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A COMMUNITY INVESTMENT IN TRANSIT WAKE COUNTY

Wake Transit Plan

Transit Planning Advisory Committee (TPAC)
Regular Meeting
November 14, 2018 – 9:30 AM – 12:00 PM
CAMPO Administrative Offices

*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

Kevin Wyrauch, Town of Cary; Bret Martin, CAMPO; Alex Rickard, CAMPO; Erik Landfried, GoTriangle; David Walker, City of Raleigh; Tim Gardiner, Wake County; Tim Brock, RTP; Shannon Cox, Town of Apex; Mila Vega, City of Raleigh; Nicole Kreiser, Wake County; Benjamin Howell, Town of Morrisville; Kelly Blazey, Town of Cary; Het Patel, Town of Garner; Sandra Freeman, GoTriangle;

Other Alternates Present

Dylan Bruchhaus, Town of Morrisville; Bonnie Parker, CAMPO

General Attendees

Mike Charbonneau, GoTriangle; Scott Saylor, North Carolina Railroad Company (NCRR); Will Allen, GoTriangle Board of Trustees; Ana Orlowsky, Town of Cary; Tyler Bray, Atkins Global; Christian Nyberg, HDR; Juan Carlos Erickson, GoTriangle; Andy Willard, GoTriangle; Mark Huffer, HNTB; Shavon Tucker, City of Raleigh; Jenny Green, GoTriangle; Megan Hoenk, NCRR; Mary Kate Morookian, GoTriangle; Linda Wire, Raleigh Transportation Authority; Ray Boylston, RLS & Associates; Michelle Brooks, Town of Cary; Jeff Mann, GoTriangle; Anita Davis, Wake County; Bethany Whitaker, Nelson Nygaard

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

Mr. Russell welcomed all to the meeting.

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

Item V. on the agenda will be presented as an information item during this meeting. Will come back to TPAC for action in December.

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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.

Megan Hoenk, of NCRR stated that Mr. Scott Saylor (President of NCRR) is on his way to the meeting and would like to speak to agenda item VI. Mr. Russell stated that Mr. Saylor is welcome to speak during the discussion portion of that agenda item prior to final action being taken by the TPAC.

IV. **Meeting Minutes/Summaries from October 10, 2018 Regular Meeting and October 23, 2018 Special Meeting** (*Discussion/Action Item – Adam Howell, CAMPO Staff; 5 minutes*) – **Attachment A1 & A2**

Requested Action: Consider approving the Meeting Minutes/Summaries from October 10, 2018 Regular Meeting and October 23, 2018 Special Meeting.

Motion: Approve the Meeting Minutes/Summaries from October 10, 2018 Regular Meeting and October 23, 2018 Special Meeting.

Motion made by: Kelly Blazey

Second: Bret Martin

Motion passes unanimously

V. **Summer 2018 Public Engagement FAQ's** – (*Discussion/Action Item – Andy Willard, GoTriangle Staff; 10 minutes*) – **Attachment B**

Summer 2018 Public Engagement, which was focused mostly on the Wake Bus Plan, wrapped up at the end of September 2018. Well over 100 comments were submitted from public meetings and an online survey. This set of FAQ's works to summarize the comments submitted into common themes and then provide appropriate answers.

Requested Action: Consider approving the FAQ's from the Summer 2018 Public Engagement period for publication.

This item was adjusted in Item II of this agenda to be presented as information only – no action was taken by TPAC during this meeting on this item.

Mr. Willard presented an overview of the process that has led to the current draft of the Summer 2018 Public Engagement FAQs, or as he referred to them now as Commonly Asked Questions. Mr. Howell supported Mr. Willard to describe the precedent set by TPAC to look at the public engagement FAQ's and next steps to get this set of FAQ's finalized and published for the public to read. TPAC final review on the Summer 2018 Public Engagement Commonly Asked Questions will be on the December 2018 agenda for action to publish.

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VI. Designation of Project Sponsor – Commuter Rail Transit – (Discussion/Action Item – Bret Martin, CAMPO Staff; 20 minutes) – Attachment C

The TPAC-commissioned core technical team (CTT) for the fixed guideway corridors major investment study (MIS) is pressing forward with its high-level, regional-scale evaluation of operations and station area alternatives for the commuter rail transit (CRT) component of the study. The CTT is currently in the process of transitioning from an evaluation of national peers, travel demand, and existing conditions along the corridor toward the development of system performance standards/targets, an evaluation framework, and the identification and evaluation of initial CRT operating and station area alternatives. To keep the study of the CRT corridor moving forward to support implementation of a project within the corridor by FY 2027 (the horizon year of the Wake Transit Plan), it is appropriate to begin the process of designating a project sponsor. GoTriangle was invited by the CAMPO Executive Board on October 17th to serve as project sponsor for any CRT projects with independent utility that may be delineated within the MIS study corridor from Garner to western Durham. The GoTriangle Board of Trustees accepted this request on October 24, 2018.

A memo from CAMPO staff providing more information about the CRT project sponsor designation process and a memo from the consultant responsible for completing the MIS that recommends GoTriangle serve as CRT project sponsor are included in **Attachment C**.

Requested Action: Consider recommending approval to the CAMPO Executive Board for GoTriangle to be designated as project sponsor for any CRT projects with independent utility, subject to the guidance of the FTA, that may be delineated within the MIS study corridor from Garner to western Durham.

Mr. Martin presented the recommendation for GoTriangle to be designated as the project sponsor for the Commuter Rail Transit component of the MIS Study corridor from Garner to western Durham. Mr. Martin reminded the group that this designation action will be taken by both CAMPO and the Durham Chapel Hill Carrboro (DCHC) MPO since the corridor lies within both MPO planning jurisdictions. The DCHC MPO will advertise when and how this action occurs with their policy board and GoTriangle in the coming months following this meeting.

Ms. Kreiser asked for clarification that the first step in approaching the Commuter Rail component of the MIS study corridor would be to revisit the Alternatives Alignment (AA) study from 2011 and update recent planning efforts. She continued to seek clarification that GoTriangle will not move directly into project development upon being designated the project sponsor for Commuter Rail and will work with all necessary partners in order to update such pre-planning work. Mr. Martin confirmed both points of clarification.

Ms. Kreiser also referenced the draft MIS to project development transition plan (as submitted by GoTriangle) – specifically the geographical references that go beyond the Wake Transit vision of Garner to western Durham. She sought additional clarification from Mr. Martin that even though the requested action sought from the TPAC includes defined logical termini for the Commuter Rail component of the MIS, what gets submitted to the FTA beyond the pre-planning efforts and update of the 2011 AA will ultimately define the logical termini of the commuter rail project. Ms. Kreiser asked if an amended action would be necessary so as to not bind the TPAC and the proposed project sponsor be confined to predefined logical termini for commuter rail. Mr. Martin confirmed Ms. Kreiser's statements, except for the potential need to amend the requested action. Mr. Martin stated that CAMPO staff specifically excluded language that stated 'logical termini' being associated with Garner and western Durham.

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Mr. Martin stated that this language exclusion would not limit the project sponsor through further planning efforts leading to project development and allow studies to go beyond the original extent of the Commuter Rail Transit component of the Wake Transit Vision Plan and the MIS. While there was a request to amend the requested action to remove the remainder of the original requested action language after ‘... FTA,...,’ Mr. Martin understood both points of view as to whether the TPAC should keep or remove the last portion of the original requested action. Mr. Russell stated that the original requested action statement should suffice the needs of the TPAC, Wake Transit governing boards, and the proposed project sponsor in order to move forward with next steps in continued planning efforts on commuter rail.

Mr. Saylor, President of the North Carolina Railroad Company (NCR), provided some background on the history and current state of the NCR and all its partners that allow for rail efforts traveling through its corridor. He asked that partnerships continue during the initial planning efforts and that GoTriangle work with all appropriate partners to refine Exhibit C of Attachment C (‘Project Management Approach and Key Scope Elements for Update of 2011 Alternatives Analysis & Further Study). GoTriangle leadership in the room stated that the submitted project management approach in response to the CAMPO Executive Board invitation to be project sponsor on the Commuter Rail component of the MIS Study can be refined and involve all appropriate partners. GoTriangle leadership acknowledged that they would not be working in a silo, and that teamwork is critical to make the next planning studies a success.

Mr. Will Allen asked if Mr. Saylor, as President of NCR, is comfortable with GoTriangle serving as the project sponsor over the Commuter Rail component of the MIS Study. Mr. Saylor indicated that NCR is neutral at this time with regard to GoTriangle as overall project sponsor of the commuter rail project, but is comfortable with this designation during the process of refining the 2011 commuter rail AA.

Motion: Recommend approval to the CAMPO Executive Board for GoTriangle to be designated as project sponsor for any CRT projects with independent utility, subject to the guidance of the FTA, that may be delineated within the MIS study corridor from Garner to western Durham.

Motion: Alex Rickard

Second: Benjamin Howell

Motion passes unanimously

VII. Public Engagement Policy for Wake Transit Plan Implementation (Discussion/Action Item – Bonnie Parker, CAMPO Staff; 20 minutes) – Attachment D

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 proposed policy for Wake Transit Public Engagement has been reviewed by the Public Engagement Policy Core Technical Team.

Requested Action: Consider recommending the Public Engagement Policy for Wake Transit Plan Implementation for approval to the Wake Transit governing boards.

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Ms. Parker presented an overview of the proposed Public Engagement Policy for Wake Transit Plan Implementation.

Ms. Saundra Freeman asked for clarification surrounding the proposed requirement for Wake Transit governing boards to hold a joint public hearing centered around Wake Transit Vision Plan updates. Ms. Parker confirmed that the proposed policy is requiring a joint public hearing for any Wake Transit Vision Plan updates and would require the two governing boards to convene at a meeting together – same day, time and place. A precedent was set with the original Wake Transit Vision Plan, when both governing boards held a joint meeting and public hearing in advance of adopting the plan.

Ms. Kreiser asked if language in the proposed policy was included to address the need for public hearings regarding the adoption of ordinances through the tax district. There is already a requirement from the Local Government Fiscal Control Act that GoTriangle hold a public hearing as tax district administrator prior to adopting any proposed ordinances. Ms. Parker confirmed that the policy recognizes there are external requirements that are associated with state and federal regulations and, as such, public engagement requirements per those levels shall be adhered to. The proposed policy does not duplicate public engagement efforts and recognized preexisting requirements that already impact partner agencies involved with Wake Transit implementation.

Ms. Kreiser asked how this proposed policy would impact the FY2020 Wake Transit Work Plan development since it prescribes a process to designate which proposed projects are to require a public engagement plan submitted. Ms. Parker stated that she anticipated cooperation between TPAC subcommittees to review proposed projects and do a test of the proposed process in the policy.

Motion: Recommend the Public Engagement Policy for Wake Transit Plan Implementation for approval to the Wake Transit governing boards.

Motion made by: Benjamin Howell

Second: Bret Martin

Motion passes unanimously

VIII. Wake Bus Plan: 10-Year Operating & Capital Plan– (Discussion/Action Item – Mary Kate Morookian, GoTriangle Staff, 30 minutes) - Attachment E

The Wake Bus Plan recommends the development and phasing of bus transit service investments between 2019 and 2027. The recommended operating service investments create a service hierarchy that largely reflects a system of four route types: Frequent Transit Routes, Local Routes, Community (Core Regional) Routes, and Express Services. The recommended service investments increase bus service throughout Wake County from \$30 million (roughly 300,000 annual hours of bus service) in 2018 to \$85 million (roughly 900,000 annual hours of service) in 2027. These operational investment recommendations align with the original four big moves that were defined in the Wake Transit Plan. Capital investments are coordinated with transit service investments as much as possible so passengers will have safe, comfortable facilities that are accessible on foot and if appropriate, accessible by car. The 10-Year Capital Investment Plan funds nearly \$300 million in capital projects.

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The largest portion of the funding will be used to purchase buses, develop transit centers and build maintenance facilities.

Requested Action: Consider recommending the Wake Bus Plan 10-Year Operating & Capital Plan for approval to the Wake Transit governing boards.

Ms. Morookian provided an overview of the proposed 10-Year Operating & Capital Plan as a part of the Wake Bus Plan.

Ms. Cox asked about comments as submitted by the Town of Apex and how they were incorporated. Ms. Morookian and Ms. Whitaker (of Nelson Nygaard) stated they would follow up with Ms. Cox to ensure Town of Apex comments are addressed. Ms. Cox stated the comments were related to the routing of some regional routes through Apex. Comments were specific to shifting of a route from Lake Pine to Laura Duncan, a Park and Ride at Hughes, as well as a concern about the changes of the route 311 to allow transfers to the proposed Holly Springs Express (HSX) route. Ms. Morookian stated that some of these concerns, which have operational impacts in short-range plans and implementation efforts, will be addressed through short range planning efforts beyond the 10-Year Operating and Capital Plan.

Mr. Martin stated that the table under year-by-year service changes for GoCary will require some quality checks before getting finalized for the Wake Transit governing boards. Mr. Martin also asked for a check between the financials in the 10-Year Operating & Capital Plan and the FY19 Work Plan projects, as well as Multi-Year Operating and Capital Programs, to make sure they are consistent. Ms. Kreiser stated that the Tax District modeled projects in FY20 and beyond based on the numbers generated by the overall Wake Bus Plan, and included FY19 projects as adopted in the FY 2019 Work Plan. Mr. Russell asked that the financial values be reviewed and updated accordingly from the financial model to the 10-year plan.

Motion: Recommend the Wake Bus Plan 10-Year Operating & Capital Plan for approval to the Wake Transit governing boards, and address comments made by the Town of Apex, as well as review the Wake Transit Plan financial model, the FY 2019 Work Plan, and the 10-Year Operating and Capital Plan for Bus Service to ensure they are in alignment.

Motion made by: Sandra Freeman

Second: Kelly Blazey

Motion passes unanimously

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IX. Wake Bus Plan: Community Funding Market Analyses - (Discussion/Action Item – Bret Martin, CAMPO Staff, 20 minutes) – Attachment F

As communities in Wake County (which includes all towns and RTP outside the urban core of Raleigh and Cary) consider developing new community-centric public transportation services, they need to identify what types of transit markets exist based on an assessment of variables supporting transit propensity. This involves understanding where potential riders live, work and travel and matching these needs with appropriate service modes and capital investments to promote access and mobility. The purpose of the market analyses is to help the communities eligible for the Community Funding Areas Program (CFAP) understand both the need and potential for transit service in and between their communities by examining characteristics that shape the demand for public transportation.

Requested Action: Consider acceptance of the Wake Bus Plan Community Funding Area Market Analyses.

Mr. Martin provided an overview of the Market Analyses conducted for each Community Funding Area as a part of the Wake Bus Plan.

TPAC voting members have asked for additional time to review and provide comments, as this is the first time TPAC is seeing the Community Funding Area Market Analyses. Mr. Martin stated that comments should be submitted to him by November 28th to allow him to turn the document around in time for the December regular TPAC meeting.

No motion is necessary as this item originally brought forward for action is now delayed until December 12, 2018.

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

a. Budget and Finance

Project sponsors are to provide updates back to CAMPO Wake Transit Staff to help inform the choices and tradeoffs process with FY20 Work Plan Development (which takes place jointly between Budget & Finance and Planning & Prioritization Subcommittees)

Budget & Finance Subcommittee Meeting on November 15th is cancelled.

b. Planning and Prioritization

Planning & Prioritization will meet on November 29th (invite already distributed) to discuss the Multi-Year Operating & Capital Improvement Programs.

c. Process

Meeting on November 16th is cancelled. December meetings may remain scheduled at this time.

d. Public Engagement and Communications

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Mr. Parker reminded TPAC members about the

ongoing Transit Customer Surveys – more results to come to us in the coming months.

GoForward brand use and standards will be addressed by the subcommittee.

Ms. Parker also stated that the PE&C Subcommittee should be tasked by the TPAC to be the ‘sounding board’ for the Frequently/Commonly Asked Questions that are sought after each major public engagement initiative for Wake Transit implementation. The subcommittee will include on next work task list (January – July 2019) and then bring future Frequently/Commonly Asked Questions to TPAC for final approvals.

Next meeting that was originally scheduled at the end of November will now be rescheduled into early December.

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

a. New Business

None

b. TPAC Member Discussion

Mr. Russell reminded the group that TPAC and its subcommittees will be conducting elections for Chairs and Vice Chairs. If anyone is interested, please contact the TPAC Administrator and/or current leadership to discuss intent.

c. Next Steps

XII. Adjourn

Upcoming Items to Note at November Regular TPAC Meeting (12/12/18)*

- Wake Transit Concurrence Framework (Action)
- MIS – CRT System Level Guidelines and Evaluation (Information/Discussion)
- FY18 Annual Report Presentation from Tax District (Information)
- Wake Bus Plan – Coordinated Human Services Transportation Plan (Information)

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