | 1 |
| Cary | Mark MacDougall | | | 1 | | Raleigh | Melanie Rausch | | | | 1 |
| Cary | TeLeishia Holloway | | | | 1 | Raleigh | Cara Russell | | | | 1 |
| Fuquay-Varina | Allison Wylie | | 1 | | | Raleigh | Beth Hales Smith | | | | 1 |
| GoTriangle | Michelle Peele | 1 | | | | Wake County | Akul Nishawala | 1 | | | |
| GoTriangle | Saundra Freeman | 1 | | | | Wake County | Tim Maloney | | 1 | | |
| GoTriangle | Steven Schlossberg | | | 1 | | Wake County | Anita Haywood | | | | 1 |
| GoTriangle | Jenny Green | | | | 1 | Wake Forest | Brad West | 1 | | | |
| GoTriangle | Curtis Hayes | | | | 1 | Wendell | Mathew Burns | | | 1 | |
| GoTriangle | Chuck Latucca | | | | 1 | Wendell | Bryan Coates | 1 | | | |
| GoTriangle | David Jerrido | | | | 1 | Board Member | Will Allen III | | | | 1 |
| GoTriangle | Kim Johnson | | | | 1 | WakeUp Wake County | Nathan Spencer | | | | 1 |
| GoTriangle | Sharon Chavis | | | | 1 | NCDOT | Bob Deaton | | | | 1 |
| GoTriangle | Rocio Antelis | | | | 1 | NCDOT | Irene Johnson | | | | 1 |
| GoTriangle | Scott Thomas | | | | 1 | Consultant | Mark Huffer | | | | 1 |
| GoTriangle | Katie Urban | | | | 1 | Consultant | Bill Gilmore | | | | 1 |
| GoTriangle | James Carter | | | | 1 | Consultant | John Adams | | | | 1 |
| GoTriangle | Paul Black | | | | 1 | Consultant | Adam Howell | | | | 1 |
| Holly Springs | Daniel Spruill | 1 | | | | | | | | | |
| Knightdale | Andrew Spiliotis | 1 | | | | | | | | | |

II. Adjustments to the Agenda

Steve Schlossberg, Wake Transit Tax District staff at GoTriangle, requested to include an information item on the agenda. He provided a brief, verbal overview of the request to have current baseline requirements for transit providers waived for FY21 and FY22 in order to allow requests for the reimbursement of Wake Transit investments to be processed. The impacts of ongoing driver shortages and COVID-19 responses made meeting baseline requirements a challenge.

The reimbursement request was presented as an information item in August, but is expected to be brought as an action item at the TPAC's September meeting. Steve stated that he would be providing supporting materials and more information at that time and let members know that they could send questions or comments to him between now and next month's meeting.

Shelby thanked Steve for working on this issue and bringing it forward. She then shared some historical context. Stating that when Wake Transit was created, two baseline requirements were established as the foundation of the Wake Transit Plan. First, as a region, we would continue to spend a baseline amount of funding on transit that was in existence prior to the Plan's adoption and transit tax collection began. Second, though not a legal requirement, an agreed upon component of Wake Transit program implementation is that we continue to provide a minimum number of revenue hours so that Wake Transit funds would be used to improve and expand the County's transit network and not be used to supplant services that existed pre-Wake Transit.

Shelby acknowledged that CAMPO and GoTriangle staff have been working closely together on this issue for about a year. CAMPO understands that there have been unforeseen issues over the past couple of years that have impacted the provider's ability to meet baseline expectations. She is committed to continue working with GoTriangle and is hopeful that we are close to establishing clarity on the requirements and that we are getting to a place of resolution.

Steve thanked Shelby and all of the partners who have been participating in the baseline-related discussions.

III. General Public or Agency Comment (Gaby Lawlor, TPAC Chair)

Nathan from Wake Up Wake County commented on the reduction in GoRaleigh services. He noted that he brought the impending driver shortages up to Raleigh staff and others over a year ago and advocated for higher driver pay to attract and retain talent for our system. Explaining that in our area it costs an average family \$40 to survive and we were paying under \$20/hour for drivers. His organization and board is frustrated especially since Wake Transit is collecting over \$100 million in transit tax revenue each year. No one is surprised that our transit agencies are seeing shortages and now have to cut services, but it doesn't make it less frustrating. Hopefully there will be a rebound with wages starting to increase to a more reasonable level.

One thing he likes about the TPAC is that it is a staff level group not bound or mired down in politics, but its important that the members stay aware of political whims. We have an important election coming up in November with some sentiments that are anti-tax and anti-public transportation. Wake Transit needs to go in strong, but the fact is we have very little to show 6 years in and cutting services is not the way he wants to go into an election process as an advocate for continued transit investment. He asked the planners to keep that in mind as they are looking at ways to address the issue.

As a final thought, Nathan noted that the Wake Transit Plan we developed 6 years ago was designed to meet the needs of a different world. We are different now. People are moving differently. Some of us are in the office and others are at home for this meeting. We need to start thinking about adjusting how we are planning for the future. He will be talking with CAMPO specifically about it but asks everyone to keep it in mind.

TPAC ADMINISTRATIVE ITEMS

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

MOTION to adopt the July TPAC meeting minutes made by David Walker second by Shelby Powell no comments. Passed

V. **August to January TPAC Subcommittee Work Task Lists**
(Action Item: Stephanie Plancich, TPAC Administrator, 5 minutes) **Attachment B**

Stephanie explained that the August to January Work Task Lists included in the agenda packet outline the specific recurring, technical and specially assigned work that the subcommittee will undertake throughout the next 6-month period. The subcommittee chairs and members worked to draft their task list in June and July and the voting process was conducted electronically from July 28th – August 5th. She presented the voting record for each subcommittee and noted that a few members submitted questions or comments that were addressed, but none of the feedback resulted in a notable adjustment to the Work Task Lists presented for TPAC review.

MOTION to endorse the Budget & Finance, Planning & Prioritization and Community Engagement Subcommittee August-January Work Task Lists made by Shelby Powell. Second by Daniel Spruill. No comments. Passed.

-- Conduct Roll Call Vote --



VI. **Progress Update: Joint On-Call Transit Planning/Engineering Services Contract**
(Information Item: Anna Stokes, CAMPO, 5 minutes)

CAMPO staff, over the past year, have worked with various Wake Transit partners to develop and execute a new on-call transit planning/engineering services contract. Anna provided a progress update as the participating partners, CAMPO, Cary, Raleigh and GoTriangle, are nearing the conclusion of the process. Duration will be 3 years with an option to extend for 2 years. A selection committee was convened to review the applicant firms and have ranked them so that when a service is needed, the top ranked firm will be chosen first or has first right of refusal for the project. Partners will continuously coordinate to implement the program, and can jointly contract with a firm for some projects, but the majority of contracts will be for individual projects with a specific project sponsor.

Kelly asked if there was a master agreement in place with each firm. Shelby noted that there was a master agreement last time and it was a pain. This time each project sponsor will develop its own agreement to streamline the negotiations.

Katie Schwing asked if this is an open procurement contract for other partners to join into. Anna noted that all partners were invited to participate and these four agencies are the ones who were able to execute.

Received as information

PLANNING AND PROGRAMMING ITEMS

VII. **Updated Wake Transit Work Plan Amendment Policy**
(Information Item: Stephanie Plancich, CAMPO, 15 minutes) **Attachment C**

In response to a number of emerging issues highlighting the presence of gaps in the adopted Wake Transit Work Plan Amendment Policy, CAMPO staff led the process to update the policy in coordination with the TPAC Planning & Prioritization Subcommittee. Stephanie began by reminding the TPAC of the development schedule for the policy. She noted that the TPAC approved most of the substantial process changes at its February meeting, and informed the members that discussions between the lead agency staff after that vote resulted in additional changes to the document that are more administrative and explanatory in nature.

Stephanie first reviewed the initial updates to the policy that the TPAC had already seen and taken action on and then listed the additional modifications made for their consideration. Those changes include:

1. Provided more guidance on developing the annual amendment schedule
2. Included guidance to GoTriangle staff, and updated the language for CAMPO staff since both agencies play a role in processing amendments
3. Added clarity for updating the policy itself in the future
4. Added more information about the TPAC subcommittee roles in the process, and
5. Created an appendix to house all of the roles and responsibilities information that can be updated as needed without triggering a full policy update or amendment process

Comments on the draft policy can be submitted through August 12th. Then the draft Amendment Policy will be released for a 14-day public review and comment period from August 15th to 30th. The TPAC will be asked to recommend the draft at its September meeting before going to the Governing Boards in October.

Received as information. Submit comments to stephanie.plancich@campo-nc.us by Friday, August 12th.

Field Code Changed

VIII. FY23 Master Wake Transit Work Plan Activities Calendar
(Information Item: Anna Stokes, CAMPO, 10 minutes) **Attachment D & E**

Anna walked through some of the highlights and major deadlines included in the FY23 Work Plan master schedule. The calendar includes 6 separate planning processes.

1. Development of the Master Calendar
2. FY24 Work Plan Development
3. FY23/Prior Year Amendments
4. FY23/Prior Year Reporting
5. FY22 Annual Progress Report
6. Wake Transit Tracker Updates

The first critical date is Friday, August 26th. When comments on the calendar is due as well as FY23/Q1 amendment requests. She then walked through the general Work Plan development process which will kick off at the TPAC's September meeting.

The second attachment is the FY23 Work Plan Amendment Schedule, including a special amendment cycle for period of performance (POP) requests set for May. Which aligns with the proposed change included in the draft Amendment Policy Stephanie just reviewed. As a reminder, the POP cycle, if adopted in the updated policy in October, will not require a subcommittee review or a public comment period.

Received as information. Submit comments to anna.stokes@campo-nc.us by Friday, August 26, 2022.

IX. Community Funding Area Program – FY2024 Kickoff
(Information Item: Evan Koff, CAMPO, 10 minutes) **Attachment F**

The Community Funding Area Program (CFAP) is solvent with just over \$2.7 million in fund balance and about \$1.6 available for new project applications in FY24. Evan acknowledged that the previous CFAP fund recipients have been very accurate in their cost estimates which has resulted in very little carry over from prior years. He noted that Wake Forest was a standout using all but \$2000 of their FY22 budget last year. He thanked those program participants for their accurate planning work. We have, to date, provided funds for 3 operating projects, 3 capital projects and 7 actionable planning efforts have been conducted. The program has been very successful and looks to continue that trend.

Applicant training is required each year for each potential applicant. This year's event will be held the week of October 24th, with the call for projects officially launching on October 31st. Invitations for the training will be sent out as soon as a date has been narrowed down. Evan also reminded the group that the CFA selection process will happen concurrent with the Work Plan development cycle. Selected projects will be included in the recommended FY24 Work Plan released for public review in May.

Nathan asked what the local split is for CFA allocations and whether it is different depending on the type of project being funded, operating vs capital. Evan replied that there is a 30% maximum use of available funds per project that the TPAC can choose to be flexible or firm with, but that there is no set percentage on how much available funds can go to each project type. Allocations are decided through the project selection process conducted each year.

Received as information.

X. Public Review of Draft Wake Transit Community Engagement Policy
(Action Item: Curtis Hayes, GoTriangle, 30 minutes) **Attachment G, H & I**

GoTriangle is the lead agency for Wake Transit engagement and communications. Curtis reviewed the anticipated adoption schedule for the draft Wake Transit Community Engagement Policy, Attachment G, noting that the CE Subcommittee will be seeing the draft again at its September meeting to discuss any public feedback received that may require discussion and to view any edits made to the draft.

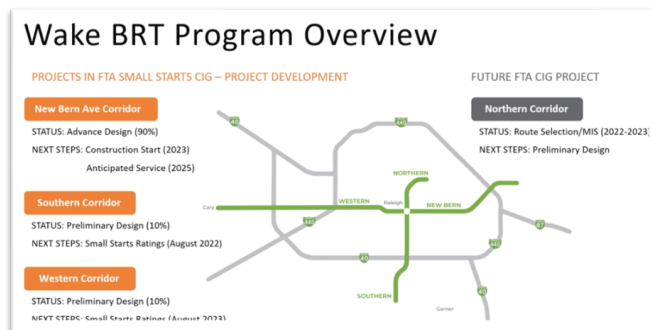
He drew attention to section 1.6 which notes that the policy doesn't supersede federal, state or locally adopted engagement requirements. Section 6.3 notes that engagement efforts should include measurable goals. And he pointed out that the tables in the appendix are tools for partners to use. Stephanie added that the 2nd table is the outline of what is required for the specific project and planning activities that are undertaken by each project sponsor. Non-compliance with the policy would most likely stem from missing steps outlined in the table. CAMPO also encourages partners to take some time to review the entire policy and share questions and comments with Curtis.

A draft engagement strategy template has been created and it, along with other tools are available for partner use to meet policy expectations. During the 45-day comment period scheduled for August 15 – September 29, 2022 a variety of outreach methods will be utilized. Curtis showed a list of outreach methods planned to be used and shared the schedule for deployment. He then asked partners to review the draft policy to ensure that future engagement efforts and activities will be consistent, comprehensive and build trust with the community. Comments and questions should be emailed to rhayes@gotriangle.org.

Received as information.

XI. Project Update: Wake BRT: Southern Corridor
(Information Item: Het Patel, Raleigh, 15 minutes)


Het introduced Cara Russel as a new member of the BRT planning team and TPAC participant. He then provided an overview of Wake BRT program planning and implementation. He highlighted that the Southern Corridor small starts rating process is underway now (August 2022) and that Western Corridor has been scheduled for next year (August/September 2023). The final ratings decision for New Bern is expected in the next couple of weeks, and then the City hopes to go out for final design bid by the end of the year.



Wake BRT: Southern Corridor

Background

- October 2020 – Raleigh City Council endorsed S. Wilmington Street as preferred route for the northern section
- April 2021 – Town of Garner Council endorsed S. Wilmington Street Extension as preferred route for the southern section
- April 2022 – Raleigh City Council endorsed full Locally Preferred Alternative (LPA)
- June 2021 – Capital Area MPO adopted the LPA in Metropolitan Transportation Plan (MTP)
- July 2021 – Project was accepted into Federal Transit Administration (FTA) Capital Investment Grant (CIG) Small Starts Project Development
- Fall 2021 – Initiated 0-30% design and NEPA work




Wake BRT: Southern Corridor

Overview

- 5.1 miles, 3.8 miles of dedicated lanes
- Connecting downtown Raleigh and Roper Road in Garner
- Ten (10) proposed stations – nine (9) new
- Seven (7) CNG or other alternatively fueled buses

Timeline

- Fall 2022 – Began preliminary design
- Summer 2023 – 10% design
- August 2023 – Anticipated FTA CIG Small Starts Ratings Submission




Wake BRT: Western Corridor

Overview

- Approximately 12 miles
- 20 proposed stations
- Downtown Raleigh to Downtown Cary
- Ten (10) CNG buses or other alternatively fueled buses

Timeline

- Fall 2020 – LPA adopted
- Winter 2020 – Accepted into Project Development
- January 2021 – Began preliminary design
- Fall 2022 – 10% design
- Fall 2023 – Anticipated 30% design
- Fall 2023 – Anticipated FTA CIG Small Starts Ratings Submission



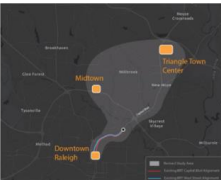
Wake BRT: Northern Corridor

Overview

- Planning phase – currently undergoing a Major Investment Study (MIS)
- 2021 Wake Transit Plan Update recommended extensions to the Northern Corridor
- Purpose of the MIS is to develop recommendations to connect downtown Raleigh to Midtown and Triangle Town Center, and phasing opportunities for implementation
- Study duration – 12 to 18 months

Timeline

- Spring 2022 – Major Investment Study Kickoff
- Fall 2022 – MIS Kickoff (Fall 2022)
- Review/study of alternatives further – refinement and detailed screening (2023)
- Locally Preferred Alternatives for midtown Raleigh and Triangle Town Center (Midtown North Council of 2023)



*View this BRT Corridor specific information on full size slides in the TPAC presentation archived at: <https://www.campanc.us/about-us/committees/wake-county-transit-planning-advisory-committee-tpac/archives>

XII. Subcommittee Report:

Subcommittee meeting agendas and materials are posted at least 3 days in advance of scheduled meetings. <https://www.campanc.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 | 8/18 2:00-3:00pm | 8/23 – 1:30-3:30pm | 8/25 – 1:30-3:00pm |

Steve for B&F – Fun and exciting meeting to discuss initial draft FY22 revenues. Expect to have 11 months of actuals in, so 12th month will be an estimate. Will also be looking at initial estimates of FY24 Work Plan available funds and will review the updated quarterly report and reimbursement forms for this year.

Shelby asked when the cost curves will be looked at. CRT has some likely cost changes and Het just announced needing more funds for Southern Corridor BRT. Steve responded that the considerations will be built into the process through the fall Work Plan development process. If Southern gets updated during the 2nd quarter amendment cycle, it will already be in the model. Additional adjustments will be brought to the joint meetings during choices and trade-offs discussions.

David for P&P – Reviewed the July meeting minutes highlighting the finalization of the Aug-Jan Work Task List and initial discussion of the FY22 bus service performance review. Looks like we will likely cancel the August meeting and handle updates via email. September will be a busy meeting month with Work Plan amendments, Work Plan kick off, review the bus service performance memo, etc.

Andrea for CE – Annual after-action review discussion will take place on September 27th. All TPAC members are invited to attend. It's an opportunity for members to help identify what methods and strategies of outreach are working well, should be expanded or didn't work so well. In August, they expect a presentation from GoTriangle on their strategy to share the results of the Greater Triangle Commuter Rail study with the community.

XIII. Other Business

- ANY Period of Performance Extensions needed for this fall???
- FY2023 2nd Quarter Wake Transit Work Plan Amendment Requests are Due, August 26th
- Annual project progress and expenditure reviews are underway – Memo to TPAC in October
- FY2024 Work Plan kickoff and call for projects opens on September 14th

XIV. Adjourn

The next TPAC meeting is scheduled on September 14th, 2022. Gaby closed the meeting.

| TPAC Voting Record 8/10/2022 | | Action 1 | Action 2 |
|------------------------------|------------------------|-------------------------------|---------------------------------|
| Agency/Org | Action Item | July Meeting Minutes | Aug-Jan Work Task Lists |
| - | Motion -> Second -> | David Walker Shelby Powell | Shelby Powell Daniel Spruill |
| Apex | Katie Schwing | Y | Y |
| CAMPO | Shelby Powell | Y | Y |
| CAMPO | Anna Stokes | Y | Y |
| Cary | Kelly Blazey | Y | Y |
| Cary | Mark MacDougall | Y | Y |
| Fuquay-Varina | Allison Wylie | Y | Y |
| Garner | Gaby Lawlor | Y | Y |
| GoTriangle | Saundra Freeman | Y | Y |
| GoTriangle | Michelle Peele | Y | Y |
| Holly Springs | Daniel Spruill | Y | Y |
| Knightdale | Andrew Spiliotis | Y | Y |
| Morrisville | Danielle Kittredge | Y | Y |
| NCSU | Andrea Neri | Y | Y |
| Raleigh | David Eatman | Y | Y |
| Raleigh | David Walker | Y | Y |
| Wake County | Akul Nishawala | Y | Y |
| Wake County | Tim Maloney | Y | Y |
| Wake Forest | Brad West | Y | Y |
| Wendell | Brian Coates | Y | Y |