



WAKE COUNTY TRANSIT PLAN Transit Planning Advisory Committee

TPAC Regular Monthly Meeting • December 19, 2024

MEETING MINUTES

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

12.19.24 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/Raleigh	David Eatman	1				Wake County	Tim Gardiner	1			
Vice Chair/Cary	Kelly Blazey	1				Wake County	Nikki Abija				1
Apex	Katie Schwing	1				Wake Forest	Emma Linn	1			
CAMPO	Shelby Powell	1				AECOM	Nathan Spencer				1
CAMPO	Ben Howell		1			Online Attendees:					
CAMPO	Stephanie Planchich				1	Wake County	Michael James				
CAMPO	Steven Mott				1	Fuquay-Varina	Allison Wylie				
CAMPO	Suvir Venkatesh				1	GoTriangle	Meg Scully				
CAMPO	Sarah Williams				1	Durham	Ellen Beckman				
Cary	Mark MacDougall		1			Cary	Christine Sondej				
Cary	Matt Cecil				1	Cary	Fabian Rodriguez				
GoTriangle	Paul Black	1				Cary	Sheri Legans				
GoTriangle	Steven Schlossberg		1			Raliegh	Andrea Epstein				
GoTriangle	R. Curtis Hayes			1		Raliegh	Gabe Wilkins				
GoTriangle	Paul Kingman				1	Raliegh	Rachel Anderson				
GoTriangle	Austin Stanion				1	Raleigh	Mason Chamblee				
GoTriangle	Gary Tober				1	Raleigh	Melanie Rausch				
GoTriangle	Kelly Smith				1	Raleigh	Taylor Cooleen				
Holly Springs	Chris Garcia	1				Raleigh	Andrew Miller				
Knightdale	Austin Keefer	1				Raleigh	Tierra Hadley				
Morrisville	Caleb Allred	1				Raleigh	Tracey Chandler				
NCSU	Andrea Neri	1				Raleigh	Brooke Roper				
Raleigh	David Walker		1			Raleigh	Anber Warren				
Raleigh	Het Patel			1		Raleigh	Sylvia Greer				
Raleigh	Shavon Tucker			1			Curtis Scarpignato				
RTF	Anne Calef		1								

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

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

Stephanie Plancich noted that there were a couple of adjustments to the dates listed for upcoming Workgroup meetings between the time the agenda was posted and the meeting date. She notified members that the correct dates would be displayed on the presentation slides. GoTriangle noted that their staffing presentation would be presented by both Paul Black and Steve Schlossberg.

3. **General Public or Agency Comment** - None

TPAC ADMINISTRATIVE ITEMS

4. **Adoption of TPAC Meeting Minutes**

(Action Item: David Eatman, TPAC Chair, 5 minutes) **Attachment A**

Motion to adopt the October 2024 TPAC meeting minutes was made by Shelby Powell. Second by Caleb Allred, No Comments. Passed.

5. **Open 2025 TPAC Chair and Vice Chair Nominations Period**

(Information Item: Stephanie Plancich, TPAC Administrator, 5 minutes)

Each January, TPAC members elect a Chair and Vice Chair to serve for the new calendar year. Nominations for the 2025 term open on December 19th and the vote to elect next year's leadership team will be included on the January 23rd TPAC meeting agenda. Primary voting members interested in serving as the TPAC Chair or Vice Chair or nominations for a primary voting member to serve should be emailed to stephanie.plancich@campo-nc.us by Friday, January 10th, 2025. No discussion. Received as Information

6. **2025 Recommended TPAC Meeting Schedule**

(Information Item: Stephanie Plancich, TPAC Administrator, 5 minutes)

In January, the TPAC will vote to set its 2025 meeting schedule. Last year, the TPAC moved its regular monthly meeting from the 2nd Wednesday to the 3rd Thursday of the month and to change the venue assumption to in-person unless otherwise noted. Staff and TPAC leadership are recommending that this schedule continue through 2025. No Discussion. Received as Information

PLANNING AND PROGRAMMING ITEMS

7. **2035 Wake Transit Plan Update Progress Report**

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

Phase 2 of engagement for the 2035 Wake Transit Plan Update kicked off on December 2nd. Ben Howell provided an overview of the strategy for outreach and advertising. 28 events are scheduled, including presentations, pop-ups and focus group sessions. If any partner council would like a presentation now and/or in later engagement phases, please email Stephanie to start discussing the best schedule for everyone. Early findings are compiled from 1930 survey respondents. In person responses, stakeholder and focus group participant input will be included at the end of the engagement period.

The Market Analysis has been completed and is posted to the 2035 Wake Transit Plan Update project webpage. It describes the growth and development trajectory of Wake County, with focus on deploying transit development strategies and meeting the needs of our rapidly growing suburban communities. 2020 maps were updated to reflect 2040 growth projections. Population density, affordable housing investment

and transportation demand maps highlight the corridors where transit propensity is most needed and where transit investment would be the most impactful. Key findings are summarized clearly in the report. A new component of this report is the inclusion of Community Profiles for each Wake County municipality. The profiles are three pages; local overview and transit status, key statistics contrasting municipal information against Countywide totals and development maps by type, size and status.

The draft 2035 Wake Transit Plan will be released for Phase 3 engagement, with a focus on draft review in the spring. The recommended plan is expected to be prepared by the end of June 2025. Adoption is anticipated to take place in late summer.

Discussion:

The engagement slide noted only 5% of respondents identify as low-income. What are staff doing to reach low-income residents across the county? Ben replied that low income and other traditionally underserved population groups are being reached with focus group, through notices posted through the rider apps, onboard and at stops, and more events in local communities are planned. The team is watching response rates and are adjusting efforts as needed.

Received as information.

8. **Wake Transit Staffing Update**

(Information Item: CAMPO, Cary, GoTriangle and Raleigh staff, 45 minutes) **See Handouts**

The TPAC will receive a brief staffing update from each partner who currently has Wake Transit-funded staff supporting their organizations work. Presentations will be provided by staff from CAMPO (Ben Howell), GoTriangle (Paul Black), Raleigh (TBD), and Cary (Kelly Blazey).The purpose of the presentations is to increase partner awareness of current staffing levels in advance of Lead Agency Assignment and FY26 Work Plan development discussions that will include several staffing related requests.

CAMPO Staffing Update (Ben Howell)

2018 – TPAC Administrator was funded, in Q2 the Program Manager and Planner positions were added
2023 – A senior planner position was added making it a Team of four at CAMPO
The FY25 Work Plan included \$808,760 for these staff positions.

Ben highlighted the fact that many CAMPO staff members support Wake Transit efforts that are not funded through the program. For example, Crystal Odum, Transit Planner and MCC Coordinator; Bonnie Parker, Engagement Manager; Shelby Powell, Assistant Director; the GIS team and many others.

CAMPO Wake Transit Team Contacts



Ben Howell
Wake Transit Program
Manager

Ben.Howell@campo-nc.us

- Contact for:
- Wake Transit Plan Update
 - Wake Transit Lead Agency Questions/Information



Steven Mott
Wake Transit Senior
Planner

Steven.mott@campo-nc.us

- Contact for:
- Wake Transit Work Plan and Work Plan Amendments
 - Annual Performance and Expenditure Report Questions



Stephanie Plancich
TPAC Administrator

Stephanie.plancich@campo-nc.us

- Contact for:
- TPAC Activities
 - PD/CE Subcommittee



Suvir Venkatesh
Wake Transit Planner

Suvir.venkatesh@campo-nc.us

- Contact for:
- Community Funding Area Program Questions
 - Wake Transit Tracker

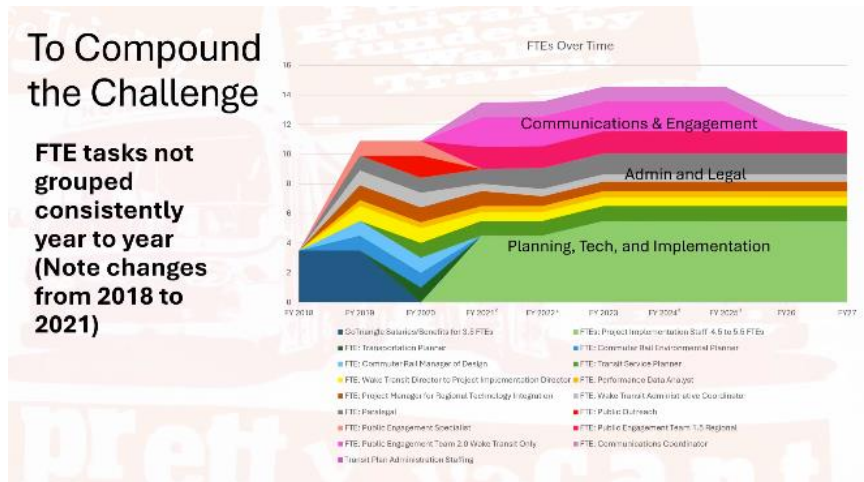
TPAC Chair: David Eatman, City of Raleigh
Vice Chair: Kelly Blazey, Town of Cary

Kelly Blazey provided the staffing update for the Town of Cary. The town has 6 staff positions funded with Wake Transit funds. Five are funded 100% by Wake transit. One, Assistant Transit Administrator filled by Christine Sondej, is funded as .5 FTE. All positions are full. Kelly noted that the Work Plan position titles do not match Cary position titles so both are listed. Full time staff are Jorge Salazar (Transit Project Manager), Mark MacDougall (Transit Analyst), Sheri Legans (Transit Program Coordinator) Fabian Rodriguez (Transit Outreach Specialist) and Brandon Watson (Sr. Transit Planner-Capital Projects). Members asked how many stops GoCary maintains. Kelly responded, between 215-220.

Wake Transit Funded Positions

Wake Transit Position Title	Town of Cary Position Title	Year of Funding	FY25 Budget
Capital Projects Coordinator	Transit Project Manager	FY18	\$176,736
Deputy Transit Administrator (.5 FTE)	Assistant Transit Administrator	FY19	\$85,690
Transportation Analyst	Transit Analyst	FY19	\$135,498
Transportation Program Coordinator	Transit Program Coordinator	FY19	\$147,012
Transportation Outreach & Communications Coordinator	Transit Public Outreach Specialist	FY21 (1/2 Year)	\$151,922
Transit Planner	Senior Transit Planner for Capital	FY22	\$155,313

Paul Black and Steve Schlossberg presented for GoTriangle. Paul explained that GoTriangle, unlike the other agencies, does not have a person assigned to accomplish the work of a funded FTE. Rather, they flex their staff to perform the needed Wake Transit related tasks. For example, in FY25 they had funding for 14.55 FTEs and 20 staff members contributed to that work.



- 2018 – 3.5 FTE funded for engagement, 1st Bus Plan and commuter rail project
- 2019 – 7 more added for CRT project, Wake Transit Admin, data analyst, paralegal, engagement support and a technology integration manager
- 2020 – FTEs were broken out in the Work Plan, only year that was done
- 2021 – Staff grouping were introduced
- 2023 – adjusted Tech manager budget and add 1 FTE for project implementation

3 of the total FTEs are 1-to-1 staff positions. Curtis Hayes is Communications Coordinator and 2 engagement specialist positions have been unfilled for a while and will remain so, as GoTriangle is no longer wanting to act as the Wake Transit Engagement lead agency.

The Commuter Rail FTEs did not get returned to the program. GoTriangle rolled them up into the Bus Service facilities team. They are working on Triangle Mobility Hub and the BOMF expansion projects.

Vacancies include the Triangle Mobility Hub project manager (anticipated to start in January), Project Controls Manager and Sr. Project Coordinator. Paul noted that RUS Bus is also wrapping up and staff from that project will also be absorbed to support other capital projects. Two other Sr Planner positions and a Service Planner position are vacant but being advertised.

Katherine Eggleston changed positions and her former role in Capital Development is being assessed for possible restructuring. They also have funding for a Program Coordinator FTE left vacant by Michelle Peele, being filled by Paul at this time, but he acknowledges he has limited capacity because he is also covering the work of 2 of the vacant planner positions. He also notes that as GoTriangle separates Tax District tasks from Bus Agency tasks it is possible another Coordinator will be named to represent TDA.

GoTriangle is not asking for FY26 funding for the vacant engagement positions, but they do want to retain Curtis's funding while he transitions to Liz's former engagement role. They want Wake Transit to cover the risk their internal policy for staff promotion causes for Curtis's promotion process. They'll only request reimbursement from Wake Transit for continuing communications tasks and expect he will be fully transitioned by FY27.

Members asked for clarity about Curtis' transition. They asked why GoTriangle needs a full year of funding if the transition process is already underway. Paul replied that they'd like to have the insurance but again noted if the full year of funding is not needed then it will return to the program. Ben Howell added that the PD Subcommittee approved the creation of an unassigned FTE line item in the draft FY26 Work Plan where vacancies and positions related to engagement lead agency work will be placed until the TPAC reassigns them. He clarified that GoTriangle has asked for the FTE Funds but they are not guaranteed to get it. More discussion will take place before the Work Plan is adopted.

It was also asked if GoTriangle has the capacity, with all the vacant positions, to do the engagement work in FY26. Paul stated that in FY26, they are only planning to provide support to whoever is taking over the lead agency tasks and that the time spent getting the new people up to speed is what would be paid for with the Wake Transit funds being requested.

Paul was asked to provide a clearer list of who is doing what to accomplish the FTE assignments. If there are 5 people doing the work of one FTE, members want to see and understand what role the different staff are playing in that. Paul replied he is working to gather that information with the budget folks and is working to generate a sand key diagram. It is a challenge, and they hope to have something in the new year to share. Members requested that it be brought to the TPAC/added to the agenda when it is ready instead of waiting for a call for staffing updates or for the staffing plan to be completed since it doesn't kick off until next fiscal year. The members want clarity as soon as it is available.

Members also asked for more details about the shift of FTEs from what was originally reviewed and approved by the TPAC to new position descriptions. It was asked how that was done. Paul replied that GoTriangle had changed the FTE description in the adopted Work Plan to remove specific responsibilities and made the wording more general to apply more broadly to implementation tasks. They did not ask the TPAC, make them aware of the change in scope or description, but it was included and adopted. Meg Scully commented that GoTriangle was asked to roll the positions over as the CRT project was ending.

As wrap up, Members asked Paul to keep working to bring the more detailed FTE allocation information back to the group. They understand the FTE vs 1-1 position used at GoTriangle and understand it, but there is not a process to track or report it to TPAC so members understand how the funds are being utilized. On the question of establishing communication expectations regarding scope and other project changes during Work Plan Development cycles, there is a question about process and policy. This is not a GoTriangle issue, it is a process issue that the TPAC needs to discuss and determine a path for resolution/improved communication. Changes made by GoTriangle were not made as clear as some members would like those type of changes to be. Members supported the recommendation to have discussion with the TPAC about the issue and setting a policy for resolution.

Steve Schlossberg presented for the Tax District Administration team at GoTriangle. He pointed out Kelly Smith, the new paralegal that will be supporting TPAC partners moving forward.

Wake Transit Plan – Tax District Administration

Tax District Administration - 3.00 Full Time Equivalent Staff

- Transit Annual Plan Budget Process
- Annual Work Plan coordination
- Invoice reconciliation and payment of Transit Partner invoices
- Revenue Collection and Reconciliation
- Portfolio Management and Investments
- Transit Plan Financial Documents and Strategy
- Budget Ordinance creation and compliance
- Annual Comprehensive Financial Results (Transit Plan Audit)
- Financial Reporting and Reimbursement Process
- Validate deliverables and financials on agreements and exhibit A's
- Financial Modeling for Transit Plan viability
- Coordination with Financial Consultant on all aspects of debt issuance
- Manage financial aspects of agreements for the expansion projects.
- Transit Plan Amendment Process Coordination and Board Presentation
- Financial Modeling for various Transit Plan initiatives and studies
- Financial Compliance to the Adopted Policy and Guidelines
- Coordinate with the TPAC and its sub-committees on financial aspects of transit plan implementation.
- Ongoing coordination and engagement with project sponsor on misc. activities
- Other miscellaneous tasks

The Wake Transit program funds 3 FTEs that work to complete TDA tasks. The other 2 transit plans, Orange and Durham, contribute funds, to cover their TDA needs.

Steve explained that as part of the Deloitte Audit process the recommendation was made to separate the Tax District staff and responsibilities from general GoTriangle agency responsibilities. How to do that has not fully been determined but actions are being taken to start the process.

Members asked how the 3 FTEs are treated within the TDA; as FTEs or are people assigned to work on Wake Transit program needs. Steve clarified that there are actually 5 positions funded to meet TDA needs for all 3 plans. Currently, He, Paul Kingman and Priscilla Gilcrest are the only ones on staff. There are 2 vacancies that will be recruited for as the Deloitte recommendations are put into practice.

Members asked if there was any concern about the separation of transit plan and agency responsibilities. Steve stated that he doesn't anticipate challenges that there are clear lines between the two and they just need to go through the process to implement the changes, many of which were already in place.

Next Steve was asked to provide more information about how the 5 FTEs are funded by the plans. He noted it is about a 60/30/10 split, similar to other cost shares between the three plans. He added that Durham and Orange both include a general support FTE in their Work Programs. For example, they set aside a small allocation that allows GoTriangle to draw down additional staffing reimbursement when there are activities that require support beyond the specific FTEs funded in the plan. Wake Transit doesn't include that project in its plan.

He was asked if each staff person is assigned to a specific plan. Steve responded that each person is funded with the split. They all work on, or have flexibility to work on all of the Transit Plans. So if there is one person who is experienced with debt management, they can work for all plans as needed.

Members also asked, in light of the Deloitte recommended firewall, do you see a future need for additional TDA staff to complete the tasks for the Transit Plans. Steve couldn't say for sure but last heard that increased staffing has not been recommended but they do need to fill the two vacancies to have a full team. Paul Black added that discussions have suggested that the paralegal team may move under the TDA umbrella, but that too has not been decided upon yet. They are working to use the staff they have as efficiently as possible. One of the vacant positions has been posted for recruitment. The other is on hold until the separation moves further into the process.

The City of Raleigh's staffing update was given by David Walker. The City has 12 staff funded by Wake Transit. Seven are housed in the transit division and five are working on Wake Transit program needs in other departments. All are 100% dedicated to Wake Transit service and project needs. There are two vacancies. Both were recently left and advertising and recruitment to fill the roles are active now.

Raleigh has a total of 12 Wake Transit funded positions

Positions housed with-in the Transit Division

		Original Request year/Status	
• TO002-BF	Transit Planner/Analyst (Bus/Bus Facilities)	FY25	Filled
• TO002-P	Planning Supervisor (BRT)	FY18	Filled
• TO002-AG	Transportation Analyst (Finance Team)	FY19	Filled
• TO002-AH	Senior Planner (BRT)	FY22	Vacant
• TO002-AO	Procurement Analyst (Finance Team)	FY24	Filled
• TO002-AP	Transportation Planning Analyst (GoRaleigh Access)	FY20	Filled
• TO002-AZ	Fiscal Analyst (Finance Team)	FY22	Filled

Positions in other City Departments/Programs in support of WTP projects

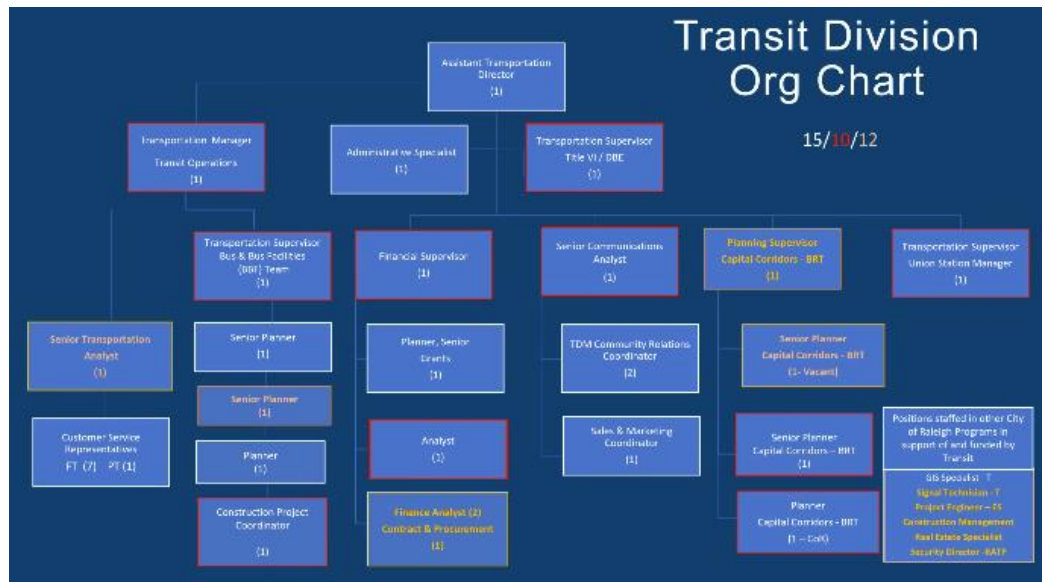
• TO002-AI	Traffic Signal Timing Specialist (Traffic Engineering)	FY20	Filled
• TO002-AJ	Senior Engineer (Roadway Design/Construction)	FY19	Vacant
• TO002-BA	Construction Management (Engineering Services)	FY24	Filled
• TO002-BB	Senior Real Estate Analyst (Real Estate Division)	FY24	Filled
• TO002-BG	Safety and Security Director (RATP Dev)	FY25	Filled

David ran down the list of positions that are not in Transit Division, highlighting some of the projects and core functions for each position. It was noted by David Eatman that the real estate team earns their money. They deal with upset and angry people every day and keep doing what they need to for

the transit projects and services being expanded or newly developed. One of the newest funded positions is the Safety and Security Director position which is housed with RATP Dev, the contractor responsible for system-wide safety.

Of the seven transit positions, only one is currently vacant. The division had two vacancies for a Sr. Planner. They completed interviews and hired a good candidate, but rather than placing him in the Wake Transit-funded position, they put him in the city funded role and will continue to recruit for the remaining slot. City staff are always looking out for the program and taking opportunities to use agency resources before seeking reimbursement.

David explained that the Transit Division total staff budget is over \$2.8million. What is funded through Wake Transit is \$941, 425, or about 34% of the total paid. Wake Transit attributable operating expenses equal around 40% of the total operating budget, so their staffing request remains a bit under that threshold. The five positions in other departments received \$766,819 in the FY25 Work Plan. Davis shared the Transit Division org Chart noting that red outlined boxes represent City funded positions after Wake Transit Implementation began. This shows that the city doesn't come to Wake Transit to fund every staffing need that arises. There are 10 staff funded by the city and 12 by the Plan.



Members asked for clarity on the payment process for funding an FTE with an outside vendor. David Walker explained that RATP Dev is the operator of their service. The City pays them a fixed monthly rate and the Wake Transit contribution is not factored into the cost per hour. It is a pass-through cost directly to them through the City process. Question asked is if this type of arrangement should be listed as an FTE or a consultant cost in the Plan.

It was also asked if the City thinks more BRT support staff will be needed. David Eatman responded that the plan is for BRT work to begin dropping off by the time projects go into construction. The planning needs will vary depending on project phase. Hey Patel added that over time the City may need to request less funding for planning and design work and instead request support for operations and maintenance. Current challenges are in filling senior positions with qualified people.

David Eatman, as Chair noted that this exercise of discussing staffing is important and should continue to be put on agendas, at least, annually. We need to be aware of staffing status, needs and challenges and have discussion about appropriate levels of funding but we do not want to remove funding prematurely from an agency who is actively recruiting but not getting results or who is evaluating an FTE role for adjustment, etc. it is important to fill positions and to fund positions that meet current needs.

It was reconfirmed that the TPAC should talk more about a staffing reallocation policy and process, discuss setting a staffing report out schedule of 1-2x per year. TPAC should also discuss further what the overall staffing cost is and what portion of it Wake Transit is paying, especially with vacancies. Members commented that some of this may be addressed by the Staffing Plan Update set to kickoff next fiscal year. It was also requested that the discussion include a determination on how pass-through to others, like RATP Dev, should be included in the financials.

Received as Information

9. **Regional Technology Plan Update**

(Information item: Austin Stanion, GoTriangle, 10 minutes)

The scope and schedule for the 2025 Regional Technology Plan Update have been finalized and the project is underway. Austin Stanion provided scope, schedule and progress overview for this regionally coordinated project. Partners include GoTriangle, GoRaleigh, GoDurham, GoCary, CAMPO, DCHC, Wake County, Durham County, Orange County, Chapel Hill Transit, Central Pines regional Council and NCDOT. The TPAC will be provided updates at key milestones throughout the project and will be asked to recommend board approval of the plan after public engagement for the draft is completed. Contact astanion@gotriangle.org with questions about the plan and other regional technology planning efforts.

The project kicked off in October 2024 with Project Management Team coordination meetings. Next step is to survey partners; there are 12 identified partners involved in the process.

Austin highlighted the six core focus areas for the plan update process. The Plan is ultimately going to guide coordination across the region for technology updates, integration, and public-friendly use. Results will be presented in early 2025. Memos for all six priority areas are planned to be produced through the Summer of 2025. The final plan is expected to be published in September 2025.

Tech Plan Scope: Priority Areas

Passenger Real Time & Trip Planning

Transit Service Planning Tools

Transit Signal Priority

Regionally Integrated Payments

Regional GTFS Publishing Standards

Open Transit Data Portal

Members asked Austin to expand the list of survey participants to include all area transit providers not just those included on the PM Team roster. It was pointed out that NC State, Morrisville and Apex are not on the list to be surveyed and some agencies who do not provide transit are. All providers should have a chance to provide input. Morrisville procured and provides its own app management, Apex contributes general funds for services and technology. It was noted that limiting participation to 12 was discussed in the planning process. Through discussion, members understood and were supportive of the PM Team remaining as the 12 members selected in the planning process, but that the survey process and collection of information should be expanded. PM Team members noted that they will be finalizing the questions in the next few days. It was pointed out the project management plan does say the survey will be broadly distributed to transit agencies, municipal staff, counties officials and other relevant partners. So, TPAC members request that the survey be distributed to the region's stakeholders when it is ready to be released.

As a side note, Paul Black noted that there is a related Intelligent technology study underway in our area that many partners, including CAMPO, are participating in.

In regard to the TSP priority area, the City of Raleigh requests that Jedd, with their traffic controls group, is looped in where appropriate on this topic. They have done a lot of research and planning over the last year or so and would want to make sure that what GoRaleigh is planning aligns with what is recommended in the updated Technology Plan.

On discussions of fare payment processes and collection technology needs evolve, Austin is asked to make sure that future coordination with first & last mile services is considered and included in the planning process. This includes microtransit services as well as bike and scooter share programs.

NC State noted that they will never likely collect fare payments like other providers, so it is ok for them to not be included in all planning discussions, but they would like to generally be kept in the loop.

TPAC members were reminded that \$4.4 million is already reserved for technology integration. Steve Schlossberg asked if the intent of the planning process is to develop a strategy to spend those funds. Austin responded that the process is not considering those funds on the front end of the process. They will instead evaluate and identify what the needs are, assess options and select a path forward to best meet the needs, and then will determine funding sources that can support getting to that vision.

Austin confirmed that he will include all municipal transit providers and university partners in the survey list and will also include them in the invitations for in-person interviews.

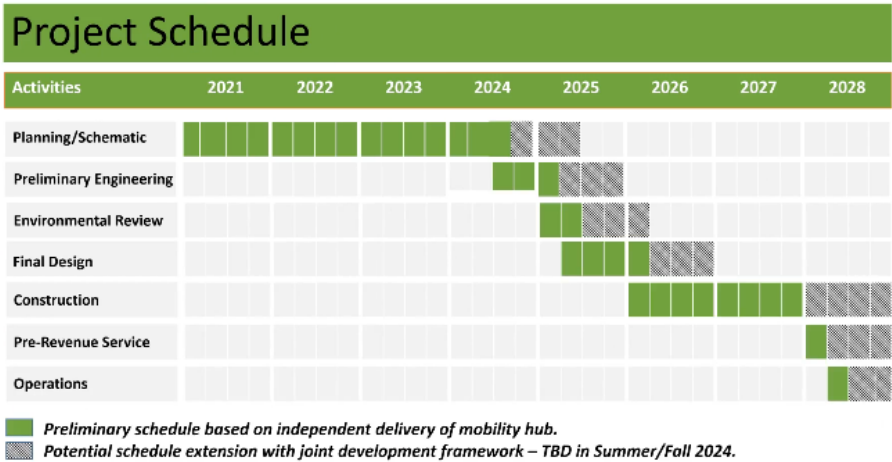
Received as information.

10. GoTriangle Capital Projects Update

(Information item: Gary Tober, GoTriangle, 20 minutes)

Gary Tober, the interim Capital Projects Manager, provided a progress update on the RUS Bus and Triangle Mobility Hub projects. The Triangle Mobility Hub is on 19+ acres. It is centrally located between Durham and

Raleigh close to RDU. GoTriangle received a \$25million RAISE grant for the project and is working closely with the Research Triangle Foundation to ensure seamless coordination with RTP development plans.



The new facility is anticipated to begin operation in 2028.

The Raleigh Union Station (RUS Bus) facility is on track for an August 2025 launch of revenue service. They are spending about \$1 million per month in these final months of construction and preparation for the public opening.

Gary informed TPAC members that they are welcome to reach out to request a site tour. They have done several already. They ensure proper PPE for safety of all site guests. Members are encouraged to reach out to set a time for their staff and leadership to come visit the facility.

Finally, Gary addressed a question that came up during the annual art funding expenditure review. GoTriangle was allocated a \$30,000 artist retention fee to allow them to bring on an artist or consultant early in the planning process to help inform their design choices. The retention fee is a separate allocation from the art funds otherwise provided to eligible projects. The funds are made available to project managers, so they have funds to employ art support, prior to reaching the 60% design threshold. GoTriangle did not spend the money and are now in construction. There are a couple of options for TPAC consideration. 1. The TPAC can recommend a waiver of the 60% design/early process requirement for use of the funds which would allow GoTriangle to add it to their total art budget for the project, or 2. GoTriangle would return the funds to the program because they were not used in accordance with the policy.

Members asked if the project moved so fast that the artist retention fee was just not able to be used on time. It was noted that somewhere along the way the parameters surrounding the use of the funds were misunderstood or those involved just were unaware of the time restriction.

Daivd Eatman restated for the group that there are two art related funding sources. The first is the \$30,000 artist retention fee that is made available early in the design process so they can provide input into the art components built into the project. Then there are funds allocated for integrating art into final design and construction for the project. The amount is calculated based up project specific factors. These funds are also being used for BRT projects. Raleigh staff did retain art participation early in their planning process and will install art through the construction process.

Members asked if the early planning for the art occurred and if they know where the art elements are going to go. Gary responded that is some ways yes, but they could use some additional assistance from a professional artist to inform art selection and placement.

They then asked if there is a reason why they can't use the art budget to hire that help. They could use the main art budget but GoTriangle would appreciate a waiver of the 60% design threshold so they can still use the \$30,000 for artist support.

Members commented that the TPAC doesn't have the authority to waive policy requirements without following set processes. In most cases and funding request would come to the TPAC for recommendations up

to the governing boards. At a minimum, for the TPAC to take any formal action the item would have to be put on a future agenda and be posted as an action item for consideration. We can have discussion to day but we cannot vote on an action.

An additional thing to consider is how we want to view the project. If we are looking only at the bus facility portion of the project then it is way past that 60% design threshold, but if we look at the total project including the overbuild there may be some latitude. This option was discussed but members determined it to not be a factor because Wake Transit’s interest in the project only extend to the public portion of the project, but if GoTriangle chooses to return to the TPAC to request a waiver they can provide input on the whole project for consideration. Het Patel shared that for BRT, they hired artist help with the retention fee to support their planning activities. The remaining funds will hire to get the art designed and built and installed as part of the construction process.

Stephanie Plancich reminded the group that a key reason the retention fee was included in the funding policy is because art funding for projects is based on total construction costs. Until you get to 60% design you do not have those construction cost estimates prepared. The partners needed a funding mechanism to retain artist support while they were working toward 60% design.

As next steps, GoTriangle should discuss and decide if they want to come back to the TPAC to request a waiver or other recommendation to allow them to keep and use the funds. They should come back to the January meeting is desired. If they do not want to pursue the request, then the funds will return to the Wake Transit budget.

The final question was about the current standing of the repayment of the \$11million borrowed from Wake Transit to support the overbuild part of the RUS Bus project. Gary said that staff are tracking down information to provide an update for this question, and hope to be back in January with more information. Paul Kingman reminded the members that full reimbursement to the plan is not required to occur until FY28.

Received as information.

11. 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,* January 21 st 1:30-3:30pm	Thursday, * January 16 th 1:30-3:30pm

*= Modified Meeting date

Caleb Allred thanked the PD members for attending a couple of long meetings to work through the FY26 funding requests, FY25 amendment requests and to work on annual administrative tasks.

Curtis Hayes reported that the CE Subcommittee is also making progress on its work task list. An exciting development is the creation of a character for future Wake Transit animation work.

Stephanie Plancich noted that there are vacancies on the subcommittee leadership teams and encouraged members to reach out for more information if they are interested in serving.

12. Workgroup Updates

- Fare Workgroup (ssclossberg@gotriangle.org)
 - Next meeting 1/7 @ 11:00am
 - Group will be discussing Fare revenue assumption for FY26 and in future years.
- Technology Workgroup (astanion@gotriangle.org)
 - Next meeting Thursday 1/2
 - A special meeting was called on 1/2 and then on 1/23
- Financial Policies Workgroup (pkingman@gotriangle.org)
 - Next Meeting TBD
 - No Update
- Baseline Funding Workgroup (ben.howell@campo-nc.us)
 - Next meeting on 1/29 @ 2:00pm
 - Proposed baseline funding structure was emailed out to members. Contact Ben with any questions.
- Safety & Security Workgroup (steven.mott@campo-nc.us)
 - Next meeting TBD
 - Will set a date in the 5th week of January.

13. Lead Agency Updates and Other Business

- GoTriangle is notifying the TPAC that the annual comprehensive financial report (ACFR) process is underway but has been delayed. Once the findings are published, they will be incorporated into the FY24 Progress Report, Wake Transit Tracker, and will be presented to the TPAC as is typically done. Steve Schlossberg reported that the auditors are finishing the testing process and staff plan to submit the draft ACFR in January with hope to have it back in mid-February.
- The Wake Transit conference committee met with the mediator on December 9th to discuss FY26 and future year allocations of the Wake County share of vehicle rental tax revenues. *Shelby Powell let members know that mediation had its first meeting. As a result, CAMPO and Wake County proposed that GoTriangle contribute only 50% of the VRT funding into the FY26 Work Plan and to continue modeling that amount in future years. GoTriangle requested to take it back to their board for discussion. No word has come back yet.*
- The FY2025-Q1 Wake Transit Quarterly Progress Technical Report is complete and posted to the Wake Transit SharePoint site.
- Community Funding Area (CFA) Program call for projects kicks off on January 3rd.
- Subcommittees are working on their Work Task Lists. TPAC will review and endorse on January 23rd.
- **Other news or business items to share?**

14. Adjourn

Next meeting: Thursday, January 23rd, 2025 (*4th week, modified date)