



WAKE COUNTY TRANSIT PLAN

Transit Planning Advisory Committee

TPAC Regular Monthly Meeting • May 15, 2025 • 9:00am-11:00pm

<https://campo-nc.webex.com/campo-nc/j.php?MTID=m3dda985bdba912aa6b84329974fbff41>

Meeting Code: 2539 907 5747 **Join by Phone:** 1-650-479-3208

MINUTES

1. Welcome and Introductions

Katie Schwing, TPAC Vice Chair, stood in to facilitate this month's meeting. She provided a couple of reminders to the attendees. She asked members to talk loudly to be heard across the room, asked gallery guests to come to the table or microphone to be heard, and reminded online attendees that they are guests. The people in the room are those able to vote and participate in agenda item discussion.

5.15.25 TPAC Attendance & Voting Record		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/Cary	Kelly Blazey					Gallery Guests	-	-	-	-	-
Vice Chair/Apex	Katie Schwing	1				CAMPO	Sarah Williams	-	-	-	x
CAMPO	Shelby Powell	1				GoTriangle	Jay Heikes	-	-	-	x
CAMPO	Ben Howell	1				GoTriangle	Paul Kingman				x
CAMPO	Stephanie Plancich				1	Raleigh	Taylor Cooleen				x
CAMPO	Steven Mott				1						
CAMPO	Suvir Venkatesh				1	Online Guests					
Cary						Raleigh	Andrea Epstein				x
Fuquay-Varina	Allyson Wylie		1			Raleigh	Gabrial Wilkins				x
Garner						Raleigh	Melanie Rausch				x
GoTriangle	Paul Black	1				Raleigh	Reese Burman				x
GoTriangle	Steven Schlossberg				1	Raleigh	Tracy Chandler				x
Holly Springs						GoTriangle	Austin Stanion				x
Knightdale						GoTriangle	Curtis Hayes				x
Morrisville	Bret Martin		1			GoTriangle	Meg Scully				x
NC State Univ.	Andrea Neri	1				Cary	Christine Sondej				x
Raleigh	David Walker	1				Wake County	Nikki Abija				x
Raliegh	Shavon Tucker		1			Wake Forest	Emma Linn				x
Raleigh	Andrew Miller	-		1		Holly Springs	Sarah Sularz				x
Rolesville						Orange County	Darlene Weaver				x
RTF	Anne Calef		1								
Wake County	Tim Gardiner	1									
Wake County	Akul Nishawala		1								
Wake Forest											
Wendell											
Zebulon	Cate Farrell		1								

2. Adjustments to the Agenda

CAMPO staff requested an information item to provide an overview of the draft Microtransit Guidelines and Project Prioritization Policy be added to the agenda. This presentation is aligned with the current review and comment period for these and other Wake Transit documents that is open through May 31st. This adjustment was approved and was added as Item #4 on the agenda.

Motion to include the item made by Bret Martin. Second by Tim Gardiner. No Comments. Passed

3. General Public or Agency Comment - None

TPAC ADMINISTRATIVE ITEMS

4. TPAC Meeting Minutes

(Action Item: Kelly Blazey, TPAC Chair, 5 minutes) **Attachment A**

Motion to adopt the April TPAC meeting minutes made by Akul Nishawala. Second by David Walker. No Comments. Passed.

PLANNING AND PROGRAMMING ITEMS

5. FY 2026 Wake Transit Work Plan Comment Review and Recommendation

(Action item: Steven Mott, CAMPO, 10 minutes) **Attachment K**

The review and comment period for the FY 2026 Wake Transit Work Plan ends today, May 15th. The attached copy of the Work Plan reflects the TPAC's April decision to include the same proportion of Vehicle Rental Tax (VRT) revenue as was included in the FY 2025 Work Plan. Staff will also summarize the comments received thus far. A complete engagement summary report will be compiled and shared with the Wake Transit governing boards in June.

Updated Work Plan, Attachment K, includes the partial amount of VRT as discussed in April.

Bret Martin, Morrisville, confirmed that CFA communities are beginning to receive federal apportionments for Wake Transit-funded services, but the financial model doesn't specify who gets the funds or direct partners in reporting and reimbursement tracking. The towns need some guidance quickly for their internal budgeting processes.

Currently an estimated amount is included in the financial model, but the estimates are outdated for Raleigh, Cary and GoTriangle and do not include new transit providers. The Town of Morrisville prefers that the funds be removed from the model, suggesting that the administrative burden is large for the minimal amount contributed. What is the benefit to the local communities to even report and participate in the process. They are looking for guidance to complete the financial planning process and others, like Apex, are going to be in the same boat.



There is a Financial Policy Workgroup meeting scheduled at the end of the month to discuss options for addressing the apportionment and rate per mile questions. That group will dive deeper into the options and recommend a path forward. At this time, the Work Plan does not need to be modified. It will wait until there is a path forward.

Katie confirmed that the comments were received by CAMPO, have been considered, CAMPO worked with TDA to schedule a workgroup meeting and the path forward for getting a resolution as soon as possible was presented today. Steven and Steve confirmed these facts and noted no change to the Work Plan will occur at this time. Bret noted that the town is ok with the proposed path forward.

All 5 comments received were shared with members: other highlights include questions about changing the FRX to a microtransit service and support for removing commuter rail in future Work Plans (after adoption of the Wake Transit Plan update).

Remaining steps in the adoption process.

ACTION	DATE
Public Hearing at CAMPO Executive Board	May 21
GoTriangle Board of Trustees Meeting	May 28
CAMPO and GoTriangle Boards Consider Work Plan Adoption	June

Tim Gardiner and Allison Wylie clarified that the new Fuquay-Varina service will still provide service at Wake Tech near the 401/Fayetteville and 540 interchange, and the current FRX route will still connect Raleigh to Wake Tech Campus so town riders will still have access to the fixed-route network. David Walker responded that the FRX does operate year round and the City will coordinate as much as possible with the new service timing, but during the summer months when school attendance is low, the fixed-routes operated on a reduced but regular schedule.

Tim also noted comments received on the NE Smart Ride service. Steven responded that the Work Plan reflects those comments as well.

Motion to recommend adoption of the FY 2026 Wake Transit Work Plan as presented to the Wake Transit governing boards made by David Walker. Second by Allison Wylie. Opposed by Paul Black (GoTriangle) at direction of his Board because of the VRT inclusion.

Discussion:

Katie, as the TPAC Vice Chair asked, “What happens if GoTriangle board doesn’t vote to adopt in June?” Ben responded that, like last year, if one or both boards do not adopt the Work Plan we will enter a 60-day continuing budget situation. Staff are preparing for all options and if needed a special TPAC meeting can be called. Continuing budget means that no new projects or expansion can begin until there is agreement and approved funding but current services will be maintained. Sponsors can advance new projects at their own risk with hope that the budget will be approved quickly.

Andrea Neri noted that the delay last year caused some trouble with their funded projects, but they were able to mostly absorb the impact. This year, any delay caused by a continuing budget situation will greatly impact their design and construction processes and could push it out by several months or an entire year. He asked for partners to work together to avoid the situation if possible. The impact is to over 6000 passengers per day. The improvements planned are very important. Work Plan hold ups have real impacts.

Tim Gardiner, spoke for Wake County as a voting member of the Conference Committee, noted that the VRT 'half of the half' compromise that is included in the recommended Work Plan budget is appropriate. They feel that the budget is in the right place. They do not intend to go into a continuing resolution situation. Any future decision of the Conference Committee could modify the budget.

Ben clarified for Bret Martin that all amendments approved in previous fiscal year Work Plans will be a part of the continuing budget if that situation comes to be.

Tim requested and Katie conducted a voice vote for the item since there was an oppositional vote. It is recorded by Stephanie as TPAC Administrator.

6. FY 2026 Wake Transit Work Plan Agreement Groupings and Reporting Deliverables
(Action item: Steve Schlossberg, GoTriangle/TDA, 10 minutes) **Attachment B**

Tax District Administration (TDA) staff provided an overview presentation on the Agreement Groupings and Reporting Deliverables in April. Comments were accepted through May 9th. Staff will share any input received and edits made to the draft materials.

Paul Black suggested that for the next year we do a breakout of the phases of Bus Stop construction and improvement. Right now, the projects get funded and have no required or standardized reporting deliverables until completed. Looks like nothing is being delivered when there is a lot of planning and design underway.

Steve Schlossberg and Tim Gardiner both agree that this adjustment is a good idea and should be looked at for implementation through the Bus Plan update process.

Motion to recommend adoption of the proposed FY26 Agreement Groupings and Reporting Deliverables to the governing boards made by Tim Gardiner. Second by Paul Black. No additional Comments. Passed.

7. Lead Agency Assignments Update
(Action item: Ben Howell, CAMPO, 15 minutes) **Attachment C**

In April, TPAC voted to assign CAMPO as the lead agency responsible for the next Wake Bus Plan update which is reflected in the recommended FY26 Work Plan. TPAC also voted to assign CAMPO as the lead agency for Wake Transit-related engagement and communication activities and approved the proposed path forward for engagement priorities through FY26. As a result, CAMPO was asked to present a staffing plan for FY26 and to present an updated lead agency assignment matrix for TPAC approval in May.

Ben Howell presented an updated lead agency matrix for TPAC review and recommendation today. In addition to the changes above, the Tax District Administration (TDA) team at GoTriangle was specified from the bus agency on the list and deleting the last three items of the previously adopted matrix since the tasks listed there are not specifically called out in the ILA.

Ben also reported that CAMPO is still assessing resource needs and staffing models to develop a staffing plan for taking over engagement responsibilities. No change to the Work Plan are suggested at this time. Once CAMPO's support needs are identified, staff will come back to the TPAC to discuss.

Shavon Tucker asked if there are impacts to other program areas outside of engagement. Ben replied that there is not related to this lead agency change but there have been some requested changes through the regular Work Plan development process.

Katie asked about the removed tasks and how they will be accounted for. Ben replied that the matrix is based on the broad topics covered by the ILA. There are other responsibilities assigned and tasks that must be done in order to accomplish the overarching tasks.

Motion to recommend adoption of the updated lead agency assignment matrix to the governing boards made by Andrea Neri. Second by David Walker. No additional Comments. Passed.

8. Review of Draft Microtransit Guidelines and Project Prioritization Policy
(Information Item: Ben Howell, CAMPO, 15 minutes)

As part of the 30-day Wake Transit Plan 10-Year investment strategy comment period, three administrative documents have also been released for public review. At the TPAC’s April meeting, members received an overview of the proposed changes to the Community Funding Area Program Management Plan. This month, CAMPO staff will provide an overview of the newly developed Microtransit Guidelines and the updated Project Prioritization Policy. The comment period for all four program-level documents ends on May 31st. You can download the pdf, flip through all materials and submit feedback on the project webpage, <https://publicinput.com/waketransit2035>.

PROJECT PRIORITIZATION POLICY

Proposed Approach

Three broad tiers of projects, prioritized by tier and within each tier.

I. Funded Projects

- Projects supported through the Community Funding Area Program
- General Public Demand Response Trips
- Projects with time sensitive external grant funds
- Capital projects with land acquisition phases that have been started
- Ongoing bus service improvements funded/identified in Short Range Transit Plans

II. Programmed Projects

- Programs/Projects included in Capital Improvement Program (CIP) or Multi-Year Operating Plan (MYOP)

III. Planned and Identified Projects

- Included in the Wake Transit Plan 10-Year Investment Strategy

The major change to the Project Prioritization Policy is changing the 8-tier system to a broader and more simplified 3-tier system. Within each of the 3 levels, projects are also prioritized. This allows us to be more responsive to current conditions and flexibility if unforeseen issues arise.

The Microtransit Guidelines are a new document to Wake Transit. There are several microtransit services operating in Wake County communities and more are on the way. There are two funding sources available. Most new services will be funded through the CFA Program, but others, like GoRaleigh’s Rolesville and Fuquay-Varina services are funded through the Wake Transit “Big Wake” program. The policy sets minimum standards for service operation and design, while offering flexibility for local communities to develop transit programs that meet their unique transportation needs.

MICROTRANSIT GUIDELINES

Microtransit Guidelines Purpose

- Create consistency in service delivery for microtransit
- Two potential funding sources for microtransit services
 - Community Funding Area Program (CFAP) – more flexibility in how service is structured, but 35% local match
 - Wake Transit General Funds – more prescriptive with program requirements, but no local match

Wake Transit Microtransit Guidelines	
Optional	Encouraged program component but not required for funding.
Required	Program component must be included to receive funding.

Received as information.

9. Annual Performance Reviews: Scope and Schedule
(Information Item: Steven Mott, CAMPO, 15 minutes) **Attachment D & E**

CAMPO will be kicking off the annual Bus Service Performance Review and the Project Progress & Expenditure Review cycles in June with the expectation that they will be completed in time to inform the FY27 Wake Transit Work Plan development cycle.

Steven Mott provided an overview of the purpose and key characteristic of each review process.

Annual Reviews



Bus Service Performance

- Reviews four different metrics to help determine overperforming and underperforming routes for a 6-quarter stretch from Q2 FY24 to Q3 FY25
- Informs decisions on project scope and resource allocation and changes/updates to Wake Transit Work Plan and Bus Plan
- Metrics set by *Bus Plan: Service Guidelines and Performance Measures*, adopted January 2024



Project Progress and Expenditures

- Reviews financial utilization trends looking at amount of budget spent per project.
- Informs budgeting decisions for FY27 Wake Transit Work Plan
- Performance metrics are not set and is more fluid, collaborative, and discussion based

Kick off with staff will begin in June. Meetings with partners will be scheduled in July/early August. PD Review will occur in August and final reports will be presented to the TPAC in September/October.

Steven requests that partners email him the names of the selected points of contact from each agency for each of the review processes. Include the primary point of contact for each review and list who all should be invited to the review meetings.

Katie asked what time frames will be assessed. Steven confirmed that the Bus Service review spans FY24 and part of FY25. The P&E review, because it is more conversation-based can include some preliminary data available for FY2025. Katie asked if it would incorporate previous year's info. Steven noted that it will not. We will focus on the most current time frames to assess where we are now.

Bret Martin asked about the review not being done in past years. Steven noted that PP&E was done last year, but there were issues that prevented us from completing the Bus Service review. CAMPO is working already with GoTriangle to iron out those issues and hope to be able to complete both reviews this year.

Received as information.

10. GoTriangle Proposed Service Changes for August 2025
(Information item: Jay Heikes, GoTriangle, 10 minutes)

Jay Heikes provided an overview of the RUS Bus construction process noting that the ribbon cutting is scheduled on July 25th and revenue service is set to begin at the facility on August 3rd. Several GoTriangle routes have undergone assessment and the proposed realignments are designed to continue to connect with Raleigh's downtown station but filter riders through the RUS us facility now too.

Jay also shared a route 400 and 405 update. This is not a Wake County route, but it is the first in their system to be a 15-minute frequent route. It is an example of the level of service being planned for Route 100 which is a Wake transit route and several other routes increasing to 30-minute service.

David Walker asked about the realignment of 100. Jay noted that it will still serve Raleigh Station but will act like Route 9 and pull up at edge of the station property.

Shelby asked if any GoRaleigh routes will go through RUS Bus station. Jay stated that they are not included with the August 3rd service changes, but in the future, regional services operated by Raleigh would filter

through the facility. To start, RUS Bus will have some sort of connection to Raleigh station every 7.5 minutes. It's a good place to start aligning with other area routes and there is room to grow.

Andrea Neri asked what routes are using the Blount St bus stop. In November, ZWX will be using the stop. Later, WakeBRT services will be incorporated when that service goes live.

Stephanie asked about community feedback to these proposed changes. Jay explained that both qualitative and quantitative data were sought. Curtis noted that there will be at least one more engagement phase before the August 3rd launch.

Received as information.

11. TPAC Subcommittee Update

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	Tim Gardiner, Wake County
Vice Chair	Tracy Chandler, City of Raleigh	Andrew Miller, City of Raleigh
Next Meeting	Tues. 5/27, 1:30-3:30pm	Thurs. *5/29, 1:30-3:30pm

* = Alternative Meeting Schedule

12. Workgroup Updates – Attachment F-J

- Technology Workgroup (astanion@gotriangle.org)
 - Meet 5/29 at 10am. AECOM is continuing to work with the planning team to deliver materials for the 6 Focus Areas of the plan update process. More details will be presented in June.
- Fare Workgroup (sschlossberg@gotriangle.org)
 - Will meet next in Aug/Sept once whole year of fare collection and TAP program data is available. Removing from the monthly updates. Will bring back when group is live again.
- Financial Policies Workgroup (pkingman@gotriangle.org)
 - Set a meeting on Thursday, 5/29 at 11am. Discuss removal of operating funds rollover, CFA program apportionments and discuss a per mile rate assessment to right-size our model and/or determine its applicability. **REQUEST** that next meeting be held in-person with hybrid option.
- Baseline Funding Workgroup (ben.howell@campo-nc.us)
 - Intention is to bring a draft policy for Workgroup finalization this fall.
- Safety & Security Workgroup (steven.mott@campo-nc.us)
 - Members have provided comments and draft policy is now moving to the PD review and recommendation process. TPAC will take action in August.

13. Lead Agency Updates and Other Business

- FY25/Q4 amendments are considered for adoption by governing boards at the May meetings.
- 2055 MTP Phase 2 (alternatives analysis and community preferences) is active through May 26th. CAMPO staff are partnering with Wake Transit staff at many community events. To learn more about MTP development and to stay informed through the plan's adoption <https://destination2055nc.com/>
- Any other news or business to share?

14. Adjourn

The next TPAC meeting is scheduled to be held IN-PERSON at CAMPO on Wednesday, June *26, 2025.