

WAKE COUNTY TRANSIT PLAN

Transit Planning Advisory Committee

TPAC Regular Meeting • April 22, 2020 • 9:30am-11:45am

WebEx Meeting Information:

Meeting link: <https://cormp.webex.com/cormp/j.php?MTID=m2d18a18cd5a0997c485177c166f1da2b>

Password: MEET

Meeting #/Code: 470 217 574

Call in Number: 1-650-479-3208

*If you need any assistance or support to participate in this or any other scheduled TPAC meeting, please contact stephanie.plancich@campo-nc.us at least 2 business days in advance of the event.

AGENDA

- I. **Welcome and Introductions** (*Shannon Cox, TPAC Chair*)
- II. **Adjustments to the Agenda** (*Shannon Cox, TPAC Chair*)
- III. **General Public or Agency Comment** (*Shannon Cox, TPAC Chair*)

Submit any questions or comments in writing to bret.martin@campo-nc.us. Comment collection ends at 9:00am on April 22nd, 30 minutes before the start of the meeting. Submitted comments will be summarized and read into the meeting minutes for consideration. Full emailed comments will be attached to the minutes.

- IV. **Meeting Minutes**
(*Action Item: Stephanie Plancich, TPAC Administrator, 5 minutes*) **Attachment A**

Requested Action: Consider approval of the March 11, 2020 TPAC meeting minutes.

- V. **FY20 Wake Transit Work Plan 4th Quarter Amendment Requests**
(*Action Item: Bret Martin, CAMPO, 10 minutes*) **Attachment B**

One (1) FY20 Wake Transit Work Plan amendment request has been submitted by the Town of Cary, in cooperation with the Town of Holly Springs, for the 4th quarter of the fiscal year. The amendment request falls into the Minor Amendment category. Per the Wake Transit Work Plan Amendment Policy, the Budget & Finance Subcommittee is tasked with developing for TPAC consideration a financial disposition for amendment requests falling into the Minor Amendment category. The Budget and Finance Subcommittee unanimously rendered a financial disposition for the amendment request at its April 2nd meeting (jointly held with the Planning & Prioritization Subcommittee) with a finding that there are no financial impacts associated with the request. The amendment request was released for public comment between March 20, 2020, and April 3, 2020. No public comments were received in response to the amendment request.

The requested amendment changes the project sponsor for Project TC002-W (New Holly Springs Park-and-Ride and Bus Stop Improvements) from the Town of Cary to the Town of Holly Springs. The request does not

involve any changes or impacts to the original project scope. Documentation for the amendment request is included as **Attachment B**.

Requested Action: Consider recommending approval of the FY20 Wake Transit Work Plan 4th Quarter amendment request to the Wake Transit governing boards.

VI. Presentation of 2020 TPAC Lead Agency Operating Guidelines
(Informational Item: Stephanie Plancich, TPAC Administrator, 10 minutes) **Attachment C**

In February and March of 2018, the TPAC and Wake Transit governing boards revisited the lead agency assignments associated with the TPAC responsibilities detailed in the Wake Transit Interlocal Governance Agreement (ILA). An important outcome of the TPAC's reevaluation was identification of the need to produce a stand-alone, administratively maintained document that includes information on what, when, and how lead agencies will accomplish their assigned tasks. The TPAC then directed that the process to develop the operating guidelines be cooperative to ensure that TPAC and lead agency expectations for assigned tasks are aligned.

The development process for the 2020 Wake Transit Lead Agency Operating Guidelines is complete. Included in the attached Lead Agency Operating Guidelines packet (**Attachment C**) are worksheets detailing the various tasks managed or executed by the two current lead agencies, GoTriangle and CAMPO. It also contains the process that will be followed to update and maintain the Guidelines moving forward. Final review of the packet was conducted by the Process Subcommittee at its March meeting. A downloadable copy is posted to the TPAC Document Library on the CAMPO website.

VII. COVID 19 Impact on the PE&C Lead Agency Assignments
(Informational Item: Stephanie Plancich, CAMPO and Juan Carlos, GoTriangle, 10 minutes)

Leading up to TPAC subcommittee finalization of the 2020 Lead Agency Operating Guidelines, a robust workshoping process was undertaken by TPAC, CAMPO and GoTriangle staff. The tasks assigned to the Public Engagement & Communications Lead Agency were clarified and fully defined. To execute all of the deliverables listed on the four PE&C related worksheets, GoTriangle has submitted an FY21 Work Plan request for 2 additional FTEs.

Due to the potential impacts of COVID 19 on future Wake Transit revenues, the FY21 Work Plan being presented from the joint subcommittees places most new investments, including these two requested FTEs, into a new "unbudgeted reserve" section of the plan. In response to this situation, GoTriangle staff has worked with partners to review their assigned lead agency responsibilities and is presenting to the TPAC a path forward that can be met within their current staffing levels.

Requested Action: Receive as Information

VIII. FY21 Recommended Wake Transit Work Plan
(Action Item: Bret Martin, CAMPO and Steven Schlossberg, GoTriangle, 45 minutes) **Attachment D**

The Draft FY 2021 Wake Transit Work Plan was released by the TPAC on January 15th and subsequently by GoTriangle for a 30-day public comment period running from January 30th through February 29th. GoTriangle staff and staff from TPAC member organizations also participated in a number of events throughout the county to drive public review of and solicitation of input on the draft Work Plan. In early March, FY 2021 Work Plan project sponsors considered public comments that were received during the comment period and worked to refine cost estimates and scope details for FY 2021 requests. In mid-March and early April, the Budget & Finance and Planning & Prioritization Subcommittees held two joint meetings to review revenue and expenditure assumptions, discuss project scope details, and to determine whether assumed expenses for FY 2021 and future year projects could be accommodated by changing financial assumptions as a result of the COVID-19 pandemic.

After reviewing a number of potential revisions to revenue assumptions for FY 21 and future years, as well as the collection of expenditures tied to funding requests for FY 21, it was

determined by the subcommittees that there is too much uncertainty regarding sales tax collections during the period impacted by the pandemic, and on assumed collections for FY 21 and future years, to move forward with a defined revenue assumption for FY 21 at this time. Consequently, the subcommittees recommended funding a small number of the requests by applying a strict set of criteria for determining which projects to fund beginning in July of 2020 versus those that would be listed in an unbudgeted reserve queue and revisited for funding in the second quarter of FY 21 when sales tax collection data for the period directly impacted by the pandemic can be acquired. The assumed total revenue for FY 21, as reflected in the attached TPAC review draft of the FY 21 Recommended Wake Transit Work Plan, is set at an amount minimally sufficient to cover the projects that were recommended for funding authorization beginning on July 1, 2020.

The TPAC review draft of the FY 2021 Recommended Wake Transit Work Plan is provided as **Attachment D**. CAMPO and GoTriangle staff will provide an overview of the draft of the FY 2021 Recommended Wake Transit Work Plan at the TPAC's April 22nd meeting. Because this annual work plan looks very different from work plans for previous fiscal years, the attached TPAC review draft was distributed for TPAC review on April 10th with a request to receive any questions, comments, or other feedback by April 17th. CAMPO and GoTriangle staff subsequently received a number of comments and questions in response to the review draft and will discuss these and any modifications resulting from them at the TPAC's April 22nd meeting.

Requested Action: Consider recommending approval of the FY 2021 Wake Transit Work Plan to the Wake Transit governing boards.

IX. Public Engagement Update for Recommended FY21 Work Plan
(Informational Item: Liz Raskopf, GoTriangle, 5 minutes)

As part of its lead agency responsibilities, GoTriangle manages the public engagement process for the annual work plan. The draft plan was made public from January 29th to February 29th. Due to the changes being made between the original draft FY21 Work Plan and the recommended version presented to the TPAC on April 22nd, it is understood that outreach efforts will need to be bolstered during the second 30-day public comment period planned for May 15th to June 14th. GoTriangle staff will work with the PE&C Subcommittee to create a strategy and the TPAC will receive a presentation of the plan at its May 13th regular meeting.

*1st Subcommittee meeting to discuss the FY21 Work Plan engagement strategy is 1-3:00pm, 4/23/20.

Requested Action: Receive as Information

X. FY 2020 Wake Transit Work Plan Project Agreement Groupings and Reporting Deliverables
(Action Item: Steven Schlossberg, GoTriangle – 15 minutes) **Attachment E**

For the TPAC's consideration of recommendation to the Wake Transit governing boards, GoTriangle staff will present the grouping of agreements for projects included in the FY 21 Recommended Wake Transit Work Plan. GoTriangle staff will also review the project reporting deliverables for each category of project covered by the agreements.

Requested Action: Consider recommending approval of the of the FY 2021 Wake Transit Work Plan project agreement groupings and reporting deliverables to the Wake Transit governing boards.

XI. Update on Federal Coronavirus Relief Legislation/Funding (CARES Act)
(Informational Item: Bret Martin, CAMPO – 10 minutes)

CAMPO staff will provide a brief overview/update on federal Coronavirus relief legislation and funding that was signed into law on March 27, 2020, and its impact on transit in Wake County.

Requested Action: Receive as information

XII. Informational Reports

a. Subcommittee Reports

Subcommittee	Budget & Finance	Planning & Prioritization	Public Engagement & Communications	Process
Chair	Steven Schlossberg GoTriangle	Bret Martin CAMPO	TBD	Tim Gardiner Wake County
Vice Chair	Nicole Kreiser Wake County	David Walker Raleigh	Andrea Epstein Raleigh	Ben Howell Morrisville
Next Meeting	5/7	4/27	4/23	4/24
Time	9-11:30am	9-11:30am	1:00-3:00pm	9:30-11:30am

b. Fare Work Group Update

XIII. Adjourn

The next TPAC meeting is scheduled for May 13, 2020.