



GoTriangle
 Board of Trustees
 February 24, 2021
 12:00 pm-2:30 pm Eastern Time

Based on NC Safer At Home executive orders in response to COVID-19, the GoTriangle Board of Trustees will meet remotely on Wednesday, February 24, 2021, at 12:00 p.m.

*Click here to: [Join Webex Meeting](#)
 Or dial: +1 415-655-0003
 Access code: 171 485 3127*

I. Call to Order and Adoption of Agenda

(1 minute Michael Parker)

ACTION REQUESTED: Adopt agenda with any changes requested.

II. Recognition

A. Service of Wendy Jacobs

(10 minutes Michael Parker)

III. Public Comment

(Michael Parker)

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.

IV. Consent Agenda

(1 minute Michael Parker)

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.

A. Minutes - January 20, 2021

B. Minutes - January 27, 2021 - regular session

C. Minutes - January 27, 2021 - closed session

D. Suspension of Routes 311 and NRX

(5 minutes)

O&F RECOMMENDATION: Approve the suspension of the 311 and NRX and designate the president/CEO authority to determine when routes would resume service.

Attachment A - Public Outreach Plan

Attachment B - Title VI Analysis

V. Presentations

A. Update on Wake Transit Plan

(15 minutes Bret Martin)

Presentation

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

(1 minute Michael Parker)

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

B. Operations & Finance Committee Report

(5 minutes Vivian Jones)

C. Planning & Legislative Committee Report

(5 minutes Will Allen III)

D. Addendum to Predevelopment Agreement with Hoffman & Associates (RUS Bus)

(10 minutes Shelley Curran)

ACTION REQUESTED: Authorize addendum to Predevelopment Agreement with Hoffman & Associates to allow up to \$1 million in interim/ASR design phase work.

VII. Other Business

A. President & CEO's Report

(5 minutes Charles Lattuca)

Contracts

New Hires & Promotions

1. Operations Update

(5 minutes Patrick Stephens)

2. Capital Projects Status Report

Presentation

(5 minutes Jay Heikes)

3. HR Update - Diversity Training and Assessment

(5 minutes Carolyn Lyons)

B. General Counsel's Report

(5 minutes Shelley Read Curran)

C. Chair's Report

(5 minutes Michael Parker)

D. Board Member Reports

1. CAMPO Executive Board Representative

(5 minutes Will Allen III)

2. DCHC MPO Board Representative

(5 minutes Michael Parker)

3. Regional Transportation Alliance (RTA) Rep.

(5 minutes Will Allen III)

VIII. Adjournment

(Michael Parker)

GoTriangle Board of Trustees
Meeting Minutes
January 20, 2021 – Special Session
Held Remotely via WebEx

Board Members Present Remotely:

Will Allen III	Michael Parker, Chair
Brenda Howerton	Renée Price
Sig Hutchinson (arr. 11:21 a.m.)	Jennifer Robinson (arr. 11:06 a.m.)
Vivian Jones	Steve Schewel (left 11:36 a.m.)
Valerie Jordan	Stelfanie Williams (arr. 11:14 a.m.)

Board Members Absent:

Corey Branch	Michael Fox
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Chair Michael Parker officially called the meeting to order at 11:01 a.m.

I. Oaths of Office

Chair Parker introduced Brenda Howerton, new representative from the Durham County Board of County Commissioners.

Action: GoTriangle General Counsel and NC Notary Public Shelley Read Curran administered the oath of office. Pursuant to the emergency video notarization requirements contained in G.S. 10B-25, the principal signer stated she was physically located in Durham County, North Carolina during the emergency video notarization and Notary Public Curran was in Wake County, North Carolina.

II. Adoption of Agenda

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

III. Commuter Rail Survey Presentation – Means, Methods & Results

GoTriangle president and CEO Charles Lattuca stated this the first of three planned public outreach periods for the commuter rail study was completed in November. He introduced Scott Thomas, Chief Communications Officer, to present the survey results.

Thomas said the survey received high response, having over 2,700 participants, compared to a typical survey of 300-400 participants. He said thousands of comments were received as well, with the majority of those comments being supportive and positive for commuter rail. Thomas then introduced Liz Raskopf, public engagement supervisor, and Elise Bielen, transportation project manager for Simpson Engineers & Associates. Their presentation is attached and hereby made a part of these minutes.

GoTriangle Board of Trustees
Meeting Minutes
January 20, 2021 – Special Session

Raskopf shared the corridor map and other background information that was included in the survey. She discussed the materials used and the methods for distributing the survey: email, social media, paper surveys at events and virtual meeting and presentations. She also talked about efforts to reach traditionally underrepresented groups.

Bielen noted that upper income levels were over represented in the survey and stated that future outreach would attempt to improve those statistics.

Hutchinson arrived.

She said the race and ethnicity of survey respondents generally mirrored the population, but noted there is room for improvement. She stated that all three counties indicate a need for more inclusion of people of Hispanic background and where efforts can be focused in the future.

Bielen shared the benefits mentioned in survey responses:

- Reducing congestion
- Environmental benefits
- Decreasing commute times
- Bringing the Triangle up to modern metropolitan standards
- Sense of connectivity throughout the Triangle

Concerns noted from survey responses were:

- Project cost and funding allocation
- Would it be effective?
- Would it serve the community equitably?
 - Serves only commuters
 - Doesn't serve those most in need (not equitable)
 - Some geographic areas left out

The survey included these open-ended questions:

1. What would you like in a commuter rail train that connects Durham and Wake counties? The most common responses were reliability, schedule, frequency, affordability.
2. What do you see the commuter rail train doing for your community? 87% of the responses categorized as positive, with congestion overwhelmingly listed as the top benefit. Negative comments were 10% of the responses, with project cost topping the list.
3. At the end of this study, local leaders will decide whether to move forward with the proposed commuter rail train. What else should they be considering to make that decision? Project cost, equity and growth were the top factors to be considered in making a decision about moving forward with commuter rail.

Bielen said that focus groups would be conducted next to explore themes raised in the initial survey and also reach out to underrepresented demographic groups. Additionally there would be continued education and awareness as well as two more public comment periods in the spring and summer.

Board members suggested that the survey results should be presented to both MPOs as well as the three boards of county commissioners, TJCOG, chambers of commerce, RTA, and other community based organizations.

Schewel left.

Price added that Hillsborough, Carrboro and Chapel Hill also should be included.

Lattuca highlighted the standalone website which would go live next month, ReadyforRailNC.org.

IV. Adjournment

Action: Chair Parker adjourned the meeting at 11:42 a.m.

Prepared by:

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

GoTriangle Board of Trustees
Meeting Minutes
January 27, 2021
Held Remotely via WebEx

Board Members Present Remotely:

Will Allen III	Valerie Jordan (arr. 12:02 p.m.)
Corey Branch (arr. 12:12 p.m.)	Michael Parker, Chair
Michael Fox (arr. 12:04 p.m., left 1:58 p.m.)	Renée Price
Brenda Howerton	Jennifer Robinson (arr. 12:14 p.m., left 2:21 p.m.)
Sig Hutchinson	Steve Schewel
Vivian Jones (arr. 12:12 p.m.)	Stelfanie Williams (arr. 12:07 p.m.)

Chair Michael Parker officially called the meeting to order at 12:01 p.m.

I. Adoption of Agenda

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

II. Recognition**A. Service of Mark Marcoplos**

Chair Parker recognized Mark Marcoplos, former Orange County representative. To commemorate his service, he will receive an engraved crystal ice bucket. Board members offered words of appreciation.

B. Employee Service Awards

President/CEO Lattuca recognized Laurie Barrett for 30 years' service to GoTriangle; and Ronald Nolan, Mary Simpson and Gwendolyn Vick, for 10 years' service.

III. Public Comment

Erik Landfried's comments are attached and hereby made a part of these minutes.

IV. Consent Agenda

Action: On motion by Robinson and second by Allen the consent agenda was approved. Upon vote by roll call, the motion was carried unanimously.

The following consent agenda items were approved:

- December 16, 2020 – Regular Session Minutes;
- Budget ordinance amendments 2021 0001 and 2021 0002 to the Durham Transit Workplan budget;
- Budget ordinance amendments 2021 0003 and 2021 0004 to the Orange Transit Workplan budget;

- Budget ordinance amendments 2021 0005 and 2021 0006 to the Wake Transit Plan budget;
- Authorized the President/CEO to execute a three-year contract with TJCOG to provide continued planning and GIS services in developing the transportation networks and associated land use required for long range transit planning and project implementation for FY21-23 with a not-to-exceed amount of \$145,000; and
- Approved the continuation of supplemental benefits related to the Families First Coronavirus Response Act (FFCRA), retroactive to January 1, 2021, and through March 31, 2021.

Budget ordinance amendments *2021 0001 – 2021 0006* and the supplemental FFCRA benefits are attached and hereby made a part of these minutes.

V. Presentations

A. FY20 Audit Report

Saundra Freeman introduced Cherry Bekaert partner Scott Duda. His presentation is attached and hereby made a part of these minutes.

B. Transit Advisory Committee 2020 Report

The presentation by Jerome Brown, Chairman of the Transit Advisory Committee, is attached and hereby made a part of these minutes. Board members thanked Brown and committee members for their work.

C. Update on Durham Transit Plan

Aaron Cain's presentation is attached and hereby made a part of these minutes. He was joined by Aidil Ortiz, public engagement specialist; Brooke Ganser, from the City-County Planning Department and Mary-Kate Morookian, consultant with Kimley-Horne.

Board members offered comments and posed questions about the survey and the update process. There was also discussion about the financial assumptions and debt financing for the commuter rail project.

D. Update on Orange Transit Plan

Caroline Dwyer's presentation is attached and hereby made a part of these minutes.

Fox left.

VI. General Business Agenda

A. Items Removed from Consent Agenda

None.

B. Contract for Construction of GoDurham Bus Stop Improvements

Richard Major requested Board approval for the President/CEO to award a contract for construction and installation of amenities and other improvements at 17 bus stops to low bidder and DBE contractor Whitley Contracting, Inc. in the amount of \$387,341.50. He also requested authorization to increase the project budget to include 10% contingency, which he said is standard practice. He noted this averages to \$22,784 average per stop construction cost. Major added that DBE participation is 82% for the last 6-8 bus stop projects.

Robinson left.

Branch asked for an update on DBE contracts in areas beyond construction.

Action: On motion by Branch and second by Allen the Board authorized the president/CEO to award and execute a contract with Whitley Contracting Inc. for construction, installation of bus stop amenities, and other improvements at 17 GoDurham bus stop locations in the amount of \$387,341.50, with an additional 10% project contingency for a total project budget of \$426,076.50. Upon vote by roll call, the motion was carried unanimously.

C. Routes 300 and 305 Weekday Routing Change

Andrea Neri presented a request to improve on-time performance by making route changes to routes 300 and 305 on weekday inbound trips.

Action: On motion by Hutchinson and second by Jones the Board approved the rerouting of routes 300 and 305 during weekdays and the removal of the Morgan St. at McDowell St. and E. Morgan St. at S. Wilmington St. stops from routes 300 and 305 to improve on-time performance. Upon vote by 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 as well as the 4th quarter EEO workforce analysis report.

Lattuca shared the following information:

- Facilitated discussions have begun with senior management on updating GoTriangle's strategic plan.
- The Triangle is submitting a bid to host the World University Games in 2027. The bid committee will do a presentation at an upcoming Planning & Legislative Committee meeting on the transportation needs.

1. Operations Update

Patrick Stephens' monthly performance report is attached and hereby made a part of these minutes. He reported that there have been a few COVID-19 cases in the department. NCDOT recently contacted GoTriangle about assisting with transportation to vaccination centers.

2. Capital Projects Status Report

The monthly report is attached and hereby made a part of these minutes.

3. HR Update – Diversity Training and Assessment

No report.

B. General Counsel's Report

General Counsel Shelley Curran's RUS Bus presentation is attached and hereby made a part of these minutes. She offered an overview of the project and accomplishments to date. The presentation included renderings of the project. Curran noted items that will be coming to the board for approval in the near future: RFQ for a design consultant, amendment to the pre-development agreement with Hoffman & Associates, and approval of a Project Oversight Consultant.

C. Chair's Report

Chair Parker stated that GoTriangle and NCRR joint work group continues to meet and an update will be given during the closed session.

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

Will Allen III reported that Sig Hutchinson and Vivian Jones were re-elected chair and vice chair, respectively, of the CAMPO executive board. A public hearing was held on the locally preferred alternative for Downtown Cary Transit Center. John Hodges-Copple spoke on the draft 2050 MTP scenario development.

2. DCHC MPO Board Representative

Michael Parker reported that the 15-501 corridor study continues and a consultant with technical expertise, favoring multimodal transportation will be hired to conduct additional work.

3. Regional Transportation Alliance (RTA) Representative

No report.

VIII. Closed Session – Railroad Negotiations

Action: On motion by Allen and second by Howerton the Board entered into Closed Session at 2:43 p.m. pursuant to NCGS §143-318.11.(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; and NCGS §143-318.11.(5) to establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease. Upon vote by roll call, the motion was carried unanimously.

IX. Adjournment

Action: The Board adjourned the closed session and Chair Parker adjourned the regular session meeting at 3:26 p.m.

Michael Parker, Chair

Attest:

Michelle C. Dawson, CMC
Clerk to the Board

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Connecting all points of the Triangle

MEMORANDUM

TO: GoTriangle Operations & Finance Committee
FROM: Service Planning, Capital Development
DATE: January 21, 2021
SUBJECT: COVID-19 Recovery Service: Maintain Suspension of Routes 311 and NRX

Strategic Objective Supported

The item supports the following *objectives* from the Strategic Plan:

1.2 Maintain cost-effectiveness

Action Requested

Staff requests that the Operations & Finance Committee recommend to the Board approve the suspension of the 311 and NRX and designate the president and CEO the authority to determine when routes would resume normal service.

Background and Purpose

As part of the response to the COVID-19 pandemic, routes 311 and NRX have been suspended since March 30, 2020. While all of the other routes resumed service in June 2020, Route 311 and NRX remained suspended in anticipation of very low ridership due to the work-from-home policies in place at employment locations within the Research Triangle Park, which is the transit market that both routes serve.

Research Triangle Park employers have yet adjusted the work-from-home policies due to the continued threat of COVID-19. Therefore, the staff has determined that the near future transit demand along the two routes' corridors will not be sufficiently strong to support service reintroduction.

Per recent FTA guidance provided on COVID-19¹, any temporary service change approved by GoTriangle lasting more than 12 months is considered a permanent change and must comply with federal regulations. GoTriangle is required to complete a Title VI service equity analysis, conduct public engagement, and obtain the Board of Trustees' approval. The continued suspension of Routes 311 and NRX beyond April 1, 2021, would require GoTriangle to complete the procedure above.

¹ <https://www.transit.dot.gov/frequently-asked-questions-fta-grantees-regarding-coronavirus-disease-2019-covid-19>

The Public Engagement team prepared a public outreach plan (please refer to Attachment A for more detail). The public outreach period occurs from January 21, 2021 to February 20, 2021.

If approved by the Board, Route 311 and NRX would remain suspended, effective immediately.

Financial Impact

The continued suspension of Routes 311 and NRX will result in a reduction in the FY21 budget.

Attachments

- Public Engagement Plan
- Title VI Analysis

Staff Contact

- Andrea Neri, 919-485-7592, aneri@gotriangle.org



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

www.gotriangle.org

GoTriangle Service Changes: 311 and NRX
Marketing, Communications & Engagement Plan
January 21, 2021 – February 20, 2021

Overview

Due to the COVID19 global pandemic, GoTriangle suspended service on routes 311 and NRX in March 2020. The Federal Transit Administration requires treating suspensions in service lasting longer than 12 months as permanent changes, thus requiring a service equity analysis. To meet this requirement, GoTriangle is conducting outreach to 311 and NRX riders and minority communities in the geographic area of the 2 routes.

Timeline

- The public outreach period will occur from January 21, 2021 to February 20, 2021.

Outreach Approach & Activities

The public engagement team will utilize online outreach methods to inform GoTriangle riders and the public of the continued suspension of routes 311 and NRX, meeting the FTA's requirements for suspensions over 12 months. A targeted approach will meet Title VI requirements by reaching specific geographic areas surrounding the two routes as well as communications campaigns to minority communities. The following zip codes are located along each of the routes:

- NRX – 27615 and 27616
- 311 - 27502, 27523 and 27513

Online Engagement	Date
GoTriangle Website Update (News Item)	1/21
GoTriangle Twitter/Facebook posts	1/21-2/20
Email Campaigns	Date
GoTriangle rider alerts	1/21
GoForward individual subscribers	1/21
Targeted Social Pushes (using zip codes)	Date
311 zip codes	3 posts at optimal times throughout the comment period
NRX zip codes	3 posts at optimal times throughout the comment period

Spanish Speakers	3 posts at optimal times throughout the comment period
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Outreach Materials

1. **Social Media Posts and Graphics:** The Marketing & Communications Team will create social media language and graphics, and schedule posts throughout the comment period.
2. **Email Campaigns:** The Marketing & Communications Team will send rider alerts to customers signed up for 311 and NRX updates. The Public Engagement team will send an email campaign informing GoFoward individual subscribers of the service update.
3. **Targeted Outreach Pushes:** *Social media targeting* is the ability to send posts to specific audiences chosen by the advertiser or poster. Utilizing this strategy will push information to communities and geographic areas directly impacted by the changes and meet Title VI equity analysis requirements.
4. **News Item:** The GoTriangle website will include a News update describing continued suspension of the routes.
5. **Website Updates:** See item 4.
6. **Translated Materials:** Materials provided will be in both English and Spanish.
7. **Public Input Method:** The public will have the opportunity to submit comments to publicengagement@gotriangle.org or 919-485-RIDE (7433).

Ongoing Engagement

Throughout the comment period, the Public Engagement team will work with the GoTriangle planning team to identify geographic and demographic gaps in survey responses in order to further refine and target outreach and communications. This will include weekly sharing of comments with the planning team.

Engagement Summary

Immediately following the close of the public comment period, the Public Engagement Team will create an engagement summary.



Title VI Service Equity Analysis – Routes 311 and NRX

Service Suspension

January 21, 2021

Introduction

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. This analysis was conducted in compliance with Federal Transit Administration (FTA) Circular 4702.1B, which requires any FTA recipient serving a population of 200,000 or greater to evaluate any fare change and any major service change at the planning and programming stages to determine whether those changes have a discriminatory impact. This document is an analysis of GoTriangle's recommended service changes to routes 311 and NRX for April 1, 2021.

Key Findings

- Disparate impact amongst minorities due to route NRX suspension
- While a disproportionate burden to low income population was identified on the 311, it is a negative delta, thus indicating that a lower low income population is affected.
- Reduced travel demand to RTP due to COVID-19 pandemic reduces the number of people affected

Title VI Definitions and Policies

Definition of Minority and Low-Income Populations

Minority Population

According to FTA Circular 4702.1B, a minority person is defined as an individual identifying as:

- American Indian and Alaska Native, Asian, Black or African American, Hispanic or Latino, and Native Hawaiian or Other Pacific Islander.

Minority populations are defined by FTA as any readily identifiable group of minority persons who live in geographic proximity, or who may be geographically dispersed, but who may be similarly affected by a proposed action.

Low-Income Population

According to the FTA circular, low-income means a person whose median household income is at or below the U.S. Department of Health and Human Services poverty guidelines or within a locally developed income threshold that is at least as inclusive as these guidelines. For these policies, persons with household incomes below 150 percent of the federal poverty level for a regionally average household size are determined to be low income.

Low-income population is defined by FTA as any readily identifiable group of low-income persons who live in geographic proximity or who may be geographically dispersed, but who may be similarly affected by a proposed action.

The FTA circular on Title VI compliance states that while low-income populations are not a protected class under Title VI there is an "...inherent overlap of environmental justice principles in this area, and because it is important to evaluate the impacts of service and fare changes on passengers who are

transit-dependent, FTA requires transit providers to evaluate proposed service and fare changes to determine whether low-income populations will bear a disproportionate burden of the changes."

GoTriangle Policies

The GoTriangle Board of Trustees adopted three policies in June 2014 related to Title VI that guide this analysis:

- Major Service Change Policy
- Disparate Impact Policy, and
- Disproportionate Burden Policy.

The requirement for these policies comes from Federal Transit Administration (FTA) Circular 4702.1B, "Title VI Requirements and Guidelines for Federal Transit Administration Recipients" which became effective October 1, 2012. The Circular requires any FTA recipient that operates 50 or more fixed route vehicles in peak service and serving a population of 200,000 persons or greater to evaluate any fare change and any major service change at the planning and programming stages to determine whether those changes have a discriminatory impact.

Major Service Change Policy

A "major service change" is defined as follows:

- The addition or elimination of a route
- A change in at least 25 percent of an existing route's pattern, measured in route-miles
- The expansion or reduction in the span of service or frequency of service on any route by at least 25 percent, measured in revenue vehicle hours
- The expansion or reduction in regular days of service on any route

The following types of activities are not classified as "major service changes" and shall not require that a Service Equity Analysis be conducted:

- Service for special events
- Routing changes to address construction or road closures
- Added service operated during emergencies

Disparate Impact Policy for Major Service Changes

The FTA circular identifies disparate impacts as a "facially neutral policy or practice that disproportionately affects members of a group identified by race, color, or national origin, where the recipient's policy or practice lacks a substantial legitimate justification and where there exists one or more alternatives that would serve the same legitimate objectives but with less disproportionate effect on the basis of race, color, or national origin."

These disparate impact policies establish thresholds for determining when impacts of major service changes disproportionately affect minority populations. The thresholds apply to the difference in impacts of the proposed service change between minority populations and non-minority populations, measured by using the service population or ridership of the affected route(s) compared with the service population or ridership of the system.

For Service Equity Analyses, a threshold of *10 percent* shall be used by GoTriangle to determine if the effects of a proposed service change are borne disproportionately by minority populations.

Disproportionate Burden Policy for Major Service Changes

Disproportionate burden addresses impacts to low-income populations. The FTA circular defines disproportionate burden as “a neutral policy or practice that disproportionately affects low-income populations’ more than non-low-income populations.”

These disproportionate burden policies establish thresholds for determining when impacts of major service changes disproportionately affect low-income populations. The thresholds apply to the difference in impacts of the proposed service change on low-income populations compared to the impacts on other populations, measured by using service population or ridership of the affected route(s) compared with the service population or ridership of the system.

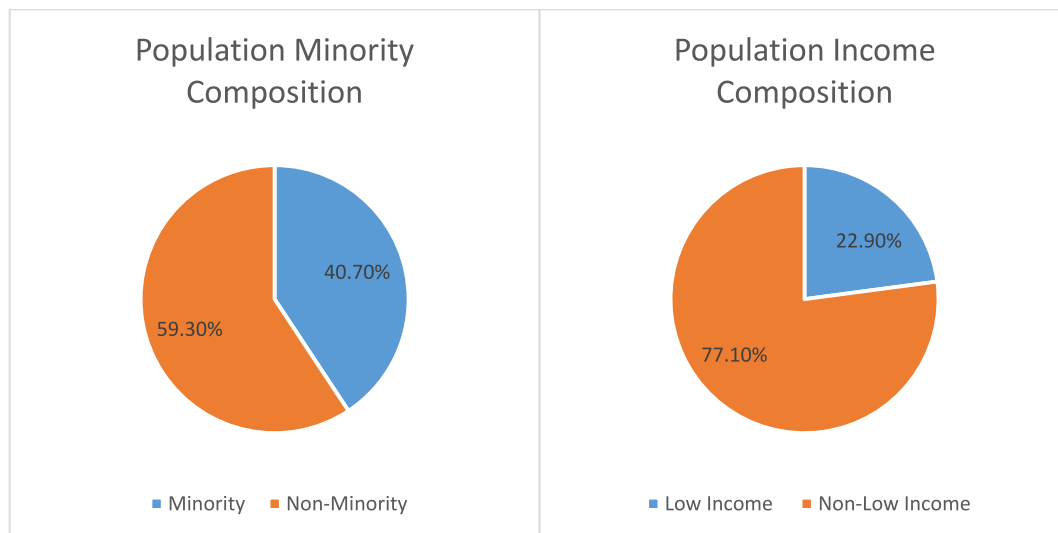
For Service Equity Analyses, a threshold of *10 percent* shall be used by GoTriangle to determine if the effects of a proposed service change are borne disproportionately by low-income populations.

GoTriangle System Profile

GoTriangle provides service to Wake, Durham, and Orange counties. The entire area within these counties is considered the GoTriangle service area.

Race, Ethnicity, and Low Income

According to data provided by Remix*, 40.7% of the population within ¼ mile of a GoTriangle bus stop identifies as minority and 22.9% of the population living within ¼ mile of a GoTriangle bus stop is considered low income as defined by the FTA Circular 4702.1A



*2014-2018 ACS 5-year estimates

Description of Service Change

The proposed service change includes a suspension of the Route 311 and the North-Raleigh Express (NRX). Since this is a service elimination, it is considered a major service change and must be evaluated for impacts to minority and low income populations.

Methodology

The methodology listed below was used to assess the impacts of each route:

1. Identify the current and proposed alignments for each route in Remix
 - The alignments for the current and proposed alignments were stored in Remix under two different projects.
2. Capture the populations surrounding each route, including the low-income and minority populations of each route.
 - Remix provides the low-income and minority population percentages for the buffers surrounding each alignment both before and after the service change.
3. Use Remix to calculate the change borne by low-income and minority populations
 - The Remix Title VI engine is capable of calculating the differences in low-income and minority populations within $\frac{1}{4}$ mile of the current and proposed alignments. Remix can also calculate the total people-trips, low-income people-trips, and minority people-trips as well as the differences of all people-trips between current and proposed alignments.
4. Aggregate the total populations and low-income/minority percentages of current alignments
 - The average of total populations served by each pattern and sum of total annual trips made by all patterns were taken to represent the total population and total annual trips for the route. The route's low-income and minority averages within $\frac{1}{4}$ mile were provided by Remix.
5. Calculate low-income and minority people-trips and find the difference before and after service changes
 - After making the correct aggregations, the average $\frac{1}{4}$ mile population and the total number of annual trips per route were automatically calculated, the final pieces needed before calculating people trips
6. Determine the Delta for each route and the system overall
 - The Delta is calculated by subtracting the area average of low-income and minority populations from the 'change borne' percentage of each category. If the Delta exceeds 10%, that means there is a disparate or disproportionate impact.

Service Change Analysis

For proposed service changes, the percentages of impacted minority and low-income populations is calculated and evaluated according to the disparate impact policy and disproportionate burden policy. If the percentage of impacted minority and low-income populations differs by more than 10% from the current routes, the recommended service change will be considered disparate to minority and low-income populations.

Disparate and Disproportionate Impact Analysis

The analysis does not show a disproportionate impact to low income populations on the NRX or minority populations on the Route 311.

The analysis shows that the service suspension of Route 311 has a disproportionate burden on low-income riders. However, while 7.3% of the population affected by its service suspension are low income, the system average is 22.9% low income. Thus, the route has a lower low-income population than the system average.

However, service suspension of route NRX indicates a disparate impact on minorities. Minorities represent 53.6% of the population affected from the suspension, which is over the area average by 12.9%, exceeding the 10% limit.

As a whole, the proposed service change does/does not have a disparate impact on minority or low income populations.

Impact Analysis Table	Low Income	Disproportionate Burden?	Minority	Disparate Impact?
311 (Delta)	7.3% (-15.6%)*	Yes	37.8% (-2.9%)	No
NRX (Delta)	15.6% (-7.6%)	No	53.6% (12.9%)*	Yes
Service Area Average	22.9%		40.7%	

*exceeds FTA's 10% limit

People-Trip calculations

As a result of the service suspensions, tens of millions of people-trips are lost. The table below puts into numbers the amount of change that low income and minority riders bear during service suspension. People-trips for a route are calculated by multiplying the total population within ¼ mile of bus stops by total amount of annual bus trips for that route. This is a metric used to measure potential ridership. The numbers in the table below show the amount of riders potentially lost and does not reflect actual ridership and ridership projections. Routes 311 and NRX rank in the bottom three of GoTriangle-operated routes in terms of bus trips and passenger trips, and bottom five in terms of total population within ¼ mile of its bus stops.

People-trips lost	Total people-trips	Low-income people-trips	Minority people-trips
311	-33,697,485	-2,475,738 (7.3%)	-12,741,840 (37.8%)
NRX	-5,032,170	-786,235 (15.6%)	-2,695,860 (53.6%)

Additional Demographic Analysis

Amongst the population within the ¼-mile radii of the 311's bus stops, 7.35% of the 311's population are classified as low-income, and 34.5% of the 311's population are classified as minorities. These numbers can be compared to the demographic breakdown of the 311's ridership using the October 2019 Onboard Survey. According to the Onboard Survey, 32% of riders were low-income (at or below 150% poverty). This is above the 20% system-wide average. 59% of survey respondents were ethnic minorities. This is above the 54% system-wide average. Thus, the Route 311 serves a population that is lower income than the GoTriangle system average.

Doing the same analysis for the NRX, 15.7% of the NRX's ¼-mile population is low-income, and 53.5% are minorities. The following percentages reported from the on board survey are statistics combining respondents on the NRX and GoRaleigh operated routes. 18% of NRX respondents in the onboard survey identified as low-income riders, and 40% identified as minorities.

Given the commuter-focused service that the NRX and 311 provides, riders are likely using park-and-ride facilities to use both services, meaning they are being drawn much further than ¼-mile away. This possibility reflects in the table below.

Demographic Analysis	Low-income population	Low-income ridership reported in on board survey	Minority population	Minority ridership reported in on board survey
311	7.35%	32%	34.5%	59%
NRX	15.7%	18%	53.5%	40%
System	22.9%	20%	40.7%	54%

Conclusions

The proposal to suspend the Route 311 and NRX considers the change in ridership demand caused by the COVID-19 pandemic. Since many commuters to RTP are working from home, staff anticipates ridership demand for these routes to be severely reduced at this time. In addition, the routes were low performing routes pre-pandemic and it is anticipated that ridership would be further reduced if the routes were to resume operation at this time.

The Title VI analysis identified no disproportionate impact on low-income riders for the NRX or a disparate impact to minorities for route 311. However, it identified a disparate impact on minorities for route NRX and disproportionate burden to low income people on the Route 311.

- The negative deltas indicate that low-income and minorities are potentially less affected by the service suspension than on average
- The 311 and NRX capture a rider base that well succeeds a ¼-mile radius, possibly higher than much of the system
 - Rider base not accounted for in people-trips calculations
- Routes 311 and NRX had daily ridership of 68 and 35, respectively. With RTP employees working remotely during the pandemic, travel demand to RTP is severely reduced. The service suspension impacts a small number of people compared to the 6,105 daily boardings in the FY20 annual performance report.

GoTriangle Board of Trustees
Operations & Finance Committee Meeting Minutes
February 4, 2021
Held Remotely via WebEx

Committee Members Present:

Corey Branch (arr. 8:37 a.m.)
Vivian Jones, Committee Chair
Michael Parker

Jennifer Robinson
Steve Schewel
Stelfanie Williams (arr. 8:35 a.m.)

Committee Members Absent:

Valerie Jordan

Other Board Members Present:

Will Allen III

Committee Chair Vivian Jones called the meeting to order at 8:32 a.m. with the roll call. A quorum was present.

I. Adoption of Agenda

Action: A motion was made by Parker and seconded by Schewel to adopt the agenda.

II. Approval of Minutes

Action: A motion was made by Parker and seconded by Schewel to approve the minutes of the December 3, 2020, meeting.

Action: Upon vote by roll call, the two prior motions were carried unanimously.

III. Suspension of Routes 311 and NRX

Andrea Neri explained that although most all routes directly operated by GoTriangle resumed service in June 2020, routes 311 and NRX continued a suspension due to anticipation of low ridership resulting from work from home policies in place at Research Triangle Park employers. He said recent FTA guidance classifies a temporary service change that lasts more than 12 months as a permanent change. This requires GoTriangle to conduct public engagement, complete a Title VI service equity analysis and obtain Board of Trustees approval to continue the suspension.

Neri stated the public outreach period started January 21st and will run until February 20th. Three comments had been received by January 29th, none of which included any complaints about the service suspension. The analysis shows the suspension of Route 311 has a disproportionate burden on low-income riders;

however, the route's low-income population (7.3%) is below that of the system (22.9%). The analysis also shows the suspension of route NRX indicates a disparate impact on minorities, with minorities representing 53.6% of the population affected from the suspension, above the area average of 40.7%. As a whole, the proposed service change does not have a disparate impact on minority or low income populations.

Neri requested the committee to recommend approval for the continued suspension of routes 311 and NRX and authorize the President/CEO authority to determine when the routes would resume service.

Williams and Branch arrived.

Action: A motion was made by Schewel and seconded by Robinson to recommend that the Board approve the suspension of the 311 and NRX and designate the president and CEO authority to determine when routes would resume service. The motion was carried unanimously.

IV. FY21 Q2 Financial Report

Saundra Freeman reviewed the first half results for FY21, which are attached and hereby made a part of these minutes.

Year to Date Revenues

- Total revenues through December - \$20.0 million (40%), compared to \$14.9 million in FY20 same period
- Federal grant revenue - \$11 million (including CARES Act reimbursement)
- Transit service revenue - \$2.7 million, compared to \$.7 million in FY20 (due to timing change of transit services reimbursements from quarterly to monthly)
- \$5 Vehicle Registration taxes - \$3.4 million, compared to \$3.2 million in FY20 (time change of revenue posting from quarterly to monthly)
- Vehicle Rental taxes - \$1.8 million, compared to \$3.6 million in FY20 (due to COVID-19 travel restrictions)
- FY21 CARES Act grant reimbursement - \$7.9 million (received in full)

Year to Date Expenses

- Total expenses through December - \$19 million (35.6%), compared to \$22 million in FY20 same period
- Transit operations expenses - \$12 million, compared to \$12.1 million in FY20
- Administrative department expenses - \$2.3 million, compared to \$2.7 million in FY20
- Capital expenditures - \$4.7 million, compared to \$7.2 million in FY20

GoTriangle Operations & Finance Committee
 February 4, 2021
 Meeting Minutes

Parker asked how much recurring revenues are down, not considering CARES Act funds, and how much is anticipated for GoTriangle in the new CARES Act grant. Freeman responded that information should be available by next month.

Parker asked if GoTriangle would receive any State funding for providing transportation to vaccine sites. Lattuca replied no, funds were mostly allocated to rural transit providers.

Parker noted that sales tax revenues are up in Chapel Hill and asked if there could be timing differences between the two years. Jones stated that Wake Forest's revenues are up 7% over the prior year.

Freeman also shared revenue and expense results from the three tax districts. Durham revenues through December were \$18.3 million (42.5% of FY21 budget); Orange, \$4.6 million (32.1%); and Wake, \$5.7 million (25%). Expenses are significantly under budget in all three counties: Durham, \$5.4 million; Orange, \$1.8 million; and Wake, \$5.3 million. She stated that the expenses would increase as some capital projects that were held back due to the uncertainty of revenues during the pandemic are released.

Freeman noted that the obvious concerns are the vehicle rental tax and fare revenue.

Freeman shared historical trends of GoTriangle cash and investments. She stated that staff would be bring to the committee in April information on the investment policy and a strategy for going forward.

Parker then asked if there would be a discussion of the vehicle rental tax allocation. Freeman and Lattuca responded yes, as part of the FY22 budget.

VIII. Adjournment

Action: The meeting was adjourned at 9:13 a.m.

 Vivian Jones, Committee Chair

Attest:

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

GoTriangle Board of Trustees
Planning & Legislative Committee Meeting Minutes
January 27, 2021
Held Remotely via Webex

Committee Members Present:

Will Allen III, Chair
Brenda Howerton

Sig Hutchinson
Renée Price (left 3:59 p.m.)

Committee Members Absent:

Michael Fox

Committee Chair Will Allen III called the meeting to order at 3:34 p.m.

I. Adoption of Agenda

Action: On motion by Howerton and second by Price the agenda was adopted. Upon vote by roll call, the motion was carried unanimously.

II. Approval of Minutes

Action: On motion by Hutchinson and second by Howerton the minutes of the November 18, 2020, meeting were approved. Upon vote by roll call, the motion was carried unanimously.

III. Bus Stop Improvement Process

Erin Convery's presentation is attached and hereby made a part of these minutes.

Allen asked if GoTriangle will adopt a standard bus stop, which would decrease costs. Convery stated that GoTriangle's shelters vary because many stops are shared with other agencies and different municipalities have different streetscape requirements.

Hutchinson asked about sidewalk connectivity and how that is prioritized. Convery stated a ridership threshold is used to determine whether shelters and benches are installed. She said that installing sidewalks is beyond the scope of an individual bus stop improvement, but a stop can be connected to an existing sidewalk network.

Price asked if shelters would include marquees that announce bus arrival time. Convery stated that staff has been looking into those. Lattuca added that they are expensive to install and maintenance is high. He pointed out that information is available to passengers on mobile devices.

IV. RTC Feasibility Study and Relocation Strategy

Jay Heikes' presentation is attached and hereby made a part of these minutes. He reviewed current conditions at the existing regional transit center and the amenities that passengers have said would improve their experience. He discussed the site search and evaluation process, including the site requirements. Three potential locations - the HUB, Park Point and Triangle Metro Center - along with the existing site, were scored based on established goals related to location and site design as well as cost. He report that the preferred site was determined to be Park Point. Heikes also shared a conceptual site plan.

Price left.

Allen asked about the potential for a commuter rail station on the site. Heikes responded that platforms could be located north and south of NC 54. He added that this property owner is willing to entertain a different location on the property site if the commuter rail platform needs to be shifted.

Allen pointed out the traffic signal. Heikes stated that was one benefit of this site and added that it could have some level of transit signal preemption if NCDOT agrees.

Heikes noted the opportunities for public private partnership and an interested partner in the property owner.

Allen asked how riders would get to and from their places of employment. Heikes replied being located near commuter rail centralizes and optimizes the ability to do that with fixed routes, but microtransit and on demand service could connect people within the Research Triangle Park.

Hutchinson asked about bike access. Heikes stated that he has had conversations with the project manager of the Triangle Bikeway Study and both parties are supportive of continuing to work together.

Lattuca said he would like to explore combining operations and administrative staff into one facility if possible.

Action: On motion by Hutchinson and second by Howerton the committee voted to recommend board approval of the Regional Transit Center feasibility study and relocation strategy. Upon vote by roll call, the motion was carried unanimously.

V. Adjournment

Action: Chair Allen adjourned the meeting was adjourned at 4:25 p.m.

Will Allen III, 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
FROM: Shelley Curran, General Counsel & VP of Strategic Partnerships
DATE: February 17, 2021
SUBJECT: Addendum to Predevelopment Agreement with Hoffman & Associates (RUS Bus)

Strategic Objective or Initiative Supported

Action Requested

Staff requests that the GoTriangle Board of Trustees authorize an addendum to the Predevelopment Agreement with Hoffman & Associates to allow up to \$1 million in interim/ASR design phase work.

Background and Purpose

Hoffman & Associates is the preferred developer for the RUS Bus project. The 30% design for the project has been completed. This addendum will allow the continuation of the design process through Interim and ASR (Administrative Site Review) design. The focus will be to advance the permitting process with the City of Raleigh. This is necessary to move this part of the project forward as we continue to negotiate the development agreements and finalize the Section 106 process.

Financial Impact

Up to \$1,000,000. This is currently budgeted for the project.

Attachments

None

Staff Contact

- Shelley Curran, General Counsel, scurran@gotriangle.org



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

www.gotriangle.org

**Contract Work Orders – January 2021
(< \$100K)**

Contract #	Contractor (or subject if no contractor listed)	Contract Amount	Subject	Comments	General Counsel Date Executed	President & CEO Date Executed
20-110	Triangle J Council of Governments	\$0	Transportation Demand Management	TJCOG has approved a total budget of \$772,054.50 for GoTriangle TDM program activities.	01/05/21	01/05/21
21-001	Wake Technical Community College	\$0	GoPass Agreement	Wake Tech will pay 55% of the full fare for each recorded boarding of a passenger with a valid pass issued under this Agreement. The term is from 01/01/2021 12/31/2021.	01/06/21	01/07/21
21-002	Colors of Yoga	\$1,675	Yoga Wellness Agreement	\$125 for each yoga class and \$50 for each Guided Meditation session. The Term is 01/07/2021 – 03/31/2021.	01/11/21	01/11/21
21-003	PNC Arena	\$0	PNC Arena Parking Lot Use Agreement	for GoTriangle access to the PNC Arena Parking Lot for Training Related purposes.	01/11/21	01/12/21
20-095	City of Raleigh & Town of Garner	\$0	Wake Transit Local Area Roles and Responsibilities and Agreement	The Parties agree to provide, operate, fund and maintain a public bus service operating between the Transit Operator and the Town known as the "Garner Route" (hereinafter "Route 20") with the respective responsibilities and duties of the Parties. The term is until 06/30/2025 (5-years).	01/14/21	01/14/21
20-102	City of Durham	\$0	Reimbursement Contract for Technical Services Related to Commuter Rail	The term is through 12/31/2022.	01/19/21	01/21/21
21-004	CardConnect, LLC	\$1,476	Credit Card Processor	for Credit Card Processing Transaction Services The amount is transaction based and estimated at \$1,476 annually. The term is until either party cancels within a 30-day notice.	01/21/21	01/21/21
20-112	Done Right The First Time, LLC	\$25,500	Bus Stop Construction at Watkins Road	for Bus Stop Construction, Stops #1252 and #1253, on Watkins Rd, near NC 54 at the Wake Tech campus. Unit cost contract NTE \$25,500. The term for completion is 31 days from Notice to Proceed (NTP).	01/21/21	01/22/21
19-107	TELICS	\$8,155	Task Order Number 6 On-Call Real Estate Services	paid with Local Funds	01/22/21	01/22/21
17-070	City of Raleigh	\$0	Seamless Service Paratransit Program Agreement	The City shall pay GoTriangle NTE total contract amount of \$1,231,758 unless changed by a duly authorized amendment. The term is effective upon contract execution until 06/30/2023.	01/26/21	01/27/21

**Contract Work Orders – January 2021
(< \$100K)**

Contract #	Contractor (or subject if no contractor listed)	Contract Amount	Subject	Comments	General Counsel Date Executed	President & CEO Date Executed
19-075	Uber Technologies, Inc.	\$0	Amendment One Uber Voucher Agreement	provides for the expansion of geographical limits of the service area for the RTP Connect program. All other terms and conditions remain.	01/31/21	01/31/21
21-005	Triangle J Council of Governments	\$0	Wake County TDM Grant & Habitat for Humanity Special Project	TJCOG has approved a total budget of \$129,425.12 for GoTriangle TDM program activities. Period of Performance: 07/01/2020 06/30/2021.	01/31/21	01/31/21

HR Board Report – February 2021

NEW HIRES

- Laurie Voeglie-Froggatt – Transportation Service Supervisor (Fixed Route)
- Inez Nicholson – Public Engagement Specialist
- Kimberly Swain – Bus Operator I

PROMOTIONS

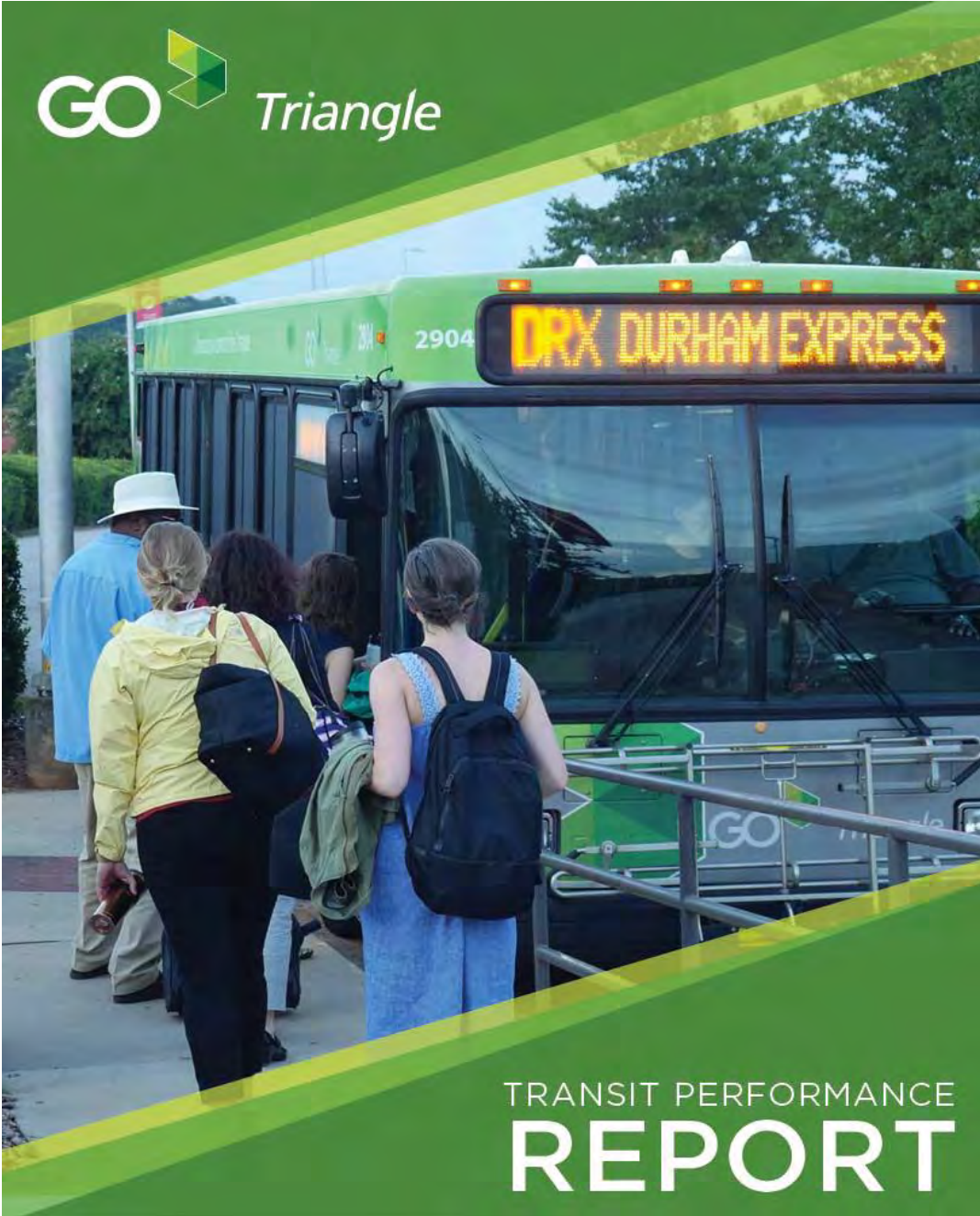
None

SERVICE AWARDS

None

RECRUITING

- Bus Operator I
- Service Attendant
- Transit Amenities Specialist
- IT Intern
- Electronics Technician II – Transit Vehicle



TRANSIT PERFORMANCE
REPORT

January
2021



Fixed Route

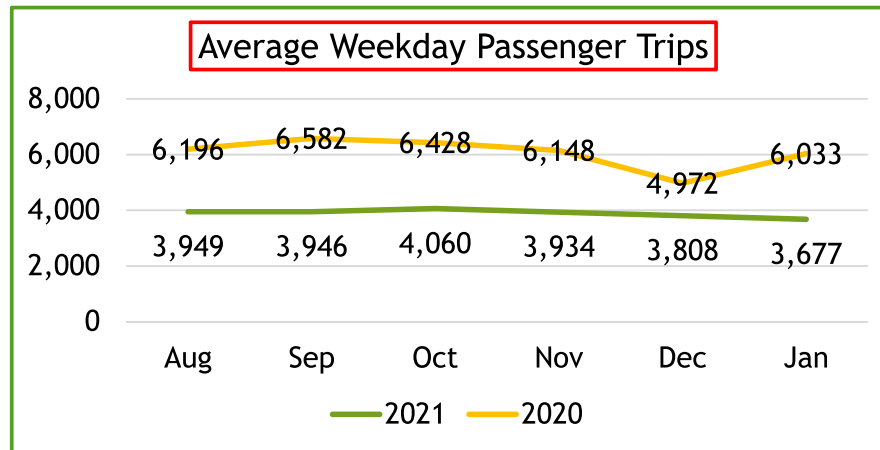
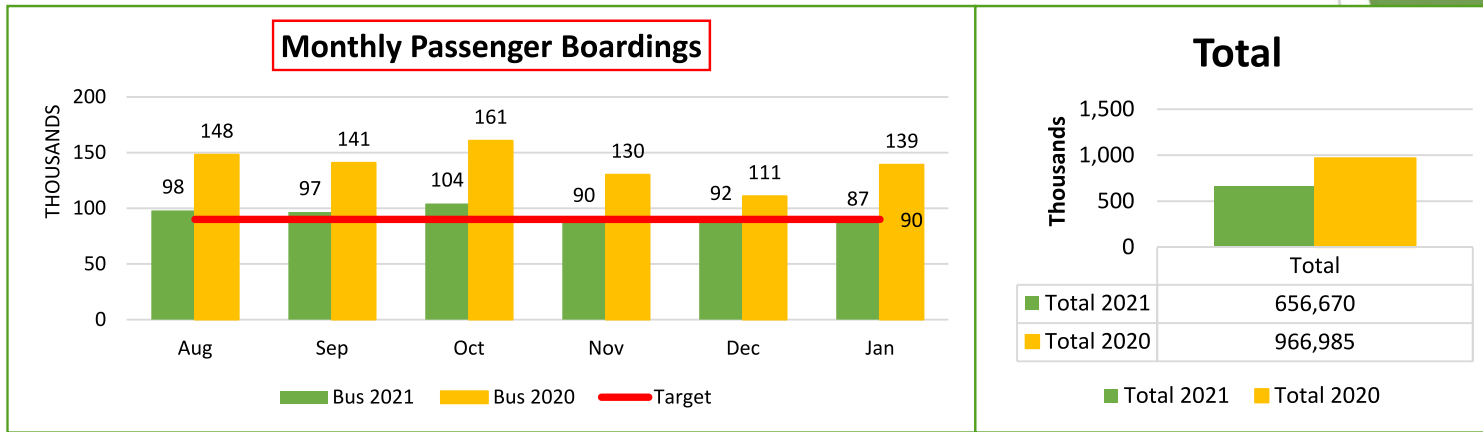
Consists of vehicles operating along a defined route on a consistent schedule

Fixed Route Year-to-Year Summary

	YTD 2021	YTD 2020	Jan 2021	Jan 2020
Passenger Boardings	656,670	966,985	87,151	139,117
Passengers/Revenue Hour	8.5	11.3	8.2	11.6
On-Time Performance	92.3%	87.5%	93.1%	88.8%
Total Mechanical Failures	39	44	3	6
Mean Distance Between Failures	48,075	44,043	81,356	46,632
Bus Total Miles	1,874,906	1,937,908	244,068	279,794
Collisions per 100,000 Revenue Miles	0.8	0.9	1.0	1.0
Verified Complaints per 100,000 Passengers	0.2	4.1	1.1	5.4

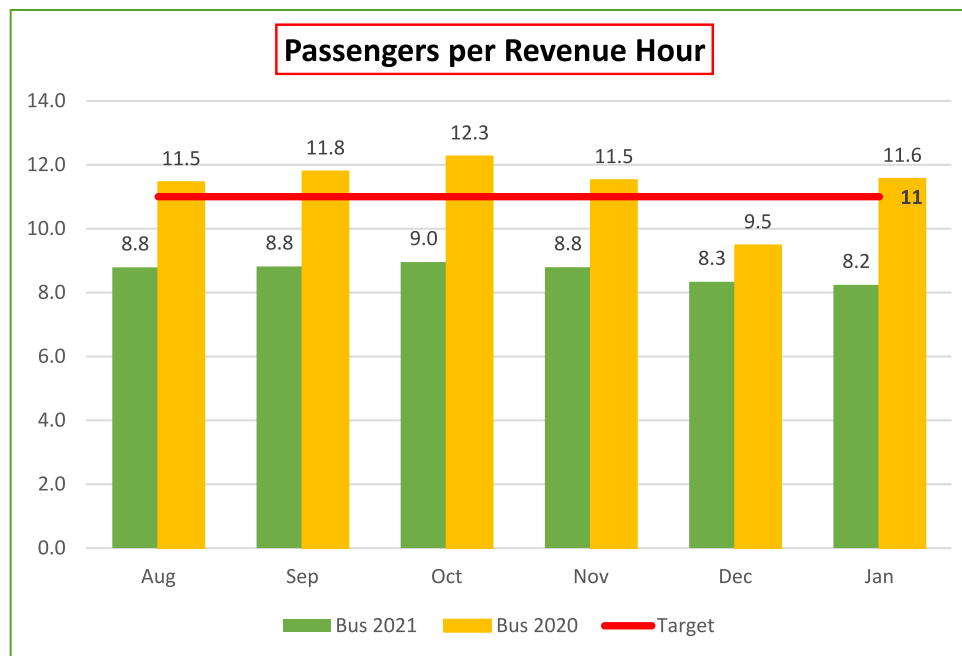
Passenger Boardings

- ▶ Defined as the number of times passengers board public transportation vehicles
- ▶ All years shown are fiscal years



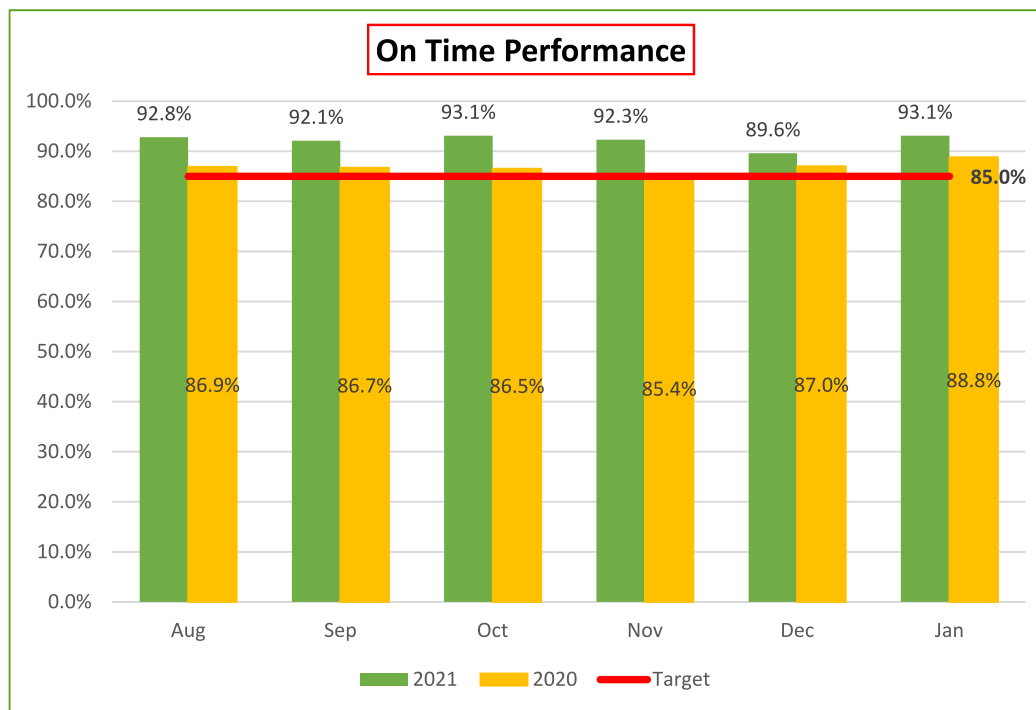
Passengers per Revenue Hour

Measures total fixed route bus ridership, divided by total fixed route bus revenue service hours



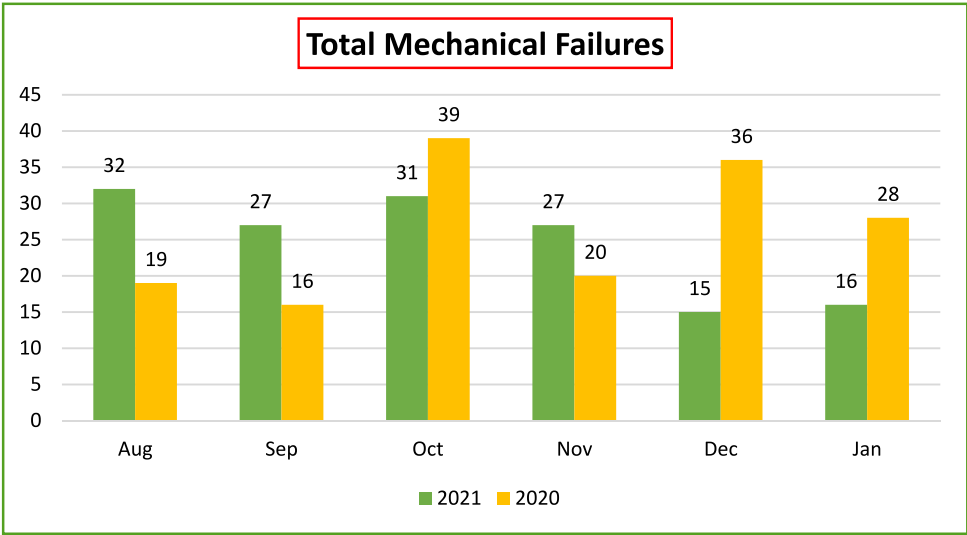
On-Time Performance

Measures on-time performance of fixed route bus service. On-time is defined as bus arrival at the stop between one minute early and five minutes late.



Mechanical Failures

Measures the total number of mechanical failures, major and other, of the bus fleet.

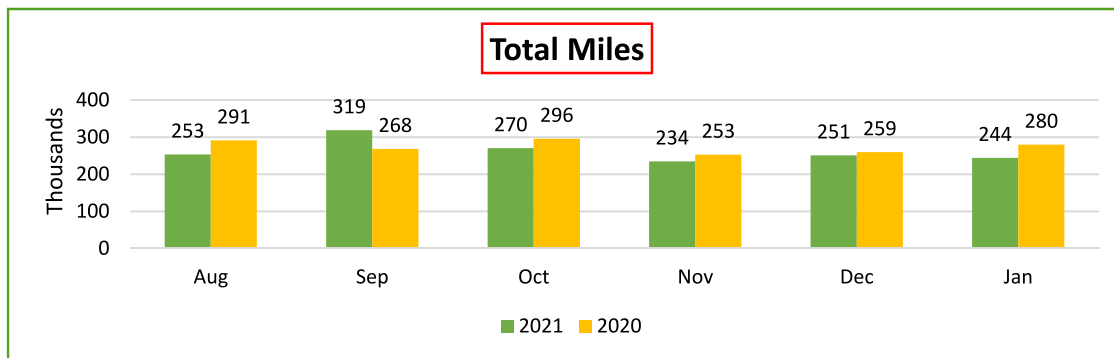
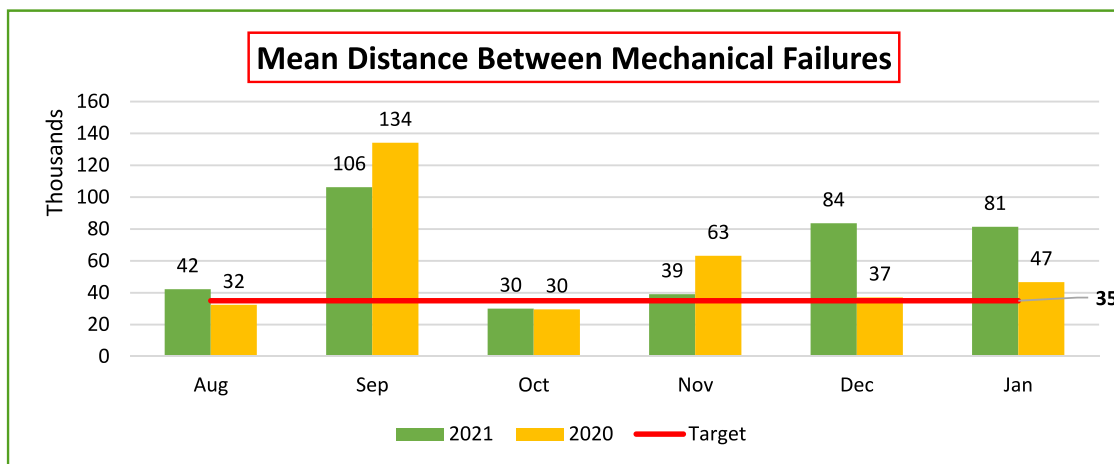


FY 2021						
	Aug	Sep	Oct	Nov	Dec	Jan
Major	6	3	9	6	3	3
Other	26	24	22	21	12	13
Total	32	27	31	27	15	16

FY 2020						
	Jul	Aug	Sep	Oct	Nov	Dec
Major	6	9	2	10	4	7
Other	22	10	14	29	16	29
Total	28	19	16	39	20	36

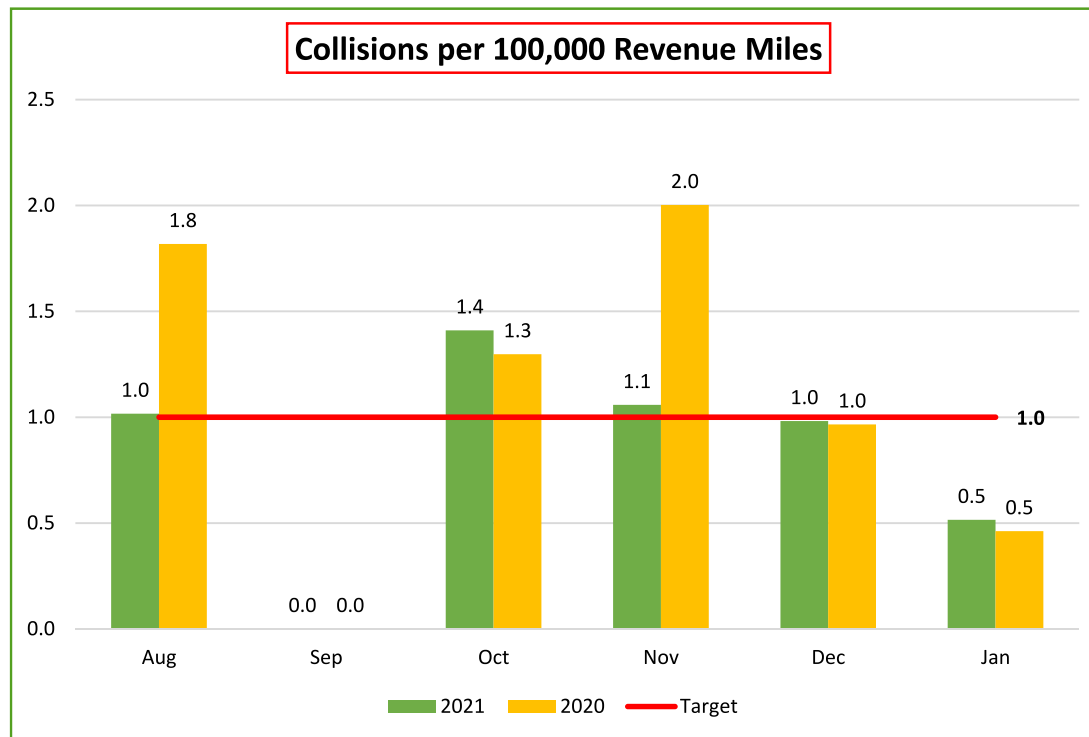
Mean Distance Between Failures

Measures the miles between major mechanical failures on the fixed route fleet (Note: Higher Bus Mean Distance Between Failures is better.)



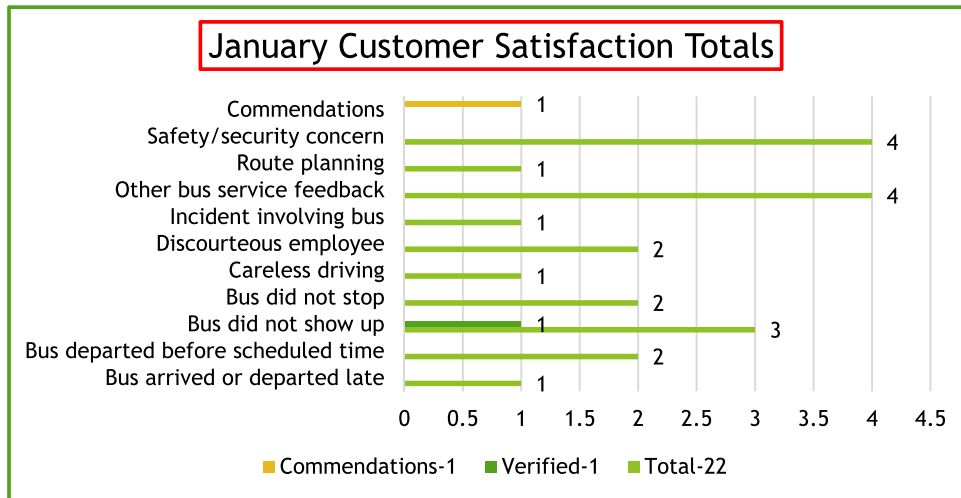
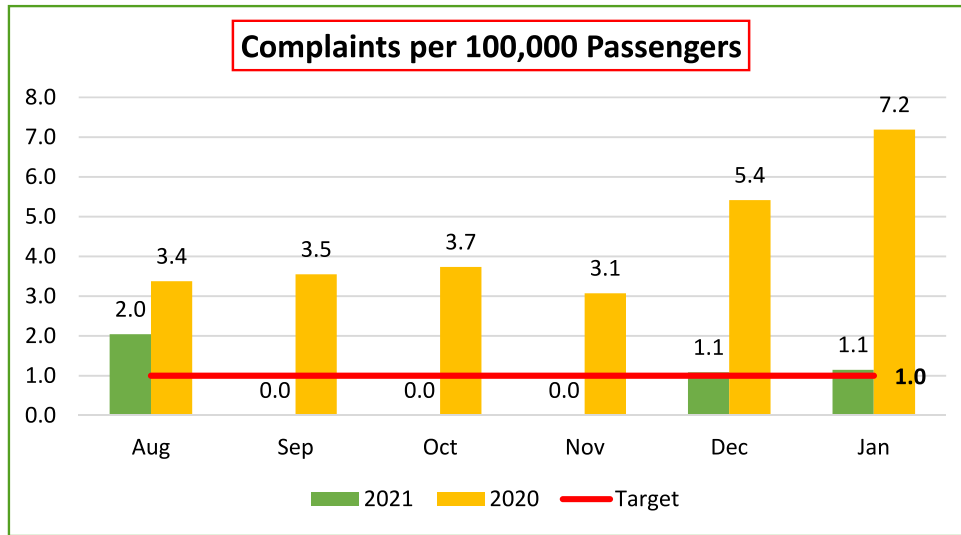
Collisions per 100,000 Revenue Miles

Measures the number of preventable collisions involving bus service per 100,000 miles.



Customer Satisfaction

Measures verified customer complaints about bus service per 100,000 bus passenger boardings.





Paratransit

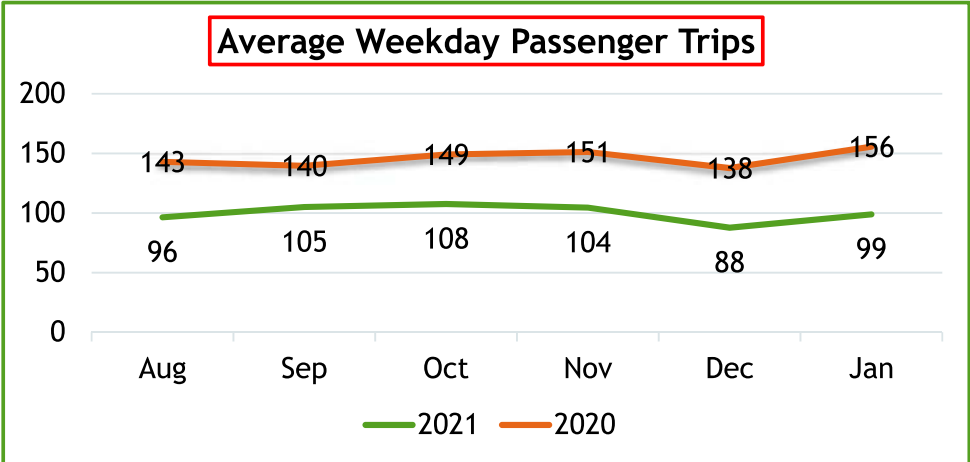
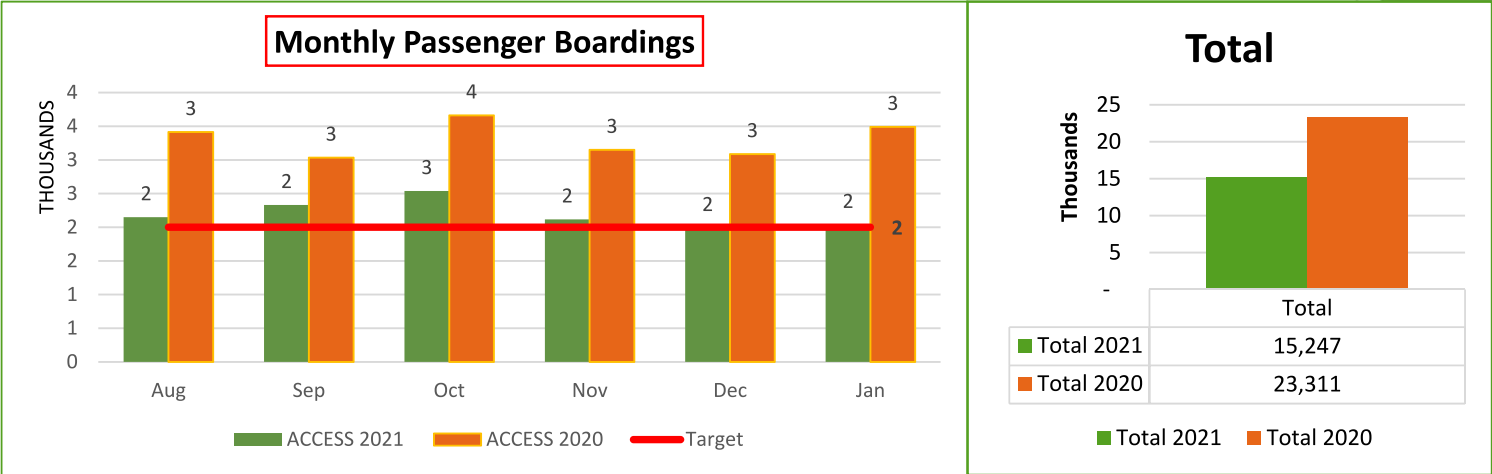
ADA service where passengers request trips and vehicles respond to the request.

Paratransit Year-to-Year Summary

	Jan 2021	Jan 2020	YTD 2021	YTD 2020
Passenger Boardings	2,036	3,491	15,247	23,311
Passengers/Revenue Hour	2.18	1.92	2.16	1.79
On-Time Performance	89.9%	88.8%	92.3%	80.7%
Total Mechanical Failures	0	0	0	2
Mean Distance Between Failures	No failures	No failures	No failures	198,812
ACCESS Total Miles	35,142	58,953	315,399	397,624
Collisions per 10,000 Revenue Miles	0.0	0.0	0.0	0.0
Verified Complaints per 100,000 Passengers	0.0	0.0	0.2	3.5

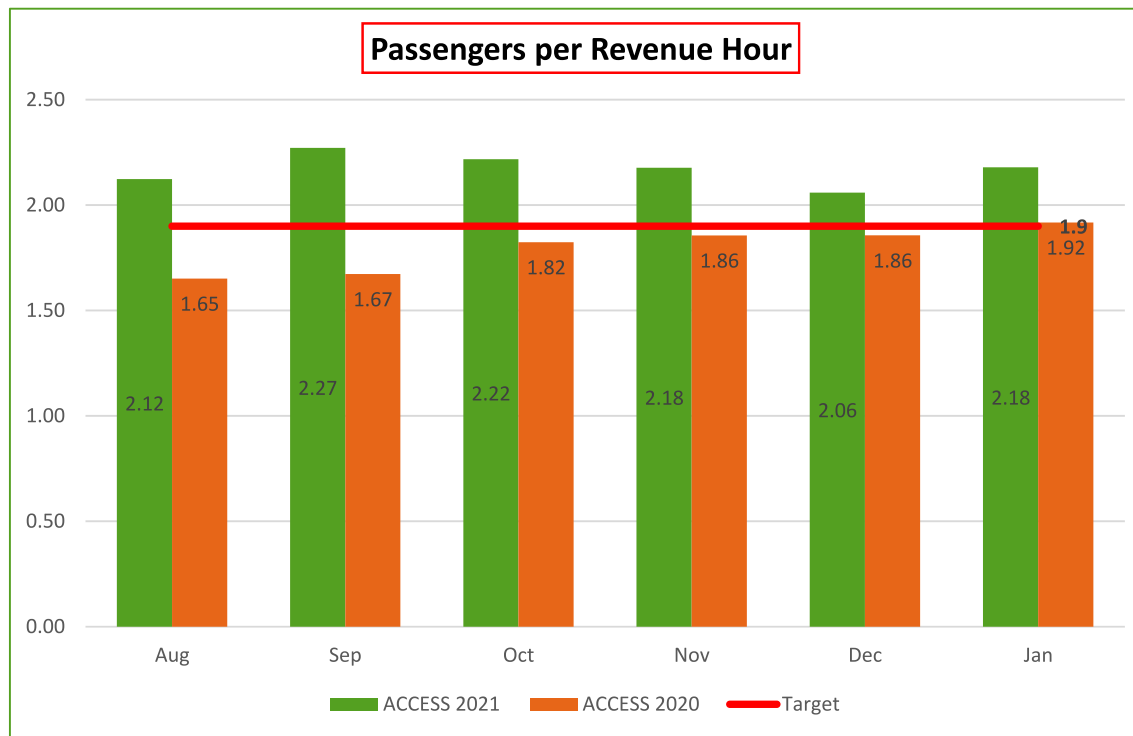
Passenger Boardings

Defined as the number of times passengers board public transportation vehicles



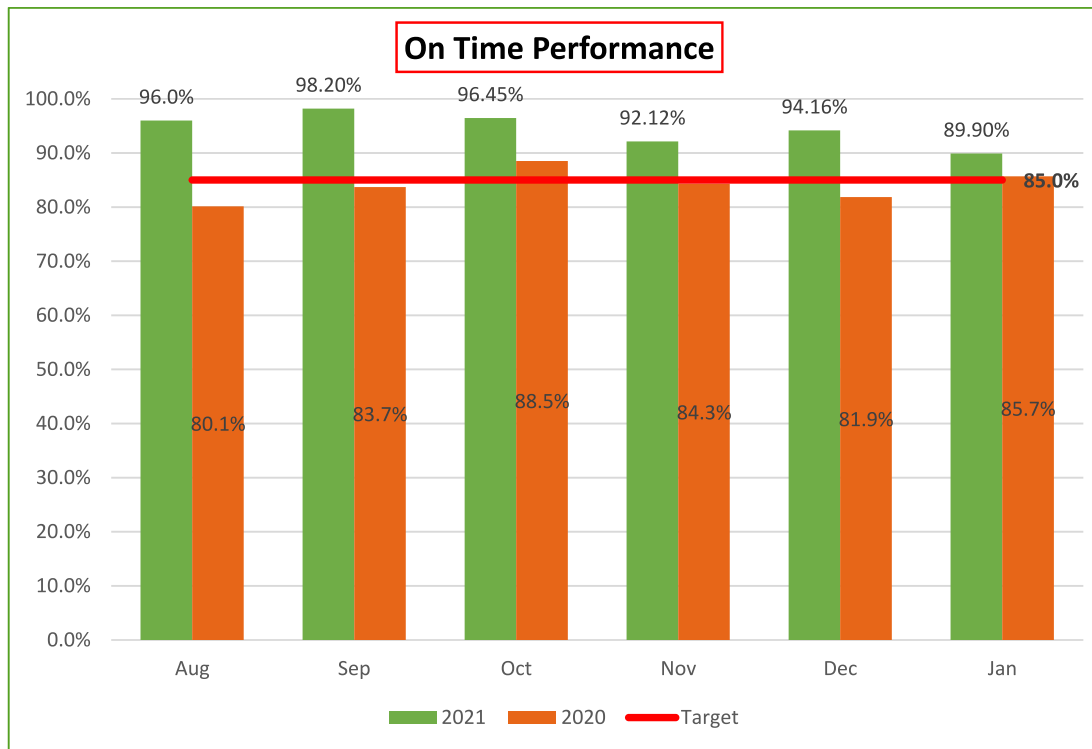
Passengers per Revenue Hour

Measures total ridership, divided by total service hours.



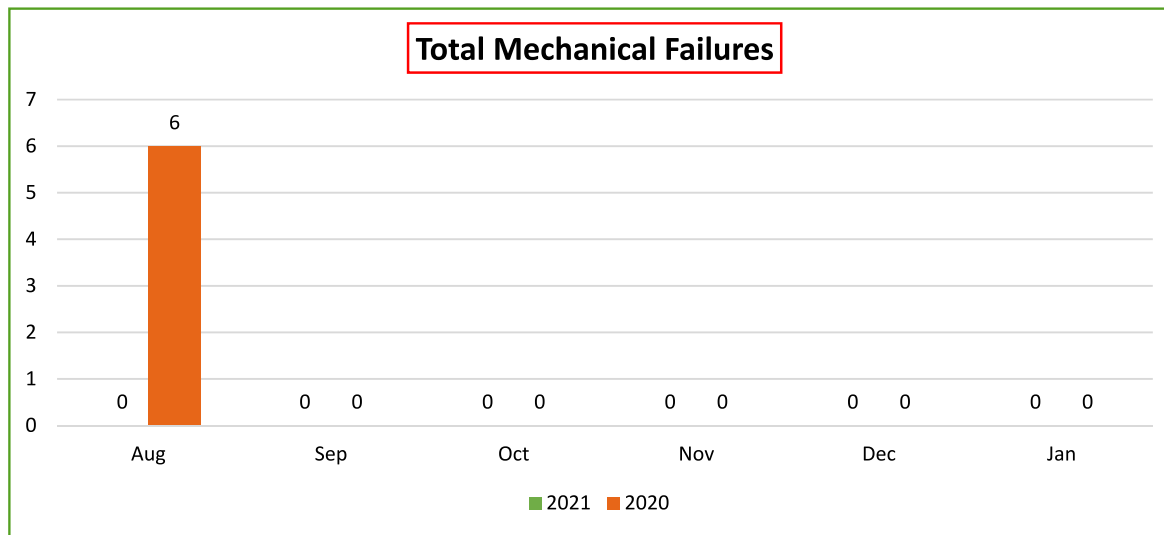
On-Time Performance

Define as being picked up within 30 minutes of requested pickup time.



Mechanical Failures

Measures the total number of mechanical failures, major and other, of the paratransit fleet.

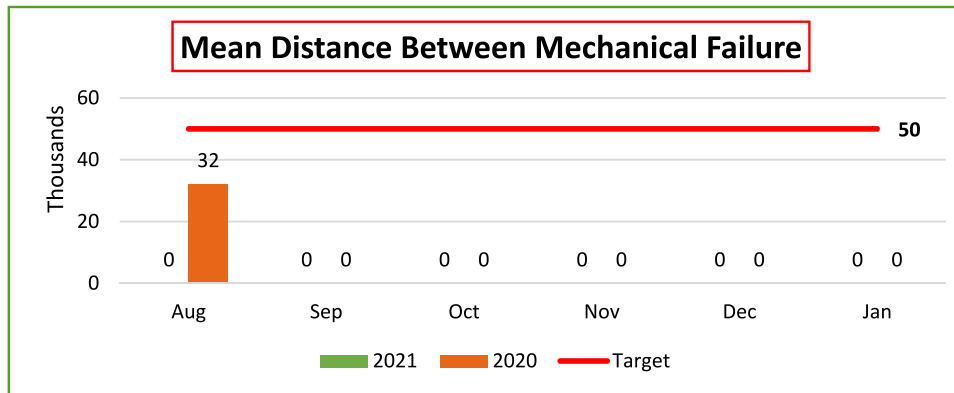


FY 2021						
	Aug	Sep	Oct	Nov	Dec	Jan
Major	0	0	0	0	0	0
Other	0	0	0	0	0	0
Total	0	0	0	0	0	0

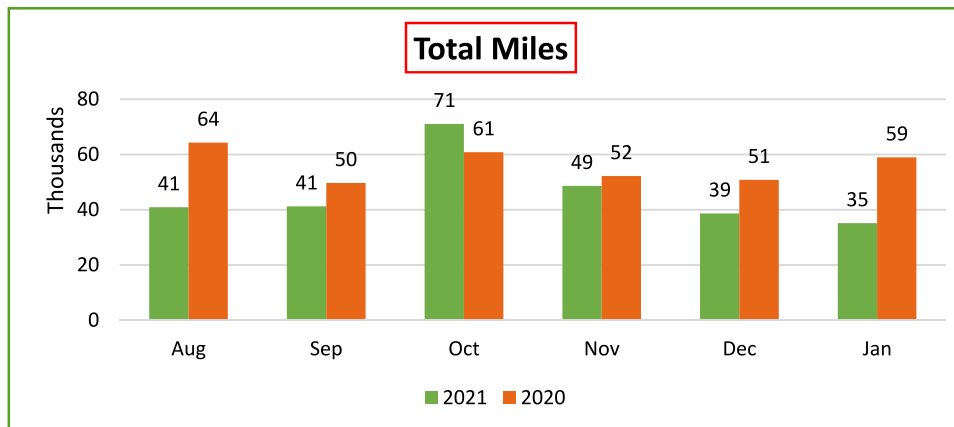
FY 2020						
	Aug	Sep	Oct	Nov	Dec	Jan
Major	2	0	0	0	0	0
Other	4	0	0	0	0	0
Total	6	0	0	0	0	0

Mean Distance Between Failures

Measures the miles between major mechanical failures on the Paratransit fleet. (Note: Higher Mean Distance Between Failures is better.)

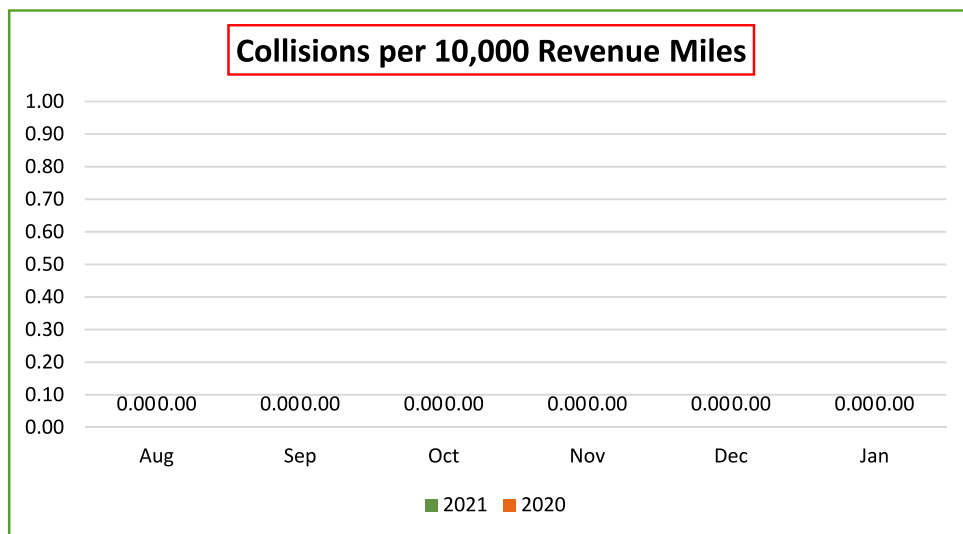


(0 indicates no mechanical failures for the month. There were no failures for December.)



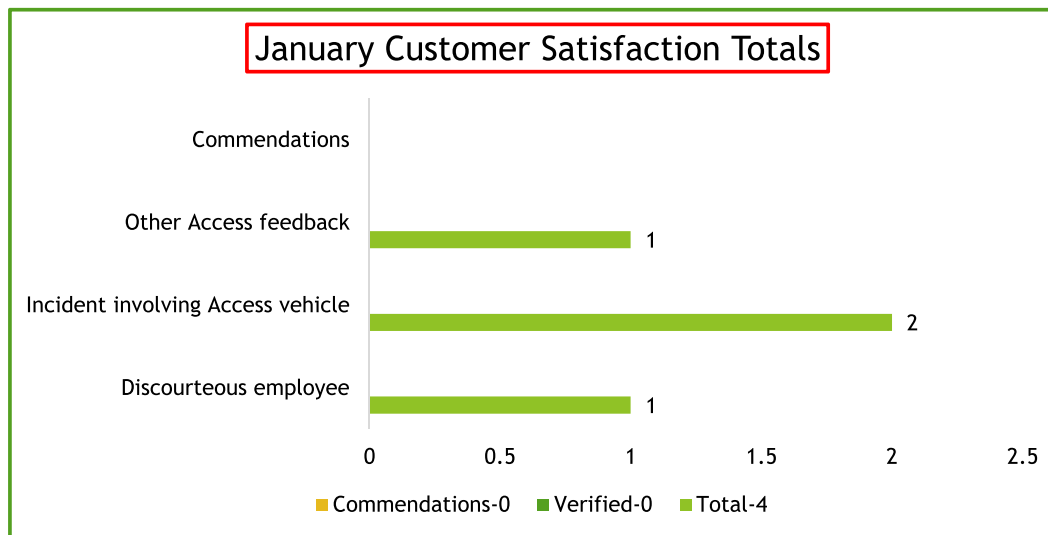
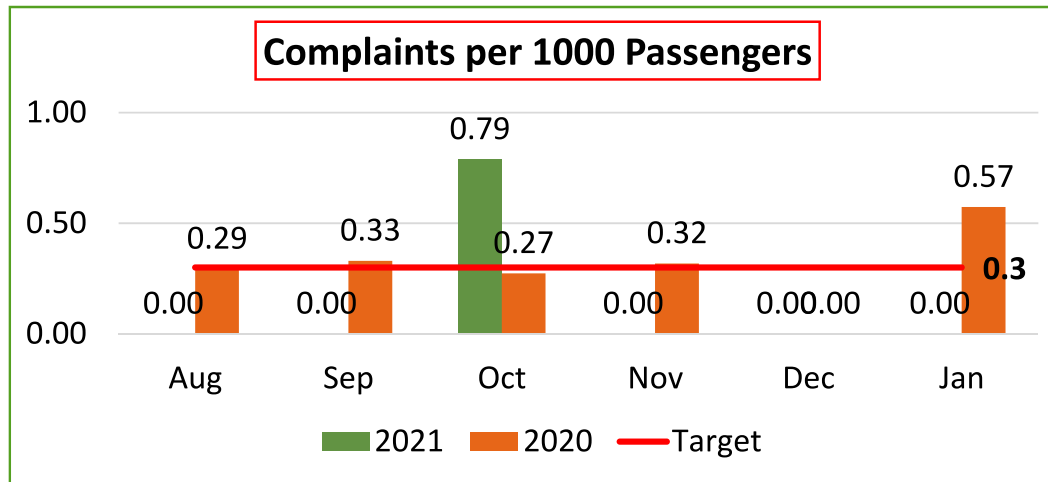
Collisions per 10,000 Revenue Miles

Measures the number of preventable collisions involving paratransit service per 10,000 miles.



Customer Satisfaction

Measures verified customer complaints about paratransit service per 1,000 passenger boardings.



MEMORANDUM

TO: GoTriangle Board of Trustees
FROM: Planning and Capital Development
DATE: February 10, 2021
SUBJECT: Capital Projects Status Report

Strategic Objective or Initiative Supported

2.4 Ensure an attractive and accessible transit environment

Action Requested

None

Background and Purpose

The Wake, Durham, and Orange transit plans and the GoTriangle Capital Improvement Program include funds to support planning, development, and delivery of transit capital infrastructure projects ranging from bus stop amenities to commuter rail infrastructure. This report includes a brief snapshot of the status, upcoming activities, and notable risks to on-time/on-budget delivery for active capital projects. The report is organized into the following sections:

- Bus Passenger Facilities
- Bus Operations and Maintenance Facilities
- Rail Transit Infrastructure Development

Financial Impact

None

Attachments

- None

Staff Contact(s)

- Sharon Chavis, 919-482-3884, schavis@gotriangle.org
- Katharine Eggleston, 919-485-7564, keggleston@gotriangle.org

This report is updated monthly. New/updated information from the previous month's report is shown in underlined green text.

Bus Passenger Facilities

Projects Under Construction

GoDurham Bus Stop Improvements FY19 (18DCI CD4)

Description – This project includes site selection, design, and construction of passenger amenities at 21 bus stops in the GoDurham system.

Status – Construction at 20 stops is substantially complete. The new Glenview Station bus stop went into service on September 7, and a ribbon-cutting ceremony took place on September 8.

Upcoming Activities – Punch list items at Glenview Station bus stop, including landscaping and street pavement painting, are scheduled for completion as weather permits. Also, construction procurement for the remaining bus stop improvement is scheduled to be completed in the coming months.

GoDurham Bus Stop Improvements FY20 (20GOT CD2)

Description – This project includes site selection, design, and construction of passenger amenities at 50 bus stops in the GoDurham system for which design began in FY20.

Status – The City of Durham has approved construction drawings for 35 stops, with an additional 14 stops under review. GoTriangle received delivery of 39 bus shelters and benches in late December 2020 and early January 2021, along with 60 trash receptacles. Construction of the first group of 16 bus stop improvements is nearly completed with only 2 stops remaining. The Contractor is on pace to finish early.

[GoTriangle received Board approval to award a contract for construction of a new group of 17 GoDurham bus stop improvements](#); and GoTriangle has begun real estate acquisition activities for a subsequent group of stops.

Upcoming Activities – Completion of design, plan, approval, right-of-way acquisition, and construction procurement for the remaining groups of stops is planned to continue through the remainder of the fiscal year.

Projects in Design

Patterson Place Improvements (18GOT CD4)

Description – Nearly 200 riders per day board buses at the existing transfer point and park-and-ride at Patterson Place, which is served by GoTriangle route 400 and GoDurham routes 10 and 10A. This project includes new/additional concrete shelter pads and shelters on Witherspoon Boulevard and McFarland Drive in Patterson Place, landscaping improvements, and a curb-radius improvement to allow buses to turn right from southbound Witherspoon Boulevard onto westbound McFarland Drive to reduce bus travel time and serve additional future park-and-ride spaces.

Status – Owner reviewed and provided feedback on the pocket park concept plan. Construction drawings are being finalized for submittal to the City for approval.

Upcoming Activities – Pending construction drawing approval, GoTriangle will schedule necessary right-of-way acquisition activities. [Work continues, but no substantial changes to report.](#)

Hillsborough Park-and-Ride (18GOT CD8)

Description – This project includes site selection, real estate acquisition, design, and construction of a permanent park-and-ride for GoTriangle route ODX in Hillsborough. Park-and-ride utilization at the current leased lot for the ODX in Hillsborough is approximately 15 spaces per day. The original plan for the new lot included 35-50 spaces across two parcels of land; right-of-way for the full facility was acquired, however due to increased construction cost estimates, the scope was reduced to 31 spaces to allow for some growth in utilization while deferring full build-out to a future phase.

Status – The design is currently advancing through the plan approval process with Orange County. The design consultant is coordinating resolution of utility conflicts and real estate resolutions. Staff and outside counsel have identified the need for additional real estate agreements related to use of property that had previously been identified as an existing undeveloped right-of-way within the site, and are

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

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currently coordinating with Orange county staff to evaluate the procedural steps and time required to resolve.

Upcoming Activities – Plan approval is expected within 60 days following resolution of the real estate issue. Orange County will schedule a Neighborhood Information Meeting when final plans are available, to inform neighbors of the upcoming construction project.

Schedule Risks – As noted above, a need for additional real estate agreements was identified during site plan review. Coordination with Orange County and NCDOT staff to resolve this is ongoing. The schedule for plan approval and turnover of the project to Orange County for construction is dependent on resolution of the real estate issue.

GoTriangle Bus Stop Improvements in Orange County (18GOT_CD12)

Description – This project includes site selection, design, and construction of passenger amenities at up to 10 bus stops in the GoTriangle system within Orange County.

Status – Designs for four stops is complete and have been turned over to Orange County for permitting and construction; NCDOT approval for those stops is complete. Procurement of professional services to design an additional six stops is underway. [Conducted safety and security review of bus stops.](#)

Upcoming Activities – GoTriangle expects to complete design for six stops in the coming months.

GoTriangle Bus Stop Improvements In Wake County (TC002-L/M/Y)

Description – The Wake Transit Plan includes funding for improvements at existing and new GoTriangle bus stops throughout Wake County.

Status – A task order for design of 23 stops was issued in early May, and design is nearly complete. [Eight NCDOT easement agreements have been signed.](#)

Upcoming Activities – An Invitation-for-Bids (IFB) to construct an initial group of 12 or more bus stop improvements that do not require Right-of-Way acquisition will be released in [February 2021](#).

GoTriangle Bus Stop Improvements in Durham County (18GOT_CD7)

Description – This project includes site selection, design, and construction of passenger amenities at up to 10 bus stops in the GoTriangle system within Durham County.

Status – Removal and replacement of the two existing bus shelters along the eastbound side of NC 54 opposite the Boxyard project is complete; coordination with RTP regarding stop improvements at the future HUB site is underway. RTP has constructed the west bound stop and installed two shelters, RTP is also planning to add bus stop art to their shelters. Planning activities for additional GoTriangle bus stop improvements in Durham County are complete, including coordination with the Durham VA Medical Center and Duke University regarding stops on Erwin Road and on campus. Design procurement for these eight additional stops is underway. [Completed surveys at 2 locations and design has begun.](#)

Upcoming Activities – GoTriangle will continue to coordinate with RTP regarding the westbound stop at the Boxyard and stops at HUB RTP, and will initiate design of additional stops in the coming months.

Raleigh Union Station Bus Facility (TC002-A)

Description – This project includes publicly-funded design and construction of an eight-bay off-street bus facility and related transit access improvements adjacent to Raleigh Union Station in downtown Raleigh, in conjunction with a privately-funded mixed-use air rights development above the bus facility. The project was awarded a \$20 million BUILD grant from the US Department of Transportation (USDOT).

Status – The 30 percent design of the Transit Facility is being finalized and the detailed cost estimate is in-progress. The Joint Development Agreement (JDA) is progressing and is anticipated to be completed early this year. Coordination with FTA, City of Raleigh, SHPO, NCDOT and other stakeholders is ongoing to confirm third-party requirements affecting the project definition. Monthly federal oversight meetings are continuing with the PMOC assigned to the project.

Upcoming Activities – Completion of the JDA, finalizing the 30% design, coordination activities, management meetings, and agreement negotiations will continue on the project. The 30 percent design

phase of the transit facility is largely complete, with the cost estimate being developed currently. Section 106 is anticipated to be completed without an MOA by March.

Schedule Risks – The structure of the delivery approach for the project is complex, and will require coordination and partnership with FTA region IV and headquarters staff to ensure grant requirements are appropriately met and documented as the contracting process with the development partner progresses. Development and execution of the Joint Development Agreement is critical.

Cost Risks – Continued design advancement is critical to begin advancing design to obtain a more detailed basis to refine cost estimates and obtain a clear cost risk profile for the project. Key cost risk areas include unknown geotechnical conditions, uncertain historic preservation requirements, final rezoning commitments, and design details.

I-540 Bus On Shoulder (TC002-BC)

Description – This project will design, purchase, and install signage along the northwest leg of I-540 to facilitate Bus on Shoulder implementation. GoTriangle's NRX route would benefit by the ability to use the shoulder during times of heavy traffic.

Status – NCDOT has completed sign designs, cost estimates, and plans. [Held a coordination meeting with NCDOT on February 5th. Agreed on process to proceed.](#) Development of an agreement with NCDOT is anticipated to be complete by February 2021.

Upcoming Activities – GoTriangle staff is preparing for procurement of sign fabrication and installation.

Durham Station Improvements Preliminary Design (21GOT CD03)

Description – This project will develop a preliminary design package for improvements to the passenger experience and functional operations of Durham Station. Upon completion of the preliminary design, the project will be handed off to the City of Durham for design development and construction.

Status – In December, a selection committee was formed and selected the preferred consultant to work with to develop the schematic design. GoTriangle staff is working with the consultant to finalize a proposal and contract, with work expected to start in January.

Upcoming Activities – Kickoff meetings are being scheduled, and work is to begin on the first phase of the project. [No substantial updates to report.](#)

Projects in the Planning Phase

Park-and-Ride Improvements in Wake County (Short-Term) (TC002-K)

Description – The Wake Transit Plan includes funding for short-term improvements to existing park-and-ride locations, in anticipation of more substantive investments that may be identified through the park-and-ride feasibility study. One such improvement is currently in the planning phase; this project includes signs, markings, and passenger amenities at a new/replacement leased park-and-ride for GoTriangle route WRX at a new location to be determined.

Status – GoTriangle signed a lease agreement with the Town of Wake Forest to lease the SunTrust lot until June 30, 2021. A bus stop has been added at this location.

Schedule Risks – Ongoing coordination with GoRaleigh and Wake County to identify a new location off US 1 halted because of COVID 19.

Regional Transit Center Feasibility Study (TC002-N)

Description – The Regional Transit Center (RTC) is the primary hub for GoTriangle regional bus services connecting Wake, Durham, and Orange Counties. The current location of the RTC on Slater Road in Durham creates overlapping routes leading to inefficiency. This feasibility study is evaluating location options that improve route efficiency and improve passenger amenities.

Status – Initial public engagement, including a web and social media presence and a survey was completed in June as a part of GoTriangle's virtual engagement initiative. Identification of site operational requirements is complete. The consulting team has identified and screened initial alternative

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sites that meet those criteria and prepared preliminary evaluation criteria for each of those sites in coordination with GoTriangle. Four virtual workshops with stakeholder groups have been conducted to date. The site selection evaluation is complete, yielding two final alternative partnership-based relocation sites and stakeholder engagement is ongoing. A third site will be carried forward for continued consideration resulting from stakeholder engagement. Site visits and virtual design coordination workshops were completed with property owners in December. Due diligence and further evaluation of the three final sites as well as development of a conceptual program "test-fit" site layouts were prepared in January. Refinements to the conceptual program and stakeholder coordination are ongoing in February. In January 2021, the GoTriangle Planning and Legislative Committee reviewed preliminary study results and recommended a relocation strategy which will be forwarded to the Board at its April, 2021 meeting.

Upcoming Activities – Remaining tasks include recommendation of a relocation strategy, consisting of a final preferred site, conceptual layout, and implementation approach to the GoTriangle Board in March. Once this study is complete, and a relocation strategy adopted by the GoTriangle Board, additional planning, design, and land acquisition efforts may proceed.

Schedule Risks – The primary risk to continued progress is potential postponement of community/rider and stakeholder engagement related to COVID-19.

Wake Transit Long-Term Park-and-Ride Feasibility Study (TC002-O)

Description – This feasibility study will assess potential locations for park-and-ride facilities throughout Wake County. Many municipalities within the county have expressed a desire for a park and ride facility to meet the long-term needs of residents. While many communities currently lease space in existing lots, mainly within commercial developments, their locations lack amenities and proximity to major thoroughfares. This study will determine the best location for park-and-ride lots in the county.

Status – Initial public engagement, including a web and social media presence and a survey was completed in June as a part of GoTriangle's virtual engagement initiative. Search criteria for new park and rides in Northern Wake and West Raleigh, identified in the Wake Bus Plan, have been finalized. The consulting team has identified and screened initial alternative sites for the two new park and rides that meet those criteria and prepared preliminary evaluation criteria for each of those sites in coordination with GoTriangle. Review of the site selection evaluation is complete and stakeholder engagement is ongoing. A single viable site was identified for the West Raleigh Park and Ride and an initial design concept has been produced and is being reviewed by GoTriangle staff. Recommendations for improvements, and in some cases relocation/expansion of, existing park and ride lots have been produced and will support the design and construction of FY22 and future year improvements to existing park and ride lots.

Upcoming Activities – Remaining tasks for a new park and ride lot in Northern Wake, selection of a preferred site, and development of a conceptual design for the preferred site. The need for additional coordination with Wake County and NCDOT regarding land use regulation and site access prior to selecting a preferred site has been identified. Projected budget at completion of this study is less than originally budgeted; remaining funds will be used to conduct feasibility, site selection, and conceptual design for two additional park and ride lots included in the Wake Transit Plan – Gorman Street and Wake Forest.

Schedule Risks – The primary risk to continued progress is potential postponement of community/rider engagement related to COVID-19.



Bus Operations and Maintenance Facilities

Projects in the Design Phase

Paratransit Office Space Upfit (TC002-J)

Description – This project will upfit office space and the parking lot at the Plaza building to facilitate moving Paratransit operations from the Nelson Road Facility.

Status – The consultant continues to develop and resolve project related issues, including furniture and IT issues, and is working with GoTriangle to complete construction documentation and prepare for permitting and contractor procurement.

Upcoming Activities – GoTriangle and the consultant will finalize construction documentation and obtain construction permits and site plan approvals. In early calendar 2021, GoTriangle will prepare for procurement of a contractor to perform the construction. Grant funding reporting is ongoing for the project, work continues but there is no substantial information to report.

Projects in the Planning Phase

Regional Fleet and Facilities Study (CD-21-19 A)

Description – This study includes three components: (1) assessing fleet and maintenance facility needs for GoDurham and developing a conceptual design for these needs, (2) assessing fleet and maintenance facility needs for GoTriangle and developing a conceptual design for these needs, and (3) planning for potential regional electric bus charging infrastructure and other potential shared operations and maintenance resources for GoTriangle and partners in the region. The scope of services includes planning, conceptual design, and cost estimating to assess needs for expansion of existing maintenance facility sites and evaluate up to four alternative sites for new facilities for GoDurham and GoTriangle. The Study will identify potential expansions and alternatives to current utilization of existing facilities that will improve cost-efficiency and provide responsive services.

Status – At its November meeting, the GoTriangle Board of Trustees authorized GoTriangle to enter into negotiations with the selected consultant. GoTriangle staff is finalizing scope, schedule, and cost and negotiating the contract with the selected consultant targeting contract award [in February of 2021](#).

Upcoming Activities – Kickoff activities are scheduled for early 2021.



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Rail Transit Infrastructure Development

Greater Triangle Commuter Rail Study (19GOT CO2/20GOT CD1/TC004-A)

Description – The current phase of study is evaluating the potential for new commuter rail service in the North Carolina Railroad Company (NCRR) corridor in Durham, Wake, and Johnston counties, and will refine the project definition; engage community members, municipalities, and institutional stakeholders; and better understand critical project success factors. In coordination with project partners, GoTriangle will conduct preliminary engineering analysis in areas of concern along the corridor, model rail traffic on the corridor with the inclusion of commuter rail to better define infrastructure needs, and better refine cost and ridership estimates.

Status and Upcoming Activities – As of April 6, all parties to the Memorandum of Understanding in Support of Continued Development of the GTCR Project, including Johnston county, had voted to proceed with further study. Authorizations for additional consultant support were approved by the GoTriangle Board in May. Study activities across a range of tasks were initiated in June and were ongoing through the summer. Priority early activities in this phase of work are as follows:

- Railroad Coordination – In December, GoTriangle and NCRR awaited a response to comments on the draft modeling agreement provided to Norfolk Southern in late October. GoTriangle also has initiated engagement with specialty railroad counsel to prepare for negotiating term sheets with railroad partners, and initiated meetings with NCRR regarding liability, indemnification, and insurance.
- Engagement with “resource partners” including local governments, institutions, and other regional partners – GoTriangle is continuing meetings with municipalities individually and as a group with institutional partners on a monthly basis as needed. Kickoff meetings for the Cary and Durham downtown engineering studies were held in August and September, respectively. Direct engagement with economic development practitioners and the real estate development community specific to the economic development component of the study began in September and was completed in November.
- Community Engagement – GoTriangle completed processing input received from 2,700 participants during the first community engagement period for the study, and is initiating planning for the second round of engagement planned for early 2021. [GoTriangle is preparing to hold focus groups with a variety of community members, organizations and businesses as a follow-up on to the first phase of engagement.](#)
- Schedule Management – The initial baseline schedule is complete; GoTriangle and the consultant are meeting monthly to formally assess progress and manage interfaces between dependent tasks.

Schedule Risks – To date, it appears that primary risks to timely completion of the next steps are related to coordination with entities that are not party to the MOU (e.g. railroads, municipalities, affected major institutions), identification and resolution of competing/conflicting stakeholder goals, and satisfactory engagement with the public under COVID restrictions. These are key priorities with the next steps defined in the MOU. Without mitigation, continued delay in initiating the railroad capacity modeling will result in delay to study completion.

Cost Risks – To date, it appears that primary risks to setting a budget within the range of \$1.4B to \$1.8B identified during the earlier phase of study for the Durham-Garner project concept are related to the infrastructure requirements resulting from rail network modeling and related negotiation, design for engineering solutions to engineering constraints in downtown Durham and downtown Cary, and quantification of necessary levels of contingency required to address FTA risk management guidelines. These are key priorities with the next steps defined in the MOU.

