

# WAKE COUNTY TRANSIT PLAN

## Transit Planning Advisory Committee

TPAC Regular Meeting via WebEx • December 9, 2020

### Meeting Minutes

#### I. Welcome and Introductions

Shannon Cox, TPAC Chair, welcomed attendees to the last meeting of the calendar year. She provided logistics and meeting overview information to the participants. There were two introductions of new TPAC partners.

1. Dirk Siebenbrodt introduced Emmily Tiampati to the group. Emmily is a Transportation Planner and has been designated as the new primary TPAC representative for the Town of Holly Springs. She will be taking over TPAC and subcommittee responsibilities over time. Emmily stated that she is excited to join the group and getting more involved with the partners.
2. Shannon Cox then introduced Allyson Coltrane. Allyson is the town's Long-Range Transit Planner. Shannon noted that the ability to hire Allyson, the first transit-dedicated staff person for the Town, was made possible because of the Wake Transit program. Allyson has already begun attending TPAC subcommittee meetings and will be getting more and more involved throughout the next year.

Meeting attendees included:

#### Voting Members

<b>Town of Apex</b>	Shannon Cox (Chair)	<b>Town of Morrisville</b>	Ben Howell (Vice Chair)
<b>Wake County</b>	Tim Gardiner	<b>CAMPO</b>	Shelby Powell
<b>Wake County</b>	Akul Nishawala	<b>CAMPO</b>	Chris Lukasina
<b>City of Raleigh</b>	David Eatman	<b>GoTriangle</b>	Saundra Freeman
<b>City of Raleigh</b>	Michael Moore	<b>GoTriangle</b>	Sharon Chavis
<b>Town of Knightdale</b>	Jason Brown	<b>Town of Cary</b>	Kelly Blazey
<b>Town of Garner</b>	Gaby Lawlor	<b>NCSU</b>	Darcy Downs
<b>Town of Holly Springs</b>	Emmily Tiampati	<b>Town of Wake Forest</b>	Courtney Tanner
<b>Town of Wendell</b>	Bryan Coates	<b>Town of Zebulon</b>	Michael Clark

#### Voting Alternates

<b>Town of Cary</b>	Kevin Wyrauch	<b>Town of Fuquay-Varina</b>	Allyssa Stafford
<b>CAMPO</b>	Bret Martin		

#### Other Alternates

<b>Town of Apex</b>	Allyson Coltrane	<b>City of Raleigh</b>	David Walker
<b>Town of Holly Springs</b>	Dirk Siebenbrodt	<b>City of Raleigh</b>	Het Patel
<b>CAMPO</b>	Bonnie Parker	<b>City of Raleigh</b>	Mila Vega
<b>Town of Cary</b>	Christine Sondej	<b>City of Raleigh</b>	Andrea Epstein
<b>Town of Cary</b>	Tony Wambui	<b>City of Raleigh</b>	Shavon Tucker
<b>GoTriangle</b>	Liz Raskopf	<b>Wake County</b>	Tim Maloney
<b>GoTriangle</b>	Steve Schlossberg	<b>Wake County</b>	Chris Dillon

#### General Attendees

<b>TPAC Administrator</b>	Stephanie Plancich	<b>NCDOT</b>	Bob Deaton
<b>CAMPO</b>	Evan Koff	<b>NCDOT</b>	John Fargher
<b>CAMPO</b>	Gretchen Vetter	<b>GoTriangle</b>	Burgetta Wheeler
<b>CAMPO/GoTriangle Boards</b>	Will Allen	<b>GoTriangle</b>	Kim Johnson
<b>City of Raleigh</b>	Ryan Boivin	<b>GoTriangle</b>	Wendy Mallon
<b>City of Raleigh</b>	Meghan Finnegan	<b>GoTriangle</b>	Suzanne Clyburn

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<b>City of Raleigh</b>	Morgan Simmons	<b>Wake County</b>	Anita Davis
<b>City of Raleigh</b>	Kristin Treadway		
<b>Wake Up Wake County</b>	Nathan Spencer	<b>RTA</b>	Joe Milazzo II
<b>KFH Group</b>	Will Sutton	<b>JS Lane Co</b>	Scott Lane
<b>HDR Inc.</b>	Bill Gilmore	<b>Mott MacDonald</b>	Paul Worley
<b>HDR Inc.</b>	Paul Meehan	<b>HNTB</b>	Mark Huffer
<b>HDR Inc.</b>	Patrick McDonough	<b>Atkins Global</b>	Adam Howell

**Note:** The presentation (without slides for Items IX and X) was uploaded to the CAMPO website the morning of the meeting. Those slides were provided and added to the master presentation after the meeting, and the complete slide deck has now been saved along with the meeting agenda and attachments at:

<https://www.campo-nc.us/about-us/committees/wake-county-transit-planning-advisory-committee-pac/archives>.

**II. Adjustments to the Agenda** (*Shannon Cox, TPAC Chair*)

Wake County requested to adjust the agenda to include an overview for the Northeastern Wake Micro-Transit Study. A member of the County's consultant team is on the line to provide the presentation, if the TPAC approves the addition of this item to today's agenda. There was no objection, so the item will be placed at the top of the Planning and Programming section of the agenda.

**III. General Public or Agency Comment** (*Shannon Cox, TPAC Chair*)

Nathan Spencer informed the attendees that WakeUp Wake County is in the planning process for a 2-day land use event February 17<sup>th</sup> and 18<sup>th</sup>. WakeUp Wake County is lining up notable speakers and hopes to recommend policy adjustments to the county. All are invited.

## **TPAC ADMINISTRATIVE ITEMS**

**IV. Meeting Minutes**

(*Action Item: Shannon Cox, TPAC Chair, 5 minutes*) **Attachment A**

Requested Action: Consider approval of the October 14, 2020 draft TPAC meeting minutes.

**MOTION** to approve the October 14, 2020 TPAC meeting minutes. Motion made by Bret Martin. Second by Sandra Freeman. Passed Unanimously.

**V. 2021 TPAC and Subcommittee Administrative Updates**

(*Action Item: Stephanie Planchich, TPAC Administrator, 5 minutes*)

Stephanie Planchich opened nominations for the TPAC Chair and Vice Chair positions, noting that the official vote for candidates will take place at the January 13<sup>th</sup> TPAC meeting. Shannon announced that she will not be able to serve for the 2021 term and would step down and let another member have the honor of being a TPAC officer.

Stephanie informed the TPAC that in January the subcommittees will also be holding elections and drafting their February to July Work Task Lists. The lists and their election results will be presented in February for TPAC confirmation.

*Received as information*

## **PLANNING AND PROGRAMMING ITEMS**

### **Agenda Adjustment Item: Northeastern Wake Microtransit Service Plan**

*(Presentation from Will Sutton, KFH Group)*

GoWake Access was awarded an IMI (Innovative Mobility Integration) Grant by the Federal Transit Administration (FTA) to study and pilot micro-transit service in northeastern Wake County. The service area will be a geofenced zone that includes Rolesville, Zebulon and Wendell, as well as a spur that will connect the micro-transit service to existing fixed-route services extending into Knightdale. Unlike similar types of services that focus on first and last mile connections, we recognize that much of the Wake County proposed study area is rural, so we will be developing a plan that meets first and last 5-mile needs. The next step in the process is to engage with the community to gather input and guidance on the plan development process. The outreach process is scheduled to begin in the next few weeks. Wake County staff will provide materials and updates to the TPAC throughout the process.

Tony Wambui asked if the study will include peer reviews of micro-transit service concepts that have worked or did not work. Will Sutton responded that some peer review will be a part of the process, but it is not planned to make this information a large component of the study findings.

Shelby Powell then asked if the FTA grant will support the study, operations and capital. Anita confirmed that the grant will support the study and operations, but not capital improvements.

*Received as information*

### **VI. Wake Transit Plan Update and FY21 Wake Transit Work Plan Reassessment Progress Update**

*(Information Item: Bret Martin, CAMPO, 20 minutes) Attachments B, C, and D*

Bret Martin provided an update on progress to complete the Wake County Transit Plan Update and in finalizing the FY21 Wake Transit Work Plan Reassessment. After review of the development schedule and noting that we are in the final weeks of planning before a draft will be ready for public review, he discussed the overall narrative for the plan update and engagement process including:

- Extending Planning Horizon from 2027 to 2030 = Three Additional Years of Revenue Collections
- Still Working to Implement the 2016 Plan
- However, Our Revenue Forecast Through 2030 Has Decreased by 7.8% From February 2020 to October 2020 (\$105.7 million)
- Project Cost Assumptions for BRT Have Increased to Assume More Dedicated Infrastructure and Schedule Elongated to Match Feasibility Findings
- New Assumption of State Revenue for BRT Extensions to Morrisville/RTP and Clayton (\$50+ million net gain)
- Project Cost Assumption for CRT Has Increased with Further Study and Schedule Elongated to Match Feasibility Findings
- Early Aggressive Implementation of Bus Service Expansion Has Impacted Ability to Continue Ramp Up of Bus Services on Originally Assumed Schedules
- Overall, Some Minor Reduction to Ability to Implement Originally Planned/Programmed Bus Service Expansion By 2030

TPAC members reviewed reprogramming recommendations for Wake Transit FYs 2022-2030 investment, spending significant time walking through how bus service projects would be prioritized for funding.

This update will include an overview of the results of our efforts to reprogram FY21 unbudgeted reserve and future-year investments through FY30, the results of stakeholder input from November, and the schedule for Wake Transit Plan Update finalization and consideration of adoption. Investment reprogramming results portrayed as an updated FYs 21-30 Multi-year Operating Program and

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Capital Improvement Plan are provided as Attachments B and C, respectively. Investments that are proposed to be deferred from the updated FY 2030 financial constraint are provided in Attachment D.

Will Allen commended Bret and the rest of the CAMPO team for their work in coordinating this effort and keeping it on track. In the chat he wrote: "I want to commend Bret and all TPAC members for designing, organizing, and executing this reprogramming process for the Wake Transit Plan. You all performed with remarkable expertise to get this done in response to unforeseen circumstances. Congratulations on a job extremely well done. Thank you for serving Wake County so well." "I neglected to mention how speedy this process was done, too. This wasn't easy. I hope we see what you did documented as a best practice case study for the Rail-Volution transit conference in 2021."

Shannon Cox and Nathan Spencer expressed concurrence with Will's statements. They also thanked CAMPO staff for the work done to engage the community and for managing all the moving parts in such an efficient and effective manner.

*Received as information*

**VII. FY21 Wake Transit Work Plan 2<sup>nd</sup> Quarter Amendment Request**  
*(Action Item: Bret Martin, CAMPO, 20 minutes) Attachment E*

Bret reminded the TPAC that the FY2021 Work Plan, adopted in June, placed numerous investments in an "unbudgeted reserve" queue as a result of uncertainty surrounding the potential financial impacts of COVID 19 on Wake Transit revenues. With updated sales tax collection data and clarity on available financial capacity for the current fiscal year, a total of 35 FY21 2<sup>nd</sup> quarter Work Plan amendment requests were submitted. A total of 34 were for unbudgeted reserve investments and 1 was for a new project. Bret provided a summary for discussion:

- All 35 requests are considered 'Major Amendments' requiring a 30-Day Public Comment Period
- Project Sponsors: CAMPO, GoTriangle, City of Raleigh, Towns of Cary and Morrisville, and Wake Co.
- 34 Requested Amendments Concern FY21 Wake Transit Work Plan Unbudgeted Reserve Queue
- 1 Requested Amendment is Completely New – Real Estate Support Services (City of Raleigh)
- \$1,607,334 Impact to FY21 Operating Budget (recurring in subsequent years) – 8 Projects
- \$7,725,476 Impact to FY21 Capital Budget – 15 Projects
- 12 Projects Moved from FY21 Unbudgeted Reserve to Future Years

The TPAC discussed adjustments recommended to Attachment E: 1) The Town of Cary requested that the Town's Bus Operations and Maintenance Facility construction be moved from FY21 to FY22, and 2) The City of Raleigh's real estate support request will be programmed in FY21 as a capital project instead of a service investment since it is a one-time expense.

A summary of the joint subcommittee disposition for the amendment requests and partner comments was also provided for discussion:

- Public comments offered general support for approving the requests
- Funding requests were determined appropriate for continued implementation of the transit plan
- Funding requests do not involve unwarranted use or re-appropriation of funds
- Adequate financial capacity has been identified for the requested investments
- Requests meet standards set for their priority relative to other investments and their readiness for implementation
- CAMPO and other partners support additional staff resources for GoTriangle PE+C, if there will be:
  - No More Confusion on Program-Level Engagement Responsibilities
  - No Longer an Issue with Constrained Resources

**MOTION** to recommend approval of the FY21 2<sup>nd</sup> quarter Wake Transit Work Plan amendment requests to the Wake Transit governing boards. Motion made by Shelby Powell. Second by Kelly Blazey. Passed Unanimously.

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**VIII. FY20 Wake Transit Annual Report**  
(Information Item: Sharon Chavis, GoTriangle, 10 minutes) **Attachment F**

Sharon Chavis provided an overview of the development process for the FY2020 Wake County Progress Report. Initial planning discussions for the report began in July, with partner collaboration and data collection occurring in August and September. The draft has been vetted with the Public Engagement & Communications Subcommittee, and the TPAC members had an opportunity to provide additional feedback in November. The report mirrors the structure of previous years including four sections: Accomplishments, Ridership & Revenue data, Next Steps, and Revenue and Expenditure totals.

The final draft will be submitted to CAMPO and Wake County by December 15<sup>th</sup>, 2020 in accordance with section 9 of the Interlocal Governance Agreement.

*Received as Information*

**IX. Wake Transit Engagement Activities Schedule**  
(Information Item: Liz Raskopf, GoTriangle, 5 minutes) **Attachment G**

GoTriangle, as the lead agency for Wake Transit public engagement and communications, is responsible for numerous planning and implementation activities in support of Wake Transit programming efforts. To help streamline staff resources and increase TPAC member awareness of the tasks underway, the Wake Transit Engagement Activities Schedule was created. The schedule, included as Attachment G, outlines the tasks currently underway. Liz Raskopf explained that the goal of the schedule is to provide a development timeline for the lead agency assignment execution through FY2021. She provided a list of activities including:

- FY21 Lead Agency Assignments
- FY20 Annual Report
- GoForward Website Review
- Partners Plans / Schedules
- CE Policy Annual Review
- PE&C Tracking Tool
- Work Plan Amendments
- Annual Work Plan PE Strategy

TPAC members expressed support for producing the schedule and being more transparent with all the work that is being done.

*Received as Information.*

**X. FY2022 Wake Transit Work Plan Community Engagement Strategy**  
(Information Item: Liz Raskopf, GoTriangle, 10 minutes) **Attachment H**

Next, Liz provided a brief overview of the 1<sup>st</sup> draft FY22 Work Plan engagement strategy. The Work Plan engagement strategy and others to come are utilizing a new format that works as a template easily completed by project staff. It's a format intended to be used by lead agencies but also can be used by partner staff for their own engagement planning efforts.

The format of the written document may look different, but the work planned is largely the same as in previous years and in previous efforts. Liz outlined the touchpoints planned with the PE&C Subcommittee and the TPAC

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to finalize the strategy and ensured that members knew they were encouraged to attend upcoming PE&C meetings to be more involved in the planning process.

GoTriangle is on track to kick off the engagement February 25<sup>th</sup>. Comments on this 1<sup>st</sup> draft should be emailed to [ERaskopf@gotriangle.org](mailto:ERaskopf@gotriangle.org) by December 11<sup>th</sup>. The TPAC will see draft #2 at it January 13<sup>th</sup> meeting; then the final strategy and supporting materials will be presented on February 17<sup>th</sup>.

Ben Howell asked what discussion occurred to plan effective engagement and communication methods since we will still be under pandemic safety guidance for the upcoming outreach periods. He then clarified that he wants to know where/when the specific engagement methods, events, meetings, mailings, outreach timelines, etc. will be complete and brought back to the TPAC. GoTriangle replied that they will be bringing the specific dates and methods back at the 1/13 meeting.

Partners next asked when they will be provided the materials and information needed to promote the draft review period with their own communities, officials and staff. Liz stated that they plan to have a preparation workshop the week of January 11<sup>th</sup>, but post-meeting this was corrected to state it will occur in February between the TPAC meeting on the 17<sup>th</sup> and the start of the Public comment period on the 25<sup>th</sup>.

Bret Martin mentioned that a public review period is proposed for recommended work plans before it is considered for adoption by the governing boards. He mentioned that CAMPO already administers its own 30-day public comment for recommended work plans before they are considered for adoption. He asked whether the comment period proposed in the proposed strategy is intended to supplant the CAMPO-administered comment period for recommended work plans, and if so, asked who will lead the review period for recommended work plans. Stephanie clarified that the current PE policy requires a 14-day comment period for the recommended plan, which is expected to begin after the April 21<sup>st</sup> TPAC meeting. It makes sense for GoTriangle to lead that communication effort with the community at large with their existing tools and resources, but CAMPO and GoTriangle are required to jointly advertise the Work Plan public comment periods, planned public hearings and other engagement opportunities. We need to still have discussions on how we can best coordinate the draft and recommended outreach efforts between the two agencies.

*Received as Information.*

**XI. Subcommittee Reports: Attachment I**

Subcommittee agendas and materials are posted online at least 3-days in advance of a scheduled meeting. <https://www.campo-nc.us/about-us/committees/wake-county-transit-planning-advisory-committee-tpac/subcommittees>.

Subcommittee	Budget & Finance	Planning & Prioritization	Public Engagement & Communications
Chair	Steven Schlossberg, GoTriangle	Bret Martin, CAMPO	Liz Raskopf, GoTriangle
Vice Chair	Shavon Tucker, City of Raleigh	David Walker, City of Raleigh	Andrea Epstein, City of Raleigh
Next Meeting	12/17, Joint 1-3pm	12/17, Joint 1-3pm	12/3 & 1/7, 1:00-3:00pm

**XII. Other Business**

**FY2022 LAPP Program Update – Status of Transit Funding Requests**

*(Information Item: Gretchen Vetter, CAMPO, 5 minutes)*

Gretchen Vetter provided an overview of the CAMPO Locally Administered Projects Program (LAPP) Federal Fiscal Year (FFY) 2022 call for projects, which closed on October 30<sup>th</sup>. There were ultimately six (6) transit projects submitted for consideration: one (1) in the bike/ped mode for transit sidewalk access and five (5) in the transit mode. The total ask for transit projects was \$4,716,900. The target modal investment mix for transit is \$2,000,000, and it is \$6,750,000 for bike/ped. The LAPP Selection Panel is scheduled to meet on December 9<sup>th</sup> and 14<sup>th</sup> to discuss projects and provide a funding recommendation. The

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funding recommendation will be introduced to the CAMPO Technical Coordinating Committee (TCC), Executive Board, and the public in January, with approval anticipated in February. The first meeting of the selection committee is later today, 12/9, with a 2<sup>nd</sup> meeting set up next week if further discussion is needed. CAMPO will see the funding recommendations in January with adoption scheduled for February.

**XIII. Adjourn**

The next TPAC meeting is scheduled for January 13, 2020.

Members were informed that both the January and February meetings are anticipated to be very full and were asked to plan their scheduled accordingly.

December 9, 2020 TPAC Voting Record			Action 1	Action 2
<u>Agency/Org</u>	<u>Role</u>	<u>Name</u>	Approval of the October TPAC meeting Minutes	Recommendation of FY21/Q2 Amendment Requests to the WT governing boards
-	-	Motion -> Second ->	Bret Martin Saundra Freeman	Shelby Powell Kelly Blazey
Apex	Primary	Shannon Cox	Y	Y
CAMPO	Primary	Shelby Powell	Y	Y
CAMPO	Alternate	Bret Martin	Y	Y
Cary	Primary	Kelly Blazey	Y	Y
Cary	Alternate	Kevin Wyrach	Y	Y
Fuquay-Varina	Alternate	Allyssa Stafford	Y	Y
Garner	Primary	Gaby Lawlor	Y	Y
GoTriangle	Primary	Saundra Freeman	Y	Y
GoTriangle	Primary	Sharon Chavis	Y	Y
Holly Springs	Alternate	Emmily Tiampati	Y	Y
Knightdale	Primary	Jason Brown	Y	Y
Morrisville	Primary	Ben Howell	Y	Y
NCSU	Primary	Darcy Downs	Y	Y
Raleigh	Primary	David Eatman	Y	Y
Raleigh	Primary	Michael Moore	Y	Y
Wake County	Primary	Tim Gardiner	Y	Y
Wake County	Primary	Akul Nishawala	Y	Y

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<b>Wake Forest</b>	<b>Primary</b>	<b>Courtney Tanner</b>	Y	Y
<b>Wendell</b>	<b>Primary</b>	<b>Bryan Coates</b>	Y	Y
<b>Zebulon</b>	<b>Primary</b>	<b>Michael Clark</b>	Y	Y