

WAKE COUNTY TRANSIT PLAN

Transit Planning Advisory Committee

TPAC Regular Monthly Meeting via WebEx • January 17, 2024

Meeting Minutes

1. **Welcome and Introductions** David Eatman, TPAC Chair, welcomed all members to the 1st meeting of 2024. He asked that presenters be prepared to share their screens due to some technical difficulties with WebEx this morning. Christine Sondej introduced Sheri Legan for Town of Cary and David Walker introduced Dana Smith as new City of Raleigh Transit Program Manager.

1/17/23 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				Morrisville	Caleb Allred	x		-	-
Vice Chair/Wake Co	Akul Nishawala		x			NC State University	Andrea Neri	x			
Apex	Katie Schwing	x				Raleigh	David Walker	-	x		
CAMPO	Shelby Powell	x				Raleigh	Shavon Tucker			x	
CAMPO	Ben Howell	x				Raleigh	Andrea Epstein			x	
CAMPO	Stephanie Plancich				x	Raleigh	Het Patel			x	
CAMPO	Evan Koff					Raleigh	Dana Smith		x		
CAMPO	Suvir Venkatesh				x	Raleigh	Cara Russell				x
Cary	Kelly Blazey	x				Raleigh	Andrew Miller				x
Cary	Christine Sondej	x				Raleigh	Melanie Rausch				x
Cary	Kevin Wyrauch		x			Raleigh	Ben Bruster				x
Cary	Mark MacDougall				x	Raleigh	Sylvia Greer				x
Cary	Sheri Legan				x	Raleigh	Tracy Chandler				x
Fuquay-Varina	Allison Wylie	x				Raleigh	Janice Copeland				x
GoTriangle	Michelle Peele	x				Raleigh	Tierra Hadley				x
GoTriangle	Jennifer Hayden	x				RTF	Anne Calef	x			x
GoTriangle	Courtney Wilson				x	Wake County	Tim Gardiner	x			
GoTriangle	Meg Skully				x	Wake County	Michael James	x			
GoTriangle	Liz Raskopf				x	GoWake	Anita Davis-Haywood				x
GoTriangle	Steven Schlossberg				x	GoWake	Nikki Abija				x
GoTriangle	Jay Heikes				x	Wake Forest	Emma Linn	x			
GoTriangle	Paul Black				x	Wake Forest	Brad West		x		
GoTriangle	Scott Thomas				x	Wendell	Bryan Coats	x			
GoTriangle	Paul Kingman				x	Zebulon	Cate Farrell				x
GoTriangle	Kim Johnson				x	Aecom	Nathan Spencer				
Holly Springs	Aaron Prichard	x					Tyler Huggins				x
Knightdale	Andrew Spiliotis	x				Durham County	Ellen Beckman				x

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) **Attachment A & B**

Motion to adopt the October and December TPAC meeting minutes made by David Waler. Second by Shelby Powell. No comments. Passed.

5. 2024 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. The TPAC administrator opened nominations for the 2024 term on December 13th. Members will review the nominees and elect their leadership team on January 17th.

Motion to elect David Eatman as the 2024 TPAC Chair and Kelly Blazey as Vice Chair made by Shelby Powell. Second by Caleb Allred. Several members congratulated the new leadership team. Passed.

6. 2024 Monthly Meeting Schedule

(Action Item: Stephanie Plancich, TPAC Administrator, 5 minutes) **Attachment C**

The TPAC sets its annual meeting schedule at its first meeting of the new year. The recommendations for 2024 is to continue the TPAC's current monthly meeting cycle on the second Wednesday of each month from 9:30am-12:00pm and to pre-schedule four (4) in-person meetings in the months of October, February, April and August. The draft 2024 meeting schedule is posted with this agenda as Attachment C.

Motion to adopt the 2024 meeting schedule as shared in Attachment C made by David Walker. Second by Shelby Powell. Michelle Peele asked, since so many weeks are moved to the 3rd week of the month if we should consider a permanent shift. Stephanie responded that CAMPO board meeting is on a 3rd Wednesday and when both TPAC and the Board occur on the same day it poses challenges for staff and could impact workflow. Michelle Understood. No other comments. Passed.

7. Weighted Voting Structure Update

(Information Item: Stephanie Plancich, TPAC Administrator, 5 minutes) **Attachment D**

In accordance with the TPAC bylaws, the TPAC's weighted voting structure is updated to reflect current population data each year. The 2024 update, Attachment D, reflects the 2022 population estimates published in December by the Office of State Budget and Management (OSBM). Stephanie pointed out that no changes were made in total votes this year and that all municipal partner population data increased with the exception of Wake County's total which dropped about 4000 people. She reminded members that CAMPO and GoTriangle vote are based on Wake County's annual total. Meg Skully asked why GoTriangle was held equivalent to the County and CAMPO. Stephanie pointed out that the TPAC bylaws state that all three entities share the same populations data, but that GoTriangle receives an extra vote since they contribute funds toward fixed-route transit service. No further comments. Received as information.

8. Subcommittee Work Task Lists and 2024 Election Results

(Action Item: Stephanie Plancich, TPAC Administrator, 5 minutes) **Attachment E**

The TPAC subcommittees are tasked with electing a Chair and Vice Chair to serve for the upcoming calendar year as well as adopting a February-July Work Task List.

- The Program Development (PD) Subcommittee Elected Kevin Wyrauch (Chair) and Shavon Tucker (Vice Chair) on December 19th, 2023. Unfortunately, Kevin has taken a new position, leaving the Chair

role vacant. A second election will be held on January 23rd to fill the vacancy. Attachment E is their Work Task List.

- The Community Engagement (CE) Subcommittee elected R. Curtis Hayes (Chair) and Andrea Epstein (Vice Chair) on January 11th, 2024. Attachment F is their adopted Work Task List.

Motion to endorse February-July Work Task Lists of the Community Engagement and Program Development Subcommittees and endorse Shavon Tucker as PD Vice Chair, Curtis Hayes as CE Chair and Andrea Epstein as CE Vice chair for the 2024 term made by David Walker. Second by Kelly Blazey. No comments. Passed.

PLANNING AND PROGRAMMING ITEMS

9. FY2024 3rd Quarter Wake Transit Work Plan Amendment Requests (Action Item: Evan Koff, CAMPO, 10 minutes) **Attachments F, G & H**

Two (2) Wake Transit Work Plan amendment requests were submitted for consideration in the 3rd quarter of FY2024. Documentation, including more information on the nature of each request, is provided in Attachment G.

Per the Wake Transit Work Plan Amendment Policy, the TPAC's Program Development (PD) Subcommittee met on December 19th to review the amendment requests, to determine the appropriateness of changes in scope, the scope of new projects and potential financial impacts. Members unanimously voted to move the two (2) requested amendments forward for TPAC consideration. The scope and financial disposition of the PD Subcommittee is also included in Attachment H.

The two requests determined to be appropriate for moving forward include:

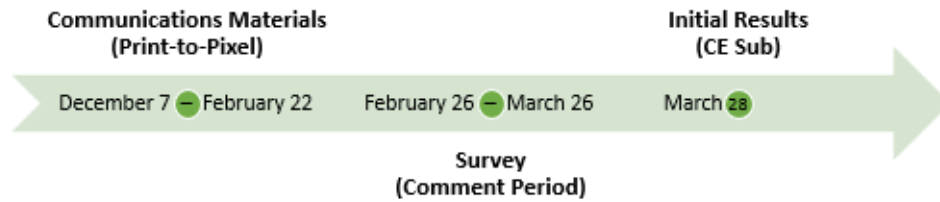
1. The proposed frequency improvements to the Route 21: Caraleigh Bus Route in Raleigh.
2. The proposed change in budget to add \$8,500,000 in contingency to the FY 2021 allocation for the New Bern Bus Rapid Transit Capital project.

The amendment requests were released for public comment from December 8, 2023 to January 5, 2024. Thirty (30) comments were received in response to the requests. See comment matrix in Attachment I.

Motion to recommend approval of the FY2024 3rd Quarter Wake Transit Work Plan amendment requests to the Wake Transit governing boards for approval made by Michelle Peele. Second by Kelly Blazey. David provided some additional explanation for the two requests. No further comment. Passed.

10. **Draft FY2025 Wake Transit Work Plan Engagement Strategy** (Information item: Curtis Hayes, GoTriangle, 10 minutes) **Attachment I**

The Draft FY2025 Wake Transit Work Plan is scheduled to be presented to the public for review and comment from February 26, 2024 through March 26, 2024. Curtis Hayes discussed the various elements of the engagement plan, Attachment I. He noted that 3 objectives for the outreach include engaging communities of concern, raising Wake Transit awareness and securing meaningful input. He noted that main tools and tactics include: Advertising, Audience Demographics, Email Campaign, Graphics (English, Spanish), , In Person Engagement, Media Release, Print Materials (English, Spanish), Social Media Briefs (geo-targeted), Survey (English, Spanish), and Web Content.



The timeline is



This is a graphic that will be used for the draft FY25 Work Plan engagement period. It will be posted on web pages, used in social media posts, etc.

Additional materials will be provided at the TPAC's February 21st meeting. Email comments to rhayes@gotriangle.org.

Received as information.

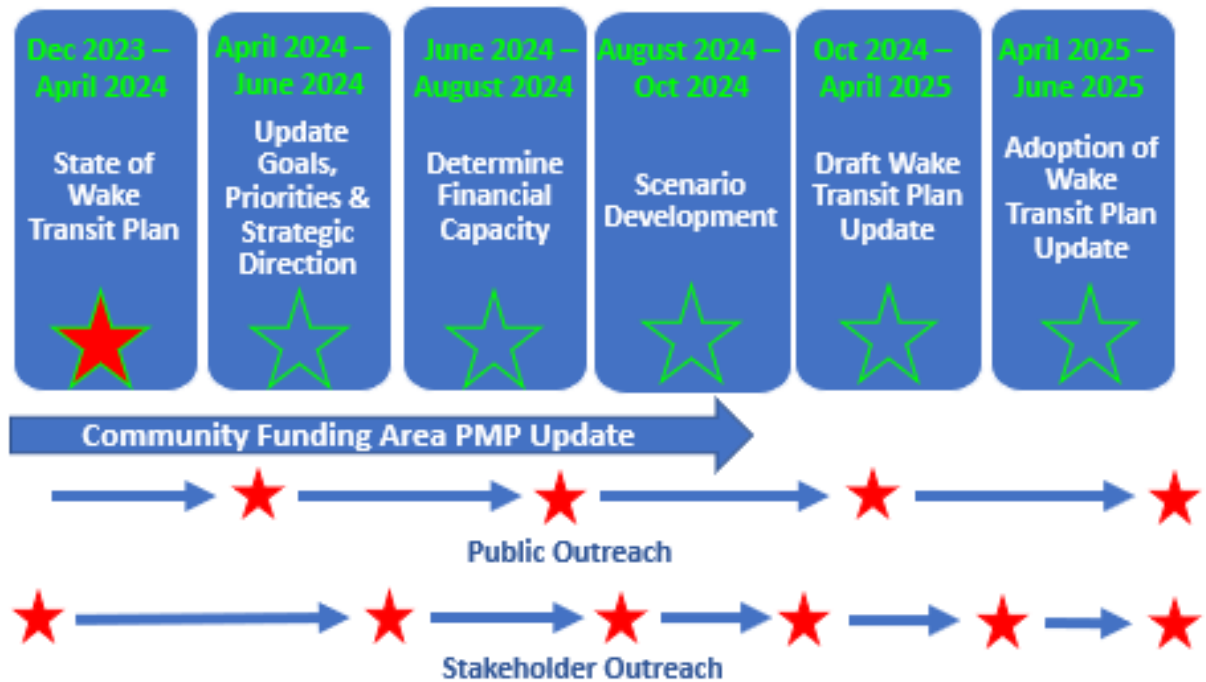
11. Wake Transit Plan Update: Scope & Schedule

(Information item: Ben Howell, CAMPO, 10 minutes) **Attachment J**

The Wake Transit Plan Update, which kicked off in December, will update the Wake Transit Plan, extending the planning horizon from 2030 to 2035. The Transit Plan Update will include significant public engagement over the course of the 18-month planning process and will include active participation of a Core Technical



Wake Transit Plan Update Schedule



Ben provided details and definition for each phase of the planning process, explained how the CFAP management plan update is being incorporated into the development timeline and provided an overview of the planned engagement phases. He noted that the details for each outreach activity have yet to be solidified and will be developed with input of the CTT/CE Subcommittee members.

David Walker asked about the name of the project. Ben clarified that we are moving away from calling this a Vision Plan update as done in previous years for clarity to the public and consistency in ongoing messaging.

Received as information.

12. Coordinated Public Transit-Human Service Transportation Plan: Scope, Schedule and Current Activities (Information Item: Crystal Odum, CAMPO, 10 minutes) Attachment K & L

The consultant contract to update the 2018 Coordinated Public Transit-Human Service Transportation Plan was executed by CAMPO in October. The kick-off meeting was held during the October 18th Mobility Coordination Committee (MCC) meeting. The MCC is the technical team for the project.

Project schedule

October 2023 – June 2024

- Task 1 (project management): October 2023 – June 2024
- Task 2 (literature review): October 2023 – December 2023
- Task 3 (existing conditions/service inventory): November 2023 – February 2024
- **Task 4 (stakeholder/public engagement): November 2023 – March 2024**
- Task 5 (needs assessment/gap analysis): February 2024 – April 2024
- Task 6 (recommendations): March 2024 – May 2024
- Task 7 (reporting): April 2024 – June 2024

Task 4: Stakeholder Engagement and Public Outreach

- Stakeholder Engagement and Public Outreach Plan
- Stakeholder surveys – Transit Providers and Human Service Agencies
- Community survey (printed and online)
- Pop-up events (6-12)
- Community workshop(s) (in person and virtual)
 - Dates and locations through consultation with MCC - Late February/March
- Bilingual project webpage

DELIVERABLE - Technical Memo #3: Summary of stakeholder and public input

CPT-HSTP update project.

Received as information.

Wake Transit is a funding partner for the effort. As such, the project management team is complying with Wake Transit's reporting and reimbursement procedures and Community Engagement Policy.

There will be 3 phases of engagement: Stakeholder outreach, Community Input, and public comment on recommendations.

Contact crystal.odum@campo-nc.us with questions about the

13. Wake Transit-Funded Project Updates

a. **Morrisville Transit Update**

(Information Item: Caleb Allred, Morrisville, 10 minutes)

Caleb Allred provided a second-year progress review (October 2022 - October 2023) of the Morrisville Smart Shuttle service.

He reviewed ridership trend data (up 28% in second year, 21,896 boardings) and explained to the group that the Town has recently made an algorithm modification to improve "seat unavailable" instances. The adjustment from a 40 minute ETA timeframe to 60 minutes reduce the occurrence from 7% to 4.6%.

Smart Shuttle Highlights

- On Demand, app-based, microtransit
- Serving 17 nodes around the Morrisville area
 - Amenities at a few nodes
- Service 7 days a week
 - Monday through Friday: 7AM-9PM (2 shuttles)
 - Saturday: 8AM-8PM (1 shuttle)
 - Sunday: 8AM-7PM (1 shuttle)
- Fare Free!



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A notable engagement effort was a survey conducted by the Town using their rider app as well as pushed out through other town methods. Almost 400 people responded, providing staff with guidance for future system improvements and a better understanding of current needs. Key takeaways included:

- Most respondents are at least occasional riders
- Most want more stops, reliability, and regional connections
- Most users don't have access to a car
- More frequent riders tend to be under 49



Several facility improvements have been completed to improve rider experience and access. This includes shelter placements where appropriate, bike racks, benches, new node development and one node relocation. Staff have applied for CFAP funds to explore additional/alternative transit options acknowledging that microtransit has some limitations that make it less capable of meeting future capacity and commuter needs.

Evan asked about the change in algorithm from 40mins to 60mins and if they have seen increased wait times. Caleb said longer waits has not been a notable trend, but more people have been able to book a ride due to the change. Evan also asked for clarity on which survey respondents reported little to no vehicle access. Caleb confirmed that the in-app rider survey is the one noting that 65+ percent of riders don't have access to a vehicle.

Meg Skully asked if there is a call center or concierge service. Caleb responded that they partner with Cary's trip planning resources to support shuttle riders needing service. It is not highly utilized, main resource used is the app, but call-in options are available.

b. Wake County Transit Update

(Information Item: Nikki Abija, GoWake Access, 15 minutes)

Nikki Abija and Amber Scott provided an overview of the GoWake Access and SmartRide NE services.

GoWake Access Transportation

Trip Updates

- ▷ GoWake Access is providing 15,000 trips on average per month (reverting back to pre-covid demand)
- ▷ Average OTP: 80%

System Updates

- ▷ New Transportation Vendor:
 - ▷ RATP-Dev- Effective July 1, 2023
- ▷ New Technology Vendor:
 - ▷ Ecolane- Effective August 1st, 2023

New Vendor: RATP-Dev

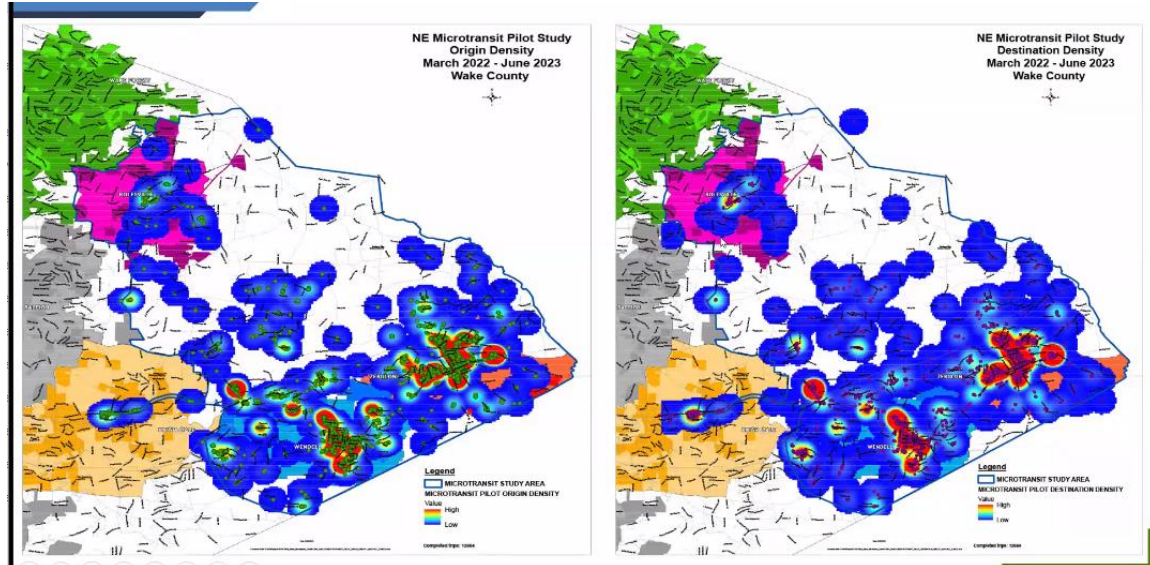
- ▷ 100% staffed with drivers
- ▷ GoWake Access is continuing to work with the vendor to address previous performance concerns.

New Technology Vendor: Ecolane

- ▷ GoWake Access is continuing to work with vendor to address system generated reporting concerns

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SmartRide Program Summary



The pilot program of SmartRide NE was a success and the service continues to see great use and growth. County transit staff have partnered with Zebulon, Wendell and Knightdale to develop a CFAP application to request funding to ensure the continuation for their communities be included in the FY25 Work Plan.

Shelby asked for clarity on why Rolesville was going to be excluded from the new geofenced service area moving forward. Nikki noted that the demand was higher in the other areas, and that a separate service is being developed for Rolesville community members. David Walker confirmed the City of Raleigh is developing a new service that will serve Rolesville resident needs. Shelby asked how it would connect with other area services. David noted that it is too early to answer that question.

c. **City of Raleigh/GoRaleigh Capital Projects Update**
(Information Item: David Walker, 20 minutes)

David Walker provided an update on the City of Raleigh’s bus stop improvement program. To date, 271 bus stops/shelter sites have been expanded and improved.

49 stops are planned to be updated in 2024. At the end of those projects, and additional 1200 riders will benefit from the investments, increasing the total number of updated and ADA compliant stops to 74%.

GoRaleigh 2023 Amenity Work	
Bus Stop Improvements	
Total Shelter Sites	271
Improvements Planned for 2024	49
Total Bench installs in 2023	24
Total Bus Stop Improvements in 2023	19
Total Landing Pads	8

TPAC members viewed numerous before and after photos demonstrating Wake Transit investment in improved rider access and experience. 1. 125 Timber Drive



- Park and Ride at Garner Station Blvd**
- Serves 40X and Rt 7 S Saunders
 - Future Southern BRT connectivity
 - Depending on destination customers crossing 5 lanes of ROW

- ADD Carlie C Stop Photos
- New shelter and crosswalk
- Center median refuge
- Hi-Visibility street markings

Daivd pointed out that Wake Transit contributions have resulted in 7 enhanced transfer points to date and showed an example in front of the Martin Luther King Memorial Garden.

Martin Luther King Memorial Garden – Enhanced Transfer point

- Serves route 5, 17 and 19



- Real Time signs to be installed early in 2024**
- Bike Racks



He also presented a couple of project updates for the new Poole Road park and ride lot and the future East Raleigh transfer point.



Evan Koff asked if there would be a disruption to the existing Walmart stop once the east Raleigh transfer point is in use. David confirmed that it would remain and would not see disruption.

Stephanie asked if cost-benefit analysis was conducted to determine if building some of the facilities ahead of need would off-set higher future construction costs. David responded that this is a good question, it's a balance question that staff will continue to evaluate, but there is not a crystal ball that tells us if prices are going to remain steady, get higher or drop lower over the next several years.

d. **Regional Transit Center/Mobility Hub and the Bus Operations and Maintenance Facility**
(Information Item: Jay Heikes, GoTriangle, 20 minutes)

As the project presentation began, Stephanie asked for clarity on what the project is going to be called/referred to as it develops. Jay stated it is now being called the Triangle Mobility Hub instead of the RTC/Regional Transit Center.

GoTriangle determined that expanding its existing Bus Operations and Maintenance facility (BOMF) was the most cost and time feasible option to meet their system needs. The project is currently nearing 15% design with 35% expected later this year.



Cost Estimate and Timeline

Project Development / Design: \$7,000,000 FY24-25

Construction: \$33,000,000 FY26-28

TOTAL: \$ 40,00,000

Includes contingency and escalation



The location of the new Regional Transit Center (RTC)/Mobility Hub is a part of the legacy rail plan from years past. The current feasibility study is refining the components being included in the project design.

Feasibility Study

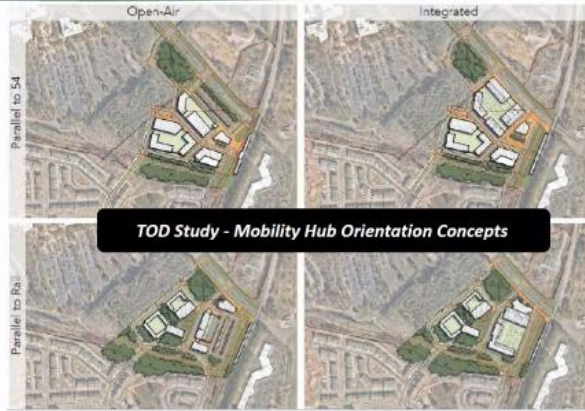
Preferred Site Location

- "Triangle Metro Center" site
- Within Research Triangle Park
- 19.4 acre site owned by RTF
- Access from NC 54
- Close to I-40 and I-885 / NC 885
- Connections to future BRT and Passenger Rail



Site Vision

- Encourage public and private investments near public transportation
- Creative place-making opportunities
- Reduce transportation-related pollution
- Foster affordable transportation options



Schematic Design

Preliminary Transit Program

- Multi-modal connections
- Passenger amenities
- Park-and-ride
- Bicycle facilities
- Wayfinding
- Safety features
- Transit priority measures
- Sustainability elements
- Public spaces



14. Subcommittee Report

Subcommittee meeting agendas and materials are posted online at least 3 days before each meeting at <https://www.campos-nc.us/about-us/committees/wake-county-transit-planning-advisory-committee-tpac/subcommittee>.

Subcommittee	Program Development	Community Engagement
Chair	Kevin Wyrach, Town of Cary	R Curtis Hayes, GoTriangle
Vice Chair	Shavon Tucker, City of Raleigh	Bonnie Parker, CAMPO
Next Meeting	Tues. 1/23, 1:30-3:30pm	Thurs. 1/25, 1:30-3:00pm

15. Other Business

- CAMPO event: Annual MPO 101Workshop scheduled for Friday, February 23 (8am-1pm)
- CAMPO Staffing Update
 - Evan Koff taking new position at CAMPO – Wake Transit Planner recruitment will open soon
- Cary Staffing Update

- Kevin Wyrach taking new position – Town of Cary Senior Transit Planner recruitment opened on January 10th and closes the 31st. View the position information here:
<https://www.governmentjobs.com/careers/townofcary/jobs/4341518/senior-transit-planner>

16. Adjourn

The next TPAC meeting is scheduled to be held **IN-PERSON** at CAMPO on Wednesday, February 21, 2024.

* 3rd Week of the month

1/17/23 TPAC Voting Record		Action 1	Action 2	Action 3	Action 4	Action 5
Agency/Org	Action Item	Adopt Oct and Dec Meeting Minutes	2024 TPAC Election Results	2024 TPAC Meeting Schedule	Subcommittee Task Lists and Election Results	FY24-Q3 Amendment Requests
-	Motion -> Second ->	David Walker Shelby Powell	Kelly Blazey Caleb Allred	David Walker Shelby Powell	David Walker Kelly Blazey	Michelle Peele Kelly Blazey
Apex	Katie Schwing	Y	Y	Y	Y	Y
CAMPO	Shelby Powell	Y	Y	Y	Y	Y
CAMPO	Ben Howell	Y	Y	Y	Y	Y
Cary	Kelly Blazey	Y	Y	Y	Y	Y
Cary	Christine Sondej	Y	Y	Y	Y	Y
Fuquay-Varina	Allison Wylie	Y	Y	Y	Y	Y
Garner	Absent					
GoTriangle	Michelle Peele	Y	Y	Y	Y	Y
GoTriangle	Jennifer Hayden	Y	Y	Y	Y	Y
Holly Springs	Aaron Prichard	Y	Y	Y	Y	Y
Knightdale	Andrew Spiliotis	Y	Y	Y	Y	Y
Morrisville	Caleb Allred	Y	Y	Y	Y	Y
NC State University	Andrea Neri	Y	Y	Y	Y	Y
Raleigh	David Eatman	Y	Y	Y	Y	Y
Raleigh	David Walker	Y	Y	Y	Y	Y
Rolesville	Absent					
RTP Foundation	Anne Calef	Y	Y	Y	Y	Y
Wake County	Tim Gardiner	Y	Y	Y	Y	Y
Wake County	Akul Nishawala	Y	Y	Y	Y	Y
Wake Forest	Emma Linn	Y	Y	Y	Y	Y
Wendell	Bryan Coats	Y	Y	Y	Y	Y
Zebulon	Cate Farrel	Y	Y	Y	Y	Y