

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)

Kelly Introduced Sheri Legans (Cary Transit Program Coordinator) and Stephanie Plancich introduced two new TPAC voting members; Cate Farrell (Zebulon) and Austin Keefer (Rolesville).

2/21/24 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				Raleigh	David Walker	-	x		
Vice Chair/Wake Co	Kelly Blazey	x				Raleigh	Shavon Tucker			x	
Apex	Katie Schwing	x				Raleigh	Andrea Epstein			x	
CAMPO	Chris Lukasina	x				Raleigh	Het Patel			x	
CAMPO	Ben Howell	x				Raleigh	Dana Smith			x	
CAMPO	Stephanie Plancich				x	Raleigh	Janice Copeland				x
CAMPO	Suvir Venkatesh				x	Raleigh	Ben Bruster				x
CAMPO	Crystal Odum				x	Raleigh	Sylvia Greer				x
CAMPO	Gaby Lawlor				x	Raleigh	Tierra Hadley				x
Cary	Christine Sondej			x		Raleigh	Tracy Chandler				x
Cary	Mark MacDougall		x			Rolesville	Austin Keefer				x
Cary	Sheri Legans			x		RTF	Anne Calef				x
Fuquay-Varina	Allison Wylie		x			Wake County	Tim Gardiner	x			x
GoTriangle	Michelle Peele	x				Wake County	Michael James		x		
GoTriangle	R. Curtis Hayes (CE)		x			Wake County	Akul Nishawala			x	
GoTriangle	Steven Schlossberg			x		GoWake	Nikki Abija				x
GoTriangle	Liz Raskopf				x	Wake Forest	Emma Linn	x			
GoTriangle	James Carter				x	Wake Forest	Brad West		x		
GoTriangle	Jessica Perkins				x	Zebulon	Cate Farrell	x			x
GoTriangle	Jessica Perkins				x	Durham	Jenny green				x
Holly Springs	Chris Garcia	x				Aecom	Nathan Spencer				x
Knightdale	Andrew Spiliotis	x				Cambridge	David Baumgartner				x
Morrisville	Caleb Allred	x				Planning Communities	James Farrell				x
Morrisville	Danielle Kittredge		x			Planning Communities	Ann Steadly				x
NC State University	Andrea Neri	x				Planning Communities	Gray Johnson				x
Absent:	Garner										

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

2. Adjustments to the Agenda (David Eatman, TPAC Chair) - None
3. General Public or Agency Comment (David Eatman, TPAC Chair) - None

TPAC ADMINISTRATIVE ITEMS

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

Motion to adopt the January 2024 TPAC meeting minutes made by Michelle Peele. Second by Chris Garcia. No comments. Passed.

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.

Motion to endorse the 2024 election result, Caleb Allread as Program Development (PD) Subcommittee Chair made by Katie Schwing. Second by Chris Lukasina. No comments. Passed.

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 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.

Discussion:

Kelly Blazey asked if the technical memo is available for TPAC review and comment. Ben noted that it is a technical memo not subject to TPAC review but when its drafted, it will be shared. She also asked for clarity on what feedback was being requested. Ben replied that the planning team is looking for any concerns or questions on the recommendations presented by the consultant team.

Andrea Neri asked for NCSU to be included in the policy as it moves forward. He also asked who will be developing the policy. Ben responded that the Baseline Workgroup will work to develop a draft policy, the draft will be reviewed and recommended by the PD Subcommittee, before going to the TPAC for review and recommendation for adoption.

Tim Gardiner asked if a workgroup needs to be created by the TPAC. Ben responded that the TPAC created the group over a year ago. Discussions of that group resulted in the hiring of the consultants for guidance. It will now start meeting again to begin addressing the components of the policy.

David Eatman noted that financial hits to transit providers are substantial and urged that to be kept in mind as the policy moves ahead in development.

Steve Schlossberg also asked for clarity on how final decisions will be made. Ben stated again that the technical memo is guidance for the workgroup, in depth discussion and policy decisions will be made with the workgroup.

Kelly and Steve both noted that they don't feel they've had adequate opportunity to review the recommendations presented today. Ben assured that no policy decisions have been made, that discussion of the recommendations and development of the policy will be done within the workgroup structure.

David closed the discussion noting that he had several procedural questions going into this presentation, specifically how he should present the recommendations of the study and next steps to his leadership team. He feels that he got an overview that answered most of his immediate questions but noted that a lot of decisions have yet to be made by the workgroup.

Requested Action: Review the recommendations of the Baseline Revenue Assessment study and provide input to the consultants for consideration in the final Technical Memorandum. Please email Ben with any initial reactions to the path forward by Friday, 2/23.

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.

Discussion:

Ben provided an introduction and overview of the FY25 Work Plan. Steve then shared updated revenue assumptions, noting that the first 5 months of FY24 actuals are in and we are already at 45% of the projected revenue for the annual sales tax total. Both Ben and Steve noted that the draft Work Plan includes two revenue budget versions. One includes the Wake County portion of the vehicle rental tax contribution from

GoTriangle, the other does not. Discussions on what will be included in the recommended Work Plan are ongoing, led predominantly by Wake County.

The impact of removing the revenue source is about \$5 million. Steve shared that this will be seen in the total amount deducted from capital fund balance. We will need to use about \$1 million with the VRT revenue included in the budget or we will pull about \$6 million to cover requested expenditures.

Ben then reviewed each section of the Work Plan; Operating Budget, Capital Budget, Financial assumptions including callouts for commuter rail and the vehicle rental tax issue under discussion, and then the multi-year plans in the appendix.

Tim Gardiner asked if the future capacity impact of removal of the VRT has been reviewed. Steve stated that they did model out through 2040, low point is FY2027. We are able, with projected tax collections to cover currently requested project expenditures. Tim asked specifically that, in the Work Plan write up, it be clearly stated the projected amount of total funds that will be removed from the out year budgets if VRT is removed as a revenue source. He requests the total impact, not just impact to FY2025, be made clear to the public.

David Eatman asked about current debt service and projections. He asked if the planned small starts projects are covered with cash flow, and only larger New Start projects will be using debt service. Steve said a lot. Tim clarified that right now it doesn't look like we will be assuming debt in the next 2-3 years, but we will have to reassess our debt plans with each annual Work Plan. Steve noted that we do have a large amount in fund balance including required amounts for ratings.

David Walker asked about timeline. He expressed concern that the deadline for revised project requests is March 15th but public comment isn't done until the 26th. Ben and Stephanie assured the partners that, while CAMPO needs to get going on the updated draft Work Plan by the 15th, it is not final until the TPAC releases it on April 17th. So, there will be adequate opportunity for project sponsors to work with Ben to react to public comment and any other feedback that may be given before the recommended Work Plan is released for public review.

Motion to release the Draft FY2025 Wake Transit Work Plan for a public review and comment period from February 26th – March 26th, 2024 made by Andrea Neri. Second by David Walker. No further comment, Passed.

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.

Curits shared the engagement schedule, as well as created graphics for the outreach effort. He noted that they completed an equity analysis, which helped to drive targeted efforts, especially the in-person event

scheduling. Stephanie asked what the change to X channel is. Curtis explained that Elon Musk decided to rebrand Twitter to X Channel.

Stephanie also asked that Curtis and Liz track and report on performance at the in-person locations they selected as a first step to develop a series of “permanent” locations where Wake Transit information will be made available on a regular basis and where we can routinely set up in-person events when our planning activities warrant it. We’d like to establish relationships with the community members where communications can be shared on an on-going basis. Liz and Curtis both said they’d be glad to report back and like the idea of establishing more permanent communication sites.

Received 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.

Ben presented the ID worksheet. Based on earlier comment NCSU will be included on the member list. Tim Gardiner and David Eatman both noted that the “devil is in the details” for developing this policy. There are a lot of details and definitions and impacts to review and discuss. Tim asked that once we get a policy, or policy options in place, it would be appropriate for the TPAC to see and review the numbers/impact to the financial model and to be clear on how/who will meet those numbers. It is important that there are tolerances built into the policy for unforeseen impacts to service delivery. At the end of the day, we need to ensure that the baseline policy protects the program but also must be achievable by the partners.

- 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.

Andrea Neri asked if there is overlap between Fare Workgroup and the GoPass restarting. Michelle said it is not currently a task. Tim and David and Kelly joined the discussion to clarify that the conversation about GoPass use is separate from the tasks of the Fare Workgroup, but they are closely related. Stephanie asked if the 1st bullet will cover what will happen to collected fare revenue. Ex. Will any be Wake Transit attributable or how handled by the providers?

- 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.

David noted that last week FTA released some new draft guidance on system security. He will forward to Stephanie, who will send it out to the TPAC membership.

- 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.

Received as information.

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	Cancelled	Thurs. 2/22, 1:30-3:00pm

- Caleb thanked the TPAC for endorsing his election as 2024 PD Chair. The February 27th PD meeting has been cancelled.
- Curtis noted that the CE agenda tomorrow is pretty full. The media kit will be posted for the 2/26 kickoff of the Draft FY25 Work Plan comment period.

11. Workgroup Updates

- Fare Workgroup
- Technology Workgroup – continues to meet every two weeks. GoTriangle will be submitting a FY24/Q4 amendment request to pull reserve funds into the operating budget to support an update to the Regional Technology Plan.
- Baseline Workgroup- no update this meeting

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.
- NC public transportation conference is April 8-10th. State rodeo would be held the Saturday before. Check out NCTransit webpage for more information.

13. Adjourn

The next TPAC meeting will be held virtually on Wednesday, March 13, 2024.

2/21/24 TPAC Voting Record		Action 1	Action 2	Action 3
Agency/Org	Action Item	Adopt Jan TPAC Meeting Minutes	Endorse PD Chair election results	Release Draft FY25 Work Plan
-	Motion -> Second ->	Michelle Peele Chris Garcia	Katie Schwing Chris Lukasina	Andrea Neri David Walker
Apex	Katie Schwing	Y	Y	Y
CAMPO	Chris Lukasina	Y	Y	Y
CAMPO	Ben Howell	Y	Y	Y
Cary	Kelly Blazey	Y	Y	Y
Cary	Mark MacDougal	Y	Y	Y
Fuquay-Varina	Allison Wylie	Y	Y	Y
Garner				
GoTriangle	Michelle Peele	Y	Y	Y
GoTriangle	Curtis Hayes	Y	Y	Y
Holly Springs	Chris Garcia	Y	Y	Y
Knightdale	Andrew Spiliotis	Y	Y	Y
Morrisville	Caleb Allred	Y	Y	Y
NC State University	Andrea Neri	Y	Y	Y
Raleigh	David Eatman	Y	Y	Y
Raleigh	David Walker	Y	Y	Y
Rolesville				
RTP Foundation	Anne Calef	Y	Y	Y
Wake County	Tim Gardiner	Y	Y	Y
Wake County	Michael James	Y	Y	Y
Wake Forest	Emma Linn	Y	Y	Y
Wendell				
Zebulon	Cate Farrel	Y	Y	Y

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