

# WAKE COUNTY TRANSIT PLAN

## Transit Planning Advisory Committee

TPAC Regular Meeting Minutes • January 15, 2020

### Meeting Attendance

#### Voting Members

<b>CAMPO</b>	Chris Lukasina	<b>Town of Garner</b>	Gaby Lawlor
<b>Town of Apex</b>	Shannon Cox	<b>Town of Morrisville</b>	Ben Howell
<b>Wake County</b>	Tim Gardiner	<b>GoTriangle</b>	Erik Landfried
<b>Town of Wake Forest</b>	Suzette Morales	<b>GoTriangle</b>	Saundra Freeman
<b>Town of Cary</b>	Kelly Blazey	<b>Town of Knightdale</b>	Jason Brown
<b>RTP Foundation</b>	Hank Graham	<b>City of Raleigh</b>	David Eatman

#### Voting Alternates

<b>Town of Cary</b>	Kevin Wyrach	<b>Town of Holly Springs</b>	Dirk Siebenbrodt
<b>Town of Fuquay-Varina</b>	Allyssa Stafford	<b>CAMPO</b>	Bret Martin
<b>Wake County</b>	Tim Maloney	<b>CAMPO</b>	Bonnie Parker
<b>Town of Wendell</b>	Bryan Coates	<b>City of Raleigh</b>	David Walker

\*Bonnie Parker participated as a voting alternate for CAMPO until Chris Lukasina arrived later in the meeting.

#### Other Alternates

<b>Town of Morrisville</b>	Dylan Bruchhaus	<b>City of Raleigh</b>	Eric Lamb
<b>GoTriangle</b>	Steven Schlossberg	<b>City of Raleigh</b>	Het Patel
<b>GoTriangle</b>	Sharon Chavis	<b>City of Raleigh</b>	Mila Vega

#### General Attendees

<b>TPAC Administrator</b>	Stephanie Planchich	<b>City of Raleigh</b>	Shavon Tucker (phone)
<b>CAMPO</b>	Evan Koff	<b>GoRaleigh</b>	Meghan Finnegan
<b>GoTriangle</b>	Andy Willard	<b>HNTB</b>	Mark Huffer
<b>GoTriangle</b>	Jay Heikes	<b>STV for GoTriangle</b>	Monica Barrow
<b>GoTriangle</b>	Suzanne Clyburn	<b>GoTriangle</b>	Liz Raskopf
<b>GoTriangle &amp; CAMPO Boards</b>	Will Allen		

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

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

*Shannon Cox, TPAC Chair, welcomed everyone and opened the meeting*

#### **II. Adjustments to the Agenda**

None

#### **III. General Public or Agency Comment**

None

#### **IV. Meeting Minutes**

Stephanie Planchich, TPAC Administrator, presented the draft minutes from the TPAC regular meeting held on December 11, 2019 for consideration.

**MOTION** to approve the December 11, 2019 TPAC meeting minutes was made by Bret Martin. Second by Kelly Blazey. Passed Unanimously.

**V. TPAC Chair and Vice Chair Elections**

Stephanie Plancich, TPAC Administrator, facilitated the elections process for the 2020 TPAC Chair and Vice Chair positions.

**MOTION to nominate Shannon Cox as Chair and Ben Howell as Vice Chair for the 2020 term was made by Bret Martin, Second by Kelley Blazey. No other nominations were made. Passed Unanimously.**

**VI. 2020 Calendar Year TPAC Meeting Schedule**

Stephanie Plancich presented a sample 2020 TPAC regular meeting calendar should the members elect to continue the 2<sup>nd</sup> Wednesday at 9:30am schedule. She noted for the group that there are three known adjustments that would be made. The January meeting was taking place in the 3<sup>rd</sup> week, the April meeting will take place in the 4<sup>th</sup> week to align with FY21 Work Plan adoption deadlines, and the November meeting would be shifted since the regular date falls on a holiday.

There was some member discussion about the timing of TPAC consideration of Work Plan Development tasks aligning with local municipal Board meeting dates. It was determined that the existing TPAC scheduled would be sufficient to meet those needs, but should an unforeseen situation arise, members should talk to the Chair and TPAC Administrator.

**MOTION to continue with the 2<sup>nd</sup> Wednesday at 9:30am schedule with the understanding that some meetings will be adjusted as needed throughout the year was made by Bonnie Parker, Second by Kelley Blazey. Passed Unanimously.**

**VII. TPAC Weighted Voting Structure Update**

The TPAC weighted voting calculations were updated to reflect current 2018 population data in accordance with the TPAC bylaws. In addition to the handout copy, Stephanie Plancich, noted for the members that the only major change was that the Town of Apex population increased to over 50,000, resulting in an increased weighted vote from 1 to 2 in the 2020 Update. She also noted that the data revealed a total population increase of 1.7% countywide between 2017 to 2018.

Received as information

**VIII. Subcommittee Elections**

On 12/5/19, the Planning & Prioritization (P&P) Subcommittee voted unanimously to elect Bret Martin as Chair and David Walker as Vice Chair to serve for the 2020 term. Then on 12/19/19, the Budget & Finance (B&F) Subcommittee voted unanimously to elect Steven Schlossberg as Chair and Nicole Kreiser as Vice Chair for the 2020 term. Stephanie Plancich presented these results to the TPAC for their consideration.

**MOTION to confirm the Budget & Finance and Planning & Prioritization Subcommittee election results was made by David Eatman. Second by Kelley Blazey. Passed Unanimously.**

**IX. Subcommittee Work Task Lists**

The final administrative items presented by Stephanie were the draft February-July 2020 Work Task Lists produced by the Budget & Finance and Planning & Prioritization Subcommittees. She explained that after both committees had initially met and approved their drafts, there had been additional discussion of needed task assignments at their January 2<sup>nd</sup> joint meeting.

At that meeting, three additional joint tasks were discussed, and they are being recommended as part of the drafts for TPAC consideration today. Stephanie pointed out that the three additions were highlighted in Blue on Attachment D which was provided as part of the TPAC meeting packet for member review.

**MOTION to endorse the Budget & Finance and Planning & Prioritization Subcommittee February-July 2020 Work Task Lists as presented with the three additional task assignments was made by Bonnie Parker. Second by Gaby Lawlor. Passed Unanimously.**

## **X. Greater Triangle Commuter Rail Alternatives Analysis: Preliminary Results**

Jay Heikes provided a comprehensive overview of the preliminary results from the commuter rail alternatives analysis/feasibility study. He made it clear that these results are “preliminary”, and they represent a “planning level of study” only.

Member discussion included clarification of the project cost estimate from the currently budgeted \$1.33 billion to a range of \$1.4-\$1.8 billion for the best scoring, Durham-Garner, scenario. It was explained that cost and ridership estimates will continue to be refined as the next phases of study are completed and again if/when engineering level assessments are undertaken. Cost share for between participating agencies has yet to be determined.

Members asked why two additional scenarios, Durham-Clayton and Hillsborough-Clayton were added to the scope of the study. Jay explained that it was important to explore these options to see if they could compete financially with other scenarios while also potentially picking up additional riders from outlying communities. The Durham-Clayton route was the second highest scoring scenario, but it is significantly more expensive to build and operate. All other scenarios scored below the minimum standard hoped for and required to compete for federal funding. \*We must receive federal participation in order to have a project to move forward with.

Member discussion of the study results led directly to questions about next steps. Particularly, the next steps that would be funded with the \$6 million dollars being requested as an amendment to the FY20 Work Plan. Several critical next steps were mentioned, including risk analysis, public involvement planning and a deeper dive into the feasibility of the higher scoring scenarios, but ultimately the scope detailing how those funds will be allocated has yet to be drafted.

TPAC members expressed interest in having more meaningful participation opportunities in the next steps of the CRT decision-making process.

1. They would like to have an opportunity to provide feedback during the MOU drafting process, particularly on the scope for “Early Project Development Activities” and more generally, would like the planning process to be clearer and more transparent so members can better keep their communities and elected officials informed of progress. This request stems primarily from the fact that not all impacted municipalities are members of the commuter rail project management team.

Jay agreed to provide MOU draft information for TPAC feedback and to talk with the Commuter Rail Project Management Team to identify other opportunities for TPAC involvement in the planning process should it and governing bodies approve the FY20 amendment request to fund further study efforts.

2. TPAC also requested to be kept informed of opportunities to participate in the selection process of the preferred commuter rail scenario. Bret reminded the members that the commuter rail project is subject to the Wake Transit Concurrence Process. As part of that process, municipalities, agencies and organizations that have a legal interest in or are anticipated to be directly impacted by the project will be engaged to participate in the concurrence process which includes the selection of Locally Preferred Alternative (LPA).

Stephanie, as the concurrence administrator, will work with GoTriangle to identify and invite all impacted municipalities and others with a vested interest into the concurrence process when it kicks off.

Received as Information

## **XI. FY20 Wake Transit Work Plan 3<sup>rd</sup> Quarter Amendment Requests**

Bret Martin facilitated the discussion for considering six (6) FY20 3<sup>rd</sup> quarter Wake Transit Work Plan major amendment requests. He noted that all requests were reviewed at a joint Budget & Finance and Planning &

Prioritization Subcommittee meeting held on January 2<sup>nd</sup> where a recommendation for TPAC approval was made.

A copy of the amendment requests, joint subcommittee disposition and voting record as well as one public comment were provided as Attachment E for member review. Bret reviewed each of the requests and their financial impact to the Wake Transit budget. The requests include:

1) I-540 Bus on Shoulder Improvements

The TPAC is being asked to recommend approval of GoTriangle's request to shift the I-540 bus on shoulder improvements up from FY22 to FY20 and to approve a cost increase from just over \$43,000 to \$156,000.

However, it was noted that this project has been identified as a potential LAPP-funded project. Should that award be approved through the MPO process, the Wake Transit allocation for the project would be reduced to an amount that satisfies the 20% match requirement for federally funded projects.

2) Project Development for Southern Bus Rapid Transit Corridor

3) Project Development for Western Bus Rapid Transit Corridor

4) Project Development for Northern Bus Rapid Transit Corridor

There are two core take-aways from the Bus Rapid Transit (BRT) corridor amendment discussion. First, the purpose of the amendment is to break out the three remaining planned BRT corridors, Southern, Northern and Western, from the general BRT line item in the Wake Transit Budget. As a result, the Work Plan would now reflect all four (4) planned BRT corridors as individual projects. Second, there are no new funds being requested. Existing funds would be divided according to the specifications of the remaining corridor. This will allow each corridor to move forward independently, including separate reimbursement requests and reporting as an individual project.

5) Route 20 Scope Modification for Garner Fixed-Route Bus Service

In response to public feedback, GoRaleigh is requesting to initiate a reverse circulator on Route 20 which is currently programmed to occur in FY24. Adding the additional bus to the Town of Garner's transit service will provide riders significant time savings and better connectivity to the current and planned fixed-route network. This additional service can be launched and run within the existing project budget.

6) Early Project Development Activities for Commuter Rail

Here discussion continued regarding TPAC support of next steps for commuter rail project development. Stephanie pointed out that the joint subcommittee members voted to include a contingency on the approval of this amendment request. The contingency is that no amount of the requested \$6 million-dollar investment in "Early Project Development Activities for commuter rail" can be spent until an MOU that clarifies the scope of activities and deliverables, roles and responsibilities and the county cost share is adopted by the appropriate Boards.

**MOTION** to recommend to the Governing Boards approval of the FY20 3<sup>rd</sup> quarter amendment requests for the I-540 Bus On Should Improvements, Disaggregation of the Southern, Northern and Western Bus Rapid Transit Corridors and the Route 20 enhancements was made by Shannon Cox. Second by Tim Gardiner. Passed Unanimously.

The request to recommend approval of the "Early Project Development Activities" for Commuter Rail was tabled and will be reheard at the TPAC's February 12<sup>th</sup> meeting. The TPAC requests the following information to make an informed decision on the amendment request.

1. Hear CAMPO, DCHC and County Board feedback from the preliminary results presentations still to be held with them,
2. Would like to know what activities will be completed utilizing the Wake Transit funds already allocated and yet unspent for the study process,
3. Want clarification on what the \$6 million in additional funds will cover, including deliverables and timelines where possible
4. Would like to be included in the MOU development process as noted in Agenda item , and
5. Would like to see the timeline for MOU development and execution.

## XII. FY 2021 Draft Wake Transit Work Plan

(Action Item: Bret Martin, CAMPO and Steven Schlossberg, GoTriangle, 45 minutes) **Attachment F**

After a quick recap of the Annual Work Plan development schedule. Steven Schlossberg, GoTriangle, showed the TPAC the modeled expenditures and revenues estimated for FY21. It was asked why the federal funds for BRT were not shown, and Steven explained that they will be shown in future years in accordance with the allocation schedule set for the awards.

Bret Martin then provided members with an overview of the Work plan document structure. Acknowledging that there are several new members participating in the process, this review was well received. Next Bret highlighted the modifications being proposed to capital and operating improvement projects including cost changes of note for the CRT, New Bern and BRT projects. He clarified the reason for service delays and accelerations in response to member questions.

Liz Raskopf, GoTriangle, then provided an update on the planned engagement activities for the public review and comment period proposed to run through February 29<sup>th</sup>. She listed a variety of print materials that will be produced, including Spanish versions, and highlighted GoTriangle's plan to host and attend numerous public events. They also have a plan to conduct online engagement to reach additional community members with the opportunity to participate in the draft review process. She noted that print materials will be posted on the GoForward website, available for members and others to download, share, print and distribute and that the GoTriangle team is working to finalize the FY21 Wake Transit Work Plan PowerPoint presentation.

**MOTION to release the Draft FY 2021 Wake Transit Work Plan for public review and comment was made by Kelley Blazey. Second by Erik Landfried. Passed Unanimously.**

### **XIII. Subcommittee Chair Reports** (Information Item, 15 minutes)

**Budget & Finance (B&F):** (Chair: Steven Schlossberg)

Next regular meeting is January 16<sup>th</sup>. The main agenda item is discuss leads and prioritize the now approved Work Task List.

**Planning & Prioritization (P&P):** (Chair: Bret Martin)

The next P&P regular meeting is January 28<sup>th</sup>, 1:30-3:30pm. Similarly, the agenda will focus on next steps in accomplishing their Work Task List.

**Process:** (Chair: Tim Gardiner)

Process will meet immediately after the P&P meeting, from 3:30-4:30pm on the 28<sup>th</sup> to follow up on progress to finalize the Lead Agency Operating Guidelines, to discuss next steps for the committee and to get a progress update on the municipal agreements being tested by Cary and Raleigh staff.

**Public Engagement & Communications (PE&C):** (Vice Chair: Mike Charbonneau) The PE&C is scheduled to meet on Monday, December 16<sup>th</sup>. The time was moved up from 10:30am to be 9:30am-11:00am to accommodate unforeseen conflicts. The meeting will focus on reviewing and discussing the draft PE&C Lead Agency Guidelines developed over the last few months and will start discussions for elections and the development of the subcommittee's next work task list. X. Other Business a. New/Old Business Ben recognized Chip Russell from Wake Forest. He noted that this is Chip's last official TPAC meeting and thanked him for his years of service to the greater Wake County community including being the first TPAC Chair. Other members and CAMPO staff wished him well in his retirement. Chip was grateful, expressed his awe at how quickly Wake Transit has materialized and became a truly meaningful effort and let everyone know he would be watching and would possibly pop in on occasion.

### **XIV. Other Business**

#### A. New/Old Business

- a. Following up on a request of the TPAC to get a program update from the Fare Work Group, their current work task list and fare projections were posted on the CAMPO website along with the TPAC meeting materials for informational purposes. Any questions on the handouts can be emailed to Nicole Kreiser and discussion can be had at the next TPAC meeting.
- b. Community Funding Area (CFA) program applications- Evan Koff informed the TPAC that the CFA program application period had ended. Requests

were submitted by the towns of Apex and Morrisville. The selection process is led by CAMPO and is kicking off. The full TPAC will receive those recommendations at their March/April meeting.

**XV. Adjourn**

The next regular TPAC meeting is scheduled for February 12, 2020.

**MOTION:** To adjourn the December 11, 2019 regular meeting of the TPAC. Made by Bret Martin. Second by David Eatman. Passed Unanimously.