

Attachment B

WAKE COUNTY TRANSIT PLAN

Transit Planning Advisory Committee

TPAC Regular Meeting • September 9, 2020 • 9:30am-11:00am

MEETING MINUTES

I. Welcome and Introductions

Shannon Cox, TPAC Chair, welcomed attendees to the September TPAC meeting and provided WebEx logistics and meeting overview information to the participants. Meeting attendees included:

Voting Members

| | | | |
|----------------------------|-----------------|---------------------------|----------------|
| Town of Apex | Shannon Cox | CAMPO | Shelby Powell |
| Wake County | Tim Gardiner | GoTriangle | Sandra Freeman |
| City of Raleigh | David Eatman | Town of Garner | Gaby Lawlor |
| City of Raleigh | Michael Moore | Town of Cary | Kelly Blazey |
| Town of Wake Forest | Courtney Tanner | Town of Rolesville | Julie Spriggs |
| Town of Knightdale | Jason Brown | Town of Wendell | Bryan Coates |
| NCSU | Darcy Downs | | |

Voting Alternates

| | | | |
|---------------------|------------------|------------------------------|------------------|
| Town of Cary | Christine Sondej | Town of Holly Springs | Dirk Siebenbrodt |
| Wake County | Tim Maloney | CAMPO | Bret Martin |
| GoTriangle | Liz Raskopf | Town of Fuquay-Varina | Allyssa Stafford |

Other Alternates

| | | | |
|----------------------------|-------------------|------------------------|----------------|
| Town of Wake Forest | Dylan Bruchhaus | City of Raleigh | Het Patel |
| GoTriangle | Steve Schlossberg | City of Raleigh | Eric Lamb |
| Town of Apex | Jenna Shouse | City of Raleigh | Andrea Epstein |
| CAMPO | Bonnie Parker | City of Raleigh | Mila Vega |
| Town of Cary | Kevin Wyrauch | City of Raleigh | David Walker |
| Town of Cary | Tony Wambui | | |

General Attendees

| | | | |
|----------------------------|--------------------|-------------------|----------------------|
| TPAC Administrator | Stephanie Plancich | CAMPO | Evan Koff |
| NCDOT | Bob Deaton | GoTriangle | Burgetta Wheeler |
| City of Raleigh | Shavon Tucker | GoTriangle | Kim Johnson |
| City of Raleigh | Ryan Boivin | GoTriangle | Wendy Mallon |
| City of Raleigh | Meghan Finnegan | GoTriangle | Jenny Green |
| City of Raleigh | Sara Warren | GoTriangle | Juan Carlos Erickson |
| Wake County | Akul Nishawala | GoTriangle | Scott Thomas |
| Wake County | Hannah Lundy | GoTriangle | Katharine Eggleston |
| Wake Up Wake County | Nathan Spencer | HNTB | Elaine Kirkland |
| HDR Inc. | Bill Gilmore | HNTB | Mark Huffer |
| NCDOT | Bob Deaton | GoTriangle | Burgetta Wheeler |

Note: The TPAC presentation was uploaded to the CAMPO website the morning of the meeting so all attendees had the option to follow along with the discussion as it took place. It is now saved along with the agenda at: <https://www.campo-nc.us/about-us/committees/wake-county-transit-planning-advisory-committee-pac/archives>.

II. Adjustments to the Agenda

Speaker change from Mila Vega to Meghan Finnegan for Wake BRT branding informational item.

III. General Public or Agency Comment

Nathan Spencer asked the TPAC to support efforts to set 1st and last mile connectivity standards. Safety and security to and from transit services is a consistent concern and need. WakeUp Wake County and other community partners acknowledge COVID-19 related financial impacts to the Wake Transit program but ask the TPAC members to keep connectivity to our transit network as a priority.

IV. Wake Bus Rapid Transit (BRT) Branding Process and Advisory Committee
(Information Item: Meghan Finnegan, City of Raleigh, 15 minutes) **Attachment A**

Meghan Finnegan provided an overview of the process and progress toward developing a branding package for the Wake BRT system. The City of Raleigh, as the project sponsor, has called together a Branding Advisory Committee made up of 2 members each from 6 partner agencies. The group met for the first time on August 12th to provide developmental guidance to staff for incorporation into the community engagement effort set to kick-off in late September. A copy of the group's Workgroup Identification Worksheet was provided for TPAC member reference.

Public input will be collected through a survey platform that will ask a variety of questions to gather feedback on brand imaging, style, overall color pallet, community and cultural connectivity, core messaging and other branding elements. Feedback is expected to result in 6-8 brand concepts. The Branding Advisory Committee will be asked to reconvene in October to reduce the number of options to 3. The goal is to finalize the branding package by the end of the calendar year.

Requested Action: Receive as information.

V. FY 21 Wake Transit Work Plan 1st Quarter Amendment Request
(Action Item: Bret Martin, CAMPO, 15 minutes) **Attachment B**

One (1) FY21 Wake Transit Work Plan amendment request was submitted by GoTriangle for the 1st quarter of the fiscal year. No public comments were received for this major amendment request. The TPAC Budget & Finance and Planning & Prioritization Subcommittees discussed the amendment request at a joint meeting held on August 25th and unanimously voted to forward a recommended scope and financial disposition for TPAC consideration. The subcommittees rendered a finding that the use of these funds is appropriate to further implementation of the commuter rail development process as envisioned in the Wake Transit Plan.

In summary, GoTriangle is requesting to draw down \$1.4 million from Project TC004-A, reserves for commuter rail project development activities, to reimburse the Federal Transit Administration (FTA) for its financial investment in 5 parcels along the planned Wake County commuter rail corridor. By approving the funding request, GoTriangle would have full ownership of the properties with the intention to use them for project-related activities when needed.

TPAC members expressed several concerns during discussion.

1. TPAC members asked several questions regarding how proceeds will be split with Wake Transit should the properties be deemed unnecessary in future years and be put up for sale with.
 - a. GoTriangle staff stated that they plan to write up an agreement that will ensure that the Wake Transit program is reimbursed the exact amount of funds it contributed should the properties be disposed of in the future.
 - b. Members expressed concern that there was not a plan for splitting any realized appreciation in value from the sale of the properties, pointing out that Wake Transit funds would be used for the majority contribution for their purchase.
 - c. Members also expressed an interest in including other regional planning priorities, like affordable housing, in the process to dispose of the properties.
 - d. A statement was made that the Wake Transit program is not a "fundraising entity" for any partner agency. GoTriangle assured that is not its intention.
 - e. It was pointed out that these questions also arose during the joint subcommittee meeting in August. However, the task of the subcommittees is to evaluate the appropriateness of the use of funds against the approved scope and to render a financial disposition

for TPAC consideration. It is not to judge the merits or set policy for requests that are submitted for consideration.

2. A question of financial impact to the Wake Transit Work Plan was posed.
 - a. It was pointed out that the funds being requested by GoTriangle are already set aside for use in the commuter rail development process. The \$1.4 Million, should the TPAC approve its allocation through this amendment process, would not have a financial impact on our ability to fund other planned investments.
3. Members expressed concern that they were not given adequate information about the parcels and planned use of the funds to make a well-informed decision on the amendment request. They noted that GoTriangle had been asked to produce more detailed information at the August 25th joint meeting, and it had not been produced for their review.
 - a. CAMPO provided a full amendment disposition as Attachment A for TPAC consideration.
 - b. GoTriangle staff, while the discussion was occurring, posted addressed for the parcels in the TPAC chat box.
 - c. Ultimately, TPAC members recommended that the vote to approve the amendment request be tabled until the October meeting and asked that they have opportunity to review the detailed material well in advance.
4. Members asked GoTriangle if there is some deadline they must meet and if postponing the vote would put the project or program in jeopardy.
 - a. GoTriangle did note that the reimbursement to FTA needs to be completed before the end of the year. A postponement to October does not pose a threat, but any extension beyond that would cause complications.
5. Members suggested that the TPAC decouple the two discussion elements, what should be programmatic policy decisions and releasing funds to reimburse FTA, from each other.
 - a. The question at hand is whether or not the TPAC will approve the allocation of \$1.4 Million of commuter rail funds to pay off FTA's ownership interest in 5 parcels held in support of that particular project.
 - b. The discussion on real property disposal stipulations, Wake Transit shares, policies and other rules can be developed and implemented later.
 - c. It was acknowledged that there are no rules or policies currently adopted to address Wake Transit real estate interests. This is not the first real estate-involved investment funded by the program, but it is the one raising disposal and other programmatic questions.
 - d. It was suggested that a process to develop rules should be undertaken and that it should be noted, in whatever agreement is signed for the 5 properties under current consideration, that GoTriangle would be subject to the rules included in any policy adopted to address Wake Transit interests in real property.

Final Notes:

- A. GoTriangle is asked to produce detailed information to the TPAC for its review prior to the October TPAC meeting.
- B. The Amendment request will be added to the October 14, 2020 TPAC meeting agenda for consideration of approval.
- C. A plan of action for addressing the questions posed regarding the development of a policy to address Wake Transit's interests in real property will be developed.

~~Requested Action: Consider recommending approval of the FY 21 Wake Transit Work Plan 1st quarter amendment request to the Wake Transit governing boards.~~

MOTION To move consideration of GoTriangle's FY21/Q1 amendment request to the October TPAC meeting was made by Shelby Powell. Second by Kelly Blazey. Passed Unanimously. The voting record is copied at the end of these minutes.

VI. Update on FY21 Wake Transit Work Plan Reassessment and Vision Plan Update
(Information Item: Bret Martin and Stephanie Plancich, CAMPO, 20 minutes) **Attachment C**

CAMPO staff is leading the effort to update the Wake Transit Plan and to develop a reprogramming approach that will be applied to the FY21-30 Wake Transit multi-year investment strategy. An updated schedule for the plan update process and Work Plan reassessment effort was provided as Attachment C. The notable change is due to a shift in planned process. Instead of reassessing and reprogramming the multi-year investment strategy as part of the FY21 3rd quarter amendment period, it will instead be conducted as part of the FY22 Work Plan development process, which will extend the planning horizon to FY2030. This shift results in a planned release date for the draft FY22 Work Plan in February, instead of January like in previous years.

A key component of the process is understanding the community's transit investment priorities. In August, CAMPO, with support from the VHB consultant team and GoTriangle staff, conducted a public survey process designed to collect public input on transit investment priorities. The first draft of the Engagement Report shows that 1,595 surveys were submitted, far outperforming the 450+ target set for this effort. It is a testament to Stephanie's management and coordination of the efforts and support of GoTriangle staff.

Overall, we did well in meeting or getting very close to meeting each of the participation performance goals that were set for the August public survey effort. One shortfall was in reaching individuals under the age of 18. As the future of transit ridership, this is a target audience that may need special, targeted effort to ensure their opinions make it into the decision-making process. CAMPO notes that it was especially hard to reach the youth in this time of COVID-19 closures. We did not have the ability to tap into K-12, college or university contacts, nor were after-school programs, sports or other typical activities operating during our survey period.

Through the month of September, the draft report will be built upon to include paper survey submissions yet to be compiled with these electronic results and feedback from the Wake Transit Stakeholder group that will be collected during three planned virtual events taking place on September 14th, 15th and 17th. The complete report from our August and September engagement activities will be made available at the September 29th joint meeting of the TPAC subcommittees and Vision Plan Core Technical Team and will be presented to the TPAC at its October meeting.

Included in the presentation were slides depicting the specific results of the survey thus far. TPAC members asked if the high Wake Forest participation could explain the results to the local vs regional trade-off question. The answer is yes, it could and as we look at the breakdown of urban core zip codes and non-urban zip codes in our further analysis of the results, those types of findings should become more clear and will be presented at later meetings for discussion.

TPAC members were asked to reach out to their specific stakeholder group members to help encourage attendance at the three planned stakeholder events. Bret noted that only 15 individuals have registered to date. CAMPO has sent out several notices, and for whatever reason, they are choosing not to participate in this planning effort. Their input will be collected through interactive polling conducted during the virtual meeting as well as through open discussion. The Stakeholder input will help refine what we heard from the general public in August.

Financial Update:

Bret reviewed February-May Wake Transit revenue collection data and demonstrated how this year's revenue is comparing to last year's collections through the same months. At this time, we are tracking toward the mid to optimistic end of our five stage financial scenario spectrum.

We do not know, with certainty, what our June, July, August, etc. numbers will be and where our revenues will actually land. As we move forward in our effort to reassess and reprogram the multi-year investment strategy, staff will work to ensure that we have the most up-to-date revenue data and recovery assumptions to work with.

Requested Action: Receive as information.

VII. Community Funding Area Program Management Plan – Update to Appendix B: Program Funding
(Information Item: Evan Koff, CAMPO, 15 minutes) Attachment D

CAMPO staff manages the Community Funding Area Program (CFAP) and has worked to update Appendix B of the Community Funding Area Program Management Plan to include previously unaddressed financial allocations needed to support required ADA/Paratransit service for all fixed-route systems.

Late last year and into early 2020, workshops with a CFAP Advisory Committee involved discussions regarding the fact that ADA service requirements were not initially built into the allocation policy for CFAP funding recipients, and that services, like the one being planned in the Town of Apex, will be required to provide ADA/Paratransit service at the time the new routes launch.

Two methods of forecasting ADA ridership were assessed, and the methodology selected takes historical local data into account. When it was applied as a test to the 6 municipalities most likely to be CFA program recipients initiating fixed-route service in the next few years, the results were consistent and made sense. The calculations show that a significant amount of additional funds would need to be added to the CFAP budget to meet required paratransit needs through FY27.

The updated Appendix B, included as Attachment D to this meeting agenda, has been updated to reflect this change. The complete Community Funding Area Program Management Plan, schedules, project information, etc. is posted on the TPAC webpages.

Requested Action: Receive as information.

VIII. Subcommittee Reports

| Subcommittee | Budget & Finance | Planning & Prioritization | Public Engagement & Communications |
|--------------|-----------------------------------|----------------------------------|------------------------------------|
| Chair | Steven Schlossberg, GoTriangle | Bret Martin, CAMPO | Liz Raskopf, GoTriangle |
| Vice Chair | TBD | David Walker, City of Raleigh | Andrea Epstein, City of Raleigh |
| Next Meeting | 9/17, 1:00-3:00pm | Week of 9/28, TBD | 9/24, 1:00-3:00pm |

B&F:

B&F members finalized a methodology to account for FTA apportionments at their last meeting. It will be reflected in upcoming planning efforts. The Vice Chair position is currently vacant. Nominations will open at the 9/17 B&F meeting.

P&P:

P&P conducted the annual review of bus service performance and will be following up with the TPAC in October on the disposition from that conversation. A joint meeting to conduct the annual review of project performance and expenditures will be occurring in the next few months. The findings of that review process could impact recommendations for funding in future years. Results will be presented to the TPAC when completed.

PE&C:

Met on August 27th. The subcommittee approved the content for a TPAC Subcommittee brochure. Final format and design will be presented to the TPAC at a meeting this fall.

IX. Other Business – None

X. Adjourn - The next TPAC meeting is scheduled for October 14, 2020.

September 9, 2020 – TPAC Voting Record

| <u>Agency/Org</u> | <u>Role</u> | <u>Name</u> | <u>Motion - To table a vote on GoTriangle's FY21/Q1 Amendment Request until the October TPAC meeting</u> |
|-------------------|-------------|------------------|--|
| Apex | Primary | Shannon Cox | Y |
| CAMPO | Primary | Shelby Powell | Y |
| CAMPO | Alternate | Bret Martin | Y |
| Cary | Primary | Kelly Blazey | Y |
| Cary | Alternate | Christine Sondej | Y |
| Fuquay-Varina | Alternate | Allyssa Stafford | Y |
| Garner | Primary | Gaby Lawlor | Y |
| GoTriangle | Primary | Sandra Freeman | Y |
| GoTriangle | Alternate | Liz Raskopf | Y |
| Holly Springs | Alternate | Dirk Siebenbrodt | Y |
| Knightdale | Primary | Jason Brown | Y |
| NCSU | Primary | Darcy Downs | Y |
| Rolesville | Primary | Julie Spriggs | Y |
| Raleigh | Primary | David Eatman | Y |
| Raleigh | Primary | Michael Moore | Y |
| Wake County | Primary | Tim Gardiner | Y |
| Wake County | Alternate | Tim Maloney | Y |
| Wake Forest | Primary | Courtney Tanner | Y |