

WAKE COUNTY TRANSIT PLAN

Transit Planning Advisory Committee

TPAC Regular Meeting (Held via WebEx) • April 22, 2020

Meeting Minutes

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

Shannon welcomed all attendees to the first 100% online TPAC meeting. She provided a meeting logistics overview and instructions for attendees. Stephanie Planchich, TPAC administrator, then conducted a roll call.

Voting Members

Town of Apex	Shannon Cox	Town of Morrisville	Ben Howell
Wake County	Tim Gardiner	CAMPO	Chris Lukasina
Wake County	Nicole Kreiser	CAMPO	Shelby Powell
GoTriangle	Sharon Chavis	GoTriangle	Saundra Freeman
Town of Cary	Kelly Blazey	City of Rolesville	Danny Johnson
Town of Wake Forest	Suzette Morales	Town of Garner	Gaby Lawlor
Town of Knightdale	Jason Brown		

Voting Alternates

Town of Cary	Kevin Wyrauch	Town of Holly Springs	Dirk Siebenbrodt
City of Raleigh	Eric Lamb		
City of Raleigh	David Walker		

Other Alternates

GoTriangle	Liz Raskopf	Town of Cary	Tony Wambui
GoTriangle	Steve Schlossberg	City of Raleigh	Het Patel
CAMPO	Bret Martin	City of Raleigh	Mila Vega
CAMPO	Bonnie Parker	City of Raleigh	Andrea Epstein

General Attendees

TPAC Administrator	Stephanie Planchich	CAMPO	Evan Koff
City of Raleigh	Shavon Tucker	GoWake Access	Anita Davis
City of Raleigh	Ryan Boivin	Kimley-Horn	Mary Kate Morookian
City of Raleigh	Meghan Finnegan	HDR Inc.	Bill Gilmore
City of Raleigh	Morgan Simmons	NCDOT	Bob Deaton
City of Raleigh	Jason Hardin	TJCOG	John Hodges-Copple
GoTriangle/CAMPO Boards	Will Allen	Wake Up Wake County	Nathan Spencer
Citizen/Advocate	Don Berryann	HNTB	Mark Huffer
GoTriangle	Shelley Curran	GoTriangle	Samone Oates-Bullock
GoTriangle	Eric Bergstraesser	GoTriangle	Juan Carlos Erickson
GoTriangle	Wendy Mallon	GoTriangle	Burgetta Wheeler
GoTriangle	Kim Johnson	GoTriangle	Suzanne Clyburn
GoTriangle	Meg Scully	GoTriangle	Andy Willard
GoTriangle	Shelly Parker	GoTriangle	Jenny Green

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 agenda at: <https://www.campos-nc.us/about-us/committees/wake-county-transit-planning-advisory-committee-tpac/archives>.

II. Adjustments to the Agenda (*Shannon Cox, TPAC Chair*) - None

III. **General Public or Agency Comment** (*Shannon Cox, TPAC Chair*)

Bret Martin reported receiving one written comment from Wake Up Wake County (Attached at end of these minutes) then turned the floor over to Nathan Spencer to clarify his question. In summary, Nathan asked if there has been planning for or consideration of developing non-fixed route or flexible scheduling for services should social distancing policies or guidance continue for a long period of time into the future or be a recurring tactic imposed on the community. Shannon noted that the concept is something to take into consideration and discuss as we work through the work plan development process and stated that each agency could look at their own services for opportunities. She thanked Nathan for his comment.

IV. **Meeting Minutes**

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

MOTION to approve the March 11, 2020 TPAC meeting minutes was made by Shelby Powell. Second by David Walker. No comments. Passed Unanimously.

V. **FY20 Wake Transit Work Plan 4th Quarter Amendment Requests**

(*Action Item: Bret Martin, CAMPO, 10 minutes*) **Attachment B**

Bret Martin provided an overview of the received FY20 4th quarter Wake Transit Work Plan amendment request. This is a minor amendment request to designate the Town of Holly Springs as the project sponsor for its park & ride and bus stop improvement project (TC002-W). He reported that the Budget and Finance (B&F) Subcommittee unanimously rendered a financial disposition for the amendment request at its April 2nd meeting (jointly held with the Planning & Prioritization [P&P] 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.

MOTION to recommend approval of the FY20 4th Quarter Wake Transit Work Plan amendment request to the Wake Transit governing boards was made by Shelby Powell. Second by Sandra Freeman. Passed Unanimously.

VI. **Presentation of 2020 TPAC Lead Agency Operating Guidelines**

(*Informational Item: Stephanie Plancich, TPAC Administrator, 10 minutes*) **Attachment C**

Stephanie Plancich provided a comprehensive overview of the timeline for development of the 2020 Lead Agency Operating Guidelines, which details the various tasks managed or executed by the two current lead agencies, GoTriangle and CAMPO. The Process Subcommittee finalized the Guidelines at its March meeting including the procedure that will be followed to ensure they stay current. The complete packet has been posted to the TPAC Document Library located on the CAMPO website.

Shannon and Bret both acknowledged the significant amount of time that TPAC members and staff put into developing the templates and getting all of the Lead Agency worksheets completed. Stephanie was thanked for stepping in to lead the development process and for getting the task completed.

Received as information.

VII. **COVID 19 Impact on the PE&C Lead Agency Assignments**

(*Informational Item: Stephanie Plancich, CAMPO and Juan Carlos Erickson, GoTriangle, 10 minutes*)

Stephanie provided more specific detail on how the public engagement- and communications-related lead agency worksheets were created. She reported that a cooperative workshoping process involving CAMPO, TPAC leadership and GoTriangle staff was undertaken to define the Public Engagement and Communications (PE&C) expectations of a lead agency. It was determined that there were four unique roles of the lead agency, so four separate worksheets were drafted and included in the complete Lead Agency Operating Guidelines packet. Those four pages were reviewed and accepted by both the PE&C and Process Subcommittees.

She then explained that GoTriangle had determined that in order to fully execute its lead agency responsibilities, it would need to hire additional staff. Unfortunately, and as discussed in more detail later in the agenda, Wake Transit revenue is expected to be significantly impacted by the COVID-19 pandemic. As a result, most new investments planned for FY21 have been placed on hold. This includes two new PE&C-related full-time equivalent (FTE) staffing requests made by GoTriangle.

In an effort to be proactive, Stephanie worked closely with GoTriangle staff to evaluate what tasks or elements of tasks on the lead agency worksheets are priorities for the next six months and which GoTriangle staff collectively felt could wait until later in the year. She passed the presentation floor to Juan Carlos Erickson to provide details about which tasks GoTriangle feels it is capable of completing with existing staff resources until funding for the new positions is secured. Juan Carlos stated that through the joint and internal evaluation process, GoTriangle will be able to accomplish many, but not all, of the tasks listed on the four worksheets.

Received as Information

VIII. FY21 Recommended Wake Transit Work Plan

(Action Item: Bret Martin, CAMPO and Steven Schlossberg, GoTriangle, 45 minutes) Attachment D

Bret Martin facilitated a comprehensive discussion on the FY21 Recommended Wake Transit Work Plan that included an update on the development schedule, overview of anticipated financial impacts caused by the pandemic, fully explained the changes proposed to the TPAC review draft, provided full explanation of the criteria set for investments that will receive immediate funding, and led a clarifying session on specific implementation elements that had remaining questions to be addressed. Each of these topics are further discussed below.

The recommended FY21 Wake Transit Work Plan as recommended by the TPAC today will undergo a 30-day public comment period from May 15th to June 14th, 2020. The CAMPO Executive Board will consider it for approval on June 17th after a public hearing. The GoTriangle Board of Trustees will consider it on June 24th after a public hearing.

The decision of the Budget and Finance (B&F) and Planning and Prioritization (P&P) Subcommittees to propose a revised work plan that places most new investments into an unbudgeted reserve category is a decision based on caution since we do not know, nor will we know for several months, the actual financial impact of COVID-19 on anticipated Wake Transit revenues. As empirical data become available, the TPAC will begin a process to reassess the reserve projects for later funding and scheduling. It was noted that references to all projects included in the draft Work Plan released in January remain in the plan.

Members asked about the process to fund projects as the data becomes available. Bret clarified that there is an existing project prioritization policy in place for bus service and associated capital projects, but that a revisitation of it, in light of this unprecedented health crisis, would take place over the next couple of months. He also noted that there is no prioritization guidance for bus rapid transit projects and the commuter rail project or between those projects and bus service-related projects, so a strategy for addressing that would likely need to be developed. The intent is to ensure that a project prioritization and program evaluation strategy is ready to be put into action as soon as data become available. A key take-away for the group is that the revenue impacts are not only going to affect FY21 projects. Funding and programming for all future-year projects will need to be reassessed as part of the evaluation process expected to occur this fall.

Due to the current financial uncertainty, strict criteria were set to identify which projects from the draft Work Plan are recommended to move forward on July 1. All recurring investments planned to continue from previous years are recommended for funding, as well as projects that are time-sensitive or that involve time-sensitive external grant sources as part of their funding mechanism. Community Funding Area (CFA) program projects or projects that are otherwise deemed by the TPAC as pressing or have a special need to receive funding immediately instead of later in the fiscal year are also recommended for immediate funding in FY 21.

Steve provided a summary of the revised financial assumptions being modeled for the recommended Work Plan. He shared with the group that extensive discussion had taken place in the subcommittees and with Wake Transit partners to generate financial impact estimates that are consistent with what partner municipalities and organizations are developing. He provided copies of the revised FY21 expenditure and revenue assumptions for review. As presented, just over \$42 million in projects has been recommended for the unbudgeted reserve queue.

Next, Bret addressed a list of outstanding questions and comments.

1. Holly Springs service: Members were reminded that the Holly Springs Express route concept has been modified in a way that better serves the community. Getting transit service to the town remains a top Wake Transit priority before the end of FY21. After several months of discussion amongst project partners, it has been determined that adjustments to GoTriangle's Route 305 could be implemented to better serve town residents than the original Holly Springs Express project concept.

GoTriangle staff advocated for full funding for implementation of the Route 305 extension to Holly Springs and the frequency and span improvements originally included in the FY21 budget of the draft Work Plan. The TPAC agreed to move forward with the Route 305 extension to Holly Springs but chose to place the frequency and span improvements in the unbudgeted reserve section of the recommended Work Plan.

The main reasons for this suggested approach were that the project includes non-critical elements that do not meet the criteria set for selecting which projects get immediate funding and which ones wait. They also noted that there is no ridership demand warranting immediate investment, that other routes included in unbudgeted reserve or other future-year investments may be prioritized higher and that the modified approach accomplishes the immediate program goal. The merit of the project is clear and supported,

2. Caraleigh Service Improvements: One of the routes receiving the most attention during the draft Work Plan public comments period in January-February is GoRaleigh's Route 21 - Caraleigh service. Members of the public, as well as local officials, expressed support for increased capacity or frequency on the route because it is regularly running over capacity. The TPAC commented that the need for these route improvements is growing greater during the COVID-19 situation because more people are needing to access the local shelter, food pantry and other support agencies serviced by the route.

The City of Raleigh proposed to divide the full investment included in the draft Work Plan into two parts. The funding request for July 1 will address weekday frequency improvements needed to meet current demand. The remaining elements to expand weekday and weekend span will wait in reserve for consideration of funding later. The TPAC fully supported the requested partial investment initiating in July, noting that this route is a key factor supporting quality of life for some of the most vulnerable community members.

3. Holly Spring Park & Ride Lease: Bret asked if the park & ride lease was still a needed investment and, if so, should the project sponsor be shifted from the Town of Cary to GoTriangle who will be operating the service connecting Holly Springs.

Town staff noted that location for the park & ride facility has been determined to be on Town property, which would not require a lease. However, the need for funding may still exist if there is a desire to lease at a different location down the road. GoTriangle then agreed to take over the project sponsor responsibilities for the project.

The final element of discussion was about how the Work Plan, once adopted by the governing boards, would be amended throughout the fiscal year. CAMPO agreed that a more relaxed amendment process could be applied for FY21 to be more responsive to emerging needs, available funds, etc. However, CAMPO can only relax aspects of the amendment policy within its administrative purview. Any changes beyond that would require the Wake Transit governing boards to change the adopted amendment policy. Further, some projects will still be required to align with outside schedules, for example, the CAMPO Transportation Improvement Program (TIP) development cycle.

MOTION to recommend approval of the FY2021 Wake Transit Work Plan to the Wake Transit governing boards, with the modifications noted by Mr. Martin and discussed by the TPAC, was made by Nicole Kreiser. Second by Shelby Powell. Passed unanimously.

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

Liz Raskopf informed the TPAC that there will be a more robust effort to ensure that the community is aware that there have been changes to the FY21 Wake Transit Work Plan between the draft and recommended versions. GoTriangle staff will work closely with the PE&C subcommittee to develop the messaging and materials that will be produced for the outreach effort. She noted that the upcoming 30-day

public comment period is planned for May 15th to June 14th. She announced that the first discussion to begin developing the messaging will take place at tomorrow's PE&C meeting, scheduled for 4/23, 1-3:00pm.

Received as Information

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

Steve Schlossberg presented the proposed FY21 project agreement groupings and reporting deliverables for review and discussion. He noted that the format was consistent with previous years, but he and Bret Martin then stated that the reporting deliverables will be evaluated for updates to better align them with scope descriptions and timelines.

MOTION to recommend approval, with potential modifications to project reporting deliverables as noted by Mr. Martin, of the FY21 Wake Transit Work Plan project agreement groupings and reporting deliverables to the Wake Transit governing boards was made by Bret Martin. Second by Kelly Blazey. Passed unanimously.

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

Over \$36 million in CARES Act funding, which is a 280% increase over the Raleigh Urbanized Area's normal Section 5307 funding allocation, has been allocated to Federal Transit Administration (FTA) direct recipients providing transit service in Wake County. The table below was copied from Bret's slides. It shows the funds being allocated to each recipient. He noted that these funds are available at 100% federal share, so no local match is required to utilize them. The funds do not lapse, and they can be used to offset almost any impacts or needs caused by the pandemic. No action of the TPAC is required.

CARES Act Apportionment Sub-Allocation to Recipients

RECIPIENT	TOTAL ALLOCATION
City of Raleigh (includes NCSU allocation)	\$25,367,185
Town of Cary	\$4,584,223
GoTriangle	\$3,125,254
Wake County	\$3,347,971
TOTAL	\$36,424,633

Received as information

XII. Informational Reports

- a. Subcommittee Report - **Attachment F**
- b. Fare Work Group Update- **Attachment G**

No comments received on the written reports provided.

XIII. Adjourn

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

Public Comment Received for 4.22.20 TPAC Meeting

From: Nathan Spencer <nathan@wakeupwakecounty.org>
Sent: Wednesday, April 22, 2020 8:43 AM
To: Martin, Bret <Bret.Martin@campo-nc.us>
Subject: TPAC Public Comment: 4/22/2020

Good morning Bret,

If social distancing is something we need to contend with either regularly or on an ongoing basis for the next couple years, is there a plan to support a non-fixed or flex system for major routes throughout the region?

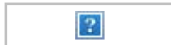
Nathan

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