

WAKE COUNTY TRANSIT PLAN

Transit Planning Advisory Committee

TPAC Regular Monthly Meeting • March 13, 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, welcomed everyone to the March TPAC meeting. In Kelly's absence, Caleb Allred, Chair of the Program Development Committee will be standing in as the TPAC Vice-Chair.

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						NC State University	Connor Jones		x		
Apex	Katie Schwing	x				Raleigh	David Walker		x		
CAMPO	Shelby Powell	x				Raleigh	Shavon Tucker			x	
CAMPO	Ben Howell	x				Raleigh	Het Patel			x	
CAMPO	Stephnie Plancich				x	Raleigh	Janice Copeland				x
CAMPO	Suvir Venkatesh				x	Raleigh	Melanie Rausch				x
CAMPO	Gerald Daniel				x	Raleigh	Ben Bruster				x
CAMPO	Sarah Williams				x	Raleigh	Sylvia Greer				x
Cary	Brandon Watson		x			Raleigh	Tracy Chandler				x
Cary	Sheri Legans				x	Raleigh	Dana Smith				x
Fuquay-Varina	Allison Wylie	x				Rolesville	Austin Keefer	x			
GoTriangle	Michelle Peele	x				RTF	Anne Calef	x			
GoTriangle	Jennifer Hayden	x				Wake County	Tim Gardiner	x			
GoTriangle	R. Curtis Hayes			x		Wake County	Michael James	x			
GoTriangle	Meg Skully				x	Wake County	Akul Nishawala				x
GoTriangle	Liz Raskopf				x	Wake Forest	Emma Linn	x			
GoTriangle	Meg Skully				x	Wake Forest	Brad West		x		
GoTriangle	Jessica Perkins				x	Zebulon	Cate Farrell	x			
GoTriangle	Paul Black				x	Cambridge	Alpesh Patel				x
GoTriangle	Chuck Latuca				x	ETC	Jason Jones				x
GoTriangle	Byron Smith				x	Planning Communities	James Farrell				x
GoTriangle	Scott Thomas				x	Unknown	Ashley Harris				x
GoTriangle	James Carter				x	Unknown	Kevin Lawrence				x
Holly Springs	Chris Garcia	x									
Knightdale	Andrew Spiliotis	x				Absent:	Garner				

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

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**

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

PLANNING AND PROGRAMMING ITEMS

5. **2035 Wake Transit Plan Update Public Engagement Plan**
(Information Item: Stephanie Planchich, CAMPO, 15 minutes) **Attachment B**

Through the month of February, the consultant team of Nelson-Nygard, Kimley-Horn and P3 have been working with the project management team, and community engagement subcommittee (the engagement side of the project's core technical team). With the input of several Wake Transit partners, the public engagement plan (PEP), attachment B, has been finalized. Stephanie Presented the PEP highlighting the coordination of the 5 engagement phases with the major milestones of the plan update process. She provided an overview of specific methods and tactics being developed for use during Phase 1, which is planned to launch in April. Core deliverables being developed are a "State of the Plan" report, an interactive community survey and a project web page that will be used throughout the 10-24 month planning process. She wrapped up the presentation by discussing next steps and encouraging TPAC members to share the Train-the-Trainer event information with their organization's communications and engagement staff members.

Requested Action: Received as information.

6. **FY 2025 Community Funding Area Program Selection Results**
(Information item: Suvir Venkatesh, CAMPO, 15 minutes) **Attachment C**

The Community Funding Area Program Selection Committee met twice during the month of February and has made their final recommendations. CAMPO staff will first provide a brief overview of the program and timeline. Staff will provide a status update on the CFAP Application process and discuss the project submittals, the selection committee review, and the projects that have been recommended for funding to the TPAC.

Six project requests were submitted for CFAP consideration. The Wake Forest Loops project was withdrawn by the Town and two Apex requests were determined to be outside of the scope of the CFAP program at this time. The remaining 3 projects were approved for funding and will be incorporated into the recommended FY25 Work Plan. Suvir provided information on the program's financial health and outlook, as well as much more details on the selection process in the slides archives on the TPAC meetings webpage.

Katie Schwing noted that the Town of Apex agrees with the recommendation made for the FY25 CFAP selection process, but notes that the Town requests that the questions and concerns that arose through the

process be included in the planning process for the updated CFAP Management Plan and Wake Transit Plan updates.

CFA Funding Requests for FY 2025

Total Available Funds for New Projects		
	\$1,348,217	
	Funding Request	10% Contingency
Apex 0.3 FTE (Operating)	\$15,000	\$16,500
Apex Bus Stop Improvements (Capital)	\$100,000	\$110,000
Apex Mobility Hub (Capital)	\$460,000	\$506,000
Wendell GoWake SmartRide (Operating)	\$206,814	\$227,495.40
Wake Forest East and West Loops (Joint Capital Operating) (WITHDRAWN)	\$679,626.60	\$744,589.26
Morrisville Transit Study (Planning/Technical Assistance)	\$50,000	\$50,000
TOTAL FUNDS REMAINING IN TO005-Z (Reserve)	\$991,403	\$960,721.60
Total Funds in Reserve in FY26	\$1,360,954	\$1,330,532.60

Requested Action: Received as information.

7. FY 2025 Work Plan Update

(Information item: Ben Howell, CAMPO, 5 minutes)

The review and comment period for the FY25 Work Plan is underway and will remain active until March 26th. Staff will review the comments as well as process any new or revised funding requests submitted by partners in preparation for the March PD Subcommittee meeting where it is hoped that the members will recommended an FY 2025 Work Plan for TPAC consideration. Ben reminded the TPAC that the draft Work Plan included 2 budget options since at the time it was released for review, a decision had not been made regarding the inclusion of the vehicle rental tax revenues. Over the past few weeks, that issue has been formally identified by CAMPO and GoTriangle as a significant concern and Wake County, per the ILA assigned responsibilities, has called a conference committee together so the three agencies can work toward coming to an agreement on a path forward for the recommended Work Plan.

Requested Action: Received as information.

8. FY 2024 4th Quarter Work Plan Amendment Request

(Information item: Suvir Venkatesh, CAMPO, 5 minutes) **Attachment D**

Suvir provided an overview of the FY 2024 Q4 Work Plan Amendment Request submitted by GoTriangle. The request is pull \$200,000 from TC002-M, technology reserve budget item to fund an update to the 2019 Regional Technology Integration Plan. It is expected that this total cost will be offset by contributions from the Durham and Orange Transit Plans as they move through their later amendment processes. This request is cost neutral, since the funds are being pulled from a reserve budget already accounted for in the financial model. Suvir pointed out that the public comment period for the Amendment Request opened March 8th and

will conclude on April 5th. The PD Subcommittee will consider the Amendment on March 26th, and the TPAC will consider the Amendment on April 17th. Attachment G includes the summary of the request and the Amendment Request form submitted by GoTriangle.

Shelby Powell asked for clarification on the funding split. She noted that the project cost is \$200,000, and the request to Wake Transit is \$200,000. Where is the cost share? Michelle Peele explained that GoTriangle understands the urgency of this plan update for the partners and the decision was made to put full preliminary cost estimate into this amendment request to ensure that the project can begin as soon as the scope is approved. There are also some additional scope elements being discussed that would be attributable to Wake County so having a larger upfront budget will allow for those elements to be added without requiring another amendment request. The plan is to use the standard 70/20/10 cost share split for the project, and it is likely that at the end of the study process unused funds would be returned to the Wake Fund balance. Again, the purpose of requesting the full \$200,000 is to help the project move forward as quickly as possible.

Requested Action: Received as information.

9. Engagement Updates: Progress on FY25 Work Plan and FY24/Q4 Amendment Strategy

(Information item: R Curtis Hayes, GoTriangle, 15 minutes)

This engagement update will provide Wake Transit partners with progress reports on two community review and public comment periods. The Draft FY 2025 Wake Transit Work Plan and the FY 2024/Q4 Wake Transit Work Plan Amendment Requests. The comment periods operate separately but also run concurrently for about 18 days during their 30-day comment periods. The TPAC received informational updates about the engagement strategies for both efforts during its February 21, 2024 meeting. The CE Subcommittee heard updates on both strategies during its February 22, 2024 meeting. The Draft FY 2025 Wake Transit Work Plan comment period is February 26, 2024-March 26, 2024. The FY 2024 Q4 Wake Transit Work Plan Amendment Requests comment period is March 8, 2024-April 5, 2024.

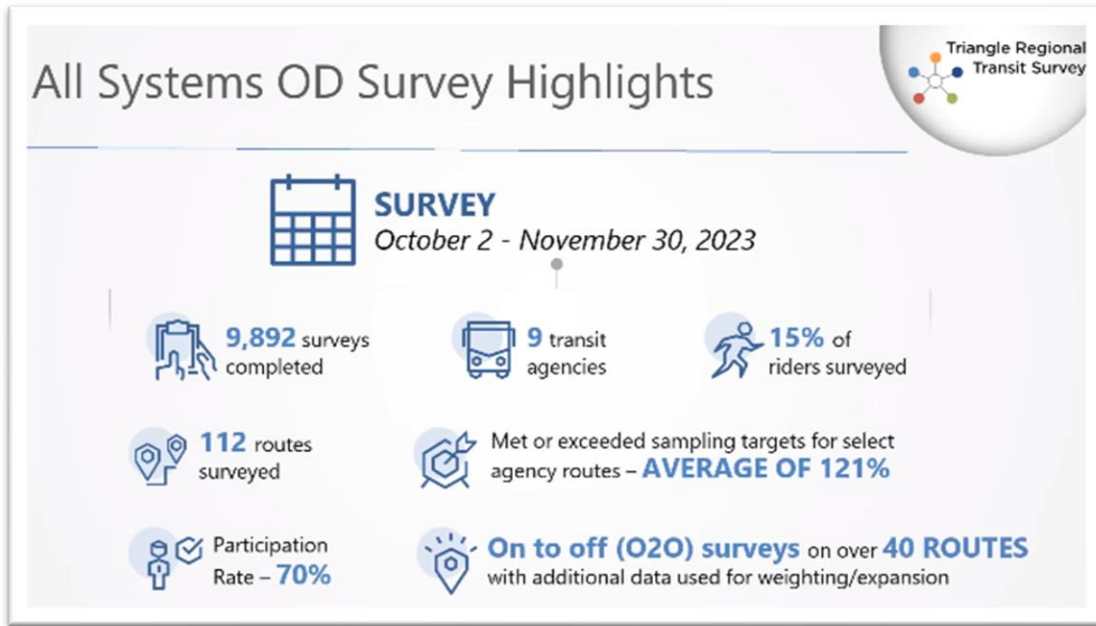
Requested Action: Received as information.

10. 2023 Triangle Region Transit Origin-Destination Survey Results

(Information item: Alpesh Patel, Cambridge Systematics, 30 minutes) **Attachment E**

The City of Raleigh led the 2023 Triangle Region Transit Origine-Destination Survey with consultant support from Cambridge Systematics. The project completed in the fall and the local and regional outcomes are now available. The results have also been published online in the ETC Institute's project dashboard,

<https://etcinstitute.com/triangle-wake-county-nc-transit-portal/>. Alpesh Patel, and Jason Jones tag teamed the presentation to the TPAC. The full presentation is archived on the TPAC meeting webpage. The O&D survey is typically conducted every 5 years.



They shared numerous highlights and statistics garnered through the survey process. One example is that 90% of riders walk to the bus stop and the average time spent walking is 1-5 minutes.

Trip characteristic trends have shifted since the last survey. Much of which is attributed to the impacts of COVID-19. Namely, more people working from home and that transit service across the region has been free as a result of the pandemic. This has changed travel patterns, time of day people travel and who is traveling. The attachments show specific finding for GoTriangle, GoRaleigh and GoCary services. In addition to an overview of the survey process and findings, the TPAC received a brief tour of the webpage and data contained therein. Stephanie asked if there was a planned training for folks to dive deeper into the web platform. Jason noted that nothing is scheduled at this time, and Alpesh stated that the partners did receive a pretty robust walk through at their last meeting. If TPAC members are interested in more information, let Stephanie know.

Requested Action: Received as information.

11. Subcommittee Report (Stephanie Planchich, TPAC Administrator, 5 minutes)

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. 3/26, 1:30-3:30pm	3/19, 9:30-12:00 3/28, 1:00-3:00pm

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

Stephanie provided a brief presentation of the new monthly subcommittee report process. In short, both the PD and CE subcommittee chairs have been provided with a report form that mirrors the 6-month task list and they will note activities taken for each task on the cumulative report form. The reports will be attached to the TPAC agenda moving forward.

There are no updates for PD, since they did not meet in February. They will meet on their regular monthly schedule on March 26th.

The CE Report form is updated. For CE, Stephanie emphasized the two planned meetings this month. CE members are invited to attend a CE meeting on March 19th, as part of the 2035 Wake Transit Plan update CTT. Draft materials and final strategy and planning information will be presented for the April (Phase 1) engagement effort. At the regular meeting on March 28th, TPAC members are asked to ensure that the public relations/communications staff for their agency are aware of the Phase 1 train-the-trainer event. It will be at the top of the agenda (1:00pm), will be led by the consultant team and is expected to last about 45 minutes

12. Workgroup Updates

- Fare Workgroup (mpeelee@gotriangle.org) Low income fare program elements are continuing to be finalized and prepared for launch with return to fare in July.
- Technology Workgroup (mpeelee@gotriangle.org) Continues to meet every 2 weeks to discuss Wake County specific and regional technology topics. The scope development for the Technology Plan Update is moving forward.
- Baseline Funding Workgroup (ben.howell@campo-nc.us) The baseline study recommendations have been finalized and the workgroup will be kicking off soon to begin developing the policy.
- Safety & Security Workgroup (ben.howell@campo-nc.us)
- Financial Policies Workgroup (pkingman@gotriangle.org)
 - Paul will be sending the 1st WG meeting invitation soon. Members identified to participate include: CAMPO – Ben / Stephanie, GoTriangle – Michelle / Jennifer, C.O.R – David / David / Shavon, T.O.C – Kelly / Christine, T.O.A – Katie, WC – Tim, others? Email Paul to be added.

13. Other Business

- Stephanie provided several other business updates:
 - In response to member requests, the TPAC Subcommittee agendas have been posted in a new archive located at the bottom of the subcommittee webpage. This may not be it's final location, but it is live now and members have access to the agendas we have from 2017.
 - The FY24/Q2 quarterly progress report has been published and is ready to view on the Wake Transit SharePoint site and with today's agenda packet.
 - The results of the Baseline Assessment has been posted with the agenda packet for information. This is the document that will guide the work of the Baseline Workgroup as noted by Ben.

14. Adjourn

The next TPAC meeting is **In-Person** at CAMPO, Wednesday, April 17, 2024.

TPAC Voting Record		Action 1
<u>Agency/Org</u>	Action Item	Adopt Feb TPAC Meeting Minutes
-	Motion -> Second ->	Michelle Peele Chris Garcia
Apex	Katie Schwing	Y
CAMPO	Shelby Powell	Y
CAMPO	Ben Howell	Y
Cary	Kelly Blazey	Y
Cary	Christine Sondej	
Fuquay-Varina	Allison Wylie	Y
Garner		
GoTriangle	Michelle Peele	Y
GoTriangle	Jennifer Hayden	Y
Holly Springs		Y
Knightdale	Andrew Spiliotis	Y
Morrisville	Caleb Allred	Y
NC State University	Connor Jones	Y
Raleigh	David Eatman	Y
Raleigh	David Walker	Y
Rolesville	Austin keeper	Y
RTP Foundation	Anne Calef	Y
Wake County	Tim Gardiner	Y
Wake County	Akul Nishawala	Y
Wake Forest	Emma Linn	Y
Wendell	Bryan Coats	
Zebulon	Cate Farrel	Y

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