



WAKE COUNTY TRANSIT PLAN

Transit Planning Advisory Committee

TPAC Regular Monthly Meeting via WebEx • October 9, 2024 • 9:30am-11:00pm

MEETING MINUTES

- 1. Welcome and Introductions** David Eatman, TPAC Chair, welcomed all attendees to the October meeting.

10.9.24 TPAC 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
Chair/Raleigh	David Eatman	1				Holly Springs	Chris Garcia	1			
Vice Chair/Cary	Kelly Blazey	1				Knightdale	Austin Keefer	1			
Apex	Shannon Cox	1				Morrisville	Caleb Allred	1			
Apex	Katie Schwing			1		NC State University	Andrea Neri	1			
CAMPO	Shelby Powell	1				RTF	Anne Calef		1		
CAMPO	Ben Howell		1			Raleigh	Shavon Tucker		1		
CAMPO	Stephanie Plancich				1	Raleigh	Andrea Epstein			1	
CAMPO	Steven Mott				1	Raleigh	Taylor Cooleen			1	
CAMPO	Suvir Venkatesh				1	Raleigh	Dana Smith			1	
Cary	Christine Sondej		1			Raleigh	Dawn Souza				1
Cary	Mark MacDougall			1		Raleigh	Tracey Chandler				1
Cary	Matt Cecil			1		Raleigh	Janice Copeland				1
Cary	Sheri Legans			1		Raleigh	Melanie Rausch				1
Fuquay-Varina	Allison Wylie	1				Wake County	Tim Gardiner	1			
GoTriangle	Paul Black	1				Wake County	Michael James	1			
GoTriangle	Jennifer Hayden	1				Wake County	Anita Davis-Haywood			1	
GoTriangle	R. Curtis Hayes			1		Wake Forest	Emma Linn				
GoTriangle	Steven Schlossberg			1		Wendell	Bryan Coates	1			
GoTriangle	Paul Kingman				1	STV	Eric Lamb				1
GoTriangle	Austin Stanion				1						
GoTriangle	Meg Scully					Absent:	Garner, Knightdale				

- 2. Adjustments to the Agenda**

Stephanie noted that some additional specificity, based on continuing lead agency conversations, was added to the requested action statement for item #6. The revised language was posted online as part of the meeting’s presentation slides and will be reviewed during discussion of the item.

- 3. General Public or Agency Comment** – None

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

TPAC ADMINISTRATIVE ITEMS

4. Adoption of TPAC Meeting Minutes

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

Motion to adopt the September 2024 TPAC meeting minutes made by Caleb Allred. Second by Emma Linn. No discussion. Passed.

PLANNING AND PROGRAMMING ITEMS

5. **FY 2025 2nd Quarter Amendment Request**

(Action Item: Steven Mott, CAMPO, 10 minutes) **Attachments B**

Steven Mott provided introduced the FY2025 Q2 amendments by going over the timeline of what has occurred, going over the submission deadline on August 16, the public comment period ranging from September 3rd to October 4th, with the PD Subcommittee review and disposition occurring on September 24th, leading into today's meeting where TPAC will consider the amendment request.

Steven provided a summary of the amendment requests, stating that they had been previously presented to TPAC at their September meeting. Within those details were the Town of Morrisville's amendment request for ½ year of funding for expanded Saturday service for their Smart Shuttle at the requested amount of \$10,010, Wake County's request for the Vehicle Rental Tax mediation expenses consolidating \$25,000 from two different projects (one from CAMPO and one from GoTriangle) into one for Wake County to reduce administrative burden, and the Town of Wake Forest's request to remove the Wake Forest Loop: Reverse Circulator which would return \$318,885 to the CFA fund. Steven went on to discuss the request that CAMPO had applied for, stating that they decided to withdraw this request. He then discussed GoTriangle's amendment request to provide \$218,750 for PHEV for Operations Support.

Moving on to the discussion of the financial impact, he showed the FY25-Q2 Amendment Financial Impact document that was included in the agenda attachments, highlighting the CAMPO request that has been withdrawn from consideration. He stated that he wanted to give specifics on the financial impact to provide greater clarity, and discussed that the financial impact to the Wake Transit General fund would be reduced by \$50,000 due to the removal of the CAMPO request. Furthermore, he detailed that regarding the CFA funds that \$308,885 would be returned to the CFA funds, which is the total of what is returned from the removal of the Wake Forest Loop: Reverse Circulator sans the amount that is requested by the Town of Morrisville. He then detailed that the impact on the Wake Transit general fund would be \$218,750.

Steven then provided an overview of the community engagement efforts completed, noting that no new comments were submitted since the TPAC discussed this item in September.

Motion to recommend approval of the FY 2025 2nd quarter amendment requests to the Wake Transit governing boards made by Caleb Allread. Second by Shelby Powell. No discussion. Passed.

6. Lead Agency Assignment Overview and GoTriangle Staffing Update

(Action Item: Ben Howell, CAMPO and Paul Black, GoTriangle, 20 minutes) **Attachment C & D**

Ben Howell provided an overview of the lead agency assignment purpose and process. He highlighted definitions and explanations published in the Lead Agency Operating Guidelines, Attachment D and referred to the currently adopted lead agency assignments listed in Attachment C.

From the Guidelines, “A Lead Agency is recommended for designation by the TPAC, which is then considered for approval by the Governing Boards; the CAMPO Executive Board and GoTriangle Board of Trustees. A Lead Agency must be a party to the Wake Transit Interlocal Governance Agreement or a TPAC voting member. Lead Agencies are assigned with the development, coordination, and/or publication of a deliverable associated with a specific Wake Transit Plan Implementation task. The assignment, empowers that agency to direct and guide the task and produce any deliverables that correspond to it.”

Paul Black then notified the TPAC that the time sensitivity for having the lead agency assignments reviewed and discussed stems from GoTriangle not wanting to take on the engagement and communications lead agency role beginning in FY26. He explained that most of those positions are currently vacant (Note: they have 4.5FTE funded through Wake Transit to meet Wake Transit engagement and communications responsibilities) and that GoTriangle does not feel that filling the positions and keeping those responsibilities aligns with the agency’s revised strategic direction. He also stated that GoTriangle staff have acknowledged that they have never been able to coordinate Wake Transit work, with the internal needs of the organization well and feel that another partner may be able to take them on more successfully, which will allow them to focus more fully on internal goals. Paul also noted that there is much discussion to be had about which of GoTriangle’s specific tasks and assignments will need to be reallocated. One example is the annual progress report. Does it make sense for the new engagement and communications team to take that on or leave it with GoTriangle since they hope to keep tax district responsibilities in-house.

Ben Howell followed up by noting that there is a lot of discussion to be had in order to bring something to the Program Development Subcommittee for review and discussion. CAMPO had already been coordinating with Wake County and GoTriangle to understand where the needs lie and our options to address them. He pointed out that the lead agency assignment review would not just be an assessment of GoTriangle’s contributions, but an overall look at all assignments and current expectations to ensure that they are right-sized and are solidly planned to meet current and future needs.

Discussion:

TPAC members asked if this process would require consultant/Wake Transit funding support. Ben Howell replied that, at this time, it is anticipated that it will be done in house and will filter through the PD and TPAC decision-making processes with staff management.

It was also asked what the timeframe for completion will be. Ben Howell stated that the hope is to have a recommendation for TPAC consideration in about 4 months, so that the final lead agency assignments and their associated costs can be incorporated into the recommended FY26 Wake Transit Work Plan.

Motion to assign the task to review and update the current lead agency assignments and guidelines to CAMPO, in partnership with GoTriangle and Wake County, will follow an adoption process through PD Subcommittee, to TPAC review and recommendation and governing board adoption as discussed today made by Michael James. Second by Shelby Powell. No additional Discussion. Passed.

Stephanie Plancich facilitated a Roll Call vote for the three action items on this agenda. All passed unanimously.

7. 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, *Oct 29 th 1:30-3:30pm	Thursday, Oct 24 th 1:30-3:30pm

* = Modified Meeting Date

Caleb Allred referred to attachment S1 for a full review of tasks undertaken by PD over the last couple of months. He noted that a large portion of September discussion was review of the FY25/Q2 amendment requests and reiterated that the October meeting as shifted to the 5th week on 10/29.

Curtis Hayes confirmed that the October CE meeting was also shifted to the 5th week, on 10/31. He noted that several tasks are in progress, including those for the Wake Transit Plan Update, FY24 progress report, Work Plan is kicking off, etc.

8. Workgroup Updates

- Fare Workgroup (ssclossberg@gotriangle.org)
 - Fare workgroup continues to work on the development of the TAP program and will expand discussion at the next meeting to address fare contribution in the financial modal and other related topics.
- Technology Workgroup (astanion@gotriangle.org)
 - Meets bi-weekly on Thursdays
 - The initial launch phase for return to fares has been completed and regular fare Payment is now required at GoTriangle and GoRaleigh. Average weekday Umo boardings : over 17,000. Average weekday Transit Assistance Pass boardings: over 13,000. Average weekday Partner GoPass Boardings: over 2,000
 - The final cost and scope is being finalized for the Regional Technology Plan Update consultant team. Expect to execute contract and begin work soon.
- Financial Policies Workgroup (pkingman@gotriangle.org)
 - No up date this month
- Baseline Funding Workgroup (ben.howell@campo-nc.us)
 - Next meeting on 10/30 @10:30am
- Safety & Security Workgroup (steven.mott@campo-nc.us)
 - Next meeting 10/30 @ 9:30am

9. Lead Agency Updates and Other Business

- The deadline to submit FY25 3rd quarter amendment requests in November 22, 2024.
- New TPAC and Subcommittee meeting invitations will be sent starting with November meetings.
- Tax District reported that the 1st Quarter VRT revenue was transferred from GoTriangle to the Transit Plan accounts.

10. Adjourn

Next meeting: Thursday, November 21, 2024.