

Attachment A

WAKE COUNTY TRANSIT PLAN

Transit Planning Advisory Committee

TPAC Regular Meeting Minutes • January 15, 2020

Meeting Attendance

Voting Members

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

Voting Alternates

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

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

Other Alternates

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

General Attendees

TPAC Administrator	Stephanie Plancich	City of Raleigh	Shavon Tucker (phone)
CAMPO	Evan Koff	GoRaleigh	Meghan Finnegan
GoTriangle	Andy Willard	HNTB	Mark Huffer
GoTriangle	Jay Heikes	STV for GoTriangle	Monica Barrow
GoTriangle	Suzanne Clyburn	GoTriangle	Liz Raskopf
GoTriangle & CAMPO Boards	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- Attachment A

Stephanie Plancich, 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 Kelly 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 2nd 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 3rd week, the April meeting will take place in the 4th 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 schedule 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 2nd 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 Kelly Blazey. Passed Unanimously.

VII. TPAC Weighted Voting Structure Update- Attachment B

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 its consideration.

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

IX. Subcommittee Work Task Lists- Attachment C

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 2nd 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 agenda 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 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 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 shown to be a viable scenario, but study assumptions suggest that 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. The project must receive federal participation to be viable moving forward.

Member discussion of the study results led directly to questions about next steps; more specifically those activities 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 engagement planning, railroad coordination, additional modeling, preliminary engineering for high risk areas, and a deeper dive into the feasibility of the higher scoring scenarios, but ultimately a detailed scope for 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 3rd Quarter Amendment Requests - Attachment E

Bret Martin facilitated the discussion for considering six (6) FY20 3rd 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 2nd, 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 rolled-up 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 for each individual project.

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

In response to public feedback, GoRaleigh is requesting to initiate a bidirectional service pattern 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 voted to include a condition on the recommendation of this amendment request. In short, no amount of the requested \$6 million-dollar investment in "Early Project Development Activities" 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 3rd quarter amendment requests for the I-540 Bus On Shoulder 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 12th meeting. The TPAC requests the following to make an informed decision on the amendment request:

- Receive CAMPO, DCHC MPO and County Board feedback from the preliminary results presentations still to be held with them;
- What activities will be completed utilizing the Wake Transit funds already allocated and yet unspent for the study process;
- Clarification on what the \$6 million in additional funds will cover, including deliverables and timelines where possible;
- Would like to be included in the MOU development process as noted in Agenda item X; and
- Would like to see the timeline for MOU development and execution.

XII. FY 2021 Draft Wake Transit Work Plan - 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 projects, including cost changes of note for the CRT and BRT projects. He clarified the reason for schedule changes to bus services delays 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 29th. 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. GoTriangle also has plans to conduct online engagement to reach additional community members with the opportunity to participate in the draft work plan review process. She noted that print materials will be posted on the GoForward website, which will be 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 Kelly Blazey. Second by Erik Landfried. Passed Unanimously.

XIII. Subcommittee Chair Reports

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

Next regular meeting is January 16th. The main agenda item is to 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 28th, 1:30-3:30pm. Similarly, the agenda will focus on next steps in accomplishing its Work Task List.

Process: (Chair: Tim Gardiner)

Process will meet immediately after the P&P meeting, from 3:30-4:30pm on the 28th, 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): (Chair: Bonnie Parker) The PE&C Subcommittee is scheduled to meet on January 23rd. The agenda includes electing new leadership, drafting a February-July Work Task List and finalizing the Lead Agency Operating Guidelines for PE&C related tasks.

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, its 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 occur 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 its March/April meeting.

XV. Adjourn

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

MOTION To adjourn the January 15, 2019 regular meeting of the TPAC. Made by Bret Martin. Second by David Eatman. Passed Unanimously.