

# WAKE COUNTY TRANSIT PLAN

## Transit Planning Advisory Committee

TPAC Regular Monthly Meeting via WebEx • August 16, 2023 • 9:30am-12:00pm

### Minutes

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

David welcomed everyone back after our summer break. We did camera-on introductions to increase member awareness. Introductions included Suvir Venkatesh, the new Wake Transit Planner at CAMPO and Chris Garcia, new primary TPAC member for Holly Springs. As well as Guest from Raliegh, Sylvia Greer and Logan Healy.

8/16/23 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
Chair/Raleigh	David Eatman	x				Holly Springs	Chris Garcia	x			
Vice Chair/Wake Co						Morrisville	Danielle Kittredge		x		
Apex	Katie Schwing	x				NC State University	Than Austin	x			
CAMPO	Shelby Powell	x				Raleigh	David Walker	x			
CAMPO	Stephanie Plancich				x	Raleigh	Het Patel			x	
CAMPO	Evan Koff				x	Raleigh	Andrea Epstein			x	
CAMPO	Suvir Venkatesh				x	Raleigh	Shavon Tucker			x	
CAMPO	Crystal Odum				x	Raleigh	Andrew Miller				x
Cary	Kelly Blazey	x				Raleigh	Cara Russell				x
Cary	Christine Sondej	x				Raleigh	Melanie Rausch				x
Cary	Kevin Wyrauch		x			Raleigh	Ben Bruster				x
Cary	Mark MacDougall				x	Raleigh	Janice Copeland				x
Fuquay-Varina	Allison Wylie	x				Raleigh	Rachel Anderson				x
GoTriangle	Michelle Peele	x				Raleigh	Mason Chamblee				x
GoTriangle	Jennifer Hayden	x				Raleigh	Lanee Edwards			x	
GoTriangle	R. Curtis Hayes			x		Raleigh	Sylvia Greer				x
GoTriangle	James Carter				x	Raleigh	Tracy Chandler				X
GoTriangle	Liz Raskopf				x	Raleigh	Logan Healy				X
GoTriangle	Meg Skully				x	RTF	Travis Crayton	x			
GoTriangle	Jessica Perkins				x	Wake County	Michael James		x		
GoTriangle	Paul Black				x	Wake County	Tim Gardiner	x			
GoTriangle	Paul Kingman				x	GoWake	Anita Davis-Haywood				x
GoTriangle	Courtney Wilson				x	GoWake	Nikki Abija				x
GoTriangle	Chuck Lattuca				x	WakeUp Wake Co.	Nathan Spencer				x
GoTriangle	Scott Thomas				x	Wendell	Bryan Coates	x			
GoTriangle	Austin Stanion				x	HDR	Bill Gilmore				x
<b>Absent:</b>	Knightsdale										
	Wake Forest										
Garner	Zebulon										

**II. Adjustments to the Agenda - None**

### III. General Public or Agency Comment

Nathan Spencer addressed the group noting that this would be his last TPAC meeting representing Wake Up Wake County. He was thanked for his years of advocacy and participation by Mr. Eatman and several members.

## TPAC ADMINISTRATIVE ITEMS

### IV. Adoption of TPAC Meeting Minutes

(Action Item: David Eatman, TPAC Chair) **Attachment A**

**MOTION** to adopt the June 2023 TPAC meeting Minutes made by Shelby Powell. Second By David Walker. No comments. Passed unanimously.

### V. Subcommittee August-January Work Task Lists

(Action Item: Stephanie Plancich, TPAC Administrator) **Attachment B**

Each TPAC subcommittee has drafted and voted to adopt an August to January Work Task List. The Work Task Lists outline the specific recurring, technical and specially assigned work that the subcommittee will undertake throughout the next 6-month period. Members reviewed and voted unanimously to adopt the PD Task List at the June 27<sup>th</sup> Program Development Subcommittee meeting and similarly, at the June 29<sup>th</sup> Community Engagement Subcommittee. Both Work Task Lists, including the voting record, is included as Attachment B.

The only modification presented for TPAC consideration is an additional CE task to; Participate in the development and deployment of marketing and communications efforts in support of technology updates and new resources being deployed locally and regionally.

**MOTION** to endorse the August-January Work Task Lists of the Program Development Subcommittee and Community Engagement Subcommittee as presented today made by Katie Schwing. Second by Michelle Peele. No comments. Passed unanimously.

## PLANNING AND PROGRAMMING ITEMS

### VI. Draft Update to Wake Bus Plan: Service Standards and Performance Guidelines

(Action Item: Michelle Peele, GoTriangle and Evan Koff, CAMPO, 20 minutes) **Attachment E**

The final deliverable of the FY25-30 Wake Bus Plan update process was to review and make needed updates to the Wake Bus Plan: Service Standards and Performance Guidelines (Attachment E). The document was developed over the past several months with extensive input of the Bus Plan Update Core Technical Team members. In August, GoTriangle and CAMPO staff will review the updated document with the TPAC, the adoption schedule and plan to test the new guidelines as part of the FY24 performance review process that's underway currently.

Michelle Peele provided a brief overview of the Bus Plan update and adoption progress, set to be adopted this month. Members of the TPAC noted that comments had been submitted on the draft Bus Plan: Service Standards and Performance Guidelines and some were not reflected in today's attachment. They requested more time to review the draft and discuss a recommended version with the PD Subcommittee prior to the TPAC taking action.

**MOTION** to defer the vote to recommend the updated Wake Bus Plan: Service Standards and Performance Guidelines for adoption by the Wake Transit Governing Boards made by Shelby Powell. Second by Kevin Wyrach.

Main question being posed is regarding the incorporation of, or lack of, incorporation of comments given for inclusion in the draft. Last CTT meeting was in April. Partners do not feel they have had adequate time to talk through the implications of the draft before a TPAC vote. Deferment Passed unanimously.

\*\*\*Voting record attached at end of these minutes\*\*\*

**VII. ADA Reimbursement Policy Update**

(Information Item: Michelle Peele, GoTriangle, 5 minutes)

Over the past few weeks, questions have arisen amongst our transit provider agencies on the need to address ADA service overlap and gaps with an updated ADA Reimbursement Policy. Michelle Peele, with Nelson-Nygaard have scheduled a meeting of the Bus Plan Bus Plan Core Technical Team (CTT ) on August 24<sup>th</sup> to remind everyone of the current draft policy and to discuss next step to addressing current concerns. TPAC members interested in participating in the ADA reimbursement conversation are encouraged to email [mpeele@gotriangle.org](mailto:mpeele@gotriangle.org) to request invitation to the upcoming meetings.

**Requested Action:** Received as information.

**VIII. FY 2024 Wake Transit Work Plan Engagement Summary Report**

(Information Item: R. Curtis Hayes, GoTriangle, 10 minutes) **Attachment I**

Curtis Hayes provided a complete review of the final engagement summary report of the results of the 30-day draft and 14-day recommended public comment periods of the FY24 Wake Transit Work Plan. CAMPO held a Public Hearing and voted to adopt the plan on June 21<sup>st</sup>. GoTriangle voted to adopt the Work Plan on June 28<sup>th</sup>. A copy of the web analytics, and summary of comments received, and other outreach findings were attached as part of the meeting agenda packet, and the presentations slides, now saved in the TPAC Meeting Archives, were comprehensive. Members can find the adopted final FY24 Work Plan on the TPAC Annual Work Plans webpage, or follow a link from the GoForward/Wake/Plans webpage.

**Requested Action:** Receive Information

**IX. Annual CE Policy and CE After-Action Review Workshop Summary**

(Information Item: R. Curtis Hayes, GoTriangle, 20 minutes) **Attachment J**

Curtis Hayes next provided an overview of the recommendations and findings of the Community Engagement After-Action Review Workshop that took place on August 2. A full review of the program and project-level activities was provided during the workshop. Good representation from TPAC partner agencies was present and discussion resulted in several improvement recommendations to be deployed moving forward.

He noted things that are going well include: Community Engagement Policy compliance; Converting views to comments; Digital saturation; In person tabling locations; Partner support and ripple effect.

Area to be improved include: Developing a streamlined approach to combined efforts when they must happen at the same time (Ex. Work Plan and Bus Plan); Engaging targeted audiences; Print material effectiveness; Social media followers; Strategic event planning and improve member participation in decision-making process.

One example of how we are addressing these needs, is that staff tested in-meeting polling and found it successful and got positive support to incorporate it more broadly. Wake Transit has since purchased a menti.com subscription to deploy polls at monthly meetings, at public events, and other appropriate venues when it meets the needs of the activity.

**Requested Action:** Received as Information

**X. FY2024 TPAC Master Calendar and Amendment Schedule**  
(Information Item: Stephanie Plancich, TPAC Administrator, 5 minutes) **Attachment C & D**

Stephanie Plancich presented the FY24 Master TPAC Activities Calendar (Master Calendar) and the FY24 Work Plan Amendment Schedule. The drafting process began in June, a comment period for subcommittee and TPAC members ran through July 14<sup>th</sup>. Final edits were made based on the comments received and the final draft is being provided to TPAC members today. Similar to last year's master calendar, Attachment C, includes partner submission deadlines, engagement information, and incorporates the quarterly report and amendment cycles.

**Requested Action:** Received as information.

**XI. Community Funding Area Program – FY2025 Kickoff**  
(Information Item: Evan Koff, CAMPO, 10 minutes) **Attachment F**

Evan Koff presented an overview of available funding amounts for Community Funding Area Program (CFAP) investment in FY25 and the schedule for the upcoming FY2025 Community Funding Area Program call for projects and project selection process. This schedule, Attachment F, also provides key dates for the ongoing management of FY2024 and prior year CFAP projects.

A total of \$1.3 million is available for planning, operating and capital projects in FY25. Evan reminds applicants though, that a 30% operating funding cap is in place. That cap in Fy25 will be just over \$787,000.

The mandatory CFAP applicant training will be scheduled the week of October 23<sup>rd</sup>. Call for projects opens on October 30<sup>th</sup> and closes on January 5<sup>th</sup>. The selection process will conclude by the end of February, when selected projects will be included in the recommended FY25 Work Plan for public review and comment in May.

**Requested Action:** Receive as information.

**XII. Technology Integration Workgroup Overview**  
(Information Item: Austin Stanion, GoTriangle, 10 minutes) **Attachment G & H**

To implement the recommendations outlined in the 2019 Regional Technology Integration Study (Attachment G), a Technology Integration Manager, Austin Stanion, has been hired by GoTriangle to facilitate the coordination of our regional transit technology program with the transit partners in Wake, Durham and Chapel Hill. TPAC members received a comprehensive overview of the implementation activities that have been occurring over the past few months and were provided a copy of the new Technology Workgroup identification worksheet for more detailed information on the group's path forward.

Austin established a clear foundation for understanding the project and progress by beginning with defining key terms and sharing a graphic that displayed how the different technology components work together within the system. He reminder members that for the past several years partners used TransLoc to collect and share transit information internally and with the community. TransLoc can no longer meet local needs and needs to be replaced. Partners are discussing using UMO as the new system. Transit providers are in varying places in the

process to share real time information and to determine the best way to meet their rider needs. That’s where the work group will come in and help move the project toward full implementation.

Members were very engaged in this discussion and showed a lot of interest in the process, the next steps and ultimately members wanted assurance that at the end of the development process, the riders, our end users, will have access to a coordinated source of information no matter which provider services they use.

Austin confirmed that a coordinated and consistent rider experience is the goal but work still needs to be done to get us there.

**Requested Action:** Received as information.

**XIII. Subcommittees**

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
<b>Chair(s)</b>	Kevin Wyrauch, Town of Cary	R Curtis Hayes, GoTriangle
<b>Vice Chair(s)</b>	Shavon Tucker, City of Raleigh	Bonnie Parker, CAMPO
<b>Next Meeting</b>	Tues. *8/29, 1:30-3:30pm	Thurs. *8/31, 1:30-3:00pm

\* Meeting shifted to 5<sup>th</sup> week of August.

**XIV. Other Business**

- **Governing Board Actions**
  - i. **FY2024 Wake Transit Work Plan: Adoption Update**  
Both the CAMPO Executive Board and GoTriangle Board of Trustees voted to adopt the FY2024 Wake Transit Work Plan at their respective June Meetings.
  - ii. **Period of Performance Extensions: Adoption Update**  
Action to approve the requested Period of Performance Extensions is expected to be considered at the August CAMPO and GoTriangle Board meetings.
  - iii. **FY25-30 Wake Bus Plan: Adoption Update**  
Action to approve the requested Period of Performance Extensions is expected to be considered at the August CAMPO and GoTriangle Board meetings.
  
- **Wake Transit Program Manager** has been hired. CAMPO will welcome Ben Howell, former TPAC Chair and current CAMPO TCC Chair, on August 21<sup>st</sup> as the new Wake Transit Program Manager.
  
- **FY2024/Q2 Work Plan Amendment Requests Due on 25<sup>th</sup>**  
The FY2024 Work Plan Amendment Schedule, has been posted to the Work Plan webpages and is included here as Attachment D. The deadline for 2<sup>nd</sup> quarter submissions is August 25, 2023. Please plan to submit through the Wake Transit SharePoint site.  
Staff Contact: [evan.koff@campo-nc.us](mailto:evan.koff@campo-nc.us)

- **FY2025 Work Plan Kickoff and Call for Projects**

TPAC will meet **in-person** for its September 13<sup>th</sup> regular monthly meeting. Guest may watch the meeting online but only those members attending in person will have the ability to participate in the discussion and vote on action items. The FY25 Call for Projects will be open from Sept 13 – Oct 13.

Staff Contact: [Stephanie.plancich@campo-nc.us](mailto:Stephanie.plancich@campo-nc.us)

**XV. Adjourn**

The next TPAC meeting, agenda to include the FY2025 Work Plan Kickoff, is scheduled to be held **IN-PERSON** at CAMPO (1 Fenton Main, Suite 201, Cary NC) on Wednesday, Sept. 13, 2023. Virtual attendees may listen in but are not able to participate in the discussion.

**Voting Record:**

6/14/23 TPAC Voting Record		Action 1	Action 2	Action 3
Agency/Org	Action Item	Approve the June TPAC meeting minutes	Endorse Aug-Jan PD & CE Work Task Lists	Defer voting on Service Standards & Performance Guidelines
-	Motion -> Second ->	Shelby Powell David Walker	Katie Schwing Michelle Peele	Shelby Powell Kevin Wyrauch
Apex	Katie Schwing	Y	Y	Y
CAMPO	Shelby Powell	Y	Y	Y
Cary	Kelly Blazey	Y	Y	Y
Cary	Kevin Wyrauch	Y	Y	Y
Fuquay-Varina	Alison Wylie	Y	Y	Y
GoTriangle	Michelle Peele	Y	Y	Y
GoTriangle	Jennifer Hayden	Y	Y	Y
Holly Springs	Chris Garcia	Y	Y	Y
Morrisville	Danielle Kittredge	Y	Y	Y
NC State University	Than Austin	Y	Y	Y
Raleigh	David Eatman	Y	Y	Y
Raleigh	David Walker	Y	Y	Y
RTP Foundation	Travis Crayton	Y	Y	Y
Wake County	Tim Gardiner	Y	Y	Y
Wake County	Michael James	Y	Y	Y
Wendell	Bryan Coates	Y	Y	Y