

WAKE COUNTY TRANSIT PLAN

Transit Planning Advisory Committee

TPAC Regular Monthly Meeting • December 13, 2023 • 9:30am-12:00pm

Web Link: <https://campo-nc.webex.com/campo-nc/j.php?MTID=mc3aabee09f6f9ce685b52db97f92d76c>

Meeting Code: 2530 889 9116 **Join by Phone:** 1-650-479-3208

If you need assistance to participate in this event, please email bonnie.parker@campo-nc.us or call 984-542-3601 at least 72 hours (3 business days) in advance of the scheduled meeting.

AGENDA

1. **Welcome and Introductions** (David Eatman, TPAC Chair)
2. **Adjustments to the Agenda** (David Eatman, TPAC Chair)
3. **General Public or Agency Comment** (David Eatman, TPAC Chair)

Commenters will be allotted three (3) minutes during the scheduled TPAC meeting. Commenters may also email questions and feedback to stephanie.plancich@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

4. **2024 Administrative Tasks for January Action**

(Information Item: Ben Howell, WT Program Manager, 10 minutes)

a. **TPAC Chair and Vice Chair Nominations Open**

Each January, TPAC members elect a Chair and Vice Chair to serve for the new calendar year. Nominations for the 2024 term open on December 13th and the vote to elect next year's leadership team will be included on the January 17th 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 5th, 2024.

b. **2024 Monthly Meeting Schedule**

In January, the TPAC will vote to set its 2024 meeting schedule. Last year's schedule was developed with three pre-set in-person meetings that aligned with major decision points in the Work Plan development process. It was then understood that should the need arise for additional in-person meetings the TPAC Chair can make that change with adequate notice. Staff are requesting members' feedback on how they feel that this schedule is working, what changes they'd prefer in the upcoming year, and other thoughts. A draft schedule will then be compiled and presented for TPAC review and adoption in January.

c. **Subcommittee Work Task Lists and Elections**

The subcommittee election process kicked off on November 16th when the nominations period opened at a special joint subcommittee meeting. The Chairs of each subcommittee have also been actively drafting their February – July Work Tasks List for review and adoption.

- Program Development (PD) subcommittee will vote at its meeting on December 19th.

- Community Engagement (CE) Subcommittee will vote at its meeting on January 11th.
- TPAC will review and vote to endorse the subcommittee result on January 17th.

Requested Action: Receive as information.

PLANNING AND PROGRAMMING ITEMS

5. Wake Transit Baseline Revenue Assessment Introduction

(Information Item: Ben Howell, CAMPO and Alpesh Patel, Cambridge Systematics, 10 minutes)

CAMPO has executed a contract with Cambridge Systematics for the Baseline Revenue Assessment. The Assessment will provide recommendations for updates to the policy, process, and documentation of baseline revenue and hours by Wake County Transit Plan partners. The project involves conducting a gap analysis, interviewing agency staff, and developing recommended policy and documentation updates for Wake Transit Baseline evaluation. The project is expected to be completed by the end of February. The consultant will be presenting an overview of the Assessment and outcomes of the gap analysis and agency interviews at this meeting. The consultant will come back to the February TPAC meeting to provide the final outcomes and recommendations of the Assessment.

Requested Action: Receive as information.

6. Wake Bus Plan: Service Standards and Performance Guidelines and ADA Funding Policy Updates

(Action Item: Michelle Peele, GoTriangle, 15 minutes) **Attachment B & C**

The final two deliverables within the scope of the FY2025-2030 Wake Bus Plan development process are to update the Wake Transit Route Service Standards and Performance Guidelines, Attachment B, which are used annually to evaluate route performance and to update the ADA Funding Policy, Attachment C, which establishes the process for budgeting for and reimbursing the costs of providing required ADA/Paratransit services.

Development of these documents was completed with active participation of both the Wake Bus Plan Technical Coordinating Committee and the TPAC's Program Development Subcommittee. On October 24, 2023, subcommittee members voted unanimously to recommend both policies for TPAC consideration. (Voting Agencies: CAMPO, GoTriangle, Wake County, Fuquay-Varina, NC State, Raleigh, Morrisville, Holly Springs, Wake Forest, Apex, Cary). Staff will provide an overview of both draft documents for TPAC member review and discussion.

Requested Action: Recommend the FY2025-2030 Wake Bus Plan: Service Standards and Performance Guidelines and ADA Funding Policy to the Wake Transit governing boards for approval.

7. FY2023 Wake Transit Progress Report and Financial Statement

(Information Item: Michelle Peele and Jennifer Hayden, GoTriangle, 15 minutes) **Attachment D & E**

Developing the FY2023 Wake Transit Progress Report and preparing our annually audited financial statement are tasks assigned to GoTriangle as part of its Tax District administration responsibilities (Article IX of the Wake County Transit Governance Interlocal Agreement). The annual Wake Transit Progress Report, Attachment D, focuses on providing Wake Transit Plan implementation updates and accomplishments that occurred through FY2023. It provides transit operational updates as well as major milestones, completion notices and other capital project highlights. The Annual Comprehensive Financial Report (ACFR) assesses Wake Transit's fiscal health coming out of the previous year and documents our economic outlook for current and future years. The FY2023 ACFR was prepared and submitted for audit by GoTriangle's finance team and is included as Attachment E.

Requested Action: Receive as information.

8. 2023 Onboard Customer Survey Results

(Information Item: Liz Raskopf, GoTriangle, 10 minutes) **Attachment F**

GoTriangle staff will present the results of the onboard customer surveys conducted in May 2023.

Requested Action: Receive as information.

9. Wake Transit-Funded Project Updates

a. Wake Forest Transit Update

(Information Item: Emma Linn, Wake Forest, 10 minutes)

Presentation providing a performance update on the Wake Forest Loop and an overview of the Town of Wake Forest’s recently adopted Transit Plan, including the Town’s efforts to implement the Plan.

b. GoApex Program Update

(Information Item: Katie Schwing, Apex, 10 minutes)

Town of Apex staff will present an update on GoApex, including an FY23 performance summary and the status of FY24 CFA-funded projects.

c. Cary Project Progress Updates

(Information Item: Kelly Blazey, Cary, 10 minutes)

Cary staff will provide an update on the Town’s Wake Transit-funded capital projects including an update on the Downtown Multimodal Center’s development progress.

d. GoTriangle Bus Stop Improvement Program Update

(Information Item: Paul Black, GoTriangle 10 minutes)

Presentation sharing project progress improving Wake County bus stops.

Requested Action: Receive as information.

10. Subcommittee Update

Subcommittee meeting agendas and materials are posted online at least 3 days before each meeting at <https://www.campo-nc.us/about-us/committees/wake-county-transit-planning-advisory-committee-tpac/subcommittee>.

Subcommittee	Program Development	Community Engagement
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Chair	Kevin Wyrach, Town of Cary	R Curtis Hayes, GoTriangle
Vice Chair	Shavon Tucker, City of Raleigh	Bonnie Parker, CAMPO
Next Meeting	12/19, 1:30-3:30pm	1/11, 1:30-3:00pm

11. Workgroup and Study Updates (Michelle Peele)

- Fare Workgroup
- Technology Workgroup

12. Other Business

- The FY2024-Q1 Wake Transit Quarterly Progress Technical Report is complete and posted to the Wake Transit SharePoint site.

13. Adjourn

The next TPAC meeting will be virtual on January 17, 2024 (3rd Week)