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A COMMUNITY INVESTMENT IN TRANSIT  
WAKE COUNTY

## Wake Transit Plan

Transit Planning Advisory Committee (TPAC)  
Regular Meeting  
May 9, 2018 – 9:30 AM – 12:00 PM  
Capital Area MPO Administrative Offices

*NOTICE: If you are not a TPAC Member/Alternate entity representative, please use seating along the walls behind the table. If you are seeking to speak on anything not a part of the agenda, you may do so during Item IV on the agenda and MUST sign in on the Public/Agency Speaks Out Sign-In Sheet outside the board room. If you are seeking to speak on anything on the current agenda, you must be recognized by the TPAC Chair, or an official TPAC Member/Alternate entity representative.*

### Meeting Minutes/Summary

#### Voting Members/Alternates Present

*Kelly Blazey, Town of Cary; Bret Martin, Town of Cary; Danny Johnson, Town of Rolesville; Het Patel, Town of Garner; MacKenzie Day, Town of Zebulon; David Walker, City of Raleigh; Chip Russell, Town of Wake Forest; Shannon Cox, Town of Apex; Chris Lukasina, CAMPO; Shelby Powell, CAMPO; David Eatman, City of Raleigh; Nicole Kreiser, Wake County; Sandra Freeman, GoTriangle; John Tallmadge, GoTriangle; Aaron Levitt, Town of Holly Springs; Tim Gardiner, Wake County*

#### Other Alternates Present

*Danna Widmar, Town of Cary; Mila Vega, City of Raleigh; Tim Maloney, Wake County; Eric Lamb, City of Raleigh; Christine Sondej, Town of Cary; Erik Landfried, GoTriangle*

#### General Attendees

*Juan Carlos Erickson, GoTriangle; Liz Raskopf, GoTriangle; Ashley Schultz, GoTriangle; Ashley Hooper, GoTriangle; Patrick McDonough, GoTriangle; Nathan Spencer, Raleigh Transit Authority; Karen Rindge, WakeUp Wake County; Mary Kate Morookian, GoTriangle; Jeff Mann, GoTriangle; Thomas Wittman, Nelson Nygaard; Will Allen, GoTriangle Board of Trustees; Toy Beeninga; Shelley Blake, GoTriangle; Suzanne Lasater, GoTriangle; Steven Schlossberg, GoTriangle; Bonnie Parker, CAMPO; Michelle Brooks, Town of Cary; Bill Gilmore, HDR*

I. **Welcome and Introductions** – (Chip Russell, TPAC Chair)

*Mr. Chip Russell welcomed all to the meeting.*

II. **Adjustments to the Agenda**

*None*

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**III. Meeting Summary/Minutes from March 14, 2018 & April 11, 2018 Regular Meetings – (Action Item – Chip Russell, TPAC Chair – 5 minutes) – Attachments A1 & A2**

*Motion: Approve the Meeting Summary/Minutes from March 14, 2018 & April 11, 2018 Regular Meetings.*

*Motion made by:*

*Second:*

*Motion passes unanimously.*

**IV. General Public or Agency Speaks Out – (Chip Russell, TPAC Chair – 5 minutes)**

- a. *Limited to three (3) minutes per speaker. Speakers must sign in to speak before the start of the meeting.*

*None*

**V. FY2018 Q4 Wake Transit Work Plan Amendment Packet – (Discussion/Action Item – Adam Howell, TPAC Administrator, 15 minutes) – Attachment B**

*Mr. Howell presented the FY2018 Wake Transit Work Plan Amendment Packet.*

*Motion: Approve the FY2018 Q4 Wake Transit Work Plan Amendment Packet and Recommend to the Wake Transit Governing Boards.*

*Discussion: None.*

*Motion made by: Shelby Powell*

*Second: Nicole Kreiser*

*Motion passes unanimously.*

**VI. FY2019 Wake Transit Work Plan: Operating & Capital Agreements & Exhibits – (Discussion/Action Item – Adam Howell, TPAC Administrator – 20 minutes) – Attachment C**

*Mr. Howell presented the FY2019 Wake Transit Work Plan: Operating & Capital Agreements & Exhibits.*

*Mr. Bret Martin commented on the project appropriation groupings – that the fiscal amounts as presented related to the Youth GoPass project appear to be switched for GoTriangle and the Town of Cary. These amounts should be switched. Mr. Howell confirmed that would be changed. Mr. Martin asked of the Tax District – in regards to the Town of Cary's Downtown Multimodal Study – why this project is grouped in its assigned budget appropriation (i.e. what portions of this project could/should be allocated to the Bus Rapid Transit and/or Commuter Rail Transit appropriations versus the general Bus Infrastructure appropriation). Ms. Kreiser asked that if the Town of Cary is comfortable with the way the groupings are defined for FY19, as that specific project evolves, TPAC and project sponsors/subcommittees will be better informed as to what costs of such a project should be broken out in more specific appropriation categories. The Town of Cary confirmed that this would be acceptable. The Town of Cary wanted to ensure that other financial model appropriation 'buckets' were not being 'robbed' of funding that could be appropriated towards other projects in the future.*

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*Mr. Martin asked questions regarding the deliverables listed with the Exhibit A reference sheet as presented. The first question was regarding the differentiation between deliverables stated for Full Time Equivalents (FTE's) across different agencies – and whether or not the same deliverables should be standardized across certain project categories and all agencies. Ms. Kreiser stated she had similar concerns, expanding on more than just FTE projects. Wake County would like for these deliverables to be reviewed and standardized when and where appropriate prior the June Wake Transit Governing Board Adoption dates.*

*Mr. Martin continued to state that metrics from the Bus Plan Service Standards & Performance Measures should be included in the deliverables – which was stated to occur from discussions at the Planning & Prioritization Subcommittee prior to this TPAC meeting. Mr. Martin also stated at the most recent Budget & Finance Subcommittee meeting, there was discussion on incorporating a reference statement in the Exhibit A's tying to the scopes of specific projects as described in specific project sheets of the Work Plan rather than hardcoding project scopes in Exhibit As. He noted that this did not occur, as the project sheet descriptions were directly copied into each Exhibit as presented for this TPAC meeting. He asked why did that not occur for the purpose of this presentation/meeting. Ms. Kreiser echoed similar concerns and wanted to ensure these issues were reviewed and corrected prior to the June TPAC meeting. Ms. Shelby Powell reminded the group that seeking board approvals in June would not be possible if this agenda item were to come back to TPAC in June. For CAMPO Board action protocols, all items requiring Executive Board review/approval would first need to be seen and recommended by the CAMPO Technical Coordinating Committee (TCC), which meets the first week of each month (before regular TPAC meetings).*

*Mr. Chris Lukasina suggested that TPAC shift their June meeting to occur prior to the June TCC meeting to meet the June Wake Transit Governing Boards Work Plan Adoption timeframe (by end of fiscal year). Mr. Russell stated that there has already been a request for a special TPAC meeting to occur later in May. Ms. Saundra Freeman asked that if there is to be a new iteration of this information, that it should be distributed prior to the special meeting and allow for integral staff involved with the development to make final edits prior to presenting to the TPAC.*

*Desired Action: Approve the FY2019 Wake Transit Work Plan: Operating & Capital Agreements & Exhibits*

*TPAC Member Stated Action/Motion: Bret Martin motioned to table this agenda item to the May Special Meeting for continued discussion and action.*

*TPAC Member Amended Action/Motion: Nicole Kreiser – in addition to what Mr. Martin stated, that Mr. Adam Howell send out a date to Project Sponsors/TPAC Members to have comments on deliverables submitted back to him in order to allow CAMPO and the Tax District adequate time to prepare for the May special TPAC meeting.*

*Mr. Howell stated that the special meeting would be roughly 2 weeks following this regular meeting; and then stated that comments would require a quick turnaround and would be due back to him by Friday, May 11<sup>th</sup>.*

*Second: Mr. John Tallmadge  
Motion passes unanimously.*

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**VII. Wake Bus Plan: Service Standards & Performance Measures (Discussion/Action Item – Mary Kate Morookian, GoTriangle – 20 minutes) - Attachment D**

*Ms. Morookian presented the Wake Bus Plan: Service Standards & Performance Measures to TPAC. Ms. Morookian made it known that the desired action taken during this meeting on this document would be to recommend with the acknowledgment that Farebox Recovery targets, as well as transit customer survey processes (which will be used to evaluate aspects of bus service performance), will not be a part of the current recommended document. Those two items will be reviewed and recommended at a later date in 2018.*

*Ms. Shelby Powell asked about the logistical implications of who, when, and how routes get evaluated. Ms. Morookian stated that this would occur with individual agencies in coordination with the Work Plan development process. Mr. Martin iterated that the service standards as a part of this document should be a part of deliverables in Exhibit A's. He also stated that the logistics surrounding who would need to be involved in reviewing route performance hasn't been completely fleshed out. Ms. Powell stated that staff involved with Work Plan and Bus Plan implementation initiatives should communicate and coordinate to create a plan outside this TPAC meeting.*

*Ms. Cox asked as to whether or not the Service Amenities as described and presented in the document are adequate enough – especially with regard to increasing quality in the description. Mr. Eric Lamb stated that there are minimum standards, by law, that municipalities must provide to have adequate access to public transportation services – not just a sign in the ground. This document ensures that the basic stop as described meets ADA requirements for access to public transportation. Mr. Danny Johnson stated that the basic stop is the minimum for all stops, and then services would be evaluated after implementation to see if performance of routes/stops warrant enhanced stops at certain locations.*

*Mr. Tallmadge sought clarification that this document is in fact going to be adopted, but as guidelines with examples, and not policy statements. Ms. Morookian confirmed that this document is a set of guidelines. Mr. Lamb asked that Figure 9 title be changed to say 'Guidelines' in the title. Mr. Tallmadge also wanted to clarify that the word 'standard' coincides with minimum threshold levels (specifically in the over/under performing routes section of the document) of performance measures. Ms. Morookian confirmed. Mr. Martin suggested that the word 'standard' be changed to 'target,' and this definition provided in the beginning of the document along with the other definitions provided that help guide a reader.*

*Motion: Approve the Wake Bus Plan Service Standards & Performance Measures and Recommend to the Wake Transit Governing Boards.*

*Motion made by: Danny Johnson – made motion, as well to include the edits as discussed.*

*Second: Kelly Blazey*

*Discussion – it should be noted (By multiple staff) that as a reminder, the Farebox Recovery and Transit Customer Survey pieces of this document will be updated and included at a later date. Ms. Morookian stated that a footnote would be included to denote this information.*

*Motion passes unanimously.*

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**VIII. MIS – Bus Rapid Transit: Existing Conditions Report** – (Discussion/Action Item – Patrick McDonough, GoTriangle – 20 minutes) – **Attachment E**

*Mr. McDonough presented the MIS – Bus Rapid Transit: Existing Conditions Report to TPAC.*

*Ms. Karen Rindge of WakeUp Wake County asked Mr. McDonough from what sources was the data in the report taken. Mr. McDonough stated that there are multiple sources of data being used that are built into the Triangle Regional Model (i.e. Census and American Community Survey, Socioeconomic data, traffic data, adopted land use plans from local jurisdictions, and others). Ms. Rindge also asked about the inclusion of economic and transportation data, as it relates to affordable housing. Mr. Lukasina confirmed that this was occurring, and the local land use plans will indicate in the models how land parcels could impact transportation networks in the short- and long-term future.*

*Motion: Approve the MIS – Bus Rapid Transit: Existing Conditions Report*

*Motion made by: Mr. Benjamin Howell*

*Second: Ms. Shelby Powell*

*Motion passes unanimously.*

**IX. MIS – Bus Rapid Transit: Evaluation Framework** – (Discussion/Action Item – Patrick McDonough, GoTriangle – 10 minutes) – **Attachment F**

*Mr. McDonough presented the MIS – Bus Rapid Transit: Evaluation Framework to the TPAC. This document was previously presented to TPAC and has been reviewed and discussed in great detail.*

*Motion: Approve the MIS – Bus Rapid Transit: Evaluation Framework and Recommend to the Wake Transit Governing Boards*

*Motion made by: Mr. Benjamin Howell*

*Second: Mr. David Eatman*

*Discussion: Mr. John Tallmadge asked if there had been a discussion of how the Town of Cary and City of Raleigh communicate their comfort level at the Council level prior to the document receiving approval from Wake Transit Governing Boards. Mr. McDonough stated that the CAMPO TCC and the GoTriangle Planning & Legislative Committee will have additional opportunity to review and vet concerns/comments from Cary and Raleigh. Mr. Lukasina commented that if appointed staff on respective boards that vote and recommend such documents to Wake Transit Governing Boards have a disconnect with their elected officials, then there may be an issue. Mr. Martin confirmed that the Town of Cary is comfortable with how the document is presented – so long as there are no weightings given to certain metrics and individual agencies retain the ability to develop their position on the evaluation based on their own value judgments. Mr. McDonough reminded TPAC that this document is designed to be a measuring tool – not a weighting tool.*

*Motion passes unanimously.*

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**X. FY2019 Wake Transit Work Plan – FAQ’s – (Discussion Item – Ashley Hooper & Liz Raskopf, GoTriangle – 20 minutes) – Attachment G**

*Ashley Hooper and Liz Raskopf presented the FY2019 Wake Transit Work Plan FAQ’s.*

*Mr. Tim Gardiner stated that Question #14 and #15 may address Western Cary service in different forms. They should be revisited to ensure the answers are accurate. Mr. Martin said to take Western Cary out of #14 and keep the focus of that answer on Community Funding Questions. Ms. Cox stated that #13 actually covers the same concept as #14, and #14 can be eliminated. Mr. Erik Landfried stated that the Town of Rolesville will need to be included in the answer for #13. Ms. MacKenzie Day suggested to either list all communities in the Community Funding Area Program, or just say ‘small communities.’ Ms. Day also asked that ‘all communities served by hourly bus service’ to #13 since #14 will be omitted. Ms. Kreiser stated she appreciated the format and language as presented.*

**XI. TPAC Administrator Updates – (Information Item – Adam Howell, TPAC Administrator, CAMPO - 5 minutes)**

- a. FY 2019 Wake Transit Work Plan – Posted on 4/16/2018 for Public Review/Comment; CAMPO Public Hearing on 5/16/2018

**XII. Sub-Committee Chair Reports – (Information Item – Chip Russell, TPAC Chair – 5 minutes)**

- a. Budget and Finance

*Meetings will resume in June – email sent out to agencies as a reminder for information requested for ’17 baseline costs.*

- b. Planning and Prioritization

*Most of last meeting was spent on project agreements. At the May meeting, the subcommittee will refocus on other items on the work task list*

- c. Process

*No Report*

**XIII. Other Business – (Information Item – Chip Russell, TPAC Chair - 5 minutes)**

- a. New Business

*Special Meeting Date Discussion. Ms. Blazey asked what the needs were for the special meeting beyond the FY2019 Work Plan Agreement Structures. Mr. Howell explained that 2 BRT documents needed to move forward to Governing Board approvals in June, and as such, a special meeting is needed to achieve that goal.*

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*Ms. Kreiser suggested Tuesday, May 22<sup>nd</sup> at 9:30 AM.*

*The group confirmed through consensus.*

b. TPAC Member Discussion

*Mr. Eatman thanked Leah Henderson for her work in City of Raleigh Transit – this meeting will be her last with Transit (She will still remain with the City)*

*Ms. Ashley Hooper reminder that Public Outreach is well underway – thanked all those involved, and that one week still remains!*

c. Next Steps

*None*

**XIV. On-Call Transit Planning Services Task Status Updates** – (These items are presented in attachment form so as to provide TPAC Member Partners with updates on project progress. If there is any point with which you want to discuss, please bring to attention during ‘Other Business – TPAC Member Discussion’) – **Attachment H**

- a. Public Engagement Policy – (CAMPO Staff)
- b. Staffing Model and Expectations Plan – (CAMPO Staff)
- c. Community Funding Area Program Management Plan – (CAMPO Staff)
- d. Multi-Year Bus Service Implementation Plan – (Jenny Green, GoTriangle/CAMPO Staff)
- e. Transit Corridors Major Investment Study – (CAMPO Staff/Patrick McDonough, GoTriangle)
- f. Transit Customer Surveys – (Juan Carlos Erickson, GoTriangle)

**XV. Adjourn**

*Motion: Benjamin Howell*

*Second: Danny Johnson*

*Motion Passes – meeting adjourned.*