

# ATTACHMENT A

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## A COMMUNITY INVESTMENT IN TRANSIT WAKE COUNTY

### Wake Transit Plan

Transit Planning Advisory Committee (TPAC)  
Regular Meeting  
July 11, 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 III 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

*Michael Moore, City of Raleigh; John Tallmadge, GoTriangle; Kevin Wyrauch, Town of Cary; Dirk Siebenbrodt, Town of Holly Springs; Shannon Cox, Town of Apex; Benjamin Howell, Town of Morrisville; Het Patel, Town of Garner; David Walker, City of Raleigh; Shelby Powell, CAMPO; Chris Lukasina, CAMPO; Nicole Kreiser, Wake County; Danny Johnson, Town of Rolesville; Tim Gardiner, Wake County; Saundra Freeman, GoTriangle; Akul Nishawala, Town of Fuquay-Varina; Tim Brock, RTP*

##### Other Alternates Present

*Erik Landfried, GoTriangle; Bonnie Parker, CAMPO; Bret Martin, CAMPO; Steven Schlossberg, GoTriangle; Mila Vega, City of Raleigh*

##### General Attendees

*Will Allen, GoTriangle Board of Trustees; Nathan Spencer, GoRaleigh Transit Authority; Ashley Hooper, GoTriangle; Natalie Griffith, Regional Transportation Alliance; Shavon Tucker, City of Raleigh; Acacia Cadogan, WakeUp Wake County; Juan Carlos Erickson, GoTriangle; Mark Huffer, HNTB; Mary Kate Morookian, GoTriangle; Morven Maclean, WSP; Patrick McDonough, GoTriangle; Chris Brasier, VHB; Ashley Schultz, GoTriangle; Jeff Mann, GoTriangle; Michelle Brooks, Town of Cary*

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

*Ms. Shannon Cox will be chairing the meeting in Mr. Chip Russell's absence. Ms. Cox welcomed all to the meeting and recognized new partners in attendance.*

#### II. **Adjustments to the Agenda** – (Chip Russell, TPAC Chair)

*None*

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III. **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*

IV. **Meeting Summary/Minutes from May 9, 2018 Regular Meeting and May 22, 2018 Special Meeting** (Action Item - Chip Russell, TPAC Chair – 5 minutes) – **Attachment A1 & A2**

*Motion: Approve the Meeting Summary/Minutes from May 9, 2018 Regular Meeting and May 22, 2018 Special meeting.*

*Motion made by: Ben Howell*

*Second: Shelby Powell*

*Motion passes unanimously*

V. **New Subcommittee Creation – Public Engagement & Communications Subcommittee; Appointment of Co-Chairs** (Discussion/Action Item – Adam Howell, TPAC Administrator, 10 minutes)

*Mr. Howell presented to TPAC the proposal for creating the new Public Engagement & Communications Subcommittee.*

*Mr. Howell also presented to the proposed appointment of Ms. Bonnie Parker (CAMPO TPAC Alternate) and Mr. Mike Charbonneau (GoTriangle TPAC Alternate) to be inaugural co-chairs.*

*Motion: Approve Creation of Public Engagement & Communications Subcommittee and appoint Bonnie Parker & Mike Charbonneau as inaugural co-chairs.*

*Motion made by: Nicole Kreiser*

*Second: Shelby Powell*

*Discussion: Mr. John Tallmadge asked about how charges for original subcommittees were developed and should TPAC do the same for this new one. Ms. Powell stated that the Process subcommittee already has some work task items on its own work task list since this new subcommittee previously existed as a sub-group to the Process Subcommittee. Mr. Howell also stated that all subcommittees will be bringing work tasks lists to the TPAC for review and consideration of approval in August. This new subcommittee will be meeting in July in order to present its first set of work task list items.*

*Motion passes unanimously.*

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**VI. FY2019 Wake Transit Work Plan – Capital Improvement Plan (CIP) Amendment**  
*(Discussion/Action Item – Nicole Kreiser & Saundra Freeman, Co-Chairs of Budget & Finance Subcommittee, 20 minutes)*

*Ms. Kreiser presented the proposed amendment to the Capital Improvement Plan (CIP) as a part of the FY2019 Wake Transit Work Plan. She also called upon City of Raleigh and GoTriangle staff to provide additional rationale behind the need for the amendment. The proposed amendment, which will reprogram funds from certain appropriation categories, will be used to program funds specifically to demonstrate funding support for the Raleigh Union Station Bus Facility. By reprogramming additional funds towards this project, this action will demonstrate the necessary local match required as part of two separate federal grant funding applications being submitted for this project.*

*The specific proposal would increase the original \$1.6 million programmed in FY20 by an additional \$2.26 million to bring the total amount to \$3.86 million. GoTriangle will be submitting both applications in coordination with GoRaleigh. The applications will demonstrate a 50% local match with this proposed CIP amendment.*

*Ms. Kreiser also stated that the current Work Plan Amendment Policy does not capture processes related to multi-year programming issues and that the proposed amendment request is an action that does not necessarily trigger any of the currently defined criteria and causing it to follow the Work Plan Amendment Policy. She highlighted that the Budget & Finance Subcommittee, in coordination with Planning & Prioritization Subcommittee leadership, have reviewed and understand the impacts of reprogramming funds from the General Bus Infrastructure financial model appropriation to the Raleigh Union Station Bus Facility project in FY20.*

*Mr. Danny Johnson asked if the proposed amendment considers what the Wake Bus Plan Core Technical Team (CTT) team discussed recently regarding the availability of funds for bus infrastructure needs within the developing Wake Bus Plan. Ms. Kreiser stated that specific capital needs as a part of the Wake Bus Plan are not yet complete, and the CTT, Project Management Team and consultants are developing the model to reflect successful funding availability in future programming (which includes FY20) for any capital needs associated with the Wake Bus Plan implementation. Mr. Johnson wanted to just ensure that funds being shifted would not create problems for the Bus Plan in the future.*

*Ms. Cox asked about the match requirements as a part of the federal grants being pursued. Ms. Mila Vega stated that by submitting a local funding match of 50% versus the minimum required 20%, the 50% local match makes the project application much more competitive. Ms. Cox asked why the City of Raleigh is not contributing some of its own local dollars as a part of the local match, therefore reducing the fiscal impact to future-year programming of capital projects as a part of Wake Transit. Mr. Jeff Mann stated that the City of Raleigh provided a significant amount of money for the Raleigh Union Station (rail passenger facility), and GoTriangle agreed to take the lead on the Raleigh Union Station Bus facility. The project's completion requires a mix of local funding, which would include Wake Transit funding.*

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*Ms. Cox also asked as to whether or not, through the grant application, 100% of the funding should be demonstrated through a budget commitment since the grant is a reimbursement-type grant. Mr. Michael Moore stated that through his experience with TIGER (previously authorized federal capital grant funding program), as long as matching funds were demonstrated to be available, this was sufficient for the federal grant application.*

*Ms. Powell asked a process question related to the desired action. She stated that this amendment could still go through the Work Plan minor amendment process as defined by the Work Plan Amendment Policy. This would be necessary since this amendment would need to rise to Wake Transit governing board consideration for approval. As defined in the Work Plan Amendment Policy, minor amendments must be posted for a 14-day public comment period prior to governing board consideration. This was confirmed by Mr. Adam Howell. Ms. Powell stated that the action today should be to initiate the 2-week comment period, and recommend the governing boards take action to approve the amendment pending no adverse comments during the public comment period.*

*Ms. Kreiser asked that action would need to be taken by the first grant application submittal deadline (July 18). Ms. Powell stated that the TPAC action should be sufficient for the grant application submittal, and the final actions can be taken by governing boards in August. Submitting partners, GoTriangle & City of Raleigh, are comfortable with this approach. Mr. Bret Martin stated that the Work Plan Amendment Policy will be revisited shortly after this TPAC meeting, in order to address multi-year operating program or CIP amendments. He stated that CAMPO's philosophy would be to adhere to a minimum timeframe for public comment if and when a particular policy, for which its charged to follow, is not clear in its definitions and/or expectations – such as the current Work Plan Amendment Policy as discussed.*

*Ms. Cox asked, in relation to the Wake Bus Plan, as to whether or not the Bus Plan CTT is discussing and/or aware what and how projects may or may not be impacted due to the shifting of these funds to support the Raleigh Union Station bus facility. Ms. Kreiser stated that capital needs have not yet been solidified, which includes the financial needs required of capital needs. Mr. Johnson confirmed.*

*Desired Actions: (1) Temporarily suspend the current Work Plan Amendment Policy; (2) Approve the proposed FY2019 Wake Transit Work Plan – Capital Improvement Plan (CIP) Amendment*

*Amended Action: Release the proposed FY2019 Wake Transit Work Plan – Capital Improvement Plan (CIP) Amendment for a 2-week comment period and make a recommendation to the governing boards to approve pending no adverse comments.*

*Motion made by: Ms. Shelby Powell*

*Second made by: Mr. Danny Johnson*

*Discussion: Ms. Sandra Freeman asked why the word 'adverse public comment' is stated. Ms. Powell stated that the board would hear all comments, including adverse comments, and the board will make their decision based on all comments received.*

*Mr. Tallmadge asked a procedural question regarding the special agreements about to be in place with the FY19 Adopted Wake Transit Work Plan. Ms. Kreiser stated this reprogramming would not impact any of the agreements.*

*Motion passes unanimously.*

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**VII. Wake Transit Staffing Model & Staffing Expectations Plan - (Discussion/Potential Action Item – Shelby Powell, CAMPO – 20 minutes) – Attachment B**

*Ms. Shelby Powell presented the final draft of the proposed Wake Transit Staffing Model & Staffing Expectations Plan.*

*Ms. Powell stated that the ‘desired action’ as a part of the presentation may not be necessary – regarding the need to take to Wake Transit governing boards for approval or not. This document is designed to be a guideline for staffing needs, not necessarily a policy for a board to adopt.*

*Mr. Mann stated he has not had adequate time to review this document, and he has asked that this be tabled until GoTriangle is able to review closer internally. He stated there are some preliminary concerns with the draft outcomes of the document.*

*Wake County staff agreed that this document should not rise to the level of governing board review and consideration for approval/adoption. Mr. Tim Gardiner did point out, though, that clarification should be contemplated as to what studies/plans and/or associated parts of such studies/plans would need to rise to governing boards for review and consideration of approval/adoption.*

*Mr. Lukasina stated that a TPAC subcommittee will need to contemplate what documents/studies/plans/policies need to rise to governing boards, and develop protocols to allow them to do so. Mr. Martin confirmed.*

*Ms. Cox summarized what has been discussed to clarify next steps leading to an action item at the August TPAC meeting. She has asked that any agency with representation on the Staffing Plan CTT to provide comments to Ms. Shelby Powell by July 25<sup>th</sup>. If Community Funding Area entities had additional comments on the Staffing Plan, they may submit comments to Shannon Cox by July 25<sup>th</sup> as well so she may forward along to Shelby as one message.*

*Desired Action: Approve the Wake Transit Staffing Model & Expectations Plan and Recommend to the Wake Transit Governing Boards for consideration of approval.*

*Amended Action/Motion: Table this item until the August TPAC meeting*

*Motion made by: Mr. Michael Moore*

*Second made by: Mr. Danny Johnson*

*Motion passes unanimously.*

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**VIII. Public Engagement Policy Update – (Information Item – Bonnie Parker, CAMPO – 15 minutes)**

*Ms. Bonnie Parker presented an update regarding the status of the Wake Transit Public Engagement Policy and its development with the consultants and its CTT.*

*Mr. John Tallmadge asked that the policy aspect of this document should be concise – especially for the purposes of governing board review/consumption.*

*Ms. Cox asked to clarify the timeline regarding this policy. Ms. Parker recognized that an August action by TPAC may be aggressive. There is a CTT meeting for July 17<sup>th</sup> – which is where the CTT will be updated on a detailed status of the Public Engagement Policy. A final draft of the policy will be made available by August 1<sup>st</sup> in order to be delivered to TPAC with supporting agenda materials by the August 8<sup>th</sup> meeting. Governing board review and consideration would need to occur the subsequent month after TPAC approval.*

*Ms. Parker stated that September was a previously stated deadline for governing board approvals, and looked to Ms. Powell for confirmation and clarification as to why this was stated. Ms. Powell stated that the policy is necessary to have language included into the annual project agreements, as well as to better define engagement expectations around the annual work plan development process.*

**IX. Public Outreach Update – (Information Item – Ashley Hooper/Liz Raskopf, GoTriangle – 15 minutes)**

*Mr. Juan Carlos Erickson first introduced Ms. Liz Raskopf as the newest addition to the GoTriangle Communications Team. Ms. Raskopf is now a full-time (previously an intern) public engagement specialist with GoTriangle.*

*Ms. Raskopf introduced Chris Brasier of VHB to present an initial overview from the Spring 2018 Wake Transit Public Engagement Process.*

*Ms. Raskopf then presented a high-level overview of what would be expected with the August 20-September 10 Wake Transit Public Engagement Process.*

*Ms. Powell asked how Community Funding Area municipalities would be communicated with in order to coordinate and seek clarification as to individual expectations for what type of outreach may be needed for each municipality. Ms. Mary Kate Morookian stated that she will be communicating with each Community Funding Area municipality and will coordinate with the communications team/consultants to ensure the appropriate information is tailored to the specific municipality's expectations/outreach needs.*

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*Ms. Cox asked how Community Funding Area municipalities would know what to ask to be included with outreach efforts tailored to each locale. Ms. Morookian will provide concepts through her individualized communications to each entity so they better understand what proposed bus services are coming to each locale. Then, each locale will be able to make informed decisions as to what to include for outreach and engagement at the appropriate level.*

*Ms. Powell asked if a 'Train the Trainer' will occur again. Mr. Erickson stated that this engagement initiative is different than before. This engagement process is designed to be tailored to specific communities. A generalized train the trainer concept would not be necessary.*

*Mr. Nathan Spencer stated that the Communications Team rely on the GoRaleigh Transit Authority Board for assistance with information development and outreach throughout Raleigh.*

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

a. New Business

*Ms. Cox recognized Ms. Natalie Griffith. Ms. Griffith, of the Regional Transportation Alliance, spoke about the RTA's tour to Richmond, VA and visiting the new Pulse BRT system.*

b. TPAC Member Discussion

*Ms. Cox stated project managers need to update project status' on a timely basis – some as presented in the project updates (Attachment C) are out of date.*

c. Next Steps

**XI. 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 C** (Available at the Meeting and posted to TPAC website after meeting)

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)

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## **XII. Adjourn**

### **Upcoming Items to Note at August TPAC Meeting\***

- Community Funding Area Program Management Plan Update
- Public Engagement Policy Approval & Recommendation to Governing Boards
- Public Outreach – August/September Engagement Plan Details
- Wake Bus Plan Update
- Youth GoPass Program Update

*\*Please be advised this list may or may not include all items for information/discussion/action.*