



GoTriangle  
Board of Trustees  
Wed, October 24, 2018 12:00 pm-2:30 pm

I. Call to Order and Adoption of Agenda

**ACTION REQUESTED:** Adopt agenda with any changes requested.  
(1 minute *Ellen Reckhow*)

II. Recognition

- A. Introduction of New Hires  
(1 minute *Jeff Mann*)
- B. Announcement of Promotions  
(1 minute *Jeff Mann*)

III. Public Comment

The public comment period is held to give citizens an opportunity to speak on any item. The session is no more than thirty minutes long and speakers are limited to no more than three minutes each. Speakers are required to sign up in advance with the Clerk to the Board.

(5 minutes *Ellen Reckhow*)

IV. Public Hearings

(5 minutes *Ellen Reckhow*)

- A. Draft State Program of Projects for FY 2020

V. Consent Agenda

Items listed on the consent agenda are considered as a single motion. At the request of any Board member, or member of the public, items may be removed from the consent agenda and acted on by a separate motion. Items pulled from the consent agenda will be placed at the beginning of the general business agenda for discussion and action. Any Board member wishing to remove an item from the consent agenda should advise staff in advance.

**ACTION REQUESTED:** Approve consent agenda.  
(1 minute *Ellen Reckhow*)

- A. Minutes

**ACTION REQUESTED:** Approve draft minutes of September 26 meeting.

- B. DRAFT FY20 North Carolina Department of Transportation Call for Projects

**ACTION REQUESTED:** If no public comments are received, approve the resolution authorizing the filing of applications with the NC Department of Transportation.

Resolution 2018 0010

VI. General Business Agenda

Items listed on the general business agenda are for discussion and possible action. Such designation means that the Board intends to discuss the general subject area of that agenda item before making any motion concerning that item.

- A. Items Removed from the Consent Agenda

ACTION REQUESTED: Discuss and take action on any items removed from the consent agenda.

*(1 minute Ellen Reckhow)*

B. Operations & Finance Committee Report

*(15 minutes Michael Parker)*

1. 2019 Health & Ancillary Benefits Package

ACTION REQUESTED: Approve the 2019 Health and Ancillary Benefits Package as proposed.

2019 Medical Package

2019 Dental & Vision Package

2. D-O LRT Professional Services Contract Amendment – T.J.F. Golf #9

ACTION REQUESTED: Recommend that the Board authorize the President/CEO to execute Contract Amendment 8 of the Professional Services Agreement with T. J. F. Golf, Inc., for the continuation of Technical and Professional Services for the UNC Finley Golf Course Mitigation Project, increasing the contract's not to exceed amount to \$153,500.

3. D-O LRT Professional Services Contract Amendment – GEC Phase 3B (HDR)

ACTION REQUESTED: Recommend that the Board authorize the President/CEO to increase the not-to-exceed amount for GEC Phase 3B of the contract with HDR Engineering Inc. for GEC Services for the D-O LRT Project by \$550,000 for relocation design services for university-owned utilities.

C. 2019 Meeting Calendar

ACTION REQUESTED: Adopt 2019 meeting calendar.

*(5 minutes Michelle Dawson)*

VII. Other Business

A. General Manager's Report

*(5 minutes Jeff Mann)*

Contracts

1. Transit Operations Report

*(5 minutes Patrick Stephens)*

2. D-O LRT Project Update

*(5 minutes John Tallmadge)*

3. Wake Transit Update

*(5 minutes Stephen Schlossberg, Patrick McDonough)*

4. Communications Update

*(5 minutes Mike Charbonneau)*

B. General Counsel's Report

*(5 minutes Shelley Blake)*

C. Chair's Report

*(5 minutes Ellen Reckhow)*

D. Board Member Reports

1. CAMPO Executive Board Representative

*(5 minutes Will Allen III)*

2. DCHC MPO Board Representative

*(5 minutes Ellen Reckhow)*

3. Regional Transportation Alliance (RTA) Rep.  
*(5 minutes Will Allen III)*
4. Chatham/Orange Joint Planning Task Force Rep.  
*(5 minutes Michael Parker)*

VIII. Adjournment  
*(Ellen Reckhow)*

**GoTriangle Board of Trustees**

**Meeting Minutes**

**September 26, 2018**

Board Room, The Plaza, 4600 Emperor Blvd., Suite 100  
Durham, NC

**Board Members Present:**

Will Allen III	Michael Parker
Sig Hutchinson	Ellen Reckhow
Wendy Jacobs (arr. 12:05 p.m.)	Jennifer Robinson, Chair
Vivian Jones	Steve Schewel
Valerie Jordan (arr. 12:08 p.m., left 2:00 p.m.)	Russ Stephenson
Mark Marcoplos	

**Board Members Absent:**

Nina Szlosberg-Landis (excused)	Andy Perkins
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Chair Jennifer Robinson officially called the meeting to order at 12:00 p.m.

**I. Adoption of Agenda**

**Action:** On motion by Hutchinson and second by Stephenson the agenda was adopted, adding. The motion was carried unanimously.

**II. Recognition**

**A. Introduction of New Hires**

President and CEO Mann announced the hiring of Andrew Willard, Public Involvement Specialist.

**B. Announcement of Promotions**

None.

**III. Public Comment**

No comments.

**IV. Consent Agenda**

**Action:** On motion by Reckhow and second by Stephenson the consent agenda was approved. The motion was carried unanimously.

The following consent agenda item was approved:

- August 22, 2018 – Regular Session Minutes.

**V. General Business Agenda****A. Items Removed from Consent Agenda**

None.

**B. Nominating Committee Report**

Jennifer Robinson presented the slate of officers from the Nominating Committee:

Chair	Ellen Reckhow (Durham City/County)
Vice Chair	Will Allen III (Raleigh)
Secretary	Michael Parker (Chapel Hill)
Treasurer	Sig Hutchinson (Wake County)

**1. Election of Officers for 2018-2019**

**Action:** On motion by Schewel and second by Jones the Board approved the slate of officers as recommended by the Nominating Committee. The motion was carried unanimously.

**C. Operations & Finance Committee Report****1. Professional Services Contract Amendment – GEC Phase 3B**

Committee Chair Michael Parker presented a recommendation for an amendment to the contract with HDR (GEC for the D-O LRT project). He said that the scope has had several changes: the redesign of Erwin Road to an elevated solution, the addition of a station and the relocation of stations. The request is for up to \$18.7 million. He reminded the Board that the contract includes a termination for convenience clause.

**Action:** On motion by Allen and second by Stephenson the Board authorized the President/CEO to execute Phase 3B of the Professional Services Contract with HDR Engineering Inc. (HDR) for General Engineering Consultant (GEC) Services for the Durham-Orange (D-O) Light Rail Transit (LRT) Project for a term of 22 months in an amount not to exceed \$18,700,000. The motion was carried unanimously.

**2. Transit Operations Vehicle Purchase Authorization**

Parker also presented a recommendation for the purchase of five (5) buses from Gillig for \$2.488 million, through an Interlocal Agreement with the City of Durham and other jurisdictions. He stated that funding is from Federal and State grants, with a 10% from GoTriangle.

**Action:** A motion was made by Reckhow seconded by Stephenson to authorize the President/CEO to execute a contract for the purchase of five (5) Low floor diesel Gillig Buses for fixed route service, with a maximum dollar amount of \$2,488,215.

President/CEO Mann said that GoTriangle's application for a Federal grant to purchase electric vehicles was successful and would be coming before the Board at a future date.

**Action:** Upon vote, the motion was carried unanimously.

### 3. LTV Purchase

Parker presented a recommendation for the purchase of four (4) light transit vehicles to replace current paratransit vehicles that have reached their useful life. The approximate cost is \$264,000, again coming from Federal and State grants with a 10% GoTriangle match.

**Action:** On motion by Reckhow and second by Stephenson the Board authorized the President/CEO to approve the purchase of four (4) light transit vehicles (LTVs) from Creative Bus Sales per the City of Fayetteville Joint Procurement Solicitation at a maximum price of \$263,648. The motion was carried unanimously.

Jacobs and Jordan arrived.

## D. Planning & Legislative Committee Report

### 1. Modification of the Erwin Road Alignment

Committee Chair Will Allen III presented a recommendation from the Committee to approve a change in the alignment to the Erwin Road section of the D-O LRT project. He stated that it includes elevating the tracks at a cost of approximately \$90 million. He recognized John Tallmadge to give details.

Tallmadge shared several issues that resulted in this change: a 44 KV line that connects the hospital system to the electrical grid under Erwin Road, access to the emergency room at the hospital, and Duke's concern about impacts to other University resources with an at-grade alignment in the median.

**Action:** On motion by Allen and second by Parker the Board approved the proposed change to the Erwin Road alignment. The motion was carried unanimously.

## VI. Other Business

### A. General Manager's Report

A list of contracts approved by the President and CEO is attached and hereby made a part of these minutes.

Mann highlighted the following items:

- GoTriangle participated in a Hurricane Relief Bus campaign with partners in the area and delivered items to Lumberton and Newport.
- RDUAA has passed resolution, which is attached and hereby made a part of these minutes, expressing support for GoTriangle's regional transit initiatives. He said that GoTriangle is working on a wrap for the airport route that looks like an airplane.
- The Lane Street building in Raleigh is being updated to accommodate the fabrication of bus shelters and other improvements in partnership with GoRaleigh. He stated that we would request from FTA their approval for this to be the headquarters for the bike share program.
- Ridership continues to increase for the second straight month.
- Staff met with FTA to introduced John Tallmadge as the interim project director.

The Board discussed GoTriangle's participation in emergency operations during Hurricane Florence.

**1. Transit Operations Report**

Patrick Stephens reported that the 5.9% ridership increase for July 2018 over July 2017 can be attributed to the GoPass program. He stated that he would bring a report on emergency operations related to the hurricane once completed.

**2. Durham-Orange Light Rail Transit Program Update**

John Tallmadge's presentation is attached and hereby made a part of these minutes.

**3. Wake Transit Update**

Patrick McDonough stated that the BRT study has almost concluded and GoRaleigh has been invited to be project sponsor. The MIS for commuter rail is focusing on demand and travel forecasting efforts that do not require extensive coordination with the railroads.

**4. Communications Update**

Mike Charbonneau's presentation is attached and hereby made a part of these minutes. He also shared a video on the Hurricane Florence storm relief bus for eastern and coastal North Carolina and announced that GoTriangle received an APTA grand adwheel award. Additionally Charbonneau announced the launch of a new campaign, GoBeyond, which recognizes bus operators going above and beyond. He also gave an update on the Youth GoPass program.

**D. General Counsel's Report**

General Counsel Shelley Blake noted the following items:

- The legal team is working on a number of agreements for the D-O LRT project.
- She said easement donations from UNC and NCCU are going to the Council of State next week.
- GoTransit Partners is working on proposals for donations. She stated that FTA is pleased with the creation of this group.
- A concurrence process is being developed for Wake Transit.
- RUS Bus is moving to the RFQ phase. The consultant working on the project will be presenting at Rail~volution.

Jordan left.

**E. Chair's Report**

Chair Robinson noted the article written by Will Allen in O Gauge Railroading magazine.

**F. Board Member Reports****1. CAMPO Executive Board Representative**

Will Allen III reported that CAMPO approved the Wake Transit Work Plan amendment policy and reviewed the SPOT 5.0 projects and points assigned to various projects. He advised that there will be a joint DCHC and CAMPO meeting on October 31.

**2. DCHC MPO Board Representative**

Ellen Reckhow reported that the group reviewed the regional transit points for the SPOT process and GoTriangle was at the head of the class. She also alerted Board members that the DCHC MPO is the designated recipient for Federal funding for the Enhanced Mobility of Seniors and Individuals with Disabilities program. She said the LPA staff is in the process of preparing an updated plan.

**3. Regional Transportation Alliance (RTA) Representative**

Will Allen III reported that Jeff Mann gave an update on the three county transit plans at last week's Tri-MAP meeting. A number of other participants also gave brief updates. Allen stated that he also attended the managed lanes stakeholder advisory committee meeting at TJCOG. He stated that he is advocating for all managed lanes that are tolled to include access to transit buses.

Marcoplos requested on behalf of the Chapel Hill Town Council a status report on the Hillsborough train station. President/CEO Mann responded that he is awaiting a copy of



letter from NCR to Norfolk Southern indicating consensus to move forward on modeling and design for two stations in North Carolina, one being Hillsborough.

**VII. Adjournment**

**Action:** Chair Robinson adjourned the meeting at 2:12 p.m.

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Jennifer Robinson, Chair

Attest:

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Michelle C. Dawson, CMC  
Clerk to the Board

Draft

## MEMORANDUM

**TO:** GoTriangle Board of Trustees  
**FROM:** Finance and Administrative Services  
**DATE:** October 12, 2018  
**SUBJECT:** **DRAFT FY20 North Carolina Department of Transportation Call for Projects**

### Strategic Objective or Initiative Supported

#### Action Requested

If no public comments are received at the public hearing or during the public comment period that ends on October 24, 2018, staff requests that the Board approve the attached resolution that authorizes the filing of applications with the N.C. Department of Transportation.

#### Background and Purpose

The North Carolina Department of Transportation—Public Transportation Division (PTD) is soliciting applications for the fiscal year (FY) 2020 grant programs: Urban State Match, Advanced Technology, and Apprenticeship Program.

PTD is an advocate for coordinated transportation services which are provided when a system encourages and facilitates the most efficient use of all transportation funds to provide passenger transportation in urban areas through the coordination of programs and services, enhances the effectiveness of public transportation and is related physically or functionally to public transportation, or establishes new or enhanced coordination between public transportation and other modes of transportation; plans for future transportation needs, and ensures integration and coordination among diverse transportation modes and providers with the result of expanding the availability of service. NCDOT-PTD makes State resources available to urbanized areas for the State Maintenance Assistance Program, transit capital match, advanced technology, and apprenticeships for transportation-related expenses. Each year GoTriangle submits grant applications for State funds. In the past, GoTriangle has requested State grant funds to finance its State Maintenance Assistance Program, planning match, capital match, advanced technology program, and apprentices during the fiscal year.

Prior to the submission of a grant application for State grant funds, grantees must publish a proposed Program of Projects for the year and hold a public hearing to receive citizen comments on the program. Below is a DRAFT State Program of Projects for FY 2020 that has been developed by GoTriangle staff.

PO Box 13787  
Research Triangle Park, NC 27709  
P: 919.485.7510 | F: 919.485.7547

A public hearing on the Program of Projects will be held at the beginning of the October Board meeting. The Program of Projects along with a notice of public hearing was published in area newspapers during the second week of October. The advertisement also solicited written comments to be submitted directly to GoTriangle.

Staff will consider all comments received during the public hearing and comment period and, if necessary, will make appropriate changes to the Program of Projects. If no comments are received prior to the October Board meeting or at the public hearing, then the Board will be asked to approve the Program of Projects as final at its October meeting (see attached resolution). Staff will notify the Board of the receipt of any prior public comments at the public hearing. If comments are received during the public hearing or comment period and changes are made to the Program of Projects, then the amended Program of Projects will be resubmitted to the Board for final approval at its November meeting.

Following final approval of the Program of Projects, GoTriangle will prepare grant applications to the North Carolina Department of Transportation—Public Transportation Division (NCDOT-PTD) for FY 2020.

### Financial Impact

For FY 2020, GoTriangle staff has identified approximately \$2,775,313 in proposed projects that we will make applications for through the State grant programs. A summary of the proposed projects and proposed revenue sources for the State grant programs in FY 2020 follows:

#### DRAFT FY 2020 NCDOT-PTD Grant Program of Projects

##### I. Total Projected Expenditures

Advanced Technology	\$ 2,333,808
Urban State Match	409,073
Apprenticeship Program	<u>32,432</u>
Total	\$ 2,775,313

##### II. Grant Funding Sources

Federal (12%)	\$ 327,258
NCDOT (78%)	2,170,523
Local (10%)	<u>277,532</u>
Total	\$ 2,775,313

A few notes of explanation on the proposed Program of Projects:

1. There are three components to the proposed Program of Projects: a.) advanced technology; b.) urban match; and c.) apprenticeship program.



a. Advanced Technology (\$2,333,808)

- Business Intelligence: \$1,578,084. The purpose for a GoTriangle Business Intelligence System is to aggregate data from different sources within the organization to produce meaningful reports that will assist in making better business decisions. The Business Intelligence System shall collect data from many sources at GoTriangle and future anticipation from its Partners. The state participation is anticipated to be \$1,420,276 or 90%, and the local match will be \$157,808 or 10%.
- Cameras for Paratransit: \$706,724. This project is intended to equip fifty-nine (59) GoTriangle buses and sixteen (16) light transit vehicles (LTVs) with an upgraded 9-camera and 6-camera system respectively, including software, equipment and tools. The state participation is anticipated to be \$636,052 or 90%, and the local match will be \$70,672 or 10%.
- ShareTheRideNC: \$39,200. Share the Ride NC (STRNC or STRNC.org) is hosted through a web-based software platform, which provides users with a carpool and vanpool rideshare match system for users across the state. The state participation is anticipated to be \$44,100 or 90%, and the local match will be \$4,900 or 10%.

b. Urban State Match (\$409,073)

- FY 2018 Paratransit Vehicle Purchase (1): \$61,073 replacement light transit vehicle. The federal participation is \$48,858 or 80%, state participation is anticipated to be \$6,107 or 10%, local participation will be \$6,107 or 10%.
- FY 2019 Paratransit Vehicle Purchase (4): \$348,000 replacement light transit vehicle. The federal participation is anticipated to be \$278,400 or 80%, state participation is anticipated to be \$34,800 or 10%, local participation will be \$34,800 or 10%.

c. Apprenticeship Program (\$32,432)

- GoTriangle will propose an apprentice for the Regional Services Development Department to assist with data collection and analysis. The state participation is anticipated to be \$29,188 or 90%, and the local match will be \$3,244 or 10%.

2. The GoTriangle match to the grant projects will come from the General Fund.

**Attachments**

- Resolution authorizing the filing of grant applications

**Staff Contact(s)**

- Deirdre Walker, 919-485-7481, [dwalker@gotriangle.org](mailto:dwalker@gotriangle.org)



**2018 0010**

**RESOLUTION OF THE GOTRIANGLE BOARD OF TRUSTEES  
AUTHORIZING THE FILING OF APPLICATIONS WITH THE U.S. DEPARTMENT OF  
TRANSPORTATION AND THE NC DEPARTMENT OF TRANSPORTATION  
FOR GRANTS AUTHORIZED BY 49 U.S.C. CHAPTER 53, US CODE OF THE FEDERAL  
TRANSIT ACT, AS AMENDED (2010-06-21/R-) AND ARTICLE 2B OF CHAPTER 136  
OF THE NORTH CAROLINA GENERAL STATUTES**

**WHEREAS**, the United States Secretary of Transportation is authorized to make grants for mass transportation program of projects; and

**WHEREAS**, Article 2B of Chapter 136 of the North Carolina General Statutes designated the Department of Transportation as the agency of the State of North Carolina responsible for administering funding assistance for public transportation; and

**WHEREAS**, the contract for financial assistance will impose certain obligations upon the applicant, including the provision by it of the local share of project costs; and

**WHEREAS**, it is required by the U.S. Department of Transportation in accord with the provisions of Title VI of the Civil Rights Act of 1964, as amended, that in connection with the filing of applications for assistance under the Federal Transit Act, as amended, the applicant files an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and the U.S. Department of Transportation requirements thereunder; and

**WHEREAS**, it is the goal of the applicant that minority business enterprise be utilized to the fullest extent possible in connection with these projects, and that definitive procedures shall be established and administered to ensure that minority businesses shall have the maximum feasible opportunity to compete for contracts where procuring construction contracts, supplies, equipment contracts, or consultant and other services.

**WHEREAS**, the Research Triangle Regional Public Transportation Authority hereby assures and certifies that it will comply with the federal and state statutes, regulations, executive orders, and all administrative requirements related to the applications made to and grants received from the Federal Transit Administration, as well as the provisions of Section 1001 of Title 18, U.S.C.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Trustees of the Research Triangle Regional Public Transportation Authority:

1. That the President and CEO is authorized to execute and file applications on behalf of the Research Triangle Regional Public Transportation Authority with the U.S. Department of Transportation, to aid in the financing of operating, capital and planning assistance projects pursuant to Sections 104(f), 5303, 5307, 5309, 5310, 5311, 5312, 5313, 5314, 5316, 5317, 5337, 5339, 5340 and TIGER of the Federal Transit Act, as amended.

2. That the President and CEO is authorized to execute and file applications on behalf of the Research Triangle Regional Public Transportation Authority with the North Carolina Department of Transportation, to aid in the financing of the Public Transportation Grant Program to include matching North Carolina Department of Transportation local federal operating, capital and planning grants, Technology Program assistance, Apprentice and Intern Program assistance, Transportation Demand Management Program assistance, State Maintenance Assistance Program, and Demonstration Projects.
3. That the President and CEO is authorized to execute and file with such applications an assurance or any other document required by the U.S. Department of Transportation fulfilling the purposes of Title VI of the Civil Rights Act of 1964.
4. That the President and CEO is authorized to furnish such additional information as the U.S. Department of Transportation and the North Carolina Department of Transportation may require in connection with the applications for the program of projects and budget.
5. That the President and CEO is authorized to set forth and execute affirmative minority business policies in connection with the project's procurement needs.
6. That the President and CEO is authorized to execute grant agreements on behalf of the Research Triangle Regional Public Transportation Authority with the U.S. Department of Transportation and N.C. Department of Transportation in aid to the financing of the operating, capital, and planning assistance for the program of projects.

**ADOPTED THIS 24<sup>th</sup> DAY OF OCTOBER 2018.**

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Ellen Reckhow, Board of Trustees Chair

**ATTEST:**

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Michelle C. Dawson, Clerk to the Board

**GoTriangle Board of Trustees  
Operations & Finance Committee Meeting Minutes  
September 26, 2018**

Board Room, The Plaza, 4600 Emperor Blvd., Suite 100  
Durham, NC

**Committee Members Present:**

Sig Hutchinson  
Michael Parker  
Ellen Reckhow

Russ Stephenson  
Steve Schewel (arr. 10:52 a.m.)

**Committee Members Absent:**

Valerie Jordan

Andy Perkins Jr.

Committee Chair Michael Parker officially called the meeting to order at 10:38 a.m.

**I. Adoption of Agenda**

**Action:** On motion by Stephenson and second by Hutchinson the agenda was adopted. The motion was carried unanimously.

**II. Approval of Minutes**

**Action:** On motion by Reckhow and second by Stephenson the Committee approved the minutes of the August 22, 2018, meeting. The motion was carried unanimously.

**III. Professional Services Contract Amendment – GEC Phase 3B**

John Tallmadge presented a request to amend the professional services contract with the General Engineering Consultant (GEC) for 22 months, with a not to exceed amount of \$18.7 million. He stated that in working with third parties as the design has progressed on the D-O LRT project some issues require considerable more design work such as the Erwin Road bridge, value engineering redesigns, and the supplemental environmental assessment directed by FTA.

Schewel arrived.

Schewel gave an update on the most recent meeting with Duke University regarding their concerns with the Erwin Road design.

Tallmadge noted another potential design change regarding the design for utility relocations at the universities. He said the normal course of activity would be for the universities to do the redesign which GoTriangle would reimburse; however, from the experiences of other transit properties there is risk to the schedule of waiting on another party to do that design work so GoTriangle is suggesting taking

on that responsibility. Staff currently is negotiating cooperative agreements and this work would be outside the scope of the current amendment.

Parker asked about the vulnerabilities in the project's critical path. Tallmadge responded the path includes completing final design, 11 critical third party agreements, other administrative procedural things and the commitment of all non-Federal funds by April. Schewel commented that he feels very confident about the funding, but sees the greatest risk involving the railroad negotiations and the agreement with Duke University.

**Action:** On motion by Reckhow and second by Schewel the Committee voted to recommend that the Board authorize the President/CEO to execute Phase 3B of the Professional Services Contract with HDR Engineering Inc. (HDR) for General Engineering Consultant (GEC) Services for the Durham-Orange Light Rail Transit (D-O LRT) Project for a term of 22 months in an amount not to exceed \$18,700,000. The motion was carried unanimously.

**IV. Wake County Transit Plan – Multi-Year Service Implementation Plan Update and GoTriangle Short Range Transit Plan**

Mary Kate Morookian's and Jon Dodson's presentation is attached and hereby made a part of these minutes.

**V. Transit Operations Vehicle Purchase Authorization**

Brian McLean presented a request for the purchase of five (5) Gillig buses through an Interlocal Agreement with the City of Durham. He stated that the build time is 14 months and the funds come from Federal and State grants and the Wake Transit Plan in FY20.

**Action:** On motion by Reckhow and second by Schewel the Committee voted to recommend that the Board authorize the President/CEO to execute a contract for the purchase of five (5) Low floor diesel Gillig Buses for fixed route service, with a maximum dollar amount of \$2,488,215. The motion was carried unanimously.

**VI. LTV Purchase**

Brian McLean also requested the purchase of four (4) light transit vehicles for paratransit. He said these vehicles are being purchased from a City of Fayetteville joint procurement. These will replace current vehicles which have exceeded FTA's useful life guidelines. These vehicles are also being purchased with Federal and State grants and a 10% local match.

**Action:** On motion by Schewel and second by Reckhow the Committee voted to recommend that the Board authorize the President/CEO to approve the purchase of four (4) light transit vehicles (LTVs) from Creative Bus Sales per the City of



Fayetteville Joint Procurement Solicitation at a maximum price of \$263,648. The motion was carried unanimously.

**VII. Adjournment**

**Action:** On motion by Hutchinson the meeting was adjourned at 11:37 a.m.

\_\_\_\_\_  
Michael Parker, Committee Chair

Attest:

\_\_\_\_\_  
Michelle C. Dawson, CMC  
Clerk to the Board of Trustees

Draft



Connecting all points of the Triangle

## MEMORANDUM

**TO:** GoTriangle Board of Trustees Operations & Finance Committee  
**FROM:** Human Resources  
**DATE:** October 9, 2018  
**SUBJECT:** 2019 Health & Ancillary Benefits Package

### Strategic Objective or Initiative Supported

#### Action Requested

Staff requests that the Committee recommend Board approval of the 2019 Health and Ancillary Benefits Package as proposed.

#### Background and Purpose

GoTriangle has received an offer from Blue Cross & Blue Shield of North Carolina to renew the existing Medical policy with a 3% premium decrease for 2019. In addition, Hartford has agreed to replace the existing Life and Disability coverage currently in force with Sun Life at a slightly lower rate; providing the same level of coverage and leaving employee costs unchanged.

Implementing these two together as proposed for 2019 will reduce benefit costs \$111,500 by:

- Lowering annual Medical expense about \$97,000
- Providing \$14,500 in additional ancillary savings

We are recommending that we share the Medical savings with employees by lowering the Employee Contributions for Dependent coverages; in accordance with the existing cost-sharing strategy. These new rates are stated in the attached documents.

We are also recommending implementing the Blue Cross enhanced Healthy Outcomes wellness program that will cost approximately \$9,500, and provide many new levels of participation-based financial incentives.

Dental and Vision Benefit providers and premium rates will remain unchanged for 2019.



### Financial Impact

Total premiums, per employee, are decreasing for 2019. The financial impact to GoTriangle to implement the changes outlined above is a net savings of approximately \$102,000, compared to current Benefits expense. The current FY 2019 budget is sufficient to cover the costs.

### Attachments

- Detailed spreadsheet showing coverage categories and costs.

### Staff Contact(s)

- Paul B. Dickens, 919.485.7527, [pdickens@gotriangle.org](mailto:pdickens@gotriangle.org)



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All figures are based on **current** headcount.

### BCBS PPO Medical 2019

	Monthly Employee Only (95.4% employer)	Monthly Employee/ Spouse (75% employer)	Monthly Employee/ Children (75% employer)	Monthly Family (67.5% employer)	Total Monthly Premium	Annualized
Actual # Covered	182	14	27	18	241	
2018 Current monthly premium/employee	\$ 999.31	\$ 2,078.38	\$ 1,734.05	\$ 3,018.45	\$ 7,830.19	
Employee Paid	\$ 43.33	\$ 519.60	\$ 433.51	\$ 981.00	\$ 1,977.43	
Employer Paid	\$ 955.98	\$ 1,558.79	\$ 1,300.54	\$ 2,037.45	\$ 5,852.76	
Premium Totals	\$ 181,874.42	\$ 29,097.32	\$ 46,819.35	\$ 54,332.10	\$ 312,123.19	\$ 3,745,478.28
2018 GoTriangle Total Payout	\$ 173,988.36	\$ 21,822.99	\$ 35,114.51	\$ 36,674.17	\$ 267,600.03	\$ 3,211,200.36
	Monthly Employee Only (95.4% employer)	Monthly Employee/ Spouse (75% employer)	Monthly Employee/ Children (75% employer)	Monthly Family (67.5% employer)	Total Monthly Premium	Annualized
2019 monthly premium/employee	\$ 969.92	\$ 2,017.25	\$ 1,683.05	\$ 2,929.67	\$ 7,599.89	
%Change	-2.9%	-2.9%	-2.9%	-2.9%		
Employee Paid	\$ 43.33	\$ 504.31	\$ 420.76	\$ 952.14		
%Change	0%	-2.9%	-2.9%	-2.9%		
Employer Paid	\$ 926.59	\$ 1,512.94	\$ 1,262.29	\$ 1,977.53		
Premium Totals	\$ 176,525.44	\$ 28,241.50	\$ 45,442.35	\$ 52,734.06	\$ 302,943.35	\$ 3,635,320.20
2018 GoTriangle Total Payout	\$ 168,639.38	\$ 21,181.13	\$ 34,081.76	\$ 35,595.49	\$ 259,497.76	\$ 3,113,973.10

Change in Total Annual Premium							\$ (110,158.08)
Change in Total GoTriangle Payout	\$ (5,348.98)	\$ (641.87)	\$ (1,032.75)	\$ (1,078.68)	\$ (8,102.27)	\$ (97,227.26)	-3%

% Change in overall monthly amount paid:

-2.9%

% Increase in monthly amount paid by GoTriangle:

-3.0% Annualized

\$ Increase in monthly amount paid by GoTriangle:

\$ (8,102.27) \$ (97,227.26)

**Delta Dental Plan**

	Employee Only	Employee/ Spouse	Employee/ Children	Family	Total Monthly Premium	Annualized
Actual # Covered	152	34	39	33	258	
Renewal Premium	\$ 30.80	\$ 63.55	\$ 80.95	\$ 113.70		
%Change	0%	0%	0%	0%		
Employee Paid	\$ -	\$ 24.56	\$ 37.61	\$ 62.18		
%Change	0%	0%	0%	0%		
Employer Paid	\$ 30.80	\$ 38.99	\$ 43.34	\$ 51.53		
Monthly Totals	\$ 4,681.60	\$ 2,160.70	\$ 3,157.05	\$ 3,752.10	\$ 13,751.45	
GoTriangle Total	\$ 4,681.60	\$ 1,325.58	\$ 1,690.16	\$ 1,700.33	\$ 9,397.66	\$ 112,771.95

% Increase in overall monthly amount paid: 0%

% Increase in monthly amount paid by Go Triangle: 0%

\$ Increase in monthly amount paid by GoTriangle:

\$ -	\$ -
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**VSP Vision Plan**

	Employee Only	Employee + 1	Family		Total Monthly Premium	Annualized
Actual # Covered	156	49	46		251	
Current Premium	\$ 7.37	\$ 10.68	\$ 19.15			
Employee Paid	\$ -	\$ 2.48	\$ 8.84			
Employer Paid	\$ 7.37	\$ 8.20	\$ 10.32			
Monthly Totals	\$ 1,149.72	\$ 523.32	\$ 880.90		\$ 2,553.94	
GoTriangle Total	\$ 1,149.72	\$ 401.68	\$ 474.49		\$ 2,025.89	\$ 24,310.65
Renewal Premium	\$ 7.37	\$ 10.68	\$ 19.15			
%Change	0.0%	0%	0%			
Employee Paid	\$ -	\$ 2.48	\$ 8.84			
%Change	0%	0%	0%			
Employer Paid	\$ 7.37	\$ 8.20	\$ 10.32			
Monthly Totals	\$ 1,149.72	\$ 523.32	\$ 880.90		\$ 2,553.94	
GoTriangle Total	\$ 1,149.72	\$ 401.68	\$ 474.49		\$ 2,025.89	\$ 24,310.65

Change in Total Annual Premium \$ Increase in monthly amount paid by GoTriangle:

\$ -

## MEMORANDUM

**TO:** GoTriangle Board of Trustees Operations & Finance Committee

**FROM:** Capital Development: D-O LRT Project Office

**DATE:** October 16, 2018

**SUBJECT:** Professional Services Contract Amendment – T.J.F. Golf #9

### Strategic Objective or Initiative Supported

This item supports Strategic Objective 1.1: Increase number of customers served with Sustainable Transportation Services.

### Action Requested

Staff requests that the Operations & Finance Committee recommend that the Board of Trustees authorize the President/CEO to execute Contract Amendment 9 of the Professional Services Agreement with T. J. F. Golf, Inc., for the continuation of Technical and Professional Services for the UNC Finley Golf Course Mitigation Project, increasing the contract's not to exceed amount to \$153,500.

### Background and Purpose

On August 8, 2013, TTA (GoTriangle) entered into a sole source contract with T. J. F. Golf, Inc. (Fazio Golf Course Designers) because they are the golf course designer of record for the University of North Carolina at Chapel Hill (UNC) Finley Golf Course which, as public parkland, is designated as a Section 4(f) Property. Federal regulations require publicly funded projects to avoid, minimize or mitigate impacts to Section 4(f) properties.

The proposed Durham-Orange (D-O) Light Rail Transit (LRT) Project alignment and configuration of the Hamilton Road station impacted specific areas of the UNC Finley Golf Course. GoTriangle therefore needed the expertise of T. J. F. Golf, Inc. to develop and coordinate the design of proposed modifications to Holes 17 and 3 and related areas of the golf course, in consultation with UNC staff.

As a result of the evaluation and analysis undertaken in accordance with the National Environmental Policy Act (NEPA), the final D-O LRT alignment avoids impacts to Hole 3. The D-O LRT Project Final Environmental Impact Statement (FEIS) / Record of Decision (ROD) issued by the Federal Transit Administration (FTA) on February 11, 2016, includes a commitment to mitigate the impacts to the UNC Finley Golf Course and Athletic Fields including the modification of Hole 17 and adjacent areas on the golf course, based on the plans which were prepared by T. J. F. Golf, Inc. in consultation with UNC staff.

On July 28, 2017, the FTA authorized GoTriangle to begin the Engineering (final design) phase of the D-O LRT Project. Access to the unique expertise provided by T. J. F. Golf, Inc. is therefore needed throughout the Engineering (final design) Phase of the segment D-O LRT Project that impacts UNC Finley Golf Course. Subsequent to completion of the final design phase, the contract's not to exceed amount and term (period of performance) will be amended to include the Bidding and Construction Phases of the UNC Finley Golf Course Mitigation Project.

Staff is therefore requesting that the Operations & Finance Committee recommend that the Board of Trustees authorize the President/CEO to execute Contract Amendment 9 of the Professional Services Agreement with T. J. F. Golf, Inc., for the continuation of Technical and Professional Services for the UNC Finley Golf Course Mitigation Project, increasing the contract's not to exceed amount by \$20,600 from \$132,900 to \$153,500. This increase in the contract amount is necessary in order to cover the cost of tasks which are within the scope of the project but were unforeseen when the current contract amount for final design was established.

Staff looks forward to further discussion of Amendment 9 to the Professional Services Agreement with T. J. F. Golf, Inc. at the October 24, 2018 Operations & Finance Committee meeting. Staff is also seeking approval from the Board of Trustees to authorize the President/CEO to execute Contract Amendment 9 with T. J. F. Golf, Inc. at the October 24, 2018, Board meeting.

### **Financial Impact**

Funding required to increase the Contract's total not to exceed amount by \$20,600 from \$132,900 to \$153,500 is available in the FY19 budget. At the close of FY18, \$113,900 had been paid, with \$19,000 remaining in the contract for design services in FY19. The FY19 budget includes \$105,000 for design and construction phase services for the golf course component of the D-O LRT Project. This amendment will result in a total allocation of \$39,600 for design services in FY19, with the remaining \$65,400 of budgeted funds available for construction phase services if needed later in FY19. The funding source is the Western Triangle Tax District.

### **Attachments**

None.

### **Staff Contact**

- John Tallmadge, 919-485-7430, [jtallmadge@gotriangle.org](mailto:jtallmadge@gotriangle.org)
- Juanita Shearer-Swink, 919-485-7412, [jshearerswink@gotriangle.org](mailto:jshearerswink@gotriangle.org)



## MEMORANDUM

**TO:** GoTriangle Board of Trustees Operations & Finance Committee  
**FROM:** Capital Development, D-O LRT Project Team  
**DATE:** October 16, 2018  
**SUBJECT:** Professional Services Contract Amendment – GEC Phase 3B (HDR)

### Strategic Objective or Initiative Supported

This item supports Strategic Objective 1.1: Increase number of customers served with Sustainable Transportation Services.

### Action Requested

Staff requests that the Operations & Finance Committee recommend that the Board of Trustees authorize the President/CEO to increase the not-to-exceed amount for GEC Phase 3B of the Professional Services Contract with HDR Engineering Inc. (HDR) for General Engineering Consultant (GEC) Services for the Durham-Orange (D-O) Light Rail Transit (LRT) Project by \$550,000 for relocation design services for university-owned utilities.

### Background and Purpose

On July 28, 2017, the Federal Transit Administration (FTA) admitted the D-O LRT Project into the Engineering Phase of the FTA New Starts Program. The FTA has since acknowledged GoTriangle's intent to pursue a Full Funding Grant Agreement (FFGA) for the project in September 2019.

On July 27, 2016, the Board of Trustees authorized the General Manager to execute Phase 1 of a Professional Services Contract with HDR for GEC Services for the D-O LRT Project. The term for Phase 1, Design Feasibility Studies and Financial Planning, was up to three (3) months, in an amount not to exceed \$500,000.

On December 14, 2016, the Board of Trustees authorized the General Manager to execute Phase 2, which included a continuation of the Phase I Scope as well as additional tasks determined to be necessary to further the design baseline prior to advancing the Final Design. The term for Phase 2, Design Feasibility Studies, Supplemental Engineering, and Advanced Permitting, was up to five (5) months, in an amount not to exceed \$6,000,000.

On May 24, 2017, the Board of Trustees authorized the General Manager to execute Phase 3, which encompasses those components of the Final Design of the project identified in the Phase 3



Scope. The term for Phase 3 runs through June 30, 2020 is funded at an amount not to exceed \$75,000,000. As of June 30, 2018, the Phase 3 unspent balance is approximately \$37,000,000.

On September 26, 2018 the Board of Trustees authorized the General Manager to execute Phase 3B, Additional Final Design Services. The Additional Final Design Services identified in the previous Contract Amendment included changes to the scope of design services required to accommodate significant changes in the design and engineering of the D-O LRT Project that were identified since the beginning of Phase 3, Final Design.

This memorandum describes the proposed request to add further Additional Final Design Services to Phase 3B up to \$550,000 for the design of university-owned utilities.

Responsibility for the relocation of the university-owned utilities has been recently coordinated with the universities as part of the process that will culminate in execution of the Cooperative Agreements. In both cases – for the University of North Carolina (UNC) at Chapel Hill and for Duke University – it has been agreed that it will be most expeditious and advantageous to both parties for GoTriangle to design and perform the relocations. This is the same model already in effect for utilities owned by public entities (i.e., water and sewer owned by the Orange Water and Sewer Authority [OWASA] and City of Durham), in which the GEC is performing the design, and the GoTriangle construction contractors will perform the relocations.

As a result, GoTriangle seeks to engage the GEC to perform the utility relocation design for the university-owned utilities. The GEC will incorporate the utility relocation designs into the contract documents for the Civil West and Civil East construction contractors. This work must begin soon in order for the university-owned utility relocations to appear on the 90% plans, which for Civil West (UNC) are due in May 2019 and for Civil East (Duke University) are due in August 2019.

### Financial Impact

Funding for this Contract Amendment is available in the approved FY 19 Budget which includes approximately \$62 million for professional services related to the D-O LRT Project, therefore no budget amendment is required. The funding source is the Western Triangle Tax District.

### Staff Contacts

- John Tallmadge, 919-485-7430 [jtallmadge@gotriangle.org](mailto:jtallmadge@gotriangle.org)
- Sandra Freeman, 919-485-7415, [sfreeman@gotriangle.org](mailto:sfreeman@gotriangle.org)





Connecting all points of the Triangle

## Board of Trustees 2019 Meeting Calendar

PROPOSED

The GoTriangle Board of Trustees and Board committees meet on the 4<sup>th</sup> Wednesday of each month (\*except where noted) at the times listed. All meetings will take place in the Board Room at the GoTriangle Administrative Offices, 4600 Emperor Boulevard, Suite 100, Durham, NC unless otherwise stated. Personnel Committee meetings are scheduled as needed.

- 10:30 am Operations & Finance (O&F) Committee
- 11:45 am Lunch Break
- 12:00 pm Board of Trustees (BOT)
- ~2:30 pm Planning & Legislative (P&L) Committee  
(immediately following the Board meeting)

### January 2019

- 01/17 Work Session - 2019 Business Plan, 12 p.m.
- 01/23 Regular meetings (see schedule above)

### March 2019

- 03/7 Work Session – D-O LRT project, 12 p.m.
- 03/27 Regular meetings (see schedule above)

### May 2019

- 05/22 Regular meetings (see schedule above)

### July 2019

- 07/24 Regular meetings (see schedule above)

### September 2019

- 09/25 Regular meetings (see schedule above)

### November 2019

- 11/20 Regular meetings (see schedule above)

### February 2019

- 02/27 Regular meetings (see schedule above)

### April 2019

- 04/TBD O&F meeting, time TBD
- 04/24 Work Session – FY20 Budget, 9 a.m.
- 04/24 Regular meetings (see schedule above)

### June 2019

- 06/TBD Work Session - employee evaluations
- 06/26 Regular meetings (see schedule above)

### August 2019

- 08/28 Regular meetings (see schedule above)

### October 2019

- 10/23 Regular meetings (see schedule above)
- 10/30 Work Session - Strategic Plan, 12 p.m.

### December 2019

- 12/18 Regular meetings (see schedule above)



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## CONTRACT WORK ORDERS FOR SEPTEMBER 2018 (not exceeding \$100K)

Contract #	Contractor (or subject if no contractor listed)	Contract Amount	Subject	Comments	JM Signed	GC Signed
18-099	Background Check Services	-		Provides for employee background checks on as needed basis.	9.19.2018	9.19.2018
18-0101	Legal Services	-		Provides for outside legal services. A billable rate contract performed under a Letter of Engagement	9.26.2018	9.26.2018
17-060	NC State University – GoPass	-		For the Annual GoPass Agreement with NC State University. Term of agreement Aug 15, 2018 – August 14, 2019. GoTriangle shall be paid 55% per boarding.	9.26.2018	9.26.2018