

**ATTACHMENT A**  
**GO FORWARD**  
A COMMUNITY INVESTMENT IN TRANSIT  
WAKE COUNTY

**Wake Transit Plan**

Transit Planning Advisory Committee (TPAC)  
Regular Meeting  
August 8, 2018 – 9:30 AM – 12:00 PM  
Capital Area MPO 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**

*Tim Brock, RTP; Dirk Siebenbrodt, Town of Holly Springs; Ben Howell, Town of Morrisville; Kelly Blazey, Town of Cary; Chip Russell, Town of Wake Forest; David Eatman, City of Raleigh, Michael Moore, City of Raleigh; Nicole Kreiser, Wake County; Tim Gardiner, Wake County; Het Patel, Town of Garner; Mark Matthews, Town of Fuquay-Varina; Bret Martin, CAMPO; Shelby Powell, CAMPO; John Tallmadge, GoTriangle; Erik Landfried, GoTriangle; Russell Dalton, Town of Apex*

**Other Alternates Present**

*David Walker, City of Raleigh; Bonnie Parker, CAMPO; Steven Schlossberg, GoTriangle;*

**General Attendees**

*Nathan Spencer, Raleigh Transportation Authority; Jennifer Green, GoTriangle; Juan Carlos Erickson, GoTriangle; Will Allen, GoTriangle Board of Trustees; Ashley Schultz, GoTriangle; Linda Wire, Raleigh Transportation Authority; Mark Huffer, HNTB; Karen Rindge, WakeUp Wake County; Patrick McDonough, GoTriangle; Alex Terry, Town of Cary; Dan Douglas, New Bern Avenue Corridor Alliance; Joe Milazzo, Regional Transportation Alliance; Mary Kate Morookian, GoTriangle; Liz Raskopf, GoTriangle*

**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*

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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.

*Mr. Joe Milazzo spoke to say thanks to all for attending the Regional Transportation Alliance Tour to Richmond – and viewing the new Richmond, Virginia BRT line. Mr. Milazzo also highlighted a 'BRT Comparator' document developed by partners in the region to showcase comparisons between particular metrics of the proposed BRT lines in the Wake Transit Plan and other peer BRT lines/systems.*

#### IV. **Meeting Summary/Minutes from July 11, 2018 Regular Meeting** - (Action Item - Chip Russell, TPAC Chair – 5 minutes) – **Attachment A**

*Motion: Approve the Meeting Summary/Minutes from July 11, 2018 Regular Meeting.*

*Motion made by: Ben Howell*

*Second: Michael Moore*

*Motion passes unanimously*

#### V. **New Bern Avenue Corridor Alliance Presentation on Bus Rapid Transit** - (Information Item – Dan Douglas and Andi Curtis, New Bern Avenue Corridor Alliance – 10 minutes)

Representatives from the New Bern Avenue Corridor Alliance will provide a presentation from the organization on the merits of bus rapid transit to its vision and mission.

#### VI. **Subcommittee Work Task Lists & New Leadership** - (Discussion/Action Item – Adam Howell, TPAC Administrator, 10 minutes) – **Attachment B**

Per the TPAC-adopted Subcommittee Operating Guidelines, TPAC subcommittees are responsible for developing and submitting lists of their work tasks to the TPAC for its consideration of endorsement. These work task lists identify the work to be completed by subcommittees during the August 2018 through January 2019 timeframe. Also, as directed by the TPAC in the spring of 2018, subcommittees are transitioning from the co-chair leadership model to a Chair/Vice Chair leadership model, as defined in the Subcommittee Operating Guidelines. At their July meetings, three subcommittees held nominations and elections to fulfill this new leadership model, which will be presented to the TPAC for its confirmation.

*Requested Action: Consider approval of the subcommittee work task lists and accept/confirm the elections of subcommittee chairs and vice chairs.*

*Mr. Howell presented the newly elected leadership for the Budget & Finance, Planning & Prioritization, and Process Subcommittees to be considered for approval. Mr. Howell reminded the TPAC that the Public Engagement & Communications Subcommittee will remain in the co-chair model until January, at which time it will be brought into conformance with the Subcommittee Operating Guidelines.*

*Mr. Howell also presented the organization of the work task lists to clarify which tasks would be recurring, specialized to the individual subcommittee, or tasks requiring oversight/coordination with other subcommittees.*

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*Motion: Approve the subcommittee work task lists and accept/confirm the elections of subcommittee chairs and vice chairs.*

*Motion made by: Mark Matthews*

*Second: Shelby Powell*

*Motion passes unanimously*

**VII. Wake Transit Work Plan Amendment Policy Update - (Discussion/Action Item – Bret Martin, CAMPO Staff, 15 minutes) – Attachment C**

As originally requested by the CAMPO Executive Board, TPAC leadership asked the TPAC subcommittee co-chairs to revisit and review the efficacy of the adopted Wake Transit Work Plan amendment policy after it was put to use for the remainder of FY 2018 following its original adoption. The TPAC subcommittee co-chairs have made recommended adjustments to the amendment policy that will be shared with the TPAC at its August 8<sup>th</sup> regular meeting. The recommended amendment policy update, as well as a summary of changes from the current adopted policy, are provided in **Attachment C**.

Requested Action: Should the TPAC choose to take action, the requested action is to consider recommendation of approval of the Wake Transit Work Plan Amendment Policy Update to the CAMPO Executive Board and GoTriangle Board of Trustees.

*Mr. Martin presented the Wake Transit Work Plan Amendment Policy Update and explained the changes being presented. Notable changes being proposed to the Amendment Policy are highlighted below:*

- *Reference to the FTA definition of ‘cardinal change’ was removed as a trigger for a Major Amendment and was replaced by more focused criteria for a significant change in project scope.*
- *Language was amended to allow the policy to capture amendments that are unrelated to the annual budget component of the work plan, including amendments to the multi-year CIP or operating program.*
- *Language was added to tie any changes to project allocations within budget ordinance appropriations to compliance with the adopted Triangle Tax District – Wake Transit Financial Policies and Guidelines.*
- *Language was added for an amendment and applicable amendment type to be triggered based on cumulative financial modifications over the course of a year (for operating projects) or over the life of a project (for capital projects) rather than allowing incremental modifications to potentially circumvent triggers in the current policy.*
- *Language was added to require removal of projects from the work plan if project sponsors determine they will implement the subject project.*
- *For major amendments, language was added to require a review and financial and scope disposition developed by both the Budget & Finance Subcommittee and the Planning & Prioritization Subcommittee at joint review meetings.*

*Mr. Eatman asked about the financial threshold per item #4 that Mr. Martin highlighted above. Mr. Martin noted the information, with proposed edits, was included in the attachment and read through with the group to inform all of the thresholds defined. Mr. Eatman also asked about item #6 as highlighted above by Mr. Martin. Mr. Martin reaffirmed the need for a joint review based on the major amendment definition language being proposed.*

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*Mr. Tallmadge asked about specific language that highlights the Capital Improvement or Multi-Year Operating Programs. Mr. Martin noted that the language does not include specific references to such programs, and is captured under the proposed language for minor amendments definition. It was further clarified that any new project, regardless of whether it was to be added to the current year budget or as a programmed allocation for a future year in the multi-year CIP or operating program, would trigger a major amendment to the work plan.*

*Motion: Recommend approval of the Wake Transit Work Plan Amendment Policy Update to the CAMPO Executive Board and GoTriangle Board of Trustees.*

*Motion made by: John Tallmadge*

*Second: Shelby Powell*

*Motion passes unanimously*

### **VIII. TPAC Action Protocols for TPAC Work Products - (Discussion/Action Item – Bret Martin, CAMPO Staff, 15 minutes) – Attachment D**

In response to requests from the TPAC at its July 2018 meeting, CAMPO staff has prepared a document outlining TPAC action protocols on work products the TPAC is responsible for producing, as identified in the Wake Transit Governance Interlocal Agreement. The Process Subcommittee reviewed these protocols at its July 27<sup>th</sup> meeting and voted to recommend the action protocols provided in **Attachment D**.

Requested Action: Consider endorsement of the TPAC Action Protocols for TPAC Work Products.

*Mr. Martin presented proposed action protocols for TPAC Work products. Mr. Martin noted that it was recognized at the July TPAC Regular meeting that not all ongoing or soon to be implemented TPAC work products have an action protocol, which would showcase level of approval by TPAC and/or the Wake Transit Governing Boards.*

*Mr. Tallmadge asked about the Community Funding Area (CFA) Program Management Plan (PMP) and how that could or should be adopted as a policy or a guideline-type document for CFA's to reference. Ms. Powell commented that the goal would be to mirror CAMPO's Locally Administered Projects Program (LAPP) in terms of how it is managed as a set of rules to administer the program, and those involved can evaluate and suggest means for improvement by editing the LAPP documents and rules on an annual basis.*

*Motion: Endorse the TPAC Action Protocols for TPAC Work Products.*

*Motion made by: Ben Howell*

*Second: Kelly Blazey*

*Motion passes unanimously*

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**IX. Wake Transit Staffing Model & Staffing Expectation Plan - (Discussion/Action Item – Shelby Powell, CAMPO – 15 minutes) – Attachment E**

The Wake Transit Staffing Model & Staffing Expectations Plan provides a model and set of guidelines for Wake Transit participating agencies regarding staffing needs for different aspects of Wake Transit implementation and Tax District Administration, and more generally for individual project implementation. This was presented to the TPAC at its July 2018 meeting but was tabled for action until the August 2018 regular meeting to allow further comment. CAMPO staff will present any changes to the document based on comments received.

Requested Action: Consider endorsement of the Wake Transit Implementation Staffing Model and Staffing Expectation Plan

*Ms. Powell presented an update on the Wake Transit Staffing Model & Staffing Expectations Plan with regards to comments received after the July 2018 Regular TPAC meeting. Clarifications and language to address TPAC partner needs were included for better overall understanding of the intent of the document; the substance of the document was not changed since the July 2018 TPAC Regular Meeting.*

*Motion: Endorse the Wake Transit Implementation Staffing Model and Staffing Expectations Plan for use as guidance.*

*Motion made by: Ben Howell*

*Second: John Tallmadge*

*Motion passes unanimously*

**X. Community Funding Area Program Management Plan Update – (Discussion/Information Item – Shelby Powell, CAMPO – 15 minutes)**

The Community Funding Area (CFA) Program provides all Community Funding Area-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 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 lay out expectations for how the program should serve them throughout Wake Transit implementation efforts. Work on this item is ongoing.

*Ms. Powell presented an update on the progress of the Community Funding Area Program Management Plan development.*

**XI. Youth GoPass Program - (Information Item – Mike Charbonneau, GoTriangle; Nicole Kreiser, Wake County; Kelly Blazey, Town of Cary; David Walker, City of Raleigh – 15 minutes)**

The Youth GoPass Program is officially underway. A project budgeted through the adopted FY 2019 Wake Transit Work Plan, staff will present the work and coordination that is occurring throughout Wake County (and beyond) to make this new program a success for thousands of teens.

*Mr. Mike Charbonneau presented, on behalf of all the transit partners, the kick-off of and early success of the Youth GoPass Program.*

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**XII. Wake Bus Plan Update** - (*Information Item – Mary Kate Morookian, GoTriangle – 15 minutes*)

The Wake Bus Plan is gearing up for its final round of outreach with the public before project managers and the consulting team prepare the 10-year operating and capital plan and program for fixed-route and demand response services. A review of the proposed phasing of bus services through the 10-year horizon of the plan will be presented, as well as any changes to the proposed phasing based on agency and public feedback.

*Ms. Morookian provided an update on the progress of all outstanding Bus Plan initiatives, as well as an overview of technical information being presented throughout the Summer 2018 (August 20-September 10) public engagement process.*

**XIII. Public Outreach Update** - (*Information Item – Liz Raskopf, GoTriangle – 15 minutes*)

Wake Transit's next round of public engagement is scheduled for August 20<sup>th</sup> through September 10<sup>th</sup>. GoTriangle communications staff will present the deployment plan and proposed logistics for the upcoming round of engagement.

*Ms. Raskopf provided an overview of the schedule and logistics related to the Summer 2018 (August 20-September 10) public engagement process.*

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

a. Budget and Finance

*Ms. Kreiser is actively working with other subcommittees to prepare for the September TPAC meeting and the FY20 work plan kick off presentation needs.*

b. Planning and Prioritization

*Mr. Martin updated the TPAC on recent discussions undertaken by the Planning & Prioritization Subcommittee, which included the need to review if and how Wake Transit funding is to be used for plans, studies or other locally administered planning efforts. The subcommittee is working on a set of guidelines for how the TPAC should consider requests for Wake Transit Funding to support locally administered plans, studies or other planning efforts..*

*The subcommittee is also reviewing the schedule to update the Wake County Transit Vision Plan. The overall goal will be to sync up with the CAMPO Metropolitan Transportation Plan update (every 4-5 years). The goal is to have one inform the other and benefit each study through parallel goals.*

*Mr. Mark Matthews asked that if local municipalities were to be doing specific area plans, that they should begin to incorporate some type of mechanism that addresses horizon year needs for future planning efforts, synced with plans like Wake Transit. Mr. Martin confirmed that this would be a good idea.*

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c. Process

*Mr. Gardiner stated that the next regularly scheduled meeting on 8/10/18 will be cancelled. Subcommittee leadership and Lead Agency staff are working to coordinate a more defined list of roles & responsibilities.*

d. Public Engagement and Communications

*Ms. Bonnie Parker stated the subcommittee is meeting on 8/9/2018 in the afternoon at CAMPO. Topics will be to review final points of the public engagement policy, as well as hear about the Youth GoPass program and the August/September public outreach.*

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

a. New Business

*Ms. Bonnie Parker highlighted the displaying of a webinar in the CAMPO small conference related to Transit implementation/planning.*

b. TPAC Member Discussion

*None*

c. Next Steps

*None*

**XVI. 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 F** (Available at the Meeting and posted to TPAC website after meeting)

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

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## XVII. Adjourn

### **Upcoming Items to Note at September TPAC Meeting (9/12/18)\***

- FY 2020 Wake Transit Work Plan kickoff
- Community Funding Area Program Management Plan
- Wake Transit Implementation Public Engagement Policy
- Public Outreach Recap from Aug-Sep Engagement period (Which ends September 10<sup>th</sup>)
- Wake Bus Plan Update
- Fixed Guideway Corridors MIS Update
- Planning and Prioritization Subcommittee recommendation on eligibility of use of Wake Transit funding for local plans or studies

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