



GoTriangle  
 Board of Trustees  
 December 15, 2021  
 12:00 pm-2:30 pm Eastern Time

*Based on NC Safer At Home executive orders in response to COVID-19, the GoTriangle Board of Trustees will meet remotely on Wednesday, December 15, 2021, at 12:00 pm.*

*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 Sig Hutchinson)*

**ACTION REQUESTED:** Adopt agenda with any changes requested.

**II. Recognition**

**A. Employee Service Awards**

*(5 minutes Charles Lattuca)*

**III. Public Comment**

*(Sig Hutchinson)*

*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](mailto:mdawson@gotriangle.org).*

**IV. Consent Agenda**

*(1 minute Sig Hutchinson)*

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

**ACTION REQUESTED:** Approve consent agenda.

A. Minutes - November 17, 2021 | regular session

B. Minutes - November 17, 2021 | closed session

C. Triangle Regional Model Protocol Update

*P&L RECOMMENDATION: Adopt the updated Triangle Regional Model Protocol.*

Triangle Regional Model Protocol

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

*O&F RECOMMENDATION: 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.*

Falconbridge Road map

E. Durham Bus Stop Right of Way Acquisition

*O&F RECOMMENDATION: 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].*

F. By-laws Amendment

*O&F RECOMMENDATION: Approve 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

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

*O&F RECOMMENDATION: Approve the FY2022 Q2 Durham Transit Work Plan and budget ordinance amendments.*

Budget Change Impact

Ordinance 2021 0034

Ordinance 2021 0035

Memo to Durham Staff Working Group

H. Board Response to Local Government Commission

*ACTION REQUESTED: Approve the Financial Performance Indicator of Concern letter.*

Response Letter to the LGC

I. Wake Transit Work Plan Project Period of Performance Extensions

*ACTION REQUESTED: Authorize the President /CEO to execute agreements to extend the period of performance and to re-allocate remaining funds from the FY2018 Wake Transit Work Plan project funding allocations, as presented in the table attached to this agenda item.*

Attachment 1 | FY 2018 Project Funding Agreement Period of Performance Extensions

## 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 Sig Hutchinson)*

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

### B. Operations & Finance Committee Report

*(5 minutes Vivian Jones)*

### C. Planning & Legislative Committee Report

*(5 minutes Will Allen III)*

### D. RUS Bus Development

#### 1. Closed Session | RUS Bus Agreements

NCGS §143 318.11.(a)(3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged.

*ACTION REQUESTED: Enter into closed session pursuant to the General Statute listed above to consult with attorney.*

#### ***Return to open session***

Presentation

## VI. Other Business

### A. President & CEO's Report

*(5 minutes Charles Lattuca)*

Contracts

New Hires & Promotions

#### 1. Operations Update

*(5 minutes Patrick Stephens)*

#### 2. Covid-19 Vaccination & Testing Update

*(5 minutes Carolyn Lyons)*

**3. Capital Projects Status Report**

Presentation - CRT Update  
(10 minutes Katharine Eggleston)

CRT Webinar Report  
(Wendy Mallon)

**B. Office of General Counsel Report**

(5 minutes Byron Smith)

**C. Chair's Report**

(5 minutes Sig Hutchinson)

**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 Brenda Howerton)

**VII. Adjournment**

(Sig Hutchinson)



**BOARD OF TRUSTEES  
MEETING MINUTES**

4600 Emperor Boulevard  
Suite 100  
Durham, NC 27703

Wednesday, November 17, 2021

12:00 p.m.

Virtual | Webex

**Board members present** | Will Allen III, Corey Branch [arr. 12:03, left 2:31 p.m.], Mike Fox [left 1:52 p.m.], Brenda Howerton, Sig Hutchinson, Valerie Jordan, Vivian Jones, Michael Parker, Renée Price [arr. 12:14 p.m.], Charlie Reece, Jennifer Robinson [left 12:59 p.m.], Stelfanie Williams [arr. 12:05 p.m.]

Chair Sig Hutchinson officially called the meeting to order at 12:00 p.m. A quorum was present.

**I. Adoption of Agenda**

**Action:** A motion was made by Allen and seconded by Howerton to adopt the agenda. Upon vote by roll call, the motion was carried unanimously.

**II. Recognition**

**A. Employee Service Award**

President/CEO Lattuca recognized Miguel Benitez for 10 years' service to GoTriangle.

**III. Public Comment**

No comments.

Branch and Williams arrived.

**IV. Consent Agenda**

**Action:** A motion was made by Jones and seconded by Howerton to adopt the consent agenda. Upon vote by roll call, the motion was carried unanimously.

The following consent agenda items were approved:

- September 29, 2021 | Special Session Minutes.
- September 29, 2021 | Closed Session Minutes.
- October 27, 2021 | Regular Session Minutes.
- October 27, 2021 | Closed Session Minutes.
- Budget ordinances 2021 0030 and 0031 and the FY2022 Q2 Durham Transit Work Plan amendments.
- Budget ordinances 2021 0032 and 0033 and the FY2022 Q2 Wake Transit Work Plan amendments.
- Continue serving the airport with the RDU shuttle, remove RDU airport stop from route 100 during the day and suspend route 105.
- 2022 vacation and sick leave policy recommendations.

The budget ordinances, list of work plan amendments for Durham and Wake counties and the vacation and sick leave policy changes are attached and hereby made a part of these minutes.

## V. Presentations

### A. FY2021 Audit Report

Sandra Freeman introduced Scott Duda, Professional Services Industry Practice Leader/Assurance Partner with Cherry Bekaert. His presentation is attached and hereby made a part of these minutes.

The audit of the FY2021 financial statements produced an unmodified opinion with no internal control findings, no compliance findings and no recommended adjustments.

The uniform grant audit also resulted in an unmodified opinion with no significant deficiencies and no material weaknesses. The state single audit results of major state programs also yielded an unmodified opinion with no significant deficiencies, no material weaknesses and no material nor nonmaterial noncompliance.

Price arrived.

### B. Transit Advisory Committee Recommendations

Jerome Brown, TAC Chair, presented recommendations from its Bus Rapid Transit Subcommittee which are attached and hereby made a part of these minutes.

#### *Transit-Oriented Development in Bus Rapid Transit Corridors*

- Encourage walkable, mixed use, dense, and connected BRT corridors
  - Land use policy
  - Multimodal transportation tie-in along BRT corridor
  - Reimagining urban design
- Address the concerns of BRT skeptics
  - Gentrification, displacement, predatory real estate development practices
  - Loss of green space

Board members thanked Brown for the report and suggested that the information be shared with the Triangle J Council of Government, other local governments in the region and the DCHC MPO.

## VI. General Business Agenda

### A. Items Removed from Consent Agenda

None.

### B. Operations & Finance Committee Report

Committee chair Jones reported that three action items were included on the consent agenda. The Committee also received information on a Covid-19 vaccination and testing policy for employees and a staff presentation on the Annual Comprehensive Financial Report.

### C. Planning & Legislative Committee Report

Will Allen reported that the Committee met prior to the Board meeting and received a presentation on the Triangle Regional Model protocol by Leta Huntsinger, Director of Research at ITRE. The model is a partnership among NCDOT, CAMPO, DCHC MPO and GoTriangle. The Committee voted to recommend adoption of the updated TRM protocol.

### D. RUS Bus Development

Katharine Eggleston's presentation is attached and hereby made a part of these minutes. Phase II of Raleigh Union Station, a multi-modal facility in downtown Raleigh, is a joint development project between GoTriangle and a private development partner for planned mixed-use high-rise with a ground floor transit facility.

The public project components are:

- Ground floor transit center
- Pedestrian bridge to train station
- Wayfinding and accessibility enhancements
- West Street improvements
- BRT infrastructure
- Traffic signal upgrades
- Low/no emission rolling stock

Project funding includes a \$20 million federal BUILD grant, state STIP funds of \$8,860,000, and local funds from Wake Transit and GoTriangle of \$9,057,000. The Joint Development Services Agreement was approved by the Board in October and two additional agreements are under negotiation. Demolition and construction are scheduled to start in the spring of 2022 with project completion slated for the summer of 2025.

Eggleston discussed the project risks and mitigation strategies.

Parker asked if the state funds are certain. Eggleston stated that those funds are committed in the STIP and not subject to reprioritization in the next round and staff has started a conversation with NCDOT about the timing of the availability of the funds. Initial feedback received was because the project is associated with a project that has a Federal grant it would be prioritized over other projects without federal grants.

Jeff Bandini then explained the private portion of the project, which consists of 500,000 square feet across two high-rise buildings, 350 apartment units including 10% affordable housing units, 200 hotel rooms, 18,000 square feet of retail and 550 parking spaces.

#### 1. Predevelopment MOU Addendum

**Action:** A motion was made by Allen and seconded by Price to authorize the President/CEO to execute an addendum to the Predevelopment MOU with RB Infrastructure LLC, a special purpose entity owned and controlled by Hoffman & Associates, for an amount not to exceed \$400,000 to continue advancing

development of the RUS Bus Transit Facilities. Upon vote by roll call, the motion was carried unanimously.

## 2. **Closed Session | RUS Bus Agreements**

**Action:** A motion was made by Williams and seconded by Howerton to enter into Closed Session at 1:18 p.m. pursuant to NCGS §143-318.11(a)(3) to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. Upon vote by roll call, the motion was carried unanimously.

**Action:** The Board returned to open session at 1:48 p.m. Chair Hutchinson reported that the board received a briefing on contract negotiations for the RUS Bus project and no action was taken.

## VII. **Other Business**

### A. **FY2021 Annual Bus Service Performance Report**

Andrea Neri's presentation and the annual bus service performance report are attached and hereby made a part of these minutes.

#### **Key findings:**

- Ridership was low during FY 2021 due to COVID-19, but grew over the course of the year. FY2021 ridership was 1,171,238, down 30% from FY2020 and 44% from FY2019.
- Low operator staffing levels impacted GoTriangle's ability to operate full service and provide expansion service.
- Peak-only routes underperformed for the entire fiscal year – down 58% from FY2019, while off-peak ridership was constant.
- Route 300 (Raleigh-Cary) was the most productive route in the system. Route FRX (Raleigh-Fuquay-Varina) was the least productive route in the system

### B. **President and CEO's Report**

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

- GoTriangle participated in an event at Raleigh Union Station with Representatives Ross and Price announcing the federal infrastructure bill that recently passed. The bill includes \$1.7 billion for transit, including a large amount for electric buses and electric bus infrastructure. The bill also includes money for freight and passenger rail that could help with the commuter rail project.
- A webinar on the commuter rail stations is scheduled for tomorrow night.
- GoTriangle has initiated an operator respect campaign.
- Staff is working on Covid-19 vaccination and testing protocols. It will include a \$400 per person incentive for getting vaccinated by the end of the year. Weekly testing for unvaccinated employees will be required effective January 4<sup>th</sup>.



## 1. Operations Update

Patrick Stephens' monthly report is attached and hereby made a part of these minutes. He shared that weekday ridership is currently around 5,000 passengers per day compared to 7,500 in FY2019. He added that weekend ridership has been 30% above pre-Covid ridership.

Wendy Mallon shared details about the operator respect campaign. The presentation is attached and hereby made a part of these minutes.

## 2. Capital Projects Status Report

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

Eggleston reported that staff participated in a very positive meeting on the status of the railroad capacity modeling study. Additional information has been provided to Norfolk Southern since the meeting. The study is anticipated to be complete by February. A joint board work group meeting with NCRRT is scheduled for November 30<sup>th</sup>.

Eggleston then reviewed top risks and mitigation activities related to the project:

- Railroad coordination | railroad capacity modeling study ongoing
- Local buy-in | regular meetings have been ongoing with all municipalities in the corridor and institutional partners; individual meetings are being scheduled in December to plan for public and elected official engagement
- Cost-sharing discussions | Wake and Durham counties are engaging financial consultants to evaluate model assumptions and support cost-sharing negotiations; working with staff and leadership in Johnston County to discuss their participation
- Feasibility in key areas | Durham and Cary engineering study final results are expected in December
- Federal funding eligibility | ridership model updates are ongoing to prepare for updated projections

Upcoming study activities:

- Project definition | on track to wrap up study activities related to project definition and publish final results in early 2022
- Project metrics | two reports have been received: affordable housing and travel markets analysis; the final two are economic development and land use analysis
- Public engagement | scheduled webinar on proposed commuter rail stations, plans are being made for public engagement in 2022 ahead of the decision making process

Liz Raskopf discussed the planned webinar, "An inside track on proposed commuter rail stations." She stated that 464 people are registered, with a cap of 500.

### C. Office of the General Counsel Report

Interim General Counsel Tom Henry reported on the following items:

- Work continues with outside consultants to bring the RUS Bus negotiations to a conclusion.
- Legal staff is assisting with the development of the Orange and Durham Transit Plans and the related governance study.
- The state budget is nearing conclusion and reports indicate that SMAP funding will be restored.
- Legal has been working with talent services on the policy updates to sick and vacation leave and an upcoming Covid-19 vaccine and testing policy.
- Staff is preparing for Byron Smith to join GoTriangle by preparing a reference library of policies and procedures and other background.

Henry also thanked that Board for the opportunity and privilege to support the organization during this transition period.

### D. Chair's Report

Committee assignments for 2022 were distributed and are attached and hereby made a part of these minutes.

### E. Board Member Reports

#### 1. CAMPO Executive Board Representative

Will Allen III reported that the CAMPO Executive Board would be meeting later today.

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

Will Allen III reminded Board members of the upcoming trip to South Florida to see commuter rail. Jones stated that commuter rail was a key topic at the annual meeting.

#### 3. DCHC MPO Board Representative

Michael Parker stated the major topic of the meeting was the ongoing work on the 2050 MTP, with a presentation on the vision plan.

#### 4. Rail~Volution Conference Report

Will Allen III reported on the Rail~Volution conference. His written report was included in the October minutes.

Board members thanked Tom Henry for his work as interim General Counsel.

## VIII. Adjournment

**Action:** Chair Hutchinson adjourned the meeting at 2:45 p.m.

Sig Hutchinson, Chair

Attest:

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Michelle C. Dawson, CMC  
Clerk to the Board

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## MEMORANDUM

**TO:** GoTriangle Board of Trustees Planning & Legislative Committee  
**FROM:** Planning and Capital Development  
**DATE:** November 3, 2021  
**SUBJECT:** Triangle Regional Model Protocol Update

### Strategic Objective or Initiative Supported

1.3 Incorporate innovations to improve mobility and environmental stewardship

### Action Requested

Staff requests that the Committee recommend that the Board of Trustees adopt the updated Triangle Regional Model Protocol.

### Background and Purpose

Established as a partnership among GoTriangle, NCDOT, DCHC MPO, and CAMPO, the Triangle Regional Model Service Bureau (TRMSB) provides a unique capability to develop the Triangle Regional Model (TRM), which is used by all four stakeholder agencies and private consultants as users to assess the impacts of transportation investments on the Triangle region.

The purpose of the TRM Protocol is to provide a clear structure and procedures for collaboration on the development, modification and maintenance of a mutually adopted Triangle regional travel demand model, and associated transportation modeling tools. Specifically, this protocol defines signatories to the protocol, responsibilities for maintenance and modification of different versions of the travel demand model and any ancillary modeling tools, procedures for distribution of the mutually adopted model, steps to amend this protocol, and, if necessary, how to dissolve participation with the TRM. In addition, the purpose of the protocol is to assure consistency of model sets, integrity of data sets, and the mutual support and buy-in of all signatory agencies.

This protocol is periodically reviewed and updated to reflect updated procedures and understandings among the parties. This update to the TRM Protocol has been recommended for approval by the TRM Executive Committee, which includes the following representatives of the signatory agencies:

- CAMPO: Chris Lukasina, Executive Director
- DCHC MPO: Felix Nwoko, Transportation Planning Manager

- NCDOT: Travis Marshall, Deputy Director, Transportation Planning Division
- GoTriangle: Katharine Eggleston, Chief Development Officer

### Financial Impact

None

### Attachments

- Triangle Regional Model Protocol

### Staff Contacts

- Jay Heikes, Senior Transportation Planner, 919-314-8741, [jheikes@gotriangle.org](mailto:jheikes@gotriangle.org)
- Katharine Eggleston, CDO, 919-485-7564, [keggleston@gotriangle.org](mailto:keggleston@gotriangle.org)



# Triangle Regional Models Protocol

## I. Purpose

The purpose of this protocol is to provide a clear structure and procedures for collaboration on the development, modification and maintenance of a mutually adopted Triangle Regional Model (TRM), and associated transportation modeling tools. Specifically, this protocol defines signatories to the protocol, responsibilities for maintenance and modification of different versions of the travel demand model and any ancillary modeling tools, procedures for distribution of the mutually adopted model, steps to amend this protocol, and, if necessary, how to dissolve participation with the TRM. In addition, the purpose of the protocol is to assure consistency of model sets, integrity of data sets, and the mutual support and buy-in of all signatory agencies.

## II. Definition of Terms

The following terms shall have the meanings indicated. All other terms should be understood to have their usual and customary meanings.

- A. Signatory. The person authorized to sign written commitments on behalf of a Signatory Agency with regard to the items in this protocol.
- B. Signatory Agency. An organization that has agreed to participation in the Triangle Regional Model through the adoption of this protocol and participation in the annual work program and budget.
- C. Model Custodial Agency. The organization designated by the Signatory Agencies to be responsible for the warehousing, maintenance, documentation and distribution of all data, computer programs, and model files necessary to install and execute the Triangle Regional Model and any ancillary modeling tools. The Model Custodial Agency is also responsible for related written technical reports, manuals and similar materials associated with versions of the Triangle Regional Model and any ancillary tools covered by this protocol.
- D. Triangle Regional Model Team. Technical staff working for the Model Custodial Agency plus technical staff employed by signatory agencies who have been assigned to work on Triangle Regional Model tasks in the adopted annual work program.
- E. Metropolitan Transportation Plan (MTP). The most recent adopted or amended Metropolitan Transportation Plan that applies to any Metropolitan Planning Organization (MPO) which is a signatory agency to this protocol.
- F. Calibration Year: the year for which the files of any model version have been aligned with socioeconomic data, traffic counts and transit ridership.
- G. Validation Year: the year for which the calibrated model is run to compare results to actual traffic counts and transit ridership.
- H. Technical Correction: a technical correction is a change to a model version to fix errors or depict conditions already intended to be in the model. A technical correction does not add new features to, nor modify existing features of, the model; nor does it incorporate updated data or inputs in the model.
- I. Ancillary Modeling Tools: modeling software or other analytic methods, along with their associated data, that are not part of the official Triangle Regional Model but are assigned to the Model Custodial Agency by the Signatories.

### III. Organizational Structure

#### *Signatories*

The signatories to this protocol shall be the Executive Board chair for the NC Capital Area Metropolitan Planning Organization (CAMPO), the MPO Board chair for the Durham-Chapel Hill-Carrboro Metropolitan Planning Organization (DCHC MPO), the chair of the GoTriangle Board of Trustees (GoTriangle), and the Secretary of the North Carolina Department of Transportation (NCDOT). Additional signatories may be added as provided for in Section V of this protocol. Each signatory may at any time designate an official signee by written notice to each of the other signatories. If any titles of positions or names of agencies change, their successors are deemed to meet the above definitions without modification of this protocol.

#### *Model Executive Committee*

The Model Executive Committee shall be composed of one person (the “member”) from each of the signatory agencies as designated in writing by each signatory. This person will exercise seat, voice and vote on behalf of the signatory agency on matters of use of personnel time, budget allocations and other resources. By written notice to the other Executive Committee members, this person may appoint a designated alternate who may participate on the Committee and vote in the absence of the Executive Committee Member. The executive committee shall oversee the development of a common work program and priorities for all aspects of the Triangle Regional Model. In addition, this committee is responsible for resolving conflict and disputes related to aspects of the TRM, including but not limited to, items associated with the work program, priorities, model team collaboration and technical issues that arise in the development, maintenance and use of the model. The Executive Committee shall strive to meet quarterly, but shall meet at least twice per local government fiscal year (July 1 through the subsequent June 30), and may choose to meet on an as-needed basis, if warranted. A quorum for conducting business of the Executive Committee shall be fifty percent (50%) plus one of the membership. The Executive Committee, at its discretion, may request that a signatory agency, the model custodial agency or another agency serve as a convener and facilitator for activities of the Executive Committee. On voting matters, a tie vote by the Executive Committee means the motion is not approved.

#### *Model Custodial Agency*

The Model Executive Committee shall appoint a model custodian. The model custodian will be responsible for maintaining the computer files related to the Triangle Regional Model, including all transportation model files and associated network link data and traffic analysis zone level socioeconomic data, for model calibration and validation years and currently adopted MTP base, future interim and future horizon years. This work will include but not be limited to maintaining a log of changes and current documentation of model work, complete backup of model files, and managing access to the model via FTP site or other means. The model custodian is further responsible for distribution of model files and documentation to signatories through FTP access or other means as needed. It is the signatories’ responsibility to direct their contractors or consultants to the model custodian for access to mutually adopted and transitional model files. The model custodian shall keep a record of all model files supplied to contractors or consultants.

#### *Model Team*

The TRM Model Team consists of the staff employed by the custodial agency to support the TRM Service Bureau and representatives from signatory agencies who are responsible for undertaking TRM tasks. The Model Team serves in a technical and advisory capacity; decisions related to the Triangle



Regional Model are made by the Model Executive Committee, or the Signatory Agencies, as outlined in this protocol. Signatory agencies shall commit FTE staff levels, or the funding equivalent, as contained in the approved work program and budget adopted by the Executive Committee. All TRM Model Team members shall, at the discretion of the Project Manager, work on site at the model custodial agency to enable the Team to collaborate seamlessly and reduce risks that team members will be unable to fulfill their TRM obligations due to non-TRM assignments.

If tasks related to a modal-specific ancillary modeling tool are part of the Model Team work program and budget, any project sponsor staff and/or contractors shall be invited to participate in Model Team efforts related to that tool, subject to a written understanding with any project sponsors.

The custodial agency shall designate a Project Manager for the TRM Service Bureau who serves as the leader of the Team and is responsible for implementing and monitoring the annual work program and budget approved by the TRM Executive Committee. The Project Manager is responsible for providing adequate staff effort to fulfill the work program by specifying task descriptions, deliverables and person hours required. The Project Manager is accountable to the Executive Committee and is empowered by the Executive Committee to manage the TRM team members, including staff representing the signatory agencies, in order to implement the approved work program. Each team member is responsible for progress reporting in a time and manner determined by the Project Manager and shared with the Executive Committee.

#### *Triangle Regional Model User Forum*

The Model User Forum shall create a space where practitioners who use the Triangle Regional Model or are engaged in broader transportation modelling efforts can come together to discuss issues, concerns and opportunities, and share ideas related to the use and improvement of the TRM and related transportation modeling software. The Model Custodial Agency shall serve as convener and facilitator for this forum. Participation in the Forum shall include but not be limited to MPO and NCDOT staff, as well as other end-users such as local transportation departments and consultants. This Forum shall be convened as needed, but not less than annually.

## **IV. Triangle Regional Model**

It is common practice for transportation modelers to be working on more than one version of a model at any given time, for example by applying one version while developing a subsequent version. This section is designed to create clear distinctions between model versions, guide the appropriate use of specific versions, and provide expectations for how both the Model Executive Committee and the Model Team understand these distinctions and communicate them effectively. Nothing in this protocol shall bind an organization from undertaking statutory or regulatory responsibilities, including using a version of the model prior to its adoption by all signatory agencies. Nothing in this protocol prevents a signatory agency from developing and using other versions based on the Triangle Model or using other or supplementary transportation models, but only the versions addressed by this protocol are deemed to have standing as the “Mutually Adopted Model” by all signatories.

#### *Model Version Definitions*

The Triangle Regional Model shall have at least one version (the “Mutually Adopted Model”, often termed the “Official” model) and may have other versions as defined below. A model is comprised of a group of files run on a specified computer platform. All versions of the model shall be specified by a version name, number and adoption or approval date. An appendix to this protocol illustrates the status of different versions of the model at the time of this protocol revision.

1. Mutually Adopted Triangle Regional Model (“Official” Model). There shall be a mutually adopted version of the Triangle Regional Model at all times. This version shall be adopted or re-adopted by all of the signatory agencies concurrently with each initial adoption of an MTP, as described in the “Adopting and Distributing the Model” section of this document.
2. Transitional Triangle Regional Model. A transitional version of the TRM is optional, allowing signatory agencies, partner agencies and consultants to confidently take advantage of model improvements and upgraded SE and network data that have been carefully vetted by the Model Custodial Agency and which the signatory agencies intend to incorporate within the mutually adopted version. A transitional version of the TRM is expected to proceed to designation as the Mutually Adopted Regional Model within a relatively short time period, and thus may be the best version for studies that are getting underway and will extend for longer than 6 months or a year.
3. Developmental Triangle Regional Model. A developmental version of the TRM is optional. A developmental version would typically involve significant changes to major elements of the model, such as an updated computer platform and/or the functionality of one or more of the steps in the model, such as trip generation, destination choice, mode choice and assignment.

For each model version, the file set shall include calibration and validation year files, future year files whose horizon year shall align with an appropriate MTP horizon year, and one or more intermediate year files, as reviewed by the Model Team and approved by the Executive Committee. Model documentation, including at a minimum a Technical Manual and a User’s Guide, shall be kept current and made available along with the model’s files. All files and documentation that comprise the Mutually Adopted Model and any Transitional Model will be maintained in the Triangle Regional Model Technical Manual prepared and updated by the Model Custodial Agency.

#### *Ancillary Modelling Tools*

The work program and budget may include tasks that involve ancillary modelling tools, including modal-specific tools, that rely on, link to, serve as a component of or complement to, or benefit from inputs and/or outputs of the Triangle Regional Model. Tasks associated with ancillary modelling tools may be included in the adopted TRM budget and workplan. Signatory Agencies and other partners may choose to develop supplementary protocols or written agreements related to ancillary modelling tools.

#### *Using the Model*

Organizations wishing to use the Triangle Regional Model shall apply procedures outlined in the Triangle Regional Model Technical Manual. Any model changes, assumptions or alternative analyses that are used by one of the Signatory Agencies must be documented to show deviations from the mutually adopted model, and communicated to the Model Custodial Agency. It is appropriate for any agency or group that will use the Triangle Regional Model to support major transportation decisions to use the most currently adopted version of the Official Triangle Regional Model, or in certain applications, an approved transitional version of the model.

#### *Work Program*

In order to plan, budget, and administer Triangle Regional Model Activities, a two-year work program aligned with NCDOT and MPO fiscal years outlining tasks and priorities shall be developed by the Project Manager in consultation with the Model Team and approved by the Model Executive Committee, at least once a year. The two-year work program shall include a detailed budget and task list covering the first year. This work program shall identify, at a minimum, deliverables associated

with each task, the estimated time frame and milestones for completing each task, the resources required to complete each task, and note of any future tasks that are dependent upon its completion. Carrying out the tasks of this work program will be the responsibility of the Project Manager and the Model Team and, where clearly specified, the signatory agencies. The work program should clearly distinguish tasks related to the mutually adopted version, any transitional version, any developmental version and any ancillary modeling tools.

The work program should remain flexible to be able to respond to shifting priorities, as determined by the Executive Committee. Significant adjustments to the work program, defined as changes resulting in the failure to complete a budgeted deliverable in the first year of the two-year program, require review and approval by the Executive Committee. Minor adjustments in hour allocations or team assignments are at the discretion of the Custodial Agency Project Manager.

Any proposed amendments to an adopted work program shall be submitted in writing to the Project Manager of the Model Custodial Agency, who will share the proposal with the Model Team and include the proposal in the agenda of the next meeting of the Model Executive Committee.

Descriptions of the proposed amendments are to be prepared by the proposer in a form to be reviewed by the Model Team and acted on by the Model Executive Committee. The Model Executive Committee will approve or deny proposed amendments to the work program, approve modified versions of the proposed amendments or table proposals for further discussion pending receipt of additional information.

#### *Adopting and Distributing the Model*

The mutually adopted Triangle Regional Model shall be adopted by the signatories to this agreement as needed for new versions of the model but not more often than semi-annually. The signatories through their individual approval processes officially adopt the model. The signatories shall transmit notification of official approval action in writing to the Model Custodial Agency staff person responsible for providing oversight and direction to the Triangle Model Team. The Model Custodial Agency shall retain copies of approvals. Upon adoption of the official model, the Model Custodial Agency shall distribute it to signatory agencies.

#### *Modification of the Model*

The Model Team under the supervision of the Model Executive Committee will be responsible for modification of the versions of the Triangle Regional Model. Modification includes but is not limited to modifying model structure, updating data files, improving model inputs, correcting errors in the model and adding enhancements to the model structure.

The Model Executive Committee shall collectively develop, and the Model Custodial Agency shall maintain, a list of types of modifications to the mutually adopted model version that can be made by the approval of: (1) the Model Team itself (Technical Corrections that are “minor” changes such as correcting network coding errors or modifying zonal centroid connectors); (2) the Model Executive Committee (“moderate” changes such as modifying capacity restrained assignment types or mode choice model parameters); and (3) the signatory agencies (“major” changes such as revisions to population or employment forecasts, changes to MTP networks). Because authority for adopting population and employment forecasts and MTP networks resides with each MPO and NCDOT within its jurisdictional area, nothing in this section constrains an MPO or NCDOT from making these independent decisions. A signatory agency may elect to delegate its authority to approve major changes to its Executive Committee member by written communication to the Model Custodial Agency.

It shall be the goal of the signatories of this protocol to maximize the decision-making authority of both the Model Team and the Model Executive Committee so that only model modifications deemed to be most important to regional travel demand forecasts require the direct review and approval of the signatory agencies. Regardless of the type of change, whether minor technical corrections, moderate changes or major changes, all modifications made to the mutually adopted model shall be fully documented to the extent sufficient that all changes can be completely replicated or reversed. This documentation shall be developed and maintained by the Model Custodial Agency in ways that are easily accessible and reviewable by staff of Signatory Agencies, Model Team members and model users.

When an MTP is amended, the MPOs and NCDOT shall provide any SE data and roadway and transit network changes to all future year networks to the Model Custodial Agency, and the Model Custodial Agency shall incorporate these SE data and network changes into a proposed update to the mutually adopted version of the model. Upon presentation of a proposed revision by the Model Custodial Agency and endorsement by the Executive Committee, the Model Custodial Agency shall incorporate these changes into the adopted regional model and distribute it to signatory agencies so that the model aligns with the amended MTP(s). The mutually adopted version should not be revised to incorporate changes more often than every six months.

#### *Incorporation of Ancillary Modeling Tool Results*

The signatory agencies may:

- i) consider incorporation of modal-specific results from ancillary modeling tools into the official model;
- ii) replace official model modal-specific results with results from an ancillary modeling tool; or
- iii) link the official model to ancillary modeling tools (for example a post-processor).

Any party proposing consideration of ancillary modeling tool results shall prepare written justification and documentation in a form to be developed by the Model Custodial Agency, reviewed by the Model Team and acted on by the Model Executive Committee. The Model Executive Committee will approve or deny the proposal, approve modified versions of the proposal, or table the proposal for further discussion pending receipt of additional information.

## **V. Amending the Agreement**

This document may be revised by mutual agreement of all signatories.

During the lifetime of the agreement, it may be desirable to add or revise signatories. The approval of all current signatories shall be required to agree to such a change. The Model Executive Committee will then be responsible for revising this document and distributing copies to all signatories.

This agreement shall automatically renew each year on July 1 for the subsequent 12-month period (beginning on July 1 and ending on the following June 30.<sup>th</sup>) Any signatory may withdraw from the agreement effective on July 1 of any year provided that the signatory provides written notice of intent to withdraw at least 180 calendar days prior to the July 1 date of withdrawal and the signatory's policy board votes to withdraw from this agreement at least 90 days prior to the July 1 withdrawal date. The withdrawal of one signatory shall not affect the agreement as it pertains to the remaining signatories.

## Signatories

Signed this \_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_ by \_\_\_\_\_

*Representing Capital Area Metropolitan Planning Organization (CAMPO)*

Signed this \_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_ by \_\_\_\_\_

*Representing Durham-Chapel Hill-Carrboro Metropolitan Planning Organization (DCHC)*

Signed this \_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_ by \_\_\_\_\_

*Representing North Carolina Department of Transportation (NCDOT)*

Signed this \_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_ by \_\_\_\_\_

*Representing GoTriangle*



**Appendix 1. Illustration of Triangle Regional Model Versions and Checklist (this appendix is illustrative and is not a part of signed protocol)**

*As of September 1, 2021*

Model Version:	Mutually Adopted	Transitional	Developmental
Standing:	Required	Optional	Optional
Status:	Adopted [date]	Approved for analysis: 09-15-20 by Executive Committee	in development by Model Team and consultant
Model Name (and nickname):	AdoptedTRMv6.0-XXyy20 (v6.0)	TransitionalTRMv6.2-XXyy20 (v6.2)	DevelopmentalTRMvG2-XXyy21 (vG2)
Model Platform:	TransCAD 6	TransCAD 6	TransCAD 8
Responsibility for Adoption or Approval:	All signatory agencies*	TRM Executive Committee	TRM Executive Committee
Calibration Year:	2013	2016	2020 (pre-COVID)
Validation Year:			
MTP Base-Horizon Year (interim years) for SE data and highway and transit network files:	2013-2045 (2025, 2035)	2045 (2025, 2035) - current 2050 (2030, 2040) – in preparation	2055 (2035, 2045)
Example uses:	Used to develop 2045 MTP	Used to develop 2050 MTP	Anticipated to use to develop 2055 MTP

\* As described in the Model Protocol, minor technical corrections to the official model may be made by the Model Team, with written documentation and renaming the model to include the date on which the Model Custodian incorporated the corrections. Certain significant modifications may be made by vote of the Executive Committee with written documentation and renaming of the model to include the date on which the vote was made.



*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 complementary traffic signal modifications, and other complementary 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

- Falconbridge Road map

### Staff Contacts

- 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)





## 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](mailto:gtober@gotriangle.org)
- Richard Major, 919-485-7483, [rmajor@gotriangle.org](mailto: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](mailto: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:

<b>Committee</b>	<b>Areas of Responsibility</b>
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 presence of the greater number of either three voting members or a majority of voting members. 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](mailto:sschlossberg@gotriangle.org), (919) 485-7590
- Sandra Freeman, CFO/Director of Finance and Administrative Services, [sfreeman@gotriangle.org](mailto:sfreeman@gotriangle.org), (919) 485-7415

## FY22 Budget Change Impact - Durham Transit Plan

	<u>Revenue</u>	<u>Expenditures</u>	<u>Reserve/Cash Impact</u>	<u>Fund Affected</u>	<u>Comments</u>
<b>FY22 Approved Budget</b>	\$ 58,559,708	\$ 43,655,796	\$ 14,903,912		
<b>Amended FY22 Budget (Nov 2021)</b>	\$ 58,559,708	\$ 44,005,796	\$ 14,553,912		
DCHC MPO		29,000	(29,000)	41	Add Budget: Public outreach for the Durham Transit Plan Development Project.
<b>Amended FY22 Budget (Dec 2021)</b>	\$ 58,559,708	\$ 44,034,796	\$ 14,524,912		
<b>Changes from Amendments</b>		\$ 29,000	\$ (29,000)		

2021 0034

**GOTRIANGLE  
FISCAL YEAR 2022  
TRIANGLE TAX DISTRICT – DURHAM OPERATING FUND  
BUDGET ORDINANCE AMENDMENT**

**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 **Triangle Tax District Durham Operating Fund** for the fiscal year beginning July 1, 2021, and ending June 30, 2022:

	Original	Revised
Article 43 ½ Cent Sales Tax	\$ 22,051,715	\$ 21,672,715
Vehicle Rental Tax	885,300	885,300
\$7 County Vehicle Registration Tax	1,654,500	1,654,500
\$3 Vehicle Registr Transfer from Dur/Orange Special Tax District	<u>709,500</u>	<u>709,500</u>
<b>Total</b>	<b>\$ 25,301,015</b>	<b>\$ 24,922,015</b>

**Section 2.** The following amounts hereby are appropriated in the **Triangle Tax District Durham Operating Fund** for the fiscal year beginning July 1, 2021, and ending June 30, 2022:

	Original	Revised
Tax District Administration	\$ 415,800	\$ 415,800
Transit Plan Administration	0	0
DCHC MPO	58,200	58,200
GoTriangle	1,607,500	1,607,500
Durham County	205,900	205,900
Bus Operations	0	0
Durham County Access	196,100	196,100
GoDurham	5,914,300	5,914,300
GoTriangle	1,999,300	1,999,300
Transfer to Triangle Tax District - Durham Capital Fund	14,903,915	0
Transfer to Durham Operating Fund Balance	<u>0</u>	<u>14,524,915</u>
<b>Total</b>	<b>\$ 25,301,015</b>	<b>\$ 24,922,015</b>

**Section 3.** The FY22 Durham Transit Work Program reflects ongoing projects that remain vital to providing service to current transit customers and new projects that address immediate needs during a transition year to a new Transit Plan with updated priorities. The current project budgets identified are those that are deemed time-sensitive ongoing efforts or involve time-sensitive external grant sources as part of their overall funding mechanism. DCHC MPO, GoTriangle and



Durham County will consider amendments to the FY22 Durham Transit Work Program as priorities are identified in the new Transit Plan.

**Section 4.** 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 THE 15<sup>TH</sup> DAY OF DECEMBER 2021.**

\_\_\_\_\_  
Sig Hutchinson, Board of Trustees Chair

**ATTEST:**

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

2021 0034

**GOTRIANGLE  
FISCAL YEAR 2022  
TRIANGLE TAX DISTRICT – DURHAM CAPITAL FUND  
BUDGET ORDINANCE AMENDMENT**

**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 **Triangle Tax District – Durham Capital Fund** for the fiscal year beginning July 1, 2021, and ending June 30, 2022:

	Original	Revised
Article 43 ½ Cent Local Option Sales Tax	\$9,129,685	\$9,508,685
Allocation from Durham Capital Fund Balance	<u>0</u>	<u>0</u>
<b>Total</b>	<b>\$ 9,129,685</b>	<b>\$ 9,508,685</b>

**Section 2.** The following amounts hereby are appropriated in the **Triangle Tax District – Durham Capital Fund** for the fiscal year beginning July 1, 2021, and ending June 30, 2022:

	Original	Revised
Transit Infrastructure	\$ 0	\$ 0
GoTriangle	3,776,685	4,126,685
City of Durham/GoDurham	436,000	436,000
Vehicle Purchase	0	0
GoTriangle	1,445,000	1,445,000
City of Durham/GoDurham	3,222,000	3,222,000
Capital – Planning	0	0
GoTriangle	250,000	250,000
DCHC MPO	<u>0</u>	<u>29,000</u>
<b>Total</b>	<b>\$ 9,129,685</b>	<b>\$ 9,508,685</b>

**Section 3.** The FY22 Durham Transit Work Program reflects ongoing projects that remain vital to providing service to current transit customers and new projects that address immediate needs during a transition year to a new Transit Plan with updated priorities. The current project budgets identified are those that are deemed time-sensitive ongoing efforts or involve time-sensitive external grant sources as part of their overall funding mechanism. DCHC MPO, GoTriangle and Durham County will consider amendments to the FY22 Durham Transit Work Program as priorities are identified in the new Transit Plan.

**Section 5.** Triangle Tax District - Durham 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 approved for reallocation by the GoTriangle Board of Trustees.

**Section 4.** 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 THE 14<sup>TH</sup> DAY OF DECEMBER 2021.**



\_\_\_\_\_  
Sig Hutchinson, Board of Trustees Chair

**ATTEST:**

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

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

101 City Hall Plaza • Durham, NC 27701 • Phone (919) 560-4366 • [dchcmpto.org](http://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](mailto:aaron.cain@durhamnc.gov)

## MEMORANDUM

**TO:** GoTriangle Board of Trustees  
**FROM:** Finance Department  
**DATE:** December 8, 2021  
**SUBJECT:** **Board Response to Local Government Commission**

### Action Requested

Staff requests the Board approve the Financial Performance Indicator of Concern letter, allowing Board Chair Hutchinson to sign and mail.

### Background and Purpose

Previously, the staff to the Local Government Commission (LGC) would initiate communication if an audit review showed financial concerns. Local boards would respond to that communication. Standards have changed requiring the independent auditors to inform the governing board of any financial concerns in an open meeting, as the results of the audit are presented. The governing board will then respond to the LGC in writing regarding the concern.

During his November 17<sup>th</sup> presentation, Mr. Scott Duda, CPA, of the independent audit firm, Cherry Bekaert, LLC, informed the Board of Trustees that the quick ratio in the Regional Bus Fund was 0.16 for Fiscal Year 2021. A unit should have a quick ratio above 1.0 to be considered solvent. Mr. Duda further pointed out that the low ratio was driven by the large payable from the Bus Fund to the General Fund. This payable exists because the General Fund pays the operating expenses for the Bus Fund, and all other GoTriangle funds. With this internal liability excluded, the quick ratio is a health 8.05.

### Financial Impact

There is no impact to revenues or expenditures. The Finance Department staff will review the internal balances to ensure that multi-fund transactions are not overstating internal liabilities and receivables.

### Attachments

- Response letter to the LGC.

### Staff Contacts

- Ren E. Wiles, CPA. Senior Accountant, 919-485-7575, [rwiles@gotriangle.org](mailto:rwiles@gotriangle.org)



December 15, 2021

North Carolina Department of State Treasurer  
3200 Atlantic Avenue  
Raleigh, North Carolina 27604

Dear Treasurer Folwell,

On November 17, 2021, Mr. Scott Duda, CPA, of Cherry Bekaert LLP, presented the results of the annual audit to the Board of Trustees of the Research Triangle Regional Public Transportation Authority, dba GoTriangle. In accordance with the new regulations, Mr. Duda called attention to the Quick Ratio in the Regional Bus Service Fund. As presented in the Annual Comprehensive Financial Report, the ratio of current assets against current liabilities is 0.16. We understand that ratios below 0.80 indicate more liabilities than a unit may be able to timely pay. This information was presented to us as a Financial Performance Indicator of Concern. We understand and thank the staff of the Local Government Commission for their diligence in addressing a possible sign of financial weakness. However, the current liability total shown includes a large internal payable to the GoTriangle General Fund. With that internal amount excluded, the quick ratio is a healthy 8.05.

GoTriangle uses one checking account to pay expenses on behalf of all funds. The amounts due to the General Fund for this service fluctuate through the year. Now that the annual audit is completed, GoTriangle staff will review the internal transactions to ensure that the amounts are at a proper level to represent the fluctuations of having one checking account service multiple funds.

This letter was voted on and approved in an open meeting of the GoTriangle Board of Trustees and recorded in the minutes. Approved Board minutes may be accessed at [gotriangle.org/publications](http://gotriangle.org/publications).

If you have any further questions, please contact Ren Wiles, CPA, Senior Accountant at 919-485-7575.

Sincerely,

Sig Hutchinson  
Chair, Board of Trustees  
GoTriangle



Connecting all points of the Triangle

## MEMORANDUM

**TO:** GoTriangle Board of Trustees  
**FROM:** Finance & Administrative Services  
**DATE:** December 15, 2021  
**SUBJECT:** **Wake Transit Work Plan Project Period of Performance Extensions**

### Strategic Objective or Initiative Supported

Implement the Wake Transit Plan with Transit Planning Advisory Committee

### Action Requested

Staff requests that the Board of Trustees authorize the President and CEO to execute agreements to extend the period of performance and to re-allocate remaining funds from the FY 2018 Wake Transit Work Plan project funding allocations, as presented on the table attached to this memo.

### Background and Purpose

Three (3) project funding agreements that tie to project funding allocations authorized in the FY 2018 Wake Transit Work Plans expire on December 31, 2021. The recommended extensions set forth on the attached table were recommended by the TPAC and approved by the CAMPO board on December 8, 2021. Approval by the GoTriangle board will ensure funding certainty for the pertinent project sponsors and facilitate the progress of each project described.

### Financial Impact

The proposed Wake Transit performance extensions will have zero financial impact to the FY22 Wake Transit Work Plans. All projects impacted had the funding adopted in previous work plans.

### Attachments

- Attachment 1: FY 2018 Project Funding Agreement Period of Performance Extensions

### Staff Contact(s)

- Steven Schlossberg, [sschlosberg@gotriangle.org](mailto:sschlosberg@gotriangle.org)



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

[www.gotriangle.org](http://www.gotriangle.org)

**Attachment 1: Period of Performance Extensions for Wake Transit Work Plan Project Funding Allocations**

**FY 2018 Project Funding Agreement Period of Performance Extensions (Proposed)**

Project Sponsor	Project ID	Project Name	Original FY 2018 Allocation	Funds Remaining in Project Funding Allocation	Recommended Extension
Town of Cary	TC002-C	ADA Bus Stop Improvements	\$495,000	\$261,177*	1 year (12/31/22)
	TC002-E	Design of Bus Operations and Maintenance Facility	\$1,000,000	\$710,680**	
GoTriangle	TC002-B	Design for Expansion of Bus Operations & Maintenance Facility (Wake County Share)	\$200,000	\$104,520**	
<b>TOTAL</b>				<b>\$1,076,377</b>	<b>--</b>

\*Per Town of Cary staff (11/22/2021)

\*\*Per GoTriangle (as of 11/2021)





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

4600 Emperor Boulevard  
Suite 100  
Durham, NC 27703

**Thursday, December 2, 2021**

**8:30 a.m.**

**Remote | Microsoft Teams**

**Committee members present** | Vivian Jones [arr. 8:37 a.m.], Michael Parker, Jennifer Robinson, Stelfanie Williams

**Committee members absent** | Corey Branch [excused], Valerie Jordan

**Other board members present** | Renée Price

Jennifer Robinson officially called the meeting to order at 8:34 a.m. in the absence of the chair.

**I. Adoption of Agenda**

**Action:** A motion was made by Parker and seconded by Williams to adopt the agenda. Upon vote by roll call, the motion was carried unanimously.

**II. Approval of Minutes**

**Action:** A motion was made by Parker and seconded by Williams to approve the minutes of November 4, 2021. Upon vote by roll call, the motion was carried unanimously.

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

Eric Simpson presented a request for a task order for bus stop design services with Ramey Kemp and Associates for On-Call Architectural and Engineering Consultant Services to fund the design of improvements to GoTriangle bus stops serving a high volume of passengers on high-speed NCDOT roadways. The Durham County Transit Plan includes funding for this project. Improvements are planned along NC 54 at one existing bus stop at Falconbridge Road and two future bus stops at Huntingridge Road.

Simpson said the regular bus stop improvement program has a budget of \$50,000 per stop, including design, passenger amenities, minor accessibility and sidewalk improvements and incidental pavement repair. Due to the Falconbridge Road location on a busy, higher speed NCDOT roadway there is need for significant roadway and crossing improvements to provide a safer and more accessible transit experience. The Durham Transit Plan has committed to make improvements in response to customer feedback in this high priority location more quickly than would be possible to rely on state-funded improvements alone.

Simpson shared a map of the area along NC 54 from Huntingridge Road to Farrington road. He explained that the project will evaluate two alternatives at Falconbridge Road - a signalized pedestrian crossing and a pedestrian pathway - based on safety, NCDOT plans, constructability, cost and lifespan. At the intersection of Huntingridge Road and NC 54, staff is coordinating with NCDOT on signal improvements. The consultant will prepare designs for bus bays, sidewalk connections, lane widenings, signal improvements and crosswalk improvements for both sides

of the road. The consultant will review the right of way of Huntingridge Road from NC 54 to Brookhollow Lane and provide a recommendation for which side of the road is best to place a pedestrian pathway.

Design, permitting and construction should be complete by the end of calendar year 2022. The MWBE goal is 12%. Staff will request future authorizations for real estate acquisition services, amenities purchases and construction for the project.

**Action:** A motion was made by Parker and seconded by Williams to recommend that the Board of Trustees 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. Upon vote by roll call, the motion was carried unanimously.

#### IV. Durham Bus Stop Right of Way Acquisition

Gary Tober requested approval to acquire the right of way needed for GoDurham bus stop improvements on behalf of the City of Durham. Improvements are planned at 52 existing bus stop locations. Group 1 lists ten stops already in design and permitting. Group 2 lists an additional 42 stops not yet in design and permitting, but projected to need additional right of way. Tober explained that reaching out to property owners before the design and permitting begins will save money should the owner or developer not agree to convey the property. He added that there will be no displacements, relocation nor condemnations. If a settlement is not reached for the conveyance, GoTriangle will move to an alternative site. The Durham Transit Plan already has approved funding for design, real estate and construction of the bus stops.

Jones arrived. Robinson continued leading the meeting.

##### ***Group 1 – Bus Stop Locations in Design and Permitting***

Stop ID	Major Street	Minor Street	Parcel ID Number
6197	McFarland Dr	Witherspoon Blvd	0800-31-02-1140
1901	McFarland Dr	Witherspoon Blvd	0800-03-20-8602
6243	W Geer St	Rigsbee Ave	0822-20-90-6192
6246	W Geer St	Rigsbee Ave	0822-20-90-7308
6164	University Dr	Shannon Rd	0810-10-36-4740
5859	Martin Luther King Jr Pkwy	Lake Cook Drive	0729-01-48-4102
5118	Martin Luther King Jr Pkwy	Lake Camp Rd	0729-01-48-4102
6649	Martin Luther King Jr Pkwy	Lakeside Gardens	0729-01-38-9597
6104	Fulton St	Erwin Rd	0812-20-82-7066
5596	Foushee St	Avondale Drive	0832-14-34-7900

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

Stop ID	Stop Name Description	Parcel ID Number
5663	New Hope Commons Shopping Center	0800-02-64-7450
5184 5811	Durham Plaza Shopping Center	0832-10-35-4632

**Group 2 – Bus Stops Projected to Need Additional Right of Way (continued)**

Stop ID	Stop Name Description	Parcel ID Number
6279	NC 55 at Golden Corral (NB)	0738-03-01-9325 0738-03-01-9651
6283	NC 55 at Allendown Dr (NB)	0738-03-02-8211 0738-03-02-8490
5161	NC 55 at Meredith Dr (NB)	0738-03-02-9517 0738-03-02-9731
6627	NC 55 at Service Station	0738-01-16-9886 0738-01-27-0026
6631	TW Alexander Dr at Page Rd (WB) [paired with 6629]	0758-02-69-0972
6629	TW Alexander Dr at Page Rd (EB) [paired with 6631]	0758-02-59-8065
5285	Chapel Hill Rd at Valley Terrace (SB)	0810-08-89-2180
6473	Chapel Hill Rd at Valley Terrace (NB)	0810-08-89-7185
6163	Chapel Hill Rd at W Cornwallis Rd (SB2)	0810-08-89-5349 0810-08-89-5340 0810-08-89-2180
5340	Morehead Ave at Kent St	0821-46-24-4017
5158	Roxboro St at Lawson St (NB)	0821-19-70-5206
6599	Lawson St at Concord St (WB)	0821-20-80-5441 0821-20-80-6401
6039	E Main St at Goley St (EB)	0831-14-33-9786
5205	Angier Ave at Vine St (WB)	0831-14-43-9142
5708	Angier Ave at Hoover Rd (WB)	0831-20-80-6851
5910	Angier Ave at Ellis Rd	0830-08-99-3291 0830-08-99-4149 0830-08-99-3245
5305	E Main St at Mangum St (WB)	0821-12-97-5121 0821-12-97-5028 0821-12-97-5047
5202	Roxboro Rd at Edwards St	0832-17-10-7487 0832-17-10-7389
5141	Avondale Dr at Trinity Ave (NB)	0832-18-41-2264
5238	Avondale Dr at E Knox St (NB)	0832-14-33-5596
5550	Hardee St at Delano St (Hardee Terrace) [paired with 6487]	0841-05-08-1841
6487	Hardee St at Delano St (SB) [paired with 5550]	0831-08-97-9832
6172	Hardee St at Holloway St	0831-12-96-6114 0831-12-96-5299
6348	Holloway St at Durham Ridge Assisted Living	0851-03-02-3552
5732	Hillsborough Rd at Carolina Ave	0822-13-22-3948
6564	Leon St at Haverford St (WB)	0822-07-68-1802
6110	North Pointe Dr at Broad St (EB) [paired with 6314]	0822-07-48-7739
5579	North Pointe Dr at North Pointe Shopping Center (WB)	0822-06-39-5700
6109	North Pointe Dr at North Pointe Shopping Center (EB)	0822-06-29-9578
6684	North Pointe Dr at Woodmont Dr (EB)	0822-05-19-7854
6129	New Castle Rd at Wyldeewood Rd (SB) [paired with 6603]	0823-09-27-3129
6603	New Castle Rd at Wyldeewood Rd (NB) [paired with 6129]	0823-10-27-9336
5932	Chalk Level Rd at Horton Rd (EB)	0823-11-66-2867
5679	Crutchfield St at Crabtree Ave	0823-16-83-5198 0823-16-83-7135

**Group 2 – Bus Stops Projected to Need Additional Right of Way (continued)**

Stop ID	Stop Name Description	Parcel ID Number
5322	Meriwether Dr at E Carver St (NB)	0833-13-24-1703 0833-13-24-1677
5450	Meriwether Dr at Oxford Ct	0833-14-23-9301
5473	Old Oxford Rd at Dearborn Dr (WB)	0833-14-33-6140 0833-14-32-7846
5968	Glenbrook at Club	0832-07-67-2749 0832-07-58-8160
5489	Dearborn Dr at Wiley Ave	0832-08-89-2547 0832-08-89-2449
6507	E Geer St at Faucette Ave (WB) [paired with 6635]	0832-16-93-5547

Robinson asked if any opposition to GoTriangle acquiring the right of way is anticipated. Tober responded GoTriangle was able to acquire 11 of the 19 stops previously approved. He said the cases in which an agreement could not be reached was due to developers that bus stop improvements were not part of their plans or property owners asking exorbitant prices for tiny slivers of property. He reiterated that reaching out to owners early for these stops will allow GoTriangle to identify whether or not there will be an issue in acquiring the right of way before spending design dollars on the project.

**Action:** A motion was made by Parker and seconded by Jones to recommend that the Board of Trustees authorize staff to acquire the right of way needed for GoTriangle bus stop improvements on behalf of the City of Durham for improvements at existing bus stop locations listed above. Upon vote by roll call, the motion was carried unanimously.

**V. By-laws Amendment**

Thomas Henry recommended a small change to the by-laws to clarify the meaning of a quorum for committees. He explained that state law sets the quorum for the board at six members; however, committee structure and procedure are determined by GoTriangle's by-laws. Currently the committee quorum is set at three, regardless of committee size. He said when a committee size increases a quorum would be less than a majority which is out of alignment with North Carolina's open meetings law. The proposed amendment will set the floor for a committee quorum at no fewer than three or the majority of voting members.

**Action:** A motion was made by Parker and seconded by Jones to recommend that the Board of Trustees approve 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. Upon vote by roll call, the motion was carried unanimously.

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

Steven Schlossberg presented a request to amend the Durham Transit work plan to increase the budget for the Durham Transit plan development project by \$29,000 to fund an additional phase of public outreach not included in the original scope.

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**Action:** A motion was made by Parker and seconded by Jones 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.

## VII. Dashboard

Sharon Chavis provided an update on the dashboard with statistics from transit operations, workers compensation, accident trends, talent services, capital development and communications and public affairs.

Board members offered suggestions for the next update:

- Use a standard such as vehicle miles traveled or per trip to compare statistics as conditions change
- Preventable and non-preventable accidents
- Track the schedule for capital projects
- The impact of specific investments and policies on ridership

## VIII. Adjournment

**Action:** Jennifer Robinson adjourned the meeting at 9:27 a.m.

Prepared by:

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

## Contract Work Orders – November 2021 ( < \$100K)

Contract #	Contractor (or subject if no contractor listed)	Contract Amount	Subject	Comments	President/CEO Date Executed
21-077	East Coast Service Group Logistics	\$86,000.00	Plaza Building, Second Floor Carpet Replacement	Will be paid for by both federal / local funds.	11/01/2021
21-096	RB Infrastructure, LLC	\$0.00	License and Indemnity Agreement	GoTriangle is permitting certain entities to enter the RUS Bus property to conduct building inspections, geotechnical investigations, structural analyses, and other due diligence, measurements, and surveying.	11/12/2021
19-001	STV Engineers, Inc.	\$0.00	Amendment Five	Provides for an extension to the term to Sep 30, 2022.	11/12/2021
19-107	Telecommunication & Industrial Consulting Corporation	\$11,870.00	Task Order 9	This Task Order 9 is being issued in accordance with the On-Call Real Estate Services contract with TELICS. The term of this agreement shall not exceed 30-days from inception.	11/12/2021
21-075	City of Raleigh and Town of Cary	\$0.00	Special Operating Agreement	This Agreement is for Special Operating Agreement Web Hosting and Maintenance of Fare with the City of Raleigh and the Town of Cary. The term of this Agreement shall be from the Effective Date until Sep 30, 2022.	11/24/2021

# HR Board Report – November 2021

## NEW HIRES

- Ke-Ron Downy – Diesel Mechanic
- Byron Smith – General Counsel

## PROMOTIONS

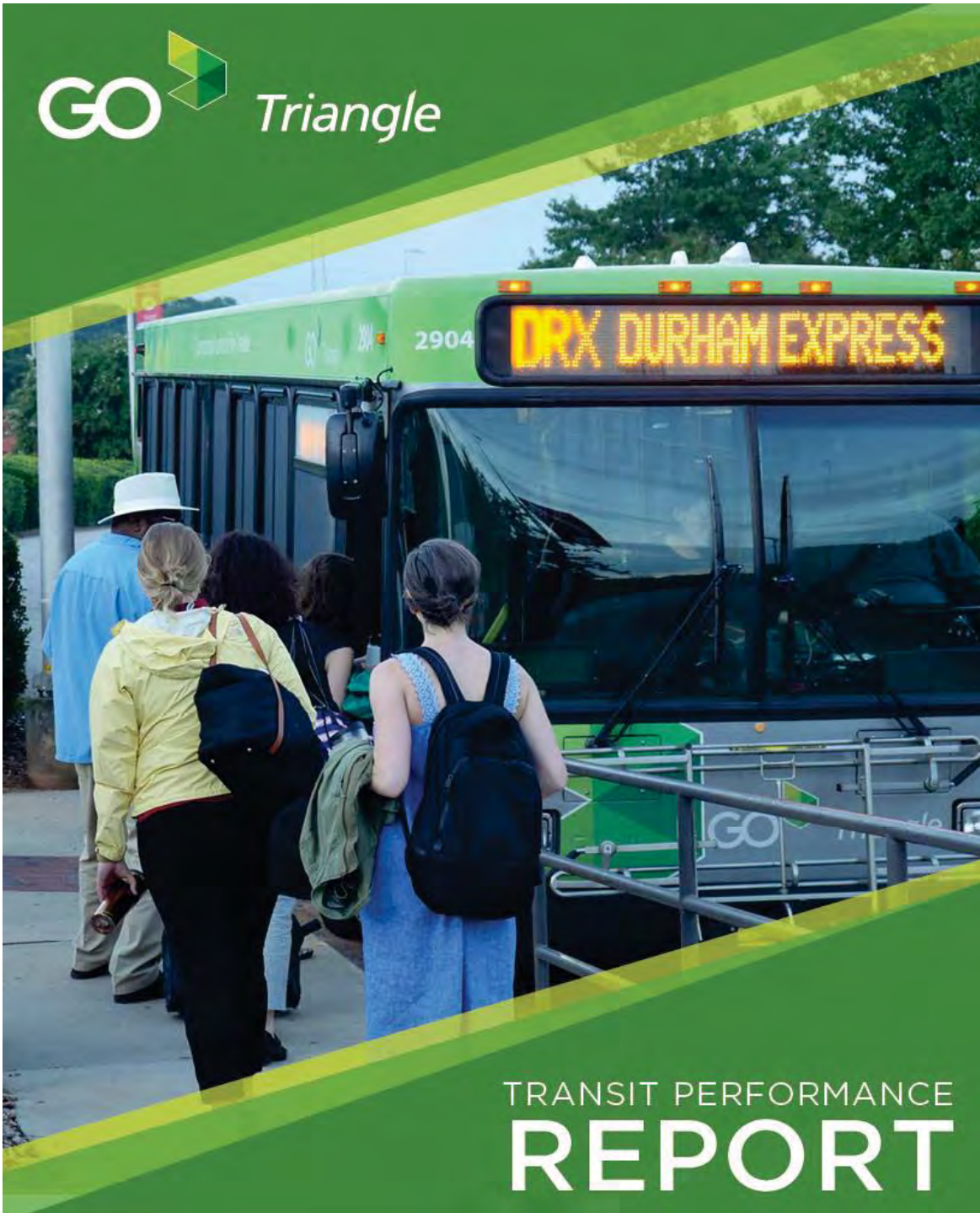
- Endeshaw Wondwossen, Bus Operator I to Bus Operator II
- Joe Biondi, Safety & Security Specialist to Safety & Compliance Coordinator

## SERVICE AWARDS

- Joaquin De La Cruz – 20 Years
- Darrick Harris – 15 Years

## RECRUITING

- Bus Operator I
- Compliance Specialist – EEO/DBE/Title VI
- Diesel Mechanic
- Manager of Transit Design & Construction
- Paratransit Operator I
- Public Engagement Specialist
- Safety and Security Specialist
- Service Attendant
- Senior Customer Information Specialist – Bilingual Spanish
- Senior Financial Analyst
- Training Specialist
- Wake Transit Strategic Communications Coordinator



November  
2021

TRANSIT PERFORMANCE  
**REPORT**





## Fixed Route

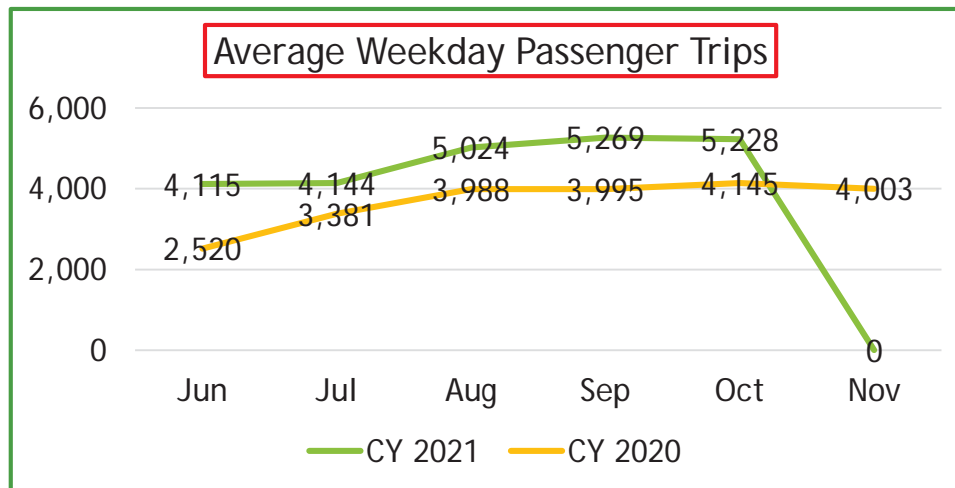
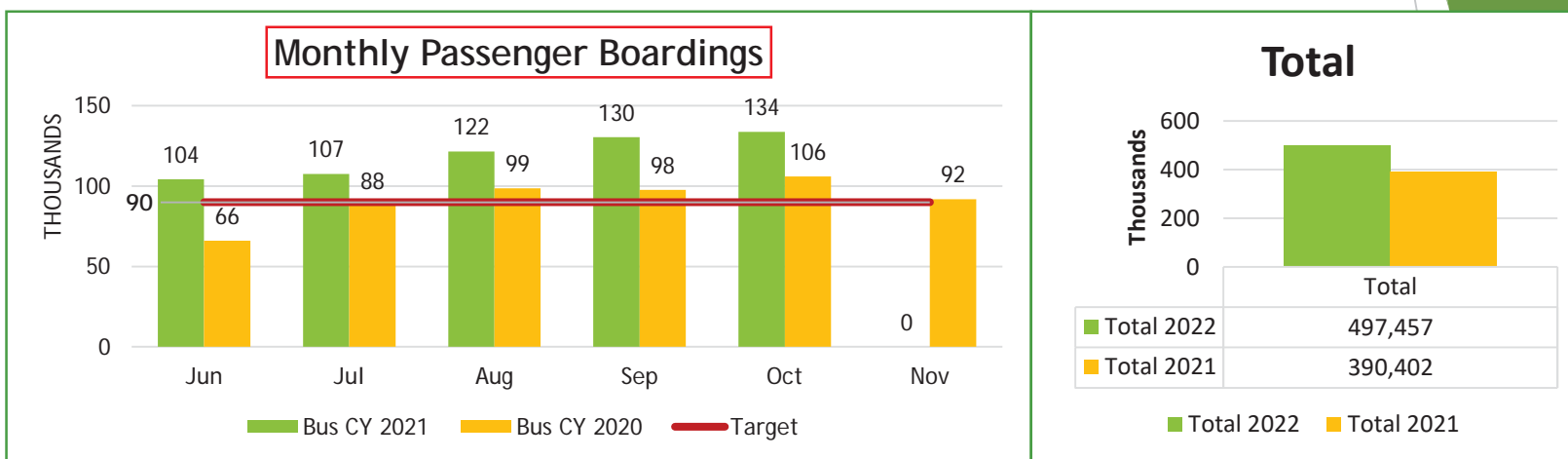
Consists of vehicles operating along a defined route on a consistent schedule

# Fixed Route Year-to-Year Summary

	YTD 2022	YTD 2021	Nov 2021	Nov 2020
Passenger Boardings	497,457	390,402	131,503	106,130
Passengers/Revenue Hour	12.8	7.6	13.8	9.1
On-Time Performance	85.8%	92.8%	78.8%	93.1%
Total Mechanical Failures	65	125	21	31
Mean Distance Between Failures	69,988	42,431	52,156	29,993
Bus Total Miles	839,861	1,145,635	208,625	269,937
Collisions per 100,000 Revenue Miles	1.08	0.47	0.55	1.44
Verified Complaints per 100,000 Passengers	2.0	1.8	2.3	0.0

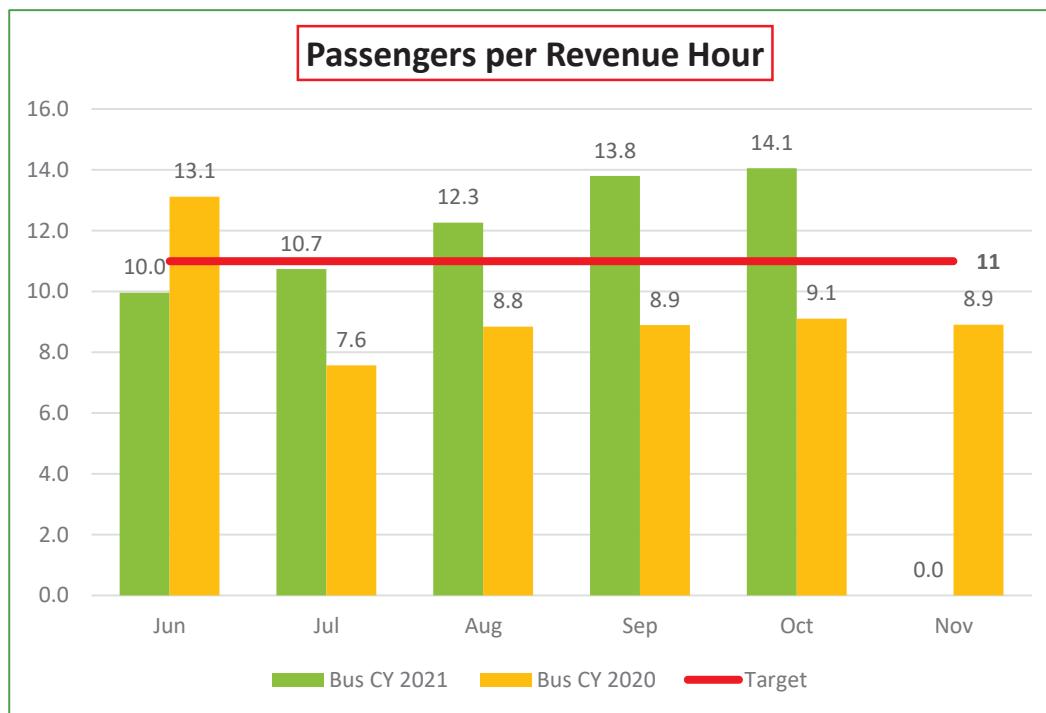
# Passenger Boardings

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



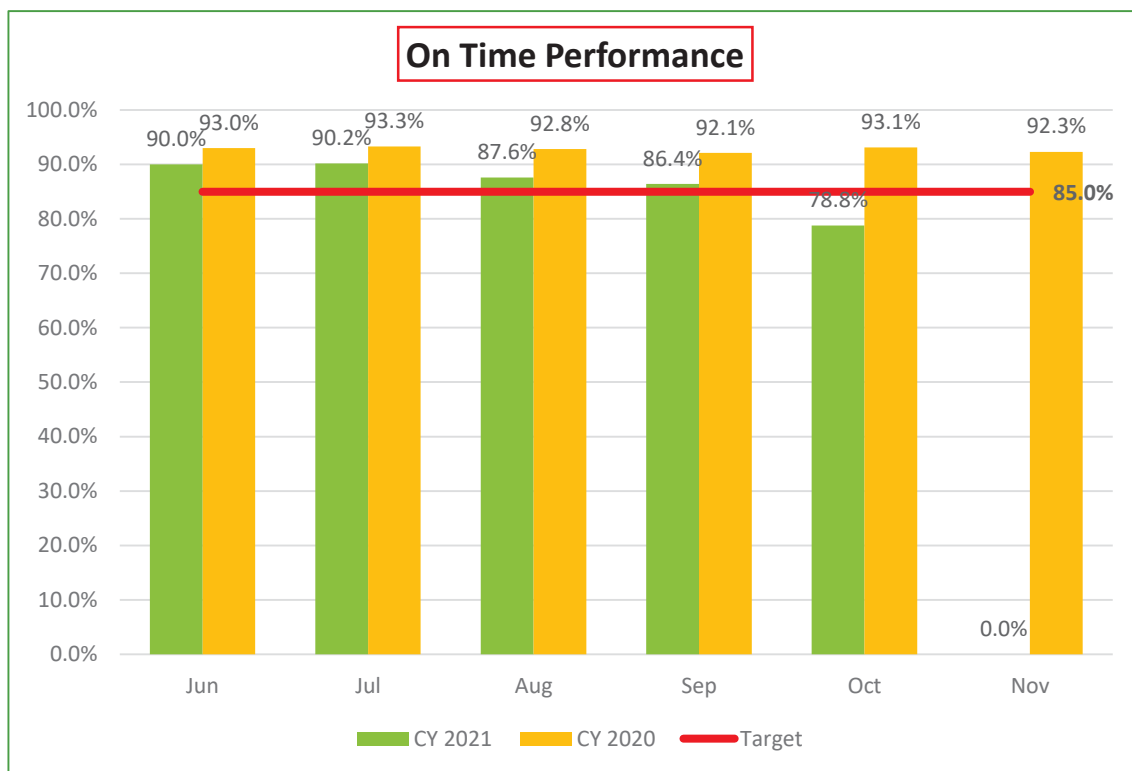
# Passengers per Revenue Hour

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



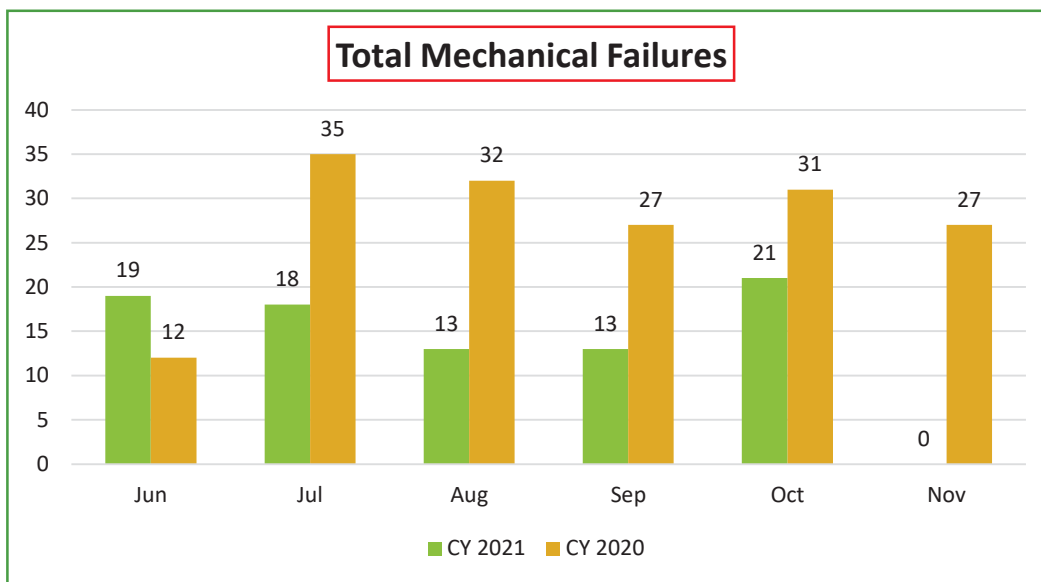
# On-Time Performance

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



# Mechanical Failures

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

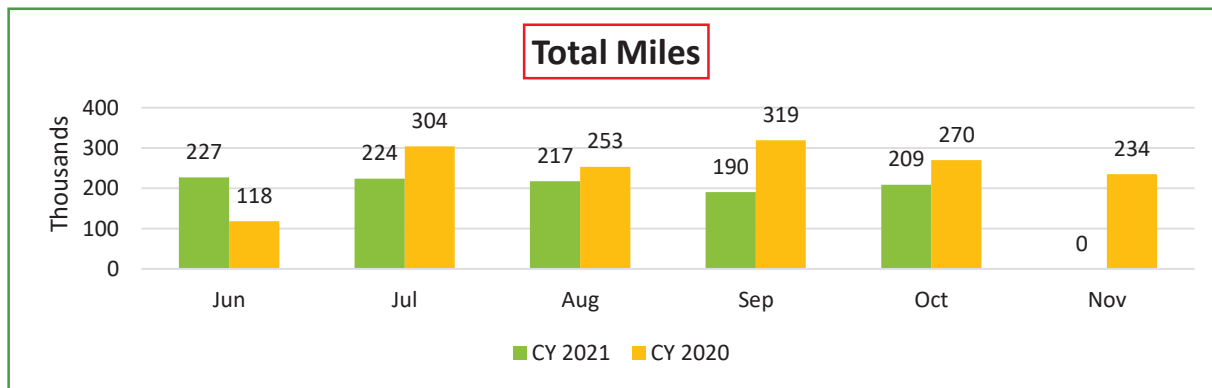
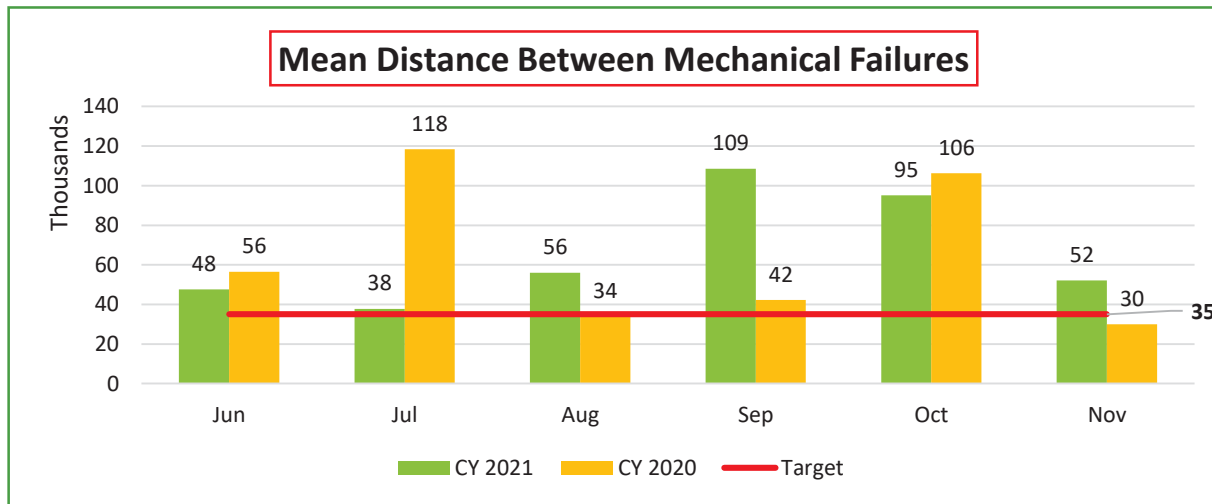


CY 2021						
	Jun	Jul	Aug	Sep	Oct	Nov
Major	6	4	2	2	4	
Other	13	14	11	11	17	
Total	19	18	13	13	21	

CY 2020						
	Jun	Jul	Aug	Sep	Oct	Nov
Major	1	9	6	3	9	
Other	11	26	26	24	22	
Total	12	35	32	27	31	

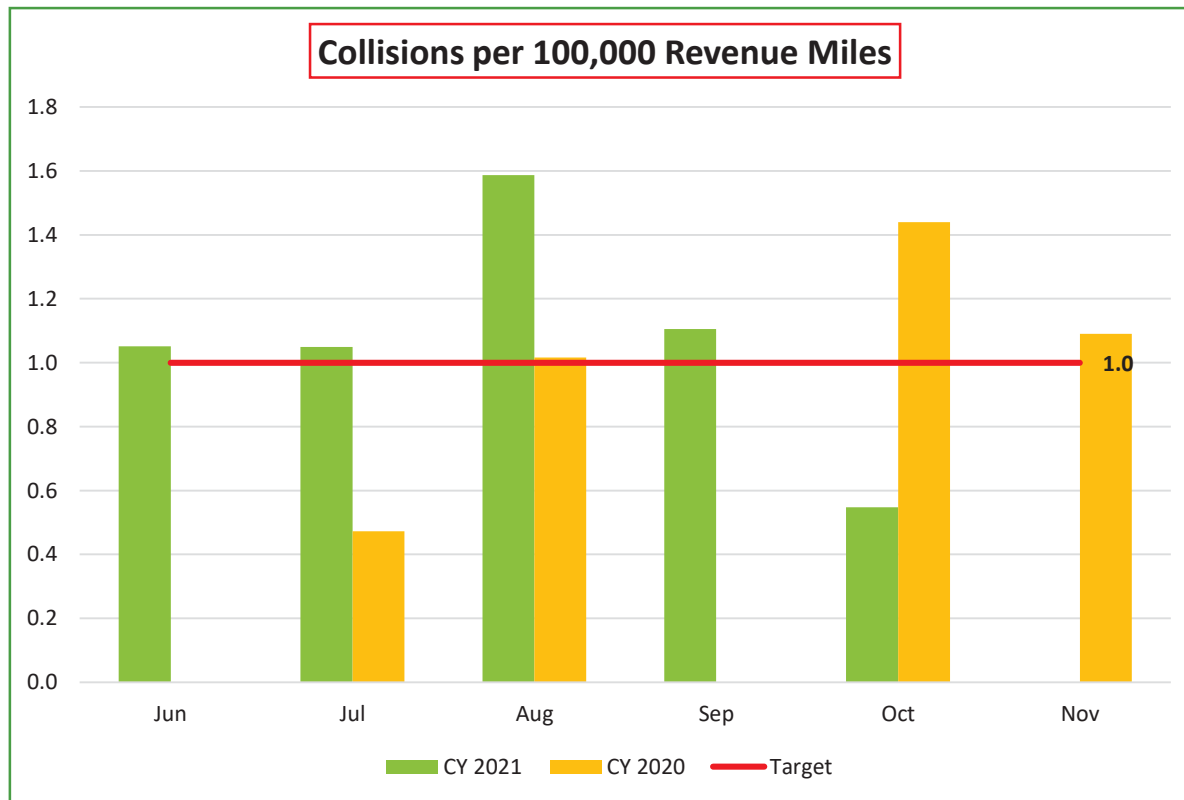
# Mean Distance Between Failures

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



# Collisions per 100,000 Revenue Miles

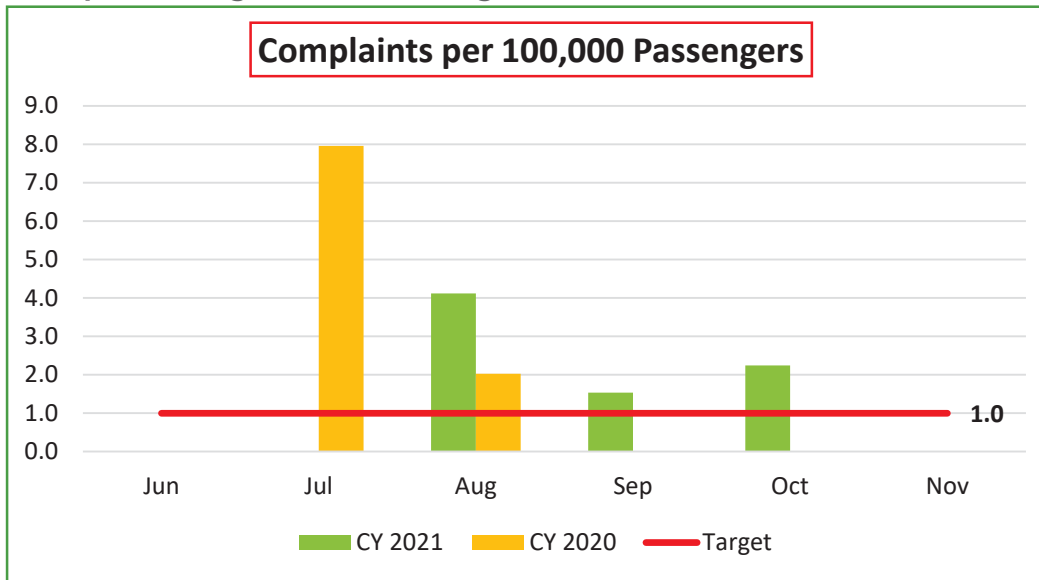
Measures the number of preventable collisions involving bus service per 100,000 miles.





# Customer Satisfaction

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





## Paratransit

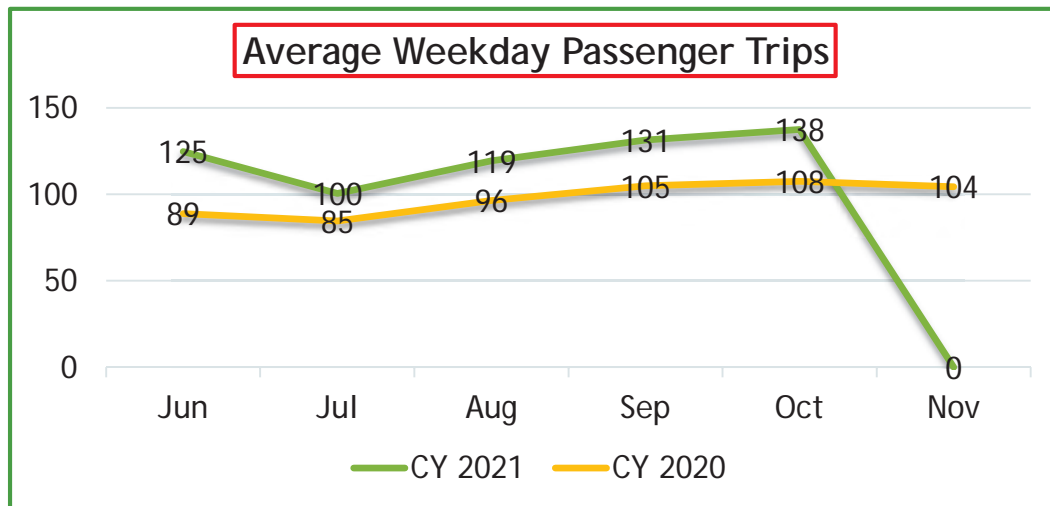
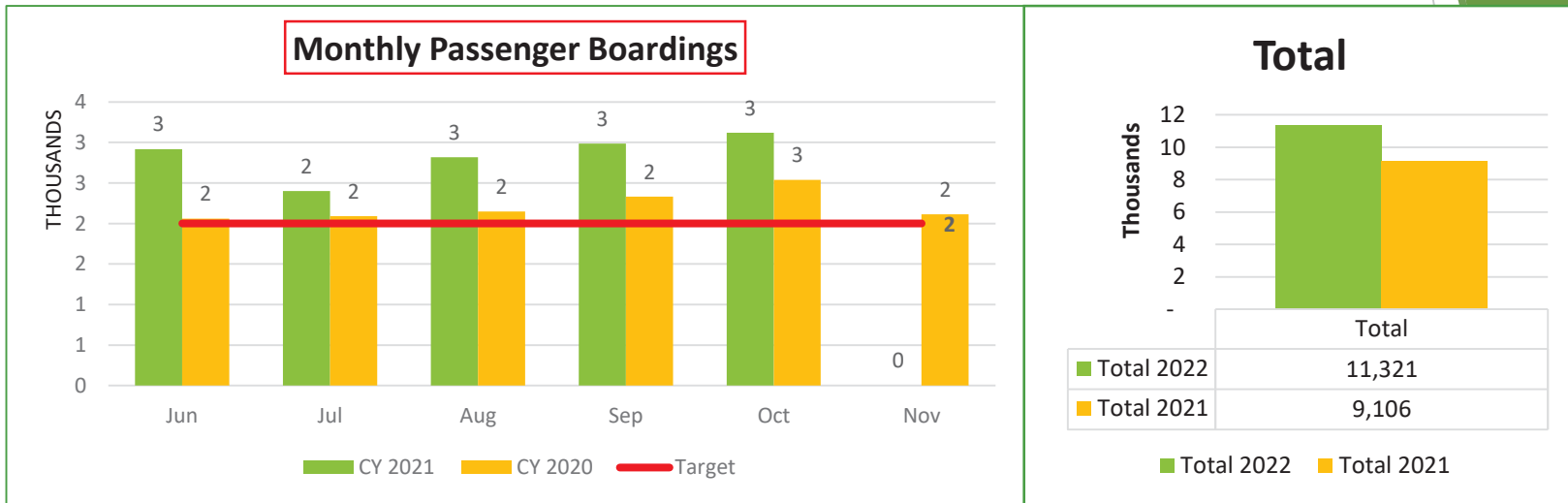
ADA service where passengers request trips and vehicles respond to the request.

# Paratransit Year-to-Year Summary

	Nov 2021	Nov 2020	YTD 2022	YTD 2021
Passenger Boardings	3,119	2,538	11,321	9,106
Passengers/Revenue Hour	2.2	2.2	2.1	2.2
On-Time Performance	88.2%	96.5%	86.3%	93.7%
Total Mechanical Failures	0	0	1	0
Mean Distance Between Failures	No failures	No failures	No failures	No failures
ACCESS Total Miles	42,635	71,030	171,978	192,994
Collisions per 10,000 Revenue Miles	0.0	0.0	0.0	0.00
Verified Complaints per 10,000 Passengers	0.0	0.0	0.0	0.00

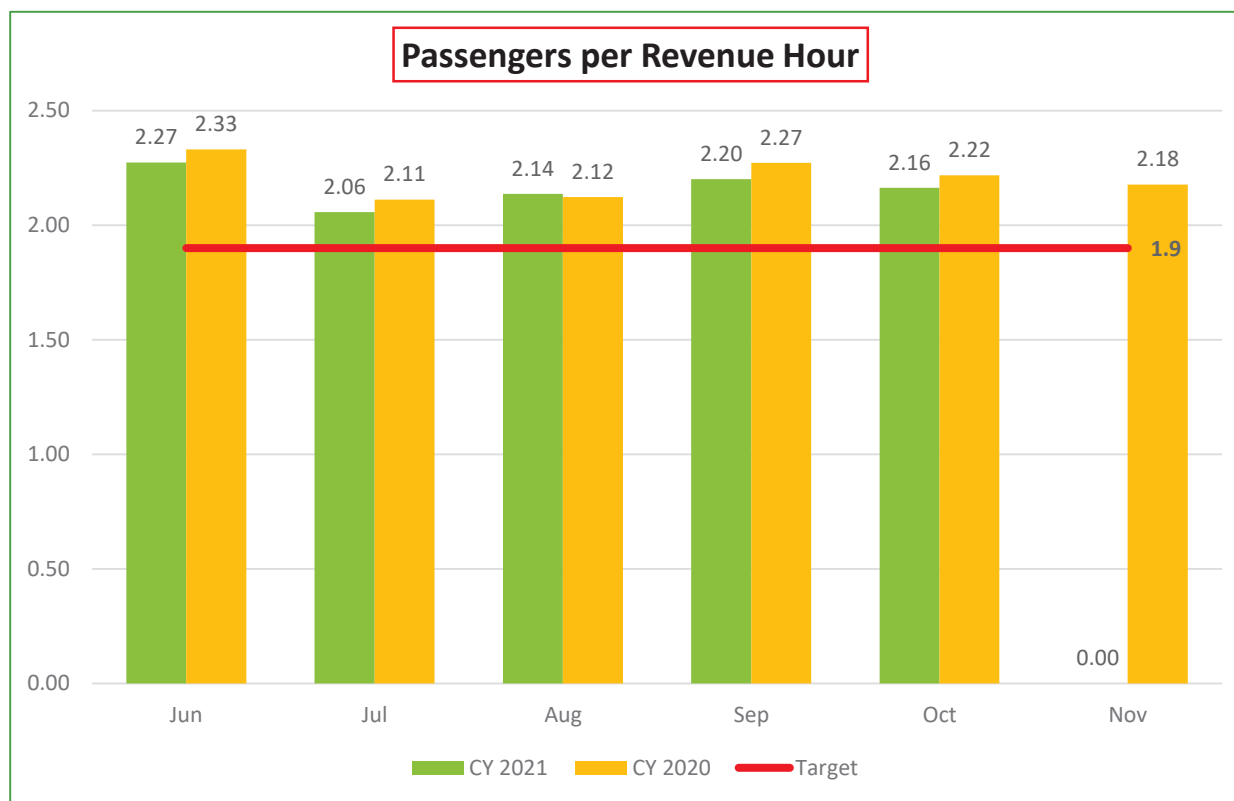
# Passenger Boardings

Defined as the number of times passengers board public transportation vehicles



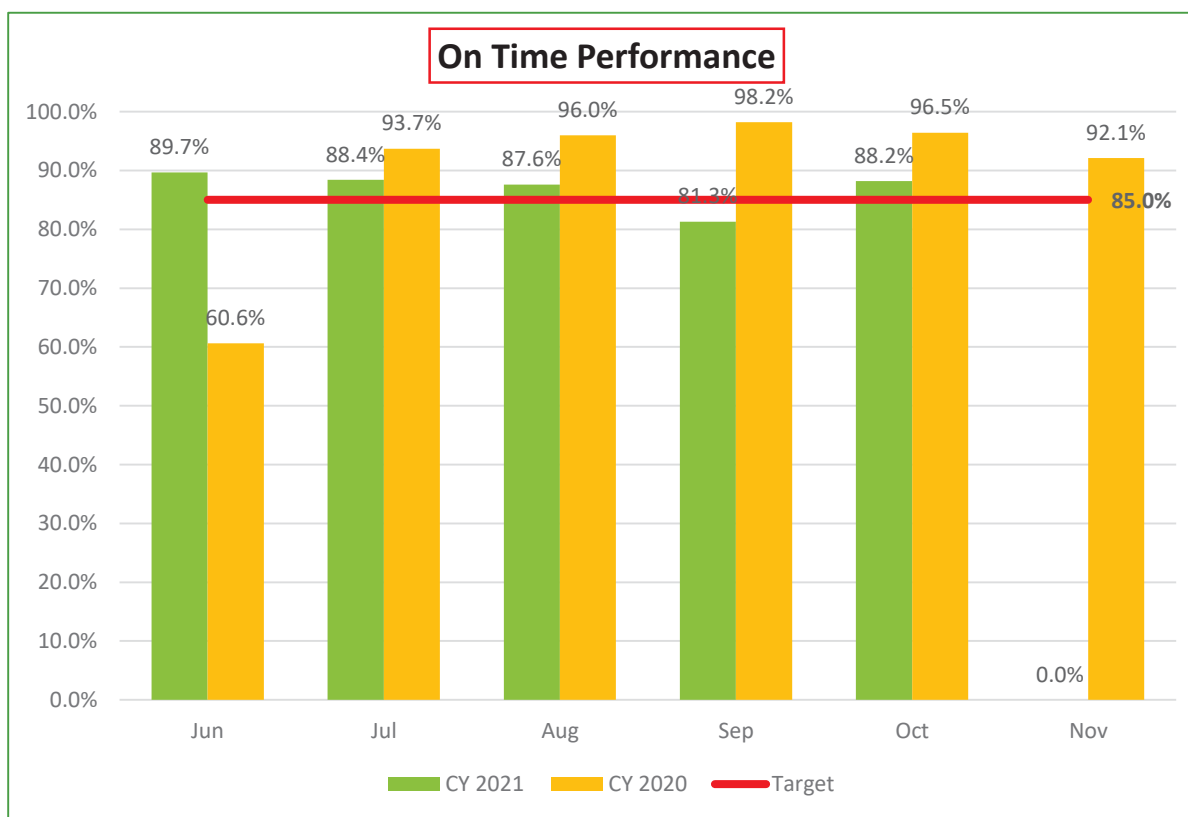
# Passengers per Revenue Hour

Measures total ridership, divided by total service hours.



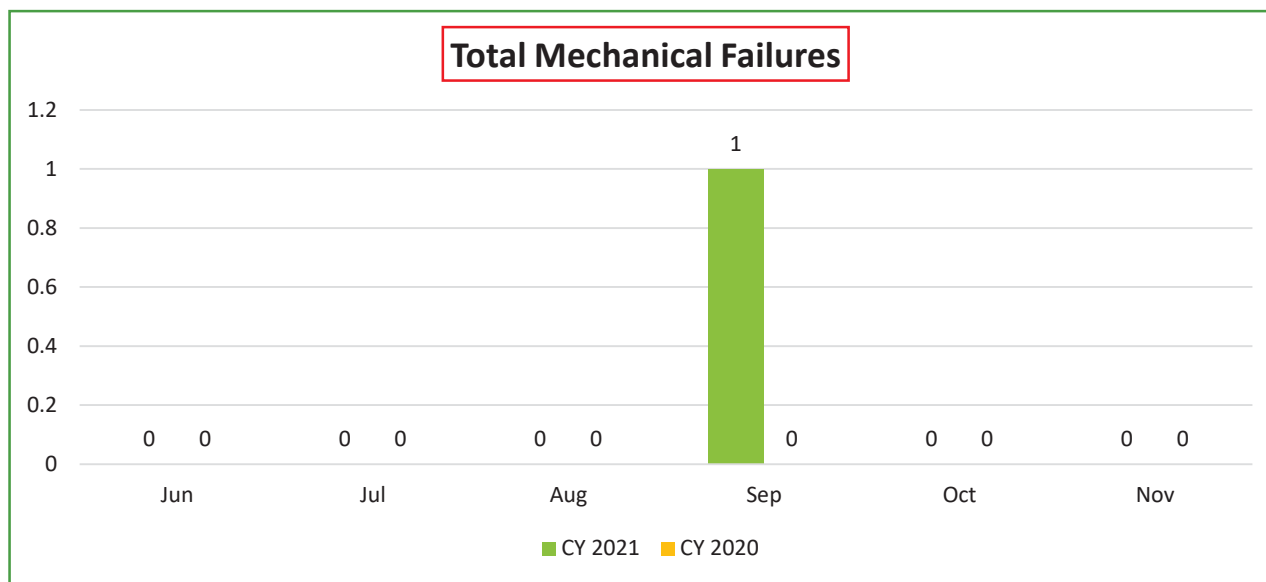
# On-Time Performance

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



# Mechanical Failures

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

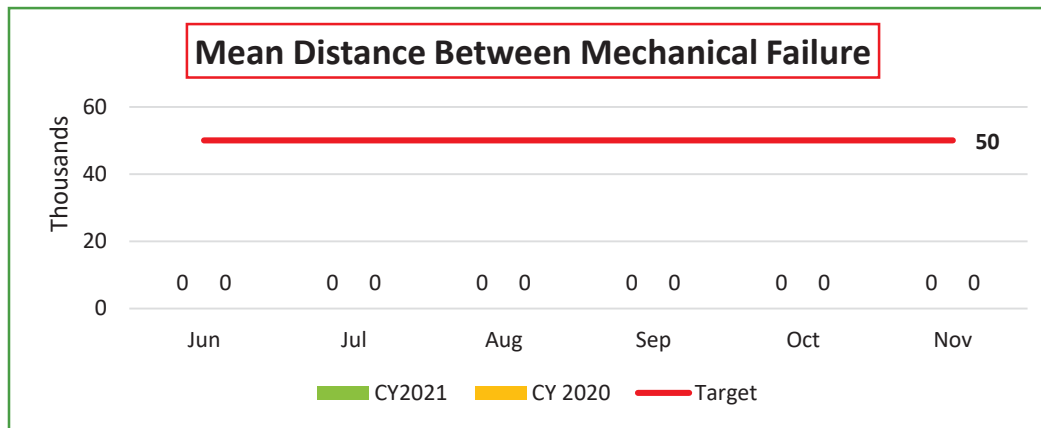


CY 2021						
	Jun	Jul	Aug	Sep	Oct	Nov
Major	0	0	0	0	0	0
Other	0	0	0	1	0	0
Total	0	0	0	0	0	0

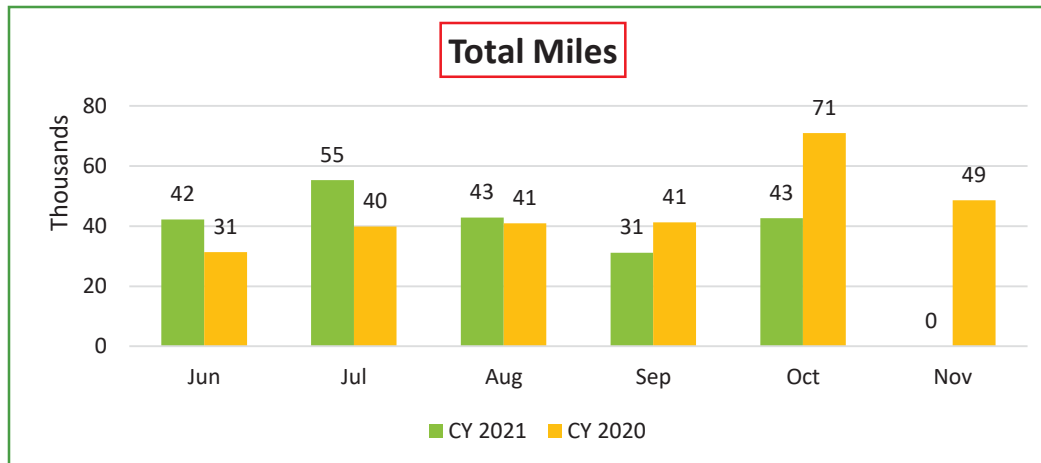
CY 2020						
	Jun	Jul	Aug	Sep	Oct	Nov
Major	0	0	0	0	0	0
Other	0	0	0	0	0	0
Total	0	0	0	0	0	0

# Mean Distance Between Failures

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



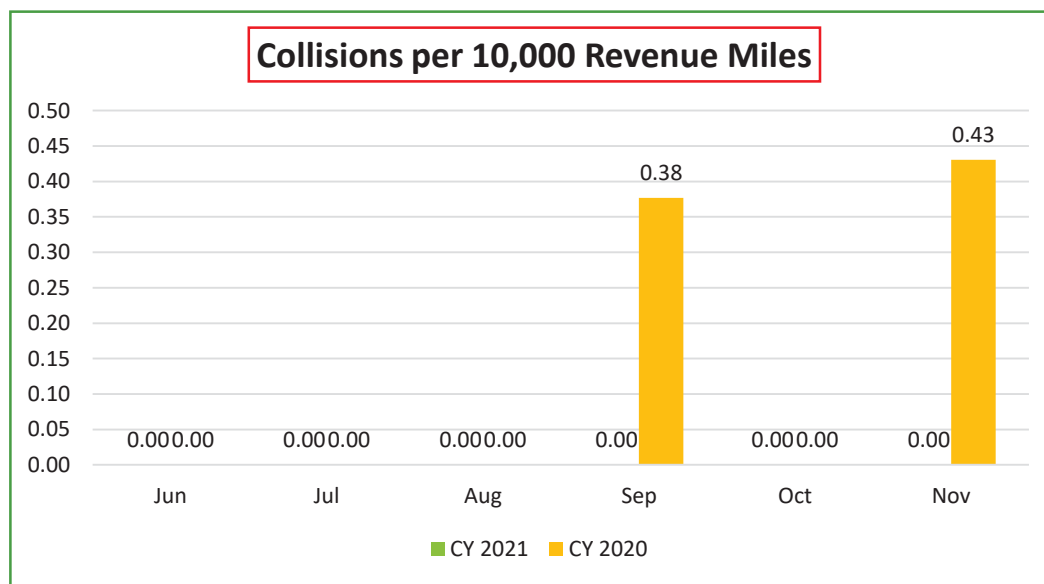
(0 indicates no mechanical failures for the month. There were no failures for August.)





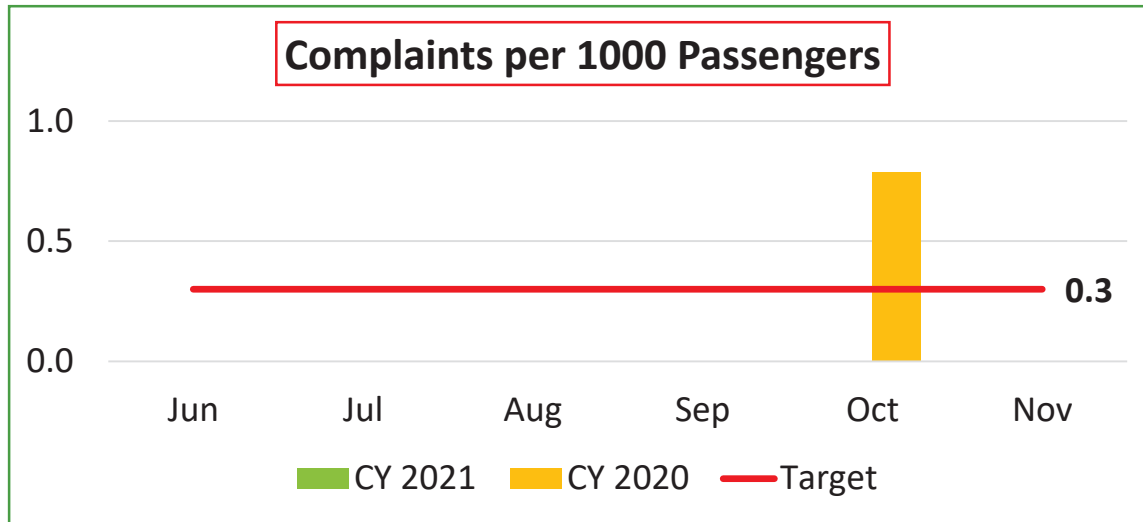
# Collisions per 10,000 Revenue Miles

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



# Customer Satisfaction

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



## MEMORANDUM

**TO:** GoTriangle Board of Trustees  
**FROM:** Planning and Capital Development  
**DATE:** December 2, 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

- 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 approximately 50 bus stops in the GoDurham system for which design began in FY20.

Status – Of an initial group of 63 candidate sites, 58 are completed or in development, and the remainder have been suspended due to overlap with projects by others or constructability constraints. 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. An additional 10 stops are being prepared for construction, real estate acquisition activities are underway for 13 additional stops, and an additional four stops are in design.

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 a construction contract has been awarded for 12 other locations throughout the county. Designs for an additional eight sites are under review by City of Raleigh, NCDOT, and NCRR, one site is in the real estate acquisition phase, and two additional sites are ready for inclusion in an upcoming construction package. Scoping for additional sites is underway.

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 – Plans have been approved by the City of Durham and are awaiting signature. Easement exhibits preparation and coordination with real estate acquisition team is underway.

Upcoming Activities – GoTriangle will schedule necessary right-of-way acquisition activities and schedule the project for construction.



**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 preparing for acquisition of necessary easements and resolution of property issues with the undeveloped right-of-way.

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. 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 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. Efforts to develop a package of eight stops is underway; one is ready for construction and seven are in the design or plan review phase.

Upcoming Activities – GoTriangle will continue to coordinate with RTP stops at HUB RTP. 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 – Permitting of the Bent Tree Plaza Park and Ride is underway; initial table top review is complete.

Upcoming Activities – Formal plan submittal to City of Raleigh is scheduled for [November](#) for the Bent Tree location.

**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. The initial ASR package was submitted to the City on August 2, [the second package was submitted on October 19](#). The NEPA/Section 106 process is complete. 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 improvements and bus rapid transit (BRT) infrastructure to be included in the GoTriangle project versus City of Raleigh Western BRT project and confirm scope description for off-street facility. Monthly federal oversight meetings are continuing with the PMOC assigned to the project, [and the first quarterly meeting with FTA was held on November 1](#).

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 will be submitted to FTA. The project schedule and cost estimates continue to be evaluated and updated.

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. Sign fabrication is underway by NCDOT. [GoTriangle has identified a qualified sign installer to perform the work](#).

Upcoming Activities – [GoTriangle finalize a contract with the installer](#) to install the highway signs; NCDOT will ensure signs are fabricated and delivered to GoTriangle for installation.



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

Description – This project provides 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. An initial pilot location has been identified on NC 54 west of the I-40 interchange.

Status – GoTriangle is coordinating with NCDOT to confirm project scope, and has begun work to engage the design consultant.

Upcoming Activities – Consultant will begin work to evaluate two alternative design concepts, and then to proceed to design on the concept preferred by NCDOT and GoTriangle.

**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 complete; [consultant kickoff is imminent](#).

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. The consultant has initiated development of documentation necessary for FTA environmental review and the Wake Transit Concurrence process, and is developing grant application materials for the FTA 53399(b) program for November 19 submittal deadline. [Property owner engagement is scheduled for November](#).

Upcoming Activities – GoTriangle and the consultant will continue to progress pre-design activities.

Schedule Risks – The primary risk to continued progress is securing 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 – The base study is complete. Wake Forest park-and-ride study is ongoing as reported above.

**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 progressing; GoTriangle has received feedback from two stakeholder meetings.

Upcoming Activities – [GoTriangle will review parcel search output and the consultant will proceed with concept 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 solicitation for real-time arrival sign equipment, and has identified an initial list of 13 candidate sites for installation.

Upcoming Activities – Procurement is scheduled for [November](#).

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 – Permitting is in progress. [GoTriangle is preparing to engage Bar Construction to begin the work.](#)

Upcoming Activities – Consultant will obtain site plan approval and building permit and GoTriangle will complete construction procurement.

### 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 – Data gathering and initial study activities are complete. [Immersion workshops were held in October with GoTriangle and GoDurham staff. Expansion approaches for Fay Street and Nelson Road facilities are confirmed.](#)

Upcoming Activities – [The consultant will initiate scenario/program development for expanded fixed route facilities. Site search and programming for paratransit facility to be initiated by consultant.](#)



## 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. [GoTriangle, NCRR and NCDOT met with Norfolk Southern and its consultant on 10/29 to discuss the progress of the modeling work and are responding to requests for information from the consultant.](#)
- Technical Work Products – Work products from the technical tasks [are continuing to be completed. The draft maintenance facility opportunity site memo was discussed with PMC and partners in October. The draft economic impact briefing book is being prepared for discussion with PMC in November.](#)
- 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 [deliverables are being finalized by the consultant for presentation to municipal staff in December.](#)
- 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, and is preparing for engagement events in November.
- 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.