

WAKE COUNTY TRANSIT PLAN

Transit Planning Advisory Committee

TPAC Regular Monthly Meeting • February 21, 2024 • 9:30am-11:00pm

Web Link: <https://campo-nc.webex.com/campo-nc/j.php?MTID=mc3aabee09f6f9ce685b52db97f92d76c>

Meeting Code: 2530 889 9116 **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.

AGENDA

1. **Welcome and Introductions** (David Eatman, TPAC Chair)
2. **Adjustments to the Agenda** (David Eatman, TPAC Chair)
3. **General Public or Agency Comment** (David Eatman, TPAC Chair)

Commenters will be allotted three (3) minutes during the scheduled TPAC meeting. Commenters may also email questions and feedback to ben.howell@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

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

Requested Action: Adopt the January 2024 TPAC meeting minutes.

5. **Program Development Chair Election Results**
(Action Item: Stephanie Plancich, TPAC Administrator, 5 minutes)

As noted during the January TPAC meeting, the Program Development (PD) Subcommittee had a vacant Chair position to fill for the 2024 term. On January 23rd, PD members voted to elected Caleb Allred, from Morrisville as the new PD Chair.

Requested Action: Endorse the 2024 election result, Caleb Allread as Program Development (PD) Subcommittee Chair.

PLANNING AND PROGRAMMING ITEMS

6. **Baseline Revenue Assessment Findings and Recommendations**
(Information Item: Ben Howell, CAMPO & Consultant Staff, 30 minutes) **Attachment B**

Over the past several months, Cambridge Systematics and Planning Communities staff have been working closely with Wake Transit partners to gather information on how the pre-Wake Transit service baseline has

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

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been defined, tracked and reported by each provider, and they've completed an exhaustive review of available baseline-related documentation. In February they will present their initial findings and draft recommendations to the TPAC for review and consideration. Following the presentation, the findings and recommendations will be finalized into a Technical Memorandum that will be used by CAMPO and GoTriangle to work with the Baseline Work Group and Program Development Subcommittee to develop a Baseline Policy.

Requested Action: Review the recommendations of the Baseline Revenue Assessment study and provide input to the consultants for consideration in the final Technical Memorandum.

7. Release of Draft FY2025 Wake Transit Work Plan for Public Review and Comment

(Action item: Ben Howell, CAMPO & Steve Schlossberg, GoTriangle, 30 minutes) **Attachment C**

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 FY2025 Wake Transit Work Plan, and GoTriangle staff will provide an overview of the financials supporting it at the February 21st TPAC meeting. The TPAC review copy of the Draft was shared three weeks in advance of the meeting and is provided as Attachment C. Included in the draft are the two options for the Annual Operating and Capital Budgets, as well as the Multi-Year Operating Program and the Multi-Year Capital Improvement Plan. The Draft FY2025 Work Plan will be released for public review and comment from February 26th to March 26th, 2024. A second review period, for the revised and recommended FY2025 Work Plan will occur in May. The Wake Transit governing boards will review the public feedback and will consider adoption at their respective June meetings.

Requested Action: Release the Draft FY2025 Wake Transit Work Plan for a public review and comment period from February 26th – March 26th, 2024.

-- Conduct Roll Call Vote --

8. Engagement Materials for FY2025 Wake Transit Work Plan

(Information item: R Curtis Hayes, GoTriangle, 20 minutes) **Attachment D**

The public review and comment period for the Draft FY2025 Wake Transit Work Plan is scheduled for February 26th through March 26th, 2024. Digital channels and a series of in-person events will help staff reach the entire Wake County audience with an equitable opportunity to provide feedback on the proposed transit investments. GoTriangle staff will share examples of the print and electronic materials being developed for this effort. Wake Transit partners are asked to help with promotion through their own local channels including informing their own boards and committees and sharing and reposting social media notices. Community feedback is important for annual Work Plan development, but this is also an opportunity to begin broad engagement that will also support upcoming outreach for the 2035 Wake County Transit Plan Update. Partners and members of the community can find a link to review the draft Work Plan and submit questions and comments at: www.goforwardnc.org/getinvolvedwake.

Requested Action: Receive as information.

9. New and Existing Workgroups to Support PD Work Task List in 2024

(Information item: Ben Howell, CAMPO, 10 minutes) **Attachment E, F, G & H**

The February-July PD Subcommittee Work Task List identified several "Specialized" tasks that warrant formation/use of Wake Transit Workgroups. The tasks and workgroups are:

- Existing Baseline Workgroup - Review the findings of the Baseline Assessment and recommend a new Baseline Implementation Policy for TPAC consideration.

- Existing Fare Workgroup - Current priority task include preparation for July return to fare collection for some providers and recommending a low-income fare program that would apply to services offered by all fixed-route providers collecting fares.
- New Safety & Security Workgroup - Review and recommend a Safety and Security Funding Policy that establishes Wake Transit’s long-term level of participation and liability for TPAC consideration.
- New Financial Policy Workgroup - Review and recommend a procedure for giving an advance of Wake Transit revenues to projects when there is an intent/commitment to pay the funds back to the program, update the Wake Transit Financial Policies accordingly for TPAC consideration. Review and recommend a procedure for returning Wake Transit allocated funds when outside funds are received for the subject project, update the Wake Transit Financial Policies accordingly for TPAC consideration. Review the 2.5% inflation rate to determine if an increase is needed to better meet partner and program needs, update the Wake Transit Financial Policies accordingly for TPAC consideration.

The continued use and creation of these workgroups was presented to the PD subcommittee in January. The two lead agencies will work closely as the workgroups address their assigned tasks and provide input on recommendations and draft materials that will be brought to the TPAC for action. Identification forms for all 4 workgroups have been provided as Attachment E-H. TPAC members interested in being a member of one or more of these workgroups should contact ben.howell@campo-nc.us.

10. Subcommittee Report

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, Raleigh
Next Meeting	Tues. 2/27, 1:30-3:30pm	Thurs. 2/22, 1:30-3:00pm

11. Workgroup Updates

- Fare Workgroup
- Technology Workgroup

12. Other Business

- NCAMPO conference runs April 17-19, 2024. The opening session begins after lunch in New Bern, NC. To accommodate TPAC member travel plans, the April TPAC agenda will be kept focused on the release of the recommended FY2025 Work Plan and other time sensitive topics.
- NOTICE: CAMPO Parking Adjustment. Rear lot will be closed for construction of multilevel parking deck as soon as March 2024. Several other parking areas are open for staff and visitors. New map coming soon.

13. Adjourn

The next TPAC meeting is Wednesday, March 13, 2024.