

WAKE COUNTY TRANSIT PLAN

Transit Planning Advisory Committee

Regular Meeting

January 22, 2019

CAMPO Administrative Offices, Conference Room A

9:30 AM – 12:00 PM

*NOTICE: If you are not a voting representative of a TPAC member agency, please use seating along the walls behind the table. If you desire to speak on anything that is not part of the agenda, you may do so during **Item III** on the agenda and **MUST** sign in on the General Public or Agency Speaks Out Sign-In Sheet outside the board room. If you desire to speak on anything on the current agenda, you must be recognized by the TPAC Chair or an official TPAC voting member or alternate.*

- I. **Welcome and Introductions** – (Chip Russell, TPAC Chair)
- II. **Adjustments to the Agenda** – (Chip Russell, TPAC Chair)
- III. **General Public or Agency Speaks Out** – (Chip Russell, TPAC Chair – 5 minutes)

Limited to three (3) minutes per speaker. Speakers must sign in to speak before the start of the meeting.

- IV. **Elections of TPAC Chair and Vice Chair** – (Action Item – Adam Howell, TPAC Administrator – 5 minutes)

Requested Action: Nominate and elect a TPAC Chair and Vice Chair to serve for the 2019 calendar year.

- V. **Meeting Minutes/Summary from December 22, 2018 Regular Meeting**
(Discussion/Action Item – Adam Howell, TPAC Administrator; 5 minutes) –
Attachment A

Requested Action: Consider approving the Meeting Minutes/Summary from the November 14, 2018, Regular Meeting.

- VI. **2019 Calendar Year TPAC Meeting Day/Time Selection** (Discussion/Action Item – Adam Howell, TPAC Administrator; 5 minutes)

Based on survey results, TPAC will need to choose from top 3 ranked day/time combinations as the preferred day/time for remaining 2019 TPAC meetings. This does not include any special meetings that may arise for a certain purpose.

Requested Action: Confirm, as a group, remaining 2019 day/time and location for TPAC meetings.

VII. Subcommittee Leadership & Work Task Lists – (Discussion/Action Item – Adam Howell, TPAC Administrator; 10 minutes) – Attachment B

Each subcommittee has held individual elections for each respective leadership position (Chair and Vice Chair). Each subcommittee has also developed draft work task lists that outline proposed work to be completed between February and July of 2019. The TPAC is charged with confirming both the elected leadership personnel and work task lists of each subcommittee.

Requested Action: Consider approving the new Subcommittee Leadership and February-July 2019 Work Task Lists.

VIII. FY 2019 Work Plan 3rd Quarter Amendments – (Discussion/Action Item – Bret Martin, CAMPO Staff, 15 minutes) – Attachment C

Four (4) FY 2019 Wake Transit Work Plan amendment requests were submitted for the 3rd quarter of the fiscal year. Per the Wake Transit Work Plan Amendment Policy, the TPAC Budget & Finance and Planning & Prioritization Subcommittees are tasked with jointly reviewing the quarterly Work Plan draft amendment list and amendment request forms when a Major Amendment request is submitted. The subcommittees consider appropriateness of changes in scope and, if applicable, financial choices and trade-offs associated with proposed amendments, creating a disposition for TPAC consideration. The list of amendment requests, along with the joint subcommittee disposition and voting records are found in Attachment C.

Four (4) amendment requests were submitted:

- Major Amendments:
 - FTE for Commuter Rail Environmental Planner (NEW Project)
 - FTE for Manager of Commuter Rail Design (NEW Project)
 - Multi-Year Bus Service Implementation Plan (TO002-G) and Community Funding Area Program Management Plan (TO002-K)
- Minor Amendments:
 - Sunday Service all Routes, Expanded Paratransit & Holiday Hours for GoCary (TO004-A)

Requested Action: Consider recommending approval of the FY 2019 Wake Transit Work Plan 3rd Quarter Amendments to the Wake Transit governing boards.

IX. FY 2020 Draft Wake Transit Annual Work Plan – (Discussion/Action Item – Bret Martin, CAMPO Staff; Steven Schlossberg, GoTriangle Staff, 20 minutes) – Attachment D

The TPAC and its assigned lead agencies are responsible for the development of all components of annual Wake Transit Work Plans. It includes:

- Annual Operating Budget;
- Multi-Year Capital Improvement Plan (CIP);
- Annual Capital Budget;
- Multi-Year Operating Program;
- Update of the Wake Transit Financial Plan and financial model assumptions;
- Capital Funding Agreements; and
- Operating Agreements

The TPAC is asked to review the work plan document in draft form and consider allowing staff to publish for public review and comment. Staff will then review any public comments

and make potential changes to the draft work plan and present a recommended work plan to the TPAC in the spring of 2019.

Requested Action: Consider releasing the Draft FY 2020 Wake Transit Work Plan for public review and comment.

X. **Wake Transit Concurrence Framework** – (Discussion/Action Item – Bret Martin, CAMPO Staff, 20 minutes) – **Attachment E**

The proposed concurrence framework identifies roles and responsibilities of various organizations that will be invited to participate in verifying compliance of key project-specific decisions with laws, policies, and regulations throughout the implementation of major capital projects funded with Wake Transit Revenues. The concurrence framework identifies potential sequential points at which verification of compliance will be checked by impacted agencies throughout project development and subsequent phases for major capital projects. It also establishes triggers for the applicability of the policy/process to projects, as well as for the inclusion of organizations at specified levels of participation. The concurrence framework provides an opportunity for agencies to make compromise-based decisions at key milestones throughout project development and project implementation and to pledge to abide by said decisions that cumulatively inform later decisions.

Requested Action: Consider recommending approval of the Wake Transit Concurrence Framework to the Wake Transit governing boards.

XI. **Fixed Guideways Major Investment Study – Commuter Rail (CRT) Existing Conditions Report** – (Information/Discussion Item – Patrick McDonough, GoTriangle Staff, 15 minutes) – **Attachment F**

The Commuter Rail Existing Conditions Report summarizes the travel market analysis and existing conditions along the CRT corridor identified in the Wake County Transit Plan. The information in the report provides a baseline that will help define the Purpose and Need for the project and ultimately guide the evaluation and selection of a Locally Preferred Alternative for the corridor.

Requested Action – Receive as Information

XII. **Fixed Guideways Major Investment Study – Commuter Rail (CRT) System Guidelines and Evaluation Framework** - (Information/Discussion Item – Patrick McDonough, GoTriangle Staff, 15 minutes) – **Attachment G**

The Commuter Rail System Guidelines and Evaluation Framework serves to identify the existing and future transportation problems in the Triangle region and provide guidelines for design of the Commuter Rail Transit (CRT) system, including stations and performance targets for operations and how these targets will be evaluated. The deliverables produced in this document are (1) System Transportation Problem Identification, (2) Design Guidelines and Performance Targets, and (3) Evaluation Framework. The document identifies challenges that affect mobility and accessibility, both now and in the future within the CRT corridor defined in the Wake and Durham County Transit Plans. The CRT design guidelines and performance targets were developed following a peer agency review. The review was used to represent different investment strategies and service levels and their applicability to the Wake-Durham CRT corridor. The evaluation framework will be applied to understand relative performance to different scenarios of operating plans and station locations, and their ability to meet the community's goals.

Requested Action: Receive as Information

XIII. 2019 Update of TPAC Bylaws Exhibit A (TPAC Weighted Voting Structure) – (Information Item – Adam Howell, TPAC Administrator, 5 minutes) – Attachment H

In accordance with the TPAC bylaws, the TPAC Administrator updates data used to determine weighted voting assignments based on population information acquired from the North Carolina State Demographer's Office. This information is updated on an annual basis and is presented to the TPAC for review.

Requested Action: Receive as information

XIV. Subcommittee Chair Reports – (Information Item, TPAC Chair – 10 minutes)

- a. Budget and Finance
- b. Planning and Prioritization
- c. Process
- d. Public Engagement and Communications

XV. Other Business – (Information Item, TPAC Chair - 5 minutes)

- a. New Business
- b. TPAC Member Discussion
- c. Next Steps

XVI. Adjourn

Upcoming Items to Note at February Regular TPAC Meeting (Date TBD)*

- MIS: CRT – System Guidelines and Evaluation Framework (Action)
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**Please be advised this list may or may not include all items for information/discussion/action.*