

WAKE COUNTY TRANSIT PLAN

Transit Planning Advisory Committee

Regular Meeting

December 12, 2018

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.*

Meeting Minutes/Summary

Voting Members & Alternates Present

Kevin Wyrauch, Town of Cary; Ben Howell, Town of Morrisville; Kelly Blazey, Town of Cary; Dirk Siebenbrodt, Town of Holly Springs; Shannon Cox, Town of Apex; Shelby Powell, CAMPO; Erik Landfried, GoTriangle; Bret Martin, CAMPO; Nicole Kreiser, Wake County; Tim Gardiner, Wake County; Teresa Piner, Town of Zebulon; Het Patel, Town of Garner; Danny Johnson, Town of Rolesville; Akul Nishawala, Town of Fuquay-Varina; Mila Vega, City of Raleigh; Mary Kate Morookian, GoTriangle

Other Alternates Present

Steven Schlossberg, GoTriangle; Dylan Bruchhaus, Town of Morrisville; Tim Maloney, Wake County

General Attendees

Tim Bender, City of Raleigh; Tyler Bray, Atkins; Will Allen, GoTriangle Board of Trustees; Andy Willard, GoTriangle; Samone Oates-Bullock, GoTriangle; Linda Wire, Raleigh Transit Authority; Burgetta Wheeler, GoTriangle; Juan Carlos Erickson, GoTriangle; Matthew Cushing, CAMPO; Adam Howell, CAMPO

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

Ms. Cox presided over the TPAC meeting due to the Chair's absence. Ms. Teresa Piner, of the Town of Zebulon, introduced herself as a new attendee for the Town of Zebulon.

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.

IV. Meeting Minutes/Summary from November 14, 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.

Motion: Approve the Meeting Minutes/Summary from the November 14, 2018 Regular Meeting.

Motion made by: Ben Howell

Second made by: Bret Martin

Motion passes unanimously.

V. January 2019 TPAC Meeting Date Confirmation (Discussion/Action Item – Adam Howell, TPAC Administrator; 5 minutes)

Requested Action: Confirm, as a group, January 22nd or alternate date, time and location for January 2019.

Mr. Howell asked the TPAC to confirm the date of the January 2019 Regular TPAC meeting as originally drafted and defined in the FY 2020 Work Plan Development Schedule or propose other dates. Mr. Howell explained the work plan development schedule built in a 2-week review period for the draft work plan prior to the January 2019 TPAC meeting. Ms. Blazey asked why a Tuesday was originally selected. Mr. Howell explained that the GoTriangle Board of Trustees meeting is scheduled for the next Wednesday, January 23rd.

Motion: Confirm January 22nd as the date for the next TPAC Regular Meeting.

Motion made by: Nicole Kreiser

Second: Bret Martin

Motion passes unanimously.

VI. Summer 2018 Public Engagement CAQ'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 CAQ's works to summarize the comments submitted into common themes and then provide appropriate answers.

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

Mr. Willard presented the final proposed Summer 2018 Public Engagement Commonly Asked Questions.

Ms. Blazey and Ms. Powell asked why ‘commonly’ was used instead of ‘frequently’ (CAQ vs FAQ). Mr. Landfried supported Mr. Willard by recalling from the most recent TPAC Cabinet meeting when this document was discussed that commonly was suggested to be used since these sets of questions were presented from a single point in the process. Mr. Landfried stated that ‘frequently’ indicated questions arising from a constant process and/or active component, whereas ‘commonly’ indicated questions arising from one single point in a process. Ms. Blazey then suggested why not just use ‘Q&A’ (Questions & Answers as opposed to CAQ or FAQ). There were no objections from TPAC voting members to this suggestion.

Mr. Landfried also stated that any response to a question should include dates in the answer when addressing inquiries about project implementation timelines (i.e. when will a route start or receive improvements). Mr. Landfried asked that a date/timeframe be added to answer #6 of the document, and he said he would provide this information to the GoTriangle communications team for inclusion.

Motion: Approve the document from the Summer 2018 Public Engagement period for publication with discussed edits and clarifications made by TPAC member organization representatives.

Motion made by: Erik Landfried

Second made by: Kelly Blazey

Motion passes unanimously.

VII. Wake Bus Plan: Community Funding Market Analyses – (Discussion/Action Item – Bret Martin, CAMPO Staff, 5 minutes) – Attachment C1 & C2

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.

A draft of the market analyses document was shared with the TPAC at its November 14th meeting, and the TPAC elected to delay taking an action of acceptance, as TPAC representatives had remaining comments. Comments on the document were accepted and are reflected in an updated market analyses document (**Attachment C1**). A comment disposition matrix was prepared documenting the comments received, as well as any changes to the document based on those comments (**Attachment C2**).

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

Mr. Bret Martin presented an updated version of the Community Funding Market Analyses after its original review at the November 2018 TPAC meeting. Mr. Martin noted that comments were received from TPAC voting member organizations to edit and/or clarify

contents of the document and analyses. A disposition matrix was developed and presented by Mr. Martin to indicate how comments were incorporated into the analyses document.

Motion: Accept the Wake Bus Plan Community Funding Area Market Analyses.

Motion made by: Kelly Blazey

Second made by: Shelby Powell

Motion passes unanimously.

**VIII. Wake Bus Plan: Coordinated Human Services Transportation Plan –
(Information/Discussion Item – Mary Kate Morookian, GoTriangle Staff, 15 minutes)**

To serve the needs of seniors, people with disabilities, those with low incomes and veterans, the Raleigh Urbanized Area 2018 Coordinated Human Services Transportation Plan (CHSTP) Update sets regional priorities for transportation investments and initiatives for human services and public transit coordination. It also services as a federally required update to the 2013 Coordinated Human Services Transportation Plan and was completed in concert with the Wake Bus Plan, an implementation program for bus services funded through the Wake Transit Plan.

Requested Action: Receive as Information.

Ms. Morookian provided an update and overview of the Wake Bus Plan Coordinated Human Services Transportation Plan.

Ms. Powell asked about the proposed mobility management and the coverage it would provide, which should include the Raleigh Urbanized Area outside of Wake County. Ms. Morookian stated that CAMPO member jurisdictions were involved during the process and will be consulted one final time before the plan comes to CAMPO for approval. The mobility management aspects of the CHSTP will apply to those jurisdictions outside of Wake County but that are part of the Raleigh Urbanized Area.

Ms. Cox asked if Community Funding Areas (CFAs) that may be implementing future local fixed-route transit services, which would require complimentary American with Disabilities Act (ADA)-paratransit services, could utilize resources proposed as a part of the CHSTP. Ms. Morookian, along with representatives from CAMPO and Wake County, iterated that there will be a need for increased coordination between Wake Transit funded projects/initiatives (which would include Community Funding Area programming) and Section 5310 (funding program for Mobility for Seniors and Persons with Disabilities [paratransit - human transportation services]) projects in the county. This increased coordination should help to reduce duplication of human transportation services and utilize funds effectively to ensure adequate mobility is provided across the county for those who need it.

Mr. Gardiner stated that he would like for the TPAC to be aware of CAMPO and City of Raleigh actions to approve the CHSTP (the only two boards to officially approve the plan).

Then, this would allow TPAC to decide if and when to create the proposed Mobility Coordination Committee, which is proposed to be responsible for implementing the CHSTP.

Mr. Erik Landfried asked how costs for items, such as administration and management of new programming for the CHSTP, have been captured. Ms. Morookian stated, along with support from Ms. Kreiser, that those costs are not specifically captured in the Wake Transit Plan Model. There are potentially other funding sources to fund such items. The new proposed Mobility committee, as a part of the TPAC, will review needs and make recommendations for funding sources to support such items as administration and management over the CHSTP programming. Ms. Powell reminded the TPAC that Section 5310 funds are not under the purview of the TPAC, and conversations regarding use of such funds should include the appropriate personnel/partner-agencies early in the process.

IX. Wake Bus Plan: Fare Analysis – (Information/Discussion Item – Mary Kate Morookian, GoTriangle Staff, 15 minutes)

The Wake and Durham Counties Fare Integration Study provides a comprehensive review of the current fare system and policies for four agencies operating in the region. Across the region, opportunities exist for more common fare purchase and collection procedures, as well as standardization of some fare policies among different providers. Analysis as part of this planning effort was conducted to help the region better understand how various policy and fare changes will impact the ridership and revenue of individual agencies and the region as a whole. This study includes a comprehensive evaluation of the existing fare structure, pricing and policies, a review of peer agencies and fare-related best practices, and input from stakeholders.

Requested Action – Receive as Information

Ms. Morookian provided an update and overview of the Wake Bus Plan Fare Analysis.

Ms. Blazey asked, regarding the suggested fare structure and projected revenue impacts, if the revenues were fixed route fares only. Ms. Morookian confirmed that they are for fixed route only and do not take into account ADA-paratransit revenue impacts that could occur based on fare changes to ADA-paratransit services. Ms. Morookian also stated that there is a hold-harmless project proposal for the FY 2020 Draft Wake Transit Work Plan in case partner agencies adopt proposed fare changes. This would allocate Wake Transit funds to make up the difference in revenue losses if and when the proposed changes are implemented.

X. **FY 2018 Wake Transit Plan Annual Report** - (Information/Discussion Item –, GoTriangle Staff, 15 minutes) – **Attachment D**

Wake Transit Tax District staff will present the first comprehensive annual report from the Wake Transit Plan's first full year of implementation.

Requested Action: Receive as Information

Mr. Steven Schlossberg presented the FY 2018 Wake Transit Plan Annual Report.

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

a. Budget and Finance

Ms. Kreiser stated the subcommittee is continuing to focus on the choices and tradeoffs per the submitted projects with the FY 2020 Wake Transit Work Plan. Stay tuned for future joint and individual meetings of subcommittees in 2019.

b. Planning and Prioritization (P&P)

Mr. Martin stated the subcommittee is continuing to partner with Budget & Finance to review projects with the FY 2020 Wake Transit Work Plan. Project sponsors have been asked to review their project submittals for cost efficiencies. Stay tuned for future joint meetings of P&P and B&F

Mr. Martin also stated that there will be a joint meeting in January between P&P and B&F to review and discuss the FY 2019 Q3 Work Plan Amendments.

c. Process

Mr. Gardiner December meetings are cancelled. Be on the lookout for communication from Adam regarding Chair/Vice Chair elections, as well as work task list development.

d. Public Engagement and Communications

Ms. Parker noted the last meeting of the subcommittee will include Chair/Vice Chair elections, work task list development, as well as a comprehensive 'after-action review' from 2018 engagement activities.

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

a. New Business

None

b. TPAC Member Discussion

Mr. Martin reminded the TPAC that CAMPO Wake Transit staff has worked diligently to develop a central repository/library of resources, policies and documents related to Wake Transit Implementation on CAMPO's TPAC website pages. Please be sure to visit the page and provide feedback to Bret Martin or Matthew Cushing if you are looking for something specific that may not be there.

c. Next Steps

Ms. Cox brought attention to upcoming items at the January 2019 meeting. She commended all the work that has been done thus far and is looking forward to another successful year. Ms. Cox also noted if anyone is interested in running for Chair/Vice Chair of TPAC to let Adam Howell know of your intentions/interest.

XIII. Adjourn

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

- TPAC Chair & Vice Chair Elections (Action)
- FY 2019 Wake Transit Plan Q3 Amendments (Action)
- Subcommittee Leadership Confirmations & Work Task Lists (Action)
- Calendar Year 2019 TPAC Meeting Calendar (Action)
- MIS – Concurrence Framework (Action)
- MIS: CRT – Existing Conditions Report (Information)
- MIS: CRT – System Guidelines and Evaluation Framework (Information)
- 2019 Update of TPAC Bylaws Exhibit A (TPAC Weighted Voting Structure) (Information)

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