

# ATTACHMENT E

## WAKE COUNTY TRANSIT PLAN

### Transit Planning Advisory Committee

TPAC Regular Meeting via WebEx • May 13, 2020

#### MEETING MINUTES

##### I. Welcome and Introductions (Shannon Cox, TPAC Chair)

Shannon Cox welcomed attendees to the second virtual TPAC meeting. She provided a logistics overview and informed the members of new meeting requirements released from the General Assembly which require a roll call vote for TPAC action items. To streamline this new voting process, Shannon asked if any members had any objections to conducting one roll call vote that would capture member responses for both of the action items on today's agenda. No one expressed an objection.

To capture accurate attendance and prepare for the roll call vote, Shannon read through the onscreen attendee list and requested call in members to identify themselves, while Stephanie Plancich, TPAC administrator, captured the responses on a master roster.

There were three new TPAC members participating in today's meeting. Chuck Lattuca, the newly hired President/CEO of GoTriangle, Courtney Tanner is the new primary TPAC member for the Town of Wake Forest, and Julie Spriggs is the new primary member for the Town of Rolesville.

##### Voting Members

Town of Apex	Shannon Cox	Town of Morrisville	Ben Howell
Wake County	Tim Gardiner	Town of Fuquay-Varina	Jim Seymour
Wake County	Nicole Kreiser	CAMPO	Shelby Powell
GoTriangle	Sharon Chavis	GoTriangle	Sandra Freeman
City of Raleigh	David Eatman	City of Rolesville	Julie Spriggs
Town of Wake Forest	Courtney Tanner	Town of Garner	Gaby Lawlor
Town of Knightdale	Jason Brown		

##### Voting Alternates

Town of Cary	Kevin Wyrach	Town of Holly Springs	Dirk Siebenbrodt
Town of Cary	Christine Sondej	CAMPO	Bret Martin
City of Raleigh	David Walker		

##### Other Alternates

GoTriangle	Liz Raskopf	City of Raleigh	Het Patel
GoTriangle	Steve Schlossberg	City of Raleigh	Mila Vega
Wake County	Tim Maloney	City of Raleigh	Eric Lamb
Town of Apex	Jenna Shouse	City of Raleigh	Andrea Epstein
CAMPO	Bonnie Parker		

##### General Attendees

TPAC Administrator	Stephanie Plancich	GoTriangle	Andrea Neri
CAMPO	Evan Koff	GoTriangle	Kim Johnson
NCDOT	Bob Deaton	GoTriangle	Wendy Mallon
City of Raleigh	Kristin Treadway	GoTriangle	Samone Oates-Bullock
City of Raleigh	Ryan Boivin	GoTriangle	Juan Carlos Erickson
City of Raleigh	Meghan Finnegan	HDR Inc.	Bill Gilmore
City of Raleigh	Morgan Simmons	Atkins Global	Adam Howell
Wake Up Wake County	Nathan Spencer	HNTB	Mark Huffer
GoTriangle	Chuck Lattuca		

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

**II. Adjustments to the Agenda - None**

**III. General Public or Agency Comment – None**

**IV. Meeting Minutes**

*(Action Item: Stephanie Plancich, TPAC Administrator, 5 minutes) Attachment A*

**MOTION** to approve the April 22, 2020 TPAC meeting minutes was made by Bret Martin. Second by Sandra Freeman. No comments. Voting record is below.

**V. TPAC Subcommittee Administrative Updates**

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

Stephanie informed the TPAC members that Mike Charbonneau, the chair initially confirmed for the Public Engagement and Communications (PE&C) Subcommittee took a new position. On 4/23/20, the PE&C members voted unanimously to elect Liz Raskopf from GoTriangle as the new Chair for the remainder of the 2020 term.

**MOTION** to confirm Liz Raskopf as the PE&C Subcommittee Chair for the remainder of the 2020 term was made by Bret Martin. Second by Sandra Freeman. No comments. Voting record is below.

**5.13.2020 TPAC Member Voting Record**

<u>Agency/Org</u>	<u>Role</u>	<u>Name</u>	<u>Action 1: Approval of 4.22.20 TPAC Minutes</u>	<u>Action2: Confirm Liz Raskopf as 2020 PE&amp;C Chair</u>
Apex	Primary	Shannon Cox	y	y
CAMPO	Alternate	Bret Martin	y	y
CAMPO	Primary	Shelby Powell	y	y
Cary	Alternate	Christine Sondej	y	y
Cary	Alternate	Kevin Wyrach	y	y
Fuquay-Varina	Primary	Jim Seymour	y	y
Garner	Alternate	Gaby Lawlor	y	y
GoTriangle	Primary	Sandra Freeman	y	y
GoTriangle	Primary	Sharon Chavis	y	y
Holly Springs	Alternate	Dirk Siebenbrodt	y	y
Knightdale	Primary	Jason Brown	y	y
Morrisville	Primary	Ben Howell	y	y
Raleigh	Alternate	David Walker	y	y
Raleigh	Primary	David Eatman	y	y
Rolesville	Primary	Julie Spriggs	y	y
Wake County	Primary	Nicole Kreiser	y	y
Wake County	Primary	Tim Gardiner	y	y
Wake Forest	Primary	Courtney Tanner	y	y

Nicole Kreiser complimented Stephanie on how she incorporated the new voting process regulations into the TPAC meeting process and noted that the roll call process worked smoothly and was well thought out.

**VI. FY21 Wake Transit Work Plan (May-June) Outreach Plan**  
(Information Item: Liz Raskopf, GoTriangle, 15 minutes) **Attachment B**

Attachment B included 11 separate outreach material items made available for TPAC member review and awareness. Liz Raskopf reported that GoTriangle engagement and communications staff worked closely with the PE&C subcommittee to develop and finalize the materials that will be used during the May 15<sup>th</sup>-June 14<sup>th</sup> public comment period.

She walked through a slide presentation that highlighted the goals of the outreach effort, being clear that a key goal is to ensure the public knows that there were changes made to the draft in response to the COVID 19 pandemic, and that the recommended plan being made available for review and comment, starting this Friday, reflects those changes. It was also stated that special effort will be made to connect with organizations, groups and individuals who participated in the draft review process held back in January.

GoTriangle staff will incorporate a voluntary demographic collection process during this outreach effort. Toward the later part of the 30-day comment period, they will review the collected data and determine if additional targeted outreach is needed to better reach specific populations or locations. They are also employing a variety of communication tools and engagement strategies to make the information accessible to the general community.

Key dates from today through the anticipated adoption of the recommended Wake Transit Work Plan include;

5/13/20	TPAC presentation of materials and outreach schedule
5/15/20	30-day public review and comment period kicks off with email blasts, TPAC member outreach, all materials posted online for easy access to be used by public, staff and stakeholders
5/20/20	CAMPO holds a public hearing for the recommended FY21 Wake Transit Work Plan
5/27/20	GoTriangle holds a public hearing for the recommended FY21 Wake Transit Work Plan
6/17/20	CAMPO Executive Board votes on adoption of the FY21 Wake Transit Work Plan
6/24/20	GoTriangle Board of Trustees votes on adoption of the FY21 Wake Transit Work Plan

Additional comments were given by Shannon and Nicole. They commended GoTriangle for its collaboration with the PE&C Subcommittee and for meeting a quick turn-around timeline. It was also appreciated that feedback from partners was solicited and was reflected in the final versions of the documents. Cooperative process seemed to work well.

Received as information

**VII. Informational Reports**

**Subcommittee Report - Attachment C**

A combined monthly report on subcommittee activities was posted for TPAC member review. As part of the meeting discussion, Bret Martin made note that the Planning & Prioritization Subcommittee began discussing the development a new prioritization process that will be employed once revenue data begins to come in later this year. The new FY21 unbudgeted reserve, it will also support the reprogramming assessment for all future years and will coincide with the Wake Transit Plan update process also currently underway. He expects to have a development schedule drafted in the next week or so.

Steve Schlossberg thanked the B&F members for continuing to steadily work on their Work Task despite the shift from in-person to remote meeting platforms.

**VIII. Adjourn**

The next TPAC meeting is scheduled for June 10, 2020. Shannon adjourned the meeting.

# WAKE COUNTY TRANSIT PLAN

## Transit Planning Advisory Committee

TPAC Regular Meeting via WebEx • **June 10, 2020**

### MEETING MINUTES

#### IX. Welcome and Introductions

Shannon Cox, TPAC Chair, welcomed attendees to the 3<sup>rd</sup> virtual TPAC meeting and provided logistics and meeting overview information to the participants. Attendees include:

#### Voting Members

<b>Town of Apex</b>	Shannon Cox	<b>Town of Morrisville</b>	Ben Howell
<b>Wake County</b>	Tim Gardiner	<b>CAMPO</b>	Shelby Powell
<b>Wake County</b>	Nicole Kreiser	<b>GoTriangle</b>	Saundra Freeman
<b>GoTriangle</b>	Sharon Chavis	<b>City of Rolesville</b>	Julie Spriggs
<b>City of Raleigh</b>	David Eatman	<b>Town of Garner</b>	Gaby Lawlor
<b>Town of Wake Forest</b>	Courtney Tanner	<b>Town of Zebulon</b>	Michael Clark
<b>Town of Knightdale</b>	Jason Brown		

#### Voting Alternates

<b>Town of Cary</b>	Kevin Wyrauch	<b>Town of Holly Springs</b>	Dirk Siebenbrodt
<b>Town of Cary</b>	Christine Sondej	<b>CAMPO</b>	Bret Martin
<b>City of Raleigh</b>	David Walker		

#### Other Alternates

<b>GoTriangle</b>	Liz Raskopf	<b>City of Raleigh</b>	Het Patel
<b>GoTriangle</b>	Steve Schlossberg	<b>City of Raleigh</b>	Eric Lamb
<b>Wake County</b>	Tim Maloney	<b>City of Raleigh</b>	Andrea Epstein
<b>Town of Apex</b>	Jenna Shouse	<b>CAMPO</b>	Bonnie Parker

#### General Attendees

<b>TPAC Administrator</b>	Stephanie Plancich	<b>GoTriangle</b>	Burgetta Wheeler
<b>CAMPO</b>	Evan Koff	<b>GoTriangle</b>	Kim Johnson
<b>NCDOT</b>	Bob Deaton	<b>GoTriangle</b>	Wendy Mallon
<b>City of Raleigh</b>	Shavon Tucker	<b>GoTriangle</b>	Juan Carlos Erickson
<b>City of Raleigh</b>	Ryan Boivin	<b>NCSU</b>	Darcy Downs
<b>City of Raleigh</b>	Meghan Finnegan	<b>HDR Inc.</b>	Bill Gilmore
<b>Wake Up Wake County</b>	Nathan Spencer	<b>JS Lane Company</b>	Scott Lane
<b>Town of Cary</b>	Tony Wambui	<b>HNTB</b>	Mark Huffer

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

X. Adjustments to the Agenda – None

XI. General Public or Agency Comment

There were no written public comments submitted. One verbal comment was made during the meeting itself.

Nathan Spencer informed the TPAC that, in light of the local and national discussions on systemic racism, Wake Up Wake County was evaluating opportunities to improve inclusivity of all community members in planning processes across Wake County.

**XII. TPAC Administrative Updates**

*(Information item: Shannon Cox, TPAC Chair, 5 minutes)*

1. Shannon provided notice to the TPAC that the July meeting was being shifted from the 8<sup>th</sup> to the 15<sup>th</sup>.
2. Next, she informed the group that discussions were beginning to develop a strategy for how the TPAC will transition from 100% virtual TPAC meetings to in-person meetings when it is determined to be safe to do so. Shannon reminded attendees that there has historically been a call-in option for those unable to attend the meetings in person and assured that remote participation options will be continued.
3. Discussion revealed that many local municipalities are actively working to develop reopening guidance. CAMPO is actively developing its own set of standards, but nothing has been finalized yet. As the pandemic situation unfolds, CAMPO will respond accordingly. In-person TPAC meetings will resume when it is safe to do so. Shannon asked that members email her copies of the guidance they are developing at their individual organizations to use as reference materials for the TPAC's planning process.

Requested Action: Receive as information.

**XIII. Schedule and Next Steps for FY21 Wake Transit Work Plan Reevaluation and Update of Wake Transit Plan (Information Item: Bret Martin, CAMPO, 15 minutes) Attachment A**

Bret Martin reminded TPAC members that the recommended FY2021 Wake Transit Work Plan released in April reflected the financial uncertainty caused by the COVID 19 pandemic. Sales tax revenue is the core funding source for Wake Transit investments. With many businesses being closed or having just recently reopened and overall sales being down, we expect funding reductions in the latter part of FY20 and in future years. As a result, the Wake Transit financial projections are being updated. This situation is forcing a reassessment of planned investments scheduled to receive funding through FY2027, the end of our current planning period. This reprogrammed multi-year investment strategy is scheduled to be produced for consideration in the 2<sup>nd</sup> quarter of FY21.

The mix of TPAC planning activities that will take place over the next 6-12 months (FY21 Work Plan reassessment, reprogramming of the multi-year investment strategy, updating the Wake Transit Plan, developing the new FY22 Work Plan and conducting the public outreach to support it all) creates a complex web of interconnected moving parts. CAMPO has developed and disseminated a detailed schedule (**Attachment A**) that shows the interrelatedness of the tasks and the plan for accomplishing the goals of each. The next major planning milestone is finalizing updated financial scenarios and presenting them at a joint meeting planned with the TPAC subcommittees and Vision Plan Update Core Technical Team on June 23<sup>rd</sup>. At that time, the group will review a range of Wake Transit fiscal constraint projections. Also, at that meeting, CAMPO staff will present an overview of the planned public engagement outreach effort being scheduled this summer.

Bret pointed out that the messaging for the public outreach effort is contingent on the updated financial projections. Just a few months ago, the purpose of the outreach was to inform the community that the Wake Transit Plan's planning horizon was extending from FY27 to FY30, and if there was projected to be excess financial capacity for new investments in those additional three years, the public would be engaged to inform the direction of that investment.

Today, we anticipate that there will be little to no available funding in those three additional years. Instead, we will likely need to use those years to help rebalance the investments already programmed in the Work Plan with the anticipated reduction in funding available in upcoming years. We will have a better understanding of the projected long-term impacts of COVID 19 at the joint meeting later this month. Then, messaging for the public can be drafted and the outreach plan finalized.

Board actions on an amended FY2021 Work Plan including the updated multi-year investment strategy and the adoption of the Wake Transit Plan Update are anticipated to take place in January/February 2021.

Requested Action: Receive as information.

**XIV. Wake Transit Workgroup Operating Guidelines**  
(Information Item: Stephanie Plancich, CAMPO, 10 minutes)

Stephanie Plancich gave the TPAC an overview presentation on the development process for the Wake Transit Workgroup Operating Guidelines. The Process Subcommittee and CAMPO staff began drafting the guidelines in April.

The intended benefits of the Workgroup Operating Guidelines are to:

- Provide an easy and quick tracking process for new and existing workgroups
- Increase TPAC member awareness of workgroup activities and purposes
- Improve participation of interested partners in project planning activities

Initial draft reviews and refinement occurred in May. Informational presentations to the TPAC and other subcommittees are occurring during their regular June meetings. The Process Subcommittee is scheduled to conduct a final review and vote to recommend it to the TPAC for endorsement on June 26<sup>th</sup>.

The TPAC can expect one of the action items on its July agenda to be consideration of the Wake Transit Workgroup Operating Guidelines for endorsement and implementation. Members will also be asked to confirm the dissolution of the Process Subcommittee with the completion of this task.

Requested Action: Receive as information.

**XV. Wake Transit Performance Tracker Project Kick-off**  
(Information Item: Stephanie Plancich, CAMPO, 15 minutes) **Attachments B & C**

Stephanie Plancich then provided a TPAC kick-off presentation for the Wake Transit Performance Tracker. She noted that CAMPO executed a consultant contract with WSP in May to support the development of the tool. The Performance Tracker will have two components. First is an interactive project map that includes detailed information on completed, in-progress and future planned transit investments. Second is a graphically driven dashboard that will show progress toward meeting Wake Transit program-level goals and objectives.

Completion of the project is expected to occur in 11 months. The development phase (phase 1) is underway and will extend through the end of the calendar year. The length of this phase reflects the time needed to complete the Wake Transit Work Plan reassessment and reprogramming activity so that the updated information will be built into the tracker before it enters the community testing phase. Phase 2 is a soft launch/beta testing period scheduled to take place in March 2021. Through April we will review input received and make edits as needed. Full community launch, phase 3, is planned for May 2021.

Stephanie reviewed the purpose, task assignments and planned make-up of the Wake Transit Performance Tracker Core Technical Team (Tracker CTT). This workgroup reflects the diversity of the TPAC partners and individual members are almost equally divided between those who have technical expertise in GIS mapping, service planning, and data management, and those who are specialists in communications, online outreach platforms, designing user experience and marketing. The first Tracker CTT meeting is scheduled for June 30<sup>th</sup>.

Requested Action: Receive as information.

**XVI. Funding for Art & Culture Elements in Wake Transit Capital Projects**  
(Information Item: Sharon Chavis, GoTriangle, 15 minutes) **Attachments D & E**

In recent years, there has been a significant reduction in funding support for nonfunctional art and landscaping elements included in FTA-funded projects. This change led to a question to the TPAC about whether Wake Transit should provide funding for art and cultural elements in its capital projects.

Sharon Chavis, the GoTriangle staff coordinator of this task, provided a written memo (**Attachment D**) that highlighted the federal policy changes in recent years, summarized how similar areas and systems have created policies for their communities and outlined examples of policy elements that would be considered during our development process. She asked the TPAC to confirm that it still wants to pursue developing this new funding policy in light of the current uncertainty in Wake Transit funding caused by the COVID 19 pandemic.

Members expressed support for continuing to develop the new funding policy noting that the benefits of including art elements and cultural expressions that represent the local community are well documented and if not implemented this year, it can be implemented when the funding situation is better known.

Recommendations from members include:

- Look into policy verbiage options that will prioritize local artists being used for local projects
- Policy should clearly address the match requirements for local municipalities – ex. Requires a 50/50 split
- Include NCDOT policy in peer review process
- Consider how the development community will be engaged and comply with the policy

The Arts & Culture Workgroup will be created to support the development process. Initial members will include representatives from a variety of TPAC member organizations who can help outline a policy structure that will mesh well with existing funding mechanisms and timelines of the Wake Transit Program. Additional members will be engaged as the work to create a draft Wake Transit funding policy moves forward. Additional members may include peer agency staff, local artists and artist representative groups, grant specialists, and others with the expertise needed to develop a well-rounded, functional funding policy and support structure. An example of a support structure element that might be considered is the creation of a Wake Transit art and culture advisory committee that would be used to ensure compliance with the policy, to support project sponsors in the advertising and selection processes, etc.

Sharon noted that the development timeline and task scope will be modified to ensure the task meets TPAC expectations, but the hope is to complete the task and have a draft to the TPAC for consideration in FY21.

Requested Action: Receive as information.

## **XVII. May-June Public Engagement Update for Recommended FY21 Wake Transit Work Plan**

*(Information Item: Liz Raskopf, GoTriangle, 15 minutes)*

Liz Raskopf gave a progress update presentation on the 30-day public comment period for the recommended FY21 Wake Transit Work Plan. The comment period opened on May 15<sup>th</sup> and ends in 4 days on June 14<sup>th</sup>.

She reviewed the goals of the outreach including inclusivity and employing strategies that will most effectively reach members of the community through virtual methods.

There was not a high level of overall community participation in this effort, but those that did follow the links or visit the plan update pages spent twice as long reviewing the materials posted as in previous outreach efforts. In other words, the quantity of participation was low but the quality of involvement seems to have increased notably.

TPAC members asked if the final summary of outreach activity and comments would be available for the governing boards to review prior to their June meetings. CAMPO meets on June 17<sup>th</sup> and GoTriangle meets on the 24<sup>th</sup>. Liz reassured them that a comment summary would be completed and made available for Board consideration.

Requested Action: Receive as information.

## XVIII. Informational Reports

### a. Subcommittee Report

#### **Budget & Finance (B&F) (Steve Schlossberg, Chair)**

B&F will meet on June 18<sup>th</sup>. Two action items are planned. First is the review and adoption of the draft August-January Work Task List. Second is a methodology to account for changes in service allocations where pre-existing services have been replaced or supplemented by Wake Transit investments.

Discussion will continue on developing a methodology to account for FTA formula apportionment funding generated as a result of Wake Transit funded routes.

The Art & Culture Workgroup is a task of both the Budget & Finance and Planning & Prioritization Subcommittees, but B&F has taken the lead on its development. B&F will support Sharon, the workgroup coordinator, as development of the funding policy moves forward. Committee members will next convene at the Joint meeting scheduled at 2:30pm on June 23<sup>rd</sup>.

#### **Planning & Prioritization (P&P) (Bret Martin, Chair)**

There is an adjusted scheduled for the June 23<sup>rd</sup> regular meeting of the P&P. The meeting will begin at its usual time of 1:30pm but will end at 2:30pm so members can join the planned joint meeting. The agenda will be full for the hour and will include the review and adoption of the draft August-January Work Task List and a review of the bus service performance metrics through FY20 Q3. Bret noted that Q3 will reflect initial COVID 19 impacts.

#### **Process (Tim Gardiner, Chair)**

We will be reviewing and voting to recommend adoption of the Workgroup Operating Guidelines at our June 26<sup>th</sup> Process Subcommittee meeting. This is the last task of the group and a recommendation to dissolve the subcommittee will also be discussed and is expected to be brought to the TPAC in July.

#### **Public Engagement & Communications (Liz Raskopf, Chair)**

The next regular meeting of the PE&C is scheduled on June 25<sup>th</sup>. The group will review and recommend adoption of the draft August-January Work Task List and will receive informational presentations on the final summary of participation for the recommended FY21 Work Plan, the Workgroup Operating Guidelines and a recap of the Joint meeting discussion.

Liz noted that she and Andrea Epstein, the PE&C Vice Chair, are launching an effort to reach out to the municipalities not currently represented on the PE&C. TPAC members from those communities can expect to hear from them in the next couple of weeks to talk about who may be the right person to join for their agency.

\***Joint meeting** for the B&F, P&P and PE&C Subcommittees and the Vision Plan Update Core Technical Team is scheduled from 2:30-4:00pm on Tuesday, June 23<sup>rd</sup>. The agenda has two parts. Part 1 is the review of revised Wake Transit financial scenarios that reflect COVID 19 impact projections through FY30. Part 2 includes an overview of planned community engagement in support of the FY21 Work Plan Reassessment and reprogramming effort and the Wake Transit Plan Update. Timeline, messaging and the input solicitation concept will be presented for discussion.

## XIX. Adjourn

Shannon reminded attendees to update their calendars for the next TPAC meeting on July 15, 2020 and adjourned the meeting.