

WAKE COUNTY TRANSIT PLAN

Transit Planning Advisory Committee

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

Meeting Minutes

I. Welcome and Introductions (David Eatman, TPAC Vice-Chair)

David Eatman welcomed attendees to the February TPAC meeting.

2/15/23 TPAC Attendance		PM= Primary Member, VA= Voting Alternate, OA= Other Alternate, MG= Meeting Guest									
Agency/Org	Name	PM	VA	OA	MG	Agency/Org	Name	PM	VA	OA	MG
Vice-Chair/Raleigh	David Eatman	x				Holly Springs	Daniel Spruill	x			
Apex	Katie Schwing	x				Knightdale	Andrew Spiliotis	x			
CAMPO	Chris Lukasina	x				Morrisville	Danielle Kittredge	x			
CAMPO	Anna Stokes		x			NC State University	Andrea Neri	x			
CAMPO	Stephanie Plancich				x	Raleigh	Michael Moore	x			
CAMPO	Evan Koff				x	Raleigh	David Walker			x	
CAMPO	Bonnie Parker				x	Raleigh	Het Patel			x	
CAMPO	Crystal Odum				x	Raleigh	Andrea Epstein			x	
Cary	Christine Sondej		x			Raleigh	Andrew Miller				x
Cary	Kevin Wyrach		x			Raleigh	Cara Russell				x
Cary	Mark MacDougall				x	Raleigh	Melanie Rausch				x
Cary	Jorge Salazar				x	Raleigh	Ryan Boivin				x
Cary	Fabian Rodriguez				x	Raleigh	Shavon Tucker			x	
Cary	Brandon Watson		x		x	Raleigh	Ben Bruster				x
Fuquay-Varina	Allison Wylie	x				Raleigh	Beth Smith				X
GoTriangle	Michelle Peele	x				Raleigh	Janice Copeland				X
GoTriangle	Sandra Freeman				x	RTF	Travis Crayton	x			
GoTriangle	Chuck Lattuca				x	Wake County	Akul Nishawala	x			
GoTriangle	R. Curtis Hayes				x	Wake County	Tim Gardiner	x			
GoTriangle	Steve Schlossberg				x	Wake Forest	Brad West		x		
GoTriangle	James Carter				x	Wake Up Wake Co.	Nathan Spencer				x
GoTriangle	Jenny Green				x	Zebulon	Aaron Chalker	x			
						HDR	Patrick McDonough				X

II. Adjustments to the Agenda

There were no adjustments to the agenda.

III. General Public or Agency Comment (David Eatman, TPAC Vice-Chair)

Comments were made by two people during the open comment period. The first person who spoke was Nathan Spencer, a Raleigh Transit Authority and WakeUp Wake County representative. Mr. Spencer had three comments. The first was to share that the March meeting of the WakeUp Wake County Transportation, Land Use, & Housing (TLUH) Committee will be a discussion on the first large-scale study done on the effect of BRT on property values. TPAC members were invited to attend the presentation on March 1st at 3pm. For his

second comment, Mr. Spencer noted that he appreciates that the TPAC is considering updates to how the effectiveness of Wake Transit investments are being measured. Mr. Spencer believes that moving away from ridership totals and refocusing on qualitative impacts to quality of life, economic support, etc. is important.

Lastly, Mr. Spencer's third comment was to share that he and other partners will be providing feedback on Bus Plan components. It is his opinion that too many bus routes are going to Downtown Raleigh and that not enough routes are planned to support the future BRT services. Studies since COVID have shown that downtown focus needs to shift to serve more neighborhoods and coverage areas. Mr. Spencer also believes that replacing the Route 15 goes against feedback provided by the community to date. That route is a "hot button issue" that should be further discussed and considered.

Anna Stokes of CAMPO spoke next to announce Evan Koff's promotion to Senior Wake Transit Planner. Ms. Stokes noted that this was a well-deserved promotion. In his new role Mr. Koff will be taking a larger leadership role in the development of the Wake Transit Work Plans so Ms. Stokes asked that he be cc'ed on all Work Plan related e-mails from TPAC members moving forward. Additionally, Ms. Stokes noted that job advertisements for the Wake Transit Planner position previously held by Mr. Koff, as well as two other CAMPO positions, will be posted very soon.

TPAC ADMINISTRATIVE ITEMS

IV. TPAC Meeting Minutes

(Action Item: David Eatman, TPAC Vice-Chair, 5 minutes) **Attachment A**

MOTION to adopt the December TPAC meeting minutes made by Michael Moore. Second by Daniel Spruill. No Comments. Passed.

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. However, since there was no January TPAC meeting this year this item was heard in February. The TPAC administrator opened nominations for the 2023 term on December 14th.

Stephanie Plancich, the TPAC Administrator, noted that David Eatman has been nominated to move into the Chair role, and that Akul Nishawala was nominated to serve as the new Vice Chair. Both have indicated their interest and availability to serve the TPAC for the 2023 term.

MOTION to elect David Eatman as the TPAC Chair and Akul Nishawala as Vice Chair for the 2023 term made by Michelle Peele. Second by Christine Sondej. No Comments. Passed.

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.

MOTION to adopt the 2023 meeting schedule and continue meeting virtually until the TPAC approves a future hybrid option made by Daniel Spruill. Second by Michelle Peele. No Comments. Passed.

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).

The only modification made for 2023 is an additional vote applied to the Town of Apex's total as a result of the new fixed route service provided by the Town.

Received 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 15th, the B&F and P&P members voted unanimously to recommend that the TPAC approve the permanent merging of the subcommittees.

Stephanie Plancich reviewed the PD Subcommittee overview with the TPAC pointing out the five (5) specific guidelines drafted to meet the needs and expectations of the B&F and P&P members.

1. The proposed Program Development (PD) Subcommittee is a merger of the B&F and P&P Subcommittees.
2. The adopted procedures outlined in the TPAC Subcommittee Guidelines (membership, voting, leadership, administrative responsibilities, etc.) will be maintained.
3. The core functions of B&F and P&P will continue. They'll remain stand-alone tasks or, where appropriate, will be blended into the tasks published on the PD Work Task List.
4. The monthly meeting schedule of the 4th Tuesday (1:30-3:30pm) will be carried into 2023 since a significant majority of the merged membership already have those dates reserved.
5. The Chair and Vice Chair positions of PD should be filled by one financial representative and one planning and programming representative whenever possible, and more leadership from smaller communities is encouraged.

MOTION to approve the merger of the TPAC's Budget & Finance and Planning & Prioritization Subcommittees into the new Program Development Subcommittee made by Travis Crayton. Second by Allison Wylie. No Comments. Passed.

IX. Subcommittee Work Task Lists and Election Results
(Action Item: Stephanie Plancich, TPAC Administrator, 5 minutes) **Attachment E & F**

Ms. Plancich next presented on the Subcommittee Work Task Lists and election results for committee chairs. 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.

MOTION to endorse the 2023 Chair and Vice Chair election results and the February-July Work Task Lists for the Community Engagement and Program Development Subcommittees made by Christine Sondej. Michelle Peele Second. No Comments. Passed.

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**

Anna Stokes of CAMPO presented the Draft FY 2024 Wake Transit Work Plan. 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 15th 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.

During this presentation Ms. Stokes noted that several comments have already been received from TPAC member organizations and that these comments were being incorporated into the Draft Plan which will be distributed for public review and comment. Ms. Stokes noted that all comments are being captured in

a comment matrix. Tim Gardiner of Wake County commented to ask about how the comment matrix would be shared and Ms. Stokes noted that it would be a part of the engagement summary report.

b. Release of Recommended FY2025-2030 Wake Bus Plan

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

Jenny Green of GoTriangle next gave an update on the Recommended Wake Bus Plan which 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.

This update follows nineteen months of cooperative effort across the Wake Bus Plan stakeholders and the GoTriangle team is excited to be releasing the FY2025-2030 Wake Bus Plan for public review and comment. The bus plan update builds upon the originally adopted 2018 Bus Plan, and supports the updated goals and objectives published in the 2021 adopted Wake Transit Plan.

Kick off for this planning process was in July, 2021. Nelson Nygard is the lead consultant for the project and has worked closely with GoTriangle and partner staff throughout the plan development process. The February-March 2023 review and comment period is the final engagement period that will be supported by Nelson Nygard. Input received will be compiled and considered for the final Wake Bus Plan that will be presented to the governing boards for adoption later in summer 2023.

OVERVIEW

What is the Wake Bus Plan?

- Defines and recommends bus operating and capital projects
 - Focus on short-term investments for FY2025-2027
 - But also for FY2028-2030
- Evaluation of markets and performance of existing services
- Included three rounds of community engagement
 - Feedback on access to transit (Fall 2021)
 - Comment on draft service improvements (Spring 2022)
 - Comment on recommended improvements and timing (Winter 2023)

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**

Curtis Hayes on GoTriangle's staff next presented about the joint Draft FY 2024 Wake Transit Work Plan and Recommended FY2025-2030 Wake Bus Plan engagement effort. The public review and comment period 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.

MOTION to release the Draft FY24 Wake Transit Work Plan and Recommended FY2025-2030 Wake Bus Plan for a public review and comment period from February 20th – March 22nd, 2023 made by .

I. FY 2023 Work Plan Amendment Submission Process Update

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

Evan Koff of CAMPO next gave an update on upcoming deadlines for the FY 2023 Wake Transit Work Plan 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) and Anna Stokes (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>).

Received 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 st PD Meeting	Community Engagement
Chair(s)	Kevin Wyrach, 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 Schlossberg, 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 15th, 2022.

** 3rd Week of the month*

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