

# WAKE COUNTY TRANSIT PLAN

## Transit Planning Advisory Committee

TPAC Regular Meeting via WebEx • May 13, 2020

### MEETING MINUTES

#### I. **Welcome and Introductions** (*Shannon Cox, TPAC Chair*)

Shannon Cox welcomed attendees to the second virtual TPAC meeting. She provided a logistics overview and informed the members of new meeting requirements released from the General Assembly which require a roll call vote for TPAC action items. To streamline this new voting process, Shannon asked if any members had any objections to conducting one roll call vote that would capture member responses for both of the action items on today's agenda. No one expressed an objection.

To capture accurate attendance and prepare for the roll call vote, Shannon read through the onscreen attendee list and requested call in members to identify themselves, while Stephanie Plancich, TPAC administrator, captured the responses on a master roster.

There were three new TPAC members participating in today's meeting. Chuck Lattuca, the newly hired President/CEO of GoTriangle, Courtney Tanner is the new primary TPAC member for the Town of Wake Forest, and Julie Spriggs is the new primary member for the Town of Rolesville.

#### **Voting Members**

<b>Town of Apex</b>	Shannon Cox	<b>Town of Morrisville</b>	Ben Howell
<b>Wake County</b>	Tim Gardiner	<b>Town of Fuquay-Varina</b>	Jim Seymour
<b>Wake County</b>	Nicole Kreiser	<b>CAMPO</b>	Shelby Powell
<b>GoTriangle</b>	Sharon Chavis	<b>GoTriangle</b>	Sandra Freeman
<b>City of Raleigh</b>	David Eatman	<b>City of Rolesville</b>	Julie Spriggs
<b>Town of Wake Forest</b>	Courtney Tanner	<b>Town of Garner</b>	Gaby Lawlor
<b>Town of Knightdale</b>	Jason Brown		

#### **Voting Alternates**

<b>Town of Cary</b>	Kevin Wyrach	<b>Town of Holly Springs</b>	Dirk Siebenbrodt
<b>Town of Cary</b>	Christine Sondej	<b>CAMPO</b>	Bret Martin
<b>City of Raleigh</b>	David Walker		

#### **Other Alternates**

<b>GoTriangle</b>	Liz Raskopf	<b>City of Raleigh</b>	Het Patel
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<b>GoTriangle</b>	Steve Schlossberg	<b>City of Raleigh</b>	Mila Vega
<b>Wake County</b>	Tim Maloney	<b>City of Raleigh</b>	Eric Lamb
<b>Town of Apex</b>	Jenna Shouse	<b>City of Raleigh</b>	Andrea Epstein
<b>CAMPO</b>	Bonnie Parker		

**General Attendees**

<b>TPAC Administrator</b>	Stephanie Plancich	<b>GoTriangle</b>	Andrea Neri
<b>CAMPO</b>	Evan Koff	<b>GoTriangle</b>	Kim Johnson
<b>NCDOT</b>	Bob Deaton	<b>GoTriangle</b>	Wendy Mallon
<b>City of Raleigh</b>	Kristin Treadway	<b>GoTriangle</b>	Samone Oates-Bullock
<b>City of Raleigh</b>	Ryan Boivin	<b>GoTriangle</b>	Juan Carlos Erickson
<b>City of Raleigh</b>	Meghan Finnegan	<b>HDR Inc.</b>	Bill Gilmore
<b>City of Raleigh</b>	Morgan Simmons	<b>Atkins Global</b>	Adam Howell
<b>Wake Up Wake County</b>	Nathan Spencer	<b>HNTB</b>	Mark Huffer
<b>GoTriangle</b>	Chuck Lattuca		

Note: The TPAC presentation was uploaded to the CAMPO website the morning of the meeting so all attendees had the option to follow along with the discussion as it took place. It is now saved along with the agenda and attachments at: <https://www.campo-nc.us/about-us/committees/wake-county-transit-planning-advisory-committee-tpac/archives>.

II. **Adjustments to the Agenda** - None

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

IV. **Meeting Minutes**

*(Action Item: Stephanie Plancich, TPAC Administrator, 5 minutes)* **Attachment A**

**MOTION** to approve the April 22, 2020 TPAC meeting minutes was made by Bret Martin. Second by Sandra Freeman. No comments. Voting record is below.

V. **TPAC Subcommittee Administrative Updates**

*(Action Item: Stephanie Plancich, TPAC Administrator, 5 minutes)*

Stephanie informed the TPAC members that Mike Charbonneau, the chair initially confirmed for the Public Engagement and Communications (PE&C) Subcommittee took a new position. On 4/23/20, the PE&C members voted unanimously to elect Liz Raskopf from GoTriangle as the new Chair for the remainder of the 2020 term.

**MOTION** to confirm Liz Raskopf as the PE&C Subcommittee Chair for the remainder of the 2020 term was made by Bret Martin. Second by Sandra Freeman. No comments. Voting record is below.

### 5.13.2020 TPAC Member Voting Record

<u>Agency/Org</u>	<u>Role</u>	<u>Name</u>	<u>Action 1: Approval of 4.22.20 TPAC Minutes</u>	<u>Action2: Confirm Liz Raskopf as 2020 PE&amp;C Chair</u>
Apex	Primary	Shannon Cox	y	y
CAMPO	Alternate	Bret Martin	y	y
CAMPO	Primary	Shelby Powell	y	y
Cary	Alternate	Christine Sondej	y	y
Cary	Alternate	Kevin Wyrrauch	y	y
Fuquay-Varina	Primary	Jim Seymour	y	y
Garner	Alternate	Gaby Lawlor	y	y
GoTriangle	Primary	Saundra Freeman	y	y
GoTriangle	Primary	Sharon Chavis	y	y
Holly Springs	Alternate	Dirk Siebenbrodt	y	y
Knightdale	Primary	Jason Brown	y	y
Morrisville	Primary	Ben Howell	y	y
Raleigh	Alternate	David Walker	y	y
Raleigh	Primary	David Eatman	y	y
Rolesville	Primary	Julie Spriggs	y	y
Wake County	Primary	Nicole Kreiser	y	y
Wake County	Primary	Tim Gardiner	y	y
Wake Forest	Primary	Courtney Tanner	y	y

Nicole Kreiser complimented Stephanie on how she incorporated the new voting process regulations into the TPAC meeting process and noted that the roll call process worked smoothly and was well thought out.

**VI. FY21 Wake Transit Work Plan (May-June) Outreach Plan**  
*(Information Item: Liz Raskopf, GoTriangle, 15 minutes) Attachment B*

Attachment B included 11 separate outreach material items made available for TPAC member review and awareness. Liz Raskopf reported that GoTriangle engagement and communications staff worked closely with the PE&C subcommittee to develop and finalize the materials that will be used during the May 15<sup>th</sup>-June 14<sup>th</sup> public comment period.

She walked through a slide presentation that highlighted the goals of the outreach effort, being clear that a key goal is to ensure the public knows that there were changes made to the draft in response to the COVID 19 pandemic, and that the recommended plan being made available for review and comment, starting this Friday, reflects those changes. It was also stated that special effort will be made to connect with organizations, groups and individuals who participated in the draft review process held back in January.

GoTriangle staff will incorporate a voluntary demographic collection process during this outreach effort. Toward the later part of the 30-day comment period, they will review the collected data and determine if additional targeted outreach is needed to better reach specific populations or locations. They are also employing a variety of communication tools and engagement strategies to make the information accessible to the general community.

Key dates from today through the anticipated adoption of the recommended Wake Transit Work Plan include;

5/13/20	TPAC presentation of materials and outreach schedule
5/15/20	30-day public review and comment period kicks off with email blasts, TPAC member outreach, all materials posted online for easy access to be used by public, staff and stakeholders
5/20/20	CAMPO holds a public hearing for the recommended FY21 Wake Transit Work Plan
5/27/20	GoTriangle holds a public hearing for the recommended FY21 Wake Transit Work Plan
6/17/20	CAMPO Executive Board votes on adoption of the FY21 Wake Transit Work Plan
6/24/20	GoTriangle Board of Trustees votes on adoption of the FY21 Wake Transit Work Plan

Additional comments were given by Shannon and Nicole. They commended GoTriangle for its collaboration with the PE&C Subcommittee and for meeting a quick turn-around timeline. It was also appreciated that feedback from partners was solicited and was reflected in the final versions of the documents. Cooperative process seemed to work well.

Received as information

## **VII. Informational Reports**

### **Subcommittee Report - Attachment C**

A combined monthly report on subcommittee activities was posted for TPAC member review. As part of the meeting discussion, Bret Martin made note that the Planning & Prioritization Subcommittee began discussing the development a new prioritization process that will be employed once revenue data begins to come in later this year. The new FY21 unbudgeted reserve, it will also support the reprogramming assessment for all future years and will coincide with the Wake Transit Plan update process also currently underway. He expects to have a development schedule drafted in the next week or so.

Steve Schlossberg thanked the B&F members for continuing to steadily work on their Work Task despite the shift from in-person to remote meeting platforms.

## **VIII. Adjourn**

The next TPAC meeting is scheduled for June 10, 2020. Shannon adjourned the meeting.