

Attachment A

WAKE COUNTY TRANSIT PLAN

Transit Planning Advisory Committee

Minutes of the TPAC Regular Meeting • October 9, 2019

Meeting Attendance

Voting Members

Town of Apex	Shannon Cox	Town of Garner	Gaby Lontos-Lawlor
CAMPO	Shelby Powell	GoTriangle	Saundra Freeman
Wake County	Nicole Kreiser	City of Raleigh	David Eatman
Wake County	Tim Gardiner		

Voting Alternates

Town of Fuquay-Varina	Akul Nishawala (Ph)	Town of Wake Forest	Jonathan Jacobs (Ph)
CAMPO	Bret Martin	GoTriangle	Steven Schlossberg
Town of Cary	Christine Sondej	City of Raleigh	David Walker
Town of Cary	Kevin Wyrach		

Other Alternates

Town of Apex	Jenna Shouse	CAMPO	Bonnie Parker
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General Attendees

TPAC Administrator	Stephanie Plancich	HNTB	Mark Huffer
CAMPO	Evan Koff	Town of Cary	Antony Wambui
Wake Up Wake County/RTA	Nathan Spencer	GoTriangle	Suzanne Clyburn
GoTriangle	Will Allen	GoTriangle	Liz Raskopf
GoTriangle	Juan Carlos Erickson	GoTriangle	Eric Bergstraesser
GoTriangle	Kim Johnson	GoTriangle	Kaitlin Hughes

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**
TPAC Chair, Shannon Cox, welcomed all to the meeting. She introduced Jenna Shouse as the newly appointed alternate TPAC member for the Town of Apex.
- II. **Adjustments to the Agenda** - None
- III. **General Public or Agency Comment** - None
- IV. **Approval of Minutes**
Stephanie Plancich, TPAC Administrator, presented the draft minutes from the 6/12/19 and 9/11/19 TPAC regular meetings, which were made available to all TPAC members through email and were posted on the CAMPO website for review.

MOTION: To approve the June 12th and September 11th, 2019 TPAC meeting minutes as presented. Motion by Bret Martin. Second by Shelby Powell. Passed Unanimously.

V. Review of Work Plan Project Reporting, Reimbursement and Amendment Structures

Using real world examples, Bret Martin, Wake Transit Program Manager, provided an overview of the processes and structures that have been created to maintain program control of implementation elements included in the Annual Work Plan.

Since the various Work Plan structures were created and refined at different times over the past few years and were designed with the support of various subcommittees and lead agency staff, this presentation streamlined how they correlate to each other and demonstrated how they are interrelated and woven into the Annual Work Plan development process and schedule. The complete meeting presentation is available on the CAMPO website.

During the discussion, Bret also reminded the TPAC of a few things:

1. The most important work that the TPAC does is produce the Annual Work Plan for the Governing Boards to adopt. Everything else that the TPAC does supports, feeds into, refines, clarifies or otherwise contributes to or ties back to the Work Plan in some way.
2. Transparency was promised to Wake County citizens when they voted in support of the ½ cent sales tax. There are checks and balances built into each major step of the Wake Transit allocation, reimbursement and reporting processes that meet this requirement, but as we go through the process and as the programs evolve, the procedures and structures must adapt too.

Received as Information

VI. Wake Transit FY20 Work Plan, 2nd Quarter Amendment Requests

Bret Martin, CAMPO, thoroughly discussed with the TPAC members each of the three submitted FY20 Work Plan amendment requests. He provided a copy of the amendments packet, which included a summary of the requests for: 1) Acquisition of four (4) expansion vehicles for demand response/paratransit operations, 2) 1.0 FTE for a Procurement Analyst position, and 3) 1.0 FTE for a Transportation Planning Analyst position. All three requests were submitted by the City of Raleigh and are categorized as major amendments because each is a new project.

It was also noted for the TPAC, that the subcommittees had asked the City of Raleigh to evaluate the requested budgeted amounts for the FTEs to verify the actual costs rather than requesting a crude \$150,000 for each, and minor modifications were made to both requests.

Bret responded to member questions and referred to the voting record attached to the amendments packet to clarify the few recommended conditions set with the City of Raleigh at the joint subcommittee meeting:

1. The City of Raleigh was asked to be prepared to provide more details on the justification for its requests at the TPAC meeting and they did so.
2. The City of Raleigh was asked to evaluate the annualized budgets for both requested positions and subsequently made the following adjustments. The Procurement Analyst FTE budget was reduced from an annualized cost of \$150,000 to \$110,000, and the Transportation Planning Analyst FTE budget was reduced from \$150,000 to \$138,000 per year.
3. A final note was to develop a paratransit vehicle replacement and expansion schedule to be incorporated in the draft FY21 Work Plan that will span FYs 21-27. City of Raleigh staff members acknowledged that they intend to participate in this effort with the other area providers in the coming months.

MOTION: To recommend that the CAMPO Executive Board and the GoTriangle Board of Trustees approve the three requested FY20 Wake Transit Work Plan 2nd Quarter amendments as presented. Motion by Shelby Powell. Second by Nicole Kreiser. Passed Unanimously.

VII. Wake Transit Vision Plan Update: Public Engagement Progress Report

Stephanie provided a comprehensive overview of the engagement strategy developed for the 2020 Wake Transit Plan update process. First, the TPAC was introduced to the 6-Phase engagement graphic that will be used throughout the process to help TPAC members, stakeholders and members of the public understand where in the process we are and what the next steps will be.

She spent time discussing Touchpoint #1/Phase 2, which has evolved into the development of the Wake Transit Stakeholder's Open-House. This event is scheduled for 4-7:00pm on November 5th (**The event date was shifted to November 6th to avoid scheduling conflicts with local elections.**) and is open for the invited list of community stakeholders, the TPAC and other transit partners. TPAC members were encouraged to attend and to ensure that those listed as stakeholders for their communities were still the best representatives. This is not a general public event. There are four main messages being conveyed:

1. Where we have been/how the Wake Transit Plan came to be;
2. What we have accomplished in the first three years;
3. What is programmed to happen through 2027; and
4. Kicking off the update process, which will add 3 years to the planning horizon.

There was also some overview-level discussion about the types of input solicitation that would take place when we entered Phase 3 and Phase 4 of the engagement strategy. Some concern was expressed that planning phase 3 for later this fall may be too soon in the Vision plan update process. (**In follow-up discussions, it was decided to postpone Phase 3 until the new year when more data would be available for developing the associated outreach activities. A notice was emailed to the TPAC members making them aware that we heard their concerns and that CAMPO staff made the change.**)

Received as Information

VIII. Subcommittee Chair Reports – (Information Item)

Budget & Finance: (Chair: Nicole Kreiser) The Budget and Finance Subcommittee met on October 3rd and continued its work to draft a framework that will review and report on project progress and financial activity. Members clarified thresholds that would require further investigation and began a conversation about how the current stop light color coding system can be better utilized to support the new policy. That conversation will continue at the October 17th meeting. The draft framework is expected to be presented to the TPAC at its regular meeting on November 13th.

Other business: Local Fare revenue estimates are currently being evaluated and requests have gone out to providers to submit actual data, and the subcommittee is also reviewing federal funding assumptions and their impacts to our funding models.

Planning & Prioritization (P&P): (Chair: Bret Martin) The P&P Subcommittee met on September 24th and spent the bulk of the meeting discussing the FY21 Work Plan preparation materials, including the status of currently funded projects, financial model assumptions and the status of projects programmed to occur in FY21. Bret reminded the group that funding requests are due on October 18th. A detailed P&P Subcommittee review of the submitted requests is scheduled on October 29th followed by joint Subcommittee reviews. It is intended to bring the draft FY21 Work Plan to the TPAC for discussion at its January regular meeting.

Process: (Chair: Tim Gardiner) The Process Subcommittee has suspended its regular meetings until further notice. The small area/municipal agreements that were drafted are currently being piloted in Cary and Raleigh. Implementation progress and user friendliness will be reviewed, and modifications will be made to the agreement template over the next few months. The Subcommittee will complete a final review of the Lead Agency Operating Guideline Worksheets once they are all completed. Notice will be emailed to the Subcommittee members when a meeting is scheduled.

Public Engagement & Communications (PE&C): (Chair: Bonnie Parker) The PE&C Subcommittee has also suspended its regular meetings until a later date. However, the members have been actively engaged in Wake Transit public engagement and outreach planning activities associated with the Wake Transit Vision Plan Update process and planning for the Stakeholder's Open-House event, scheduled for November 5th.

The PE&C Chair, Bonnie Parker, has made a targeted effort to help promote Wake Transit-related events and activities going on across the region. For example, she has set out fliers at CAMPO and made event announcements during the October TPAC meeting that included the Raleigh October and November series of

Bus Rapid Transit-related public events, Fuquay-Varina Microtransit Study kick off public meeting, Apex's release of draft recommendations for its local circulator, and the Garner Transit Study kick off.

IX. Other Business – (*Information Item, TPAC Chair – 5 minutes*)

- a. New Business
- b. TPAC Administration Update
 - a. We welcomed Evan Koff as the new Wake Transit Planner and newest member of the Wake Transit team at CAMPO.
- c. TPAC Member Discussion
- d. Next Steps

X. Adjourn

The next TPAC Meeting is scheduled for November 13th, 2019.

MOTION: To adjourn the November 13, 2019 regular meeting of the TPAC. Made by Bret Martin. Second by Shelby Powell. Passed Unanimously.

Upcoming TPAC Agenda Items

- Wake Transit Vision Plan Update
- Bus Rapid Transit Program Update
- Commuter Rail Alternatives Analysis Update