

Attachment A-Revised WAKE COUNTY TRANSIT PLAN

Transit Planning Advisory Committee

Minutes of the TPAC Regular Meeting • August 21, 2019

<u>Agency</u>	<u>Status</u>	<u>Name(s)</u>	<u>Agency</u>	<u>Status</u>	<u>Name(s)</u>
CAMPO	Voting (2)	Shelby Powell, Bret Martin	TPAC Admin	Non-Voting	Stephanie Plancich
GoTriangle	Voting (2)	Erik Landfried, Sandra Freeman	NC DOT	Non-Voting	
Wake Co.	Voting (2)	Nicole Kreiser	GoTriangle	Guest	Katharine Eggleston
Raleigh	Voting (2)	David Eatman, David Walker	CAMPO	Guest	Gretchen Vetter
Cary	Voting (2)	Kelly Blazey, Kevin Wyrach	CAMPO	Guest	Bonnie Parker
Apex	Voting (1)	Shannon Cox (Chair)	GoTriangle	Guest	Steven Schlossberg
Fuquay-Varina	Voting (1)	Akul Nishawala	GoTriangle	Guest	Patrick McDonough
Garner	Voting (1)	Jeff Triesenberg	GoTriangle	Guest	Suzanne Clyburn
Holly Springs	Voting (1)	Dirk Siebenbrodt	GoTriangle	Guest	Andrea Neri
Knightdale	Voting (1)		Raleigh	Guest	Shavon Tucker
Morrisville	Voting (1)	Ben Howell	GoWake	Guest	Hannah Lundy
Rolesville	Voting (1)	Danny Johnson	HNTB	Guest	Mark Huffer
Wake Forest	Voting (1)	Chip Russell	Wake Up/RTA	Guest	Nathan Spencer
Wendell	Voting (1)		Atkins	Guest	Adam Howell
Zebulon	Voting (1)		Raleigh	Guest	Het Patel
NC State U.	Voting (1)				
RTP Foundation	Voting (1)				

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Meeting Attendance

- I. Welcome and Introductions – TPAC Chair, Shannon Cox, welcomed all to the meeting
- II. Adjustments to the Agenda - None
- III. General Public or Agency Comment - None
- IV. Election of TPAC Vice Chair

Nominations were opened for the vacant TPAC Vice Chair position, and Ben Howell was nominated.

MOTION: To accept the nomination of Ben Howell and elect him to serve as the new TPAC Vice Chair. Motion by Chip Russell. Second by Sandra Freeman. Passed Unanimously.

- I. Subcommittee Work Task Lists and Confirmation of Planning & Prioritization Vice Chair

Stephanie Plancich reviewed the guidelines specific to the development of the Subcommittee Work Task Lists with the TPAC members and presented the August-January submissions for review and discussion.

Discussion focused on two of the four drafts resulting in edits to Attachment A.

1. The Process Subcommittee Work Task List, bullet #3, refers to developing a project tracking mechanism. Initial discussion was on the need/purpose of the task and clarified the intent as understood by Subcommittee members. The TPAC determined it is not a needed task for the Subcommittee to undertake. Instead, TPAC members would like to see existing reporting, tracking and scoping processes better incorporate and report on project expectations. An example given was to include scope milestones in the project profile sheets included in the annual Wake Transit Work Plans.
2. A second discussion referred to the Public Engagement & Communications submission. At the time of the TPAC meeting notification and the sharing of the draft Task Lists, the version available for PE&C included

task progress notes. Bonnie, the PE&C chair explained that those notes have been removed and a clean version is available.

MOTION: To approve the August 2019 through January 2020 Subcommittee Work Task Lists, with the removal of bullet point 3 in the Process Subcommittee draft work task list and the inclusion of the final version of the Public Engagement & Communications draft. Motion by Bret Martin. Second by Chip Russell. Passed Unanimously.

At its June meeting, the Planning & Prioritization Subcommittee elected David Walker, from the City of Raleigh, to fill its vacant Vice Chair position.

MOTION: To confirm the election of David Walker as Vice Chair of the Planning & Prioritization Subcommittee. Motion by Nicole Kreiser, Second by Bret Martin. No discussion. Passed Unanimously.

II. Planning and Prioritization Subcommittee-Recommended Structure for Review of Work Plan Project Reporting Deliverables

The Planning and Prioritization Subcommittee was charged with developing a framework for compiling, summarizing, and reviewing reporting deliverables submitted quarterly by Wake Transit Work Plan project sponsors. Bret Martin discussed the intent of the framework and using Attachment B and presentation slides to show TPAC members the structure of the new evaluation process. Specific reporting deliverables and metrics have been adopted to capture the performance of both bus service investments and all other Wake Transit-funded investments. The TPAC was informed that the bus service performance metrics review process has been greatly supported by the efforts of Mathew Frazier, a data analyst with GoTriangle, and that the bus service performance metric review process is currently being piloted within the Planning and Prioritization Subcommittee. A progress update will be brought back to the TPAC in the coming months.

Discussion clarified that this is a new layer of project review, but the actual reporting work is already being conducted so it is just bringing the information forward into a more visible discussion format. Results are meant for TPAC discussion and not a targeted public information outreach effort; however, it was noted that all TPAC deliverables can be requested under the Freedom of Information Act.

It was requested that bullet #3 be adjusted to reflect a joint review of the Annual Work Plan project reporting deliverables with the Budget and Finance Subcommittee. Initial annual review is slated to take place in June and August each year.

MOTION: To endorse the recommended structure for review of Work Plan project reporting deliverables including the revision to bullet #4 as discussed. Motion by Nicole Kreiser. Second by Chip Russell. Passed Unanimously.

III. FY 2021 Work Plan Development Schedule

TPAC members reviewed the FY21 Work Plan Development schedule and how it is interconnected with other major activities of the TPAC throughout FY20. The Work Plan project request process is set to kick off on September 11, and the final FY 2021 Work Plan is scheduled to be considered for adoption in June 2020.

Juan Carlos Erickson informed the TPAC that GoTriangle has set a target to have the outreach and engagement plan drafted by the end of September for the complete Work Plan development process. This will include general dates for public review and comment periods.

Bret Martin provided a reminder to members that the FY20 Work Plan amendment schedule has also been published, and the deadline for the first amendment window is end of day on August 30th.

IV. Community Funding Area (CFA) Program – FY 2021 Kickoff

The FY21 Community Funding Area schedule, including call for projects period and the project selection process, was provided as a handout to the TPAC. During discussion, it was noted that CFA applicants who are also planning to apply for LAPP funds would like to know the results of their LAPP application prior to submitting to the CFA program.

The schedule handed out was updated to move the Call for Projects closing date from December 31st to January 3rd to accommodate this request. The call for projects will now run from Oct. 28 – January 3rd. To apply for CFA program funds, applicant training is required. Bret Martin will conduct an availability poll and announce the training date/time in the next couple of weeks.

As of this TPAC meeting date, estimated funds available for the FY21 CFA call for projects total \$801,364. The estimated cap for any one allocation to a single project sponsor in FY 2021 is \$326,100. It was noted that the available balance and calculation of the 30% cap are based on the compounded total of available funds for FY 2021 and any carryover from previous years. It was also clarified that awards to project sponsors can include a combination of project phases. For example: capital and operations.

V. CAMPO Locally Administered Projects Program (LAPP) – FY 2021 Overview

Gretchen Vetter, CAMPO LAPP Program Manager, provided an overview of the FY21 LAPP development schedule, target modal investment matrix, and training and funding eligibility requirements and discussed the competitive selection process. She clarified that LAPP is a federally funded program with an 80 federal/20 local match requirement and explained that it follows the federal fiscal year, October through September.

Group discussion focused on the opportunity for Wake Transit-funded projects to leverage LAPP funds. To apply for LAPP funds, a half-day applicant training session is required for potential project sponsors. The next training event is 8/22/19 at CAMPO from 9am to noon.

VI. Commuter Rail Alternatives Analysis Update

Katharine Eggleston, GoTriangle Chief Development Officer, provided an update on the current commuter rail study efforts underway. The alternatives analysis process is expected to be completed around the start of the new year. Over the next few months, GoTriangle and other study partners will be contacting local municipality staff to discuss potential impacts in their jurisdictions, hear their priorities and objectives, and gather other planning-related information. No meeting of the corridor stakeholders is planned at this time; instead, the team feels that one on one, targeted conversations will be more effective.

Katharine Eggleston's presentation informed the TPAC of progress on the regional planning process and reiterated that existing infrastructure is not capable of adding a commuter rail service to it, so track alignment, termini, and design costs are all being considered in the Alternatives Analysis process. It was made clear that this study is just the next step in a long process. There are two possible outcomes from the study: (1) There is not a viable project option to move forward, or (2) There is one or more possible options, and the next level of study to evaluate those specific alternatives should be initiated.

A question about concurrence was asked, and it was clarified that the commuter rail project will be subject to the established concurrence process and initial development of the concurrence plan has begun. However, until major components of the project are solidified, the project team doesn't completely know who needs to be involved. For example, initial CRT termini was from Garner to Durham. Current termini being evaluated is from Selma to Mebane, and a viable option could include any segment along that route. The concurrence process and plan will be better defined once the results of the alternatives analysis are complete.

It was also noted that any CRT project is currently modeled to be implemented with a 50/50 federal funding match. This means that any alternative we choose to move forward with must meet additional federal thresholds to qualify for receiving that funding.

VII. Wake Transit Vision Plan Update Schedule and Ongoing TPAC Updates

Bret Martin reviewed the touchpoint breakdown for Wake Transit Vision Plan Update engagement with both the general public and community stakeholders throughout the Vision Plan update process. He recapped the CTT kick-off meeting held on August 2nd and informed the TPAC that the next CTT meeting is scheduled for September 6th.

The relationship of the touchpoints planned with both stakeholders and the public was highlighted as an integrated part of the plan development process. It is hoped that the detailed communications plan will be completed by the end of September, after CAMPO staff meets with the consultant team.

If municipalities and agencies have current or recently completed planning studies to share, please email to Bret Martin. Other plans and relevant documents will be reviewed and incorporated into the Vision Plan update in accordance with scope and schedule.

The TPAC will receive progress updates throughout the development process, and all TPAC members will be included on the Vision Plan Update stakeholder list to receive announcements, notifications and other opportunities for participation.

VIII. Subcommittee Chair Reports

- a. Budget and Finance
 - Actively working to draft a policy/process to identify and address projects that have little or no project activity but have funds encumbered to them. Will bring to TPAC at later date.
- b. Planning and Prioritization
 - Complete pilot implementation of the review of bus service performance metrics
 - Will be reviewing the FY21 Work Plan budget request form
- c. Process
 - Review and recommendation of Lead Agency Operating Guidelines
 - Drafting a universal municipal/small area agreement template
- d. Public Engagement and Communications
 - Developing an outreach and engagement calendar of events, starting with an initial list of planned fall activities through the end of 2019
 - Bonnie reminded TPAC members that they need the attendance of public relations staff, whenever possible, to ensure efficient and effective Subcommittee progress

IX. Other Business

- a. New Business
- b. TPAC Member Discussion
 - TPAC Chair requests that GoTriangle present a survey update to the TPAC at its next regular meeting, currently scheduled for September 11th. GoTriangle is asked to cover these three topics:
 - i. Results of the FY19 Customer Survey
 - ii. Outreach plan and development schedule for the FY20 Customer Survey
 - iii. Update on the FY20 Community Attitudinal Survey materials and schedule
- c. Next Steps

X. Adjourn

MOTION: To adjourn made by Bret Martin. Second by Erik Landfried. No discussion, Passed Unanimously.