



GoTriangle
 Operations & Finance Committee
 October 05, 2023
 8:30 am-10:00 am Eastern Time

The GoTriangle Operations & Finance Committee meets remotely.

Microsoft Teams meeting | Join on your computer or mobile app

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Or call in (audio only) +1 252-210-4099

Phone Conference ID: 602 240 539#

I. Call to Order and Adoption of Agenda

(1 minute Michael Parker)

ACTION REQUESTED: Adopt agenda with any changes requested.

II. Draft Minutes | September 7, 2023

(1 minute Michelle Dawson)

ACTION REQUESTED: Approve minutes.

III. Contract for Durham Bus Stop Improvements

(10 minutes Richard Major)

ACTION REQUESTED: Recommend the board authorize the President/CEO to award and execute a contract with Browe Construction Company for construction, installation of amenities, and other improvements at seven Durham bus stop locations in the amount of \$758,535. Staff also requests authorization for an additional 10% project contingency to cover the cost of changes related to unforeseen conditions, in the amount of \$75,853, for a total contract budget of \$834,388.

IV. Short Range Transit Plan Update

(20 minutes Jay Heikes)

V. Board Member Orientation

(5 minutes Scott Thomas, Matthew Clark)

Orientation Outline

VI. Closed Sessions

ACTION REQUESTED: Enter into closed session for the purposes and pursuant to the General Statute references listed below.

A. Disposition of Property to Town of Cary

(10 minutes Gary Tober)

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.

Attachment A

B. Response to Bret Martin Letter

(15 minutes Byron Smith, Karen Porter)

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.

C. Financial Review RFP

(15 minutes Sandra Freeman)

NCGS §143 318.11.(a) (1) To prevent the disclosure of information that is privileged or confidential pursuant to the law of this State:

01 NCAC 05B .0103 CONFIDENTIALITY

(a) All information and documentation whether Electronic, Written, or verbal relative to the development of a Solicitation for a proposed or pending Procurement shall be confidential, except as deemed necessary by the Purchaser to develop a complete contractual document. Such material shall remain confidential until the award of contract or action has been taken by the Purchasing Agency to cancel the Procurement.

(b) All information and documentation relative to the development of a Specification shall be confidential until a contract is entered into by the Purchasing Agency and the Vendor in accordance with G.S. 143-52(a).

RETURN FROM CLOSED SESSION

A. Disposition of Property to Town of Cary

ACTION REQUESTED: Authorize staff to negotiate and execute a contract for the sale of approximately 1.57 acres generally located at 228 and 232 N. Harrison Avenue in Cary to the Town of Cary.

VII. Adjournment

(Michael Parker)



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

4600 Emperor Boulevard
Suite 100
Durham, NC 27703

Thursday, September 7, 2023

9:00 a.m.

Remote | Microsoft Teams

Board members present | Brenda Howerton, Michael Parker, Jennifer Robinson

Board members absent | Corey Branch [excused], Sig Hutchinson [excused], Valerie Jordan

Michael Parker called the meeting to order at 9:02 a.m. A quorum was present.

I. Adoption of Agenda

Michael Parker stated that there were two additional updates to add to the agenda: RFP for Financial Process Analysis and Enhancement Services and Review of Bret Martin Allegations.

II. Approval of Minutes

Action: A motion was made by Howerton and seconded by Robinson to adopt the agenda and approve the minutes of August 3, 2023. Upon vote by roll call, the motion was carried unanimously.

III. Interlocal Agreement | Wake County Program Baseline Policy Development

Michelle Peele shared that an Interlocal Agreement has been developed by CAMPO and GoTriangle in order to co-sponsor a Wake Transit initiative to procure a consultant to develop a policy and reimbursement template for baseline service for transit providers in correlation with Wake Transit reimbursements. The draft policy will be reviewed by TPAC and presented to the CAMPO Executive Board and GoTriangle's board for approval.

Parker asked if there are any implications for the other two counties and the cost for the consultant. Peele responded that this is a Wake Transit issue only as baseline methodology has not been incorporated in Durham nor Orange counties. She said the contract amount is \$60,000, split evenly between CAMPO and GoTriangle and funded through the Wake Transit work plan.

Action: A motion was made by Howerton and seconded by Robinson to recommend the board authorize the President/CEO to enter into the Interlocal Agreement between CAMPO and GoTriangle. Upon vote by roll call, the motion was carried unanimously.

IV. Short Range Transit Plan FY2024 – FY2028

Jay Heikes' presentation is attached and hereby made a part of these minutes. He explained that the short range transit plan is GoTriangle's roadmap for our bus service changes and expansion for the next five years. It implements the vision of the county transit plans and identifies ideas for future services. It also includes service standards for evaluating performance.

This plan offers GoTriangle an opportunity to respond to and address changes in travel patterns and regional growth, particularly travel patterns stemming from hybrid and remote work following the pandemic. The FY2022 ridership report shows an increase in weekend ridership, with Sunday ridership about one-third higher than in FY2019. Weekday ridership in FY2022, on the other hand, was approximately two-thirds of FY2019 levels. Overall, GoTriangle's ridership has gone from largely peak commuters prior to the pandemic, to more consistent ridership throughout the day, with an increase in midday trips and less strong peaks.

Parker asked if the decline in peak ridership is due to people working from home or people choosing to drive their cars rather than take transit. Heikes replied that a recent onboard survey should offer an answer that question when the final report is complete. Additionally he said data is available from ITRE, through the Triangle Regional Model Service Bureau, from an annual survey of households about travel habits as well as an onboard origin and destination survey taking place this fall.

Parker asked if information is gathered about people who have stopped riding. He suggested that navigation apps like Waze or street light cameras could determine car volumes at peak hours. Heikes responded that The Triangle Regional Model does use such data sources. Heikes noted that the operator shortage in late 2022 caused reliability issues and GoTriangle reduced service in response to operator availability. This was another contributing factor to the drop in ridership.

Heikes said in FY2023 the majority of ridership was all-day, everyday service on core routes 100 [Raleigh to RTC], 400 [Durham to Chapel Hill], 700 [Durham to RTC] and 800 [Chapel Hill to south Durham to RTC] as well as route 300 [Raleigh to Cary]. He added that FY2023 ridership is up 6-7% from FY2022. Some peak-only routes overlap service in the all-day routes.

Parker commented that looking at the ridership data, the greatest ridership is on service to or from Chapel Hill. Heikes agreed that Chapel Hill is a significant driver of regional transit ridership, due in part to the cost and availability of parking at UNC and planning decisions by the town that support alternative transportation to and from campus. Meg Scully added that ridership in Durham also is very robust relative to population.

Heike reviewed the goals for the short range transit plan:

- ensure reliable service
- respond to ridership trends
 - increase all-day service frequency in higher demand corridors
 - add weekend service
 - increase evening service
- broaden trips purposes served by GoTriangle
 - convert peak-only regional service to consistent all-day service
 - Reorient and strengthen peak-only express routes

Heikes said that service change ideas were brought to the public in August for public engagement. The next steps include reviewing the feedback and refining service concepts

based on that feedback. A second round of public engagement will follow with a draft of the short range plan. The goal is to have a final plan for adoption by the board in January.

V. Low Income Fare Program Update

Michelle Peele's presentation is attached and hereby made a part of these minutes. She stated that earlier this summer GoTriangle procured a consultant to assist with the development of a low income fare program. Staff has begun planning for a return to fares in FY2025 based on the board's direction. The goals for the program included:

- designed with input from the target users
- based on equitable eligibility criteria
- easy to use
- cost-effective to GoTriangle

Staff will continue to work with the consultant to initiate conversations with stakeholders on eligibility criteria and begin work on cost estimation and provide periodic updates to the board.

VI. Financial Reporting Award

Jennifer Hayden announced that GoTriangle received the Certificate of Achievement for Excellence in Financing Reporting from the Government Finance Officers Association for the 29th year. She noted the effort required to achieve this award and congratulated senior accountant Ren Wiles and the finance team. Saundra Freeman added that this is a national award and few achieve it.

Parker offered congratulations and thanked staff for the hard work.

VII. RFP for Financial Process Analysis and Enhancement Services

Saundra Freeman stated that GoTriangle's procurement manager prepared an RFP based on direction from the board. Howerton asked to review the final document before it is issued.

VIII. Bret Martin Allegations

General Counsel Byron Smith said the review is taking longer than anticipated due to the volume of documents being reviewed. He stated interviews are being conducted and some additional information requested. The review should be concluded by the end of the month.

IX. Adjournment

Action: Chair Parker adjourned the meeting at 9:50 a.m.

Prepared by:

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

AGENDA ACTION ITEM

Connecting all points of the Triangle

Submitted by: Richard Major, Director of Capital Development

Meeting date: October 5, 2023

SUBJECT: Contract with Browe Construction for Durham Bus Stop Improvements

Strategic Objective or Initiative Supported

2.4 Ensure an attractive and accessible transit environment

Staff Recommendation

Recommend the board authorize the President/CEO to award and execute a contract with Browe Construction Company for construction, installation of amenities, and other improvements at seven Durham bus stop locations in the amount of \$758,535. Staff also requests authorization for an additional 10% project contingency to cover the cost of changes related to unforeseen conditions, in the amount of \$75,853, for a total contract budget of \$834,388.

Item Summary

The adopted Durham County transit work plan includes funding for GoTriangle to contract for delivery of bus stop improvements for GoDurham and GoTriangle throughout Durham County. The construction drawings for this group of 7 bus stops were approved by City of Durham and NCDOT as applicable, and improvements are within existing public right-of-way and acquired ROW.

The procurement solicitation phase culminated with two bid openings in August and September 2023. The first bid opening resulted in two bids that exceeded the engineer's estimate by a minimum of 60%. Bids were resolicited, including an expanded invitation to general contractors, DBE and M/WBE contractors for bids. The second bid opening resulted in one bid received on September 28, 2023, from Browe Construction Co. Inc. (DBE/WBE) in the amount of \$758,535.

The bid was reviewed and confirmed by staff to be responsible and responsive to Invitation for Bids No. 20-104. Staff performed a price analysis including a detailed evaluation of bid item prices in comparison with the agency's independent cost estimate and prices for similar work. The bid was 36% over the engineer's estimate of \$610,000; however, this higher price reflects the impact of severe workforce shortages that continue to affect area construction firms. Additionally, current market conditions have resulted in fewer contractors bidding on bus stop construction projects. There are sufficient funds available to proceed with the contract, and staff recommends proceeding with this award. Staff will continue to monitor bid prices of upcoming construction groups and pursue opportunities to improve interest, competition and pricing.

Financial Impact

The total adopted funding for Durham Bus Stop Improvements in the Durham Transit Work Program is \$15,029,000. Of this total, approximately \$8 million is currently allocated for construction. To date, \$2,062,341 has been previously committed to construction contracts. This \$834,388 can be accommodated within the existing budget.

Attachments

- None

AGENDA ACTION ITEM

Connecting all points of the Triangle

Submitted by: Scott Thomas, Executive Office; Matthew Clark, Capital Development

Meeting date: October 5, 2023

SUBJECT: Title of agenda item

Strategic Objective or Initiative Supported

- 1.4 Promote a positive image of transit for the region's citizens
- 2.5 Actively engage the communities we serve (employees, citizens, customers, etc.)
- 3.2 Strengthen community and institutional partnerships

Staff Recommendation

Provide feedback on schedule.

Item Summary

GoTriangle board member orientation acquaints new board members with their role, the organization, and the leadership team, while preparing them to begin work immediately in support of the agency's goals. Orientation will provide new board members with information on the agency's strengths, challenges, and opportunities; focusing on how their role can help GoTriangle succeed in delivering safe, reliable transit throughout the Triangle. The orientation consists of two half-day modules, which include presentations, onsite facility tours, onboard bus trips, and shuttle trips to visit stations and development sites.

The first half-day orientation module will focus on transit operations, communications, and development. Board members will convene with GoTriangle staff at GoTriangle's Bus Operations and Maintenance Facility, and they will receive presentations regarding GoTriangle operations, maintenance, marketing, public engagement, planning, development, and real estate. Following presentations, GoTriangle staff will facilitate site visits to and tours of various facilities and locations. Site visits and tours will include GoTriangle's Bus Operations and Maintenance Facility, the site designated for the future Regional Transit Center, real estate locations in Durham County, RUS Bus, GoRaleigh Station, and real estate locations in Wake County.

The second half-day orientation module will focus on various aspects of GoTriangle administration. Board members will convene with GoTriangle staff at GoTriangle's Regional Transit Center and Offices, and they will receive presentations regarding GoTriangle finance, human resources, procurement, board governance, and policy. Following presentations, GoTriangle staff will accompany board members on a tour of high-ridership GoTriangle bus routes including GoTriangle's highest ridership route, route 400, between Durham and Chapel Hill.

Financial Impact

None.

Attachments

- Draft Board Member Orientation Outline

GoTriangle

NEW BOARD MEMBER ORIENTATION DRAFT OUTLINE

OBJECTIVE:

The orientation acquaints new board members with their role, the organization, and the leadership team, while preparing them to begin work immediately in supporting the agency in reaching its goals. The program will provide the new members with information on the **agency's strengths, challenges, and opportunities**; focusing on how their role can help GoTriangle succeed in delivering safe, reliable transit throughout the Triangle. The orientation consists of two half-day modules, which include presentations, onsite facility tours and onboard bus and shuttle trips to visit stations, future development sites and a current construction project.

DAY 1

FOCUS: TRANSIT OPERATIONS, COMMUNICATIONS, AND DEVELOPMENT

Location:	Bus Operations and Maintenance Facility / Breakfast Served
Welcome:	8:00 AM - Commissioner Brenda Howerton, Board Chair
Program Introduction:	8:10 AM - Scott Thomas, EVP
Presentations:	8:15 AM - Vinson Hines Jr., Chief Operations Officer Operations + Maintenance
	8:30 AM - Eric Curry, Chief Communications Officer Marketing + Public Engagement
	8:45 AM - Katharine Eggleston, Chief Development Officer Planning and Development + Real Estate
Site Visits:	9:00 AM - Operations and Maintenance Facility Tour
	9:20 AM - Future RTC Location and Durham Real Estate Locations
	10:20 AM - RUSBUS, GoRaleigh Station, and Wake Real Estate Locations
Day 1 Summary Day 2 Preview:	12:00 PM - Charles Lattuca, CEO

DAY 2

FOCUS: GOTRIANGLE ADMINISTRATION AND BUS TOUR

Location:	GoTriangle Boardroom & Bus Routes / Breakfast Served
Presentations:	8:00 AM - Byron Smith, General Counsel Board Governance + Policy + Committee Structure
	8:15 AM - Sharon Chavis, Chief People and Diversity Officer EEO + Human Resources + DBE +DEI
	8:30 AM - Sandra Freeman, CFO Agency Finance + Budget
GoTriangle Bus Tour:	9:00 AM - Katharine Eggleston, Bus Tour Introduction
	9:15 AM - Regional Transit Center and Boarding GoTriangle Route 800
	10:15 AM - UNC Hospitals and Boarding GoTriangle Route 400
	11:30 AM - Durham Station and Boarding GoTriangle Route 700
Conclusion:	12:00 PM - Charles Lattuca, CEO

POST ORIENTATION: PROFILE INTERVIEW FOR GOTRIANGLE NEWSLETTER AND WEBSITE

Date/Time:	To Be Scheduled
Interviewer:	Odile Fredericks, Senior Communications Specialist