



GoTriangle  
Board of Trustees  
August 25, 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 at noon Wednesday, August 25, 2021.*

*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. Oath of Office**

*(5 minutes Steve Schewel OR Vivian Jones)*

##### **B. Service of Steve Schewel**

*(5 minutes Michael Parker)*

##### **C. Employee Service Awards**

*(5 minutes Charles Lattuca)*

#### **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 at mdawson@gotriangle.org.*

#### **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. Draft Minutes**

*June 23, 2021 | regular session*

*June 23, 2021 | closed session*

**B. Technical Correction to the FY21 Triangle Tax District - Wake Capital Fund Ordinance**

*ACTION REQUESTED: Adopt budget ordinance 2021 0008 Revised, GoTriangle Fiscal Year 2021 Triangle Tax District - Wake Capital Fund Budget Ordinance.*

O 2021 0008R

**C. By-laws Update to Facilitate Remote Committee Meetings**

*O&F RECOMMENDATION: Revise GoTriangle's By-laws for the purpose of facilitating the continued use of remote conferencing technology during committee meetings.*

Recommended by-laws revisions

**D. Contract for Design of 75 GoDurham Bus Stops**

*O&F RECOMMENDATION: Authorize the President/CEO to execute a task order for bus stop design services under Master Agreement with Ramey Kemp and Associates for On-Call Architectural and Engineering Consultant Services for an amount not to exceed \$750,000.*

**E. FY22 GoTriangle Budget Amendments**

*O&F RECOMMENDATION: Adopt budget ordinance amendments.*

Budget Amendment Impact

O 2021 0028

O 2021 0029

**V. 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. GC Search Committee Report**

*(5 minutes Sig Hutchinson)*

**C. Operations & Finance Committee Report**

*(20 minutes Vivian Jones)*

**D. Planning & Legislative Committee Report**

*(5 minutes Will Allen III)*

## Connected Region Guide

### VI. 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

*(10 minutes Katharine Eggleston)*

##### 3. EEO Workforce Analysis

*(10 minutes Sylvester Goodwin)*

##### 4. DBE Program Update

*(15 minutes Sylvester Goodwin)*

#### B. Office of General Counsel Report

*(5 minutes Tom Henry)*

#### C. Chair's Report

*(5 minutes Michael Parker)*

##### 1. Appointment of Nominating Committee

*(5 minutes Michael Parker)*

ACTION REQUESTED: Appoint Nominating Committee as recommended.

#### D. Board Member Reports

##### 1. CAMPO Executive Board Representative

*(5 minutes Will Allen III)*

##### 2. Regional Transportation Alliance (RTA) Rep.

*(5 minutes Will Allen III)*

##### 3. DCHC MPO Board Representative

*(5 minutes Michael Parker)*

### VII. Adjournment

*(Michael Parker)*

**GoTriangle Board of Trustees**  
**Meeting Minutes**  
**June 23, 2021**  
Held Remotely via WebEx

**Board Members Present Remotely:**

Will Allen III	Valerie Jordan (left 1:23 p.m.)
Michael Fox (arr. 12:19 p.m., left 1:06 p.m.)	Michael Parker, Chair
Brenda Howerton (arr. 12:23 p.m.)	Jennifer Robinson
Sig Hutchinson	Steve Schewel (arr. 12:27 p.m.)
Vivian Jones	Stelfanie Williams

**Board Members Absent:**

Corey Branch (excused)	Renée Price (excused)
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Chair Michael Parker officially called the meeting to order at 12:10 p.m. A quorum was present.

**I. Adoption of Agenda**

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

**II. Recognition**

Board Chair Parker recognized former General Counsel Shelley Curran. To commemorate her service, she will receive an engraved crystal ice bucket. Board members offered words of appreciation.

**III. Public Hearing**

**Action:** Chair Parker opened the public hearing on the FY22 proposed budget at 12:20 p.m. There being no comments the hearing was closed.

Fox arrived.

**IV. Public Comment**

No comments.

**V. Consent Agenda**

**Action:** On motion by Williams 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:

- May 26, 2021 – Regular Session Minutes;
- May 26, 2021 – Closed Session Minutes;

- Policy Framework for Use of Wake Transit Funds to Acquire Real Property;
- Authorized the President/CEO to sign a master research agreement with North Carolina State University (NCSU) Institute for Transportation Research and Education (ITRE) to provide continued model development services of the Triangle Regional Model (TRM) and regional Simplified Trips on Project Software (STOPS) model, and to execute Task Order 1 of the agreement for FY22 model management services for an amount not to exceed \$250,000; and
- Authorized the President/CEO to execute a task order for bus planning services with Nelson\Nygaard to develop multi-year bus service plans for Wake and Durham and short-range transit plans for GoTriangle, GoRaleigh, GoCary, GoWake Access, GoDurham and GoDurham ACCESS for an amount not to exceed \$1,093,750.

The Policy Framework and Master Research Agreement are attached and hereby made a part of these minutes.

## **VI. General Business Agenda**

### **A. Items Removed from Consent Agenda**

None.

### **B. FY21 Budget Ordinance Amendment**

Saundra Freeman stated that several general fund departments required an adjustment to close out the year, but the net impact is zero. She added that although the budget shows a deficit of \$2.6 million, once all grant reimbursements are received it will be lower.

**Action:** On motion by Allen and second by Jones the Board adopted *Ordinance 2021 0013 FY 2021 Budget Ordinance Amendment*. Upon vote by roll call, the motion was carried unanimously. The ordinance is attached and hereby made a part of these minutes.

### **B. FY22 Proposed Budget - 2nd Reading**

Saundra Freeman then presented the changes to the FY22 proposed budget since the Operations & Finance Committee meeting earlier in the month

- Revenue - increase of \$5,140,011 in general fund from American Rescue Plan (CAMPO allocation)
- Revenue – decrease of \$152,468 in general fund and advanced technology fund due to reallocation of ERP costs
- Increase of \$406,003 in revenue and expenditures for Orange Transit due to prior year encumbrances
- Increase of \$38,360,371 in revenue and expenditures for Wake Transit due to prior year encumbrances

GoTriangle Board of Trustees  
Meeting Minutes  
June 23, 2021

The final FY22 budget is proposed as:

	<i><b>Revenues</b></i>	<i><b>Expenses</b></i>	<i><b>Surplus</b></i>
GoTriangle	\$ 77,881,395	\$ 71,257,642	\$ 6,623,753
Durham	58,559,708	43,655,793	14,903,915
Orange	13,805,268	12,814,968	990,300
Wake	286,733,900	239,597,491	47,136,409

Howerton and Schewel arrived.

**Action:** On motion by Hutchinson and second by Robinson the Board approved the FY22 budget ordinances listed below and adopted the three FY22 county transit work programs/plans. The budget is considered adopted June 24, 2021, 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.

- FY22 GoTriangle Budget Ordinance (O 2021 0014)
- FY22 Major Capital Project Fund Budget Ordinance (O 2021 0015)
- FY22 Regional Bus Capital Project Fund Budget Ordinance (O 2021 0016)
- FY22 Advanced Technology Project Fund Budget Ordinance (O 2021 0017)
- FY22 Major Transit Investment Fund Budget Ordinance (O 2021 0018)
- FY22 Triangle Tax District – Durham Operating Fund Budget Ordinance (O 2021 0019)
- FY22 Triangle Tax District – Durham Capital Fund Budget Ordinance (O 2021 0020)
- FY22 Durham Special Tax District Fund Budget Ordinance (O 2021 0021)
- FY22 Triangle Tax District – Orange Operating Fund Budget Ordinance (O 2021 0022)
- FY22 Triangle Tax District – Orange Capital Fund Budget Ordinance (O 2021 0023)
- FY22 Orange Special Tax District Fund Budget Ordinance (O 2021 0024)
- FY22 Triangle Tax District - Wake Operating Fund Budget Ordinance (O 2021 0025)
- FY22 Triangle Tax District - Wake Capital Fund Budget Ordinance (O 2021 0026)
- FY22 Wake Special Tax District Fund Budget Ordinance (O 2021 0027)

**D. General Counsel Search Committee Report**

Sig Hutchinson reported that the Search Committee reviewed the job description for General Counsel and agreed that it should be more specific for the role moving forward. In the interest of expediting the process, the committee asked the talent services department to handle the job posting. If the committee is not satisfied with the applicant pool, a request to hire a search firm will come back to the Board in August.

**1. General Counsel Job Description**

**Action:** On motion by Allen and second by Hutchinson the Board approved the revised General Counsel job description. Upon vote by roll call, the motion was carried unanimously. The job description is attached and hereby made a part of these minutes.

**E. Operations & Finance Committee Report**

Vivian Jones stated that items from Operations & Finance Committee were approved on the consent agenda, in addition to work on the FY22 budget.

**F. Planning & Legislative Committee Report**

Will Allen III reported that the committee received presentations on the Orange and Durham County transit plans, with Orange County expecting to have a scenario by October. He shared his observations about the Durham plan which were sent by email to Board members:

- The presentation omitted the fact that demand data drove the development of the three plan options, and not solely community input.
- Community input is insufficient to draw meaningful conclusions regarding community preference, with only 847 total responses (673 online, 174 personal interviews) from an estimated county population of 330,506.
- Commuter Rail is included in only one of the three options, leaving the impression that commuter rail preferences were ignored, as commuter rail was ranked as most important by online respondents and nearly tied for first in the personal interviews. Commuter rail also was identified as a top need along with paratransit in response to a question about how respondents would spend \$10 on future transit service.

Schewel thanked Allen for his observations and said Durham has a long way to go to educate people about commuter rail. He noted there still is confusion between commuter rail and the D-O LRT project. He said there is commitment in Durham to the local bus system and people need to be educated on the need for a good local bus system and a good regional transportation system, including commuter rail.

Howerton noted that people still have a lot of distrust for GoTriangle and agreed that a lot of education is needed.

Ellen Beckmann stated that future presentations will emphasize how data is being used. She noted that comments from Schewel and Howerton help illustrate how important the equitable engagement process is to planning efforts as well as in terms of advancing equity and building community trust.

Parker stated that the Policy Steering Committee for the Orange County Transit Plan Update has decided to take a step back. The group felt some of the underlying assumptions in the scenarios had not been appropriately vetted and discussed. He highlighted the inadequacy of the funding for transit and particularly regional transit in the region and said Orange County is in a position of having to make choices between multiple legitimate needs and priorities both locally and regionally. He said it is important to try to figure out how to get more funding for transit and particularly for regional transit.

Allen agreed and added that cost alone should not drive decisions first and foremost. Schewel agreed that a regional transit plan is important and finding additional funding sources is important, but until then there will be cost-constrained plans.

Allen reported the Committee also forwarded for approval the policy framework for use of wake transit funds to acquire real property, which was on the consent agenda. He stated this policy was prompted by GoTriangle's need to reimburse FTA for their share in parcels along the proposed commuter rail line.

## **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:

- A RAISE grant application being developed in partnership with TJCOG.
- A commuter rail briefing was given to the Wake County state legislative delegation and also met with Congressman Price.
- The joint regional bus operator job fair was successful.

### **1. Operations Update**

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

Patrick Stephens and Laurie Barrett reported on the regional transit operator job fair. Barrett shared a video of a news story on the fair. She stated that eight agencies participated: GoRaleigh, GoCary, GoDurham, GoTriangle, Chapel Hill Transit, TransDev (Wolfline), National Transit Express (GoDurham Access) and MV (GoWake). Stephens stated that the event highlighted the various incentives offered by the different agencies as well as the difference in qualifications required by the agencies. Lattuca stated that GoTriangle would be considering its qualifications and incentives to help with recruitment.



**2. Capital Projects Status Report**

The capital projects status report and presentation on major project updates is attached and hereby made a part of these minutes.

***Greater Triangle Commuter Rail***

Katharine Eggleston reported that additional items have been identified through public engagement and coordination that warrant evaluation to insure all the questions are answered that are needed for decision making at end of study. She said there could be a budget amendment in coming months for this additional study.

Eggleston pointed out that railroad capacity modeling is critical for the study schedule and an update on that progress should be available in August. Materials developed from TJCOG's work will be shared with the Planning & Legislative Committee as it becomes available as well as information on the engineering work in downtown Cary and downtown Durham.

***RUS Bus***

Eggleston said that work continues on development of the agreements for RUS Bus. The Hoffman team is proceeded with interim design, focused on the administrative site review for City of Raleigh approvals. GoTriangle continues to meet with FTA and their oversight contractor monthly to refine some elements of the scope related to coordination with the City of Raleigh's BRT projects. RK&K will be assisting with risk assessment, a typical FTA-prescribed process for major capital projects.

**B. Office of the General Counsel Report**

Karen Porter reported for Interim General Counsel Tom Henry. She stated that there are three main agreements for RUS Bus in draft form and being negotiated now with the private developer: ground lease, development services agreement and joint development agreement for project overbuild. The agreements are complicated and will go through several rounds of revisions.

Porter also reported that Governor Cooper's State of Emergency ends July 30. She said the legal department has contacted the UNC School of Government and outside counsel at Parker Poe and both have confirmed that committee meetings could continue virtually because final decisions are not made by committees. The recommendation is that full Board meetings occur in person, with an option to allow some members to participate virtually as long as all votes are transparent and the public can also attend virtually. A quorum of voting members would need to be present in person for Board meetings.

Parker added that the Board's August meeting would be in person and there will be no meeting in July. He said that Operations & Finance Committee would continue

to meet virtually and tentatively the Planning & Legislative Committee would meet in person on the same day as the Board meeting.

### **C. Chair's Report**

Chair Parker clarified the authority and duties of the General Counsel Search Committee that was named last month:

- The committee shall establish and publish the date/time and location of its meetings.
- All actions taken by the committee, which are subject to a vote, should be decided by a majority of those in attendance at such meetings.
- The committee shall develop or enhance the job description of the General Counsel position, if necessary.
- The committee shall secure, with the permission of the GoTriangle Board of Trustees, the services of a professional external search firm to assist in the search, if it is the determination of the Search Committee that such services would be needed.
- The committee shall conduct the necessary interviews of potential candidates.
- The committee shall provide periodic reports to the GoTriangle Board of Trustees on the status of the search committee.
- The committee shall conduct background checks on the potential finalist(s) for the position, to include any references that may be provided on the candidates.
- The committee shall invite the GoTriangle Board of Trustees to meet the finalists or sit in on the final interviews.
- The committee shall obtain the approval of the GoTriangle Board of Trustees before making a final offer for the position.

### **D. Board Member Reports**

#### **1. CAMPO Executive Board Representative**

Will Allen III reported on several items pertaining to transit from the most recent CAMPO meeting:

- Approved the FY22 recommended Wake Transit work plan.
- Approved the LPA for the southern BRT corridor in Wake County.
- Received an update on the Bus on Shoulder System expansion study.
- Approved the policy framework for the use of Wake Transit funds to acquire real property.

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

Will Allen III reported that RTA is holding the annual transportation breakfast next week and a new concept will be introduced, an integrated, accelerated approach to transit.

**3. DCHC MPO Board Representative**

Michael Parker reported that updates were received on the Triangle Bikeway Study and the DCHC MPO governance study.

**VIII. Closed Session – Personnel**

**Action:** On motion by Schewel and second by Howerton the Board entered into Closed Session at 1:46 p.m. pursuant to NCGS §143 318.11(a)(6) to consider the qualifications, competence, performance, character, fitness or conditions of appointment of an individual public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. Upon vote by roll call, the motion was carried unanimously.

**Action:** The Board returned to open session at 2:27 p.m.

**Action:** On motion by Allen and second by Robinson the Board approved a 4% merit increase for the President/CEO, his FY22 work plan, a 4% merit increase for the Clerk to the Board and approved her FY22 goals. Upon roll call, the motion was carried unanimously.

**IX. Adjournment**

**Action:** Chair Parker adjourned the meeting at 2:31 p.m.

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Michael Parker, Chair

Attest:

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Michelle C. Dawson, CMC  
Clerk to the Board

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*Connecting all points of the Triangle*

## MEMORANDUM

**TO:** GoTriangle Board of Trustees [or Committee]  
**FROM:** Finance & Administrative Services  
**DATE:** August 6, 2021  
**SUBJECT:** **Technical Correction to the FY21 Triangle Tax District - Wake Capital Fund Ordinance**

### Strategic Objective or Initiative Supported

Implement the wake transit plan with transit planning advisory committee.

### Action Requested

Staff requests that the GoTriangle Board of Trustees approve budget ordinance 2021 0008 Revised, GoTriangle Fiscal Year 2021 Triangle Tax District - Wake Capital Fund Budget Ordinance.

### Background and Purpose

The Triangle Tax District - Wake Capital Fund Ordinance approved by the Board of Trustees on June 24<sup>th</sup> for Fiscal Year 2021 did not list the \$1.1million allocation for GoTriangle that was approved during the FY21 amendment cycle. The intention was that this project was created with already existing dollars and did not need to be listed. However, to more appropriately account for the action, we present the following technical correction to ensure compliance. The revised ordinance shows that previously approved funds will offset the expenditure for this project.

### Financial Impact

The proposed technical correction, if approved by the Board of Trustees, will have no impact to the Wake Transit Work Plan.

### Attachments

- Ordinance 2021 0008R

### Staff Contact(s)

- Steven Schlossberg, Budget & Finance Mgr., [sschlossberg@gotriangle.org](mailto:sschlossberg@gotriangle.org), 919-485-7590
- Sandra Freeman, CFO, [sfreeman@gotriangle.org](mailto:sfreeman@gotriangle.org), (919) 485-7415



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**2021 0008**  
**Revised**

**GOTRIANGLE**  
**FISCAL YEAR 2021**  
**TRIANGLE TAX DISTRICT - WAKE CAPITAL FUND BUDGET ORDINANCE**

**BE IT ORDAINED** by the Research Triangle Regional Public Transportation Authority Board of Trustees, that pursuant to section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following project ordinance is hereby adopted:

**Section 1.** It is estimated that the following revenues will be available in the **Triangle Tax District - Wake Capital Fund** for the fiscal year beginning July 1, 2020, and ending June 30, 2021:

	Original	Revised
Article 43 ½ Cent Local Option Sales Tax	\$ 0	\$ 28,745,886
Allocation from Wake Capital Fund Balance	28,073,369	28,573,369
Allocation from FY20 Commuter Rail Reserve	0	1,100,000
Transfer from Wake Operating	<u>21,020,410</u>	<u>0</u>
<b>Total</b>	<b>\$ 49,093,779</b>	<b>\$ 58,419,255</b>

**Section 2.** The following amounts hereby are appropriated in the **Triangle Tax District - Wake Capital Fund** for the fiscal year beginning July 1, 2020, and ending June 30, 2021:

	Original	Revised
Capital Planning		
GoTriangle	\$ 458,333	\$ 558,333
CAMPO	0	400,000
City of Raleigh	75,000	75,000
Wake County	30,000	30,000
Community Funding Area	0	0
Town of Apex	207,000	207,000
Town of Morrisville	248,000	248,000
Bus Infrastructure	0	0
GoTriangle	0	114,800
City of Raleigh	0	1,491,263
Bus Acquisition	0	0
City of Raleigh	0	5,619,413
Commuter Rail Transit	0	0
GoTriangle	0	1,100,000
Bus Rapid Transit	0	0
City of Raleigh	28,220,000	28,720,000
Allocation to Wake Capital Fund Balance	<u>19,855,446</u>	<u>19,855,446</u>
<b>Total</b>	<b>\$ 49,093,779</b>	<b>\$ 58,419,255</b>

**Section 3.** The GoTriangle President/CEO, or his or her designee, is hereby authorized to transfer funds within appropriations under the following conditions:

- A) No transfer may be made that changes the adopted allocations to fund balance.
- B) All budget transfers will be reported to the Transit Planning Advisory Committee.
- C) All increases to an appropriation, and all transfers between appropriations, must be reviewed by the Transit Planning Advisory Committee and approved by the CAMPO and GoTriangle governing boards.

**Section 4:** Triangle Tax District – Wake Capital Funds are appropriated pursuant to section 13.2 of Chapter 159 of the General Statutes of North Carolina; therefore, appropriations do not lapse at the end of the fiscal year and are available for duration of the project unless subsequently recommended for reallocation by the Transit Planning Advisory Committee and approved by the CAMPO and GoTriangle governing boards, or as specified in Section 5.

**Section 5:** GoTriangle Finance Department has authority to close projects and/or programs and reduce appropriations upon notification of project completion by the project sponsor. When actual revenues are available in projects to be closed or which are substantially complete, GoTriangle Finance may transfer savings to Triangle Tax District Wake Capital fund balance. These funds will be then available for future appropriations which require recommendation by the Transit Planning Advisory Committee and approval by the CAMPO and GoTriangle governing boards. This section applies to current and prior year appropriations. A list of project closeouts shall be provided quarterly to the Transit Planning Advisory Committee.

**Section 6.** If received, Small Starts Funding from the FTA in support of the New Bern Avenue project will be awarded directly to the City of Raleigh. Expenditures funded by these federal funds will be budgeted by the City of Raleigh in their respective Transit Grant Fund. Dollars budgeted above are the local funds budgeted by the tax district and allocated to the City of Raleigh in support of this project.

**Section 7.** Capital funds included under the Commuter Rail reserve allocation in Ordinance 2020 0011 of the Adopted 2020 fiscal year Wake Transit Work Plan have been allocated to GoTriangle to reimburse the federal interest in five (5) parcels located along the planned Greater Triangle Commuter Rail corridor in Wake County. Project TC004-A2 is allocated \$1,100,000 in funds from project TC004-A.

**Section 8.** Copies of the Budget Ordinance shall be furnished to the Clerk, to the Board of Trustees, to the Finance Officer, and to the Budget Officer of this Authority to be kept on file for their direction in the disbursement of funds. Copies shall also be furnished to representatives of the Agencies under Section 2. The Budget Ordinance shall be entered into the Board minutes.

**ADOPTED THIS 25<sup>TH</sup> DAY OF AUGUST 2021.**

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Michael Parker, Board of Trustees Chair

**ATTEST:**

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Michelle C. Dawson, Clerk to the Board

## MEMORANDUM

**TO:** GoTriangle Board of Trustees Operations & Finance Committee  
**FROM:** Thomas Henry, Interim General Counsel  
**DATE:** July 22, 2021  
**SUBJECT:** **By-laws Update to Facilitate Remote Committee Meetings**

### Strategic Objective or Initiative Supported

#### Action Requested

Staff requests that the Operations & Finance Committee consider recommending to the Board of Trustees the attached revisions to GoTriangle's By-laws for the purpose of facilitating the continued use of remote conferencing technology during committee meetings.

#### Background and Purpose

During the course of the COVID-19 pandemic, GoTriangle's committees have been conducting their meetings using remote conferencing technology which allows for simultaneous communication between committee members and live access by the public. The current version of GoTriangle's By-laws, however, would require physical attendance by at least two members of each committee. The current By-laws would also limit remote participation by any member to a maximum of three committee meetings per fiscal year. Because these provisions were suspended during the State of Emergency, and because the State of Emergency is scheduled to expire, staff is recommending the consideration of revised By-laws that would provide the following alternative methods of establishing a quorum of any GoTriangle standing or ad-hoc committee:

- Physical gathering of members
- Use of remote conferencing technology
- Combination of physical gathering and remote technology

The proposed revisions to the By-laws would require that, consistent with current practices, any use of remote conferencing technology provide for simultaneous communication between committee members and a live audio connection by which the public may listen to the meeting.



### Financial Impact

There is no new financial impact anticipated as a result of these proposed revisions to the By-laws.

### Attachments

- Tracked-changes version of proposed revisions to By-laws

### Staff Contact(s)

- Thomas Henry, Interim General Counsel, 919.485.7589, [thenry@gotriangle.org](mailto:thenry@gotriangle.org)



## ARTICLE IV

### Committees

#### Section 1. Standing Committees.

- A. Establishment. The Authority shall have the following standing committees: Operations & Finance Committee, Planning & Legislative Committee and Personnel Committee. The Operations & Finance Committee and the Planning & Legislative Committee shall consist of three or more members of the Board as may be appointed by the Chair of the Board. The Authority's secretary shall serve as chair of the Planning & Legislative Committee. The Authority's treasurer shall serve as chair of the Operations & Finance Committee. In the event the Authority's secretary or treasurer is unable or unwilling to serve as committee chair, the Chair of the Board shall appoint another voting member of the Board as committee chair. In making committee assignments, the Chair shall balance committee assignments consistent with jurisdictional representation. The Personnel Committee shall be comprised of the officers of the Board of Trustees plus additional members as may be appointed by the Chair of the Board, with the Vice-chair of the Board serving as chair of the Personnel Committee.
- B. Term of Office. The initial members of each standing committee shall serve from the time of appointment until the end of the calendar year of their appointment and members thereafter shall serve by appointment of the Chair for terms of one calendar year each, unless such member is disqualified, dies, resigns, or is removed from such committee or his/her regular office by an act of the Board.
- C. Duties. Each standing committee shall conduct official meetings to approve its reports and recommend action to the Board. Each such committee shall have the responsibility to become informed of, and report from time to time to the Board with regard to, the activities of that division of the Authority set opposite the name of the committee below:

Committee	Areas of Responsibility
Operations & Finance	<p>Special Tax Board (the composition and duties of which shall be governed by NCGS 160A-607.1 notwithstanding anything to the contrary contained in the by-laws)</p> <p>Budget</p> <p>Audit and Accounting</p> <p>Financing</p> <p>Short-range planning</p> <p>System start-up</p> <p>Service planning reviews</p> <p>Bus routes</p> <p>Bus purchases</p>

Facility design

Bus fares

Marketing

Ridesharing

By-laws

Contracts

Employee benefits

#### Planning & Legislative

Long range and strategic planning

Intergovernmental relations (federal, state and local)

Land use issues

Authority goals

Transit corridor planning

Regional transit plan

#### Personnel

Personnel issues

Nothing in this Section 1 of this Article IV shall be deemed in any way to diminish or otherwise interfere with the responsibility of the President and CEO for the selection, supervision and discharge of employees of the Authority.

D. Ex officio Members. All voting and non-voting members of the Board shall be ex officio members of each standing committee, entitled to all privileges thereof except for the right to vote.

#### **Section 2. Ad Hoc Committees.**

A. Establishment. The Chair may designate one or more ad hoc committees, each of which shall consist of three or more members of the Board, one of whom shall be designated as chair, and such other persons as the Chair shall determine. Each ad hoc committee shall have the powers, authority, and duties as provided by the Chair and shall report to the Board any action taken by the committee. Each ad hoc committee shall hold official meetings to approve its reports and make its recommendations to the Board. The Clerk to the Board shall cause the minutes of the meeting at which the Chair designates any such ad hoc committee to reflect the establishment thereof, its powers, duties, membership and such other instructions and information stated by the Chair to be included therein.

B. Term of Office. Unless a different term is established by the Chair, each member of an ad hoc committee shall continue from the time of his/her appointment as such until the end of the calendar year of his/her appointment or reappointment as the case may be, and until his/her successor is appointed, or until the committee

shall be sooner terminated, or until such member is disqualified, dies, resigns, or is removed from such committee by the Chair or from his/her regular office in accordance with law.

C. Term of Existence. Each ad hoc committee shall be terminated and dissolved at the end of the calendar year, unless the term thereof shall be extended by the Chair.

D. Ex officio Members. All voting and non-voting members of the Board shall be ex officio members of each ad hoc committee, entitled to all privileges thereof except for the right to vote.

### **Section 3. Miscellaneous Provisions.**

A. Quorum and Manner of Acting. ~~A quorum of a standing committee or ad hoc committee shall mean~~ The presence of three voting Board members appointed by the Chair of the Board and in accordance with Section 1 (A) or Section 2 (A) of this Article IV, ~~provided that at least two of said members shall be physically present as opposed to attending via telephonic participation, and provided that one of said members may attend via telephonic participation. In any fiscal year a voting or non-voting committee member may attend no more than three of all actual committee meetings via telephone or video conferencing~~ shall constitute a quorum of a standing committee or ad-hoc committee. Once a quorum is established for the transaction of business, a committee member who has withdrawn from a meeting without being excused by a majority vote of the remaining committee members ~~physically present or attending via telephonic participation~~ shall be counted as present for purposes of determining whether or not a quorum is present. The affirmative vote of the majority of regular committee members, ~~whether present or attending by telephonic participation,~~ at a properly called meeting at which there is a quorum shall be the act of the committee. Except when a committee member attends a committee solely for the purpose of objecting to the holding of the meeting for the transacting on any business due to improper notice thereof as provided below, committee members may abstain from voting only if he or she has a conflict of interest as determined pursuant to law or the Authority's ethics code approved by the Board from time to time. A non-vote by an attending committee member or by a committee member who has withdrawn without being excused by a majority vote of the remaining committee members ~~physically present or attending via telephonic participation,~~ shall be counted as an affirmative vote, except when a committee member attends a committee meeting solely for the purpose of objecting to the holding of the meeting for the transacting of any business and does not thereafter vote for or assent to action taken at the meeting and when said objection is voiced at the beginning of the meeting (or promptly upon said committee member's arrival), in which event such objection shall be entered into the minutes of the meeting, or unless, pursuant to this Subsection A, the committee member has been excused or the committee member's abstention is pursuant to this Subsection A. "Present" or "presence" as used in this Section 3 of Article IV means either physical attendance at the meeting, attendance using remote conferencing technology, or a combination of both physical and remote attendance of the committee members. Any use of remote conferencing technology shall provide for simultaneous communication between committee members and for a live audio connection by which the public may listen to the meeting.

B. Meetings. Meetings of standing and ad hoc committees shall be held as frequently as may be required for the proper discharge of each respective committee's duties. The Clerk to the Board shall give at least two working days written notice of regularly scheduled or special committee meetings in the manner prescribed in Article II, Section 5 of these by-laws. The written notice shall specify the physical location of the meeting, if any. If remote conferencing technology is used, the written notice shall specify the means by which the public may listen to the meeting remotely. Except with respect to meetings, which under applicable law may be held in closed session, the public shall be entitled to attend. ~~Members of standing and ad hoc committees may attend regularly scheduled or special committee meetings telephonically, although said members shall not be counted toward the quorum except pursuant to Subsection A of this Section 3.~~

C. Responsibility. The designation and establishment of any standing or ad hoc committee and the delegation thereto of authority shall not operate to relieve the Board, or any individual Board member, of any responsibility imposed upon it or him/her by law or these by-laws.

D. Rules. Each standing and ad hoc committee may make such rules for the conduct of its affairs as it may deem appropriate, not inconsistent with the Act, these by-laws, or the directives of the appointing authority.



*Connecting all points of the Triangle*

## MEMORANDUM

**TO:** GoTriangle Board of Trustees Operations & Finance Committee  
**FROM:** Planning and Capital Development  
**DATE:** July 21, 2021  
**SUBJECT:** Authorization to Contract for Design of 75 GoDurham Bus Stops

### Strategic Objective or Initiative Supported

2.4 Ensure an attractive and accessible transit environment

### Action Requested

Staff requests that the Operations and Finance Committee recommend that the Board of Trustees authorize the CEO and President to execute a task order for bus stop design services under GoTriangle Contract #18-041F, Master Agreement between Ramey Kemp and Associates and GoTriangle for On-Call Architectural and Engineering Consultant Services for an amount not to exceed \$750,000.

### Background and Purpose

The adopted FY22 workplan for the Durham County Transit Plan includes funding for GoTriangle to continue managing a pipeline of bus stop improvements per year for GoDurham, increasing the number of bus stop improvements per year from 50 to 75. Bus stops improvements initiated through this program in prior years are transitioning to the construction phase, and it is now time to begin design on the FY22 group of stops. GoTriangle has coordinated refinements to the prioritization methodology used to identify stops for improvement with the City of Durham, and is in the process of confirming feasibility of the individual locations in the prioritized list.

With approval to authorize this task order, staff will be able to initiate design as the locations for the FY22 improvements are confirmed. Staff will request future authorizations to contract for real estate acquisitions services, amenities purchase, and construction as necessary to complete the project.

The M/WBE goal for this task order is 12%.



**Financial Impact**

The adopted FY22 workplan for the Durham County Transit Plan includes \$3,000,000 for development and delivery of improvements at 75 bus stops, of which \$750,000 is allocated for design services.

**Attachments**

- None

**Staff Contact(s)**

- Katharine Eggleston, CDO, (919) 485-7564, [keggleston@gotriangle.org](mailto:keggleston@gotriangle.org)
- Richard Major, Director of Capital Development, (919) 485-7483, [rmajor@gotriangle.org](mailto:rmajor@gotriangle.org)
- Eric Simpson, Capital Projects Engineer, (919) 485-7557, [esimpson@gotriangle.org](mailto:esimpson@gotriangle.org)





*Connecting all points of the Triangle*

## MEMORANDUM

**TO:** GoTriangle Board of Trustees Operations & Finance Committee  
**FROM:** Finance  
**DATE:** July 28, 2021  
**SUBJECT:** FY22 GoTriangle Budget Amendment

### Strategic Objective or Initiative Supported

### Action Requested

Staff requests the Committee recommend Board approval of the attached budget amendment.

### Background and Purpose

The Board of Trustees approved the FY22 budgets for GoTriangle on June 24, 2021. Since this approval, there have been various changes and we find it necessary to amend the budget to accommodate these changes. The changes will be discussed in further detail with the attachment that follows.

### Financial Impact

The requested amendments result in a decrease in revenue of approximately \$130K, an increase in expenses of \$1.2M and a positive cash reserve balance of \$5.3M.

### Attachments

- Budget Amendment Impact
- Budget Ordinances

### Staff Contacts

- Sandra Freeman, [sfreeman@gotriangle.org](mailto:sfreeman@gotriangle.org)
- Harriet Lyons, [hlyons@gotriangle.org](mailto:hlyons@gotriangle.org)





## FY22 Budget GoTriangle Budget Amendment Impact #1

	<u>Revenue</u>	<u>Expenditures</u>	<u>Reserve/Cash Impact</u>	<u>Fund Affected</u>	<u>Comments</u>
<b><i>FY22 Adopted Budget</i></b>	<b>\$ 77,881,395</b>	<b>\$ 71,257,642</b>	<b>\$ 6,623,753</b>		
Reduce revenue	(1,045,079)		(1,045,079)	Regional Capital	Removing carryforward for Regional Capital (we do not budget)
Durham Allocation	484,300	484,300	-	General/Rideshare Funds	Moving to revenue line
Orange Allocation	207,500	207,500	-	General/Rideshare Funds	Moving to revenue line
Wake Allocation	215,477	215,477	-	General/Rideshare Funds	Moving to revenue line
Reduce revenue and expenses	(17,890)	(17,890)	-	General Fund	Reduction in expected expenses for Johnston County
Increase expenses		289,600	(289,600)	General/Rideshare/Bus Funds	Compensation study expenses (includes salary and benefits)
Budget Adjustment	25,758	25,758	-	General/Rideshare/Bus Funds	Indirect Cost Expense
<b><i>FY22 Amendment #1</i></b>	<b>\$ 77,751,461</b>	<b>\$ 72,462,387</b>	<b>\$ 5,289,074</b>		
<b><i>Change</i></b>	<b>\$ (129,934)</b>	<b>\$ 1,204,745</b>	<b>\$ (1,334,679)</b>		

**2021 0028**

**GOTRIANGLE  
FISCAL YEAR 2022  
BUDGET ORDINANCE**

**BE IT ORDAINED** by the Research Triangle Regional Public Transportation Authority Board of Trustees:

**Section 1.** It is estimated that the following revenues will be available in the **General Fund** for the fiscal year beginning July 1, 2021, and ending June 30, 2022:

	Original	Revised
Undesignated Fund Balance Appropriated	\$(2,559,605)	\$(1,224,929)
Vehicle Registration Tax	6,267,600	6,267,600
Investment Earnings	400,000	400,000
Reimbursements from other local authorities	190,000	172,110
Federal Grant Revenues	236,000	236,000
CARES ACT/CRSSA	4,976,154	4,976,154
American Rescue Plan	10,823,590	10,823,590
Durham Allocation		456,900
Orange Allocation		185,000
Wake Allocation		210,367
Reimbursements from other local authorities – Durham	1,552,115	1,552,115
Indirect Cost Credits	<u>1,539,816</u>	<u>1,565,574</u>
<b>Total</b>	<b>\$23,425,670</b>	<b>\$25,620,481</b>

**Section 2.** The following amounts hereby are appropriated in the **General Fund** for the management of the Authority and its activities for the fiscal year beginning July 1, 2021, and ending June 30, 2022:

	Original	Revised
Board of Trustees	\$ 155,555	\$ 171,455
Executive Office	652,793	652,793
Chief Operations Office	176,795	176,795
Communications & Public Affairs	953,715	995,069
Administration	470,363	472,163
Johnston County	190,000	172,110
Human Resources	773,903	855,103
Finance	1,923,299	2,360,815
EEO/DBE	206,027	226,526
Legal	605,993	632,443
Real Estate	337,433	348,833
Capital Development	368,551	444,028
Unemployment Claims	77,000	77,000
GoDurham	1,552,115	1,552,114
Plaza	383,851	526,950
Operating Transfer to Bus Fund	11,601,366	11,861,606
Operating Transfer to Rideshare Fund	837,339	890,027
Operating Transfer to Bus Capital Fund	646,475	1,691,554
Operating Transfer to Advanced Technology Fund	<u>1,513,097</u>	<u>1,513,097</u>
<b>Total</b>	<b>\$23,425,670</b>	<b>\$25,620,481</b>

**Section 3.** It is estimated that the following revenues will be available in the **Ridesharing Fund** for the fiscal year beginning July 1, 2021, and ending June 30, 2022:

	Original	Revised
Regional TDM grant	\$711,874	711,874
Reimbursements from other local authorities	850,668	850,668
Durham Allocation		27,400
Orange Allocation		22,500
Wake Allocation		5,110
Transfer from General Fund	<u>837,338</u>	<u>890,026</u>
<b>Total</b>	<b>\$2,399,880</b>	<b>\$2,507,578</b>

**Section 4.** The following amounts hereby are appropriated in the **Ridesharing Fund** for the fiscal year beginning July 1, 2021, and ending June 30, 2022:

	Original	Revised
Regional Services	\$202,611	215,863
Regional Services - Planning	329,202	387,538
Sustainable Travel Services	786,077	788,793
Regional Call Center	<u>1,081,990</u>	<u>1,115,384</u>
<b>Total</b>	<b>\$2,399,880</b>	<b>\$2,507,578</b>

**Section 5.** It is estimated that the following revenues will be available in the **Regional Bus Service Fund** for the fiscal year beginning July 1, 2021, and ending June 30, 2022:

	Original	Revised
Federal Grant Revenue	\$3,200,000	3,200,000
Transit Service Revenue – Bus	6,934,713	6,934,713
Transit Service Revenue – Paratransit	617,140	617,140
Bus accident reimbursement	40,000	40,000
Paratransit Service Revenue	396,143	396,143
Operating Transfer from General Fund	<u>11,601,365</u>	<u>11,861,606</u>
<b>Total</b>	<b>\$22,789,361</b>	<b>\$23,049,602</b>

**Section 6.** The following amounts hereby are appropriated in the **Regional Bus Service Fund** for the fiscal year beginning July 1, 2021, and ending June 30, 2022:

	Original	Revised
Bus supervision	\$2,568,147	2,570,879
Bus operations	11,399,400	11,602,422
Bus maintenance	5,615,483	5,625,392
Vanpool	252,066	252,066
Paratransit services	<u>2,954,265</u>	<u>2,998,843</u>
<b>Total</b>	<b>\$22,789,361</b>	<b>\$23,049,602</b>

**Section 7.** Copies of this Budget Ordinance shall be furnished to the Clerk to the Board of Trustees and to the Budget Officer of this Authority to be kept on file for their direction in the disbursement of funds.

**ADOPTED THIS 25<sup>TH</sup> DAY OF AUGUST 2021.**

\_\_\_\_\_  
Michael Parker, Board of Trustees Chair

**ATTEST:**

\_\_\_\_\_  
Michelle C. Dawson, Clerk to the Board

**2021 0029**

**GOTRIANGLE  
FISCAL YEAR 2022  
REGIONAL BUS CAPITAL PROJECT FUND BUDGET ORDINANCE**

**BE IT ORDAINED** by the Research Triangle Regional Public Transportation Authority Board of Trustees:

**Section 1.** It is estimated that the following revenues will be available in the **Regional Bus Capital Project Fund** for the fiscal year beginning July 1, 2021, and ending June 30, 2022:

	Original	Revised
Federal Transit Administration	\$13,959,570	\$ 13,959,570
Reimbursements from Others	17,636,914	17,636,914
Prior Year Carryforward	1,045,079	
Operating Transfer from General Fund	<u>646,475</u>	<u>1,691,554</u>
<b>Total</b>	<b>\$33,288,038</b>	<b>\$33,288,038</b>

**Section 2.** The following amounts hereby are appropriated in the **Regional Bus Capital Project Fund** for the fiscal year beginning July 1, 2021, and ending June 30, 2022:

	Original	Revised
Capital Outlay	<u>\$33,288,038</u>	<u>\$33,288,038</u>
<b>Total</b>	<b>\$33,288,038</b>	<b>\$33,288,038</b>

**Section 3.** Copies of this Budget Ordinance shall be furnished to the Clerk to the Board of Trustees and to the Budget Officer of this Authority to be kept on file for their direction in the disbursement of funds.

**ADOPTED THIS 25<sup>TH</sup> DAY OF AUGUST 2021.**

\_\_\_\_\_  
Michael Parker, Board of Trustees Chair

**ATTEST:**

\_\_\_\_\_  
Michelle C. Dawson, Clerk to the Board

**GoTriangle Board of Trustees**  
**Operations & Finance Committee Meeting Minutes**  
**August 5, 2021**  
Held Remotely via WebEx

**Committee Members Present:**

Corey Branch (arr. 8:33 a.m., left 9:08 a.m.)   Jennifer Robinson (left 9:00 a.m.)  
Vivian Jones, Committee Chair                      Stelfanie Williams (arr. 8:33 a.m.)  
Michael Parker

**Committee Members Absent:**

Valerie Jordan

Committee Chair Vivian Jones officially called the meeting to order at 8:32 a.m.

**I. Adoption of Agenda**

**Action:** The agenda was adopted by consensus.

Branch and Williams arrived.

**II. Approval of Minutes**

**Action:** On motion by Parker and second by Robinson the minutes of June 3, 2021, were adopted. Upon vote by roll call, the motion was carried unanimously.

**III. By-laws Update to Facilitate Remote Committee Meetings**

Thomas Henry presented recommended changes to the by-laws to allow the committees to continue meeting virtually by using remote conferencing technology or a physical gathering of the members. He added these changes to the by-laws only relate to committees, not to meetings of the full Board.

**Action:** On motion by Robinson and second by Parker the Committee voted to recommend the Board approve the revised by-laws for the purpose of facilitating the continued use of remote conference technology during committee meetings. Upon vote by roll call, the motion was carried unanimously.

**IV. Contract for Design of 75 GoDurham Bus Stops**

Richard Major requested authorization for the President/CEO to execute a task order for bus stop design services with on-call consultant Ramey Kemp & Associates. His presentation update on GoDurham bus stop improvements is attached and hereby made a part of these minutes.

Major stated that over the last three years, working through the City of Durham's development services department GoTriangle has been able to reduce design

## GoTriangle Operations &amp; Finance Committee

August 5, 2021

## Meeting Minutes

costs to \$10,000 per bus stop. He noted that the minimum M/WBE goal is 12% for the work.

During FY20-21, construction was completed on improvements at 51 bus stops and Simme-Seat benches were installed at 28 bus stops. In the current fiscal year, construction will occur at an additional 35 bus stops and Simme Seats, solar lights and real-time signs will be installed at priority locations. Major shared the steps involved in the process of making the improvements starting with identifying the stops where improvements are needed through public engagement, executing agreements, performing survey and design, obtaining necessary permits, acquiring real estate, procuring contractors and executing those contracts as well as managing construction. From start to finish, work can take well over a year.

Major said that in addition to the \$10,000 per stop for design work, up to \$40,000 additional can be required for property acquisition, construction and purchase of amenities. He pointed out that over the past three years, M/WBE participation was 82%, well above the 24% goal.

Major mentioned an online interactive map that provides information about on-going and planned projects.

Williams pointed out that this is a great opportunity to highlight the business relationships GoTriangle has developed through this process.

Parker asked about incorporating art on bus shelters. Major responded that process is underway.

**Action:** On motion by Robinson and second by Parker the Committee voted to recommend the Board authorize the President/CEO to execute a task order for bus stop design services under Master Agreement with Ramey Kemp and Associates for On-Call Architectural and Engineering Consultant Services for an amount not to exceed \$750,000. Upon vote by roll call, the motion was carried unanimously.

Robinson left.

## V. FY22 GoTriangle Budget Amendments

Sandra Freeman shared several amendments to the FY22 budget:

- Revenue reduction of \$1 million in Regional Bus Capital Projects Fund – method of showing projects carried forward from the prior year
- Revenue increase in Ridesharing Fund - allocations for Durham \$484,300; Orange \$207,500; and Wake \$215,477
- Revenue reduction of \$17,890 in General Fund - expected expenses for Johnston County

## GoTriangle Operations &amp; Finance Committee

August 5, 2021

## Meeting Minutes

- Expenses increased of \$289,600 in Ridesharing Fund - compensation study impacts
- Revenue increase of \$25,758 in Ridesharing Fund - indirect cost expense

Freeman stated the overall changes are a decrease of \$1.3 million in revenue. The overall budget is \$77.8 million in revenues and \$72.5 million in expenditures, with a budgeted positive reserve of \$5.3 million. She reminded the committee this positive reserve is the result of \$15.9 million in CARES Act funding.

**Action:** On motion by Parker and second by Branch the Committee voted to recommend Board adoption of the budget ordinance amendments as presented. Upon vote by roll call, the motion was carried unanimously.

## VI. FY21 Financial Results through May 2021

Sandra Freeman's presentation is attached and hereby made a part of these minutes. She said considering the challenges during the year, GoTriangle performed well.

### ***Year to Date Revenues***

- Total revenues through May \$34.7 million (69.4% of budget), compared to \$25.5 million in FY20 same period
- Transit service revenue for bus and paratransit \$6.7 million compared to \$5.7 million in FY20
- \$5 Vehicle Registration taxes \$6.1 million, compared to \$4.8 million in FY20 (revenues posted monthly versus quarterly)
- Vehicle Rental taxes \$3.7 million, compared to \$5.4 million in FY20 (due to COVID-19 travel restrictions)
- Grant revenues \$4.5 million, compared to \$3.4 million in FY20
- Investment income \$1.4 million, flat to FY20
- FY21 one-time Federal CARES Act grant reimbursement \$7.9 million
- Other reimbursements \$2.6 million
- Miscellaneous revenues \$2.9 million

### ***Year to Date Expenses***

- Total expenses through May \$32.9 million (61.5% of budget), compared to \$37.7 million in FY20 same period
- Transit operations expenses \$22.4 million, compared to \$22.4 million in FY20
- Administrative department expenses \$4.4 million, compared to \$5 million in FY20
- Capital expenditures \$6 million, compared to \$10.4 million in FY20



Freeman stated there are no concerns with cash balances and forecasts the year will end with positive net revenues.

Branch left.

Freeman reported that the county transit plans are doing great. She reminded the committee that there is a three month lag in reporting, so the May results reported here are receipts through February.

#### **Durham Transit Plan**

- Total revenue \$34.4 million, compared to \$31.3 million in FY20 same period
  - ½ cent transit tax \$28 million, compared to \$27.3 million in FY20
  - Vehicle rental tax \$700,000, compared to \$1.1 million in FY20
  - Vehicle registration taxes (\$3 + \$7) \$2.3 million, compared to \$1.7 million in FY20
- Total expenses \$12 million, compared to \$5.6 million in FY20 same period

#### **Orange Transit Plan**

- Total revenue \$9.6 million, compared to \$7.8 million in FY20 same period
  - ½ cent transit tax \$8.1 million, compared to \$6.4 million in FY20
  - Vehicle rental tax \$384,000, compared to \$527,000 in FY20
  - Vehicle registration taxes (\$3 + \$7) \$1.1 million, compared to \$800,000 in FY20
- Total expenses \$3.9 million, compared to \$4.8 million in FY20 same period

Freeman noted that the sales reimbursements in Orange County have not come through.

#### **Wake Transit Plan**

- Total revenue \$102.7 million, compared to \$98.2 million in FY20 same period
  - ½ cent transit tax \$89.7 million, compared to \$84.5 million in FY20
  - Vehicle rental tax \$2.5 million, compared to \$3.4 million in FY20
  - Vehicle registration taxes (\$3 + \$7) \$10.1 million, compared to \$6.9 million in FY20
- Total expenses \$26.5 million, compared to \$34.4 million in FY20 same period

Freeman stated that the Wake Transit Plan budget was very conservative and revenues are expected to be significantly above budget and some projects currently in reserves could be released. The vehicle rental tax is the challenge in all counties with reduced travel during the pandemic.

**VII. Adjournment**

**Action:** Committee Chair Jones adjourned the meeting at 9:20 a.m.

Prepared by:

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

Draft

**GoTriangle Board of Trustees**  
**Planning & Legislative Committee Meeting Minutes**  
**June 23, 2021**  
Held Remotely via Webex

**Committee Members Present:**

Will Allen III, Chair

Sig Hutchinson

Brenda Howerton (arr. 3:28 p.m.)

**Committee Members Absent:**

Michael Fox

Renée Price (excused)

Committee Chair Will Allen III called the meeting to order at 2:41 p.m. A quorum was not present.

**TJCOG Regional Study**

Charles Lattuca stated that GoTriangle and the Triangle J Council of Governments (TJCOG) are jointly applying for a federal RAISE grant through FTA to pull together all the regional plans together related to transportation, housing and land use. He introduced Lee Worsley, TJCOG Executive Director.

Worsley stated this region has grown significantly in the last 30 years, but is poised for even more growth that we cannot comprehend right now. He said that brings about challenges but also the opportunity to think about a connected region. He introduced John Hodges-Copple from TJCOG and Katharine Eggleston from GoTriangle to present the proposal, which is attached and hereby made a part of these minutes.

Eggleston shared background on the region and discussed its complexities and planning challenges with two MPOs, seven transit systems, three counties, numerous surrounding counties, over 40 municipalities, and several major anchor institutions with substantial sway over transportation, development, and housing policy decisions and the financial resources that support those decisions. The region has grown from a population of one million in 1992 to 2 million in 2020 and is projected to reach 3 million by 2045, comparable to the metropolitan populations today in Denver, Salt Lake City, San Diego, Seattle-Tacoma and Minneapolis-St. Paul.

Eggleston stated that rapidly growing regions that are successful in major multi-jurisdictional efforts have a strong foundation for regional cooperation and recognize the needs and goals of individual jurisdictions while considering the connected nature of the region as a whole. She said in the Triangle there are three separate county transit plans that are aware of each other and are part of the joint MTP, but have not been truly integrated. She added that the various jurisdictions also have their own land use plans. The region's first and to-date only regional development plan was created in the 1960s,

the RTR Development Guide which called for good fusion of town and county and designed to prepare the three county region of 540,000 people for a time when it would be home to 1 million people. In 1999, when the three counties' population totaled 1 million, the Regional Principles Project outlined eight key principles, designed to help local communities and regional organizations make the transition from a pattern of suburban development to something that would include compact mixed use and transit-focused neighborhoods and activity centers.

A discussion was held in March with the cities and counties in the commuter rail corridor and that the idea of a connected regional plan was of interest. There is support for pursuing a project that would develop a regional vision for transit and housing, informed by the region's anticipated rapid growth. It should include active transportation and regional greenways. The discussion should include more partners.

Hodges-Copple provided an outline of the "connected region guide" project (name for the purposes of the grant application only):

#### Inputs

- *Committed regional partnership* – includes funding partners to provide the 20% match to the federal RAISE grant; practitioner groups in housing, transit & active transportation and land use & development; and engagement partners like RTA as the business voice and anchor institutions such as our universities and RTP
- *Common foundation for action* – bring together all the recent and ongoing planning efforts and studies; a peer region scan for best practices for regional visioning and corridor vision; and a guide to federal and state planning and programming for transit & active transportation and housing affordability for legislation, rules and funding sources
- *Equitable engagement strategy* – including feedback from recent engagement efforts, build on recent ambassador engagement efforts, rely on practitioners (skilled professionals), and use data and research such as the 2020 census

#### Outcomes

- *Connected region sustainable development & mobility principles* – to help define the vision
- *The connected region vision* – organized around "multi-value places" (MVP) corridors which stretch across three or more counties where integrated roadway, transitway and greenway concepts can be implemented and land use, economic development and affordable housing strategies used with focus on connecting REINVEST (race/ethnicity, income, vehicles, affordable housing status) neighborhoods with key job hubs.
- *Implementation agreement* – commitment of funding partners, and perhaps local governments and individual anchor institutions, to the regional vision; creation of

Planning & Legislative Committee  
Meeting Minutes  
June 23, 2021

regional housing and transit innovation lab and/or a regional town hall; followed by an annual status report or report card.

Howerton arrived; a quorum is now present.

Hodges-Copple noted that this region struggles with the lack of a supportive state partner. He suggested a regional vision could influence more state support.

Lattuca commented that he senses excitement from folks for this project and more people and organizations and businesses will be brought into the process. He said the grant is due July 12<sup>th</sup> and decisions should be made by November.

Hutchinson asked how the plan would be funded if the grant application is not successful. Lattuca stated that institutional partners will be approached and there will be a backup plan for funding.

**Adjournment**

**Action:** Chair Allen adjourned the meeting at 3:38 p.m.

Prepared by:

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

# Connected Region Guide

**A Project to Address Regional Development, Housing, Transit & Active Transportation**

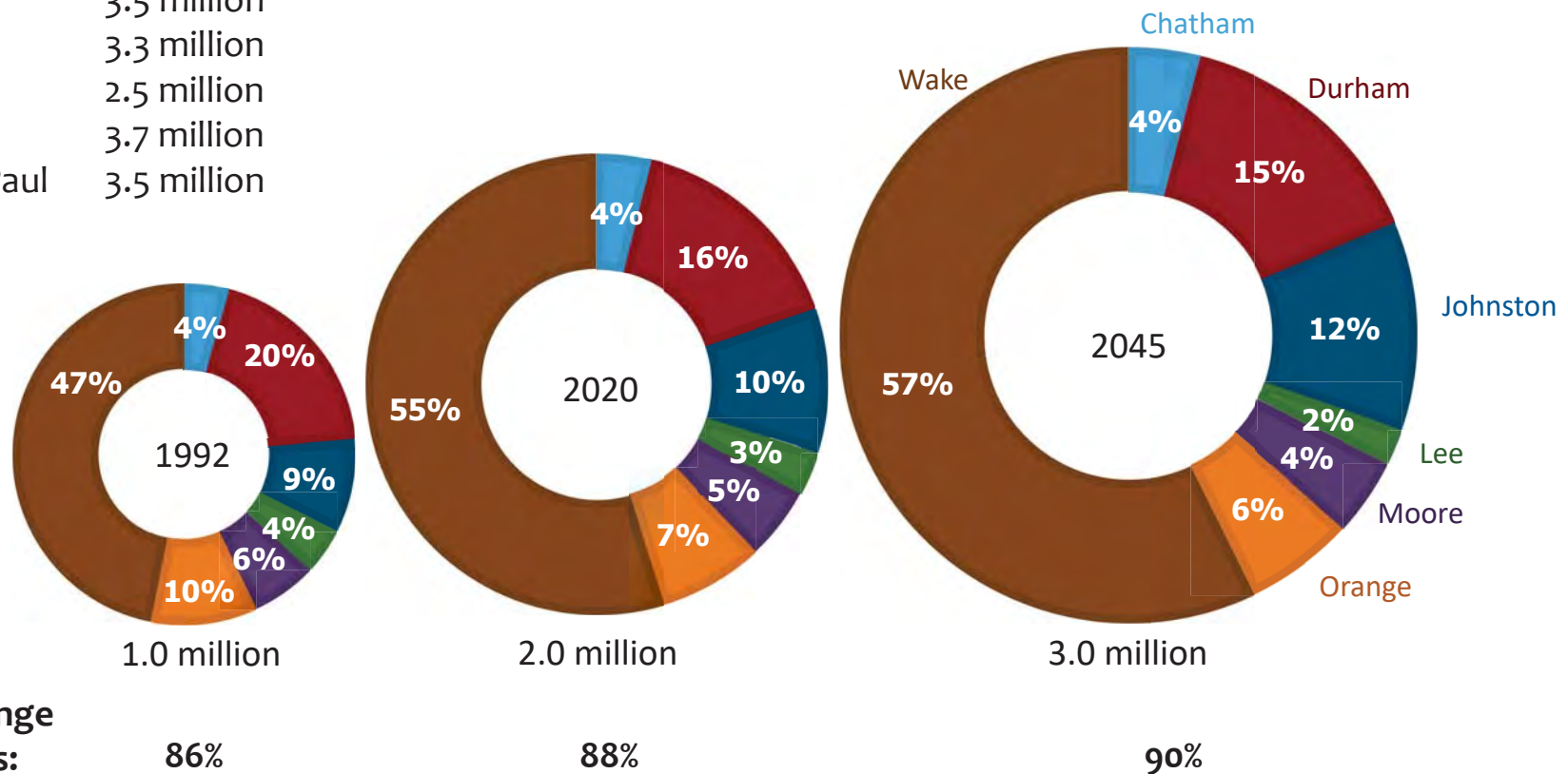
John Hodges-Copple & Katharine Eggleston

June 23, 2021

# Triangle Population Growth

Other Metros today:

- Denver 3.5 million
- San Diego 3.3 million
- Salt Lake City 2.5 million
- Seattle-Tacoma 3.7 million
- Minneapolis-St. Paul 3.5 million



Wake, Durham, Orange  
& Johnston Counties:

86%

88%

90%

## The Soapbox Summary from March Small Group Discussion

- ✓ The Triangle is REALLY fast growing; Wake, Durham, Orange and Johnston will lead the way
- ✓ We should be acting like regions that are around 3 million people, because that is where we are headed: Denver, San Diego, Twin Cities, Seattle
- ✓ Our travel markets, workforces and commutes are regional, but most of our decision-making is not
- ✓ We need lots of oars in the water, but its best to row in the same direction
- ✓ Anchor institutions – and their leadership – can be critical players or sideline observers
- ✓ We should focus on the development patterns and travel markets of tomorrow, investing accordingly, not just on what we are today
- ✓ We can link key job hubs and equity-based neighborhoods with thoughtful investing
- ✓ Considering land use, housing, transit & active transportation/greenspace together can be synergistic
- ✓ We have advanced data, if we can harness them
- ✓ Bold leadership, creative planning and hard work can produce meaningful, generation-shaping decisions, but we need to be able to sustain them



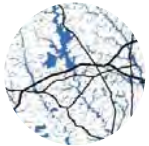


## What We Heard from the March Discussion and Subsequent Follow-Up

- ❖ There is support for pursuing a project that would develop a regional vision for transit and housing, informed by the region's anticipated rapid growth
- ❖ We should include active transportation & regional greenways in the mix
- ❖ We should begin to flesh out a proposal for how to structure a project
- ❖ We should expand the discussion to include more partners



## Connected Region Guide Project Outline



**1. Committed Regional Partnership**



**2. Common Foundation for Action**



**3. Equitable Engagement Strategy**

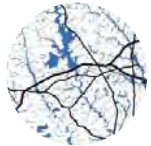


**4. Connected Region Sustainable Development & Mobility Principles**



**6. Implementation Agreement**

## Committed Regional Partnership



1. Funding Partners (invitations in process; combined 20% match for federal RAISE grant)
  - TJCOG as Managing Partner (Grant Applicant--committed)
  - GoTriangle (committed)
  - 2 MPOs
  - RTP (verbal commitment)
  - RTA (verbal commitment)
  - NCDOT
2. Practitioner Groups
  - Housing (TJCOG facilitate—existing group)
  - Transit & Active Transportation (GoTriangle facilitate)
  - Land Use & Development (TJCOG facilitate)
3. Engagement Partners



# Anchor Institutions

UNC, Duke, NCSU, NCCU and the RTP are all making decisions with far-reaching impacts

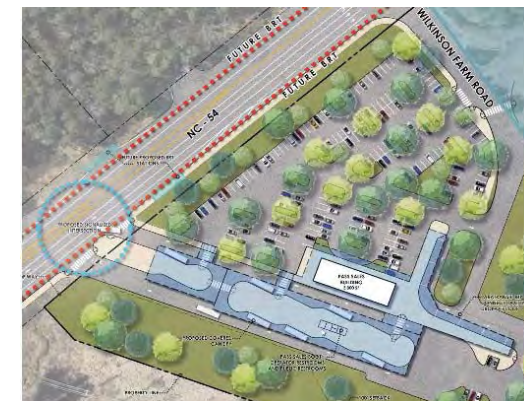


## HUB RTP

- 2 million square feet mixed use (including housing)
- 6,000 jobs
- \$1.5 Billion investment

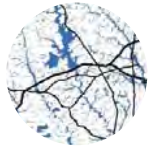


The RTP:  
“We’re smack dab in  
the middle of  
everything and well-  
connected to nothing”



Regional Transit Center  
(preferred site)

## Common Foundation for Action



### 1. Recent and Ongoing Efforts

- 2050 MTP Transit and Active Transportation Elements
- County Transit Plans
- MPO TIPs
- Municipal and County CIPs
- Regional Investment Studies: CRT, FAST corridors, BOSS, etc.

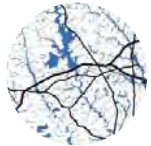
### 2. Peer Region Scan

- Best-practice regional visioning
- Best-practice corridor visioning

### 3. Guide to Federal & State Planning and Programming

- Transit & Active Transportation
- Housing Affordability

## Equitable Engagement



### 1. Community Voices

- Basis: recent engagement efforts, pop-up events and valid survey



### 2. Lived Experience

- Basis: supplemental ambassador-oriented work



### 3. Practitioner Experience

- Basis: Education and technical work of skilled professionals

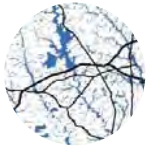


### 4. Evidence

- Basis: Analysis of research, data, surveys and measurements



## Connected Region Sustainable Development & Mobility Principles



-- The Transition from Inputs to Outcomes --



“An important mid-project step is distilling the extensive input into clear – and clearly-supported – principles to guide the creation of the Connected Region Vision.

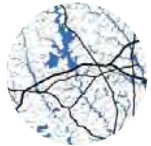


Straightforward enough to be understood by the full range of project participants, but specific enough to provide clear guidance, the principles lay the groundwork for defining and illustrating the vision.”





## Connected Region Vision



1. Organized Around “multi-value places” (MVP) corridors
  - Stretch across 3 or more counties
  - Integrated roadway, transitway, greenway concepts
  - Land use, economic development and affordable housing strategies



2. Equity-Centered Connections

- REINVEST Neighborhoods
- Key Job Hubs



3. Examples

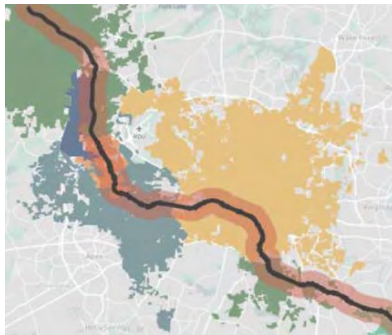
- Orange, Durham, Wake, Johnston (NCR and adjacent highways)
- Franklin, Wake, Chatham, Lee (S-Line and US 1)
- Orange, Durham, Wake (NC 54, I-40, I-540)
- Durham, Orange, Chatham (US 501)





## Corridor Visions

### Corridor Concept



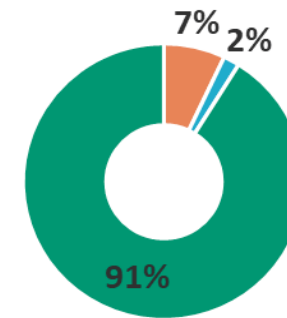
- Roadway
- Transit
- Active Transportation & Regional Greenways

### Opportunity Analysis



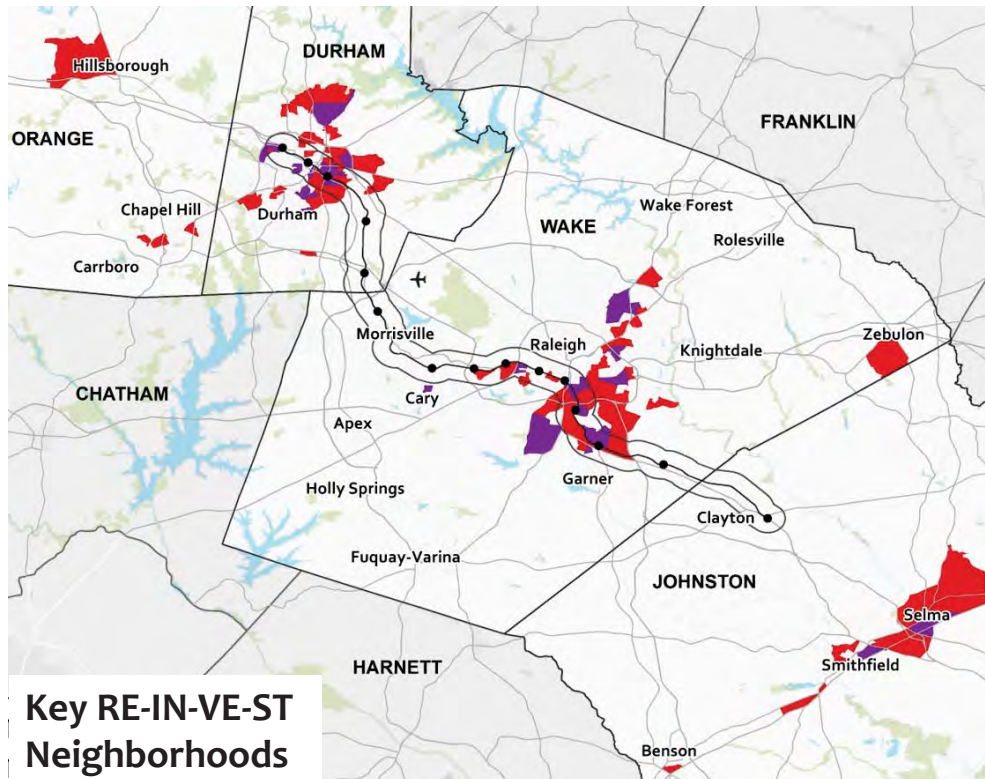
- Affordable housing
- Travel Markets
- Land Use

### Impact

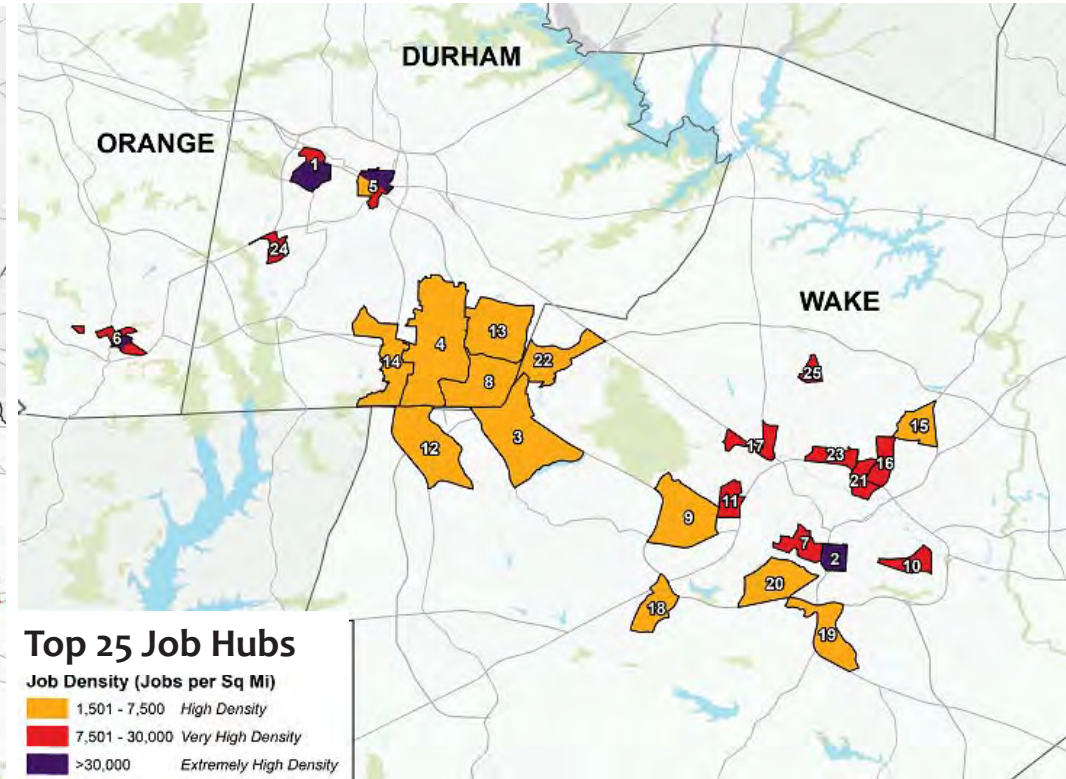


- RAISE Selection Criteria

## Key Neighborhoods Can be Linked to Top Job Hubs

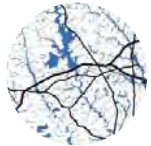


Census Block Groups with population clusters based on **Race/Ethnicity, Income, Vehicles and Affordable Housing Status**



- Top 10 hubs have 235,000 jobs (a quarter of the 4 counties)
- Top 25 hubs have 360,000 jobs (2 of every 5 jobs in the 4 counties)

## Connected Region Implementation Agreement



### 1. Specific Steps to Move Towards the Regional Vision

- Funding Partners
- Local Governments?
- Individual Anchor Institutions?



### 2. Signing Ceremony?



### 3. Collaborative institution(s)?

- Regional Housing and Transit Innovation Lab (with university expertise)?
- Regional Town Hall at relocated Regional Transit Center?



### 4. Annual Follow-up

- Report to the Region
- Annual Event?



## Participant Discussion

- ❖ Questions and Clarifications?
- ❖ Thoughts on the Project Outline?
- ❖ What does local and regional commitment look like?
- ❖ Any concerns with moving forward with the RAISE grant application?
  - ❑ Likely a \$1.0-\$1.3 million project over 2 years; 80% federally funded if successful
- ❖ Key Take-Aways and Next Steps?
- ❖ Have comments or questions? Please feel free to contact:
  - ❑ Katharine Eggleston, GoTriangle, [keggleston@gotriangle.org](mailto:keggleston@gotriangle.org), 919-485-7564
  - ❑ John Hodges-Copple, Triangle J COG, [johnhc@tjcog.org](mailto:johnhc@tjcog.org), 919-685-7495

## Contracts – June & July 2021 (< \$100K)

Contract #	Contractor (or subject if no contractor listed)	Contract Amount	Subject	Comments	Date Executed
17-025	HR&A Advisors, Inc.	\$50,000	Amendment 3 to MOU	Contract increase of \$50,000 and extension to Jun 14, 2022.	06/02/2021
18-041G	Clark Patterson Lee	\$7,000	Task Order 3	The additional exhibit is needed for the eastbound stop, identified as "PATTERSON PLACE DURHAM LLC" property.	06/03/2021
18-041E	Kimley-Horn & Associates, Inc.	\$49,820	Task Order 5	For the Mebane Park & Ride Feasibility Study. Contractor shall complete the performance of nine (9) months from the notice-to-proceed.	06/03/2021
21-025	BRASCO International, Inc.	\$69,525	GoTriangle Wake Bus Stop Amenities	For the Bus Stop Amenities project. The funding source is local. The anticipated duration of the contract is Jun 01, 2021 - Oct 30, 2021.	06/05/2021
18-041E	Kimley-Horn & Associates, Inc.	\$34,909	Task Order 6 RAISE Grant Application	For the RAISE Grant Application: Regional Transit/Affordable Housing/Greenspace Plan. Term is Notice-to-Proceed (NTP) to Sep 30, 2021.	06/10/2021
16-057	Crowe Horwath, LLP	\$0	One Year Extension	Exercising an option to extend the contract for 1 year until Dec 18, 2021.	06/15/2021
07-010	TripSpark Technologies	\$2,879,253	Amendment Number 5	For TripSpark Streets CAD/AVL, OPS Workforce/Management, View Point Business Intelligence, and additional modules for the Enterprise Asset Management hardware and software with TripSpark Technologies. First year's maintenance cost is in addition to contract amount. Agreement term is effective date for 5 years.	06/15/2021
20-030	Doron Precision Systems, Inc.	\$8,160	Simulators Maintenance Agreement	For the annual maintenance agreement for the bus simulators with Doron Precision Systems, Inc. Contract term is Jul 1, 2021 - Jun 30, 2022.	06/17/2021
20-028	Hopthru, Inc.	\$0	Amendment One: Ridership Analytics Platform (Pilot)	For the one year Initial Service Term start date of Jul 1, 2021.	06/25/2021
21-045	NCDOT	\$7,628.70	Sign Fabrication Cost	For Sign Fabrication Cost for Bus-on-Shoulder System with NCDOT.	06/25/2021
16-045	Nelson\Nygaard Consulting Associates, Inc.	\$1,016,863	Task Order 6 - Bus Plans & Short Range Transit Plans	For the update of the Wake County Bus Plan, creation of a Durham County Bus Plan, and update of the short-range transit plans for GoRaleigh, GoCary, GoTriangle, GoWake Access, GoDurham, and GoDurham Access with Nelson\Nygaard Consulting Associates, Inc. Agreement term is Jun 29, 2021 – Jun 30, 2023.	06/28/2021
21-046	North Carolina State University	\$0	Master Research Agreement	NCSU Master Research Agreement	06/28/2021

## Contracts – June & July 2021 ( < \$100K)

Contract #	Contractor (or subject if no contractor listed)	Contract Amount	Subject	Comments	Date Executed
21-078	FirstGroup Management, Inc.	\$0	Consent and Novation Agreement	Consent and Novation (Substitution of Ownership of Contract) with FirstGroup Management, Inc. & First Transit.	07/15/2021
18-089	First Transit, Inc.	\$0	Amendment Two	For customer service training and safety training to employees twice a year.	07/15/2021
21-041	Town of Cary and MV	\$185,844	Operations Management Agreement	To operate, fund and maintain a public bus service operating between the Town's Amtrak Station (211 N Academy Street) and downtown Raleigh on Saturday and Sunday (Weekend Service). The Town agrees to invoice GoTriangle by the 15 <sup>th</sup> day of each month for the operating cost of the Weekend Service.	07/22/2021
21-079	City of Durham	\$0	Interlocal Cooperation Agreement for Review, Approval, and Implementation of Transit Improvements	For Review, Approval, and Implementation of Transit Improvements. Agreement term is Effective Date until July 1, 2030, unless terminated earlier.	07/22/2021
21-042	Town of Wake Forest	\$0	Wake Forest Raleigh Express Route- Operating Agreement	To provide, operate, fund and maintain a public bus service operating between the Town and the City of Raleigh and known as the "Wake Forest Raleigh Express Route" (WRX). Agreement term is Jul 1, 2021 - Jun 30, 2022. GoTriangle shall pay the Town \$1 for the use of the Park and Ride lot.	07/26/2021
10-019	TransLoc Inc.	\$45,000	Amendment 7	Extends contract to Jun 30, 2022.	07/26/2021
19-001	STV Engineers, Inc.	\$465,000	Amendment Four	For modifications to the scope, schedule, and negotiated cost as set forth in Exhibit 1 and incorporated into Amendment Four. Cost increase of \$465,000.	Patrick Stephens 07/27/2021
21-036	Triangle J Council of Governments	\$0	TDM Regional Grant Program	Total budget \$914,592.40.	Patrick Stephens 07/28/2021
21-080	Trillium Solutions, Inc.	\$3,000	GTFS-Realtime Integration & Ongoing Support for GoDurham	For GTFS-Realtime Integration & Ongoing Support for GoDurham.	Patrick Stephens 07/28/2021
19-075	Uber Transit, Mobility Products & Operations	\$24,000	Uber Pilot Program Six Month Extension	Extends Uber Pilot Program 6 months until Jan 31, 2022. The amount is based off vouchers issued.	Patrick Stephens 07/30/2021



## HR Board Report – August 2021

### NEW HIRES

Fikreyesus Derara – Bus Operator I

Robert Kells – Bus Operator I

Dayjour Haynes – Electronics Technician I

Joe Turner – Paratransit Operator I

Matthew Clark – Project Coordinator

### PROMOTIONS

Kevin Ackerman, Operator I to Operator II

Audrey Gillison, Operator I to Operator II

### SERVICE AWARDS

15 Years – Charlotte Mayes, Service Attendant

- Patricia Hill, Paratransit Dispatcher I/Supervisor

10 Years – Angelo Barksdale, Bus Operator III

### RECRUITING

Bus Operator I

General Counsel

Paratransit Operator I

Service Attendant

Diesel Mechanic

Senior Financial Analyst

Talent Acquisition Coordinator

Transportation Service Supervisor (Fixed Route)

## MEMORANDUM

**TO:** GoTriangle Board of Trustees  
**FROM:** Planning and Capital Development  
**DATE:** August 11, 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

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

### Financial Impact

None

### Attachments

- None

### Staff Contact(s)

- Katharine Eggleston, 919-485-7564, [keggleston@gotriangle.org](mailto:keggleston@gotriangle.org)





## 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 complete.

Upcoming Activities – The final bus stop is scheduled for construction as part of a group of 17 bus stops currently underway.

#### **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 – Construction of the first group of 16 bus stop improvements is complete. [Construction for a second group of 17 bus stop improvements is in progress.](#) GoTriangle has begun real estate acquisition activities for 19 additional 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 and into the next fiscal year.

#### **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 – Bus stop construction activities are complete at the Wake Tech RTP campus on Watkins Road, and 12 other locations throughout the county are now under construction.

Upcoming Activities – Construction activities for this package of 12 will proceed in the coming months. [Design, permitting, and real estate acquisition for additional stops will continue through this 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 served by GoTriangle route 400 and GoDurham routes 10 and 10A. This project includes new and additional concrete shelter pads and shelters at Witherspoon Boulevard and McFarland Drive. Improvements include: landscaping, 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 – The designer is preparing plans for a second submittal into the City of Durham. Easement exhibits preparation and coordination with real estate acquisition team is also underway.

Upcoming Activities – Pending construction drawing approval, GoTriangle will schedule necessary right-of-way acquisition activities.

#### **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 – 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 currently coordinating with Orange county staff to evaluate the procedural steps and time required to resolve. The design is currently awaiting to advance through the plan approval process with Orange County once the property issues are resolved. The Real Estate consultant is performing appraisals on the properties as a step in a resolution of related issues. The Real Estate consultant is appraising properties for easements, and the design Consultant is reviewing potential easements needed for construction.

Upcoming Activities – Upon resolution of real estate approach, staff will engage the design consultant for additional services to update site design to align with real estate modifications.

Schedule Risks – As noted above, a need for additional real estate agreements was identified during site plan review. Coordination with Orange County 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 are complete and have been turned over to Orange County for construction, Orange County forecasts construction to start by the end of FY21. Design of an additional six stops is under review by Town of Chapel Hill, UNC and NCDOT.

Upcoming Activities – Orange County will initiate construction on the initial group of four. GoTriangle expects to complete design and permitting for the additional 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 2020. Of these, 12 are now under construction and 11 are under review with NCDOT, NCRR, or municipalities.

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

#### **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 – Coordination with RTP regarding stop improvements at the future HUB site is ongoing. RTP has added bus stop art to their shelters. Coordination with the Durham VA Medical Center and Duke University regarding stops on Erwin Road and on campus is ongoing; plans for eight bus stop locations were submitted to the City of Durham for review in April 2021.

Upcoming Activities – GoTriangle will continue to coordinate with RTP stops at HUB RTP. [Five stops are scheduled to be ready for construction this fall](#); completion of plan approval, right-of-way acquisition, and construction procurement for the remaining stops is planned to continue through the remainder of the fiscal year and into the next fiscal year.

#### **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.

Status – [Design of the Bent Tree Plaza Park and Ride is underway. Scoping of improvements to Apex park and rides in coordination with the Town is underway.](#)

Upcoming Activities – [Plan submittal to City of Raleigh is scheduled for late August.](#)



**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 – GoTriangle and the preferred developer are progressing in the Interim Design/Administrative Site Review process as well as developing an agreed upon scope for the remaining design work. [The initial ASR package was submitted to the City on August 2.](#) The design review consultant is on board and reviewing project documents including the Schematic Design drawings and cost estimate. The NEPA/Section 106 process is anticipated to reach conclusion in the coming quarter. The developer agreements are progressing and are anticipated to be completed later this calendar year; term sheets were signed in April. Coordination with FTA, City of Raleigh, SHPO, NCDOT and other stakeholders is ongoing to confirm third-party requirements affecting the project definition. [Coordination with City of Raleigh at FTA to clarify scope for traffic signal priority and bus rapid transit \(BRT\) infrastructure to be included in the GoTriangle project versus City of Raleigh Western BRT project.](#) Monthly federal oversight meetings are continuing with the PMOC assigned to the project.

Upcoming Activities – Completion of the developer agreements, Interim Design Phase (beginning of Design Development phases), coordination activities, management meetings, and agreement negotiations will continue on the project. [Request for scope modification related to traffic signal priority and BRT infrastructure will be submitted to FTA.](#) The project schedule and cost estimates continue to be evaluated and updated. The Section 106 process is expected to be finalized with SHPO in the coming months.

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 development agreements are 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, joint development project structure and negotiations, 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 – [Agreement with NCDOT for fabrication and delivery of signs was executed in June.](#)

Upcoming Activities – [GoTriangle will obtain contracting services to install the highway signs; NCDOT will ensure signs are fabricated and delivered to GoTriangle for installation.](#)

**Durham Station Improvements Preliminary Design (21GOT CD03)**

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

Status – [The consultant is finalizing the 100% Schematic Design deliverable to incorporate final feedback from GoTriangle and City staff.](#)

Upcoming Activities – Turnover of the project to the City of Durham for further design development and construction [is anticipated in the coming months.](#)



## 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 – Scoping of improvements to Apex park and rides in coordination with the Town is underway.

Schedule Risks – The nature of short-term leased/licensed park-and-rides and associated property owner coordination contributes to obstacles for scoping and delivering improvements. Efficient and timely development of high-quality facilities for short-term use requires strong partnerships with host property owners.

### **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 – The Board adopted the relocation strategy at its April 28, 2021 meeting. The local funding match for the project is included in the [adopted Wake and Durham county transit plans and FY22 work plans; and GoTriangle submitted a RAISE grant application in July.](#)

Upcoming Activities – [GoTriangle and the consultant are finalizing strategy for additional grant pursuits and preparing for FTA environmental review.](#)

Schedule Risks – The primary risk to continued progress is securing Federal funding to implement the project.

### **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. [A scope amendment is in review to evaluate feasibility of potential park-and-ride sites in Wake Forest.](#)

Upcoming Activities – [GoTriangle will coordinate with the Town of Wake Forest and GoRaleigh to determine appropriate timing of addition to feasibility study in relation to analysis to be undertaken the Wake Bus Plan.](#)



**Mebane Park-and-Ride Relocation Study (18GOT\_CD11)**

Description – This feasibility study will assess potential new permanent locations for the Mebane park-and-ride. The current facilities is undersized for growing demand, and operates under a short-term agreement with Cone Health. This study will establish site parameters and evaluation criteria for a 150-200 space park and ride to be shared by GoTriangle, PART, and Orange County Public Transit; identify up to five candidate sites; screen sites and select preferred site and an alternate site; develop conceptual design for a preferred location and a possible alternate.

Status – [Study activities are underway.](#)

Upcoming Activities – [GoTriangle staff will review the draft park-and-ride search criteria memo and provide feedback and comments.](#)

**Priority GoTriangle Bus Stop Safety Improvements in Durham (21GOT\_CD02)**

Description – This program includes funding for design and construction of improvements to GoTriangle bus stops serving a high volume of passengers located on high-speed NCDOT roadways. Improvements could include, but are not limited to, construction of bus stop ADA pads, shelters, benches, bus pullouts and appropriate tapers, sidewalk, curb and gutter, curb ramps, crosswalks, pedestrian median refuge islands, appropriate safety signage, pedestrian signal heads and complimentary traffic signal modifications, and other complimentary or supporting roadway modifications.

Status – [GoTriangle coordinated with NCDOT to develop a concept for signalization at the NC 54 and Falconbridge intersection.](#)

Upcoming Activities – [GoTriangle will be working with on-call consultant RKA to vet this concept, and then to proceed to design.](#)

**GoDurham Tactical Bus Stop Amenities (21GOT\_DC03)**

Description – Purchase and installation of seating, solar lighting, and real-time arrival signs at locations identified through customer requests and staff analysis of bus stops with existing conditions suitable for quick implementation.

Status – GoTriangle has convened an implementation team including representatives of City of Durham, DCTC and GoTriangle. Team has developed a draft Request for Proposals for real-time arrival sign equipment, and is evaluating an initial list of 13 sites for installation.

Upcoming Activities – Staff is coordinating the technical specifications for the real-time arrival signs with the upcoming CAD/AVL procurement prior to issuance.

Cost Risks – [Budget is approximately \\$100,000 per fiscal year. Unit costs are assumed to be around \\$15,000 to \\$20,000 per sign location, which would either limit the number of installation or require additional funding.](#)



## 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 has submitted the site plan to City of Durham. Final edits for construction documents taking place and preparing for submittal for Building Permit. Final coordination for General Conditions/Procurement guidelines for invitation for bids \(IFB\) is underway.](#)

Upcoming Activities – [Consultant will submit for building permit and GoTriangle will issue IFB for construction.](#)

### 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 – [Initial study activities are underway.](#)

Upcoming Activities – The consultant will conduct Immersion workshops [in the coming months](#) with front-line users of GoDurham and GoTriangle facilities (i.e. mechanics, service attendants, operators, supervisors) to refine program needs.





## 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, 2020, 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 2020. Study activities across a range of tasks [are ongoing](#):

- Railroad Coordination – GoTriangle and NCRR resolved initial discussions regarding liability, indemnification, and insurance. As of May 17, all parties have signed the railroad capacity modeling agreement. [Norfolk Southern engaged a consultant and the consultant has begun work](#). NCRR has requested that Norfolk Southern complete capacity modeling no later than December 1, 2021.
- Technical Work Products – [Work products from the technical tasks are beginning to be completed; TJCOG recently completed the affordable housing report and draft materials for the travel market analysis and GoTriangle recently completed draft materials for the park-and-ride evaluation.](#)
- 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. City of Durham and Town of Cary have provided comments on initial concept designs, and design refinement is underway by the consultant.
- Community Engagement – The project website launched in late April, and the website is being updated based on user feedback. Staff is [engaged in](#) education-focused public involvement [throughout the project area](#).
- 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, 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. Delay in progressing 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, quantification of necessary levels of contingency required to address FTA risk management guidelines, and emerging interest in evaluation of additional off-peak service and level boarding. These are key priorities with the next steps defined in the MOU.

## MEMORANDUM

**TO:** GoTriangle Personnel Committee  
**FROM:** Sylvester Goodwin, Director of EEO/DBE  
**DATE:** July 5, 2021  
**SUBJECT:** EEO Workforce Analysis for Quarter Ending June 30, 2021

The EEO Workforce Report is attached for your review and consideration. It represents a composite view of GoTriangle's recruitment, hiring, promotions and separations for the quarter ending June 30, 2021.

### Total Staff - Update

Year	Quarter	Total Staff	New Hires	Term/Resign	Turnover %
2021	April - June (2nd)	258	7	10	3.8%

Total staff turnover for the 2nd quarter ended at 3.8%, declining from 5.9% in the previous quarter.

### Operatives - Update

Year	Quarter	Total Operators	New Hires	Term/Resign	Turnover %
2021	April - June (2nd)	107	5	8	7.4%

Bus Operator turnover for the 2nd quarter ended at 7.4%, declining from 11.2% in the previous quarter.

### Separations

Total staff turnover totaled 10 employees (voluntary 10, involuntary 0):

- Black females - 7
- Black males - 2
- White female - 1



**Promotions**

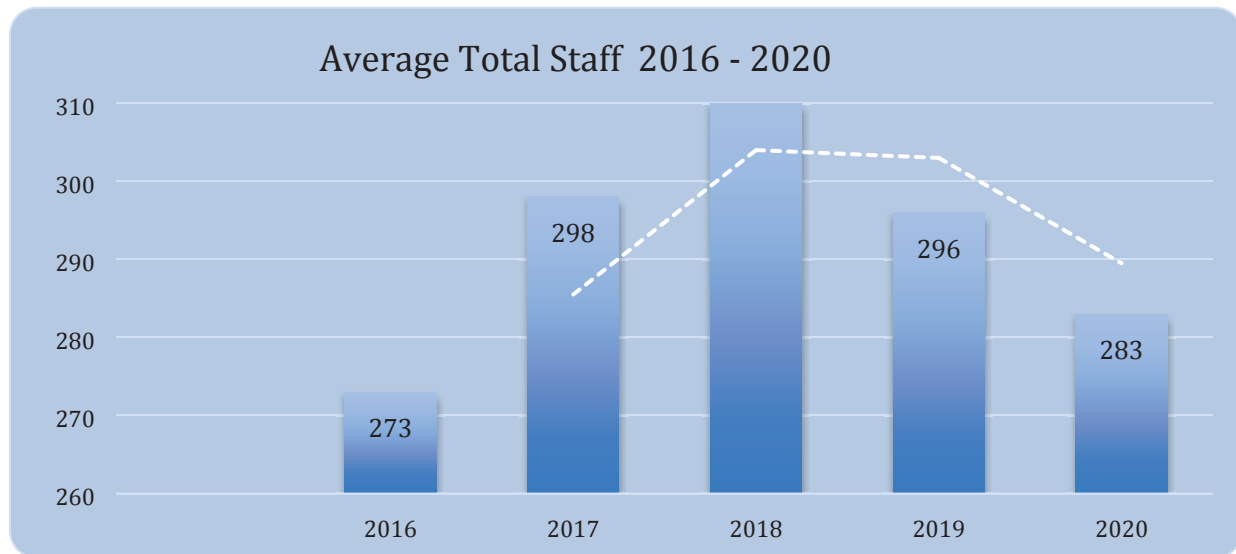
There were 3 promotions during the quarter:

- Black females - 2
- White female - 1

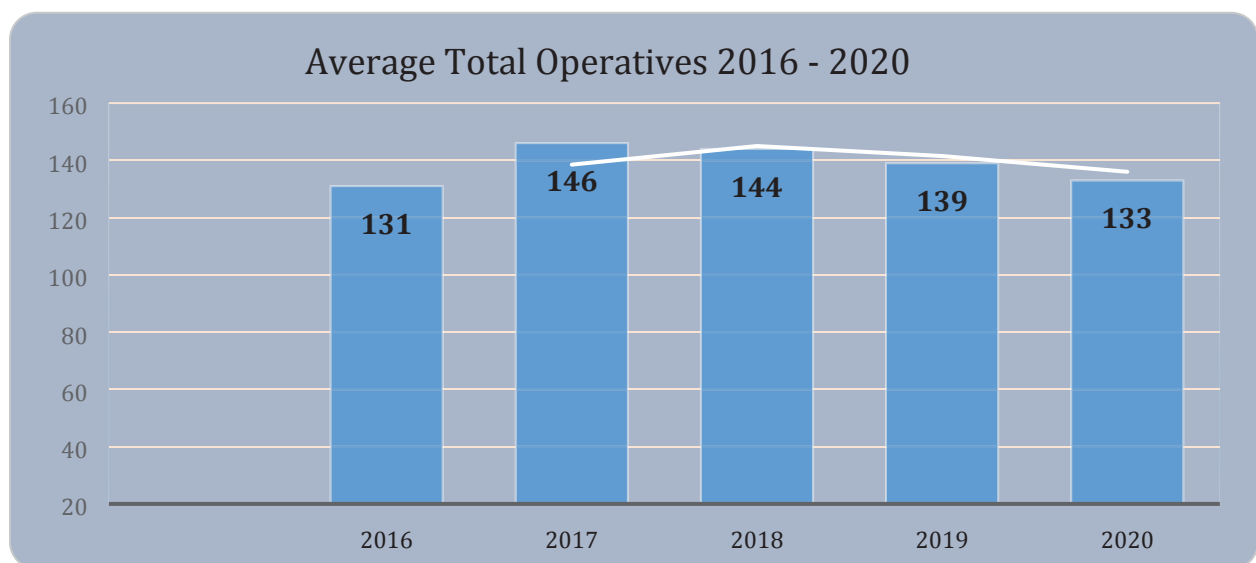
**New Hires**

There were 7 new hires during the quarter:

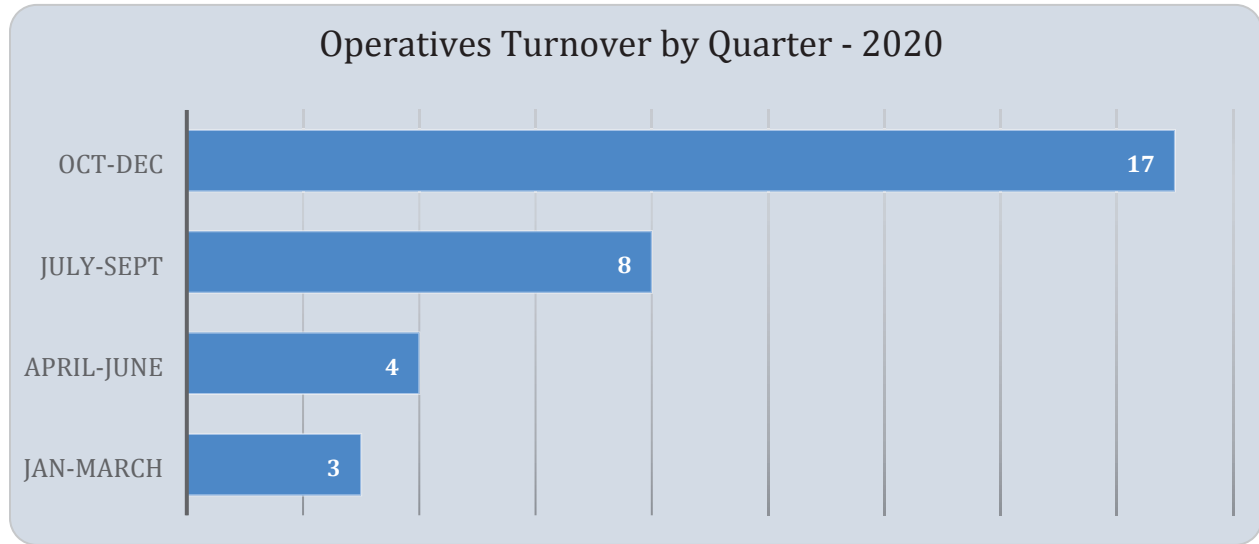
- Black females - 4
- Hispanic female - 1
- Black males - 2



Total staff decline in 2019, largely attributed to the discontinuation of the light-rail project



As of June 30, 2021- 107 Operatives

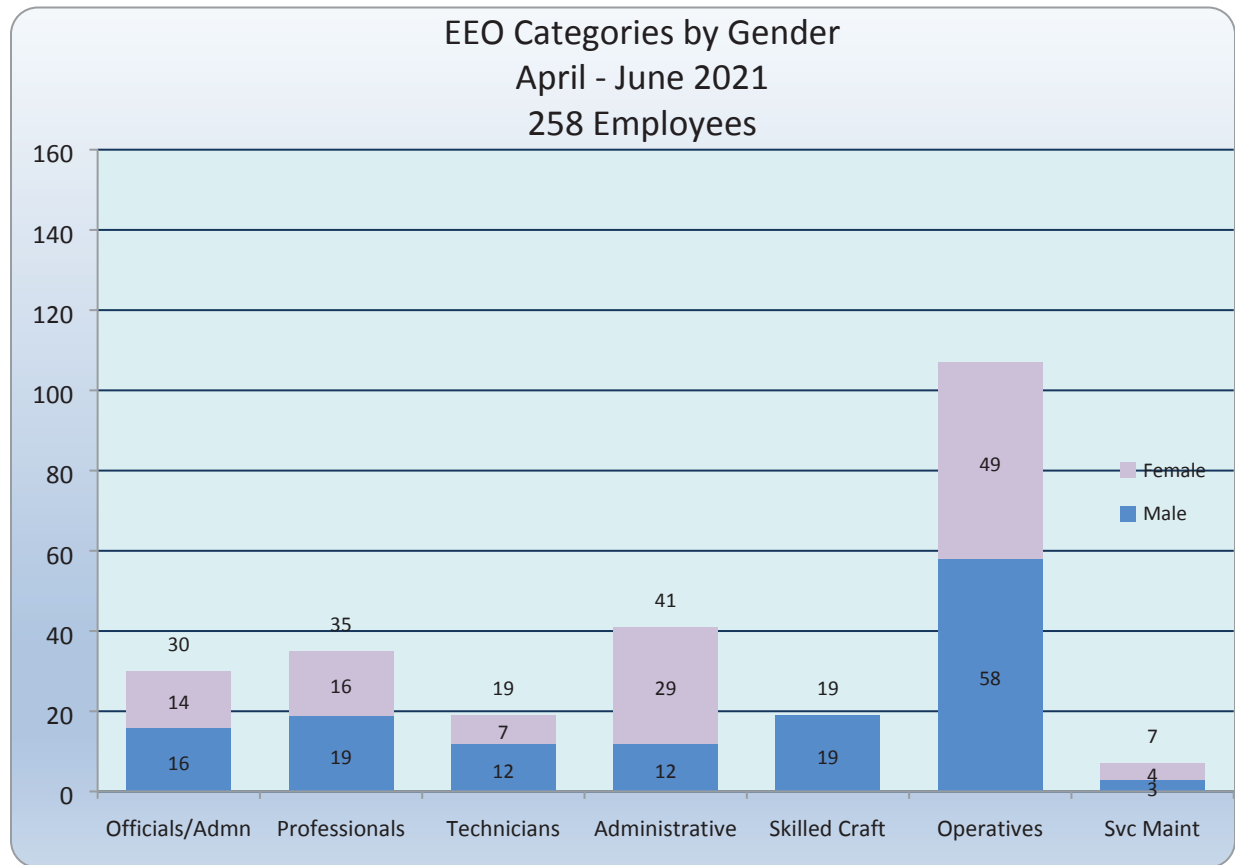


Operatives turnover increased each quarter of 2020

### Composition of Workforce

April – June 2021 2nd Quarter		
Total Workforce	258	100%
Male	139	54%
Female	119	46%
Race/Ethnicity		
African American	175	68%
American Indian/Alaska Native	0	0%
Asian	3	1%
Hispanic/Latino	14	5%
Multi-Racial	1	1%
NHOPI (Native Hawaiian/Pac Island)	0	0%
White	65	25%
Total	258	100%

African Americans comprise 68% of total workforce. All other minorities comprise 7%.



Women comprise 46.6% of Officials/Admin category

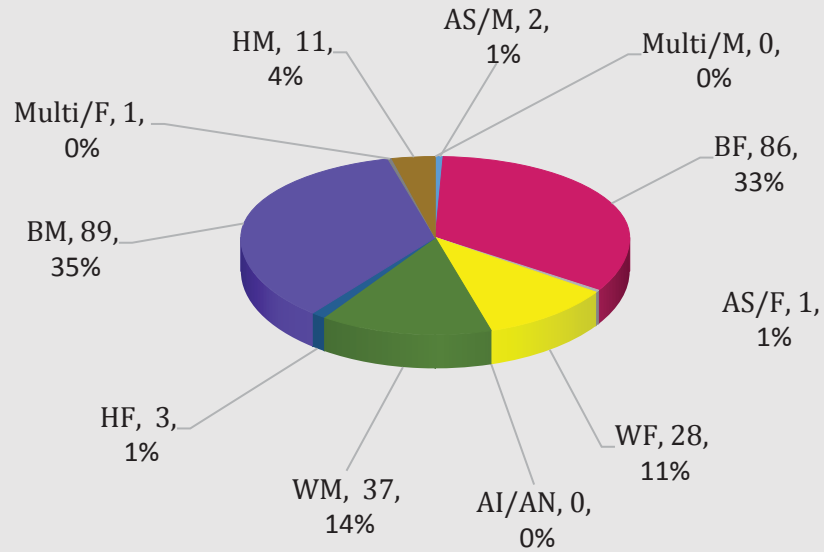
**April - June 2021**  
**Workforce - EEO Categories 258 Total Employees**

EEO Category	BF	WF	BM	WM	HL/M	HL/F	AS/F	AS/M	Multi/F	Multi/M
Officials/Admin	6	8	10	6	0	0	0	0	0	0
Professionals	6	8	6	12	0	0	1	1	1	0
Technicians	5	1	9	3	0	1	0	0	0	0
Administrative	17	11	6	4	2	1	0	0	0	0
Skilled Craft	0	0	10	4	4	0	0	1	0	0
Operatives	49	0	47	8	3	0	0	0	0	0
Svc Maintenance	3	0	1	0	2	1	0	0	0	0
Total	86	28	89	37	11	3	1	2	1	0

Total minorities - Officials/Admin 53.3%

Hisp/Latino employees comprise 5.4% of the total workforce

Race-Gender  
April - June 2021  
258 Employees



Women comprise 46.1% of the total workforce & minorities comprise 74.8% of the total workforce

**Staff Contact:** Sylvester Goodwin, 919-485-7518, [sgoodwin@gotriangle.org](mailto:sgoodwin@gotriangle.org)



## DBE Program Update 2021

## What is a DBE?

- Disadvantaged Business Enterprise (DBE) is a for-profit small business where socially and economically disadvantaged individuals own at least a 51% interest and also control management and daily business operations.
- Members presumed to be socially disadvantaged:
  - Women
  - Black Americans
  - Hispanic Americans
  - Native Americans
  - Asian-Pacific Americans
  - Subcontinent Asian-Pacific Americans
- Other individuals can also qualify as socially and economically disadvantaged on a case-by-case basis

## DBE Requirements

- Must be a small business (as defined by the Small Business Administration (SBA) standards.
- 3-year annual gross receipts including its affiliates cannot exceed \$23.98 million to qualify for DBE certification. There are different size limits for various categories of businesses.
- Owner's personal net worth does not exceed \$1.32 million (excluding ownership interest in the firm, retirement fund assets, and equity value of primary residence).



## Why Must GoTriangle Have a DBE Program?

- Federal Transit Administration (FTA) recipients of planning, capital and/or operating assistance who will award prime contracts (excluding transit vehicle purchases) the cumulative total value of which exceeds \$250,000 in FTA funds in a Federal fiscal year.

## DBE Program Responsibilities

- Agencies must establish an overall goal to spend with DBE firms
- Help remove barriers to the participation of DBEs in contracts and procurement activities
- Promote the use of DBEs in all types of Federally-assisted contracts and procurement activities
- Don't overlook small purchases as an opportunity to spend with DBE firms
- Not all spending opportunities require a formal contract

## Local DBE Goal Comparisons

- GoTriangle - 6.0% FFY - 2019-2021
- GoRaleigh - 13.0% FFY - 2019-2021
- GoDurham - 1.3% FFY - 2020-2022
- Chapel Hill Transit 0.6% FFY - 2020-2022
- Town of Cary & GoCary (both) 3.74% FFY - 2021-2023

## Local DBE Goal Comparisons

- The City of Raleigh has a Minority/Women Business Enterprise Program (MWBE). The goal is to contract and subcontract 15% to Certified MWBEs on construction projects of \$300,000 or more (or contracts of \$100,000 or more that include any state funding).
- The City of Durham Minority/Women Business Enterprise Program (MWBE). Construction projects, minority 11% and women 7% goal. Professional services, minority 8% and women 6% goal. Services, minority 7% and women 5% goal. Goods, minority 2% and women 4% goal.

## DBE 3-Year Goal Achievement

- GoTriangle Goal - 6.0% FFY - 2019-2021
- FFY 2019 - 3.0%
- FFY 2020 - 13.1%
- FFY 2021 - 16.43% First half (Oct /Mar) 2021/Trending (Incomplete)
- Upcoming 3-Year DBE Goal
- FFY 2022-2024
- 13.57%

## Goal Determination

- The DBE goal is determined by the percentage of federal funds you anticipate spending on contracting with DBEs based on an approved FTA methodology.
- The projects represent the potential contracting opportunities, and the percentage of DBEs that are ready, willing, and able to compete for DOT-assisted contracting.
- In other words, the goal has to be based on FTA's approved methodology, not arbitrary or random.

## Reasons for Non-Goal Achievement

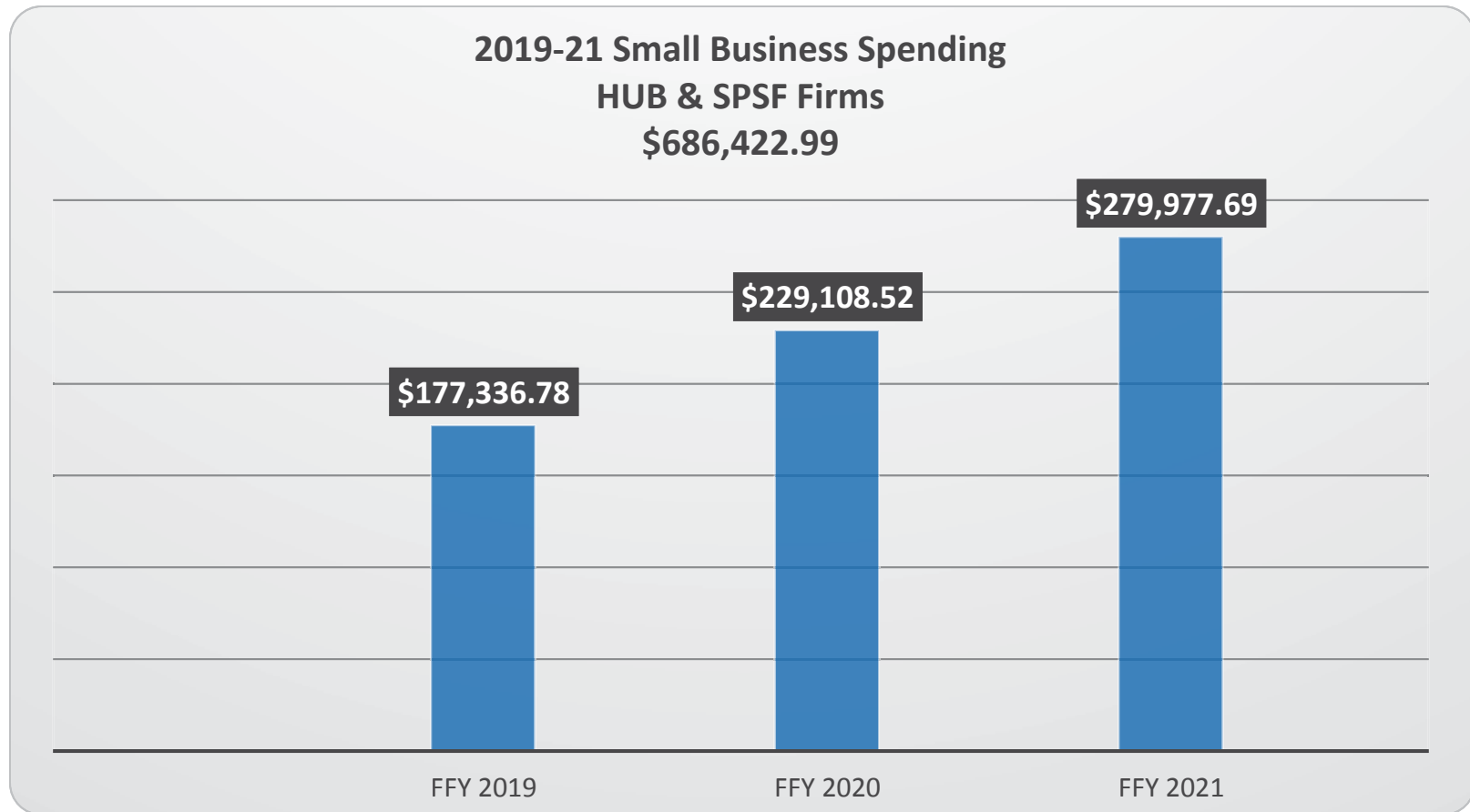
- Project carried forward
- Project canceled
- Lack of/or no DBE subcontracting opportunities
- DBEs may not bid
- It's a goal, not an exact science



## Upcoming DBE Projects

- Wake County 12 Bus Stops - \$217,512
  - 19.58% Goal - NTP August 2021
  - DBE Prime Contractor
- Regional Fleet and Facilities Study - \$848,331
  - 33.56% Goal - NTP April 2021
- 2<sup>nd</sup> Floor Renovation - Plaza - \$250,000
  - 15.0% Goal - Anticipated FFY 2022

## GoTriangle Small Business Spending (non-DBE)



Historically Underutilized Business (HUB) & Small Professional Services Firm (SPSF)\*  
2021 data Incomplete – FFY ends September 30, 2021.

## Commuter Rail Study

- Phase 1 - \$850,191

	<u>% Achieved</u>	
• MBE - 14.0% Goal	13.9%	\$118,571
• WBE - 9.0% Goal	<u>9.0%</u>	<u>76,137</u>
•	22.9%	\$194,708

- Phase 2 \$6,282,675 - Ongoing as of March 2021

	<u>% Achieved</u>	
• MBE - 5.5% Goal	3.1%	\$191,833
• WBE - 4.5% Goal	0.3%	<u>18,109</u>
		\$209,942

***State funded – not reported to FTA and not included in DBE reporting***

## Bus Plans and Short Range Transit Plans

- Project Cost - \$1,016,863 - NTP - July 2021

### Anticipated Achievement

- MBE/WBE – 18.4%      \$187,679

***\* Local funded – not reported to FTA and not included in DBE reporting***

## GoTriangle's – Next Steps

- Continue tracking MBE, WBE and HUB expenditures that are not reported to FTA and establish goals for each (December, 2021);
- Continue Small and Minority Business outreach events; opportunity to network with other firms;
- Continue to work closely with procurement staff to identify opportunities for DBE/MBE/WBEs on contracts and solicitations;
- Continue to promote internally the use of minority and women-owned firms;
- Identify barriers that may impede participation;
- Continue to participate in other business workshops, seminars and conferences.

Questions?

Thank you!