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A COMMUNITY INVESTMENT IN TRANSIT
WAKE COUNTY

Wake Transit Plan

Transit Planning Advisory Committee (TPAC)
Regular Meeting
October 10, 2018 – 9:30 AM – 12:00 PM
Raleigh Municipal Building, Room 305

*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.*

Meeting Minutes/Summary

Voting Members/Alternates Present

Tim Brock, RTP; Shannon Cox, Town of Apex; Chip Russell, Town of Wake Forest; Tim Gardiner, Wake County; David Walker, City of Raleigh; Kelly Blazey, Town of Cary; Saundra Freeman, GoTriangle; Het Patel, Town of Garner; Bret Martin, CAMPO; Nicole Kreiser, Wake County; David Eatman, City of Raleigh; Akul Nishawala, Town of Fuquay-Varina; Kevin Wyrauch, Town of Cary; Shelby Powell, CAMPO; Steven Schlossberg, GoTriangle

Other Alternates Present

Bonnie Parker, CAMPO; Mila Vega, City of Raleigh;

General Attendees

Adam Howell, CAMPO; Mark Huffer, HNTB; Juan Carlos Erickson, GoTriangle; Matthew Cushing, CAMPO; Nathan Spencer, Raleigh Transit Authority; Shavon Tucker, City of Raleigh; Linda Wire, Raleigh Transit Authority; Mary Kate Morookian, GoTriangle; Anita Davis, Wake County; Tyronne Williamson, City of Raleigh

I. Welcome and Introductions – (Chip Russell, TPAC Chair)

Mr. Russell welcomed all to the meeting

II. Adjustments to the Agenda – (Chip Russell, TPAC Chair)

None

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.

None

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IV. **Meeting Summary/Minutes from September 19, 2018 Regular Meeting** - (Action Item - Chip Russell, TPAC Chair – 5 minutes) – **Attachment A**

Motion: Approve the Meeting Summary/Minutes from September 19, 2018 Regular Meeting.

Motion made by: Bret Martin

Second: Nicole Kreiser

Motion passes unanimously

V. **FY 19 Work Plan, 2nd Quarter Amendments** – (Discussion/Action Item – Bret Martin, Chair, CAMPO Staff, 10 minutes) - **Attachment B**

Two (2) FY 2019 Wake Transit Work Plan amendment requests were submitted for the 2nd 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. While a Major Amendment is not being considered by the TPAC at this time, a Major Amendment was originally requested by GoTriangle that triggered the need for a joint subcommittee review meeting. The Major Amendment was withdrawn by GoTriangle on October 2, 2018. The list of amendments submitted, along with the joint subcommittee disposition and voting records are found in **Attachment B**.

Two (2) Amendments were submitted:

- Major Amendment – Youth GoPass Program (TO005-L) – WITHDRAWN BY APPLICANT
- Minor Amendment – Future Fixed Guideway Alternatives Refinement BRT (TC005-A)

Requested Action: Consider recommending approval of the FY 2019 Wake Transit Work Plan, 2nd Quarter Amendment to the Wake Transit governing boards.

Mr. Martin presented an overview of the two amendments submitted and the review process that took place. Mr. Martin did mention that the original major amendment submitted by GoTriangle was withdrawn after being published for public comment and subcommittee review. This amendment is not to be considered for review by the TPAC at this time; only the minor amendment is to be considered for recommendation of approval to the Wake Transit governing boards.

Motion: Recommend approval of the FY 2019 Wake Transit Work Plan 2nd Quarter Amendment to the Wake Transit governing boards, with a modification to the recommended reporting deliverables for the project be worded to suggest that they will be provided for each distinct BRT project implemented by the City of Raleigh through project development.

Motion made by: Nicole Kreiser

Second: Kelly Blazey

Motion passes unanimously

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VI. Community Funding Area Program Management Plan - (Discussion/Action Item – Bret Martin, CAMPO Staff, 25 minutes) – Attachment C

The Community Funding Area (CFA) Program provides all CFA-eligible municipalities and organizations with an opportunity to leverage matching funds for local public transportation planning, operating and/or capital projects. The CFA Program Management Plan Core Technical Team (CTT) and CFA-eligible organizations have met multiple times through CTT meetings and special work sessions to develop the program management plan that will govern the CFA program, as well as to lay out expectations for how the program should serve them throughout Wake Transit implementation efforts. Staff will provide an overview of the CTT-recommended CFA Program Management Plan and will present next steps for the program. The final draft of the CTT-recommended CFA program management plan is provided as **Attachment C**.

Requested Action: Consider recommending approval of the CTT-recommended Community Funding Area Program Management Plan to the Wake Transit governing boards.

Mr. Martin presented an overview of the proposed draft Community Funding Area Program Management Plan that is to be considered by the TPAC for a recommendation of approval to the Wake Transit governing boards.

Mr. Gardiner asked if there was language in the proposed CFA PMP to revisit it on a cyclical basis in case changes may be needed. Mr. Martin stated there is not language defining that. He did acknowledge that this is new, and there will be opportunities to reevaluate processes defined in the proposed document. Ms. Powell stated there may be similar opportunities to reevaluate just as CAMPO did with the Locally Administered Public Projects (LAPP) program.

Mr. Schlossberg asked if the proposed CFA PMP was released for public comment. Mr. Martin stated that it has not been posted at this time for public comment but will be within the coming days. Mr. Martin stated that it will be released 30 days prior to November 14, 2018 (the date of the CAMPO Executive Board meeting in November). GoTriangle representatives voiced concerns over the proposed timeline and the approval process aligning with the call for projects. GoTriangle does not feel comfortable with the GoTriangle Board of Trustees taking action on an item when CAMPO still has an open public comment period on the same item. Mr. Martin stated that the timeline can be shifted out 2 weeks to accommodate the need for alignment, and to have GoTriangle take action on the CFA PMP on November 28, 2014. Mr. Martin will revise the timeline for the call for projects for CFAs and distribute to TPAC members.

Motion: Recommend approval of the CTT-recommended Community Funding Area Program Management Plan to the Wake Transit governing boards.

Motion made by: Kelly Blazey

Second: Het Patel

Motion passes unanimously

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VII. Wake Bus Plan Update – (*Information/Discussion Item – Mary Kate Morookian, GoTriangle Staff, 5 minutes*) – **Attachment D1-3**

The Wake Bus Plan has completed its third round of public outreach since the start of the study. Project Manager, Mary Kate Morookian, will present a brief overview of the current progress of the Wake Bus Plan. After this update, Ms. Morookian and the Plan project management team/coordinating technical team are seeking final input from TPAC members and stakeholders on the following outstanding deliverables:

- 10-Year Bus Operating and Capital Plans
- Facility Maintenance Assessment
- Short Range Plans

Requested Action: Receive as information. Review documents referenced by Ms. Morookian and provide comments/questions by October 26, 2018.

Ms. Morookian reminded TPAC to review the documents highlighted on the agenda. Documents will be distributed by the TPAC Administrator after this meeting.

VIII. Wake Transit Public Engagement Policy - (*Information/Discussion Item – Bonnie Parker, CAMPO Staff, 15 minutes*)

Investing in high-quality, meaningful, public engagement from the beginning of projects through to their completion will be paramount to the success of public transportation investments in the Wake County Community. The Public Engagement Policy is designed to provide a high-level overview of what the public can expect from public engagement activities associated with the implementation of the Wake Transit Plan, while retaining flexibility in the way individual project teams and agencies carry out their work. The current draft of the Wake Transit Public Engagement Policy is being reviewed by the Core Technical Team. They have been asked to submit comments by Wednesday, October 10 so that a final draft can be developed for TPAC's next meeting, on October 23rd.

Requested Action: Receive as information

Ms. Parker provided TPAC with a progress update on the Public Engagement Policy.

Ms. Kreiser asked about that statement in the document, '...across Wake County and in each jurisdiction...' The question regarding that statement is whether it differs from previous actions surrounding the annual work plan outreach efforts and expectations drafted in the policy – will the work plan now need to be presented to each jurisdiction as a TPAC member voting organization. Ms. Parker stated that there are different levels of outreach being recommended as a part of this policy, and the intent behind the statement in question is to ensure that each jurisdiction as a TPAC member voting organization be made aware of aspects of the work plan through adequate information provision (not necessarily in-person events).

Mr. Martin asked for clarification – that individual TPAC voting member organizations do not need to host individual public hearings – but rather the Wake Transit governing boards will need to host individual public hearings for adoptions of the annual work plan and Wake Transit policies. Ms. Parker confirmed.

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Mr. Schlossberg asked for clarification – that GoTriangle would host its own public hearing for the Wake Transit Annual Work Plan, and that the public hearing would cover all projects being appropriated money in that fiscal year work plan being presented. Ms. Parker confirmed, and noted that individual project sponsors would not need to have public engagement needs under the realm of Wake Transit governing boards and the draft public engagement policy.

Ms. Kreiser asked about the statement, ‘implementation of projects’ as referenced from the draft public engagement policy. Ms. Kreiser asked, based on the definition of the Wake Bus Plan as a specific project, then would GoTriangle need to host a public hearing on aspects of the Wake Bus Plan (as an example). Ms. Parker stated that the trigger for a governing board, as drafted in the public engagement policy, is if anything is slated to be an action item in front of either board. Ms. Parker stated that this process was modeled after the Transportation Improvement Program (TIP) amendment process, where public hearings are required to be held whenever a TIP amendment is proposed to come to the board for action. Ms. Parker stated that the question that arose during public engagement policy core technical team meetings is whether the document’s/project’s significance required it to be reviewed and acted upon by the Wake Transit governing boards. Mr. Schlossberg stated that CAMPO would already be hosting a public comment period and public hearing at the CAMPO Executive Board Meetings. Mr. Schlossberg suggested that GoTriangle could utilize the CAMPO-advertised public comment period to satisfy the GoTriangle Board of Trustees, and then use the GoTriangle Board of Trustees ‘public speaks out’ section of each monthly agenda as the public hearing. Staff would relay to the GoTriangle Board of Trustees any comments received from the CAMPO public comment period/public hearing per action item prior to the GoTriangle Board of Trustees taking any action.

Ms. Parker asked if GoTriangle was comfortable with the GoTriangle Board of Trustees not hosting a public comment period/public hearing and utilizing CAMPO’s processes to suffice for both boards. Ms. Freeman stated that this conversation should continue offline. Mr. Martin stated the point behind the Public Engagement Policy is to make processes at two different agencies more in sync with each other for the purposes/needs of Wake Transit Implementation. Ms. Freeman stated she did not feel comfortable with the direction of the policy, as currently drafted/presented because it sounds as though GoTriangle would need to alter internal board processes to meet the needs of CAMPO-defined processes.

Mr. Schlossberg asked again – what is meant by implementation – do all action items require a public comment period/public hearing? Ms. Parker agreed that is a good question, and the trigger of action item will need to be reevaluated. Mr. Martin suggested to have the public engagement policy reference items highlighted in Section 3.03 of the Wake Transit Governance ILA – which would help to further define and clarify what items would require action and adherence to the public engagement policy. Ms. Kreiser stated to be careful with the language used to define a public hearing versus a public comment period. Ms. Powell stated that there are no rules currently for Wake Transit to follow with regard to public engagement, and this policy is to develop those rules. Mr. Nishawala stated to call the proposed process of a public hearing something else so as not to trigger any legal needs from jurisdictions/boards (i.e. public input).

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Ms. Powell suggested, in line with Mr. Nishawala's statement, to refer to the trigger being called 'board action.' This way, it is left open to maintain each Wake Transit governing board proces in-tact. Mr. Martin stated to make a statement in the policy that addresses project vesting (projects in prior annual work plans).

IX. Subcommittee Chair Reports – (Information Item – Chip Russell, TPAC Chair – 10 minutes)

a. Budget and Finance

Ms. Kreiser stated that involvement from small towns are being solicited. Debt Working Group is starting to look at next steps. Continue work on work plan requests when ready for review.

b. Planning and Prioritization

Mr. Martin stated 10/30 will be the first review of FY2020 projects submitted for the FY2020 work plan.

c. Process

Mr. Gardiner stated Process met on the previous Friday to discuss the draft lead agency guidelines template – which is now moving to the TPAC Cabinet for discussion.

d. Public Engagement and Communications

Ms. Parker stated that the Transit Customer Survey is moving forward later in October and will be rotating through operating agencies. Subcommittee will also be reviewing GoForward site, as well as providing feedback on CAMPO TPAC site.

X. Other Business – (Information Item – Chip Russell, TPAC Chair - 5 minutes)

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

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XI. On-Call Transit Planning Services Task Status Updates – *(These items are provided as written updates to provide the TPAC with updates on project progress. If there is any point you would like to discuss, please bring it to the attention of the Chair during ‘Other Business – TPAC Member Discussion’) – Attachment E (Available at the Meeting and posted to TPAC website after meeting)*

- a. Public Engagement Policy – *(Bonnie Parker, CAMPO Staff)*
- b. Community Funding Area Program Management Plan – *(Shelby Powell, CAMPO Staff)*
- c. Multi-Year Bus Service Implementation Plan – *(Mary Kate Morookian, GoTriangle Staff; Bret Martin, CAMPO Staff)*
- d. Transit Corridors Major Investment Study – *(Patrick McDonough, GoTriangle Staff; Bret Martin, CAMPO Staff)*
- e. Transit Customer Surveys – *(Juan Carlos Erickson, GoTriangle)*

XII. Adjourn

Upcoming Items to Note at October Special TPAC Meeting (10/23/18)*

- Major Investment Study (MIS) – Action on BRT Deliverables:
 - Initial BRT Alternatives Report & Ridership & Operating and Maintenance Costs Memo
 - Modified BRT Alternatives & Risk Assessment
 - BRT Project Sponsor Designation
- Public Engagement Policy - Action

**Please be advised this list may or may not include all items for information/discussion/action.*