

APPROVED MINUTES



Transit Planning Advisory Committee (TPAC)
Regular Meeting
April 11, 2018 – 9:30 AM – 12:00 PM
Capital Area MPO Administrative Offices

NOTICE: If you are not a TPAC Member/Alternate entity representative, please use seating along the walls behind the table. If you are seeking to speak on anything not a part of the agenda, you may do so during Item IV on the agenda and MUST sign in on the Public/Agency Speaks Out Sign-In Sheet outside the board room. If you are seeking to speak on anything on the current agenda, you must be recognized by the TPAC Chair, or an official TPAC Member/Alternate entity representative.

Meeting Minutes/Summary

Voting Members/Alternates Present

John Tallmadge, GoTriangle; Het Patel, Town of Garner; Nicole Kreiser, Wake County; Kelly Blazey, Town of Cary; Bret Martin, Town of Cary; Shannon Cox, Town of Apex; Benjamin Howell, Town of Morrisville; Chip Russell, Town of Wake Forest; Tim Gardiner, Wake County; Sandra Freeman, GoTriangle; David Walker, City of Raleigh; Aaron Levitt, Town of Holly Springs; Mackenzie Day, Town of Zebulon; Danny Johnson, Town of Rolesville; Chris Lukasina, CAMPO; Shelby Powell, CAMPO

Other Alternates Present

Christine Sondej, Town of Cary; Erik Landfried, GoTriangle; Mila Vega, City of Raleigh; Dylan Bruchhaus, Town of Morrisville; Leah Henderson, City of Raleigh;

General Attendees

Will Allen, GoTriangle Board of Trustees; Terry Nolan, Wake County; Nathan Spencer, Raleigh Transit Authority; Mary Kate Morookian, GoTriangle; Juan Carlos Erickson, GoTriangle; Ashley Hooper, GoTriangle; Patrick McDonough, GoTriangle; Jenny Green, GoTriangle; Mark Huffer, HNTB; Stephanie Olson, City of Raleigh; Karen Rindge, WakeUp Wake County; Bill Martin, VHB

I. Welcome and Introductions – (Chip Russell, TPAC Chair)

Mr. Russell welcomed all to the meeting.

II. Adjustments to the Agenda

None

III. Meeting Summary/Minutes from March 14, 2018 Regular Meeting – (Action Item – Chip Russell, TPAC Chair – 5 minutes) – Attachment A

Mr. Russell called for a motion to approve the Meeting Summary/Minutes from March 14, 2018 Regular TPAC Meeting.



Mr. Martin made a motion to table to approval of the minutes. Reason to table was stated that the TPAC was not given ample time to review prior to the April TPAC meeting.

*Second made by Ms. Freeman
Motion passes unanimously*

IV. General Public or Agency Speaks Out – (Chip Russell, TPAC Chair – 5 minutes)

- a. *Limited to three (3) minutes per speaker. Speakers must sign in to speak before the start of the meeting.*

None

V. Plan Implementation Spotlight – (Adam Howell, TPAC Administrator – 5 minutes)

Mr. Howell presented a Plan Implementation Spotlight segment highlighting the Leanhardt family. A feature story was published about this family's experiences with new services supported by Wake Transit initiatives.

VI. FY2019 Recommended Wake Transit Work Plan – (Discussion/Action Item – Adam Howell, TPAC Administrator, Sandra Freeman, GoTriangle, Nicole Kreiser, Wake County – 30 minutes) – **Attachment B**

Mr. Howell introduced the FY 2019 Recommended Wake Transit Work Plan, highlighting the process and projects within the plan. Mr. Howell made mention that all public comments collected are provided as attachments with the recommended work plan with the exception of the full marked-up work plan document provided by the Town of Cary. Ms. Freeman asked to see that marked up version at the conclusion of the TPAC meeting.

Ms. Freeman stated the process between the Tax District and Wake County has been very collaborative during the transition of financial model management (from County to Tax District). Ms. Freeman and Ms. Kreiser presented the financial information that will support all recommended projects as a part of the plan.

Mr. Tallmadge asked about the reporting deliverables being determined as a part of Exhibit A's that will accompany operating/capital agreements for FY19 Work Plan projects. Mr. Howell stated that the conversation is just getting started with this process between TPAC Administration and Tax District/Counsel. Mr. Tallmadge asked if the Planning & Prioritization Subcommittee would be involved like with the FY18 plan. Ms. Kreiser confirmed this was the process last year as well. Mr. Howell confirmed that respective subcommittees will review anticipated deliverables for Exhibit A's prior to template agreements and Exhibit A's being brought to TPAC for review.

Mr. Russell asked for a motion to approve the Work Plan for posting of public comment and recommend to the Wake Transit governing boards.

Mr. Danny Johnson made the motion.



Second made by Mr. Ben Howell

Mr. Martin brought forth a discussion point. The Town of Cary is comfortable with recommending the substance, scope and intent of the document as presented to the Wake Transit governing boards, but it feels there should be some cleanup of problems with the portrayal of some projects, typos, language consistency, structure, etc. prior to the document getting posted for public review and before it is finalized for consideration by the Wake Transit governing boards.

Ms. Freeman asked about processes related to how comments are to be considered from TPAC members regarding Work Plan review. Ms. Powell mentioned that CAMPO/TPAC staff and Tax District staff, in alignment with lead agency assignments, have been collaborating to ensure comments submitted are reviewed and incorporated accordingly if necessary. Ms. Freeman asked that there be an improved feedback loop process to any TPAC member or stakeholder so as to inform them how comments/suggestions may or may not be incorporated.

Mr. Lukasina suggested for future work plan development that any comments provided be somehow facilitated through subcommittee review. If comments are form or administrative in nature, staff can handle; if comments deem substantial changes to any aspect of a project, then subcommittees and/or project sponsors need to be involved to determine if changes are in fact necessary.

Mr. Howell confirmed that CAMPO/TPAC staff will review any/all additional comments from the Town of Cary and incorporate changes as necessary by April 16th.

Mr. Russell made mention that an amended motion and second are on the floor. The amended motion would be to incorporate changes as necessary from the Town of Cary and any other TPAC member by April 16th for successful posting. This posting date will be in line with the 30-day public comment period leading up to a public hearing with the CAMPO Executive Board in May.

The action that has been motioned here is to incorporate changes by April 16th, approve the recommended work plan and post for public review/comment, and recommend to the Wake Transit Governing Boards. Mr. Johnson and Mr. Howell were accepting of the revised motion proposal.

The motion passes unanimously.

VII. Subcommittee Structures & Guidelines – (Discussion/Action Item – Adam Howell, TPAC Administrator – 10 minutes) – Attachment C

Mr. Howell presented the Process Subcommittee recommended Subcommittee Operating Guidelines (SCOG's – was originally advertised as Subcommittee Structures & Guidelines)

Mr. Lukasina asked for clarifying language be added that states Subcommittee work tasks are developed and approved at the TPAC level. Mr. Howell confirmed the language will be incorporated.



Mr. Tallmadge asked for clarification as to when Subcommittees should start using the guidelines to aid in operations. Mr. Howell stated as soon as possible, but subcommittees should endeavor to use these guidelines by the start of fiscal year 2019.

Motion to approve the Subcommittee Operating Guidelines made by Mr. Chris Lukasina with the incorporation of clarifying language addition that work task lists are determined at the TPAC level.

Second made by Mr. Bret Martin

Motion passes unanimously.

VIII. Wake Transit Staffing Plan (Discussion/Action Item – Shelby Powell, CAMPO – 20 minutes) - Attachment D

Ms. Powell presented an overview of the deliverables and outcomes of the Wake Transit Staffing Model and Expectations Plan. She asked for TPAC Members/Alternates to provide any final comments on the draft as distributed to her by April 25, 2018. Action will be taken by TPAC and Wake Transit Governing Boards at a future date.

IX. Bus Plan Update: Phasing & Prioritization Overview – (Information/Discussion Item – Mary Kate Morookian, GoTriangle – 30 minutes)

Mr. Howell presented the GoForward campaign concept as an introduction to the Bus Plan Update.

Ms. Morookian presented on the Phasing & Prioritization of Bus services as a part of the Wake Bus Plan.

Mr. Lukasina asked about the BRT Long Line route that goes beyond downtown Cary into Morrisville. Ms. Jenny Green stated that route is appearing between the 2024 and 2027 horizon timeframes in the recommended phasing of services. Ms. Green referenced the local route that serves Morrisville using the McCrimmon Parkway Extension. Mr. Gardiner stated the short range transit plans will analyze the BRT Long Line route and local route options between Cary and Morrisville through the Wake Bus Plan.

Multiple concerns from stakeholders in the room were brought forward regarding the stated start date of bus rapid transit services as a part of the frequent network. Ms. Morookian stated that the Spring 2019 Public Engagement will collect feedback from the public to understand if the prioritization and phasing of bus services, which will include the bus rapid transit corridors as a part of the frequent network build out. Mr. McDonough helped to clarify that the studies about bus rapid transit components have not yet reached a point to clearly define timeframes for corridor construction and service implementation. The public engagement will help to inform the study. Mr. McDonough also stated the outreach efforts for engagement define timeframe horizons where groups of services will be implemented by the end year. This does not mean they will all get implemented in the last year of the horizon timeframe.



X. Spring 2019 Public Engagement – (Information/Discussion Item – Ashley Hooper, Juan Carlos Erickson, Mary Kate Morookian & Patrick McDonough, GoTriangle – 30 minutes) – **Attachment E**

Ms. Hooper, Ms. Morookian & Mr. McDonough presented aspects relative to the purpose and goals of the Spring 2019 Public Engagement Initiative.

TPAC members and stakeholders asked for a train the trainer event. Wake Transit Public Engagement staff and the TPAC Administrator determined with TPAC members to host two separate train the trainer sessions on Thursday, April 19th (1 in AM, 1 in PM) – CAMPO to host. The purpose behind the train the trainer sessions will be to help get anyone interested in assisting/volunteering during the Spring 2019 Public Engagement to be delivering the same message to citizens at events.

Multiple TPAC members and stakeholders voiced feedback on the concept materials to the communications team. TPAC members encouraged their peers to distribute invitations to additional municipal and stakeholder partners who should be involved with messaging, communicating and advertising outreach efforts.

XI. TPAC Administrator Updates – (Information Item – Adam Howell, TPAC Administrator, CAMPO - 10 minutes)

- a. FY 2018 Q4 Amendments – Posted on 4/2/2018 for Public Review/Comment

Mr. Howell stated that FY2018 Q4 Amendment information was posted on 4/2/2018 for public review/comment. They will remain available for public review/comment until May 1, 2018. TPAC will review FY2018 Q4 Amendment packet at its May meeting for approval and recommendation to the Wake Transit Governing Boards.

- b. TPAC Roster Update

Mr. Howell recognized Mr. Michael Moore, new Transportation Director with the City of Raleigh. He will serve as a primary TPAC member for the City of Raleigh.

- c. Master Schedule Reminder

Mr. Howell reminded TPAC members to utilize the Master Calendar.

XII. Sub-Committee Chair Reports – (Information Item – Chip Russell, TPAC Chair – 5 minutes)

- a. Budget and Finance

Meeting adjourned – not enough time to include – will receive updates at next TPAC Regular Meeting

- b. Planning and Prioritization



Meeting adjourned – not enough time to include – will receive updates at next TPAC Regular Meeting

c. Process

Meeting adjourned – not enough time to include – will receive updates at next TPAC Regular Meeting

XIII. Other Business – (*Information Item – Chip Russell, TPAC Chair - 5 minutes*)

a. New Business

None

b. TPAC Member Discussion

None

c. Next Steps

None

XIV. On-Call Transit Planning Services Task Status Updates – (*These items are presented in attachment form so as to provide TPAC Member Partners with updates on project progress. If there is any point with which you want to discuss, please bring to attention during ‘Other Business – TPAC Member Discussion’*) – **Attachment F**

a. Public Engagement Policy – (*CAMPO Staff*)

b. Staffing Model and Expectations Plan – (*CAMPO Staff*)

c. Community Funding Area Program Management Plan – (*CAMPO Staff*)

d. Multi-Year Bus Service Implementation Plan – (*Jenny Green, GoTriangle/CAMPO Staff*)

e. Transit Corridors Major Investment Study – (*CAMPO Staff/Patrick McDonough, GoTriangle*)

f. Transit Customer Surveys – (*Juan Carlos Erickson, GoTriangle*)

XV. Adjourn