

# WAKE COUNTY TRANSIT PLAN

## Transit Planning Advisory Committee

TPAC Regular Meeting via WebEx • July 15, 2020

### MEETING MINUTES

#### I. **Welcome and Introductions**

Shannon Cox, TPAC Chair, welcomed attendees to the July TPAC meeting and provided logistics and meeting overview information to the participants. She informed members that the agenda had been designed to accommodate a slate vote, first for TPAC planning and programming items and then a vote for administrative items. She explained that this would result in two roll call votes occurring during the meetings and asked if any members object to the strategy. No one expressed an objection. The member voting record is attached at the end of these minutes. Meeting attendees included:

#### **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>Town of Garner</b>	Gaby Lawlor
<b>City of Raleigh</b>	Michael Moore	<b>Town of Cary</b>	Kelly Blazey
<b>Town of Wake Forest</b>	Courtney Tanner	<b>RTP</b>	Hank Graham
<b>Town of Knightdale</b>	Jason Brown	<b>Town of Fuquay-Varina</b>	Jim Seymour

#### **Voting Alternates**

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

#### **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>Town of Apex</b>	Jenna Shouse	<b>City of Raleigh</b>	Andrea Epstein
<b>CAMPO</b>	Bonnie Parker	<b>City of Raleigh</b>	Mila Vega
<b>Town of Cary</b>	Tony Wambui		

#### **General Attendees**

<b>TPAC Administrator</b>	Stephanie Plancich	<b>GoTriangle</b>	Burgetta Wheeler
<b>CAMPO</b>	Evan Koff	<b>GoTriangle</b>	Kim Johnson
<b>City of Raleigh</b>	Shavon Tucker	<b>GoTriangle</b>	Wendy Mallon
<b>City of Raleigh</b>	Ryan Boivin	<b>GoTriangle</b>	Jenny Greene
<b>City of Raleigh</b>	Meghan Finnegan	<b>GoTriangle</b>	Juan Carlos Erickson
<b>Wake Up Wake County</b>	Nathan Spencer	<b>GoTriangle</b>	Shelley Parker
<b>HDR Inc.</b>	Bill Gilmore	<b>GoTriangle/CAMPO</b>	Will Allen
<b>HNTB</b>	Mark Huffer		

**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** – None

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

#### **IV. TPAC Planning and Programming Tasks**

##### **1. Wake Transit 2030 Financial Scenarios and Upcoming Prioritization Engagement**

*(Information item: Bret Martin & Stephanie Plancich, CAMPO, 45 minutes) Attachment A, B & C*

Bret Martin presented updated Wake Transit revenue assumptions and financial scenarios for TPAC discussion. To help members better understand the financial modeling process, Bret used hurricane forecasting as a comparison.

When we look at hurricane forecasts there is a cone of uncertainty surrounding a best guess track for the storm. As new information becomes available, the track and cone of uncertainty is adjusted and made public so communities can plan effectively. This is exactly what Wake Transit staff are doing to provide updated revenue projections for our planning purposes.

Previously presented Wake Transit revenue projections have been adjusted to account for anticipated COVID-19 impacts to sales tax and other revenue source collections. Last fall, our revenue forecast, the track, reflected steady annual revenue growth. At that time, our financial situation indicated that there was a good chance there would be capacity for new investment between FYs 27 and 30 beyond what the original Wake County Transit Plan committed. Initial COVID-19 impact data shows significant reductions to those estimates. In response, staff has recalculated our financial forecast. The new cone of uncertainty shows a likelihood that no new funds will be available, and, in most scenarios, some investments already included in the Wake Transit multi-year investment strategy may need to be cut.

Bret reiterated the fact that we are completely programmed out through FY27 based on the previous financial forecast. Understanding that Wake Transit Work Plans must align with forecasted fiscal constraints, we are now required to reprogram the Wake Transit multi-year investment strategy. Five financial scenarios were developed ranging from very conservative to very optimistic.

Fortunately, we have three years being added to the planning horizon (FY28, 29 & 30) as part of the Wake Transit Plan update process. These three years will help us rebalance our program by allowing us to spread out our investments into later years, thus reducing the number of programming cuts that may need to be made. In fact, the most liberal scenario shows that there may be a possibility of excess liquidity in the added three years. Under the liberal/optimistic scenario, we will be better prepared to manage cost overruns for existing planned investments and may possibly be able to add a new project to the program.

##### **Key Takeaways:**

- We will likely need the three additional planning years to support already programmed investments
- There is a very low chance we will have funds available for new projects through FY30
- The existing multi-year investment strategy must be reprogrammed to new fiscal constraints
- High likelihood we will need to cut some expenditures planned in FY21 through FY30
- Partners are conducting self-assessments of their project priorities in August/September
- The financial track will be assessed again in September/October when additional data is available
- Public input on transit investment priorities will be solicited in August
- Stakeholders and the Core Technical Team will actively participate in the reprogramming process

Stephanie Plancich then provided an overview of the planned public engagement effort scheduled to run from August 3<sup>rd</sup> to 31<sup>st</sup>. The purpose of the effort is to involve Wake County community members in the investment reprogramming process by gathering their input on transit priorities through FY2030. A short survey available online and in print is the method of engagement. GoTriangle staff has created a dedicated landing page for Wake Input activities and will lead public engagement implementation activities.

The four outreach goals include: 1) Support the multi-year investment strategy reprogramming process, 2) Help determine what types of projects should receive new money, should some become available, 3) Provide guidance on virtual engagement strategies that work and which do not, and 4) Provide public input results in support of other Wake Transit and partner planning activities.

We hope to engage people across the county in this transit priorities survey effort. We have set an overall participation goal and will employ various targeted outreach strategies to ensure that traditionally underserved populations and existing transit users have a meaningful voice in the process.

Staff received survey concept feedback from a few TPAC partners. Comments included suggestions for framing language. One major component requested that will be worked into the outreach materials, survey introduction, and website will be a reference to the 4 big moves, that we have made great strides towards accomplishing them and that they remain our goals moving forward.

The survey will capture public feedback through prioritization-focused questions. Stephanie showed the two ranking questions for service improvements and infrastructure improvements. She also showed the format of the four tradeoff questions. MetroQuest is the survey platform selected. It will include options for Spanish translation as well as screen reader options for visually impaired community members. A print version in English and Spanish will be published, and other print materials will be ordered and distributed.

We must have TPAC member and partner support to ensure that survey respondents include members of their communities, staff and clients. A commitment form will be sent to each TPAC member to find out how they plan to support and what materials they may need for successful communications. An engagement workshop is being planned for July 30<sup>th</sup> to prepare partners for the outreach period. The survey and final materials will be reviewed and made available at that time.

Please submit additional comments or questions to Stephanie. Materials must be finalized next week to be ready for the Workshop and launch on August 3<sup>rd</sup>.

Requested Action: Receive as information.

## 2. **Wake Transit Workgroup Operating Guidelines**

(Action item: Stephanie Plancich, CAMPO, 10 minutes) **Attachment D**

Stephanie walked through the development process for the Wake Transit Workgroup Operating Guidelines. She explained that developing the Guidelines was the last task assigned to the Process Subcommittee, and at its June 26<sup>th</sup> regular meeting, the members voted unanimously to recommend that the TPAC endorse the Guidelines for implementation.

The Workgroup Operating Guidelines provide a framework for identifying and tracking workgroups operating in support of Wake Transit programs and projects. They will be used to create a new workgroup, recall a previous group or to amend the assigned tasks of a group. Stephanie recounted the benefits of having the Guidelines in place, walked through key definitions including the role of each convening body and the workgroup coordinator, and highlighted the thresholds set for applicability.

Each subcommittee had the opportunity to review and comment on the draft Guidelines. Presented today is the final draft including feedback received.

**MOTION** To endorse the Wake Transit Workgroup Operating Guidelines and initiate implementation made by Nicole Kreiser, Second by Ben Howell, No further comments. Passed.

## V. **TPAC Administrative Tasks**

(Action item: Stephanie Plancich, TPAC Administrator, 10 minutes)

### 1. **Approval of TPAC Meeting Minutes - Attachment E**

### 2. **Approval of the Draft August to January Subcommittee Work Task Lists - Attachment F**

- a. Budget & Finance unanimously voted on June 18<sup>th</sup> to recommend approval of its draft Task List.
- b. Planning & Prioritization unanimously voted on June 23<sup>rd</sup> to recommend approval of its draft Task List.
- c. Public Engagement & Communications unanimously voted on June 25<sup>th</sup> to recommend approval of its draft Task List.

Requested Action: Consider endorsement of the subcommittee August to January Work Task Lists

### **3. Dissolution of the Process Subcommittee**

The Process Subcommittee played a critical role in Wake Transit program development. Members helped lay the foundation for the work of the TPAC. In June the subcommittee completed its final task, developing the Workgroup Operating Guidelines, and voted to recommend dissolution of the subcommittee, noting that future process-related tasks can be conducted utilizing the workgroup structure they created.

**MOTION** To approve the minutes from the May 13, 2020 and June 10, 2020 TPAC meetings; to approve the subcommittees' August-January Work Task Lists and to dissolve the Process Subcommittee made by Ben Howell. Second by Sharon Chavis. No further comments. Passed.

## **VI. Subcommittee Report**

The July subcommittee report was provided as Attachment G.

## **VII. Other Business**

### Engagement Updates:

- North East Area Study (NEAS) online survey and interactive map is currently live and public input period runs through July 24th, visit the project website, NEASupdate.com, for more information.
- DCHC MPO/CAMPO Joint Metropolitan Transportation Plan (MTP) 1<sup>st</sup> round of engagement, a survey to gather input on long-range goals and objectives went live on July 2<sup>nd</sup> and will run through August 13th. Follow plan development process and get more information on CAMPO's website.
- DCHC MPO/CAMPO Triangle Bikeway Corridor Study is in final preparation stages. Later this month the project website, interactive map and coinciding public input survey will go live. TPAC members will receive this link information when it is made available.

### Planning Updates:

Progress updates will be given for both the commuter rail and bus rapid transit planning processes at the August TPAC meeting.

## **VIII. Adjourn**

The next TPAC meeting is scheduled for August 12, 2020.

## Voting Record for the July 15, 2020 TPAC meeting.

<u>Agency/Org</u>	<u>Role</u>	<u>Name</u>	<u>Present</u>	<u>Action 1: Workgroup Op. Guidelines</u>	<u>Action 2: Minutes, Task Lists, Dissolve Process Subcom.</u>
Apex	Primary	Shannon Cox	1	Y	Y
CAMPO	Primary	Shelby Powell	1	Y	Y
	Alternate	Bret Martin	1	Y	Y
Cary	Primary	Kelly Blazey	1	Y	Y
	Alternate	Kevin Wyrach	1	Y	Y
Fuquay-Varina	Primary	Jim Seymour	1	0	0
Garner	Primary	Gaby Lawlor	1	Y	Y
GoTriangle	Primary	Sharon Chavis	1	Y	Y
	Primary	Sandra Freeman	1	Y	Y
Holly Springs	Alternate	Dirk Siebenbrodt	1	Y	Y
Knightdale	Primary	Jason Brown	1	Y	Y
Morrisville	Primary	Ben Howell	1	Y	Y
RTP Foundation	Primary	Hank Graham	1	Y	Y
Raleigh	Primary	Michael Moore	1	Y	Y
	Alternate	David Walker	1	Y	Y
Rolesville	Primary	Julie Spriggs	1	0	0
Wake County	Primary	Nicole Kreiser	1	Y	Y
	Primary	Tim Gardiner	1	Y	Y
Wake Forest	Primary	Courtney Tanner	1	Y	Y