



GoTriangle
 Operations & Finance Committee
 December 02, 2021
 8:30 am-10:00 am Eastern Time

The GoTriangle Operations & Finance Committee will meet remotely on Thursday, December 2, 2021, at 8:30 am.

Microsoft Teams meeting | Join on your computer or mobile app

Click here to join the meeting

*Or call in (audio only) +1 252-210-4099
 Phone Conference ID: 562 701 266#*

I. Call to Order and Adoption of Agenda

(1 minute Vivian Jones)

ACTION REQUESTED: Adopt agenda with any changes requested.

II. Draft Minutes - November 4, 2021

(1 minute Michelle Dawson)

ACTION REQUESTED: Approve minutes.

III. Contract for Design of Priority GoTriangle Bus Stop Safety Improvements

(10 minutes Eric Simpson)

ACTION REQUESTED: Recommend the Board authorize the President/CEO to execute a task order for bus stop design services with Ramey Kemp and Associates for On-Call Architectural and Engineering Consultant Services for an amount not to exceed \$130,000.

IV. Durham Bus Stop Right of Way Acquisition

(10 minutes Gary Tober)

ACTION REQUESTED: Recommend the Board authorize staff to acquire the right of way needed for GoDurham bus stop improvements on behalf of the City of Durham in order to make improvements at the existing bus stop locations as listed in group 1 [bus stop locations in design and permitting] and group 2 [bus stops projected to need additional right of way].

V. By-laws Amendment

(5 minutes Tom Henry)

ACTION REQUESTED: Recommend Board approval of the proposed revision to GoTriangle's By-laws for the purpose of clarifying the definition of quorum for committee meetings and to align the definition with North Carolina open meetings law.

Tracked version of by-laws

VI. Durham Transit FY2022 Q2 Durham Transit Work Plan/Budget Amendment

(5 minutes Steven Schlossberg)

ACTION REQUESTED: Recommend Board approval of the FY2022 Q2 Durham Transit Work Plan amendments.

Memo to Durham Staff Working Group

VII. Dashboard

(15 minutes Sharon Chavis)

VIII. Adjournment

(Vivian Jones)



**BOARD OF TRUSTEES
OPERATIONS & FINANCE COMMITTEE
MEETING MINUTES**

4600 Emperor Boulevard
Suite 100
Durham, NC 27703

Thursday, November 4, 2021

8:30 a.m.

Remote | Microsoft Teams

Committee members present | Corey Branch, Vivian Jones, Michael Parker, Jennifer Robinson, Stelfanie Williams [arr. 9:02 a.m.]

Committee members absent | Valerie Jordan

Other board members present | Sig Hutchinson, Renée Price

Committee Chair Vivian Jones officially called the meeting to order at 8:31 a.m.

I. Adoption of Agenda

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

II. Approval of Minutes

Action: A motion was made by Parker and seconded by Robinson to approve the minutes of October 7, 2021. Upon vote by roll call, this motion and the previous motion were carried unanimously.

III. Durham Transit FY2022 Q2 Durham Transit Work Plan Budget Amendment

Steven Schlossberg presented a recommendation from the Durham Staff Working Group for approval of a work plan amendment for a bus stop optimization study to be led by GoTriangle. The study will address bus speed and reliability as well as bus stop constructability and access issues. The estimated cost is \$350,000.

Parker stated this study could have implications for bus stops in the entire Triangle, not just Durham. He asked if this study could be leveraged to help with these issues in the other jurisdictions. Schlossberg said best practices that come out of this study will be used in other locations. Parker encouraged common construction standards to achieve economies of scale for bus stops.

Action: On motion by Parker and second by Robinson the Committee voted to recommend that the Board of Trustees approve the FY2022 Q2 Durham Transit Work Plan amendments. Upon vote by roll call, the motion was carried unanimously.

IV. Wake Transit FY2022 Q2 Wake Transit Work Plan Budget Amendment

Steven Schlossberg presented amendments to the Wake Transit work plan for approval. He stated they were recommended by TPAC and will be considered by the CAMPO Executive Board later today.

- Minor amendments for transit plan administration from CAMPO to reallocated funding for the TPAC Administrator, Program Manager and Transit Planner positions with zero financial impact.
- Major amendment for bus operations from CAMPO to remove funding of \$119,925 for the hold harmless subsidy for implementation of the countywide fare strategy project.
- Major amendments in bus operations for GoTriangle, Town of Cary and City of Raleigh to remove most of the allocation for Youth GoPass Program of \$272,948 due to the suspension of FY2022 fares. GoTriangle will be allocated funds for administrative fees.
- Major amendment in capital expenditures for the Community Funding Area from Research Triangle Foundation to modify the scope of the mobility hub enhancement project which was completed prior to FY2022.
- Major amendment in capital expenditures for bus rapid transit from the City of Raleigh for \$13,650,000 to meet a 20% contingency requirement as part of FTA's Capital Investment Grant review process at 60% design. These funds are being offset by previously adopted funding held in reserve for commuter rail.

The amendments result in a savings of \$392,873

Action: On motion by Parker and second by Branch the Committee voted to recommend that the Board of Trustees approve the FY2022 Q2 Wake Transit Work Plan amendments. Upon vote by roll call, the motion was carried unanimously.

V. Recommendation to Continue Existing RDU Airport Service

Andrea Neri's presentation is attached and hereby made a part of these minutes. He noted that prior to the pandemic service to RDU was underutilized, the majority of the riders on route 100 were negatively affected by longer travel times in off-peak due to the airport stop and the route did not meet productivity targets. In October 2020 a service change was implemented to serve the airport with a shuttle, remove the airport stop from route 100 during the day and suspend route 105 peak service, which resulted in a savings of over \$514,000. The change decreases travel time by 10 minutes for passengers on Route 100 to the RTC; however, the 7% of passengers traveling to the airport have seen an increase of 20 minutes in travel times due to the transfer at the RTC.

Ridership on GoTriangle's RDU stops in September had rebounded to 90% of pre-pandemic levels, compared to 79% for GoTriangle's ridership in general and 70% of airline travel at RDU. The productivity loss for route 100 for FY2021 compared to FY2019 was also much less than the loss for the GoTriangle system.

During public outreach no comments were received from daily users; however, the complaints received were about the lack of a direct connection between downtown Raleigh, NCSU and the airport. The service equity analysis highlighted that the change did not have a negative impact on minorities or low income riders.

He requested a recommendation for continuation of the existing service. Service to the airport from Durham and Chapel Hill did not change. Bus Plan updates in the counties will address future service to the airport.

Action: On motion by Robinson and second by Parker the Committee voted to recommend that the Board of Trustees approve the continuation of the existing RDU service. Upon vote by roll call, the motion was carried unanimously.

VI. Policy Amendments Recommendation

Carolyn Lyons presented proposed policy changes for sick and vacation leave. She stated the changes would bring these benefits in line with local and industry comparisons and reduce the financial burden to GoTriangle from future payouts.

Sick Leave

<i>Current</i>	<i>Proposed</i>
12 days annual sick leave accrual	No change
Unlimited sick leave accrual and rollover	No change
Payout at separation based on tenure: 1-4 years 25% 5-9 years 50% 10+ years 75%	For new hires, no payout at separation. For legacy employees, payout at separation capped at accrued sick leave balance as of 12/31/2021 and paid based on tenure at separation using current rates.

Part-time employees

<i>Current</i>	<i>Proposed</i>
Must work 30+ hours per week or 60+ bi-weekly	Must be hired for regular schedule shift of 20-29 hours each week [not applicable to seasonal, temp or sporadically scheduled part-time staff]; limited to no more than 29 hours per week due to conflicts with other federally mandated benefits
Earn sick and vacation leave at rate of .0462 hours per hour worked	Earn sick and vacation leave at 50% of full-time accrual rate
	No limit on sick leave accruals
	No payout of sick leave at separation

Vacation Leave

<i>Current</i>	<i>Proposed</i>
0-4 years 12 days/96 hours	0-2 years 12 days/96 hours
5-9 years 15 days/120 hours	3-7 years 15 days/120 hours
10-14 years 18 days/144 hours	8-14 years 18 days/144 hours
15+ years 21 days/168 hours	No change
20+ years 24 days/192 hours	No change
Vacation advanced January 1 with bi-weekly accrual	No change
Unlimited accrual	Rollover limited to 240 hours For legacy employees, no rollover in excess of vacation leave balance as of 12/31/2021.
Unlimited payout at separation	For new hires, limit of 240 hours payout at separation. For legacy employees, payout at separation limited to 240 hours if current balance under 240 hours, limited to balance as of 12/31/2021 if current balance over 240 hours.
Hardship cash out up to 50% of vacation leave. No proof of hardship required.	Discontinue hardship cash out
	May sell back 1 week of vacation leave annually during designated times [1 st payroll in July and December]

Committee members asked questions about policy specifics and discussed the recommended changes. Some offered other suggestions based on personal experience, such as personal time off versus separate sick and vacation leave. Lattuca stated that during the next classification and compensation benefits would be reviewed again. Robinson stated her concern about future major changes coming closely on the heels of this change and her support for continuing payouts at separation, saying it was a big benefit for public service employees. Jones agreed.

Action: On motion by Parker and second by Robinson the Committee voted to recommend that the Board of Trustees approve vacation and sick leave policy recommendations effective January 1, 2022, and designate the President & CEO the authority to finalize changes and administer the policies in accordance with the Board's direction. Upon vote by roll call, the motion was carried unanimously.

VII. Covid-19 Vaccine/Testing

Carolyn Lyons reported that staff is in the process of developing a Covid vaccine verification and testing campaign to be implemented in January 2022. She stated that more information would be forthcoming, but preliminary plans are to have a portal to allow employees to upload

confidentially verification of vaccination as well as weekly online reporting of test results for the unvaccinated. Lattuca added there are plans for a cash incentive for the fully vaccinated.

Parker asked the current vaccination rate. Patrick Stephens stated around 74% for bus operations. Parker responded those numbers are too low and GoTriangle should be more aggressive in getting people vaccinated.

Board members shared the programs implemented in their jurisdictions and their successes. They also suggested a deadline for getting vaccination in order to be eligible for the bonus. In addition to the cash incentive, vacation time was also offered.

Lyons said that the program would include an education component.

Parker suggested that incentives are preferred but what is the response when an employee remains unvaccinated and also refuses the testing. A policy that all new hire must be vaccinated also was suggested.

VIII. FY2021 Annual Comprehensive Financial Report

Sandra Freeman stated that the auditors will give a presentation to the Board, but senior accountant, Ren Wiles, will give a highlight of the Annual Comprehensive Financial Report today. She said there were no findings, crediting the hard work of staff. She added that GoTriangle received its 27th consecutive Certificate for Excellence in Financial Reporting for the FY2020 annual report. Wiles' presentation is attached and hereby made a part of these minutes.

Highlights of the presentation:

- Net position (assets over liabilities) \$588,428,510, increase of \$109,238,323 from FY20
- Vehicle rental tax revenues \$9,175,135, decrease from \$11,144,224 in FY20
- Vehicle registration tax revenues \$20,049,483, increase from \$18,560,212 in FY20
- Half cent sales tax revenues Durham \$34,066,667, increase from \$30,229,156 in FY20
- Half cent sales tax revenues Orange \$8,532,844, increase from \$7,243,711 in FY20
- Half cent sales tax revenues Wake \$104,047,069, increase from \$93,403,840 in FY20
- Capital assets [net of depreciation] for government and business-type activities \$84,737,23, increase from \$84,010,037 in FY20
- Total revenues \$202,654,031, increase from \$184,602,902 in FY20
- Total expenses \$91,672,708, decrease from \$93,623,260 in FY20
- Total cash and investment balances \$470,560,741
- General Fund fund balance \$40,472,980, decrease from \$44,195,542 in FY20 [due to lower prepaid items]
- No financial statement findings
- No accounting adjusting journal entries
- No passed accounting adjustments
- No Section II findings
- No Section III federal award findings or questioned costs
- No Section IV state award findings or questioned costs

IX. Adjournment

Action: Committee Chair Jones adjourned the meeting at 10:10 a.m.

Prepared by:

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

DRAFT



Connecting all points of the Triangle

MEMORANDUM

TO: GoTriangle Board of Trustees Operations & Finance Committee
FROM: Planning and Capital Development
DATE: November 18, 2021
SUBJECT: **Contract for Design of Priority GoTriangle Bus Stop Safety Improvements**

Strategic Objective or Initiative Supported

2.4 Ensure an attractive and accessible transit environment

Action Requested

Staff requests the Operations & Finance Committee recommend the Board of Trustees authorize the President/CEO 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 \$130,000.

Background and Purpose

The adopted FY21 workplan for the Durham County Transit Plan includes funding for GoTriangle to design improvements to GoTriangle bus stops serving a high volume of passengers located on high-speed NCDOT roadways. Improvements along NC 54 at one existing bus stop at Falconbridge Road and two future bus stops at Huntingridge Road could include, but are not limited to, construction of bus stop landing pads, shelters, benches, bus pullouts and appropriate tapers, sidewalk, sidewalk connection to Brookhollow Lane, 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.

With approval to authorize this task order, staff will be able to initiate. 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 FY21 workplan for the Durham County Transit Plan includes \$1,000,000 for development and delivery of improvements, of which \$130,000 is allocated for design services.

Attachments

- None

Staff Contacts

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



MEMORANDUM

TO: GoTriangle Board of Trustees Operations & Finance Committee
FROM: Planning and Capital Development
DATE: November 18, 2021
SUBJECT: Durham Bus Stop Right of Way Acquisition

Strategic Objective or Initiative Supported

2.4 Ensure an attractive and accessible transit environment

Action Requested

Staff requests the Operations & Finance Committee recommend the Board of Trustees authorize staff to acquire the right of way needed for GoDurham bus stop improvements on behalf of the City of Durham in order to make improvements at the existing bus stop locations as listed in group 1 [bus stop locations in design and permitting] and group 2 [bus stops projected to need additional right of way].

Background and Purpose

Group 1 – Bus Stop Locations in Design and Permitting

Bus Stop ID	Site Number	Major Street	Minor Street	Parcel ID Number	Approx. TCE	Approx. R/W
6197	1	McFarland Dr	Witherspoon Blvd	0800-31-02-1140	40 SF	1,800 SF
1901	2	McFarland Dr	Witherspoon Blvd	0800-03-20-8602	40 SF	130 SF
6243	914	W Geer St	Rigsbee Ave	0822-20-90-6192	365 SF	280 SF
6246	915	W Geer St	Rigsbee Ave	0822-20-90-7308	370 SF	180 SF
6164	938	University Dr	Shannon Rd	0810-10-36-4740	180 SF	100 SF
5859	941	Martin Luther King Jr Pkwy	Lake Cook Drive	0729-01-48-4102	350 SF	210 SF
5118	943	Martin Luther King Jr Pkwy	Lake Camp Rd	0729-01-48-4102	310 SF	290 SF
6649	944	Martin Luther King Jr Pkwy	Lakeside Gardens	0729-01-38-9597	555 SF	200 SF
6104	808	Fulton St	Erwin Rd	0812-20-82-7066	5,085 SF	338 SF
5596	522	Foushee St	Avondale Drive	0832-14-34-7900	1,784 SF	390 SF

Notes to Table 1

1. “Approx. TCE” – Approximate Temporary Construction Easement. Final area to be determined by a professional land surveyor in an exhibit for acquisition.

2. “Approx. R/W” – Approximate proposed Right of Way. Final area to be determined by a professional land surveyor in an exhibit for acquisition.

Planning and capital development is in the process of identifying multiple new and existing bus stops for design. The stops in group 2 were identified as potentially requiring right of way acquisition. GoTriangle will communicate with property owners at the pre-design and permitting phase to discuss acquisition and the process. In the event a property owner is unwilling to convey the right of way needed for the improvements, GoTriangle will not move forward with the acquisition. Depending on site conditions, GoTriangle will typically need to acquire between 50 and 500 square feet of right-of- way per bus stop. Final right of way and temporary construction easement requirements will be determined through review, design and permitting.

Group 2 – Bus Stops Projected to Need Additional Right of Way

Site #	STOP ID	Stop Name Description	PINs [Parcel Identification Number]
3	5663	New Hope Commons Shopping Center	0800-02-64-7450
4, 5	5184 5811	Durham Plaza Shopping Center	0832-10-35-4632
1102	6279	NC 55 at Golden Corral (NB)	0738-03-01-9325 0738-03-01-9651
1103	6283	NC 55 at Allendown Dr (NB)	0738-03-02-8211 0738-03-02-8490
1104	5161	NC 55 at Meredith Dr (NB)	0738-03-02-9517 0738-03-02-9731
1105	6627	NC 55 at Service Station	0738-01-16-9886 0738-01-27-0026
1106	6631	TW Alexander Dr at Page Rd (WB) [paired with 6629]	0758-02-69-0972
1107	6629	TW Alexander Dr at Page Rd (EB) [paired with 6631]	0758-02-59-8065
1108	5285	Chapel Hill Rd at Valley Terrace (SB)	0810-08-89-2180
1109	6473	Chapel Hill Rd at Valley Terrace (NB)	0810-08-89-7185
1110	6163	Chapel Hill Rd at W Cornwallis Rd (SB2)	0810-08-89-5349 0810-08-89-5340 0810-08-89-2180
1111	5340	Morehead Ave at Kent St	0821-46-24-4017
1113	5158	Roxboro St at Lawson St (NB)	0821-19-70-5206
1114	6599	Lawson St at Concord St (WB)	0821-20-80-5441 0821-20-80-6401
1115	6039	E Main St at Goley St (EB)	0831-14-33-9786
1116	5205	Angier Ave at Vine St (WB)	0831-14-43-9142
1117	5708	Angier Ave at Hoover Rd (WB)	0831-20-80-6851
1118	5910	Angier Ave at Ellis Rd	0830-08-99-3291 0830-08-99-4149 0830-08-99-3245

Site #	STOP ID	Stop Name Description	PINs [Parcel Identification Number]
1119	5305	E Main St at Mangum St (WB)	0821-12-97-5121 0821-12-97-5028 0821-12-97-5047
1120	5202	Roxboro Rd at Edwards St	0832-17-10-7487 0832-17-10-7389
1121	5141	Avondale Dr at Trinity Ave (NB)	0832-18-41-2264
1122	5238	Avondale Dr at E Knox St (NB)	0832-14-33-5596
1123	5550	Hardee St at Delano St (Hardee Terrace) [paired with 6487]	0841-05-08-1841
1124	6487	Hardee St at Delano St (SB) [paired with 5550]	0831-08-97-9832
1125	6172	Hardee St at Holloway St	0831-12-96-6114 0831-12-96-5299
1126	6348	Holloway St at Durham Ridge Assisted Living	0851-03-02-3552
1127	5732	Hillsborough Rd at Carolina Ave	0822-13-22-3948
1129	6564	Leon St at Haverford St (WB)	0822-07-68-1802
1130	6110	North Pointe Dr at Broad St (EB) [paired with 6314]	0822-07-48-7739
1131	5579	North Pointe Dr at North Pointe Shopping Center (WB)	0822-06-39-5700
1132	6109	North Pointe Dr at North Pointe Shopping Center (EB)	0822-06-29-9578
1133	6684	North Pointe Dr at Woodmont Dr (EB)	0822-05-19-7854
1135	6129	New Castle Rd at Wyldeewood Rd (SB) [paired with 6603]	0823-09-27-3129
1136	6603	New Castle Rd at Wyldeewood Rd (NB) [paired with 6129]	0823-10-27-9336
1137	5932	Chalk Level Rd at Horton Rd (EB)	0823-11-66-2867
1138	5679	Crutchfield St at Crabtree Ave	0823-16-83-5198 0823-16-83-7135
1139	5322	Meriwether Dr at E Carver St (NB)	0833-13-24-1703 0833-13-24-1677
1141	5450	Meriwether Dr at Oxford Ct	0833-14-23-9301
1142	5473	Old Oxford Rd at Dearborn Dr (WB)	0833-14-33-6140 0833-14-32-7846
1143	5968	Glenbrook at Club	0832-07-67-2749 0832-07-58-8160
1144	5489	Dearborn Dr at Wiley Ave	0832-08-89-2547 0832-08-89-2449
1145	6507	E Geer St at Faucette Ave (WB) [paired with 6635]	0832-16-93-5547

Summary

Following Board approval, GoTriangle's real estate team will receive preliminary plans from GoTriangle's design engineer. A GoTriangle agent will meet with affected property owners

to explain the impacts of the improvements. Before the initiation of negotiations, the property interest to be acquired will be appraised, unless the owner is donating the property and releases GoTriangle from the appraisal obligation, or GoTriangle determines that an appraisal is unnecessary because the valuation is uncomplicated and the fair market value is estimated at \$10,000 or less, based on a review of available data.

After a determination of just compensation, GoTriangle's agent will begin negotiations with the property owner:

- A minimum of 3 attempts to settle with each property owner will be made.
- GoTriangle's agent will keep a detailed negotiation diary and all other material information regarding the attempted settlement.
- Once a signed Offer to Purchase is secured, the agent will deliver the original documents to GoTriangle to review and process payment.
- GoTriangle will complete the requisite filings in order to secure the property interest on behalf of the City of Durham.
- In the event a property owner refuses to settle or negotiations reach an impasse, GoTriangle will consider amending its plans or identify a different location. GoTriangle is not requesting authorization from the Board to condemn property for bus stop improvements.

Financial Impact

The proposed initiative will utilize funds that have been adopted in previous Durham Transit Work Plans. GoTriangle's initial estimate for right of way acquisition is \$5,000 per bus stop location. The initiative will have no incremental impact to the transit plan since funds have been approved previously for design, real estate acquisition, equipment purchase and construction for GoTriangle bus stops.

Attachments

- None

Staff Contacts

- Gary Tober, 919-485-7577, gtober@gotriangle.org
- Richard Major, 919-485-7483, rmajor@gotriangle.org



MEMORANDUM

TO: GoTriangle Board of Trustees Operations & Finance Committee
FROM: Tom Henry, Interim General Counsel
DATE: November 19, 2021
SUBJECT: Amendment to GoTriangle By-laws

Strategic Objective or Initiative Supported

Action Requested

Staff requests that the Committee recommend approval of the proposed revision to GoTriangle's By-laws for the purpose of clarifying the definition of quorum for committee meetings and to align the definition with North Carolina's Open Meetings law.

Background and Purpose

Staff recently identified an inconsistency between GoTriangle's by-laws related to the definition of a committee quorum and other state laws related to public body governance. North Carolina law often defines a quorum in terms of a "majority" of a public body's membership, which creates consistency with the Open Meetings law. GoTriangle's by-laws, however, currently define a committee quorum as exactly "three" voting members, regardless of the number of members holding seats on a particular committee. Redefining a committee quorum to be "the greater of" either the number three or a majority of its members, as shown in the attachment, would bring the by-laws into alignment with the Open Meetings law and other public body legislation.

Financial Impact

None.

Attachments

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

Staff Contacts

- Tom Henry, 919-485-7589, thentry@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	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) Budget Audit and Accounting Financing Short-range planning System start-up Service planning reviews Bus routes Bus purchases

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 any standing or ad-hoc committee shall be determined by the greater number of the following: either three present voting Board members or a majority of present voting members as~~ ~~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, ~~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 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 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 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.

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.

|

MEMORANDUM

TO: Operations and Finance Committee
FROM: Finance & Administrative Services
DATE: December 2, 2021
SUBJECT: **Durham Transit FY 2022 Q2 Durham Transit Work Plan/Budget Amendment**

Strategic Objective or Initiative Supported

Implement the Durham Transit Plan. This item supports initiative 1.2, "Pursue service improvement and expansion opportunities".

Action Requested

Staff requests that the GoTriangle Operations & Finance Committee recommend to the GoTriangle Board of Trustees the approval of the FY 2022 Q2 Durham Transit Work Plan amendments. A total of one amendment has been included for recommendation for a total financial impact of \$29,000.

Background and Purpose

One (1) amendment

1. Durham Transit Plan Development (Additional Funding for Public Outreach) – The original project was adopted as part of the FY20 Work plan. A desire to increase funds has been identified and will be utilized to support an additional phase of public outreach that was not included in the original scope for the preferred scenario of the new Durham Transit Plan.

Included in these attachments has been submitted for approval:

- Detailed Project Amendment Request

At the time of the GoTriangle Operations and Finance Committee receiving this item, the Durham Staff Working Group will have already reviewed and recommended the listed amendment to the GoTriangle Board of Trustees.

Financial Impact

The proposed amendment, if recommended by this committee and approved by the Board of Trustees, will increase the Durham Transit Work Plan by \$29,000.

Staff Contact(s)

- Steven Schlossberg, Budget and Finance Manager, sschlossberg@gotriangle.org, (919) 485-7590
- Sandra Freeman, CFO/Director of Finance and Administrative Services, sfreeman@gotriangle.org, (919) 485-7415



**DURHAM • CHAPEL HILL • CARRBORO
METROPOLITAN PLANNING ORGANIZATION**

101 City Hall Plaza • Durham, NC 27701 • Phone (919) 560-4366 • dchcmpto.org



To: Durham Staff Working Group
From: Aaron Cain, SWG Administrator
Re: Request for Additional Funding for Public Outreach for Durham Transit Plan

Summary. The Durham-Chapel Hill-Carrboro Metropolitan Planning Organization (DCHC MPO) requests an amendment to the FY22 Durham Work Program to add \$29,000 to the Durham Transit Plan Development project (20MPOAD1) in order to carry out an additional phase of public outreach for the preferred scenario of the new Durham Transit Plan. This phase of public engagement was not scoped in the existing contract with Kimley-Horn; DCHC MPO expects to contract with a local engagement firm for these services.

Background. The development of a new Durham Transit Plan, necessitated by the discontinuation of the Durham-Orange Light Rail Transit (D-O LRT) project, is nearing its conclusion. All parties expect to be able to bring a completed plan to the governing boards for approval in spring 2022. Two rounds of public engagement have been conducted to coincide with earlier phases of the transit plan development process. Staff will have a preferred scenario for transit services and capital improvement completed in the next two to three months. In order to properly engage the public and inform Durham residents of the results, as well as garner feedback, additional assistance will be required.

Issues. The contract with the lead consultant, Kimley-Horn and Associates, does not include a third phase of public outreach. Therefore, the additional funds, in the total of \$29,000, are requested in order to contract with a local firm to complete this final phase of outreach.

Staff Recommendation. DCHC MPO staff recommends approval of the budget amendment request in the amount of \$29,000 to be added to the budget for Durham Transit Plan Development.

Staff Contact. Aaron Cain, Staff Working Group Administrator, DCHC MPO, aaron.cain@durhamnc.gov