

GoTriangle Board of Trustees

Meeting Minutes

June 24, 2020

Held Remotely via WebEx

Board Members Present Remotely:

Will Allen III

Corey Branch

Michael Fox (left 12:55 pm)

Sig Hutchinson (left 2:35 pm)

Wendy Jacobs

Vivian Jones

Valerie Jordan (left 12:55 pm)

Mark Marcoplos (left 2:35 pm)

Michael Parker, Chair

Ellen Reckhow

Jennifer Robinson (left 2:30 pm)

Steve Schewel

Nina Szlosberg-Landis (left 12:55 pm)

Chair Michael Parker officially called the meeting to order at 12:03 p.m.

I. Adoption of Agenda

Action: On motion by Allen and second by Hutchinson the agenda was adopted. Upon roll call, the motion was carried unanimously.

II. Recognition of Ellen Reckhow

Chair Parker recognized Ellen Reckhow, the joint City of Durham and Durham County representative, who will end her service on the Board effective June 30, 2020. To commemorate her service, she will receive a crystal vase engraved with the current and past logos of GoTriangle and the inscription "For the leadership, commitment and energy you dedicated to transit in the Triangle, we thank you." Written notes were collected and Board members offered words of appreciation.

III. Public Hearing

Action: Chair Parker opened the public hearing on the FY21 proposed budget at 12:24 p.m. There being no comments, the hearing was closed.

In accordance with NCGS §166A-19.24, written comments are accepted for 24 hours after the public hearing. One written comment was received, which is attached and hereby made a part of these minutes.

IV. Public Comment

No comments received.

V. Consent Agenda

Action: On motion by Jacobs and second by Reckhow the consent agenda was approved. Upon roll call, the motion was carried unanimously.

The following consent agenda items were approved:

- May 27, 2020 – Regular Session Minutes;
- May 27, 2020 – Closed Session Minutes;
- *Ordinance 2020 0011R GoTriangle Fiscal Year 2020 Triangle Tax District – Wake Capital Fund Budget Ordinance Amendment*; and
- FY21 work plan for the General Counsel and Vice President of Strategic Partnerships.

VI. General Business Agenda

A. Items Removed from Consent Agenda

None.

B. FY20 Budget Ordinance Amendments

Saundra Freeman reviewed the FY20 budget adjustments, which are attached and hereby made a part of these minutes.

Action: On motion by Allen and second by Reckhow the Board unanimously approved *Ordinance 2020 0012 GoTriangle Budget Ordinance Amendment*, which is attached and hereby made a part of these minutes. Upon roll call, the motion was carried unanimously.

C. FY21 Proposed Budget

Saundra Freeman reviewed changes to the proposed FY21 budget, including the three county transit plans, since the presentation at the last meeting. The impacts are attached and hereby made a part of these minutes.

Szlosberg-Landis about if staff had assessed the impact, if any, of HB-77 on GoTriangle's budget. Freeman responded that SMAP funds of \$2 million would be eliminated for GoTriangle if approved. She stated that several areas are being reviewed as opportunities to offset the reduction.

Allen stated that GoTriangle should document the impact of the loss of these funds in order to justify their reinstatement next year.

Jacobs responded that she had reached out to the Governor's office urging him to veto this bill.

Parker stated that the Town of Chapel Hill sent a letter to Governor Cooper. He suggested that GoTriangle also go on record formally urging the Governor to veto the bill.

Action: On motion by Reckhow and second by Hutchinson the Board directed the Board Chair and president and CEO to submit a letter to the Governor opposing HB-77. Upon roll call, the motion was carried unanimously.

Freeman stated that the final budget proposes \$57.8 million in revenue and \$52.4 million in expenditures, for a positive cash reserve of \$5.4 million. She stated the revenue assumes TDM and SMAP funding.

The Board acknowledged receipt of public comment on the proposed FY21 budget from John Tallmadge, Bike Durham Executive Director, supporting the Durham Transit work plan's inclusion of \$100,000 for tactical transit improvements and \$1,000,000 for priority bus stop safety improvements and requesting an additional \$750,000 in the plan to fund the identification of gaps in access for people walking or rolling to bus stops and the use of quick-build approaches to implement safety and access improvements.

Reckhow commented on the readability of the Wake Transit Plan and that it is very user friendly. Freeman stated that a joint team is working on the format for the Durham and Orange transit plans.

Action: On motion by Allen and second by Branch the Board approved the FY21 budget ordinances listed below and adopted the three FY21 county transit plans, including material changes to the Durham County Transit Plan. The budget is considered adopted June 25, 2020, to provide for the submission of public comments for 24 hours after the public hearing as required by NCGS §166A-19.24. Upon roll call, the motion was carried unanimously. The budget ordinances and County Transit Plans are attached and hereby made a part of these minutes.

- FY21 GoTriangle Budget Ordinance (O 2020 0013)
- FY21 Regional Bus Capital Project Fund Budget Ordinance (O 2020 0014)
- FY21 Major Capital Project Fund Budget Ordinance (O 2020 0015)
- FY21 Advanced Technology Project Fund Budget Ordinance (O 2020 0016)
- FY21 Major Transit Investment Fund Budget Ordinance (O 2020 0017)
- FY21 Triangle Tax District – Durham Operating Fund Budget Ordinance (O 2020 0018)
- FY21 Triangle Tax District – Durham Capital Fund Budget Ordinance (O 2020 0019)
- FY21 Durham-Orange Special Tax District Fund Budget Ordinance – Durham County (O 2020 0020)

- FY21 Triangle Tax District – Orange Operating Fund Budget Ordinance (O 2020 0021)
- FY21 Triangle Tax District – Orange Capital Fund Budget Ordinance (O 2020 0022)
- FY21 Durham-Orange Special Tax District Fund Budget Ordinance – Orange County (O 2020 0023)
- FY21 Triangle Tax District - Wake Operating Fund Budget Ordinance (O 2020 0024)
- FY21 Triangle Tax District - Wake Capital Fund Budget Ordinance (O 2020 0025)
- FY21 Wake Special Tax District Fund Budget Ordinance (O 2020 0026)

Fox, Jordan, Szlosberg-Landis left.

D. Renewal of Triangle Region Model Service Bureau Contract with ITRE

Katharine Eggleston explained that GoTriangle, in partnership with NCDOT and the two MPOs, has contracted with ITRE for a number of years to administer, develop, oversee and monitor of the Triangle Regional Model. She stated that the level of funding is very similar to what GoTriangle has provided in prior years. She added that this is an alternating year that typically includes the addition of a household travel survey; however, it has been deferred due to disruption to travel patterns caused by COVID-19.

Action: On motion by Schewel and second by Jones the Board authorized the president and CEO to sign a contract with the NCSU Institute for Transportation Research and Education (ITRE) to provide continued model development services of the Triangle Regional Model for FY21 for an amount not to exceed \$213,828. Upon roll call, the motion was carried unanimously.

E. Recommended Service Changes for October 2020

Jennifer Green's presentation is attached and hereby made a part of these minutes. She requested Board approval of the recommended service changes for October, which will allow staff time to make operational changes in preparation for the changes. She added that flexibility on the date is important in order to respond to conditions related to COVID-19.

Green reviewed the timeline, public outreach efforts, comments received on the proposed changes and modifications to the proposed changes in response to comments received and the COVID-19 pandemic. She highlighted that additional frequency on Route 305 would be delayed due to funding availability for Wake Transit and Route 311 has been removed from the recommendations for change to allow for better coordination with Route 305.

Recommended service changes include:

- Route 300 - Operate between Cary to Raleigh only and replace the Wilmington and Salisbury streets stops serving the State Government area with stops on Morgan Street at Salisbury Street to improve on time performance. (Service to eliminated stops on Wilmington and Salisbury streets is provided by Route 301 and GoRaleigh routes.)
- Route 310 - Extend service through Morrisville to replace peak service between the Regional Transit Center (RTC) and Cary Depot on Route 300.
- Route 305 - Extend service to the Town of Holly Springs (downtown and Ting Park Park-and-Ride). Add stops in Apex at Lake Pine Plaza Park-and-Ride, Compare Foods Park-and-Ride on Hughes Street and Cambridge Village. Serve the State Government area from bus stops on Morgan Street at Salisbury Street in Raleigh to improve on time performance. (Service to eliminated stops on Wilmington and Salisbury streets is provided by Route 301 and GoRaleigh routes.)
- Route 800 and 800S - Realign to serve the Streets at Southpoint from a new bus stop on Renaissance Parkway. This service realignment is anticipated to begin July 13th as a detour; GoTriangle Board of Trustees' approval is required to make the detour permanent.

Action: On motion by Reckhow and second by Allen the Board approved the recommended service changes as outlined above, effective October 11, 2020, or an alternate date if dictated by other circumstances related to the COVID-19 pandemic. Upon roll call, the motion was carried unanimously.

F. Employee Health & Ancillary Insurance Brokerage Services

Christy Winstead requested Board approval of a three-year contract with Gallagher Benefit Services for employee insurance brokerage consulting services. She stated that Gallagher was chosen from responses to a RFP and is a full-service firm whose electronic capabilities will support GoTriangle's reporting, analytics, marketing and communication of benefits to employees and wellness initiatives.

Branch stressed that minority owned businesses be considered for contracts such as this, and not just those related to large construction projects.

Lattuca noted that his work plan includes a focus on reaching out to connect with DBE business associations in the region and increase the awareness of DBEs to opportunities with GoTriangle.

Action: On motion by Branch and second by Marcoplos the Board authorized the president and CEO to execute a contract with Gallagher Benefit Services, Inc. for employee insurance benefits brokerage and consulting services for three years

beginning FY21, with a maximum dollar amount of \$87,807 per year based upon 235 full time employees at a rate of \$31.14 per employee per month enrolled in the GoTriangle Medical Plan. Upon roll call, the motion was carried unanimously.

G. Purchase of GoDurham Bus Stop Amenities

Richard Major reported that the initial solicitation for the purchase and delivery of bus stop equipment shelters and benches in May yielded no bids. After a second request, two bids were received from responsive and responsible parties that GoTriangle has used in the past. He stated that the low bid, from Brasco International, was \$255,925, 40% below the independent cost estimate, which was based on recent cost proposals for bus shelter fabrication and delivery.

Reckhow asked about replacing the existing trash bins or at least purchasing new liners in black. Major stated that staff has discussed this extensively and is working to purchase additional trash receptacles.

Jacobs asked if the low price affords the opportunity to purchase more. Major stated that staff is discussing the possibility of building up some inventory and take advantage of discounted prices.

Action: On motion by Allen and second by Schewel the Board authorized the president and CEO to execute a contract with bus shelter manufacturer Brasco International for the purchase and delivery of bus stop equipment to be installed at GoDurham bus stops for an amount not to exceed \$255,925. Upon roll call, the motion was carried unanimously.

H. FY21 Work Plan – President and CEO

President and CEO Chuck Lattuca discussed in detail his proposed work plan, which is attached and hereby made a part of these minutes.

Action: On motion by Branch and second by Reckhow the Board approved the president and CEO's work plan as presented. Upon roll call, the motion was carried unanimously.

VII. Other Business

A. President and CEO's Report

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

Lattuca highlighted the following items:

- Thanked Board members for meeting individually with him, would like to do next round after Labor Day.
- Sent a letter, at the request of APTA in support of the INVEST in America Act, which provides increased funding for transit projects and programs.
- Visited Chapel Hill Transit and plan to visit all GoTriangle partners' operations and invite them to our facility; hope to build cooperation, understanding and opportunities to work together.
- Meeting with stakeholders and reviewing commuter rail issues.

1. **COVID-19 Update**

Eric Bergstraesser reported on efforts and activities:

- Face covering policy has been mandated on GoTriangle buses. Began distributing face coverings at the Regional Transit Center. Will be installing dispensers for them on all vehicles.
- Barriers have been ordered and are beginning to be delivered. Installations have begun. All Paratransit vehicles have the barriers installed. Face shields have been made available to all operators.
- Service will ramp up on Monday to almost full service. Passenger load will be monitored to add tripper service as needed.
- Ridership is up slightly to about 1200-1250 passengers per day.

2. **Capital Projects Status Report**

Katharine Eggleston's update on the commuter rail project is attached and hereby made a part of these minutes. She stated this would become a regular presentation on the Board's agenda.

Allen asked who would be the primary contact with Norfolk Southern upon Scott Saylor's retirement. Eggleston replied that Donald Arant, VP of Engineering, has become engaged over the past few months. She added that a modeling group has been recommended that would include not only NS and NCRRT representatives, but also participation by GoTriangle, GoTriangle consultants and the NCDOT rail division and perhaps CSX and Amtrak. The group would work on the study moving forward and have access to reviewing all materials that are generated.

Lattuca responded that he hoped for more open communication going forward and that he is developing a direct relationship with certain NS folks.

Schewel asked whether public engagement would be sufficient in an online/digital format only. Eggleston stated that the team is planning for the

potential for in-person engagement, but not in the ways that have been done in the past.

B. General Counsel's Report

General Counsel Curran noted the resolution of an on-going issue with the Streets at Southpoint regarding the on-site bus stop with a new stop on Renaissance Parkway. She stated that she is working with Lattuca to introduce him in the community through mostly virtual meetings. The legal department has issued a RFP to assist with the agreements for the commuter rail project. The RUS Bus grant has been signed by FTA.

C. Chair's Report

Chair Parker congratulated Jennifer Robinson on having been elected president of the NC League of Municipalities. He also reported that the City of Durham and Durham County have jointly appointed Stelfanie Williams, VP for Durham Affairs at Duke University, to replace Ellen Reckhow. Parker then stated that he would be assuming GoTriangle's spot on the DCHC MPO Board effective July.

D. Board Member Reports

1. CAMPO Executive Board Representative

Will Allen III reported that CAMPO approved the FY21 wake transit plan and endorsed a resolution to encourage NCDOT to continue supporting the Triangle TDM program. The group also heard about a delay in the Blue Ridge Road grade separation project related to agreements with the railroads.

2. DCHC MPO Board Representative

Ellen Reckhow stated that DCHC also discussed the possible defunding of the TDM initiatives across the state and authorized a strong communication to the State regarding the impacts.

3. Regional Transportation Alliance (RTA) Representative

Will Allen III reported that the annual transportation breakfast is scheduled for July 17th, which will feature the results of the FAST network study, to develop a Freeway And Street-based Transit (FAST) network to link our region.

VIII. Closed Sessions

Action: On motion by Jones and second by Jacobs the Board entered into closed session at 2:19 p.m. for the purposes and pursuant to the General Statutes listed below. Upon roll call, the motion was carried unanimously.

A. Litigation Settlement

Research Triangle Regional Public Transportation Authority v. Patterson's Mill, LLC
NCGS §143-318.11.(a)(3) To consult with an attorney employed or retained by the public body in order to preserve the attorney client privilege between the attorney and the public body, which privilege is hereby acknowledged.

B. Personnel

NCGS §143-318.11.(a)(6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee.

The Board returned to open session at 2:35 p.m. Robinson left after the closed session A. Hutchinson and Marcoplos left after closed session B.

Action: On motion by Allen and second by Reckhow the Board voted to award the Clerk to the Board a 4% merit increase and approved her FY21 work plan. Upon roll call, the motion was carried unanimously.

IX. Adjournment

Action: On motion by Allen and second by Reckhow the meeting was adjourned at 2:37 p.m.

Prepared by:



Michelle C. Dawson, CMC

Clerk to the GoTriangle Board of Trustees