

# WAKE COUNTY TRANSIT PLAN

## Transit Planning Advisory Committee

TPAC Regular Monthly Meeting • February 15, 2023 • 9:30am-12:00pm

Meeting Link: <https://campo-nc.webex.com/campo-nc/j.php?MTID=m83d8302ac2f29bd05984da1340616b05>

Call in Number: 1-650-479-3208

Meeting Code: 2535 437 0269#

If you need to request assistance to participate in this event, please email [stephanie.plancich@campo-nc.us](mailto:stephanie.plancich@campo-nc.us) or call her at 984-542-3606 at least 72 hours (3 business days) in advance of the scheduled meeting.

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### 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](mailto: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. **Adoption of TPAC Meeting Minutes**  
(Action Item: David Eatman, TPAC Vice-Chair) **Attachment A**

**Requested Action:** Adopt the December 2022 TPAC meeting Minutes.

- V. **2023 TPAC Chair and Vice Chair Election**  
(Action Item: Stephanie Plancich, TPAC Administrator, 5 minutes)

Each January, TPAC members elect a Chair and Vice Chair, from amongst its primary voting membership, to serve for the new calendar year. The TPAC administrator opened nominations for the 2023 term on December 14<sup>th</sup>. Members will review the nominees and elect their leadership team on January 18<sup>th</sup>.

**Requested Action:** Vote to elect the 2023 TPAC Chair and Vice Chair.

- VI. **2023 Monthly Meeting Schedule**  
(Action Item: Stephanie Plancich, TPAC Administrator, 5 minutes) **Attachment B**

At the December TPAC meeting, members discussed the recommendation to continue the TPAC's current monthly meeting schedule on the second Wednesday of each month from 9:30am-12:00pm and the option to begin offering a hybrid in-person/virtual meeting format was proposed. No comments were submitted after the meeting. The draft 2023 meeting schedule is posted with this agenda as **Attachment B**. The recommendation moving forward for TPAC consideration is to continue the current monthly meeting schedule and for CAMPO to continue hosting TPAC meetings virtually until its relocation to The Fenton has been completed and hybrid meeting capabilities are fully functional. At that time, available options to begin offering in-person/virtual TPAC meetings will be considered by the Chair and Vice Chair and presented for discussion.

**Requested Action:** Adopt the 2023 meeting schedule and continue meeting virtually until the TPAC approves a future hybrid option.

**VII. Weighted Voting Structure Update**

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

In accordance with the TPAC bylaws, the TPAC's weighted voting structure is updated to reflect current population data each year. The 2023 structure, Attachment C, reflects the 2021 population estimates published in December by the Office of State Budget and Management (OSBM).

**Requested Action:** Receive as information.

**VIII. Creation of Program Development Subcommittee**

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

In December the TPAC received an overview presentation of a proposed change in subcommittee structure that was being considered by the Budget & Finance (B&F) and Planning & Prioritization (P&P) Subcommittees. Over the past couple of years, the two groups have moved away from a Wake Transit Plan and process development focus to more of a program maintenance and implementation focus. The assigned work tasks of both groups are so interwoven that most of their meetings have been held jointly for the past two years. Through ongoing discussion with both subcommittee Chairs and members, a proposal, Attachment D, to merge the two subcommittees into one Program Development Subcommittee was finalized and on December 15<sup>th</sup>, the B&F and P&P members voted unanimously to recommend that the TPAC approve the permanent merging of the subcommittees.

**Requested Action:** Approve the merger of the TPAC's Budget & Finance and Planning & Prioritization Subcommittees into the new Program Development Subcommittee.

**IX. Subcommittee Work Task Lists and Election Results**

(Action Item: Stephanie Plancich, TPAC Administrator, 5 minutes) **Attachment E & F**

Like the TPAC process, the subcommittee members elect a Chair and Vice Chair for each active subcommittee to serve for the calendar year. The results of those elections are then presented to the TPAC for endorsement.

As noted above, the B&F and P&P subcommittees voted to merge their two groups but recommended that one of the Chair positions be filled by someone with a planning and programming background and the other by someone in finance and budgeting. This was considered for the 2023 PD subcommittee election. Kevin Wyrauch (Cary-Planning) was elected to serve as the Chair and Shavon Tucker (Raleigh-Finance) to serve as Vice Chair for the 2023 term. The members also discussed and voted to approve a new February-July Work Task List, Attachment E, for the Program Development Subcommittee.

Similarly, at its meeting on January 12, 2023, Community Engagement (CE) Subcommittee members voted to elect Curtis Hayes (GoTriangle) as Chair and Bonnie Parker (CAMPO) as Vice Chair for the 2023 term. Attachment F is a copy of the CE Subcommittee's February-July Work Task List.

**Requested Action:** Endorse the 2023 Chair and Vice Chair election results and the February-July Work Task Lists for the Community Engagement and Program Development Subcommittees.

## PLANNING AND PROGRAMMING ITEMS

### X. Release of Draft FY2024 Wake Transit Work Plan and Recommended FY2025-2030 Wake Bus Plan for Public Review and Comment (Action Item)

#### a. Release of Draft FY 2024 Wake Transit Work Plan

(Anna Stokes, CAMPO and Steven Schlossberg, GoTriangle, 30 minutes) **Attachment G**

The TPAC and its assigned lead agencies are responsible for the development of all components of the annual Wake Transit Work Plan. CAMPO staff will provide an overview of the Draft FY 2024 Wake Transit Work Plan, and GoTriangle staff will provide an overview of the financials supporting it at the February 15<sup>th</sup> TPAC meeting. The TPAC review copy of the Draft FY 2024 Wake Transit Work Plan was shared three weeks in advance of the meeting and is provided as Attachment G. Included in the draft is the proposed Annual Operating Budget, Annual Capital Budget, Multi-Year Operating Program, Multi-Year Capital Improvement Plan, as well as an update to the Wake Transit Financial Plan and financial model assumptions. Operating and capital funding agreements will be included in the final version of the document after the Work Plan's adoption in June. The TPAC will review and discuss the draft FY2024 Wake Transit Work Plan and consider authorizing staff to publish it for public review and comment.

#### b. Release of Recommended FY2025-2030 Wake Bus Plan

(Jenny Green, GoTriangle, 20 minutes) **Attachment H**

This Wake Bus Plan update recommends bus service improvements in Wake County for fiscal years 2025 through 2030. While it specifically addresses new bus services funded with Wake Transit revenues, the Wake Bus Plan also proposes changes to existing routes that will make bus service more useful and more responsive to changing travel patterns. Led by GoTriangle, the plan has been in development since July 2021 with consultant support and guidance from partner transit agencies, municipalities, CAMPO, and other key institutions in Wake County. Now, the recommended plan for bus service improvements in fiscal years 2025-2030 is ready to be released to the public for review and comment. At this meeting, GoTriangle will provide an overview of the recommendations included in the plan.

#### c. Engagement Materials for FY24 Work Plan and FY25-30 Wake Bus Plan Comment Period

(R Curtis Hayes, GoTriangle, 20 minutes) **Attachment I, J, K & L**

The public review and comment period for the Draft FY 2024 Wake Transit Work Plan and Recommended FY2025-2030 Wake Bus Plan is scheduled for February 20 through March 22, 2023. Digital channels and in-person events will help inform the entire Wake County audience and facilitate their equal access to educational materials and the survey. Wake Transit partners are encouraged to schedule emails, social media posts, post website information, and share the outreach information through their other channels to help promote the importance of community feedback.

**Requested Action:** Release the Draft FY24 Wake Transit Work Plan and Recommended FY2025-2030 Wake Bus Plan for a public review and comment period from February 20<sup>th</sup> – March 22<sup>nd</sup>, 2023.

### -- Conduct Roll Call Vote --

1. December Meeting Minutes
2. 2023 TPAC Election Results
3. 2023 TPAC Meeting Schedule
4. Create Program Development Subcommittee
5. Endorse Subcommittee Task List and Election Results
6. Release FY24 Work Plan & FY25-30 Buds Plan

I. **FY2023 Work Plan Amendment Submission Process Update**

(Information Item: Evan Koff, CAMPO, 5 minutes)

The newly created Senior Wake Transit Planner position provides technical support for Wake Transit Work Plan development and maintenance including leading its ongoing amendment process. There are two amendment cycles remaining in FY2023, Attachment M. The deadline to submit amendment requests for the FY2023 or prior year Work Plans for consideration of approval by the Wake Transit governing boards is **Tuesday, February 28, 2023**. Then, a special amendment cycle only for period of performance extension requests will be held. The due date to request an extension is **May 26, 2023**.

Until further notice, please submit your applications via email to both Evan Koff ([evan.koff@campo-nc.us](mailto:evan.koff@campo-nc.us)) and Anna Stokes ([anna.stokes@campo-nc.us](mailto:anna.stokes@campo-nc.us)), as well as uploading your materials to the Wake Transit SharePoint. Visit the Annual Work Plans webpage to view the updated amendment request form and amendment schedule (<https://www.campo-nc.us/programs-studies/transit/wake-transit-plan/annual-work-plans>).

**Requested Action:** Receive as information.

II. **Subcommittee Report: Attachment M (August-January Subcommittee Summary Reports)**

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	Joint or 1 <sup>st</sup> PD Meeting	Community Engagement
Chair(s)	Kevin Wyrauch, Town of Cary	R Curtis Hayes, GoTriangle
Vice Chair(s)	Shavon Tucker, City of Raleigh	Bonnie Parker, CAMPO
Next Meeting	Tues. 2/21, 1:30-3:30pm	Thurs. 2/23, 1:30-3:00pm

**Other Business**

- **Community Funding Area Program (CFAP)** selection process is underway. Attachment N is the updated CFAP schedule. More information will be provided at the 2/21 subcommittee meeting.
- **Annual Project Progress and Expenditures Review** will be occurring into March. Process overview presentation and schedule will be presented at 2/21 subcommittee meeting.
- **Fare Workgroup** is being reconvened. Transit partners are in the process of evaluating the possible reinstatement of transit fares in FY24. The financial model currently includes farebox revenue that is attributable to specific Wake Transit funded routes. The Fare Workgroup will discuss FY24 fare impacts, future year fare impacts and Wake Transit’s participation if fares continue to be suspended on some or all systems. The first meeting of the workgroup will be scheduled in the near future. If you are interested in participating in the workgroup discussion, please send an email to Steve Schlosberg, [SSchlossberg@gotriangle.org](mailto:SSchlossberg@gotriangle.org), by February 22, 2023.
- New CAMPO address and contact information is posted at: <https://www.campo-nc.us/about-us/staff>

III. **Adjourn**

The next TPAC meeting is scheduled to be held virtually on March 15<sup>th</sup>, 2022.

\* 3<sup>rd</sup> Week of the month

March agenda will include regular business as well as several capital project progress presentations.