



WAKE COUNTY TRANSIT PLAN Transit Planning Advisory Committee

TPAC Regular Monthly Meeting • September 19, 2024 • 9:30am-12:00pm

Web Link: <https://campo-nc.webex.com/campo-nc/j.php?MTID=m61e6a21f88a19cd5b0b07ddfa791cb92>

Meeting Code: 2534 872 6999 **Join by Phone:** 1-650-479-3208

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

MEETING AGENDA

- Welcome and Introductions** - Traffic held up a significant amount of TPAC members. Kelly Blazey, TPAC Vice Chair, welcomed all to the meeting at 9:40am when quorum was met. Austin Stanion, Technology Program Manager, was welcomed to his first in person TPAC meeting.

9.19.24 Attendance & Voting Record					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
						Wake County	Tim Gardiner	1			
Vice Chair/Cary	Kelly Blazey	1				Wake Forest	Emma Linn	1			
CAMPO	Shelby Powell	1				Wendell	Jenine Ngwira		1		
CAMPO	Ben Howell		1			Zebulon	Cate Farrel	1			
CAMPO	Stephanie Plancich				1	Online Attendees:					
CAMPO	Steven Mott				1	Wake County	Nikki Abija				
CAMPO	Suvir Venkatesh				1	GoTriangle	Meg Scully				
CAMPO	Sarah Williams				1	Raleigh	Shavon Tucker				
Cary	Christine Sondej		1			Raleigh	Andrew Miller				
Cary	Mark MacDougall			1		Raleigh	Tierra Hadley				
Cary	Matt Cecil			1		Raleigh	Tracey Chandler				
Fuquay-Varina	Allison Wylie		1			Raleigh	Janice Copeland				
GoTriangle	Paul Black	1				Raleigh	Melanie Rausch				
GoTriangle	R. Curtis Hayes			1		Raleigh	Taylor Cooleen				
GoTriangle	Steven Schlossberg		1			Raleigh	Mason Chamblee				
GoTriangle	Paul Kingman				1	Raleigh	Cameron Zamot				
GoTriangle	Austin Stanion				1	Apex	Katie Schwing				
Holly Springs	Chris Garcia	1				Garner	Erin Joseph				
Morrisville	Caleb Allred	1				Knightdale	Austin Keefer				
NC State University	Andrea Neri	1				AECOM	Nathan Spencer				
Raleigh	David Walker		1			AECOM	Adam Meyer				
RTF	Anne Calef		1			RTA	Jacob Rigg				

Kelly reminded members that at the August meeting it was discussed that improved, regular communications between CAMPO and GoTriangle lead agency staff and the TPAC is needed. To start incorporating that we are modifying the TPAC agenda to include “Lead Agency Updates and Other Business” each month.

TPAC Chair: David Eatman, City of Raleigh
Vice Chair: Kelly Blazey, Town of Cary



Stephanie Plancich informed members of the gallery that the discussion is intended to be for TPAC members only, but if they are asked a question or are otherwise addressed to speak by the TPAC, they are asked to move close to the tables or to the microphone at the 2nd lectern in the room so that their comments can be heard by folks on line and documented in the meeting recording.

2. **Adjustments to the Agenda** -None
3. **General Public or Agency Comment** - None

TPAC ADMINISTRATIVE ITEMS

4. **Adoption of TPAC Meeting Minutes**
(Action Item: David Eatman, TPAC Chair, 5 minutes) **Attachment A**

Motion to adopt the August 2024 TPAC meeting minutes made by Paul Black. Second by Chris Garcia. No comments. Passed.

PLANNING AND PROGRAMMING ITEMS

5. **FY 2025 2nd Quarter Amendment Requests**
(Information Item: Steven Mott, CAMPO, 15 minutes) **Attachment B**

Five (5) Wake Transit Work Plan amendment requests were submitted for consideration in the FY2025 2nd quarter amendment cycle. Four (4) are major amendments. One (1) is a minor amendment. Three (3) are for Operating investments. The remaining two (2) are for Capital projects. The FY25/Q2 Amendment Request Review Packet, Attachment B, is out for a 30-day public review period from September 3rd to October 4th. The TPAC will be provided an overview of the requests in September. The Program Development (PD) Subcommittee will review the requests and engagement period progress at its meeting on September 24th. The scope and financial disposition from the subcommittee will then be presented for TPAC consideration at its meeting on October 9th.

Steven Mott walked members through the packet, highlighting the details of each amendment request and reviewing the disposition. Since the funds previously allocated to the Wake Forest Loop are being returned, it was asked how they are funding the new microtransit service. Emma Linn responded that the town would cover expenses through the end of FY25, but plan to request Wake Transit funds through CFA program in FY26.

Shelby clarified that the Rail Study is scoped to be completed in FY25 and that funding for the project is being shared with DCHC MPO. It is a technical study that will assess rail opportunities in the Durham/Wake County area and is expected to include critical path recommendations for rail development.

Received as Information

6. **Project Progress and Expenditure Review**
(Information Item: Steven Mott, CAMPO, 15 minutes) **Attachment C, D & E**

CAMPO leads the annual structured review of Wake Transit Project Progress and Expenditures Review. The over-arching goals of the review are to further encourage any necessary adjustments to budgeting and program monitoring, ensure greater communication and transparency among provider agencies, and

provide greater data-driven insights. During August 2024, Steven Mott facilitated review calls with representatives of the City of Raleigh, GoTriangle, and the Town of Cary to discuss project progress and associated expenditures for implementation elements that were allocated funding from FY 2022 to the second quarter of FY 2024. He provided the process and results overview today. Attachment C contains the review memo detailing background, insights, and takeaways. Attachment D to the FY 2024 memo summarizes project progress and expenditures. Attachment E is the question & answer matrix used for discussion with each project sponsor. Results of the review will be considered as part of the FY26 Work Plan development process.

Steven Mott noted that the review period runs from FY2022 through 2nd quarter of FY2024. He showed examples and summary tables of project progress and expenditures (PP&E) through that 10-quarter period. It was noted that COVID, driver shortages, project delays and recent return to fares all have or are anticipated to impact expenditures. Other noted challenges for under performance include contractor transition, service reduction and restorations, delays in receiving federal dollars, invoicing delays, right sizing project timelines and budgets moved things out to future years.

Additional findings include the need for discussion of the current operating carry over practices and a possible adjustment to the adopted Financial Policies document. Partners are working together now to improve expenditure reporting, especially for capital projects, to ensure future reviews can be completed in a more streamlined way.

Finally, Steven noted that due to not receiving timely or complete data for the Bus Service Performance review that was set to occur simultaneously with this PP&E review, CAMPO is unable to complete the review this year. For now, lead agency staff and partners will work to identify the challenges in tracking and reporting to establish a refined process that can be deployed for next summer's planned Bus Service review.

Kelly Blazey asked if there needed to be action taken to assign the carryover question to the Financial Policies Workgroup, then to PD Subcommittee before coming to the TPAC for recommendation. It does not need to be a formal action item. This path forward is being suggested by the lead agency staff involved, and they would like to get a "nod" from the TPAC that they concur with the policy review taking place as discussed. TPAC members were asked if anyone had additional questions and if they concur or see issue with the proposed process. Tim Gardiner concurred that we don't need formal action for these types of items, but it's important to keep the TPAC aware of activities being planned and ensure that the TPAC is on board with the plan. Kelly asked if anyone had concern and got approval from the group. Paul Kingman, Chair of the Workgroup, will add this item to an upcoming meeting agenda.

Stephanie reminded the TPAC that all members can participate in any workgroup discussion by requesting to be added to the member list

Kelly then asked about what the data issues were that made the Bus Service review not occur. Steven replied that the main cause, from his perspective, is changing staffing and the task not being transitioned forward in a clear way. The tracking spreadsheet originally created and used by GoTriangle is complex. The new staff in position to complete the ongoing tracking was not aware of the deadlines or job that needed to be done, so it was left undone for over a year. Then, when we started the review process, staff also realized that the partners, also likely due to staff changes, had not been submitting at all or in a correct format, the data needed to conduct the review. This uncoordinated process needs to be understood, evaluated and cleaned up for future years and Steven suggests that the framework be reviewed to ensure it is still meeting our needs and a redesign of the tracking template be done before the next review cycle in June/July. Balls were dropped in several ways, so the immediate work to be done is to ensure impacted partners know what is expected of them as well as lead agency staff who need to ensure the process is occurring as planned.

Tim Gardiner asked about the intended process; that every agency is required to report to somebody and that somebody is supposed to be compiling the data into the template as it is submitted. Steven confirmed that is the intended process. That the TPAC framework says broadly that GoTriangle is responsible for collecting and compiling the data. Tim then suggests that we review and expand the framework to include more specifics on who needs to do what when.

Kelly next asked if those who have had data issues are aware. David Walker replied that the City of Raleigh had failed to submit their report for the past year. They had a staffing change, and this particular report was missed on their end but also at GoTriangle as the recipient of the data until this review was initiated. The city, once notified, was able to quickly pull the data and submit it, but it was missed for a year. Steven noted that this information was supposed to be report quarterly, so that part of the process will also be reviewed as part of the framework assessment. Steven will pursue the discussions for reviewing and updating the framework, so we are ready by summer to complete the review. Things like staff burden, consolidation of reporting processes, and other aspects of the tracking process will also be reviewed. It is unclear if keeping this as a quarterly process is the best path forward.

Steven Schlossberg piggy backed that if the public isn't reading the information, that we should determine if all these reports are needed. Shelby Powell responded with a reminder that, although highly bureaucratic sometimes, these processes were put in place for the TPAC not the public. The checks and balances in place help us do our job of ensuring that we are investing \$100million per year effectively and efficiently. She stated that streamlining and improving the process is a good thing, but they were created for an important reason.

Tim Gardiner agreed with Shelby's comments and wanted to confirm that Steven/CAMPO will be leading the discussion. Steven agreed to continue to lead the process and will carry it through the PD and TPAC decision making process.

Stephanie Planchich addressed a couple of comments that mentioned administrative burden by reminding the TPAC that the reviews are not intended to occur at the same time. The PP&E review is meant to completed in March and the Bus Service review in June. She and Steven both agree that it is CAMPO's intent that we go back to that schedule in FY25.

Received as Information

7. FY 2026 Wake Transit Work Plan Kickoff

(Information Item: Steven Mott, CAMPO, Steve Schlossberg, GoTriangle, 30 minutes)

Staff from CAMPO and GoTriangle, the lead agencies responsible for all components of annual Wake Transit Work Plans, will kick off the FY26 Wake Transit Work Plan development process at the TPAC's September meeting. The kickoff presentation will include the Work Plan development schedule, instructions for submitting project funding request forms, logistics for project funding reviews by TPAC subcommittees and the preliminary revenue and expenditure assumptions anticipated to be available for FY26 operating and capital projects. The FY2026 Work Plan development schedule is included as part of the posted FY25 Master TPAC Schedule. The updated FY26 Work Plan project funding request form and corresponding instructions are provided as Attachments B & C. For support submitting your FY26 funding requests, contact steven.mott@campo-nc.us.

Key Dates

ACTION	DATE
30-Day Public Comment Period	February 25 – March 28, 2025
Updated/Modified Work Plan Funding Requests Due	March 14, 2025
Program Development Subcommittee Discussion on Changes to Draft Work Plan	March 25, 2025
Distribute Recommended Work Plan to TPAC	April 4, 2025
TPAC Reviews Engagement & Considers Recommending Work Plan for Adoption	April 17, 2025
14-day public review and comment period for the recommended Work Plan	May 1 – May 14, 2025
CAMPO and GoTriangle Boards Consider Work Plan Adoption	By June 2025

Both Steven and Steve highlighted that partners MUST review the base budget amounts and scope of each of their projects to ensure accuracy. A new funding request form should be submitted if there are more funds needed, if there are scope changes and for any new project request whether included in the CIP/MYOP or not. There are 3 special request types (Local Planning, Real Property and Art Funding). Make sure that you fill in those specific forms for any applicable projects.

Tax District staff reminded members where and how to submit their request information on Share Point. Steve Schlossberg pointed out the new engagement related questions of the form this year and asked members to contact Stephanie (CAMPO) or Curtis (GoTriangle) if they are unsure if their project will require engagement and for support using the adopted engagement policy.

Steve then provided an overview of the base budget guidance form before sharing current stats on Half Cent sales tax collections, projected total revenues for FY26, reminding the group that VRT is showing TBD as we wait for conference committee decisions to be made for FY26 and beyond.

In discussing the federal funding assumption, it was noted that the total of \$3.779million is a mix of federal commitment to planned projects and a \$2 million assumption for LAPP funding award.

Kelly Blazey commented that costs across the board have gone up. Our assumption for LAPP contribution to our budget may no longer be realistic, since LAPP awards are often used to meet higher cost demands, or the Wake transit funds are used as match for LAPP projects. So, at the end of the day, there may be no saving to the program even if LAPP funding is awarded. It is still important however, that partners seek outside funding so that Wake Transit isn't over-burdened. Paul Black commented that LAPP funds federalize the project processes which adds a significant amount of time, up to 2 years, which in the long run may cost Wake Transit more than if they paid 100% at the time the project was approved in a Work Plan. He noted that for larger projects seeking state and federal funds makes sense but perhaps not for smaller things like sidewalks and bus stop improvements.

It was suggested that the question of whether the keep LAPP assumptions in the modal and when and for which types of projects we should assume outside funding support be brought to the Financial Policies Workgroup and PD for discussion. If needed, results of the discussion can be incorporated into the upcoming policy update process.

Stephanie Plancich asked if we have been getting the \$2million modeled historically. It would be helpful to know how much has been received total and hoe much of that reduced Wake Transit liabilities. GoTriangle did not have that information but will bring it back next time.

Time Gardiner suggests leaving the LAPP assumption in the modal for now. Shelby Powell clarified that the Wake Transit plans is not part of the MPO’s decision making process for which projects are awarded LAPP funds. She noted that LAPP funds are being spent every year. LAPP allocation is a completely separate process from Wake Transit. There is no guarantee that any of that money will be spent on Wake County.

The state funding total of \$13.036million is made up of funds committed to the Western and Southern BRT projects. All of the revenue assumptions will be discussed further at PD on 9/24.

To date, \$59million is modeled for operating expenditures including a small budget amount to cover unforeseen costs. \$215.361million is budgeted for capital projects. Stephanie Plancich asked if there is a similar unforeseen reserve for capital projects too. There is not, but those types of projects can be requested during amendment cycles between Work Plan development processes and partners can shift funds within their ordinances to cover costs in applicable situations.

Members were reminded that funding requests and other forms are due to SharePoint on 10/18/24.

David Walker informed the group that the City’s Poole Road project cost estimate has increased significantly. He offered to provide a presentation at PD or TPAC to share the details. Stephanie will include the item on the PD’s 10/29 meeting agenda.

For FY26 we will still call the document “Work Plan” since it is still the official name in the ILA.

Andrea Neri asked about how the FY26 Work Plan will coordinate with the Wake Transit Plan Update process. The FY26 Work Plan may be informed in some ways by the work being done for the plan update, but full integration won’t occur until we kick off the FY27 planning process.

Received as Information

8. FY 2026 Community Funding Area Program Kickoff
(Information Item: Suvir Venkatesh, CAMPO, 10 minutes) **Attachment F**

Suvir Venkatesh provided an overview of CFAP program history then highlighted available funding amounts

and the schedule for the upcoming FY2026 Community Funding Area Program (CFAP) call for projects and project selection process. The schedule provided in Attachment F shows key dates for the ongoing management of FY2025 and prior year CFAP projects. Suvir pointed out that one of the most notable changes is that the call for projects is moved to January to avoid conflicts with holiday breaks experienced in previous years.

Total fund balance available for allocation in FY26 is \$2, 163 million.

IMPLEMENTATION SCHEDULE
FY 2026 CFA Program: Implementation Schedule

ACTION	DATE
Project Incubation Meetings (By Request)	October 1 – October 21st, 2024
Applicant Training	October 23, 2024
Pre-Application Window	October 28, 2024- November 22, 2024
Pre-Submittal Review Meetings	December 2 – December 18, 2024
Call for Projects Opens	January 6, 2025
Call for Projects Closes (Applications Due)	January 31, 2025
CAMPO Staff Scores Submissions	February 1 – February 14, 2025
Selection Committee Review	February 14 – March 7, 2025
Committee Recommendations Presented to TPAC	March 20, 2025
FY26 Work Plan Adoption	By June 30, 2025
FY26 Project Kickoff Meetings	July – August 2025
FY26 Project Mid-Year Review Meetings	December 2025 – January 2026
Annual Review for FY26 Projects	Summer 2026

For more information about the CFA Program visit <https://www.campo-nc.us/funding/CFAP> or email suvir.venkatesh@campo-nc.us.

Received as Information

9. 2035 Wake Transit Plan Update Phase 1 Engagement Summary and Phase 2 Draft Strategy

(Information Item: Stephanie Plancich, CAMPO, 15 Minutes)

Phase 1 engagement for the 2035 Wake Transit Plan Update (WTPU) concluded on July 21st. Stephanie Plancich provided an overview of the Phase 1 engagement summary including demographics of survey participants, what we heard from the community and stakeholders and how that feedback is being incorporated into the planning for Phase 2 which is planned to run from November 11-December 31.

The goals for Phase 1 were to gauge community awareness of Wake Transit and to gather input on future transit investment priorities. 1900 surveys were completed. A variety of communication and engagement tools were used. A mid-way assessment of effectiveness revealed several opportunities to do better at reach targeted geographic areas and demographic populations. Paid advertising and online marketing nearly doubled our participant total in under 3 weeks. We did a good job reaching a diverse representation across Wake County, but fear that the survey design may have biased survey results to still favor commuter rail which we have learned is not feasible in timeline or in cost. In phase 2 we will strive to explain the findings of the feasibility study and gather input on next steps. Outside of rail, top priorities are connecting towns to each other, the urban core and job centers; increasing span and frequency, Bus rapid transit (BRT) development and local service support. It is important to County residents that we envision a multimodal future.

Phase 2 engagement goals are to educate on the variety of project types and investment opportunities planned to be funded over the next 10 years and to get feedback that will inform the planning team at what level those investments should be at. For example, Stephanie explained that we will continue to fund frequency and span improvements on the current bus network, and we will work to better connect Towns to the urban core. The question for the community is, "At what level do we do them?" Should we prioritize and put more funds in the frequency bucket and only do some expansion to new areas or are new services to more areas the priority over improving the system we already have. The team is working hard to develop materials to inform and to design questions that will lead to the development of a funding scenario that will be released in the Draft next spring/summer.

Stephanie noted that the team will continue to deploy a multifaceted engagement approach, that effective changes made in Phase 1 will be utilized again and that work continues to improve the process. For example, there will not be a public meeting in Phase 2, instead we will hold a series of focus groups. She asked the TPAC members to ensure that someone from their communities is on the CE Subcommittee and CTT for the Plan Update, and to ensure that they will have appropriate staff representation on November 7th for the partner preparedness workshop.

Caleb Allred asked about time and location of the November 7th meeting. Stephanie confirmed that it will be held in-person at CAMPO and the time is TBD, invitations will go out shortly.

Chat comment from Mason Chamblee (Raleigh)

I wanted to drop as a request/suggestion that we developed very succinct one (or two) pagers for us to use as a handout at events. By one pager I mean a (relatively ever-green) flyer that summarizes the highlights of the WTP for us to give to the average person and covers the top 2-3 important things about the WTP.

This would be appropriate to discuss in the Comms committee, but this would be crucial element when trying to capture the short, non-technical attention span of our constituents.

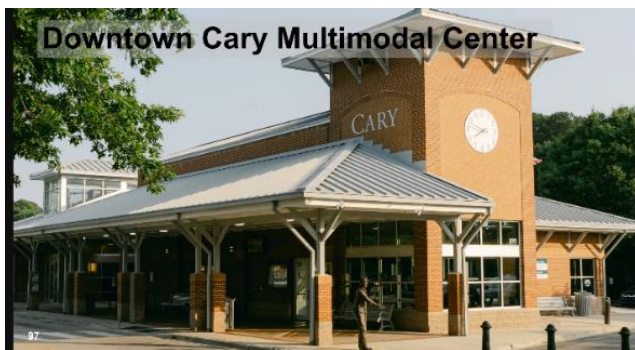
Received as Information

10. Town of Cary, Capital Projects Progress Update
(Information item: Kelly Blazey, Cary, 20 minutes)

The Town of Cary is actively progressing numerous capital projects with Wake Transit support. The TPAC will receive an update that includes the status of the BOMF, bus stop improvement program, and the downtown multimodal center. The Bus operations and maintenance facility (BOMF) will be a LEED standards including solar, water reclamation and other sustainability features being incorporated into the project.



The land acquisition phase for the new multimodal center is nearing completion. Only a few parcels are left to secure. Kelly Blazey shared a little about the limitations and challenges at the current Cary Depot which prompted the study and site selection for the new Multimodal Center. The new site is 3x the size of the current facility. They plan to request some funding for the project in FY26 to support demolition and other early development activities.



The new facility will house local and regional bus services, bus rapid transit, Amtrak and other rail services as well as new bike and ride share options. The Town is completing a master planning study for the area to determine what investment, beyond transit, would be a good fit for the area. The study is expected to result in a transit oriented development (TOD) plan that will detail a strategy for integrating all of the planned transportation investment with green spaces, housing, retail spaces and other features. The study should be complete early fall 2025.

Andrea Neri asked what real time app Cary is using. Kelly replied that they are using TripSpark. He also asked why the microtransit zones being considered by Cary are not eligible for Wake Transit funding. Kelly explained that in the last Bus Plan update, microtransit was not eligible for inclusion. Microtransit guidelines are being developed as part of the Wake Transit Plan Update, so they hope to have an opportunity to request funding support once that information has been developed. Until then, the Town wants to pursue service on its own which in turn will help to show ridership data to support future funding and/or help refine the best service areas for ongoing service.

It was asked if the Depot will be demolished or if there is use for it planned. Kelly replied that she doesn't believe it will be destroyed, but what it becomes would be a part of the master planning effort.

Received as Information

11. Subcommittee Report - Attachment S

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
Chair	Caleb Allred, Town of Morrisville	R Curtis Hayes, GoTriangle
Vice Chair	Shavon Tucker, City of Raleigh	Andrea Epstein, City of Raleigh
Next Meeting	Tuesday, Sept 24 th 1:30-3:30pm	Thursday, Sept 26 th 1:30-3:30pm

Note: CE Meeting invitations have been extended to 2 hours, 1:30-3:30pm, allowing for flexibility to address the robust task list adopted for the next 6-months but hope is to keep meetings at or under 90 minutes.

12. Workgroup Updates

- Fare Workgroup (ssclossberg@gotriangle.org)
 - Met on Sept. 11th - Next meeting TBD. Draft evaluation framework has been uploaded to the SharePoint Workgroup folder. Comments are due on Sept. 20th.
- Technology Workgroup (astanion@gotriangle.org) **Attachment G** presented by Austin.
 - Meets Bi-weekly on Thursdays – Next meeting is today at 1:00pm
- Financial Policies Workgroup (pkingman@gotriangle.org)
 - Next Meeting at end of PD agenda 9/24. See the posted PD agenda to review the 3 discussion topics. All are welcome.
- Baseline Funding Workgroup (ben.howell@campo-nc.us)
 - Next meeting on 10/30
- Safety & Security Workgroup (steven.mott@campo-nc.us)
 - Coordinator changed to Steven Mott. Next meeting 10/30

13. Lead Agency Updates and Other Business

- Community Funding Area (CFA) Program communities met with CAMPO staff to review and discuss the draft update to the Program Management Plan (PMP). It was noted that the work completed to date is helpful, but does not address some of the more significant questions that have been posed like program funding totals, determining the need for a graduation process to “Big Wake”, local contribution requirements, etc. These elements of the update are being discussed and evaluated as part of the larger Wake Transit Plan Update process. Rather than having to update the CFAPMP once now and again in a few months when we get the rest of the questions answered, it has been decided that we will wait to do one complete update and engagement process next spring/summer.
- Stephanie Plancich informed the TPAC all agreements, including those currently going through the POP extension process, are now scheduled to expire in December. The FY25 special POP extension request cycle will stay as is. We will see how the process to update contracts runs this year to determine what future adjustments may need to be made.
- Stephanie Plancich asked Paul Black if there were any staffing changes or other updates from GoTriangle. Paul notified the TPAC that Chuck Lattuca has resigned his position as CEO/President.
- CAMPO did not have any updates this month.

14. Adjourn

TPAC Chair: David Eatman, City of Raleigh
Vice Chair: Kelly Blazey, Town of Cary

Next meeting: Wednesday, October 9th (Alternative Date)

TPAC Chair: David Eatman, City of Raleigh
Vice Chair: Kelly Blazey, Town of Cary