

GO FORWARD

A COMMUNITY INVESTMENT IN TRANSIT
WAKE COUNTY

Wake Transit Plan

Transit Planning Advisory Committee (TPAC)
Regular Meeting
September 19, 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; Kelly Blazey, Town of Cary; Erik Landfried, GoTriangle; Bret Martin, CAMPO; Nicole Kreiser, Wake County; Kevin Wyrauch, Town of Cary; Mark Matthews, Town of Fuquay-Varina; Chip Russell, Town of Wake Forest; Shannon Cox, Town of Apex; Dylan Bruchhaus, Town of Morrisville; Shelby Powell, CAMPO; Davide Walker, City of Raleigh; Tim Gardiner, Wake County; Danny Johnson, Town of Rolesville; Saundra Freeman, GoTriangle; Het Patel, Town of Garner; David Eatman, City of Raleigh; Mary DePina, Town of Holly Springs

Other Alternates Present

Steven Schlossberg, GoTriangle

General Attendees

Nathan Spencer, Raleigh Transit Authority; Candice Andre, VBH; Ana Orlowsky, Town of Cary; Bill Martin, VHB; Chris Brasier, VHB; Tim Bender, City of Raleigh; Ashley Schultz, GoTriangle; Morgan Simmons, City of Raleigh; Heather Keefer, WakeUp Wake County; Mark Huffer, HNTB; Juan Carlos Erickson, GoTriangle; Jenny Green, GoTriangle; Mary Kate Morookian, GoTriangle; Liz Raskopf, GoTriangle; Samone Oates-Bullock, GoTriangle; Andy Willard, GoTriangle; William Gilmore, HDR; Patrick McDonough, GoTriangle; Michelle Brooks, Town of Cary; Alex Terry, Town of Cary; Toy Beeninga, 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.

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None

IV. Meeting Summary/Minutes from August 8, 2018 Regular Meeting - (Action Item - Chip Russell, TPAC Chair – 5 minutes) – Attachment A

Motion: Approve the Meeting Summary/Minutes from August 8, 2018 Regular Meeting.

Motion made by: Kelly Blazey

Second: Bret Martin

Motion passes unanimously

V. Public Engagement & Communications (PE&C) Subcommittee – Updated Work Task List – (Discussion/Action Item – Adam Howell, TPAC Administrator, 5 minutes) - Attachment B

GoForward is designed to serve as an umbrella for funding initiatives for transit projects across the Triangle (currently in Durham, Orange & Wake Counties). The brand of GoForward was integrated into documentation and presentation materials starting in the Spring of 2018. The concept and brand were discussed by Board Members from both the CAMPO Executive Board and GoTriangle Board of Trustees, along with partner transit agencies and Wake County staff. The use of the brand for TPAC purposes was proposed in May 2018 on agenda documentation by the TPAC Administrator, at which time feedback was solicited on its use. Some TPAC voting members have asked to reengage the discussion on standards and usage of the GoForward brand on TPAC-related documentation. TPAC Chair & Vice Chair have asked that the PE&C Subcommittee be formally charged with this discussion on the subcommittee's current work task list, which is provided in **Attachment B**.

Requested Action: Consider endorsing the Public Engagement & Communications (PE&C) Subcommittee's updated Work Task List for August 2018 through January 2019.

Mr. Howell presented the updated Public Engagement & Communications (PE&C) Subcommittee's Updated Work Task List with a new added task under 'Specialized Tasks.' The new task charges the subcommittee to develop a set of standards and style guide for the use of GoForward on all forms of communications, documents and publications.

Motion: Endorse the Public Engagement & Communications (PE&C) Subcommittee's Updated Work Task List for August 2018 through January 2019.

Motion made by: Shelby Powell

Second: Danny Johnson

Motion passes unanimously

VI. Guidelines for Eligibility of Wake Transit Funding for Locally Administered Planning - (Discussion/Action Item – Bret Martin, CAMPO Staff, 10 minutes) – Attachment C

Following up on a task assigned by the TPAC for the Planning & Prioritization (P&P) Subcommittee, a discussion was held over multiple subcommittee meetings to develop a set of guidelines to help the P&P Subcommittee and TPAC determine eligibility of Wake Transit funding for locally administered planning projects proposed by project sponsors as part of annual Wake Transit Work Plan calls for projects. The proposed guidelines are divided into two (2) sections. The first section is a set of project sponsor procedures for submission of locally administered planning effort budget requests. The second section outlines TPAC

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review guidelines for locally administered planning effort funding requests. The P&P Subcommittee-recommended guidelines are provided as **Attachment C**.

Requested Action: Consider endorsing the Planning & Prioritization Subcommittee's recommended Guidelines for Eligibility of Wake Transit Funding for Locally Administered Planning Efforts.

Mr. Martin presented the proposed guidelines for eligibility of Wake Transit Funding for Locally Administered Planning Efforts, which were developed by the Planning & Prioritization Subcommittee.

Mr. Johnson asked if this applied to the Community Funding Area Program. Mr. Martin stated that it was not originally intended to apply to projects that would be submitted from a Community Funding Area organization but that many of the same procedures and review concepts could apply. The Community Funding Area Program Management Plan (CFA PMP) will address specific policies of project eligibility. After initial review through the CFA program(still being developed), projects would then meet up with and be integrated with the annual work plan review process. At this time, though, the proposed set of guidelines with this agenda item is not anticipated to supersede the policies being prescribed in the CFA PMP.

Mr. Russell asked how money is being set aside for these types of planning projects. Mr. Martin responded, with support from Tax District representatives, that no specific pot of money is set aside for specific locally administered planning efforts and that consideration of funding for them is done on a case-by-case basis.

Ms. Cox asked how financial implications would be evaluated if and when projects such as those described in the proposed guidelines are submitted for an annual work plan process. Mr. Martin and other TPAC members answered that local planning projects, once determined as eligible per the proposed guidelines, would follow the process of project review with subcommittees through each annual work plan development.

Motion: Endorse the Planning & Prioritization Subcommittee's recommended Guidelines for Eligibility of Wake Transit Funding for Locally Administered Planning Efforts.

Motion made by: Nicole Kreiser

Second: Mark Matthews

Motion passes unanimously.

VII. Designation of Project Sponsor for BRT Project Corridors – (Information/Discussion Item – Bret Martin, CAMPO Staff, 15 minutes) – Attachment D

The CAMPO Executive Board was designated as the appropriate authority for effectuating project sponsor designations for the Wake Transit Plan's bus rapid transit (BRT) project corridors. At the August 15th regular meeting of the CAMPO Executive Board, the Board unanimously took action to request that the City of Raleigh serve as a project sponsor for one or more BRT project corridors, or a combination thereof, that can be derived from the BRT study corridors assessed through the Wake Transit Fixed Guideway Corridors Major Investment Study (MIS). The decision was made in response to a memo produced by the contracted consultant for the MIS (Nelson\Nygaard) that recommends the City of Raleigh serve in this capacity based on several findings showing that the City is best positioned to lead the implementation of BRT projects envisioned in the Wake Transit Plan. This memo is provided as **Attachment D**.

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The City of Raleigh officially accepted CAMPO's invitation on September 4th. It is anticipated that the MIS will provide enough information for the City of Raleigh, in cooperation with the MIS CTT, to demarcate one or more standalone BRT project corridors or preliminary locally preferred alternatives with logical termini, independent utility, and regional mobility benefits before a final project sponsor designation action is taken by the CAMPO Executive Board.

Staff will provide an update to the TPAC at its September 19th meeting on the status of and the anticipated schedule for finalization of the project sponsor designation.

Requested Action: Receive as information.

Mr. Martin presented an update to the TPAC on the status of and the anticipated schedule for finalization of the project sponsor designation for Bus Rapid Transit project implementation.

Mr. Gardiner asked for TPAC to see a projected timeline that would demonstrate how the City of Raleigh would reach a Locally Preferred Alternative (LPA). City of Raleigh staff have developed a draft timeline that shows the sequence of touchpoints and associated work products leading to an LPA. The timelines were previously shared with the MIS CTT, but City of Raleigh staff stated they would be shared with the TPAC at its next meeting in October.

Mr. Landfried asked that TPAC be made aware of how coordination will occur for BRT corridors that will be going between two jurisdictions. Mr. Martin stated that much of that will be captured through the draft concurrence policy (later agenda item as a part of this meeting). Mr. McDonough added that he foresees the City of Raleigh developing a project-specific technical oversight group under the ownership of the project sponsor – which should include any and all parties sought for coordination – and in accordance with the concurrence policy, once adopted.

Mr. Landfried continued to state that he felt there to be a need for TPAC to be involved with corridor selection and prioritization of corridor implementation. Mr. Martin stated that the TPAC should anticipate to learn how recommended standalone project corridors with independent utility are being derived from the MIS study corridors at the next TPAC meeting in October. Mr. Martin also stated that the programming and sequencing of the various phases of corridor implementation will be a part of the TPAC's review in the future as part of the Wake Transit Work Plan Capital Improvement Plan (CIP) when a programming recommendation is developed this fall in accordance with a schedule developed by the City of Raleigh.

VIII. Wake Transit Community Funding Area Program Management Plan - *(Information/Discussion Item – Bret Martin, CAMPO Staff, 15 minutes) – Attachment E*

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 lay out expectations for how the program should serve them throughout Wake Transit implementation efforts. Staff will provide an overview of the CTT-

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recommended CFA Program Management Plan and will present next steps for the program and the TPAC's consideration of the program management plan at the TPAC's October meeting. A draft of the CTT-recommended CFA program management plan is provided as **Attachment E**.

Requested Action: Receive as information.

Mr. Martin presented an update on the latest draft of the Community Funding Area (CFA) Program Management Plan (PMP). The draft that was distributed does include the incorporation of comments from partners that were made just prior to this meeting. This item will come back to the TPAC for consideration of recommendation to the Wake Transit governing boards at its October meeting.

IX. Summer Public Engagement Recap - (Information Item – Liz Raskopf, GoTriangle Staff – 10 minutes)

Summer Outreach for Wake Transit will continue through the month of September. GoTriangle communications staff, along with partner Lead Agency Staff from CAMPO and GoTriangle, as well as numerous TPAC members, are attending outreach events. GoTriangle Communications staff will provide a recap of the outreach that will help to inform the Wake Bus Plan deliverables. The TPAC can expect to review these deliverables at its October 2018 meeting.

Requested Action: Receive as information

Ms. Raskopf asked for Candace Andre of VHB to provide an update on the outreach efforts between August and September, 2018.

X. Wake Bus Plan Update - (Information/Discussion Item – Mary Kate Morookian, GoTriangle Staff – 15 minutes)

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 status update overview of the current progress of the Wake Bus Plan; which deliverables remain for TPAC, partner agency, and Wake Transit Governing Board approvals; and how the public feedback from the public, as well as TPAC voting member organizations and stakeholders, will be considered to finalize the first successful Wake Bus Plan.

Requested Action: Receive as information

Ms. Morookian provided an update on the status of all outstanding deliverables of the Wake Bus Plan.

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XI. Fixed Guideways Major Investment Study Update – Concurrence Policy/Process – (Information Item – Bret Martin, CAMPO Staff; – 15 minutes)

The proposed concurrence policy/process identifies roles and responsibilities of various organizations that will be invited to participate in informing or making key project-specific decisions throughout the implementation of major capital projects funded with Wake Transit Revenues. The concurrence policy/process identifies potential sequential decision points to be made throughout project development and subsequent phases for major capital projects and 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 policy/process 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. Staff will provide a high-level overview and will report on the status of the concurrence policy/process at the TPAC's September meeting.

Requested Action: Receive as information.

Mr. Martin provided an update on the status of the development of the concurrence policy/process that identifies roles and responsibilities of various organizations that will be invited to participate in informing or making key project-specific decisions throughout the implementation of major capital projects funded with Wake Transit Revenues.

XII. Kickoff of FY 2020 Wake Transit Work Plan Development - (Information Item – Bret Martin, CAMPO Staff; Steven Schlossberg, GoTriangle Staff – 25 minutes) – Attachment F

Staff from CAMPO and GoTriangle, the lead agencies responsible for all components of annual Wake Transit Work Plans, will kick off the FY 2020 Wake Transit Work Plan development process at the TPAC's September meeting. The kickoff presentation will include schedules for project submissions from project sponsors, logistics for project review by TPAC subcommittees, and estimated revenue and expenditure capacity assumptions that formulate the anticipated funding available for FY 2020 operating and capital projects.

Requested Action: Receive as information.

Mr. Martin and Mr. Schlossberg provided information related to the kickoff of the FY 2020 Wake Transit Work Plan Development. These updates included the revenue assumptions available for FY 2020 projects, as well as updated budget request forms. Mr. Schlossberg noted that these are available on Wake County's Sharepoint site (contact

Mr. Schlossberg or Mr. Tim Gardiner to gain access if needed), as well as base budgets that would require details from continuing projects approved from FY17-FY19.

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

a. Budget and Finance

Joint Meeting with Planning & Prioritization to occur on 9/20/2018. Chair seeking to include a TPAC voting member from one of the Community Funding Areas.

b. Planning and Prioritization

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Joint meeting with Budget & Finance to occur on 9/20/2018. Subcommittee to meet on 9/25/2018 to begin review of projects expected to be submitted for FY 2020 Work Plan development.

c. Process

Process Subcommittee is cancelled for 9/21/2018 – will resume regularly scheduled meetings on 10/5/2018 to discuss Lead Agency Assignment details.

d. Public Engagement and Communications

Next Subcommittee to occur on Thursday, 9/27/2018 and will review Public Engagement Policy, as well as discuss the use of GoForward on Wake Transit-related documentation.

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

a. New Business

None.

b. TPAC Member Discussion

Ms. Raskopf announced an initiative sponsored by GoTriangle that will collect food and supplies for our eastern neighbors impacted by Hurricane Florence.

c. Next Steps

None

XV. 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 G** (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 Marookian, 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)

XVI. Adjourn

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

- Public Engagement Policy
- Wake Bus Plan Document Deliverables
- Community Funding Area Program Management Plan - Action

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