

WAKE COUNTY TRANSIT PLAN

Transit Planning Advisory Committee

TPAC Regular Monthly Meeting • April 17, 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)

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	Agency/Org	Name	PM	VA	OA	MG
Chair/Raleigh	David Eatman	x				Raleigh	David Walker		x								
Vice Chair/Wake Co			x			Raleigh	Shavon Tucker				x						
Apex	Katie Schwing	x				Raleigh	Andrea Epstein				x					x	
CAMPO	Shelby Powell	x				Raleigh	Andrew Miller										x
CAMPO	Stephanie Plancich	x				Raleigh	Cara Russell										x
CAMPO	Suvir Venkatesh				x	Raleigh	Melanie Rausch										x
Cary	Christine Sondej	x				Raleigh	Ben Bruster										x
Cary	Mark MacDougall	x				Raleigh	Dana Smith										x
Fuquay-Varina	Allison Wylie	x				Raleigh	Sylvia Greer										x
GoTriangle	Jennifer Hayden	x				Raleigh	Tracy Chandler										x
GoTriangle	R. Curtis Hayes		x			Raleigh	Het Patel										x
GoTriangle	Liz Raskopf				x	Raleigh	Janice Copeland										x
GoTriangle	Steven Schlossberg			x		RTF	Travis Crayton	x									
GoTriangle	Jessica Perkins				x	Wake County	Tim Gardiner	x									x
GoTriangle	Paul Kingman				x	Wake County	Michael James		x								
Holly Springs	Chris Garcia	x				Wake County	Akul Nishawala				x						
Morrisville	Caleb Allred	x				GoWake	Anita Davis-Haywood										x
NC State University	Andrea Neri	x				Wake Forest	Emma Linn	x									
						Wendell	Bryan Coats	x									
Absent:	Knightdale					Wake Tech	John Majernik										x
	Garner					TBD	Matt Cecil										x
	Rolesville																

2. Adjustments to the Agenda - None

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**

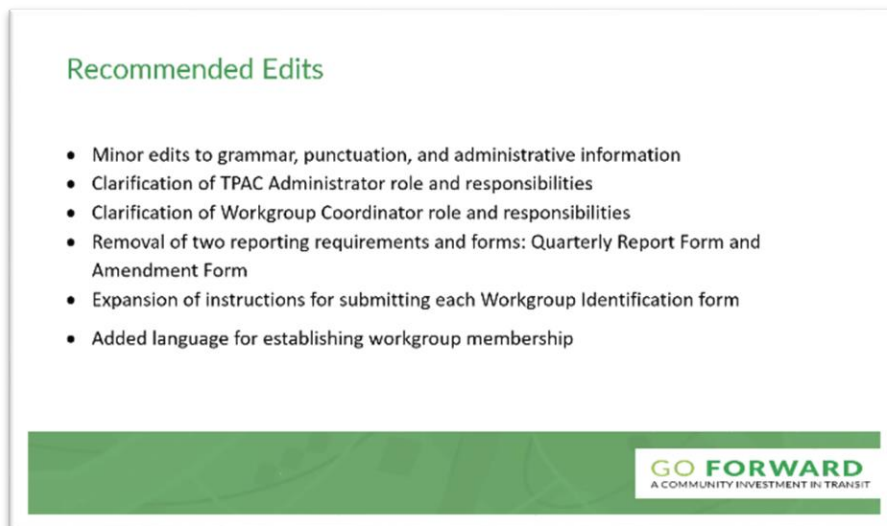
Motion to adopt the March 2024 TPAC meeting minutes made by Emma Linn. Second by Shelby Powell. No comments. Passed.

5. Wake Transit Workgroup Operating Guidelines Update

(Action Item: Stephanie Plancich, CAMPO, 10 minutes) **Attachment B**

The initial Workgroup Operating Guidelines were adopted in 2020. Since its inception, the use of Workgroups has been successfully employed to address emerging and on-going tasks of the TPAC. There are currently 5 active workgroups addressing a variety of assigned tasks, but several others have been established and used to address issues over the past 3 years.

The purpose of the update is to ensure that the policy reflects the processes and procedures being followed by Workgroup Coordinators today, to clarify reporting requirements and the roles and responsibilities of staff.



The update, Attachment B, was reviewed and recommended by the Program Development (PD) Subcommittee at its March meeting. Members requested additional language about membership be added and then recommended TPAC adoption. Here is that additional language.

Added Clarity on Workgroup Membership

WORKGROUP MEMBERSHIP

The membership of each workgroup is unique to the task(s) assigned. Which agencies and organizations are included on the member roster is determined by the convening body when they fill out the identification worksheet. It is the job of the Coordinator to send out individual invitations and to maintain the member roster. A member can be anyone that brings value, unique experience or perspective or has regulatory authority over aspects of the project. Any TPAC member can join a Workgroup by emailing the Coordinator and requesting to be included on the member roster.

Additional Questions and Comments?

GO FORWARD
A COMMUNITY INVESTMENT IN TRANSIT

Motion to endorse the recommended update of the Wake Transit Workgroup Operating Guidelines made by Chris Garcia. Second by Curtis Hayes. No comments. Passed.

PLANNING AND PROGRAMMING ITEMS

6. Recommended FY 2024, 4th Quarter Work Plan Amendment Request (Action item: Suvir Venkatesh, CAMPO, 10 minutes) **Attachment C & C1**

One Major Wake Transit Work Plan amendment request was submitted for consideration in the FY2024 4th quarter amendment cycle. The amendment request is a Capital budget request from GoTriangle. The Amendment Review Packet, Attachment C, includes detailed information on the request, the scope and financial disposition, Program Development Subcommittee voting record, and the engagement summary report for the public review period that ran from March 8th through April 5th.

FY 2024 Quarter 4 Requested Wake Transit Work Plan Amendments						
REQUESTED MAJOR AMENDMENT						
Project ID #	Agency	Project Title	Capital Budget Amendment Requests			Reason for Major/Minor Amendment Status
			Original Funding Allocation	Requested Funding Allocation	Funding Impact	
TBD	GoTriangle	Regional Transit Technology Plan Update	\$ -	\$ 200,000	\$ 200,000	Major Amendment: Amendment request involves project requested to be added to the Work Plan and funded using funds from a budgeted reserve. Major Amendment: This amendment request is for funds to hire a consultant to complete an update to the 2019 Regional Transit Technology Plan. The cost for the update to the Plan will be split among Wake, Durham and Orange Counties, and the amendment request is a cost neutral impact to the Wake Transit Plan, as it is requesting funds from a budgeted reserve account.
Total Capital Funding Impact					\$ 200,000	

Curtis Hayes provided an overview of the 30-day engagement period for the amendment request. We had 126 people visit the Get Involved web page, 6 people submitted a comment and 2 people signed up for future Wake Transit news. One activity of note, was a spike of 13K people viewing us on social media. GoTriangle staff identified that as a spam attack, but it did not cause any issues

FY 2024 Q4 Wake Transit Work Plan Amendment Requests

Project Engagement

VIEWS	PARTICIPANTS	RESPONSES	COMMENTS	SUBSCRIBERS
126	6	19	11	2

Motion to recommend approval of the requested FY 2024 4th Quarter amendment request to the Wake Transit governing boards made by Shelby Powell. Second by David Walker. No comments. Passed.

7. Engagement Summary Report for the Draft FY 2025 Wake Transit Work Plan
(Information item: Curtis Hayes, GoTriangle, 10 minutes) **Attachment E**

The Draft FY 2025 Wake Transit Work Plan’s community review and public comment period was held February 26, 2024-March 26, 2024. Wake Transit’s lead agencies and partners raised awareness of the opportunity for citizen participation with an engagement effort that focused on reaching communities of concern and the general public. An equity analysis was completed in January 2024 to help direct outreach efforts toward communities of concerns. The campaign covered the full spectrum of communications tools, from print to pixel and in-person activities. The public responded to the call for input with nearly 200 comments submitted online, in-person, and through email. Curtis discussed what worked well during this comment period, as well as what might be improved for future efforts and highlighted some of the analytics collected throughout the effort. A great example is 30 new Wake Transit news subscribers.

General survey responses show that most people who participated in the “do you know Wake Transit” survey questions reported being aware of the program, so that indicates that we can begin moving toward more technical or detailed information for educating the public. Stephanie thanked Curtis for the report and noted that the questions that collected community awareness were helpful.

Requested Action: Received as information.

8. Introduction to Wolfline - NC State’s Transit System
(Information item: Andrea Neri, NCSU, 20 minutes)

The TPAC received a presentation of NC State’s Wolfline transit system. In addition to a bit of history, an overview of the services provided, and their transit partnerships, Andrea Neri discussed how NCSU’s transit program supports reaching goals set by the Wake Transit Plan. The catalyst for the presentation in to increase TPAC member awareness of the system and how it contributes to the entire Wake County transit network

since the university has recently signed a master agreement and has plans to begin requesting Wake Transit funds for operating and capital improvement projects.

WOLFINE SYSTEM

- 35 buses in the Wolfline fleet (25 deployed at peak)
- 10 weekday routes (all frequent service)
- 3 weekend routes
- Service area: 9 sq mi
- Population: 46,000

Some system highlights include: 95% of riders are under age 35. White and Asian riders are the majority of system users. Significant percentage of riders are low-income. Wolfline complies with FTA guidelines but is not required to conduct fare and service equity analysis. They have a contract through July 2029 for transit management and CDL driver starting pay is \$19.07/hr. Wolfline connects with 5 GoTriangle and 5 GoRaleigh routes. More transfer options are being considered. Wolfline is 2nd highest ridership system in Wake County. Wolfline is a very sufficient service with cost per boarding around \$3, GoR near \$9 and GoT close to \$15. They have incredibly high ridership numbers. To meet the need, they are consistently upgrading and adding needed bus stops. They share 35% of their stops with other providers. Their BOMF is inadequate for current and projected needs so a new site search is underway.

As new signatories of the Master Participation Agreement, Wolfline is pulling baseline data for use in setting performance goals and requirements. They will be participating in the baseline development discussion. NCSU wants to be included in the next Bus Plan update and any other planning effort to integrate their system more fully into the Wake Transit process.

Requested Action: Received as information.

9. 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	*Tues. 4/30/24, 1:30-3:30pm	*Tues. 4/16 9:30am-12pm *Thurs. 4/25 1:30-3:30pm

Caleb (PD) – Reminded members that the next PD meeting has been moved out to the 30th.

Curtis (CE) – Met as part of the Wake Transit Plan Update CTT on the 16th. Meeting on the 25th will include a train-the-trainer session for deploying the Phase 1 engagement for the plan update. Phase 1 will run for 6-7 weeks, through Juneteenth.

Stephanie reiterated that the train-the-trainer event is for TPAC member agency staff that are responsible for executing communications and engagement efforts locally. The people that “DO” the work need to be there which often is not the typical CE members.

Emma clarified that the train-the-trainer event will be held in person at CAMPO.

10. Workgroup Updates

- Fare Workgroup (mpeelee@gotriangle.org)
 - Stephanie noted that Michelle is on vacation. That the work to prepare the low-income fare structure is fully in place before July 1.
- Technology Workgroup (mpeelee@gotriangle.org)
 - Stephanie also provided a brief update from the Technology WG. There is a lot of work underway to prepare for Raleigh and GoTriangle return to fare programs. As of the last meeting, all providers had been incorporated into the Google maps system, the scoping for the technology Plan Update received the first round of comments and university partners are now being engaged regularly with the group.
- Financial Policies Workgroup (ppingman@gotriangle.org)-Attachment D- Meeting Summary
 - Paul informed the TPAC that the WG met to discuss the 2.5% annual growth rate at its meeting. Members received a presentation of what is being done/assumed at the state and federal level and GoTriangle recommended that we maintain the current 2.5% rate for Wake Transit. Members voted to support that as a general rule, but wanted to ensure that as updated inflation information becomes known it can be reflected in the financial model. Currently this can be done annually, further discussion on updating out year data will be further reviewed.
- Baseline Funding Workgroup (ben.howell@campo-nc.us)
 - Baseline WG had its first meeting. Stephanie noted that discussion focused on the recommendations of the study recently completed. Next steps are to set up a recurring meeting time to continuing work to get to a baseline Policy draft document. First focus will be writing a definition of what baseline is which will become the basis of the new policy and later we will determine how to handle baseline requirements when a route is eliminated, absorbed by a new provider or replaced by a different service.
- Safety & Security Workgroup (ben.howell@campo-nc.us)
 - Stephanie noted that the 1st Safety and Security WG meeting is set for 11am on the 24th. She asked folks to email Ben if they want to receive that invitation.

11. Other Business

- Reminder that the Train-The-Trainer workshop for Wake Transit Plan Update, Phase 1 engagement activities will take place at the CE meeting on April 25th. This event should be attended by your agency’s communications and engagement staff who will be responsible for sharing information to your community members in addition to regular CE members.
- The parking lot behind the CAMPO office is under construction. An alternative parking map will be posted with the TPAC meeting invitation for the May meeting.
- Any other news or business items?

12. Adjourn

The next TPAC meeting is **In-Person** at CAMPO, Wednesday, May 15th, 2024.

*Check the calendar invitation before traveling to The Fenton. The most current parking map will be attached closer to the meeting date.

4/17/24 TPAC Voting Record		Action 1	Action 2	Action 3
Agency/Org	Action Item	Adopt March TPAC Meeting Minutes	Updated Workgroup Op. Guidelines	FY24/Q4 Amendment Request
-	Motion -> Second ->	Emma Linn Shelby Powell	Chris Garcia Cutis Hayes	Shelby Powell David Walker
Apex	Katie Schwing	Y	Y	Y
CAMPO	Shelby Powell	Y	Y	Y
CAMPO				
Cary	Mark MacDougal	Y	Y	Y
Cary	Christine Sondej	Y	Y	Y
Fuquay-Varina	Allison Wylie	Y	Y	Y
Garner				
GoTriangle	Curtis Hayes	Y	Y	Y
GoTriangle	Jennifer Hayden	Y	Y	Y
Holly Springs	Chris Garcia	Y	Y	Y
Knightdale				
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	Travis Crayton	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	Bryan Coats	Y	Y	Y
Zebulon	Cate Farrel	Y	Y	Y

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 Vice Chair: Kelly Blazey, Town of Cary