

Attachment B

WAKE COUNTY TRANSIT PLAN

Transit Planning Advisory Committee

Minutes of the TPAC Regular Meeting • November 11, 2019

Meeting Attendance

Voting Members

Town of Apex	Shannon Cox	Town of Garner	Gaby Lontos-Lawlor
CAMPO	Shelby Powell	Town of Morrisville	Ben Howell
Wake County	Nicole Kreiser	GoTriangle	Erik Landfried
Wake County	Tim Gardiner	Town of Fuquay-Varina	Mark Mathews
Town of Zebulon	Michael Clark	Town of Wake Forest	Chip Russell

Voting Alternates

CAMPO	Bret Martin	GoTriangle	Steven Schlossberg
Town of Cary	Christine Sondej	City of Raleigh	David Walker
Town of Cary	Kevin Wyrauch	City of Raleigh	Eric Lamb
Town of Holly Springs	Dirk Siebenbrodt		

Other Alternates

Town of Apex	Jenna Shouse	CAMPO	Bonnie Parker
GoTriangle	Mike Charbonneau	Town of Morrisville	Dylan Bruchhaus
City of Raleigh	Het Patel	City of Raleigh	Mila Vega
Town of Fuquay-Varina	Akul Nishawala	Town of Wake Forest	Jonathan Jacobs (Ph)

General Attendees

TPAC Administrator	Stephanie Plancich	GoTriangle	Shelly Blake Curran
CAMPO	Evan Koff	HNTB	Mark Huffer
Wake Up Wake County/RTA	Nathan Spencer	HNTB	John Hurnbeck
GoTriangle	Will Allen	GoTriangle	Andrea Neri
GoTriangle	Juan Carlos Erickson	GoTriangle	Jenny Green (Ph)
GoTriangle	Liz Raskopf	GoTriangle	Kaitlin Hughes
RK&K	Tom Tallman	STV	Patrick Livingston
HDR	Bill Gilmore	STV	Anne Redmond
HDR	Chris Nyberg	Kimley-Horn	Betty White
Wake County	Anita Davis	WSP	Greg Saur
City of Raleigh	Shavon Tucker		

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 as several attendees including Shannon Cox, the TPAC Chair, arrived a few minutes late due to traffic crashes.

II. Adjustments to the Agenda

Two adjustments to the agenda were made:

1. Consideration to approve the October 9th, 2019 minutes was moved to occur at the December 11th regular TPAC meeting.
2. The Bus Rapid Transit presentation will now include information on the Equitable Development Around Transit program instead of it being a stand-alone agenda item.

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

IV. **Wake Transit Vision Plan Update – Status Report**

(Information Item: Bret Martin and Stephanie Plancich, CAMPO Staff, 15 minutes)

TPAC attendees were first reminded of the four primary reasons for the Wake Transit Plan update and that a core outcome of the update process will be the addition of three years to the planning horizon, from 2027 to 2030. The technical team and consultant staff are currently engaged in the activities required to refine the costs and schedule of major capital projects in the original Plan and to assess the transit market across the county. The data resulting from these efforts will define the financial capacity of the Plan in the three added years and will directly inform the “Choices and Tradeoffs” development process. Choices and tradeoffs development and the following stakeholder and public engagement is scheduled to occur in early 2020.

It was pointed out that the schedule to receive cost results for the commuter rail corridor currently under study is impacting the Plan Update schedule. Refined cost and schedule data for the commuter rail corridor should be released within the next few months, so by shifting our planning process out a bit, it is expected that we will be able to capture the most current cost and schedule information to include in the financial model.

In addition to the technical update, Stephanie provided a recap of the Stakeholder’s Open-House event by summarizing some of the feedback received from the attendees. Requests of TPAC members for event information have been received by staff, and efforts are being made to provide copies of materials from the event on the Plan Update webpage on the GoForward website, <http://goforwardnc.org/home/wake-transit-plan-2020-update/>, in the next week or so.

Requested Action: Receive as Information

V. **Structured Review Process for Project Activity and Expenditure Monitoring**

(Discussion/Action Item: Bret Martin, CAMPO Staff, 20 minutes) – Attachment B

During discussion, Bret informed the TPAC that the Budget & Finance Subcommittee worked for the past few months to develop the draft “Structured Review Process for Project Activity and Expenditure Monitoring.” Copies were printed for the meeting and provided electronically with the meeting agenda. At their October meetings, both the Budget & Finance (B&F) and Planning and Prioritization (P&P) Subcommittees voted unanimously to recommend that the TPAC endorse the framework as drafted.

The TPAC was reminded that earlier this year, it endorsed a policy drafted by the P&P that provides a formal review structure to assess project progress based on information/data from reporting deliverables. The policy presented today marries this concept with the financial aspects of Wake Transit investments and will provide a mechanism for addressing challenges like project inactivity and schedule slippage as we move further into heavy capital investment years.

Key components of the process are that it:

- Brings the financial aspects of project implementation into the annual review process
- Establishes a joint review structure between B&F and P&P every September
- Expands the stoplight color coding system to a broader five (5)-color (Purple, Red, Orange, Yellow, Green) project performance categorization system
- Establishes triggers where further discussion between the two subcommittees and the respective project sponsors will be required to better understand project status, its ability to meet anticipated timelines and budget, and to help find solutions
- Correlates directly with other existing review processes
- Will be concluded in time to incorporate results into the Annual Work Plan development process

Five Color Project Performance Color Categorization System

Color	Definition
Purple	No project activity to date and no activity is anticipated
Red	No project activity to date, but the project sponsor still intends to deliver the project
Orange	Project is behind, and not on target to meet the timeline originally programmed in the Work Plan
Yellow	Project is behind, but on target to meet the timeline originally programmed in the Work Plan
Green	Project is on schedule, on target to meet the timeline originally programmed in the Work Plan, or project is complete.

Mark Mathews requested clarification from Mr. Martin on whether the language “originally programmed in the Work Plan” means the cost and schedule originally adopted or the cost and schedule as may be amended in the Work Plan after its original adoption. Mr. Martin responded that it would be based on the most recently adopted Work Plan, which could be an amended Work Plan.

Nicole Kreiser thanked the B&F Subcommittee members for their work to develop a review process that works well within the greater Wake Transit implementation framework and that meets the transparency expectations of the community.

MOTION: To endorse the “Structured Review Process for Project Activity and Expenditure Monitoring” as presented. Made by Nicole Kreiser. Second by Mark Mathews. Passed Unanimously.

VI. Greater Triangle Commuter Rail Alternatives Analysis Update

(Information Item: Shelley Blake Curran, GoTriangle Staff, 10 minutes)

This presentation reiterated elements of the Commuter Rail study that have previously been shared with the TPAC including the expansion of the potential corridor from Durham/Garner to Mebane/Selma, that current rail infrastructure is designed to meet the needs of current usage, so new and expanded service will require additional track and other improvements. The study is a feasibility evaluation for various operating scenarios that is expected to produce cost, ridership, and project risk information.

The study is still on track to be completed toward the end of the year, with presentations of findings to impacted governing boards in January and February. The data released with the study will provide decision makers the information needed to determine if “there is a project the partners feel comfortable moving forward to the next phase of development.”

Requested Action: Receive as Information

VII. Wake Bus Rapid Transit (BRT) Program Update

(Information Item: Mila Vega and Het Patel, City of Raleigh Staff, 20 minutes)

City of Raleigh staff provided a broad-spectrum Wake Bus Rapid Transit (Wake BRT) program update that included an overview of progress and next steps for Equitable Development Around Transit (EDAT) work and a status update on all four planned BRT corridors. Presentation highlights included:

New Bern Ave: The ratings application was submitted in August. To date, design is approximately 10% complete. Over 70 people attended the October public meeting. The New Bern BRT public opinion survey is online and will be active until 12/3/2019. Service is expected to begin in 2023.

Western Corridor: The public meeting showing alternative alignments was last night and had over 150 attendees. This project has two distinct components: transportation and land-use. Project development is expected to begin in early 2020

Southern Corridor: Project development is expected to start in early 2020. Current route alternatives run from downtown Raleigh to Garner Station on Fayetteville Road.

Northern Corridor: Project development is estimated to begin in Fall of 2020. There are currently two route alternatives serving Capital Blvd terminating at Crabtree Blvd. More information about this BRT option will be brought later in the year.

EDAT Update: The EDAT program is designed to provide information back to the planning team on how best the City of Raleigh can maximize its investment in transit. This includes, but is not limited to, land-use planning along BRT corridors. EDAT staff held two workshops in October to gather public input on "Affordability & Equity" and "Growth around Transit". Information from both will be used as planning efforts continue.

Master Design Approach: Het provided an overview of a Master Design Approach and how the Master Design Team and potential on-call staff would be used to support all BRT program elements through final design and into implementation.

Bonnie Parker asked when the Public Engagement Plans for the Western and Southern Corridors will be drafted and brought to the Public Engagement and Communications Subcommittee (PE&C) since they have a launch timeline of only a couple of months away. WSP and City of Raleigh staff acknowledged the requirement to bring them to PE&C for review and stated that they will bring the draft plans to the Subcommittee for discussion early in the new year.

TPAC members discussed the need for the concurrence process to also be undertaken for the BRT corridors and expressed concern that the timeline is tight for that to be done as well. Raleigh staff will discuss with CAMPO staff the schedule to ensure concurrence requirements for both corridors will be met.

Requested Action: Receive as Information

VIII. Fare Working Group Progress Update

(Information Item: Nicole Kreiser, Wake County, 15 minutes)

Nicole explained that a multi-jurisdictional desire to offer reduced or no-cost transit fares to youth populations sparked the initial creation of the Fare Working Group. Those conversations led to the creation of the Youth GoPass. Since then, the group has taken on several other fare-related tasks, all with the intention of operationalizing fare-related projects in the Work Plan. In other words, the Fare Working Group is responsible for figuring out the methodology and procedures needed to bring fare-related concepts included in the Wake Transit Plan, Bus Plan, Annual Work Plan and other documents into reality.

Other topics currently being discussed include mobile ticketing options, fare capping strategies, and other GoPass programs. The group is also involved in assessing federal and local cost and revenue estimates to ensure that our model assumptions are as accurate as possible as we work to update the Wake Transit Plan and draft the FY21 Annual Work Plan.

Requested Action: Receive as Information

IX. Subcommittee Chair Reports

Planning & Prioritization (P&P): (Chair: Bret Martin) The subcommittee is in the thick of FY21 Work Plan development. The FY 21 funding request deadline was October 18th. The initial review meeting to discuss the requests with project sponsors has been completed, and the information has now been sent to tax district staff so that initial forecasting can be completed and updated financial modeling can get underway.

A joint review, including the financial model, is set for December 5th with the Budget & Finance Subcommittee, with a draft FY21 Work Plan expected to be provided to the TPAC in January.

Budget & Finance (B&F): (Chair: Nicole Kreiser) B&F met on 11/7 and discussed Federal assumptions in depth. Providers were asked to submit their fare revenue numbers back as soon as possible. At its next regular meeting on 11/27, the subcommittee will again look at the existing Federal assumptions and cost curves, review the data submitted by the local providers and discuss how best to utilize local funding. The subcommittee is meeting tomorrow, 11/14, in a joint meeting with P&P and PE&C to discuss the draft FY2019 Annual Report being produced by GoTriangle.

Process: (Chair: Tim Gardiner) Regular meetings are still on hold. The subcommittee will likely hold a December or January meeting to discuss work tasks moving forward, check-in on the progress of the small area agreements currently being piloted, and to review the Lead Agency guidelines when completed.

Public Engagement & Communications (PE&C): (Chair: Bonnie Parker) PE&C members participated in the Vision Plan Update outreach meetings in October and November and will participate in tomorrow's joint meeting for the FY19 Annual Report presentation and discussion. Regular meetings will resume in December. Invitations to members will be sent out soon.

X. Other Business

- a. New/Old Business – None
- b. TPAC Member Discussion

A new Community Funding Area (CFA) Work Group was created to address specific concerns that have arisen with regard to the required provision of complementary Americans with Disabilities Act (ADA) services for fixed route service. This issue could affect multiple CFA-eligible municipalities, but it has come to focus for Apex, which is furthest in its planning process.

The Work Group held its first meeting, and a second is scheduled for November 21st.

The Mobility Coordination Committee (MCC) is also moving steadily forward. Born from the Locally Coordinated Human Services Plan, one major component of its work task list is assessing ADA gaps, needs and opportunities for streamlining services across the region.

The MCC meets quarterly with three subcommittee meetings monthly. One of those groups is focused on the ADA priorities outlined in the regional plan. Many TPAC members sit on one or more of the MCC subcommittees, and it was noted that there is clear opportunity for the CFA and MCC conversations to merge and support each other moving forward.

- c. Next Steps - None

XI. Adjourn

The next TPAC Meeting is scheduled for December 11, 2019

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

Upcoming Items for future TPAC Meetings

- Steve Schlossberg informed the members that WSP will be presenting the results of the Regional Technology Study at the December TPAC meeting
- GoTriangle staff will present the FY2019 Wake Transit Annual Report at the December meeting
- A RUS Bus implementation update will be provided in December or in early 2020
- Draft FY21 Annual Work Plan Discussion – January 2020