

WAKE COUNTY TRANSIT PLAN

Transit Planning Advisory Committee

TPAC Regular Meeting via WebEx • June 10, 2020

MEETING MINUTES

I. Welcome and Introductions

Shannon Cox, TPAC Chair, welcomed attendees to the 3rd virtual TPAC meeting and provided logistics and meeting overview information to the participants. Attendees include:

Voting Members

Town of Apex	Shannon Cox	Town of Morrisville	Ben Howell
Wake County	Tim Gardiner	CAMPO	Shelby Powell
Wake County	Nicole Kreiser	GoTriangle	Saundra Freeman
GoTriangle	Sharon Chavis	City of Rolesville	Julie Spriggs
City of Raleigh	David Eatman	Town of Garner	Gaby Lawlor
Town of Wake Forest	Courtney Tanner	Town of Zebulon	Michael Clark
Town of Knightdale	Jason Brown		

Voting Alternates

Town of Cary	Kevin Wyrauch	Town of Holly Springs	Dirk Siebenbrodt
Town of Cary	Christine Sondej	CAMPO	Bret Martin
City of Raleigh	David Walker		

Other Alternates

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

General Attendees

TPAC Administrator	Stephanie Plancich	GoTriangle	Burgetta Wheeler
CAMPO	Evan Koff	GoTriangle	Kim Johnson
NCDOT	Bob Deaton	GoTriangle	Wendy Mallon
City of Raleigh	Shavon Tucker	GoTriangle	Juan Carlos Erickson
City of Raleigh	Ryan Boivin	NCSU	Darcy Downs
City of Raleigh	Meghan Finnegan	HDR Inc.	Bill Gilmore
Wake Up Wake County	Nathan Spencer	JS Lane Company	Scott Lane
Town of Cary	Tony Wambui	HNTB	Mark Huffer

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

II. Adjustments to the Agenda – None

III. General Public or Agency Comment

There were no written public comments submitted. One verbal comment was made during the meeting itself.

Nathan Spencer informed the TPAC that, in light of the local and national discussions on systemic racism, Wake Up Wake County was evaluating opportunities to improve inclusivity of all community members in planning processes across Wake County.

IV. TPAC Administrative Updates

(Information item: Shannon Cox, TPAC Chair, 5 minutes)

1. Shannon provided notice to the TPAC that the July meeting was being shifted from the 8th to the 15th.
2. Next, she informed the group that discussions were beginning to develop a strategy for how the TPAC will transition from 100% virtual TPAC meetings to in-person meetings when it is determined to be safe to do so. Shannon reminded attendees that there has historically been a call-in option for those unable to attend the meetings in person and assured that remote participation options will be continued.
3. Discussion revealed that many local municipalities are actively working to develop reopening guidance. CAMPO is actively developing its own set of standards, but nothing has been finalized yet. As the pandemic situation unfolds, CAMPO will respond accordingly. In-person TPAC meetings will resume when it is safe to do so. Shannon asked that members email her copies of the guidance they are developing at their individual organizations to use as reference materials for the TPAC's planning process.

Requested Action: Receive as information.

V. Schedule and Next Steps for FY21 Wake Transit Work Plan Reevaluation and Update of Wake Transit Plan (Information Item: Bret Martin, CAMPO, 15 minutes) Attachment A

Bret Martin reminded TPAC members that the recommended FY2021 Wake Transit Work Plan released in April reflected the financial uncertainty caused by the COVID 19 pandemic. Sales tax revenue is the core funding source for Wake Transit investments. With many businesses being closed or having just recently reopened and overall sales being down, we expect funding reductions in the latter part of FY20 and in future years. As a result, the Wake Transit financial projections are being updated. This situation is forcing a reassessment of planned investments scheduled to receive funding through FY2027, the end of our current planning period. This reprogrammed multi-year investment strategy is scheduled to be produced for consideration in the 2nd quarter of FY21.

The mix of TPAC planning activities that will take place over the next 6-12 months (FY21 Work Plan reassessment, reprogramming of the multi-year investment strategy, updating the Wake Transit Plan, developing the new FY22 Work Plan and conducting the public outreach to support it all) creates a complex web of interconnected moving parts. CAMPO has developed and disseminated a detailed schedule (**Attachment A**) that shows the interrelatedness of the tasks and the plan for accomplishing the goals of each. The next major planning milestone is finalizing updated financial scenarios and presenting them at a joint meeting planned with the TPAC subcommittees and Vision Plan Update Core Technical Team on June 23rd. At that time, the group will review a range of Wake Transit fiscal constraint projections. Also, at that meeting, CAMPO staff will present an overview of the planned public engagement outreach effort being scheduled this summer.

Bret pointed out that the messaging for the public outreach effort is contingent on the updated financial projections. Just a few months ago, the purpose of the outreach was to inform the community that the Wake Transit Plan's planning horizon was extending from FY27 to FY30, and if there was projected to be excess financial capacity for new investments in those additional three years, the public would be engaged to inform the direction of that investment.

Today, we anticipate that there will be little to no available funding in those three additional years. Instead, we will likely need to use those years to help rebalance the investments already programmed in the Work Plan with the anticipated reduction in funding available in upcoming years. We will have a better understanding of the projected long-term impacts of COVID 19 at the joint meeting later this month. Then, messaging for the public can be drafted and the outreach plan finalized.

Board actions on an amended FY2021 Work Plan including the updated multi-year investment strategy and the adoption of the Wake Transit Plan Update are anticipated to take place in January/February 2021.

Requested Action: Receive as information.

VI. Wake Transit Workgroup Operating Guidelines
(Information Item: Stephanie Plancich, CAMPO, 10 minutes)

Stephanie Plancich gave the TPAC an overview presentation on the development process for the Wake Transit Workgroup Operating Guidelines. The Process Subcommittee and CAMPO staff began drafting the guidelines in April.

The intended benefits of the Workgroup Operating Guidelines are to:

- Provide an easy and quick tracking process for new and existing workgroups
- Increase TPAC member awareness of workgroup activities and purposes
- Improve participation of interested partners in project planning activities

Initial draft reviews and refinement occurred in May. Informational presentations to the TPAC and other subcommittees are occurring during their regular June meetings. The Process Subcommittee is scheduled to conduct a final review and vote to recommend it to the TPAC for endorsement on June 26th.

The TPAC can expect one of the action items on its July agenda to be consideration of the Wake Transit Workgroup Operating Guidelines for endorsement and implementation. Members will also be asked to confirm the dissolution of the Process Subcommittee with the completion of this task.

Requested Action: Receive as information.

VII. Wake Transit Performance Tracker Project Kick-off
(Information Item: Stephanie Plancich, CAMPO, 15 minutes) **Attachments B & C**

Stephanie Plancich then provided a TPAC kick-off presentation for the Wake Transit Performance Tracker. She noted that CAMPO executed a consultant contract with WSP in May to support the development of the tool. The Performance Tracker will have two components. First is an interactive project map that includes detailed information on completed, in-progress and future planned transit investments. Second is a graphically driven dashboard that will show progress toward meeting Wake Transit program-level goals and objectives.

Completion of the project is expected to occur in 11 months. The development phase (phase 1) is underway and will extend through the end of the calendar year. The length of this phase reflects the time needed to complete the Wake Transit Work Plan reassessment and reprogramming activity so that the updated information will be built into the tracker before it enters the community testing phase. Phase 2 is a soft launch/beta testing period scheduled to take place in March 2021. Through April we will review input received and make edits as needed. Full community launch, phase 3, is planned for May 2021.

Stephanie reviewed the purpose, task assignments and planned make-up of the Wake Transit Performance Tracker Core Technical Team (Tracker CTT). This workgroup reflects the diversity of the TPAC partners and individual members are almost equally divided between those who have technical expertise in GIS mapping, service planning, and data management, and those who are specialists in communications, online outreach platforms, designing user experience and marketing. The first Tracker CTT meeting is scheduled for June 30th.

Requested Action: Receive as information.

VIII. Funding for Art & Culture Elements in Wake Transit Capital Projects
(Information Item: Sharon Chavis, GoTriangle, 15 minutes) **Attachments D & E**

In recent years, there has been a significant reduction in funding support for nonfunctional art and landscaping elements included in FTA-funded projects. This change led to a question to the TPAC about whether Wake Transit should provide funding for art and cultural elements in its capital projects.

Sharon Chavis, the GoTriangle staff coordinator of this task, provided a written memo (**Attachment D**) that highlighted the federal policy changes in recent years, summarized how similar areas and systems have created policies for their communities and outlined examples of policy elements that would be considered during our development process. She asked the TPAC to confirm that it still wants to pursue developing this new funding policy in light of the current uncertainty in Wake Transit funding caused by the COVID 19 pandemic.

Members expressed support for continuing to develop the new funding policy noting that the benefits of including art elements and cultural expressions that represent the local community are well documented and if not implemented this year, it can be implemented when the funding situation is better known.

Recommendations from members include:

- Look into policy verbiage options that will prioritize local artists being used for local projects
- Policy should clearly address the match requirements for local municipalities – ex. Requires a 50/50 split
- Include NCDOT policy in peer review process
- Consider how the development community will be engaged and comply with the policy

The Arts & Culture Workgroup will be created to support the development process. Initial members will include representatives from a variety of TPAC member organizations who can help outline a policy structure that will mesh well with existing funding mechanisms and timelines of the Wake Transit Program. Additional members will be engaged as the work to create a draft Wake Transit funding policy moves forward. Additional members may include peer agency staff, local artists and artist representative groups, grant specialists, and others with the expertise needed to develop a well-rounded, functional funding policy and support structure. An example of a support structure element that might be considered is the creation of a Wake Transit art and culture advisory committee that would be used to ensure compliance with the policy, to support project sponsors in the advertising and selection processes, etc.

Sharon noted that the development timeline and task scope will be modified to ensure the task meets TPAC expectations, but the hope is to complete the task and have a draft to the TPAC for consideration in FY21.

Requested Action: Receive as information.

IX. May-June Public Engagement Update for Recommended FY21 Wake Transit Work Plan
(Information Item: Liz Raskopf, GoTriangle, 15 minutes)

Liz Raskopf gave a progress update presentation on the 30-day public comment period for the recommended FY21 Wake Transit Work Plan. The comment period opened on May 15th and ends in 4 days on June 14th. She reviewed the goals of the outreach including inclusivity and employing strategies that will most effectively reach members of the community through virtual methods.

There was not a high level of overall community participation in this effort, but those that did follow the links or visit the plan update pages spent twice as long reviewing the materials posted as in previous outreach efforts. In other words, the quantity of participation was low but the quality of involvement seems to have increased notably.

TPAC members asked if the final summary of outreach activity and comments would be available for the governing boards to review prior to their June meetings. CAMPO meets on June 17th and GoTriangle meets on the 24th. Liz reassured them that a comment summary would be completed and made available for Board consideration.

Requested Action: Receive as information.

X. Informational Reports

a. Subcommittee Report

Budget & Finance (B&F) (Steve Schlossberg, Chair)

B&F will meet on June 18th. Two action items are planned. First is the review and adoption of the draft August-January Work Task List. Second is a methodology to account for changes in service allocations where pre-existing services have been replaced or supplemented by Wake Transit investments.

Discussion will continue on developing a methodology to account for FTA formula apportionment funding generated as a result of Wake Transit funded routes.

The Art & Culture Workgroup is a task of both the Budget & Finance and Planning & Prioritization Subcommittees, but B&F has taken the lead on its development. B&F will support Sharon, the workgroup coordinator, as development of the funding policy moves forward. Committee members will next convene at the Joint meeting scheduled at 2:30pm on June 23rd.

Planning & Prioritization (P&P) (Bret Martin, Chair)

There is an adjusted scheduled for the June 23rd regular meeting of the P&P. The meeting will begin at its usual time of 1:30pm but will end at 2:30pm so members can join the planned joint meeting. The agenda will be full for the hour and will include the review and adoption of the draft August-January Work Task List and a review of the bus service performance metrics through FY20 Q3. Bret noted that Q3 will reflect initial COVID 19 impacts.

Process (Tim Gardiner, Chair)

We will be reviewing and voting to recommend adoption of the Workgroup Operating Guidelines at our June 26th Process Subcommittee meeting. This is the last task of the group and a recommendation to dissolve the subcommittee will also be discussed and is expected to be brought to the TPAC in July.

Public Engagement & Communications (Liz Raskopf, Chair)

The next regular meeting of the PE&C is scheduled on June 25th. The group will review and recommend adoption of the draft August-January Work Task List and will receive informational presentations on the final summary of participation for the recommended FY21 Work Plan, the Workgroup Operating Guidelines and a recap of the Joint meeting discussion.

Liz noted that she and Andrea Epstein, the PE&C Vice Chair, are launching an effort to reach out to the municipalities not currently represented on the PE&C. TPAC members from those communities can expect to hear from them in the next couple of weeks to talk about who may be the right person to join for their agency.

***Joint meeting** for the B&F, P&P and PE&C Subcommittees and the Vision Plan Update Core Technical Team is scheduled from 2:30-4:00pm on Tuesday, June 23rd. The agenda has two parts. Part 1 is the review of revised Wake Transit financial scenarios that reflect COVID 19 impact projections through FY30. Part 2 includes an overview of planned community engagement in support of the FY21 Work Plan Reassessment and reprogramming effort and the Wake Transit Plan Update. Timeline, messaging and the input solicitation concept will be presented for discussion.

XI. Adjourn

Shannon reminded attendees to update their calendars for the next TPAC meeting on July 15, 2020 and adjourned the meeting.