

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 introduce 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 of Cary, 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. Allyson is and she is looking forward to

Meeting attendees included:

Voting Members

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

Voting Alternates

Town of Cary	Kevin Wyrauch	Town of Fuquay-Varina	Allyssa Stafford
CAMPO	Bret Martin		

Other Alternates

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

General Attendees

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

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

Note: The presentation (without slides for Item 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 has requested to adjust the agenda to include an overview for the Northeastern Wake Micro-Transit Study. A member of their consultant team is on the line to provide the presentation. If the TPAC approves the addition of this item to today's agenda

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

Nathan Spencer, Inform the attendees that Wake Up is in the planning process for a 2-day land use event February 17th and 18th. They are lining up notable speakers and hope 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 Plancich, TPAC Administrator, 5 minutes*)

Stephanie Plancich opened the nominations for the TPAC Chair and Vice Chair positions noting that the official vote for candidates will take place at the January 13th 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 leader.

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 rpresented 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 Northeast 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 type 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 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 FY2022-2030 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 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 and Nathan expressed concurrence with Will's statements. They also thanked CAMPO staff for the work done to engage the community and for managing all of the moving parts in such an efficient and effective manner.

Received as information

VII. FY21 Wake Transit Work Plan 2nd 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 2nd quarter Work Plan amendment requests were submitted. 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 to 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, As Long As 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 2nd quarter Wake Transit Work Plan amendment requests to the Wake Transit governing boards. Motion made by Shelby Powell. Second by Kelly Blazey. Passed Unanimously.

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 15th, 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 1st draft FY22 Work Plan engagement strategy. The Work Plan strategy and others to come are utilizing a new format that works as a template easily filled in by project staff. It's a format intended to be used by lead agencies but also can be used by partner staff 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 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 25th. Comments on this 1st draft should be emailed to ERaskopf@gotriangle.org by December 11th. The TPAC will see draft #2 at it January 13th meeting, then the final strategy and supporting materials will be presented on February 17th.

Ben asked what discussion has been had 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 11th, but post-meeting this was corrected to state it will occur in February between the TPAC meeting on the 17th and the start of the Public comment period on the 25th.

Bret asked who will lead the review period for the recommended Work Plan. 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 21st TPAC meeting. It makes sense for GoTriangle to lead that communication effort to the community with the tools and resources that they have, 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 30th. 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 9th and 14th to discuss projects and provide a funding recommendation. The 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 2nd meeting set up next week if further discussion is needed. CAMPO will see their 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	Y	Y
Cary	Primary	Kelly Blazey	Y	Y
Cary	Alternate	Kevin Wtrauch	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
Wake Forest	Primary	Courtney Tanner	Y	Y
Wendell	Primary	Bryan Coates	Y	Y
Zebulon	Primary	Michael Clark	Y	Y