



WAKE COUNTY TRANSIT PLAN Transit Planning Advisory Committee

TPAC Meeting via WebEx • July 18, 2024 • 9:30am-10:15am

MEETING MINUTES

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

7.18.24 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/Cary						Raleigh	Shavon Tucker			x	
Apex	Katie Schwing	X				Raleigh	Andrea Epstein			x	
CAMPO	Ben Howell		x			Raleigh	Het Patel			x	
CAMPO	Shelby Powell	x				Raleigh	Janice Copeland				x
CAMPO	Stephanie Plancich				x	Raleigh	Taylor Coleen			x	
CAMPO	Steven Mott				x	Raleigh	Dana Smith			x	
CAMPO	Suvir Venkatesh				x	Raleigh	Melanie Rausch				x
Cary	Christine Sondej	x				Raleigh	Andrew Miller				x
Cary	Mark MacDougall		x			Raleigh	Dawn Souza				x
Fuquay-Varina	Allison Wylie	x				Raleigh	Syvia Greer				x
Garner	Erin Joseph	x				RTF	Anne Calef		x		
GoTriangle	Jennifer Hayden	x				Wake County	Tim Gardiner	x			
GoTriangle	Paul Black	x				Wake County	Michael James	x			
GoTriangle	R. Curtis Hayes			x		Wake County	Akul Nishawala				x
GoTriangle	Steven Schlossberg			x		Wake County	Allison Cooper				x
GoTriangle	Paul Kingman				x	GoWake	Anita Davis-Haywood				x
GoTriangle	Meg Scully			x		GoWake	Nikki Abija				x
Holly Springs	Chris Garcia	x				Wake Forest	Emma Linn	x			
Morrisville	Gizzelle Rodrihuez		x			Wendell	Bryan Coats	x			
NCSU	Andrea Neri	x				Zebulon	Cate Farrel	x			
						Zebulon	Kaleb Harmon				x
Absent:	Knightsdale & Rolesville										

2. Adjustments to the Agenda

- Request from Stephanie Plancich to swap items 4 and 5 on the agenda so the TPAC can take action on the POP requests then use as much time is needed for the Work Plan discussion. No objections. Change was made to the agenda.

3. General Public or Agency Comment – None

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

4. **Period of Performance (POP) Extension Requests - Cary**
(Action item: Steven Mott, CAMPO, 10 minutes) **Attachment B**

The Town of Cary has submitted a period of performance (POP) extension request for six (6) projects with agreements expiring in September and December 2024.

PLANNING AND PROGRAMMING ITEM

Cary POP Extension Requests

Contract Number	Project ID	Project Title	Expiration	Recommended Extension
21-072	TC002-E	Regional Bus Operations & Maintenance Facility Design & Construction	12/31/2024	12/31/2026
21-072	TC002-F	Downtown Multimodal Center Design & Land Acquisition	12/31/2024	12/31/2026
21-072	TC002-F	Downtown Multimodal Center Design & Land Acquisition	12/31/2024	12/31/2026
18-076	TC002-R	Bus Stop Improvements for New & Existing Routes (combines TC002-R and the old TC002-C)	12/31/2024	12/31/2026
19-044	TC002-R	Bus Stop Improvements for New & Existing Routes (combines TC002-R and the old TC002-C)	12/31/2024	12/31/2026
21-063	TC002-R	Bus Stop Improvements for New & Existing Routes (combines TC002-R and the old TC002-C)	9/30/2024	12/31/2026



Tim Gardiner confirmed that the Cary requests that get recommended today will be added to those recommended for other agencies in June and all will be presented to the governing boards for approval in August.

Motion to recommend Wake Transit governing board approval of requested period of performance extensions for Town of Cary project agreements set to expire in 2024 made by Tim Gardiner. Second by Shelby Powell. No additional comments. Passed.

5. **Revised Recommendation of FY 2025 Wake Transit Work Plan**
(Action Item: Ben Howell, CAMPO, 20 Minutes) **Attachment A**

As discussed at the June 26th TPAC meeting, the FY2025 Wake Transit Work Plan that was recommended by the TPAC was adopted by the CAMPO Executive Board, but not by the GoTriangle Board of Trustees. To assist the governing boards in resolving this situation, the Wake County Conference Committee reconvened to discuss budget options on July 8th and has recommended a partial allocation of the Wake County portion of the annual Vehicle Rental Tax (VRT) fee revenue, a total of \$2.528M, be allocated to the FY2025 Work Plan with the remaining balance of the collections being retained by GoTriangle. The Conference Committee

has yet to provide a recommendation on VRT contribution in future years. Members will review the revised budget and discuss next steps.

Conference Committee Results

Significant Concern #1: What portion of the VRT Revenue will be included in the FY 2025 Work Plan

In resolution of Significant Concern #1, GoTriangle CAMPO, and Wake County agree to resolve Significant Concern #1, subject to approval of the GoTriangle and CAMPO governing boards, to the following:

(a) GoTriangle will allocate \$2.528m of the vehicle rental car tax (VRT) to the Wake Transit Plan in FY 2025, with the understanding that:

(b) GoTriangle, CAMPO, and Wake County agree to select a mediator by August 30, 2024 through the Conference Committee in an effort to resolve all unresolved Significant Concerns raised between the parties no later than April 1, 2025.

Cawley moved, seconded by Parker; Motion Approved 4-1 by Thomas, Calabria, Cawley & Parker; Howerton- No

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Conference Committee Results

Significant Concern #2: What portion of the VRT revenue will be allocated to Wake Transit Plan implementation from FY26-FY35 to establish capacity assumptions through the next 10-year Wake Transit planning horizon?

Significant Concern #3: Presentation of GoTriangle's authority-controlled funds including FY23 actuals, FY24 budget and long-range financial projections which are noted as the driver for GoTriangle's wanting to retain the VRT revenue.

Motion was made to defer a vote on Significant Concerns #2 and #3 pending the mediation results.

Parker moved, seconded by Cawley; Motion Approved 5-0 by Thomas, Calabria, Cawley, Parker & Howerton

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RECOMMENDED FY25 WORK PLAN

Work Plan Project Modification

The other decision made by the conference committee was to add \$50,000 to CAMPO and GoTriangle project budgets to cover the estimated cost of mitigation on the remaining significant concerns.

The total estimated cost for mediation is \$50,000.

Two project allocations have been increased by \$25,000 each to cover this expense:

- **CAMPO project TO002-AY** (Transit Plan Administration – Administrative Expenses)
 - Increased from \$42,230 to \$67,230.
- **GoTriangle project TO002-C** (Transit Plan Administration – Contracted Services)
 - Increased from \$28,285 to \$53,285.

No other changes to projects have been made to the FY25 Wake Transit Work Plan.

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Discussion:

Andrea Neri asked why there was to be mediation. Ben Howell clarified that the Conference Committee (CC) requested a mediation process be completed to support efforts to address the remaining 2 significant concerns and that the process will be completed by April 2025.

Michael James asked for a correction of the recommendation on the presentation screen from \$2.58M, to \$2.528M. Stephanie will make that update.

Tim Gardiner asked for clarification on exactly what the revised recommended Work Plan adoption process would be. Ben noted that the revised plan will go before the TCC and Governing Boards at their August meetings with the hope of getting it approved before the end of the 60-day continuing budget period. Tim stated that if the Boards don't approve it then we would have to figure out what to do after the 60-day period but that the goal is to resolve the issue with the governing boards before the end of August. Ben agreed and commented that staff felt it was important to bring the CC findings back to the TPAC since they did involve a project adjustment and to be transparent in the process but noted that CC findings only bind the TPAC so the governing boards have final say.

Steve Schlossberg asked if the full Work Plan document will be provided before the governing board review? Ben confirmed yes, there was not time before this TPAC meeting. Steve asked for coordination with GoTriangle's board schedule to get the materials submitted. Jennifer Hayden informed the group that the Board of Trustees will hold a special meeting to discuss the FY25 budget on August 7th.

Stephanie Plancich asked for clarification on what's being recommended. Asking if all things in the Work Plan are remaining the same except for the 3 things listed today? 1) include only \$2.528M of VRT revenue. 2) Pull the rest of the needed money from Fund Balance, and 3) add funding for mediation? To reflect the finding of the CC.

Ben Howell confirmed that the Work Plan will be updated to reflect these CC changes. Tim Gardiner also confirmed that the revised version will only change what has been discussed today. Jennifer Hayden asked if the Work Plan will include the future year assumptions. Shelby Powell clarified that the future year assumptions as adopted in the Wake Transit Plan have not been changed and the CC did not recommend they be changed until the mediation process has been concluded. The long-range financial outlook for the Wake Transit program is not a product of the Work Plan but is instead developed and adopted as part of the overall Wake Transit Plan. She suggested that, like what was done in the FY24 Work Plan, language be included in the Work Plan with explanation of VRT contribution to the FY25 budget and there is a plan to assess FY26 and beyond. The adopted financial model and the adopted Wake Transit Plan cannot/is not being changed today through the Work Plan development process.

David Eatman commented that the CC is expected to decide on those future year contributions as a result of mediation, and those findings will be binding on the TPAC. Shelby confirmed that but reiterated that the decision of the CC so far should have no bearing on the FY25 Work Plan budget. It has bearing as part of the Transit Plan update currently underway. What is being discussed today is how to implement the findings of the CC. We don't have a choice on the amount of VRT being contributed, but we do need to decide how to address the short fall of funds (staff recommended taking it from fund balance) and how to pay for the requested mediation (adding \$50,000 to project budgets).

David Walker noted that Raleigh had identified several routes whose budgets had been cut in out years. He'd sent emails to CAMPO staff about the issue and asked that those amounts be corrected in the next version of the FY25 Work Plan so that the totals are correct. Ben Howell assured him that the corrections have been made, and he'll make sure the updated amounts are correct in the version sent to the governing boards.

Gizzelle Rodriguez asked how projects planned in the FY25 Work Plan or those anticipated for amendments will be handled. Ben Howell confirmed that the amendment cycles will follow the FY25 schedule as planned. Steven Mott added that the deadline for FY25/Q2 amendment requests is August 16th.

Jennifer Hayden asked that the motion today be clear that the FY25 Work Plan will not include future year financials/tables. David Eatman stated that he understood that nothing changes with our future year assumptions because we do not have any guidance from the CC to make changes. He asked Shelby to chime in, and she reiterated that it makes sense to include language just like we did in FY24 to communicate and document the change in contribution for the current year while noting the further discussion will take place to determine VRT inclusion in future years. The outyear funding assumptions are not something we can remove since they are adopted in different documents. The CIP and MYOP included with the Work Plan budgets include VRT contributions and always have. Any change to those assumptions will be determined through the Wake Transit Plan Update and/or through findings of the Conference Committee later this year.

David Eatman agreed, and wanted to put out year conversations on pause until we get guidance and focus today's action on addressing the FY25 budget adjustments.

Tim Gardiner asked who will be involved in drafting the language for inclusion in the Work Plan. Shelby noted that CAMPO will take the lead on drafting the language to be included, basically updating last year's note, which will involve active participation of GoTriangle staff.

Steve Schlossberg then asked for clarification on what the Tax district team will need to provide. Historically, the financial information included in the Work Plan has been captured in a narrative and on financial tables. Shelby responded stating that nothing in the TPAC's action today changes what those tables say, with the exception of FY25 numbers. Nothing in the future has changed. Steve said he thinks that it has changed since we didn't get direction from the CC on what stays. He asked for Michael James' opinion. Shelby again stated that in the absence of direction, nothing changes. The CC gave no direction to make changes in the outyear, they did though set up a schedule and request that a mediation process be undertaken to determine if/what changes may need to be made. Michael then provided input by sharing that the ILA states that the future year financial assumptions are the assumptions agreed upon by the TPAC.

Michael James made a motion that the FY25 Work Plan budget be adjusted to include \$2.528 million of vehicle rental tax contribution, that the budget be balanced by drawing from Fund Balance and that the CAMPO and GoTriangle budgets be increased as presented to cover the cost of Conference Committee requested mediation; future year assumptions will remain the same until we get guidance to change them and CAMPO staff will draft and include language in the revised recommended Work Plan that provides clarity on what is being included in FY25 and plans for assessing future year VRT contributions.

Motion made by Michale James. Second by David Walker. No additional Comments. Passed.

6. 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, 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

Curtis made sure to invite everyone to the FY24 After-Action Review workshop scheduled on July 25th.

7. Workgroup Updates

- Fare Workgroup (ssclossberg@gotriangle.org)
 - Fare collection has started and the low-income TAP program has been launched. Will be scheduling a meeting for early/mid-September.
- Technology Workgroup (astanion@gotriangle.org)
 - Austin was out, Stephanie noted that there are meetings bi-weekly. 1st mtg is Wake County focused, 2nd mtg includes regional partners and MCC has just been included in that roster. Update of the Technology Integration Plan is moving forward.
- Financial Policies Workgroup (pkingman@gotriangle.org)
 - Paul noted that there is not a meeting scheduled yet, but anticipate some being schedule as we start working through Work Task Lists.
- Baseline Funding Workgroup (ben.howell@campo-nc.us)
- Safety & Security Workgroup (ben.howell@campo-nc.us)
 - Ben noted that CAMPO will be sending out a poll to set up regular meetings for the S&S and Baseline groups soon.

8. Other Business

- The FY25 quarterly amendment cycles will occur as scheduled.

9. Adjourn

Next Meeting: In-Person at CAMPO on Thursday, August 29, 2024.

August will have a full agenda including several critical discussion items. See you there!