



WAKE COUNTY TRANSIT PLAN

Transit Planning Advisory Committee

TPAC Regular Monthly Meeting via WebEx • June 26, 2024 • 9:30am-12:00pm

MEETING MINUTES

1. Welcome and Introductions (David Eatman, TPAC Chair)

CAMPO introduced Steven Mott, the new Wake Transit Sr Planner.

6/26/2024 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						Holly Springs	Chris Garcia	x	-	-	-
Vice Chair/Wake Co	Kelly Blazey	x				Morrisville	Caleb Allred	x	-	-	-
Apex	Katie Schwing	x				NC State University	Andrea Neri	x	-	-	-
CAMPO	Alex Rickard		x			Raleigh	David Walker	-	x		
CAMPO	Ben Howell		x			Raleigh	Shavon Tucker			x	
CAMPO	Stephanie Plancich				x	Raleigh	Andrea Epstein			x	
CAMPO	Steven Mott				x	Raleigh	Dawn Souza				x
CAMPO	Suvir Venkatesh				x	Raleigh	Janice Copeland				x
CAMPO	Bonnie Parker			x		Raleigh	Tierra Hadley				x
Cary	Christine Sondej		x			Raleigh	Tracy Chandler				x
Cary	Mark MacDougall		x			Raleigh	Melanie Rausch				x
Cary	Matt Cecil			x		Raleigh	Ben Bruster				x
Cary	Shelly Curran			x		Raleigh	Dana Smith				x
Fuquay-Varina	Allison Wylie	x				Raleigh	Rachel Anderson				x
Garner	Erin Joseph	x				Rolesville	Austin keefer	x			
GoTriangle	Jennifer Hayden	x				RTF	Anne Calef		x		
GoTriangle	Paul Black	x				Wake County	Tim Gardiner	x			x
GoTriangle	R. Curtis Hayes		x			Wake County	Akul Nishawala				x
GoTriangle	Liz Raskopf				x	GoWake	Nikki Abija				x
GoTriangle	Steven Schlossberg			x		Wake Forest	Emma Linn	x			
GoTriangle	Paul Kingman				x	Wendell	Bryan Coats	x			
GoTriangle	Holly Stott				x	Zebulon	Cate Farrel	x			
GoTriangle	Amber Warren				x	Wake Up Wake Co.	Denzel Burnside				x
Absent:	Knightdale										

2. Adjustments to the Agenda (David Eatman, TPAC Chair)

Stephanie Plancich will cover item #5.

Stephanie Plancich, Austin Stanion, and the CFA PMP Update team will be presenting virtually.

Reminder to share your screen when you are presenting.

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 May 2024 TPAC meeting minutes made by Alex Rickard. Second by Chris Garcia. No Comments. Passed unanimously.

5. FY25 TPAC Meeting Schedule

(Action Item: Ben Howell, CAMPO, 5 minutes) **Attachment B**

TPAC members reviewed the recommended update to the TPAC meeting schedule at their May meeting. Comments were accepted through Friday, June 7th. No comments were received. The final recommendation for TPAC consideration is to modify the TPAC's recurring meeting schedule from the 2nd Wednesday of the month to the 3rd Thursday beginning in July 2024, the start of FY25. The TPAC chairs are also recommending a change to the TPAC meeting venue assumption to be in-person each month with the option to change to virtual, which is the opposite of our current process. This is to accommodate expected needs to have in-person discussion on Work Plan related items, Wake Transit Plan Update elements, and other planning processes.

Motion to adopt the recommended FY 2025 TPAC meeting schedule made by Alex Rickard, CAMPO. Second by Paul Black. Steve asked for as much notice as possible if there is a date or venue change. Stephanie committed to that noting that those decisions are typically presented the month or decided 3 weeks in advance after the agenda planning calls. It was also noted that there may be a conflict with the NC Planning Conference in October. No additional comments. Passed unanimously.

PLANNING AND PROGRAMMING ITEMS

6. FY 2025 Work Plan Adoption Progress Update

(Information Item: Ben Howell, CAMPO, 20 Minutes)

The TPAC-recommended FY 2025 Wake Transit Work Plan was approved by the CAMPO Executive Board on June 12th, and the GoTriangle Board of Trustees considered it at their meeting on June 17th. CAMPO staff will discuss the status of the Work Plan and review next steps toward adoption.

Stephanie Planchich sent an email to TPAC members for collecting questions, comments and concerns with specific projects or the overall process for the 60-days. Please insert your feedback there so it can be reviewed and considered.

Ben Howell noted that GoTriangle did not approve the Work Plan at its June meeting. Steve Schlossberg commented that they took action to send it back to CAMPO. Ben stated that GoTriangle had yet to send formal notice to CAMPO but that they are expecting to receive formal notice from the Board Clerk soon. CAMPO has adopted the Work Plan so sending it back to them caused some confusion. Clarification is expected soon.

Steve then noted that they are calling the 60-day continuing resolution/continuing budget outlined in the ILA an interim budget.

Members expressed concern that planned FY25 projects are being held up. Steve confirmed that no new funds are being allocated, and Ben Howell noted that the intention of both CAMPO and GoTriangle is to get

an approved Work Plan as soon as possible and that the approved budget would be retroactive to July 1, so the risk taken by agencies who move ahead with self-funding new projects in the interim period is very low.

Kelly Blazey asked what happens at the end of August if no Work Plan is adopted. Ben Howell replied that we do not know yet, and that they hope that this will find resolution in August, but staff will be developing a “What if” plan if additional time for adoption is needed. The worst case scenario could be that new projects would get pushed out even farther, but that is not anticipated

Members asked for clarity about the role and function of the conference committee (CC). Ben Howell and Michael James explained that Wake County is responsible for convening and managing the CC. It is a creature of the ILA. Meetings are not open, they are attended by designated representatives from the three ILA signing agencies. Currently, GoTriangle and CAMPO have two members and Wake County designated three people. The findings of the CC are binding on the TPAC.

David Walker asked specifically about the new Rolesville microtransit service/401X service issue. Ben Howell confirmed that right now new projects/new project IDs would not be covered in the interim budget; several projects are caught up in this situation. Tim Gardiner confirmed that Wake County’s NE SmartRide service is in a similar situation. New projects are not included in the 60-day period, but all services previously funded can continue. David Walker expressed concern that two GoRaleigh services are changing service model so they required new project IDs, but they are a replacement for existing services. So, they cannot be changed due to this Work Plan adoption issue. Ben Howell confirmed that is true and stated that the TPAC can make a recommendation to allow existing services, like the 401X, to continue from FY24 while we wait for FY25 projects to receive funding, but it must be approved by the governing boards who won’t meet again until August. Ben Howell continued, stating that there isn’t a way to avoid impacts for Monday, the beginning of the new fiscal year, but that staff are committed to working through the logistics as quickly as possible and will share more details by the end of the week/early next week. He again stated that the financial risk to partners is very low since the Work Plan, once adopted, will be retroactive to July 1st, but that there is some risk until that time.

David Walker noted that this situation is putting local municipalities at risk. Ben acknowledged that truth, and committed to continuing to work as quickly and as cooperatively as possible with GoTriangle to support partners as we navigate this unique situation.

Kelly Blazey asked if there has been a change in Financial Policy that partners can no longer carry over any operating funds. Steve Schlossberg clarified that the policy has not be adjusted, that some expenses can be approved for carry-over but operating expenses are not one of those categories.

Ben Howell closed discussion by reiterating that staff will continue to work on getting more information by Monday, the new fiscal year, if possible and will continue bringing updates to meetings and sharing updates via email as information becomes available.

Requested Action: Receive as information.

7. Period of Performance (POP) Amendment Requests
(Action item: Steven Mott, CAMPO, 10 minutes) **Attachment C**

The Wake Transit Work Plan Amendment Policy calls for a special amendment request cycle to be included on the annual Work Plan Amendment Schedule to allow project sponsors to request period of performance (POP) extensions as needed. CAMPO staff has reviewed the extension requests with partner applicants and is recommending that twenty-four (24) previously funded projects receive agreement extensions to December 31, 2025 or December 31, 2026 respectively.

Town of Cary did not submit their POP requests through SharePoint so they are not included. Members discussed several options for allowing Cary to submit and get their agreement extensions approved before they expire. Members agreed to move the current list of extension requests forward today, but to allow the Town of Cary to submit their list for TPAC action in August to go before the governing boards in September.

Tim Gardiner asked for clarification that there is no PD review requirement that would hinder that schedule. Ben Howell confirmed no PD review is required.

Kelly Blazey asked for a review of the process, requesting that GoTriangle, as agreement keepers, inform the partners of which contracts are set to expire each spring. Ben Howell noted that we believe that is being done already. Kelly Blazey did not recall getting the notice, stating that Town of Cary staff had submitted their list to GoTriangle but were unclear it needed to be submitted through the SharePoint.

Steven Mott noted that Stephanie Planchich reminded the group yesterday that a goal set a couple years ago is to get all expiration dates shifted to December. She asked GoTriangle to confirm that after this POP cycle, that goal will be accomplished, because, if it has, we can look at the POP cycle timing and make modifications in future years to better align with project sponsor schedules. For example, we can eliminate the special summer cycle and complete the amendment requests as part of the Q2 process, or subset thereof, since engagement/PD review is not required.

Motion to recommend Wake Transit governing board approval of 24 requested period of performance extensions for project agreements set to expire made by Tim Gardiner. Second by Caleb Allred. Kelly thanked the TPAC for being flexible in allowing the Town to bring their POP extension requests outside of the regular schedule. Passed unanimously.

8. Community Funding Area Program Management Plan Update – Draft Review

(Information Item: Marina and Leah from Cambridge Systematics and Gray from Planning Communities, 30 minutes) **Attachment D & E**

The CFA Program offers match funds to 10 eligible municipalities and RTP to support the study and operation of transit services in Wake County. Since its inception, CFA has funded 19 projects and made a tangible impact on travel options in the region. The CFA PMP is being updated in tandem with the 2035 Wake County Transit Plan Update. During the presentation, consultant staff will summarize recommended edits and changes. The objective is to finalize the PMP update for the FY26 CFA Program call for projects.

The consultant team gave a detailed presentation of the findings, feedback and current recommendations in the draft CFAP Management Plan update. They shared several summary slides, 3 distinct funding scenarios to kick-off discussions for a final selected scenario, updated terms and definitions, and in response to feedback proposed a new CFAP application schedule for the FY26 Work Plan. CAMPO is looking into a more streamlined application process and other policy concepts that are being considered for inclusion in the updated Plan.

Application Process Updates



CAMPO to Update the Application Portal

- Consider an application template
 - ✓ Create consistent content
 - ✓ Streamline application and review
 - ✓ Directly export any data into database for
- Integrate with WTP SharePoint folder



New Policy Concepts

- **Joint Applications** with Cary, Raleigh or unincorporated Wake (not in PMP)
- **Streamline application** process for existing projects with minor updates (not in PMP)
- **Increase CFAP staffing** to a full FTE align with program size (not in PMP)

The update also reviewed project scoring criteria. Most were confirmed so only a few changes were made. Changes that are being incorporated include mirroring some of the selection processes of the LAPP program and right-sizing budgets and cost estimates to current year inflation rates.

The memo is where the additional questions and considerations are listed. Some items in the memo may be added to the draft Plan, others may become appendices or other policy guidance or noted for future updates. One example is the concept of graduating from CFAP to Big Wake; if it's needed, what that process would look like, etc. this is one question in the memo listed for further discussion and can be added as an appendix

The next layer of data evaluated is how projects are evaluated after receiving program funds. Similar to the performance metrics in the Bus Plan, CFA projects have 2-year growth period where the report only, years 3-4 they must meet a portion of the service goals but should hitting 100% of goals in year 5.

Steve Schlossberg noted that depending on the funding scenario selected there may need to be an update to the financial Policy. Tim Gardiner and Ben Howell agreed that we'd know if that would be needed over the next month or so.

Tim Gardiner would like the TPAC to drill down in 2 meetings/discussions more specifics to answer the remaining questions in the memo to ensure that what is being planned matches up to the Wake Transit Plan update also in progress, but then get into the implementation details of the updated CFAP in FY26 and future years.

Ben Howell clarified that we have two separate activities happening. An initial update to the PMP that can be followed for the FY26 Work Plan development cycle and a set of remaining policy questions that need more time to work through

Tim Gardiner suggested that we push action on the PMP Update to September to allow for more time to discuss immediate policy needs. Katie Schwing supported that recommendation noting that the big questions for Apex are still outstanding and supports at least one CFAP Workgroup meeting be set before the PMP is considered finalized for TPAC review.

Steve Schlossberg then asked about the membership of the selection committee and other specifics in the selection process (outlined in the draft PMP, attached).

Received as information.

9. Technology Integration Plan Update – Draft Scope and Schedule

(Information Item: Austin Stanion, GoTriangle, 20 minutes) **Attachment F & G**

For the past several months, the Technology Workgroup has been meeting regularly. One of the tasks of the group was to develop a scope and schedule for updating the Regional Technology Integration Plan. TPAC will receive an overview presentation of the draft scope of work, Attachment E, as well as the anticipated adoption schedule, Attachment F. Any question or comments should be emailed to astanion@gotriangle.org by Wednesday, July 3rd. The next meeting of the Technology Workgroup is scheduled for July 11th.

Austin reviewed the two attachments with the TPAC.

Alex Rickard had several questions. First, he asked to know who is on the PM team for the update process and he asked who the AECOM Project manager will be? New person, Dan Nelson, is being interviewed for qualifications next week as a more transit experienced project manager.

CAMPO expressed concern that this plan update is not being adequately coordinated with the Central Pines' convened ITS group. He asked for Austin Stanion to incorporate meeting with them regularly to ensure we are not duplicating efforts or missing information as the projects advance. Austin Stanion noted he touched base with them a month ago to discuss how the plans will support each other noting that the Wake Transit plan is targeted at the next 5-year period, where Central Pines is a longer visioned plan.

Alex Rickard next asked about the limit of 12 reviewing agencies included on the AECOM scope. Alex Rickard asked that NCDOT technology staff be included as a stakeholder to be involved early in this process. Austin Stanion will add them to the list of government stakeholders group. Stephanie Plancich asked for clarity that the TPAC members won't be asked to vote on something they are not allowed to review and comment on. Meg Sculley clarified that all decision-making bodies/working groups, like the TPAC, will follow current decision-making processes so they will have the chance to review a more polished draft before taking any action. Those reviewing initial materials are a more select/reasonably sized group.

Alex Rickard next expressed concern about the short time frame proposed to complete this project and emphasized that CAMPO's Executive Board will be unlikely to adopt any Plan that has not been fully vetted by other area technology staff and coordinated with other plans and projects. It makes sense to involve those active in technology as stakeholders on the front end to ensure that coordination is happening rather than get to the end and have adoption held up for months while those folks are brought up to speed and are provide a chance to weigh in on this regional plan. Meg Sculley and Austin Stanion stated that they expect the PM Team members to communicate back to their staff, consultants, technology providers, etc.

Received as information.

10. Marketing & Strategic Communications Update – Return to Fare

(Wendy Mallon and Liz Raskopf, GoTriangle; Andrea Epstein, GoRaleigh, 20 minutes)

After suspending fares during the COVID-19 pandemic, GoTriangle and GoRaleigh will return to collecting fares on July 1, 2024. Agency representatives will discuss their strategies for keeping the public in the loop regarding the changes, including messaging, platforms, activities, and the technologies that make it work.

Andrew Miller presented on GoRaleigh’s progress. He reviewed their target audiences, key messaging, their media outreach strategies and plan for conducting community events. They are a month or two behind GoTriangle in getting the word out and launching their Umo program but are working hard to reach their riders before the soft launch kicks off on July 1st. August will be “Practice your pass” month and September will be the official start of full fare collection activities.

Wendy Mallon shared more detailed information about their GoPass program *Powered by Umo*. She introduced the Transit Assistance Program (TAP) acronym which GoTriangle has decided to call the low-income fare program developed with the Fare Workgroup. There is a handout provided with TAP details for member reference.

GoTriangle Returns to Fares July 1, 2024
 Launches Umo Mobility App & Card
 Features Fare-Capping, Trip Tracking and
 Special Fare Options Including
 Seniors
 Youth
 Disability
 *Transit Assistance Program NEW

Fare Type	Fare	Daily Cap	Weekly Cap	Monthly Cap
Full Fare	\$2.50	\$5.00	\$20.00	\$60.00
Discount	\$1.25	\$2.50	\$10.00	\$30.00
Child (0-12)	N/A	N/A	N/A	N/A
Youth (13-18)	QUALIFY FOR FREE FARE			
21st Century Card	QUALIFY FOR FREE FARE			
Senior (65+)	QUALIFY FOR FREE FARE			

Download UMO and set up an account.
 Enter Code **GOT-Q7H3-W7BK** and ride the month of July for free!

GoTriangle has been in the heat of preparations for a couple of months now. They got their board approval to move toward fare collection in April/May but are still planning a soft launch process similar to that discussed by Andrew. They have developed extensive marketing collateral, and the engagement team is out in the community helping people get signed up for the app.

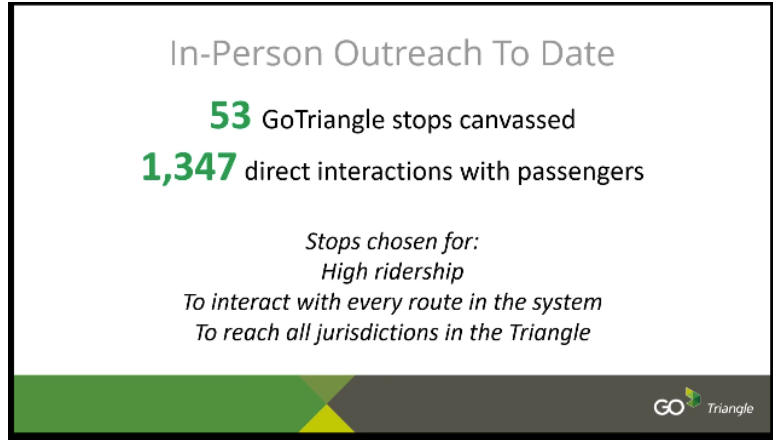
In July, GoTriangle is providing a code to waive fares for app holders but will begin collection in August. Kelly Blazey asked if there is material or information available to share about the various passes yet.

Wendy confirmed that the pass process is being streamlined for all pass types and paperwork is being eliminated and rider information will be submitted through the UMO app. David Eatman added that the regional call center staff are being trained to answer these types of questions so folks can begin referring people to their number for support too. He also added that GoRaleigh staff didn’t receive the go ahead to return to fares until June 10th, 2024, so staff are working hard to get the fare structure in place and educate the community. After 4 years of free service, the learning curve for drivers, riders and staff is significant. He reiterated that July is Find Your Fare month, August “Practice Your Pass” and September will be the start of Fare Collection.

Both GoTriangle and GoRaleigh confirmed that during the soft launch process no one will be turned away but if they do not have a pass, need information or other support to get ready, staff are able to help.

Emma Linn asked specifically about routes like the WRX which is a GoTriangle route that is operated by GoRaleigh. Who's fare structure applies, where should they refer riders? Liz Raskopf responded that GoTriangle applies in that case.

Liz Raskopf then noted that GoTriangle staff have been actively promoting Umo and educating the community since the end of April. They are partnering with numerous agencies and organizations to get additional outreach support. They have found that most frustration about return to fares has been mitigated by explaining the reduced fare pass programs and the new fare capping structure. Staff are also prepping to also engage business and university partners as the GoPass program also prepares to relaunch.



Kelly Blazey asked for time frame for the capping. Austin Stanion stated the monthly resets on the 1st of the month at 3am and weekly resets on Sunday mornings at 3am.

Stephanie Plancich asked if there is a current total number of how many have registered for Umo accounts to date? Austin Stanion stated that there were 8710 installs of the Umo app and over 1000 accounts created so far with the July code redeemed.

Received as information.

11. Wake BRT: New Bern Avenue Construction Bid Update
 (Information Item: Het Patel, Raleigh, 15 minutes)

City of Raleigh staff will provide an update on the Wake BRT: New Bern Avenue Project. Construction bid for the project was advertised in March 2024 with bid openings in May 2024. No Bids were received.

The City of Raleigh proposed a path forward for re-advertising the project after talking with construction managers and gathering feedback. Adjustments will include separating the linear and vertical elements of the project to be bid on separately, extending the timeline for



linear construction from the original 2-year estimate to 3.5 years but providing up to \$2million in incentives for completing the project faster. The early completion incentive is hoped to attract bidders to the project. To encourage interest for the vertical project elements staff plan to hold an industry day event where potential bidders can ask questions in advance of submitting a bid. Het Patel explained that the presentation today is to inform the TPAC of the unforeseen challenges the City is experiencing with the project and to allow feedback on the proposed path forward.

Het Patel then provided a brief update on progress for each BRT corridor noting that he will be back in the next couple of months with the study results and engagement summary from the Northern Corridor MIS and after later he will be able to provide an update on the Western Corridor after the ratings application has been completed.

Steve Schlossberg asked if it is expected that additional funds would be added to the New Bern project budget. Het Patel responded that right now the incentive funds are encompassed in contingency, but once bids come in some funding adjustments may be needed. When and how much is unknown.

Tim Gardiner asked how this situation is informing Southern BRT’s planning process. David Eatman replied that from MLK and Rush St we can use this experience to inform and streamline the early construction process, but the rest of the corridor is an entirely new roadway alignment so the experience on that portion will be unique. Utilities continues to be called out and schedules reviewed closely at local, state and federal levels. David also offered another piece of clarity on the incentives discussion noting that the contractor will be fined \$5000/day for extending beyond to project deadline, so the incentive is offering that same \$5000 as a benefit for getting the job done early and will apply to up to 12 months.

Received as information. Please contact het.patel@raleighnc.gov if you have any further questions or concerns about the construction bid approach for New Bern Avenue BRT.

12. 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	Tuesday, July 23 (1:30-3:30pm) Regular Business	Thursday, July 25 (1:30-3:00pm) After-Action Review (3:00-4:00) Regular Business

* There was no PD meeting held in May.

Curtis Hayes thanked the partners for their early and continuing support for the development of the Wake Transit annual progress report and invited TPAC members to the 7/25 after-action review meeting.

13. Workgroup Updates

- Fare Workgroup (ssclossberg@gotriangle.org)

- TAP program covered by Wendy. Will meet in the Fall. Tim confirmed that TAP program and other pass programs will be discussed at the upcoming meeting to ensure that Wake Transit responsibilities are clear and that program isn't being charged unnecessarily.
- Technology Workgroup (astanion@gotriangle.org)
- Financial Policies Workgroup (pkingman@gotriangle.org)
- Baseline Funding Workgroup (ben.howell@campo-nc.us)
- Safety & Security Workgroup (ben.howell@campo-nc.us)

14. Other Business

- Phase 1 engagement for the 2035 Wake Transit Plan Update has been extended to July 21st. The Project Management Team did not feel that enough survey participation (885 at time of discussion) was an adequate representation of the needs and priorities of Wake County. It will be critical for TPAC members and area stakeholders to help encourage survey taking for the next month.
- The TPAC Master Calendar development process is underway. **Attachment H** is a copy of the FY25 Work Plan Amendment Schedule. The TPAC will have the opportunity to review the draft in August and will receive the final in September.
- CAMPO staff, with the PD Subcommittee, are conducting the annual Project Progress and Expenditures Review as well as the Bus Service Performance Review. The TPAC can expect to receive the results at its September meeting. Contact steven.mott@campo-nc.us with any questions.
- Any other news or business items?

15. Adjourn

Stephaie Plancich noted that the July meeting doesn't look to be needed so she's been asked to remove it from everyone's calendars. The August meeting is being pushed to the 29th to accommodate a couple of larger projects that are wrapping up and need to come before the TPAC in August.

*(**Administrator Note:** After this TPAC meeting, FY25 Work Plan development ran into a couple of development issues and the July 18th meeting was put back on TPAC member calendars to review, discuss and take action on those concerns as well as to ensure the Town of Cary POP extension requests moved forward in a timely manner.)*