

# Attachment A

## WAKE COUNTY TRANSIT PLAN

### Transit Planning Advisory Committee

Minutes of the TPAC Regular Meeting • December 11, 2019

#### Meeting Attendance

##### Voting Members

<b>CAMPO</b>	Chris Lukasina	<b>Town of Garner</b>	Gaby Lontos-Lawlor
<b>CAMPO</b>	Shelby Powell	<b>Town of Morrisville</b>	Ben Howell
<b>Wake County</b>	Nicole Kreiser	<b>GoTriangle</b>	Erik Landfried
<b>Wake County</b>	Tim Gardiner	<b>GoTriangle</b>	Saundra Freeman
<b>Town of Wake Forest</b>	Chip Russell	<b>Town of Fuquay-Varina</b>	Mark Matthews
<b>City of Raleigh</b>	Michael Moore	<b>City of Raleigh</b>	David Eatman

##### Voting Alternates

<b>Town of Cary</b>	Kevin Wyrauch	<b>Town of Holly Springs</b>	Dirk Siebenbrodt
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##### Other Alternates

<b>CAMPO</b>	Bret Martin	<b>City of Raleigh</b>	David Walker
<b>GoTriangle</b>	Steven Schlossberg	<b>Town of Morrisville</b>	Dylan Bruchhaus
<b>GoTriangle</b>	Mike Charbonneau	<b>City of Raleigh</b>	Mila Vega
<b>City of Raleigh</b>	Het Patel	<b>Town of Wake Forest</b>	Jonathan Jacobs (Ph)

##### General Attendees

<b>TPAC Administrator</b>	Stephanie Plancich	<b>GoTriangle</b>	Shelly Blake Curran
<b>CAMPO</b>	Evan Koff	<b>Town of Fuquay-Varina</b>	Allyssa Stafford
<b>Wake Up Wake County/RTA</b>	Nathan Spencer	<b>HNTB</b>	Mark Huffer
<b>GoTriangle Board of Trustees/CAMPO Executive Board</b>	Will Allen	<b>City of Raleigh</b>	Andrea Epstein
<b>GoTriangle</b>	Juan Carlos Erickson	<b>Town of Cary</b>	Antony Wambui
<b>GoTriangle</b>	Liz Raskopf	<b>WSP</b>	Morven Maclean
<b>Wake County</b>	Anita Davis		

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**  
Vice Chair, Ben Howell, welcomed everyone and opened the meeting.
- II. **Adjustments to the Agenda** – None
- III. **General Public or Agency Comment** – None
- IV. **Meeting Minutes**

The draft minutes from both the October and November 2019 regular TPAC meetings were presented for review and discussion before being considered for adoption. One date and one spelling correction were noted and will be made before the draft is finalized and saved to the website.

**MOTION** to approve the October 9<sup>th</sup> and November 13<sup>th</sup>, 2019 TPAC meeting minutes with minor edits recommended was made by Mark Matthews. Second by Shelby Powell. Passed Unanimously.

**V. Status of the FY21 Annual Work Plan Development Process**

Bret Martin provided a schedule and progress update on the ongoing development of the Draft FY21 Wake Transit Annual Work Plan. His presentation focused on informing the TPAC members of the changes to the programming of operations and capital projects compared to the FY 2020 Wake Transit Work Plan. He explained that these highlighted items were being discussed, and recommendations are expected to result from the joint Planning & Prioritization and Budget & Finance subcommittee meetings being held in December. He mentioned that it was important that the TPAC members be aware of some of the changes they are likely to see when the draft is released in January.

Members asked several clarifying questions during the presentation, particularly regarding changes in cost assumptions. At the TPAC's request, Nicole Kreiser agreed to provide a handout explanation for the next TPAC meeting that summarizes the fare box discrepancy and how it will be addressed and rectified moving forward. Stephanie Plancich, TPAC Administrator, will include it with the agenda packet for the January 15<sup>th</sup> meeting.

Received as Information

**VI. Regional Transit Technology Integration Study: Roadmap Presentation**

Steven Schlossberg explained that GoTriangle was the project sponsor for the Regional Technology Integration Study and provided an overview of the project, funded in the FY19 Wake Transit Work Plan, before handing the presentation over to Morven and Dan of WSP.

Morven explained that the study involved 5 agencies and took 9 months to complete. It is a planning-level study, and further analysis and planning would be needed to determine implementation strategies for the recommendations of the study. The objectives identified in the plan align with the 4 Big Moves and other regional goals. It was made clear that, today, the WSP team is releasing the goals and recommendations from the study. Associated numbers are still being finalized and are expected to be available by the end of the year.

The presentation demonstrated how planned and future technologies will be dependent on the installation or upkeep of base systems being managed by our transit providers today, and the WSP staff highlighted that a critical next step will be the development of some type of governance structure or committee to ensure a coordinated effort for integrated technology planning across the region. The TPAC members discussed options including: developing a new work group, using an existing subcommittee, or some other structure to start talking about implementation of the plan recommendations, but decided to table that discussion until the complete study has been released and time can be set aside for a more detailed discussion.

Received as Information

**VII. Wake Transit FY2019 Annual Report**

Steven Schlossberg started this presentation with a comprehensive look at the Wake Transit financials where he let the TPAC know that we did very well in FY19. Capital Fund balance at the beginning of the year was \$82.2 million and ended at \$160.7 million, and in Operating we started at \$30.2 million and ended at \$41.7 million. There were many factors that contributed to these end balances, and Steve let attendees know that if they had any specific questions they could contact him directly to discuss them.

Next, Mike Charbonneau provided a brief overview of the activities portion of the FY19 Annual Progress Report for the group. A printable copy was posted and shared with the agenda for this meeting and is now saved on the CAMPO website in the meeting archives as Attachment D. The GoTriangle team was recognized for streamlining the development process this year, specifically their engagement with the various providers and the TPAC subcommittees.

Received as Information

## **VIII. RUS Bus implementation Update**

The Raleigh Union Station (RUS) Bus presentation was given by Shelley Blake Curran. She shared GoTriangle's excitement over the project's progress to date and expressed thanks to all of the partners, public and private, that are making the project a reality. Most recently the City of Raleigh Council approved a critical zoning change for the project.

Located next to the current Union Station served by 10 Amtrak trains per day, this new mixed-use facility will support increased rail service as it comes online, bolster regional and local bus connectivity and support bicycle and pedestrian infrastructure. The planned 40-story building will include a main level multimodal bus facility and house some combination of office and residential living above that could potentially include a boutique hotel.

Three proposals were received to develop the site, and Hoffman & Associates has been tentatively selected and is expected to move forward on the project. GoTriangle will maintain ownership of the land and the bus facility throughout, whereas the other spaces will be rentable/leasable down the road.

There was general member support and excitement for the project, and a few questions about other transportation services and timelines were asked. Shelley explained that space limitations in and around the facility will preclude inviting greyhound and other space needing services to the new facility, but all of those details have yet to be fully determined. Demolition/construction is expected to begin before the end of 2020.

Received as Information

## **IX. Subcommittee Chair Reports**

**Budget & Finance (B&F):** (Chair: Nicole Kreiser)

Next regular meeting is December 19<sup>th</sup>. Change in time from a 1pm start to 2pm. Agenda will include the 2020 elections and February-June Work Task List.

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

We held the first joint B&F and P&P joint meeting to discuss the draft FY21 Work Plan on December 5<sup>th</sup> and the second is scheduled for next week, Monday the 16<sup>th</sup>. Notices have gone out and the agenda is posted. The regular P&P meeting is cancelled this month. 2020 elections were held at the meeting on the 5<sup>th</sup>.

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

Meetings are on hold until further notice.

**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.

### b. TPAC Discussion

Notice was given that TPAC Chair and Vice Chair elections will be held during the January 15<sup>th</sup> scheduled meeting and that subcommittee elections have already begun. Subcommittee election results and Work Task Lists will be brought to the TPAC for endorsement in the coming months.

The next TPAC meeting will be one of the biggest of the year as we review the FY21 draft Work Plan. Expect to see the draft via email in advance of the meeting and plan for the meeting to last to noon or a bit later.

## XI. Adjourn

Next meeting is scheduled for January 15, 2019.

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