



GoTriangle
Board of Trustees
May 22, 2024
12:00 pm-2:30 pm Eastern Time

The GoTriangle Board of Trustees has resumed in-person meetings. The public is encouraged to use the remote option.

Microsoft Teams meeting | Join on your computer or mobile app

Click here to join the meeting

*Or call in (audio only) +1 252-210-4099
Phone Conference ID: # 636 348 697#*

I. Call to Order and Adoption of Agenda

(1 minute Brenda Howerton)

ACTION REQUESTED: Adopt agenda with any changes requested.

II. Public Hearing | FY2025 Proposed Budget

III. Public Comment

(Brenda Howerton)

The public comment period is held to give citizens an opportunity to speak on any item. The session is no more than thirty minutes long and speakers are limited to no more than three minutes each. Speakers are required to sign up in advance with the Clerk to the Board at mdawson@gotriangle.org.

IV. Consent Agenda

(1 minute Brenda Howerton)

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. Regular Session Minutes | March 27, 2024

B. Special Meeting Minutes | April 17, 2024

C. Selection of Outside Legal Services

COMMITTEE RECOMMENDATION: Approve selected firms to provide outside legal services to GoTriangle in the specific legal categories as listed and authorize the General Counsel to negotiate and execute engagement letters with these firms.

D. FY2024 Transit Plan Actual Carryover Reauthorization

COMMITTEE RECOMMENDATION: Adopt the transit plan budget ordinance reauthorizations for FY2024 carryover amounts.

Ord. 2024 0007 Wake Operating Reauthorization

Ord. 2024 0008 Wake Capital Reauthorization

Ord. 2024 0009 Durham Capital Reauthorization

Ord. 2024 0010 Orange Capital Reauthorization

E. Increased Cost of Existing Service Reconciliation

1. Durham County Transit

GoDurham Memo

2. Orange County Transit

Orange Transit Memo

F. FY2024 Q4 Transit Plan Amendments

COMMITTEE RECOMMENDATION: Approve the three county transit plan amendments and adopt the budget ordinance amendments.

1. Wake County Transit

Ord. 2024 0011 Wake Capital Amendment

Wake Budget Change Impact

2. Durham County Transit

Ord. 2024 0012 TTD Dur Operating Amendment

Ord. 2024 0013 TTD Dur Capital Amendment

Durham Budget Change Impact

3. Orange County Transit

Ord. 2024 0014 TTD Orange Operating Amendment

Ord. 2024 0015 TTD Orange Capital Amendment

Orange Budget Change Impact

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 Brenda Howerton)*

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

B. Administration & Governance Committee*(Sally Greene)***C. Audit & Finance Committee***(Susan Evans)***D. Operations Committee***(Michael Parker)***E. New Business****1. Agreement to Support the Renovation of Durham Station***(10 minutes Gary Tober)*

410 W Chapel Hill St Site Plan

2. Contract for Durham Bus Stop Improvements*(10 minutes Bong Vang)*

STAFF REQUEST: Award a contract to Whitley Contracting for construction and installation of amenities and other improvements at 6 Durham County and 2 Wake County bus stop locations, with a maximum dollar amount of \$499,598 and authorize the President/CEO to execute the contract consistent with those terms. Staff also requests authorization for an additional 10% project contingency for a total contract budget of \$549,557.80.

F. FY2025 Transit Work Programs/Plans*(TBD Steve Schlossberg)***1. Orange County Transit***(Darlene Weaver)***2. Durham County Transit***(Ellen Beckmann, Brandi Minor)***3. Wake County Transit***(Ben Howell)***VI. Other Business****A. President & CEO's Report***(5 minutes Charles Lattuca)*

Contracts

New Hires & Promotions

1. Wake Conference Committee Update*(10 minutes)***2. Operations Update***(5 minutes Vinson Hines)*

3. Capital Projects Status Report

(5 minutes Katharine Eggleston)

4. Deloitte Financial Review Update

(5 minutes Scott Thomas)

B. General Counsel's Report

(5 minutes Byron Smith)

C. Chair's Report

(2 minutes Brenda Howerton)

D. Board Member Reports

(10 minutes)

1. CAMPO Executive Board Representative

(Patrick Hannah)

2. Regional Transportation Alliance (RTA) Rep.

(Brenda Howerton)

3. DCHC MPO Board Representative

(Michael Parker)

4. APTA Legislative Conference

(Brenda Howerton)

VII. Adjournment

(Brenda Howerton)

NOTICE OF PUBLIC HEARING GoTriangle

The proposed FY 2025 Operating and Capital budgets for GoTriangle, the Durham Transit Plan, the Orange Transit Plan and the Wake Transit Plans have been submitted to the GoTriangle Board of Trustees. The draft budget is available for public inspection on the GoTriangle website: www.gotriangle.org in the “**Publications**” section.

The GoTriangle Board of Trustees will hold a public hearing on the proposed budget at 12:00 noon on Wednesday, May 22, 2024 at the GoTriangle office. The budget is available online on GoTriangle’s website at www.gotriangle.org. Persons wishing to comment on the proposed budget at the public hearing may do so in person or remotely. Instructions for joining the meeting remotely are available on GoTriangle’s website under the “**Board Members**” section.

Persons with disabilities or who otherwise may need special accommodations for the public hearing should contact Michelle Dawson at (919) 485-7438 by 5 p.m. on May 17, 2024. GoTriangle will accommodate all reasonable requests. GoTriangle is an equal opportunity employer.

Jennifer Hayden
Interim Chief Financial Officer



**BOARD OF TRUSTEES
MEETING MINUTES**

4600 Emperor Boulevard
Suite 100
Durham, NC 27703

Wednesday, March 27, 2024

12:00 p.m.

GoTriangle Board Room

Board members present | Brenda Howerton, Vivian Jones, Michael Parker, Sally Greene, Jennifer Robinson

Board members attending remotely | Mary-Ann Baldwin, Susan Evans, Leo Williams [12:23 - 12:57 p.m.]

Board members absent | Corey Branch [excused], Michael Fox, Patrick Hannah [excused], Valerie Jordan

Chair Brenda Howerton officially called the meeting to order at 12:04 p.m. A quorum was present.

I. Adoption of Agenda

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

II. Public Comment

No comments.

III. Consent Agenda

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

The following consent agenda items were approved:

- February 28, 2024 | Regular Session Minutes.
- February 28, 2024 | Closed Session A Minutes.
- February 28, 2024 | Closed Session B Minutes.
- Authorized President/CEO to purchase 82 Sierra Wireless AirLink MG90 G5 routers from Brite for a maximum price of \$282,609.
- Authorized President/CEO to execute a contract for the purchase of ten low floor diesel buses with associated maintenance equipment from Gillig Corporation for a maximum price of \$6,700,000.
- Authorized President/CEO to execute a contract for the purchase of two light transit vehicles from Interstate Transportation Sales for a maximum price of \$258,000.
- Authorized President/CEO to increase the contract value for RUS Bus Transit Design Advisory Services with RK&K to a cost not to exceed \$1,237,206.

Robinson arrived.

IV. Presentations

A. Triangle Travel Trends Analysis

Paul Black introduced Leta Huntsinger, Associate Director of the Institute for Transportation Research and Education. Her presentation is attached and hereby made a part of these minutes. Huntsinger compared data collected from the 2016, 2018, 2021 and 2022 surveys.

| Triangle Recurring Household Travel Survey | | | | |
|--|-----------|-----------|-----------|-----------|
| | 2016 | 2018 | 2021 | 2022 |
| Total person trips | 7,058,973 | 6,857,412 | 4,293,700 | 6,745,868 |
| Total vehicle trips | 5,762,139 | 5,717,259 | 3,843,879 | 5,805,168 |
| Average trip length all modes | 6.1 | 6.2 | 5.0 | 7.0 |
| Average trip length auto | 7.0 | 7.0 | 5.4 | 7.5 |
| Average daily trips per household | 10.8 | 9.8 | 5.7 | 8.8 |
| Average daily trips per person | 4.4 | 4.0 | 2.4 | 3.6 |
| Persons per household | 2.47 | 2.46 | 2.36 | 2.44 |
| Workers per household | 1.22 | 1.25 | 1.26 | 1.27 |
| Drivers per household | 1.77 | 1.80 | 1.75 | 1.74 |
| Vehicles per household | 1.84 | 1.90 | 1.88 | 1.80 |
| Auto trips for work | 92% | 94% | 97% | 94% |
| Auto trips for university | 71% | 78% | 90% | 60% |
| Auto trips for other reasons | 83% | 87% | 92% | 86% |
| Non-motorized trips | 14% | 12% | 9% | 10% |

Rider characteristics

- 43% of riders identify as African American; 30%, white
- 43% of riders are employed; 23%, students
- 78% of riders speak English at home
- 39% of riders have used rideshare services in the past 30 days
- 7% of riders have used bike share or scooter share in the past 30 days
- 45% of riders live in a household with no vehicle
- 58% of riders have a valid driver's license
- 48% of riders earn less than \$25,000 annually

Huntsinger noted that people's lives are complex now and transit needs to meet serve not just typical commuting for work, but also other trips for people who depend on transit or choose transit. Additionally, telework travel patterns vary and transportation planning and infrastructure need to respond to that type of travel as well.

B. Results of Regional On-Board Origin-Destination Survey

Paul Black introduced Ann Steedly, Planning Communities. Their joint presentation is attached and hereby made a part of these minutes. Black explained that this origin-destination survey typically is conducted every five years and differs from the annual customer preference survey. Rather than collecting rider satisfaction and preferences, this survey records characteristics of individual trips and geocodes rider and trip information.

Survey highlights region-wide

- 9 transit agencies participated
- 9,892 surveys completed [15% of riders surveyed on 112 routes]
- 63% of riders are between 18-34 years old
- 43% of riders identify as African American
- >90% walk to/from the bus stop and their origin/destination

Survey highlights for GoTriangle

- 1,352 surveys completed [23% of riders surveyed on 13 routes]
- 60.7% of trips are home-based work or school trips
- 27.4% of riders are between 25-34 years old
- 40% of riders identify as African American
- >88% walk to the bus stop from their origin, 91% walk to their destination
- 48% of riders transfer buses, 18% make two or more bus transfers

V. General Business Agenda**A. Items Removed from Consent Agenda**

None.

B. Administration & Governance Committee Report**1. Nelson Road BOMF Expansion Project Delivery Method**

Katharine Eggleston reviewed the fleet and facility study that we've been working on over the last couple of years recommended an expansion of our maintenance capacity to accommodate future, expanded service.

Scope

- Build-out design capacity of 120 fixed-route vehicles
- Expansion of employee parking
- Addition to building to house improved staff facilities and amenities
- Reconfiguration of existing building to improve maintenance efficiency
- Addition of second service lane and bus wash
- Reconfiguration of revenue vehicle parking and servicing staging areas
- Addition of shade canopy over parking to support installation of future additional charging infrastructure and potential solar generation
- Construction phased to maintain bus operations throughout

GoTriangle typically uses the conventional design-bid-build delivery method for small projects; however, staff did an evaluation of delivery methods for this more complex project. Comparing several criteria for the different delivery methods, the initial recommendation was to use design build bridging. It offers advantages for cost control, risk management and allocation, and staffing requirements. Discussion at the committee meeting concentrated on which method provides the most competition for bidders and less reliance on outside counsel and others to deliver the project. With construction management at risk being more commonly used right now in North Carolina, staff is recommending to move forward with the construction

management at risk delivery method. The next step will be a procurement for designer and then construction manager at risk. The schedule has been extended slightly to accommodate an additional procurement step, but is projected to be complete in the second half of 2028.

Action: A motion was made by Baldwin and seconded by Greene to adopt *Resolution 2024 0001 Approving the Written Evaluation Criteria to Use the Construction Management at Risk Delivery Method for the Nelson Road Bus Operations and Maintenance Facility Modernization and Expansion Project*. Upon vote the motion was carried unanimously.

C. Audit & Finance Committee Report

Susan Evans reported that the committee made three recommendations which appeared on the consent agenda. Reports on the FY2025 transit work programs from each of the three counties also were received. She added that the committee would meet next on Wednesday, April 3 with Vice Chair Patrick Hannah leading the meeting.

D. Operations Committee Report

Michael Parker reported that one item from committee regarding RUS Bus design services appeared on the consent agenda. The committee also discussed the alternative delivery methods for the BOMF which was just presented.

VI. Other Business

A. President and CEO's Report

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

Lattuca reported on the following items:

- First quarterly meeting with county managers and MPO leaders was held February 29. GoTriangle provided updates on capital projects, operations, our strategic plan initiative, the upcoming financial management review and legislative initiatives. Subsequently a letter was sent to the county managers to inform their boards about our intent to seek an increase in the vehicle registration tax to \$7 and have it indexed to inflation.
- Byron and I met with Senator Murdock.
- Met with RDU about how transit can support their increased passenger traffic. We will be working with them on transportation demand management options such as carpools and vanpools. We also discussed the possibility of applying for a grant to run electric van 24-hour service between Durham and the airport and Raleigh and the airport.
- The conference committee with Wake County regarding the vehicle rental tax will meet on April 12.
- The quarterly transfer of revenues to the county transit plans was delayed significantly. It has been corrected; however, there interest that would have accrued which must be determined and transferred. Board members questioned

why this was not discovered previously and not reported in the annual audits. Jennifer Hayden responded that the auditor provided a reconciliation sheet showing this variance. She stated that going forward, such variances will be communicated to the CEO. Board members were assured that processes for such things would be included in the upcoming financial management review.

1. **Strategic Plan Update**

Meg Scully, Director of Planning and Engagement and project manager for the strategic plan update, introduced, Matt Webb from TransPro Consulting, who provided an update. His presentation is attached and hereby made a part of these minutes. Webb stated that board discovery interviews have been completed as well as an initial meeting with GoTriangle staff. Preparations have begun for stakeholder discovery interviews. Additional staff meetings will be held over the next several weeks.

2. **Capital Projects Status Report**

Katharine Eggleston introduced Richard Major, Director of Capital Development, who provided an update on construction progress for RUS Bus. He shared a time lapsed video of the construction site. Deep foundations have been poured and shear walls and the crash wall are being built. Construction is projected to finish by June 25, 2025.

3. **Operations Update**

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

Vinson Hines shared the following statistics from February:

- Average weekday ridership: 5,908 up 16% from 2023; down 9% from 2019.
- Average Saturday ridership: 3,674 up 52% from 2023; up 130% from 2019.
- Average Sunday ridership: 2,142 up 21% from 2023; up 128% from 2019.
- Average weekday boardings - paratransit: 154 up 16% from 2023; down .6% from 2019.
- Average Saturday boardings - paratransit: 53 up 43% from 2023; up 43% from 2019.
- Average Sunday boardings - paratransit: 22 up 83% from 2023; up 16% from 2019.
- Operators: 75 fulltime, 17 part-time, 10 new hires.
- Police responded to 2 incidents in February and EMS, 4.

Return to fares:

- All legacy fareboxes are operational.
- Next steps: operator training and coordination with transit partners

At the recent Triangle-area Bus Roadeo, bus operator Miguel Garcia and paratransit operator Venessa Noell qualified for first place in the bus and paratransit categories, respectively. They will compete at the state bus roadeo in April.

Transit operations appreciation day was held on March 18.

4. Communications Update

Eric Curry stated that all teams in the agency are working toward a return to fares on July 1. Communications is working on a plan to reach all riders through social media, face-to-face meetings, at the bus stops and through the media.

5. Human Resources Update

Sharon Chavis announced to the board the new bus operator sign-on bonus program which will pay \$2,500 to new bus operators, paid out over one year. She added that the employee referral program has increased from \$500 to \$1,200.

B. General Counsel's Report

Byron Smith reported that he would be attending the APTA Legislative Conference in April, including the advocacy afternoon meetings with legislators.

C. Chair's Report

No report.

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

No report.

2. Regional Transportation Alliance (RTA) Representative

No report.

3. DCHC MPO Board Representative

Michael Parker reported that projects were reviewed as part of the Triennial Call for Projects, including GoTriangle's mobility hub. The list is out for public comment and will come back in April for approval.

VII. Adjournment

Action: Chair Howerton adjourned the meeting at 2:27 p.m.

Prepared by:

Michelle C. Dawson, CMC
Clerk to the Board



**BOARD OF TRUSTEES
SPECIAL MEETING | BUDGET
MEETING MINUTES**

4600 Emperor Boulevard
Suite 100
Durham, NC 27703

Wednesday, April 19, 2024

12:00 p.m.

GoTriangle Board Room

Board members present | Corey Branch, Susan Evans, Brenda Howerton, Vivian Jones, Michael Parker

Board members attending remotely | Sally Greene [left 2:28 p.m.], Patrick Hannah [arr. 12:08 p.m., left 2:43 p.m.], Leo Williams [joined 2:28 p.m.]

Board members absent | Mary-Ann Baldwin, Jennifer Robinson [all excused], Michael Fox, Valerie Jordan

Chair Brenda Howerton officially called the meeting to order at 12:05 p.m. A quorum was present.

I. Adoption of Agenda

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

II. FY2025 Draft Proposed Budget

Jennifer Hayden reviewed the proposed FY2025 budget workbook, which is attached and hereby made a part of these minutes.

Current GoTriangle budget assumptions for FY2025:

- Operating revenue \$43 million [up from \$40.3 million in FY2024].
- Operating expenditures \$43 million [up from \$38.4 million in FY2024].
- SMAP funding \$2.8 million [flat to FY2024].
- Vehicle Rental Tax revenues \$14.9 million [up from \$13.7 million in FY2024].
- Vehicle Registration Tax revenues \$6.9 million [up 2% from FY2024].
- Fares and GoPass revenues \$1.6 million [suspended since FY2020].
- Plaza building expenses \$600,000; no rental income budgeted.
- Total headcount of 294, including county transit plans [up from 285 in FY2024].
- Average merit 3%; maximum merit 4% [average down from 3.5% in FY2024].
- 7% increase in employee healthcare costs [no change in \$500 annual employee contribution for employee-only coverage].
- Bus revenue hours of 136,607, directly operated and including Durham, Orange and Wake [up from 131,307 hours in FY2024].
- Contracted bus service hours 11,021 [up from 9,899 hours in FY2024].
- Bus service current cost per hour \$174 [up from \$161 in FY2024].
- Capital revenue \$57.2 million [up from \$33 million in FY2024].
- Capital expenditures \$59.6 million [up from \$35.9 million in FY2024].

Assumptions for the Durham Transit Plan - \$6.7 million allocation to fund balance:

- Total revenue \$45.6 million [up from \$42.6 million in FY2024], which includes:
 - Half [1/2] cent sales tax \$43 million.

- Vehicle rental tax \$0.
- \$7 county vehicle registration tax \$1.8 million.
- \$3 regional vehicle registration tax \$0.8 million.
- Total expenses \$38.9 million:
 - Tax district administration \$0.5 million.
 - Transit plan administration \$2.4 million.
 - Transit operations \$16.7 million.
 - Transit infrastructure capital expense \$17.6 million.
 - Vehicle acquisitions capital expense \$1.2 million.
 - Capital reserve \$500,000.

Assumptions for the Orange Transit Plan - \$1 million allocation to fund balance:

- Total revenue \$12.7 million [up from \$10.7 million in FY2024], which includes:
 - Half [1/2] cent sales tax \$11.5 million.
 - Vehicle rental tax \$0.
 - \$7 county vehicle registration tax \$0.8 million.
 - \$3 regional vehicle registration tax \$0.4 million.
- Total expenses \$11.7 million:
 - Tax district administration \$0.3 million.
 - Transit plan administration \$0.7 million.
 - Transit operations \$5.6 million.
 - Transit infrastructure capital expense \$.7 million.
 - Vehicle acquisitions capital expense \$0.4 million.
 - Bus Rapid Transit capital expense \$4 million.

Assumptions for the Wake Transit Plan - \$5.7 million allocation from fund balance:

- Total revenues \$236.7 million [up from \$222.7 million in FY2024].
 - Half [1/2] cent sales tax \$140 million.
 - Vehicle rental tax \$0.
 - \$7 county vehicle registration tax \$7.1 million.
 - \$3 regional vehicle registration tax \$3 million.
 - Other revenue \$86.6 million.
- Total expenses \$242.4 million:
 - Tax district administration \$0.7 million.
 - Transit plan administration \$6.9 million.
 - Transit operations \$35.4 million.
 - Community Funding Area operating expense \$2.6 million
 - Bus Rapid Transit capital expense \$150.9 million.
 - Bus infrastructure capital expense \$29 million.
 - Bus acquisitions capital expense \$16.5 million.
 - Capital planning expense \$.4 million.

Board members commented on and discussed:

- Requested a clearer breakdown of Transit Plan dollars allocated to GoTriangle operations and separation of GoTriangle revenues and expenditures from Transit Plan revenues and expenditures.
- Requested information on GoTriangle’s employee vacancy rate.
- Discussed efforts to attract and retain operators, including more part-time workers and partnering with the school systems to share drivers.
- Use of financing for bus purchases to relieve pressure on the budget.
- More simplified budgeting, perhaps fewer funds.
- Evaluation of real property holdings by GoTriangle.
- Requested a summary of the major budget categories in FY24 and FY25, projected versus actual, and the year-to-year variance.
- Discussion of budget priorities and tradeoffs.

III. Adjournment

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

Brenda Howerton, Chair

Attest:

Michelle C. Dawson, CMC
Clerk to the Board

AGENDA ACTION ITEM

Submitted by: Karen Porter, Deputy General Counsel and Holly Stott, Associate General Counsel
 Meeting date: April 3, 2024

SUBJECT: Selection of Outside Legal Services

Strategic Objective or Initiative Supported

State the *objective or initiative* from the Strategic Plan related to this item

Staff Recommendation

Staff requests that the Administration & Governance Committee recommend Board approval of the selected firms to provide outside legal services to GoTriangle in the specific legal categories as listed and authorize the General Counsel to negotiate and execute engagement letters with these firms.

Item Summary

A GoTriangle Selection Committee comprised of Karen Porter, Holly Stott, Veronica Curet, Katharine Eggleston, and Jessica Perkins developed a Request for Proposals (RFP) with William Bryant, Interim Procurement Manager.

The Committee developed eleven (11) legal subject matter categories to build a bench of qualified outside counsel firms as specific issues arise. The Committee asked respondents to clearly identify each subject matter category for which they were bidding.

The RFP was posted on GoTriangle's procurement website and sent via email to firms that previously expressed interest in GoTriangle's past legal services RFPs and additional North Carolina licensed attorneys.

Nine (9) submissions were received and the Selection Committee reviewed and scored the proposals based on selection criteria developed by the Committee. The selection criteria was as follows:

| No. | Criterion | Points |
|-----|---|--------|
| 1 | Understanding the Scope of Work and Objectives | 80 |
| 2 | Qualifications and Experience of Firm(s) and Personnel and their Commitment to the Services | 50 |
| 3 | Fee Schedule | 30 |
| 4 | Previous Experience of Similar Scope of Work | 30 |
| 5 | References from Previous Clients | 10 |

The Selection Committee created a short list of firms to be interviewed. Based on the review and scoring, the Selection Committee selected eight (8) firms for interviews.

Each firm was questioned on their proposed team, direct relevant experience, experience with state and federal regulatory agencies, conflicts, and potential risks and issues for the agency in each specified category that they were short-listed.

Following the interviews the Selection Committee used the scores and information learned during the interviews along with evaluating the rates and fees related to each submission. The following firms scored the highest in each category:

1. Construction law, including Design-Build, Design-Build-Bridge, and Public Private Partnership Contracts
 - a. Parker Poe
 - b. Kaplan Kirsch & Rockwell
2. Local government finance, bonds, and taxation
 - a. McGuire Woods
 - b. Kaplan Kirsch & Rockwell
3. Real estate development, including eminent domain
 - a. Parker Poe
 - b. The Banks Law Firm, P.A.
4. Land use and zoning
 - a. Parker Poe
 - b. Kaplan Kirsch & Rockwell
5. Environmental
 - a. Kaplan Kirsch & Rockwell
 - b. McGuireWoods
6. State and federal constitutional law issues
 - a. McGuireWoods
 - b. Kaplan Kirsch & Rockwell
7. Real property
 - a. Parker Poe
 - b. The Banks Law Firm, P.A.
8. Employment law, including employee benefits
 - a. Jackson Lewis P.C.
 - b. The Banks Law Firm, P.A.
9. Intellectual property
 - a. Parker Poe
 - b. Haynsworth Sinkler Boyd, P.A.
10. Railroad law
 - a. Kaplan Kirsch & Rockwell
 - b. Ballard Spahr, LLP in conjunction with Clark Hill PLC
11. Tort liability
 - a. Parker Poe
 - b. McGuireWoods

After careful consideration of the information received and based on a thorough review of the proposals and results of the interview process, the GoTriangle Selection Committee recommends award of outside legal services as set forth above.



The President and Chief Executive Officer, Charles E. Lattuca, concurs with the recommendation.

Financial Impact

Outside legal fees have been budgeted for FY2025.

Attachments

- None



AGENDA ACTION ITEM

Submitted by: Steven Schlossberg, Finance & Administrative Services

Meeting date: May 1, 2024

SUBJECT: FY2024 Transit Plan Actual Carryover Reauthorization

Strategic Objective or Initiative Supported

Implement the Durham, Orange and Wake Transit Plan

Staff Recommendation

Staff requests that the GoTriangle Audit & Finance Committee recommend to the GoTriangle Board of Trustees the approval of the FY 2024 Carryover Reauthorization

Item Summary

This memo addresses the customary FY24 Durham, Orange and Wake County Tax District Work Plan estimated carryforward amounts to true-up of FY23 funds that have been included in the adopted FY24 Budget.

During the fourth (4th) quarter, the Tax District Administration requests partners to estimate spending amounts for the current fiscal year. Upon receipt of the information the estimates are included as part of the adopted Transit Work Plan. Upon completion of the Annual Comprehensive Financial Report (ACFR), the Tax District Administration adjusts the estimated carryover amount to match actual amount remaining.

Summary of Reauthorization Details

Orange's FY23 Estimated Carryover = \$4,726,171

Orange's FY23 Actual Carryover = \$4,680,718

Adjustment -\$45,453

Durham's FY23 Estimated Carryover = \$35,621,739

Durham's FY23 Actual Carryover = \$34,218,885

Adjustment -\$1,402,854

Wake's FY23 Estimated Carryover = \$232,475,117

Wake's FY23 Actual Carryover = \$233,672,064

Adjustment \$1,196,947

Financial Impact: Zero financial impact since these were funds already adopted in previous work plans.

Attachments

- Reauthorization Ordinance

2024 0007

**GO TRIANGLE FY2024 BUDGET ORDINANCE REAUTHORIZATION
TRIANGLE TAX DISTRICT – WAKE OPERATING FUND**

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 – Wake Capital Fund** for the fiscal year beginning July 1, 2023, and ending June 30, 2024:

| | Reauthorized |
|---|-------------------|
| Allocation from Wake Operating Fund Balance | \$ 250,000 |
| Total | \$ 250,000 |

Section 2. The following amounts represent previously adopted **Triangle Tax District – Wake Capital Funds** and are hereby re-appropriated for use in the fiscal year beginning July 1, 2023, and ending June 30, 2024:

| | Reauthorized |
|---|-------------------|
| Tax District Administration GoTriangle | \$ 85,000 |
| Transit Plan Administration GoTriangle | 165,000 |
| Total | \$ 250,000 |

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

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

Section 4: Triangle Tax District – Wake Operating Funds encumbered as of June 30, 2023, by GoTriangle as the Tax District Administrator are hereby appropriated to this budget.

Section 5. Copies of the Budget Ordinance shall be furnished to the Clerk to the Board of Trustees, to the Finance Officer, and to the Budget Officer of this Authority to be kept on file for their direction in the disbursement of funds. Copies also shall be furnished to representatives of the Agencies under Section 2. The Budget Ordinance shall be entered into the Board minutes.

ATTEST:

ADOPTED THIS THE 22ND DAY OF MAY 2024.

Michelle C. Dawson, Clerk to the Board

Brenda Howerton, Board of Trustees Chair

2024 0008

**GO TRIANGLE FY2024 BUDGET ORDINANCE REAUTHORIZATION
TRIANGLE TAX DISTRICT – WAKE CAPITAL FUND**

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

Section 1. It is estimated that the following revenues will be available in the **Triangle Tax District – Wake Capital Fund** for the fiscal year beginning July 1, 2023, and ending June 30, 2024:

| | |
|---|--------------------------------|
| Allocation from Wake Operating Fund Balance | Reauthorized \$ 233,422,064 |
| Total | \$ 233,422,064 |

Section 2. The following amounts represent previously adopted **Triangle Tax District – Wake Capital Funds** and are hereby re-appropriated for use in the fiscal year beginning July 1, 2023, and ending June 30, 2024:

| | |
|------------------------|-----------------------|
| | Reauthorized |
| Capital Planning | |
| GoTriangle | \$ 497,096 |
| Community Funding Area | |
| Town of Apex | 3,414 |
| Town of Morrisville | 140,259 |
| Bus Infrastructure | |
| GoTriangle | 32,614,445 |
| City of Raleigh | 30,198,645 |
| Town of Cary | 54,990,719 |
| Reserve | 3,121,600 |
| Commuter Rail Transit | |
| GoTriangle | 1,367,448 |
| Reserve | 24,610,371 |
| Bus Acquisition | |
| City of Raleigh | 3,751,747 |
| GoTriangle | 3,453,006 |
| Bus Rapid Transit | |
| City of Raleigh | 78,673,314 |
| Total | \$ 233,422,064 |

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

- A) No transfer may be made that changes the adopted allocations to fund balance.
- B) All budget transfers will be reported to the Transit Planning Advisory Committee.

- C) All increases to an appropriation, and all transfers between appropriations, must be reviewed by the Transit Planning Advisory Committee and approved by the CAMPO and GoTriangle governing boards.

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

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

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

Section 7. Copies of the Budget Ordinance shall be furnished to the Clerk, to the Board of Trustees, to the Finance Officer, and to the Budget Officer of this Authority to be kept on file for their direction in the disbursement of funds. Copies also shall be furnished to representatives of the Agencies under Section 2. The Budget Ordinance shall be entered into the Board minutes.

ATTEST:

ADOPTED THIS THE 22ND DAY OF MAY 2024.

Michelle C. Dawson, Clerk to the Board

Brenda Howerton, Board of Trustees Chair

2024 0009

**GO TRIANGLE FY2024 BUDGET ORDINANCE REAUTHORIZATION
TRIANGLE TAX DISTRICT – DURHAM CAPITAL FUND**

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, 2023, and ending June 30, 2024:

| | Reauthorized |
|---|----------------------|
| Allocation from Durham Capital Fund Balance | \$ 34,218,884 |
| Total | \$ 34,218,884 |

Section 2. The following amounts represent previously adopted **Triangle Tax District – Durham Capital Funds** and are hereby re-appropriated for use in the fiscal year beginning July 1, 2023, and ending June 30, 2024:

| | Reauthorized |
|------------------------|----------------------|
| Capital Planning | |
| DCHC MPO | \$ 45,182 |
| Durham County | 22,183 |
| GoTriangle | 1,836,767 |
| Transit Infrastructure | |
| GoTriangle | 13,290,063 |
| Durham County | 150,000 |
| GoDurham | 9,773,886 |
| Vehicle Acquisition | |
| GoTriangle | 981,175 |
| GoDurham | 7,104,474 |
| Commuter Rail Transit | |
| GoTriangle | 1,015,154 |
| Total | \$ 34,218,884 |

Section 3. The FY24 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 FY24 Durham Transit Work Program as priorities are identified in the new Transit Plan.

Section 4. Triangle Tax District – Durham Capital Funds are appropriated pursuant to section 13.2 of Chapter 159 of the North Carolina General Statutes; therefore, appropriations do not lapse at the end of the fiscal year and are available for the duration of the project unless subsequently approved for reallocation by the GoTriangle Board of Trustees.

Section 5. 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.

ATTEST:

ADOPTED THIS THE 22ND DAY OF MAY 2024.

Michelle C. Dawson, Clerk to the Board

Brenda Howerton, Board of Trustees Chair

2024 0010

**GO TRIANGLE FY2024 BUDGET ORDINANCE REAUTHORIZATION
TRIANGLE TAX DISTRICT – ORANGE CAPITAL FUND**

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 – Orange Capital Fund** for the fiscal year beginning July 1, 2023, and ending June 30, 2024:

| | Reauthorized |
|---|---------------------|
| Allocation from Orange Capital Fund Balance | \$ 4,680,717 |
| Total | \$ 4,680,717 |

Section 2. The following amounts represent previously adopted **Triangle Tax District – Orange Capital Funds** and are hereby re-appropriated for use in the fiscal year beginning July 1, 2023, and ending June 30, 2024:

| | Reauthorized |
|-------------------------------------|---------------------|
| Capital Planning | |
| GoTriangle | \$ 487,985 |
| Orange County Public Transportation | 165,517 |
| Transit Infrastructure | |
| Chapel Hill | 586,704 |
| Orange County Public Transportation | 833,353 |
| GoTriangle | 609,679 |
| Town of Carrboro | 1,247,805 |
| Town of Hillsborough | 195,668 |
| Vehicle Acquisition | |
| GoTriangle | 554,006 |
| Total | \$ 4,680,717 |

Section 3. The FY24 Orange 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 Orange County will consider amendments to the FY24 Orange Transit Work Program as priorities are identified in the new Transit Plan.

Section 4. Triangle Tax District – Orange Capital Funds are appropriated pursuant to section 13.2 of Chapter 159 of the North Carolina General Statutes; therefore, appropriations do not lapse at the end of the fiscal year and are available for the duration of the project unless subsequently approved for reallocation by the GoTriangle Board of Trustees.

Section 5. 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.

ATTEST:

ADOPTED THIS THE 22ND DAY OF MAY 2024.

Michelle C. Dawson, Clerk to the Board

Brenda Howerton, Board of Trustees Chair

AGENDA ACTION ITEM

Connecting all points of the Triangle

Submitted by: Steven Schlossberg, Finance & Administrative Services

Meeting date: May 1, 2024

SUBJECT: Durham County FY24 Increased Cost of Existing Service (I.C.E.S) True-up

Strategic Objective or Initiative Supported

Implement the Durham Transit Plan with Staff Working Group

Staff Recommendation

Recommend reinstatement of \$6,327 to the unbudgeted reserve fund for the GoDurham Increased Cost of Existing Service in the FY24 Work Program.

Item Summary

This memo addresses the customary FY24 Durham County Tax District Work Program true-up for Increased Cost of Existing Service (I.C.E.S) with a description and financial impact.

FY24 Work Plan True Up:

Durham County Tax District proposed work plan adjustment for Increased Cost of Existing Service (I.C.E.S) as per the terms of the Durham County Implementation Agreement is as follows:

1. GoDurham – Increased Cost of Existing Service
Project Code: 18DCI_TS9 – Increased Cost of Existing Service
Decrease FY24 allocation by \$6,327 to \$862,215

Financial Impact

The FY2024 Durham Transit Work Program will *decrease* by \$6,327.

Attachments

- GoDurham I.C.E.S update memo



Connecting all points of the Triangle

MEMORANDUM

TO: Sean Egan, City of Durham
Tom Devlin, City of Durham

CC: Sandra Freeman, GoTriangle
Steve Schlossberg, GoTriangle
Jennifer Hayden, GoTriangle
Paul Kingman, GoTriangle
Priscilla Gilchrist, GoTriangle
Brandi Minor, Durham County
Ellen Beckmann, Durham County

FROM: Katie Urban, GoTriangle

DATE: January 24, 2024

RE: FY2024 Final and FY2025 Estimated Increased Cost of Existing Services (ICES)

The ICES allocation for FY2024 has been recalculated per the ICES agreement. The ICES budget was originally based on 50% of the *prior year's budgeted* \$7 vehicle registration tax. The ICES budget was recalculated to equal 50% of the *prior year's actual* \$7 vehicle registration tax.

The original FY2024 ICES budget for GoDurham was \$868,542, which was calculated at 50% of the FY2023 budgeted \$7 vehicle registration tax, which totaled \$1,737,084. The FY2024 ICES budget for GoDurham will be amended to equal 50% of the FY2023 *actual* \$7 vehicle registration tax, which was \$1,724,430. Thus, the revised FY2024 ICES allocation for GoDurham decreased by \$6,327 to \$862,215.

At this time, the FY2024 \$7 vehicle registration tax budget is \$1,724,430. Based on that, the FY2025 ICES allocation will be budgeted at \$862,215 (\$1,724,430 x 50%). The final FY2025 ICES allocation will be reviewed and amended as needed mid-year FY2025.

If you have any questions, please let me know. I can be reached at 919-485-7507 or kurban@gotriangle.org.

PO Box 13787
Research Triangle Park, NC 27709
919-485-7501 | Fax: 919-485-7547

www.gotriangle.org



AGENDA ACTION ITEM

Connecting all points of the Triangle

Submitted by: Steven Schlossberg, Finance & Administrative Services

Meeting date: May 1, 2024

SUBJECT: Orange County FY24 Increased Cost of Existing Service (I.C.E.S) True-up

Strategic Objective or Initiative Supported

Implement the Orange Transit Plan with Staff Working Group

Staff Recommendation

Recommend true-up allocation of Increased Cost of Existing Service in the FY24 Work Program.

Item Summary

This memo addresses the customary FY24 Orange County Tax District Work Program true-up for Increased Cost of Existing Service (I.C.E.S) with a description and financial impact.

FY24 Work Plan True Up:

Orange County Tax District proposed work plan adjustment for Increased Cost of Existing Service (I.C.E.S) as per the terms of the Orange County Implementation Agreement is as follows:

1. Orange Public Transportation (OPT) – Increased Cost of Existing Service
Project Code: 19OPTS2 – Decrease Cost of Existing Service
Decrease FY24 allocation by \$925 to \$39,772
2. Chapel Hill Transit (CHT) – Increased Cost of Existing Service
Project Code: 19CHTTS2 – Increase Cost of Existing Service
Increase FY24 allocation by \$29,783 to \$775,336

Financial Impact

The FY2024 Orange Transit Work Program will *increase* by \$28,858.

Attachments

- Orange Transit I.C.E.S update memo



MEMORANDUM

Connecting all points of the Triangle

TO: Nicholas Pittman, CHT
Darlene Weaver, OPT

CC: Nishith Trivedi, Orange County
Rick Shreve, CHT
Saundra Freeman, GoTriangle
Steven Schlossberg, GoTriangle
Paul Kingman, GoTriangle
Jennifer Hayden, GoTriangle
Priscilla Gilchrist, GoTriangle

FROM: Katie Urban, GoTriangle

DATE: January 24, 2024

RE: FY2024 Final and FY2025 Estimated Increased Cost of Existing Services (ICES)

Please find attached the FY2024 Final Increased Cost of Existing Services (ICES) calculations. The FY2024 ICES calculation was updated to reflect the actual FY2023 \$7 DMV registration fee and each Partner's contribution to transit services.

The FY2024 final ICES allocation is as follows:

CHT = \$775,336 (increase by \$29,783 from FY2024 estimate)
OPT = \$39,772 (decreased by \$925 from FY2024 estimate)

GoTriangle will prepare a budget amendment.

Please also find the FY2025 Estimated Increased Cost of Existing Services (ICES) calculations. At this time, the FY2024 final ICES will be used in the FY2025 work plan. The FY2025 estimated ICES allocation is as follows:

CHT = \$775,336
OPT = \$39,772

If you have any questions, please let me know. I can be reached at 919-485-7507 or kurban@gotriangle.org.

Enclosures

PO Box 13787
Research Triangle Park, NC 27709
919-485-7501 | Fax: 919-485-7547

www.gotriangle.org



FY2024 ICES Original Budget Calculation

| Original Budget Calculation (1/23/2023) | FY24 Local Funding for Transit | FY24 Share of County Total |
|--|--------------------------------------|-------------------------------|
| Chapel Hill | \$ 7,551,927 | 94.82% |
| Orange County | \$ 412,234 | 5.18% |
| Total | \$ 7,964,161 | |
| | | |
| FY24 Estimated \$7 Tax | \$ 786,250 | |
| | | |
| | FY2024 Original | |
| CHT FY24 Share (Original) | \$ 745,553 | |
| OPT FY24 Share (Original) | \$ 40,697 | |

FY2024 ICES Mid-Year Budget Calculation

| Mid-Year Revision (1/24/2024) | FY24 Local Funding for Transit | FY24 Share of County Total |
|----------------------------------|--------------------------------------|-------------------------------|
| Chapel Hill | \$ 8,457,590 | 95.12% |
| Orange County | \$ 433,849 | 4.88% |
| Total | \$ 8,891,439 | |
| | | |
| FY23 Actual \$7 DMV Tax | \$ 815,108 | |
| | | |
| | FY2024 Final | |
| CHT FY24 Share (Revised) | \$ 775,336 | |
| OPT FY24 Share (Revised) | \$ 39,772 | |

FY2024 ICES Mid-Year Budget Adjustment

| Partner Agency | Adjustment Amount |
|----------------|----------------------|
| CHT | \$ 29,783 |
| OPT | \$ (925) |

FY2025 ICES Original Budget Calculation

| Original Budget Calculation (1/24/2024) | FY23 Local Funding for Transit | FY23 Share of County Total |
|--|---|---------------------------------------|
| Chapel Hill | \$ 8,457,590 | 95.12% |
| Orange County | \$ 433,849 | 4.88% |
| Total | \$ 8,891,439 | |

FY24 Estimated \$7 Tax \$ 815,108

| | FY2024 Original |
|----------------------------------|------------------------|
| CHT FY25 Share (Original) | \$ 775,336 |
| OPT FY25 Share (Original) | \$ 39,772 |

2024 0011

GO TRIANGLE FY2024 BUDGET ORDINANCE AMENDMENT
TRIANGLE TAX DISTRICT - WAKE CAPITAL FUND

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

Section 1. It is estimated that the following revenues will be available in the **Triangle Tax District - Wake Capital Fund** for the fiscal year beginning July 1, 2023, and ending June 30, 2024:

| | Original | Revised |
|---|-----------------------|-----------------------|
| Article 43 ½ Cent Local Option Sales Tax | \$ 98,480,740 | \$ 98,144,380 |
| Community Funding Area Fund Balance | 661,935 | 661,935 |
| Allocation from Wake Capital Fund Balance | <u>14,232,843</u> | <u>44,204,203</u> |
| Total | \$ 113,375,518 | \$ 143,010,518 |

Section 2. The following amounts hereby are appropriated in the **Triangle Tax District - Wake Capital Fund** for the fiscal year beginning July 1, 2023, and ending June 30, 2024:

| | Original | Revised |
|---|-----------------------|-----------------------|
| Capital Planning | | |
| GoTriangle | | \$ 200,000 |
| Capital Area Metropolitan Planning Organization [CAMPO] | \$ 250,000 | 250,000 |
| Wake County | | 135,000 |
| Community Funding Area | | |
| Town of Apex | 429,275 | 429,275 |
| Town of Knightdale | 232,660 | 232,660 |
| Transit Infrastructure | | |
| GoTriangle | 2,875,375 | 13,875,375 |
| City of Raleigh | 21,169,859 | 21,169,859 |
| Town of Cary | 26,471,404 | 36,471,404 |
| Reserve | 1,124,864 | 924,864 |
| Vehicle Acquisition | | |
| City of Raleigh | 1,456,096 | 1,456,096 |
| GoTriangle | 2,113,500 | 2,113,500 |
| Bus Rapid Transit | | |
| GoRaleigh | <u>57,252,485</u> | <u>65,752,485</u> |
| Total | \$ 113,375,518 | \$ 143,010,518 |

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

- A) No transfer may be made that changes the adopted allocations to fund balance.
- B) All budget transfers will be reported to the Transit Planning Advisory Committee.

- C) All increases to an appropriation, and all transfers between appropriations, must be reviewed by the Transit Planning Advisory Committee and approved by the CAMPO and GoTriangle governing boards.

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

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

Section 6. Small Starts Funding from the FTA in support of the Southern Corridor Bus Rapid Transit project will be awarded directly to the City of Raleigh. Expenditures funded by these federal funds will be budgeted by the City of Raleigh in their respective Transit Grant Fund. Dollars budgeted above are the local funds budgeted by the tax district and allocated to the City of Raleigh in support of this project.

Section 7. Copies of the Budget Ordinance shall be furnished to the Clerk, to the Board of Trustees, to the Finance Officer, and to the Budget Officer of this Authority to be kept on file for their direction in the disbursement of funds. Copies also shall be furnished to representatives of the Agencies under Section 2. The Budget Ordinance shall be entered into the Board minutes.

ATTEST:

ADOPTED THIS THE 22ND DAY OF MAY 2024.

Michelle C. Dawson, Clerk to the Board

Brenda Howerton, Board of Trustees Chair

FY24 Budget Change Impact - Wake Transit Plan

| | <u>Revenue</u> | <u>Expenditures</u> | <u>Reserve/Cash Impact</u> | <u>Fund Affected</u> | <u>Comments</u> |
|--------------------------------|----------------|---------------------|--------------------------------|----------------------|---|
| FY24 Approved Budget | \$ 455,191,074 | \$ 469,423,920 | \$ (14,232,846) | | |
| Amended FY24-Q3 Budget | \$ 455,191,074 | \$ 499,395,280 | \$ (44,204,206) | | |
| GoTriangle (Capital) | | (200,000) | 200,000 | 43 | Technology Reserve - Capital Project Funding adopted for Transit Partners to use for Technology Projects |
| GoTriangle (Capital) | | 200,000 | (200,000) | 43 | Regional Transit Technology Plan Update - Transfer funding between Capital projects using existing adopted reserve funds from the Technology Reserve project |
| Amended FY24-Q4 Budget | \$ 455,191,074 | \$ 499,395,280 | \$ (44,204,206) | | |
| Changes from Amendments | \$ - | \$ - | \$ - | | |

2024 0012

**GO TRIANGLE FY2024 BUDGET ORDINANCE AMENDMENT
TRIANGLE TAX DISTRICT - DURHAM OPERATING FUND**

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, 2023, and ending June 30, 2024:

| | Original | Revised |
|--|----------------------|----------------------|
| Article 43 ½ Cent Sales Tax | \$ 11,126,910 | \$ 10,136,599 |
| Vehicle Rental Tax | 87,171 | 87,171 |
| \$7 County Vehicle Registration Tax | 1,763,141 | 1,763,141 |
| \$3 Vehicle Registr. Tax Transfer from Durham Special Tax District | <u>755,611</u> | <u>755,611</u> |
| Total | \$ 13,732,833 | \$ 12,742,522 |

Section 2. The following amounts hereby are appropriated in the **Triangle Tax District Durham Operating Fund** for the fiscal year beginning July 1, 2023, and ending June 30, 2024:

| | Original | Revised |
|--|----------------------|----------------------|
| Tax District Administration - GoTriangle | \$ 490,967 | \$ 490,967 |
| Transit Plan Administration | | |
| DCHC MPO | 39,806 | 39,806 |
| Durham County Access | 392,578 | 392,578 |
| GoDurham | 143,772 | 264,201 |
| GoTriangle | 1,776,200 | 1,744,305 |
| Transit Operations | | |
| Durham County Access | 280,203 | 280,203 |
| GoDurham | 8,025,648 | 7,042,804 |
| GoTriangle | <u>2,583,659</u> | <u>2,487,658</u> |
| Total | \$ 13,732,833 | \$ 12,742,522 |

Section 3. The FY24 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 FY24 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.

ATTEST:

ADOPTED THIS THE 22ND DAY OF MAY 2024.

Michelle C. Dawson, Clerk to the Board

Brenda Howerton, Board of Trustees Chair

2024 0013

**GO TRIANGLE FY2024 BUDGET ORDINANCE AMENDMENT
TRIANGLE TAX DISTRICT – DURHAM CAPITAL FUND**

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, 2023, and ending June 30, 2024:

| | Original | Revised |
|--|-----------------------------|-----------------------------|
| Article 43 ½ Cent Local Option Sales Tax | \$ <u>28,873,091</u> | \$ <u>29,863,401</u> |
| Total | \$ <u>28,873,091</u> | \$ <u>29,863,401</u> |

Section 2. The following amounts hereby are appropriated in the **Triangle Tax District – Durham Capital Fund** for the fiscal year beginning July 1, 2023, and ending June 30, 2024:

| | Original | Revised |
|---|-----------------------------|-----------------------------|
| Capital Planning | | |
| Durham County | | \$ 110,000 |
| DCHC MPO | \$ 1,081,600 | 1,081,600 |
| GoDurham | 100,000 | 120,107 |
| GoTriangle | | 50,000 |
| Transit Infrastructure | | |
| GoDurham | 7,338,121 | 7,406,946 |
| GoTriangle | 4,896,300 | 4,971,850 |
| Vehicle Purchase | | |
| GoTriangle | 369,096 | 369,096 |
| Allocation to Durham Capital Fund Balance | <u>15,087,974</u> | <u>15,753,802</u> |
| Total | \$ <u>28,873,091</u> | \$ <u>29,863,401</u> |

Section 3. Triangle Tax District – Durham Capital Funds are appropriated pursuant to section 13.2 of Chapter 159 of the North Carolina General Statutes; therefore, appropriations do not lapse at the end of the fiscal year and are available for the 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

ATTEST:

ADOPTED THIS THE 22ND DAY OF MAY 2024.

Michelle C. Dawson, Clerk to the Board

Brenda Howerton, Board of Trustees Chair

FY24 Budget Change Impact - Durham Transit Work Program

| | <u>Revenue</u> | <u>Expenditures</u> | <u>Reserve/Cash Impact</u> | <u>Fund Affected</u> | <u>Comments</u> |
|--|----------------------|----------------------|--------------------------------|--------------------------|---|
| FY24 Approved Budget | \$ 78,227,663 | \$ 63,139,689 | \$ 15,087,974 | | |
| Amended FY24 Budget (Nov 2023) | \$ 78,227,663 | \$ 63,279,189 | \$ 14,948,474 | | |
| Amended FY24 Budget (Feb 2024) | \$ 78,227,663 | \$ 63,405,443 | \$ 14,822,220 | | |
| City of Durham (Transit Operations) | | (6,327) | 6,327 | 41 | Administrative adjustment of ICES to match the terms of the ILA between transit providers and the performance of \$7 Vehicle Registration Tax* The FY23 budget will decrease from \$868,542 to \$862,215. |
| City of Durham (Transit Operations) | | (976,517) | 976,517 | 41 | Route 13 Improvement/North Durham Improvements - Removal of the crosstown route from the FY24 Work Program scope of work. |
| City of Durham (Capital Planning) | | 20,107 | (20,107) | 41 | GoDurham Access Paratransit Study - Pilot Implementation - Study that will provide recommendations for improvements to GoDurham ACCESS service. |
| City of Durham (Transit Planning Administration) | | 63,000 | (63,000) | 41 | GoDurham Data Processing and Visualization - Software staff will utilize to address reliability, ridership, and travel speed. |
| GoTriangle (Transit Planning Administration) | | (31,895) | 31,895 | 41 | Performance Data Processing and Visualization - Reduction in FY24 costs due to removal of GoDurham from the contract. |
| GoTriangle (Transit Operations) | | (50,000) | 50,000 | 41 | Route 800 Improvement - Reduction in project expense based on actual activity. Funds allocated to Regional Transit Technology Plan Update. |
| GoTriangle (Capital Planning) | | 50,000 | (50,000) | 41 | Regional Transit Technology Plan Update - Funds will be utilized to update the technology plan based on changes in our region and the transportation industry. |
| Amended FY24 Budget (May 2024) | \$ 78,227,663 | \$ 62,473,811 | \$ 15,753,852 | | |
| Changes from Amendments | | \$ (665,878) | \$ 665,878 | | |

* Durham County Implementation agreement terms: The maximum allocation of Increased Cost of existing Service (ICES) should equal 50% of the prior year Durham County local vehicle registration tax of \$7.00 permitted by Article 52 of NCGS 105

2024 0014

**GO TRIANGLE FY2024 BUDGET ORDINANCE AMENDMENT
TRIANGLE TAX DISTRICT – ORANGE OPERATING FUND**

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 Orange Operating Fund** for the fiscal year beginning July 1, 2023, and ending June 30, 2024:

| | Original | Revised |
|---|---------------------|---------------------|
| Article 43 ½ Cent Sales Tax | \$ 4,921,744 | \$ 4,224,602 |
| Vehicle Rental Tax | 42,572 | 42,572 |
| \$7 County Vehicle Registration Tax | 831,178 | 831,178 |
| \$3 Vehicle Registr Transfer from Orange Special Tax District | <u>358,222</u> | <u>358,222</u> |
| Total | \$ 6,153,716 | \$ 5,456,574 |

Section 2. The following amounts hereby are appropriated in the **Triangle Tax District Orange Operating Fund** for the fiscal year beginning July 1, 2023, and ending June 30, 2024:

| | Original | Revised |
|--|---------------------|---------------------|
| Tax District Administration – GoTriangle | \$ 321,253 | \$ 321,253 |
| Transit Administration | | |
| Chapel Hill Transit | | 150,000 |
| DCHC MPO | 39,806 | 39,806 |
| GoTriangle | 528,339 | 528,339 |
| Orange County Public Transportation | 61,100 | 61,100 |
| Transit Operations | | |
| Chapel Hill Transit | 2,847,385 | 2,527,168 |
| GoTriangle | 1,154,730 | 1,128,730 |
| Orange County Public Transit | <u>1,201,103</u> | <u>700,178</u> |
| Total | \$ 6,153,716 | \$ 5,456,574 |

Section 3. The FY24 Orange 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 Orange County will consider amendments to the FY24 Orange 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.

ATTEST:

ADOPTED THIS THE 22ND DAY OF MAY 2024.

Michelle C. Dawson, Clerk to the Board

Brenda Howerton, Board of Trustees Chair

2024 0015

**GO TRIANGLE FY2024 BUDGET ORDINANCE AMENDMENT
TRIANGLE TAX DISTRICT – ORANGE CAPITAL FUND**

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 – Orange Capital Fund** for the fiscal year beginning July 1, 2023, and ending June 30, 2024:

| | Original | Revised |
|--|---------------------|---------------------|
| Article 43 ½ Cent Local Option Sales Tax | \$ 4,578,256 | \$ 5,275,398 |
| Allocation from Orange Capital Fund Balance | 469,904 | 498,762 |
| Reallocation of Reserves | | |
| Prior Year Origin Destination Survey Reserve | | (5,000) |
| FAST 2 Study | | 5,000 |
| FAST 2 Study (Allocation: Orange County Public Transportation) | <u>0</u> | <u>5,000</u> |
| Total | \$ 5,048,160 | \$ 5,779,160 |

Section 2. The following amounts hereby are appropriated in the **Triangle Tax District – Orange Capital Fund** for the fiscal year beginning July 1, 2023, and ending June 30, 2024:

| | Original | Revised |
|------------------------------|---------------------|---------------------|
| BRT | | |
| Chapel Hill Transit – NS-BRT | \$ 4,000,000 | \$ 4,000,000 |
| Capital Planning | | |
| Chapel Hill Transit | | 150,000 |
| Orange Public Transportation | | 105,000 |
| Transit Infrastructure | | |
| GoTriangle | 550,000 | 576,000 |
| Orange Public Transportation | | 200,000 |
| Town of Hillsborough | 286,000 | 286,000 |
| Vehicle Purchase | | |
| GoTriangle | 212,160 | 212,160 |
| Orange Public Transportation | | <u>250,000</u> |
| Total | \$ 5,048,160 | \$ 5,779,160 |

Section 3. Triangle Tax District – Orange Capital Funds are appropriated pursuant to section 13.2 of Chapter 159 of the North Carolina General Statutes; therefore, appropriations do not lapse at the end of the fiscal year and are available for the duration of the project unless subsequently approved for reallocation by the GoTriangle Board of Trustees.

Section 4. Capital funds included under the Origin Destination Survey adopted FY2021 Orange Transit Work Plan and reauthorized as part of Ordinance 2023 0007 have been transferred to the FAST 2 Study project (27OPTAD06). Funds have been appropriated to the Orange County Public Transportation to fund the FY2024 quarter 2 amendment.

Section 5. 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.

ATTEST:

ADOPTED THIS THE 22ND DAY OF MAY 2024.

Michelle C. Dawson, Clerk to the Board

Brenda Howerton, Board of Trustees Chair

FY24 Budget Change Impact - Orange Transit Work Program

| | <u>Revenue</u> | <u>Expenditures</u> | <u>Reserve/Cash Impact</u> | <u>Fund Affected</u> | <u>Comments</u> |
|---|----------------|---------------------|--------------------------------|--------------------------|--|
| FY24 Approved Budget | \$ 15,458,143 | \$ 15,928,047 | \$ (469,904) | | |
| Amended FY24 Budget (Nov 2023) | \$ 15,458,143 | \$ 15,928,047 | \$ (469,904) | | |
| Amended FY24 Budget (February 2024) | \$ 15,458,143 | \$ 15,928,047 | \$ (469,904) | | |
| Chapel Hill Transit (Transit Operations) | | 29,783 | (29,783) | 42 | Administrative adjustment of ICES to match the terms of the ILA between transit providers and the performance of \$7 Vehicle Registration Tax* The FY24 budget will increase from \$745,553 to \$775,336. |
| Orange Public Transportation (Transit Operations) | | (925) | 925 | 42 | Administrative adjustment of ICES to match the terms of the ILA between transit providers and the performance of \$7 Vehicle Registration Tax* The FY24 budget will decrease from \$40,697 to \$39,772. |
| Orange Public Transportation (Transit Operations) | | (200,000) | 200,000 | 42 | Amend FY24-Q2 Trapeze project budget ordinance appropriation from Operating to Capital. |
| Orange Public Transportation (Transit Infrastructure) | | 200,000 | (200,000) | 42 | Amend FY24-Q2 Trapeze project budget ordinance appropriation from Operating to Capital. |
| Chapel Hill Transit (Transit Operations) | | (150,000) | 150,000 | 42 | Amend FY24-Q2 SRTP project budget amount and ordinance appropriation from Operating to Capital. |
| Chapel Hill Transit (Capital Planning) | | 100,000 | (100,000) | 42 | Amend FY24-Q2 SRTP project budget amount and ordinance appropriation from Operating to Capital. |
| Chapel Hill Transit (Transit Operations) | | 50,000 | (50,000) | 42 | Safe Streets for All Supplemental Grant: This project will address safety along the town's busiest transit route and will complement existing planning for the North-South Bus Rapid Transit (NSBRT) project. |
| Amended FY24 Budget (May 2024) | \$ 15,458,143 | \$ 15,956,905 | \$ (498,762) | | |
| Changes from Amendments | \$ - | \$ 28,858 | \$ (28,858) | | |

*Orange County Implementation agreement terms: The maximum allocation of Increased Cost of existing Service (ICES) should equal the prior year Orange County local vehicle registration fee of \$7.00 permitted by Article 52 of NCGS 105 The determination of the ICES allocations for Chapel Hill Transit and Orange County Public Transit are made each year based upon their most recently audited annual expenditures for bus services



**BOARD OF TRUSTEES COMMITTEE
ADMINISTRATION & GOVERNANCE
MEETING MINUTES**

4600 Emperor Boulevard
Suite 100
Durham, NC 27703

Wednesday, April 3, 2024

2:00 p.m.

Remote | Microsoft Teams

Board members present | Sally Greene, Jennifer Robinson, Leo Williams

Board members absent | Mary-Ann Baldwin [excused], Susan Evans [excused], Valerie Jordan

Vice Chair Greene called the meeting to order at 2:02 p.m. A quorum was present.

I. Adoption of Agenda

Action: The agenda was adopted by consensus.

II. Approval of Minutes

Action: A motion was made by Robinson and seconded by Greene approve the minutes of March 6, 2024. The motion was carried unanimously.

III. Selection of Outside Legal Services

Byron Smith stated that he participated in the drafting of the request for proposals, but recused himself from the selection process due to prior experience with several of the firms.

Deputy General Counsel Karen Porter presented on behalf of Associate General Counsel Holly Stott, who led the process. Porter explained that it had been about ten years since the last competitive procurement for legal services and also staff felt a need to have several firms available for specialty legal services in the event a firm had a conflict. She said the selection committee included the lawyers in the department, with the exception of the General Counsel, and Katharine Eggleston. Nine responses were received and virtual interviews were held with presentations provided by the firms. The committee is recommending two firms for each of the specialty categories. Porter added that a response was received from one DBE firm, The Banks Law Firm, and is recommended for two categories.

The special legal services categories and the recommended firms for each are:

1. Construction law, including Design-Build, Design-Build-Bridge, and Public Private Partnership Contracts
 - a. Parker Poe
 - b. Kaplan Kirsch & Rockwell
2. Local government finance, bonds, and taxation
 - a. McGuire Woods
 - b. Kaplan Kirsch & Rockwell
3. Real estate development, including eminent domain
 - a. Parker Poe
 - b. The Banks Law Firm, P.A.

4. Land use and zoning
 - a. Parker Poe
 - b. Kaplan Kirsch & Rockwell
5. Environmental
 - a. Kaplan Kirsch & Rockwell
 - b. McGuireWoods
6. State and federal constitutional law issues
 - a. McGuireWoods
 - b. Kaplan Kirsch & Rockwell
7. Real property
 - a. Parker Poe
 - b. The Banks Law Firm, P.A.
8. Employment law, including employee benefits
 - a. Jackson Lewis P.C.
 - b. The Banks Law Firm, P.A.
9. Intellectual property
 - a. Parker Poe
 - b. Haynsworth Sinkler Boyd, P.A.
10. Railroad law
 - a. Kaplan Kirsch & Rockwell
 - b. Ballard Spahr, LLP in conjunction with Clark Hill PLC
11. Tort liability
 - a. Parker Poe
 - b. McGuireWoods

Action: A motion was made by Williams and seconded by Robinson to recommend the board approve the selected firms to provide outside legal services to GoTriangle in the specific categories listed above and authorize the General Counsel to negotiate and execute engagement letters with these firms. Upon vote the motion was carried unanimously.

IV. Adjournment

Action: Vice Chair Greene adjourned the meeting at 2:09 p.m.

Prepared by:

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



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

4600 Emperor Boulevard
Suite 100
Durham, NC 27703

Wednesday, May 1, 2024

1:30 p.m.

Remote | Microsoft Teams

Members present | Corey Branch, Susan Evans, Patrick Hannah, Brenda Howerton, Vivian Jones, Michael Parker

Members absent | Mike Fox

Chair Evans called the meeting to order at 1:30 p.m. A quorum was present.

I. Adoption of Agenda

II. Approval of Minutes

Action: A motion was made by Jones and seconded by Branch to adopt the agenda and approve the minutes of March 6, 2024. Upon vote by roll call, the motion was carried unanimously.

III. Scheduling FY2025 Budget Public Hearings

Jennifer Hayden stated that board policy requires the committee to approve the scheduling of the public hearings on the FY2025 budget. Staff has scheduled these for the May 22 and June 26 regular board meetings.

Action: A motion was made by Jones and seconded by Parker to approve the scheduling of two public hearings on the proposed Fy2025 budget on May 22 and June 26. Upon vote by roll call, the motion was carried unanimously.

IV. FY2024 Transit Plan Actual Carryover Reauthorization

Steve Schlossberg explained that each fiscal year during the fourth quarter the transit plan partners are asked to estimate their spending for the fiscal year to include in the adopted budget. Upon completion of the Annual Comprehensive Financial Report spending estimates are adjusted to match actual spending. Schlossberg presented the reconciliation for each of the transit plans:

| | <i>FY23 estimate</i> | <i>FY23 actual</i> | <i>adjustment</i> |
|--------|----------------------|--------------------|-------------------|
| Orange | \$ 4,726,171 | \$ 4,680,718 | (45,453) |
| Durham | 35,621,739 | 34,218,885 | (1,402,854) |
| Wake | 232,475,117 | 233,672,064 | 1,196,947 |

Action: A motion was made by Jones and seconded by Parker to recommend the board approve the FY2024 carryover reauthorizations listed above. Upon vote by roll call, the motion was carried unanimously.

V. Increased Cost of Existing Service Reconciliation

Steve Schlossberg explained that NCGS §105-570 allows the \$7 county vehicle registration fee to supplement projected increased costs of existing services in operation prior to the passage of the half cent sales tax. The Orange County policy allows for 100% of the \$7 vehicle registration fee to be allocated to increased cost of existing service. Durham County Policy only allows for half of the fee to be allocated to increased cost of existing service for the City of Durham. Schlossberg presented the reconciliation:

| | <i>Original allocation</i> | <i>Revised allocation</i> | <i>Impact</i> |
|------------------------------|----------------------------|---------------------------|---------------|
| Chapel Hill Transit | \$ 745,553 | \$ 775,336 | 29,783 |
| Orange Public Transportation | 40,697 | 39,772 | (925) |
| Total Orange | 786,250 | 815,108 | 28,858 |
| GoDurham | 868,542 | 862,215 | (6,327) |

Action: A motion was made by Parker and seconded by Jones to recommend the board approve the reinstatement of \$6,327 to the unbudgeted reserve fund for the GoDurham Increased Cost of Existing Service and the true-up allocation for Orange County Transit, in their respective FY24 work programs. Upon vote by roll call, the motion was carried unanimously.

VI. FY2024 Q4 Transit Plan Amendments

Steve Schlossberg presented the fourth quarter transit plan amendments:

A. Wake County Transit

The amendments will have zero financial impact to the FY2024 Wake Transit Work Plan.

- GoTriangle | Capital
\$200,000 transfer from reserve to complete an update to the 2019 Regional Transit Technology Plan

B. Durham County Transit

The amendments will decrease the FY2024 Durham Transit Work Plan by \$925,305.

- GoDurham | Operating
\$976,517 decrease for Route 13/North Durham improvements, project to be implemented in FY2025
- GoDurham | Operating
\$63,000 increase for contract for software to address reliability, ridership and travel speed
- GoTriangle | Operating
\$31,895 decrease in project budget for performance data processing and visualization based on GoDurham's new contract
- GoTriangle | Operating
\$50,000 decrease for Route 800 improvements to offset funding needs for the Regional Technology Plan

- GoTriangle | Capital
\$50,000 increase to complete an update to the 2019 Regional Transit Technology Plan
- GoDurham | Capital
\$20,107 increase to fund a study on improvements to GoDurham ACCESS service

C. Orange County Transit

The amendments will have zero financial impact to the FY2024 Orange Transit Work Program.

- Orange County Transit Services | Capital
\$200,000 reallocated from Trapeze software operating to capital
- Chapel Hill Transit | Capital
\$100,000 reallocated from the Short Range Transit Plan operating to capital
- Chapel Hill Transit | Capital
\$50,000 reallocated from the Short Range Transit Plan operating funds to Safe Streets for All supplemental grant

Action: A motion was made by Jones and seconded by Parker to recommend board approval of the three county transit plan amendments and adopt the budget ordinance amendments. Upon vote by roll call, the motion was carried unanimously.

VII. FY2025 Board Travel Requests

Michelle Dawson explained that the board's travel policy requires board members to submit travel requests for the upcoming budget year during the budget cycle. She presented the requests received to date, saying that only about half the board has responded. Committee members agreed that board members should be given another opportunity to respond. Members also discussed an option to allocate the budget equally by member.

VIII. FY2025 Budget Update

Jennifer Hayden presented changes in the FY2025 draft budget since the budget workshop and provided a response to a question from the workshop comparing expense categories from the FY2024 budget to actuals and the FY2025 proposed budget. Her slides are attached and hereby made a part of these minutes.

- Identified additional \$9.6 million in revenues, bringing total anticipated revenues for FY2025 to \$109.8 million
 - \$6.4 million unspent 5307 federal funds
 - \$1 million electrification grant
 - \$2.2 million transit plan contributions
- Identified additional \$7 million in expenses, bringing total anticipated expenses for FY2025 to \$109.6 million
 - \$6.8 million for ten additional buses
 - \$1.2 million for bus operations and maintenance facility
 - Reduction of \$900,00 in capital projects
- Projected FY2025 budget surplus \$130,000

IX. Adjournment

Action: Chair Evans adjourned the meeting at 2:38 p.m.

Prepared by:

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

DRAFT



**BOARD OF TRUSTEES
OPERATIONS COMMITTEE
MEETING MINUTES**

4600 Emperor Boulevard
Suite 100
Durham, NC 27703

Wednesday, May 1, 2024

1:00 p.m.

Remote | Microsoft Teams

Board members present | Corey Branch, Patrick Hannah, Vivian Jones, Michael Parker

Board members absent | Valerie Jordan

Chair Parker called the meeting to order at 1:02 p.m. A quorum was present.

I. Adoption of Agenda

II. Approval of Minutes

Action: A motion was made by Branch and seconded by Jones to adopt the agenda and approve the minutes of March 6, 2024. Upon vote by roll call, the motion was carried unanimously.

III. Construction Cost Control Presentation

Richard Major's presentation is attached and hereby made a part of these minutes. He reviewed GoTriangle's cost control process:

- identify process/strategies for project cost control
- define project purpose, scope, risks, delivery method and benefits
- map out life cycle cost control plan
- cultivate partnerships and team collaboration internally and externally
- understand challenges and implement best solutions
- use cost control tools, techniques and best practices

Michael Parker asked the board's role in the cost control process. Major responded the board sets approval thresholds for construction and all other procurements. Appropriate thresholds can shorten the timeframe for completing a project. The board also approves contract amendments and project delivery methods used.

Parker then asked if the board should have an ongoing role in monitoring projects or only on an exception basis if there is a problem. Eggleston stated that staff strives to provide regular updates for projects on scope, schedule and budget status in addition to requests on an exception basis. She offered a willingness to discuss alternate formats for updates to the board or committee. Eggleston added that schedule delays and extensions are a major contributor to project cost increases. She said many of GoTriangle's projects require approval by other jurisdictions in the region, which often take a long time. She suggested that support from board members from these jurisdictions could improve the project delivery process.

Parker also asked about project dashboards that track project budgets and schedules. Eggleston said that work currently being done by Deloitte will include reporting formats and once those tools and platforms are in place, project information could be included.

Patrick Hannah asked about a risk manager position and exposure for GoTriangle from an insurance standpoint. Eggleston responded that to date, risk considerations have been done on a project-by-project basis and the legal department is involved on every contract to ensure that risk is being transferred to project contractors in GoTriangle’s advantage. There have been discussions about an in-house risk manager. Chuck Lattuca responded the position has not been included in the FY2025 proposed budget.

IV. Adjournment

Action: Chair Parker adjourned the meeting at 1:30 p.m.

Prepared by:

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

AGENDA ACTION ITEM

Connecting all points of the Triangle

Submitted by: Gary Tober, Capital Development-Real Estate and Facilities

Meeting date: May 1, 2024

SUBJECT: Agreement at 410 W. Chapel Hill St. to Support the Renovation of Durham Station

Strategic Objective or Initiative Supported

Strengthen community and institutional partnerships, improve mobility, and maintain cost effectiveness

Staff Recommendation

Recommend the board authorize the President/CEO to negotiate and execute an agreement with Samet Corporation to use a portion of the 1.83 acre lot owned by GoTriangle located at the northeast corner of West Chapel Hill Street and South Duke Street (“the Licensed Premises”) for parking, staging, and a temporary construction office to support the renovation project at Durham Station (see attached Exhibit A).

Item Summary

The City of Durham requested that GoTriangle allow Samet Corporation to utilize the Licensed Premises to support the construction of improvements at Durham Station. The initial term will likely commence in July 2024 and terminate in July 2026. GoTriangle will not require rent payments as the property will be utilized to support an important project for the City of Durham and benefit GoTriangle’s passenger service.

Financial Impact

GoTriangle will not require rent payments.

Attachments

- Licensed Premises

Staff Contacts

- Gary Tober, 919.485.7577, gtober@gotriangle.org



Know what's below. Call before you dig.

EXHIBIT A

| PROVIDED PARKING | |
|------------------|------------|
| NUMBER OF SPACES | |
| STANDARD SPACES | 134 |
| ADA SPACES | 6 |
| TOTAL | 140 |

SITE LEGEND

- PROPERTY LINE
- EASEMENT LINE
- FENCE
- STANDARD CURB AND GUTTER
- SPILL CURB AND GUTTER
- PARKING SPACE COUNT
- SIGN (SEE PLAN)
- LIGHT POLE
- WHEEL STOP
- ACCESSIBLE PARKING MARKING
- DIRECTIONAL PAVEMENT ARROWS
- LIGHT DUTY ASPHALT
- HEAVY DUTY ASPHALT
- STANDARD DUTY CONCRETE
- HEAVY DUTY CONCRETE
- CONCRETE SIDEWALK

SITE NOTES:

- THE WORK TAKING PLACE RELATED TO THE CHANGES IN THIS SITE PLAN WILL BE FULLY COMPLIANT WITH THE NORTH CAROLINA ACCESSIBILITY CODES (ANSI 117.1-2009 AND CHAPTER 11 OF THE NBC) UNLESS AND EXCEPT IN AREAS WHERE AN APPROVED STATEMENT FROM A SITE ENGINEER, SURVEYOR OR ARCHITECT VERIFIES THAT SITE CONDITIONS EXIST WHERE THE TOPOGRAPHY OF THE SITE IS EXTREME AND ONLY ALTERNATIVE METHODS OF COMPLIANCE ARE POSSIBLE. AN AS-BUILT SURVEY OF THE SITE, PERFORMED BY THE DESIGN PROFESSIONAL OR DESIGNEE, MUST BE SUBMITTED TO THE BUILDING INSPECTIONS DEPARTMENT CERTIFYING THAT ALL SITE ACCESSIBILITY CODE REQUIREMENTS SUCH AS CURB CUTS, RAMP SLOPES, SIDEWALK SLOPES AND WIDTHS, AND CROSS SLOPES MEET THE REQUIREMENTS OF THE NC ACCESSIBILITY CODE PRIOR TO CO ISSUANCE.
- ALL TRAFFIC CONTROL SIGNAGE AND STRIPING TO CONFORM TO THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (M.U.T.C.D.) AND NODOT SUPPLEMENT.
- ALL PAVING CUTS SHALL BE MADE BY SAW CUTS. EXISTING ELEVATIONS SHALL BE FIELD VERIFIED AND MATCHED. SUBJECT PROPERTY LIES OUTSIDE THE 0.2% CHANCE FLOOD PER FEMA FLOOD INSURANCE RATE MAP PANEL 3720082100L DATED OCTOBER 19, 2018.

NC RAILROAD COMPANY
 PIN: 0821-08-68-6632
 ZONING: DD-S1 & DD-C
 DEVELOPMENT TIER: DOWNTOWN
 USE: PUBL. SVC./RAILROADS
 DB 0 PG 0
 PB 0 PG 0
 5.06 AC

NC RAILROAD COMPANY
 PIN: 0821-07-78-20026.L00
 ZONING: DD-C
 DEVELOPMENT TIER: DOWNTOWN
 USE: PUBL. SVC./RAILROADS
 DB 1741 PG 327
 PB 0 PG 0
 0.64 AC

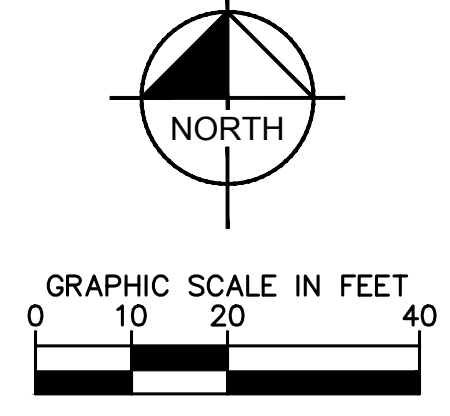
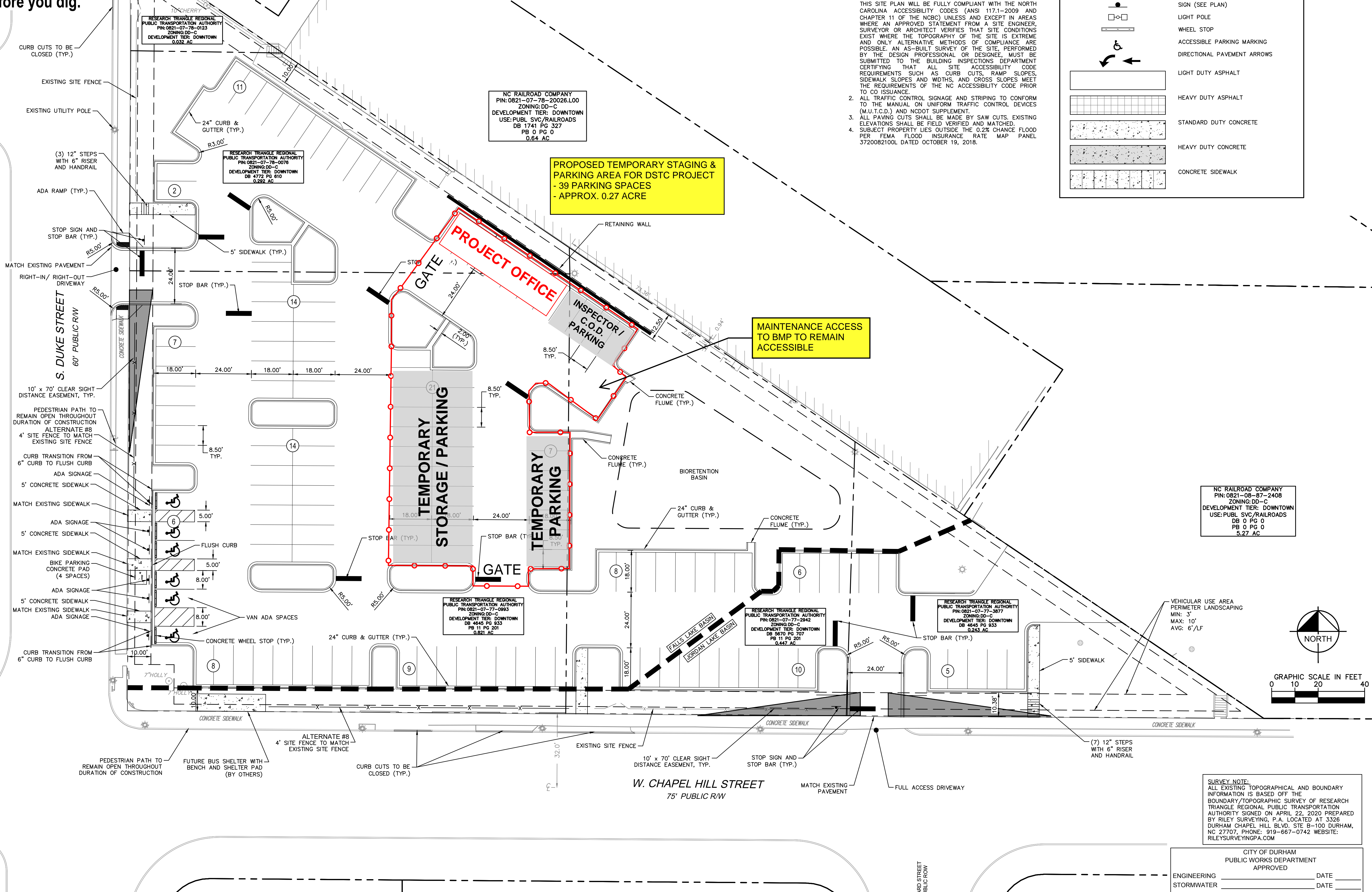
PROPOSED TEMPORARY STAGING & PARKING AREA FOR DSTC PROJECT
 - 39 PARKING SPACES
 - APPROX. 0.27 ACRE

MAINTENANCE ACCESS TO BMP TO REMAIN ACCESSIBLE

NC RAILROAD COMPANY
 PIN: 0821-08-87-2408
 ZONING: DD-C
 DEVELOPMENT TIER: DOWNTOWN
 USE: PUBL. SVC./RAILROADS
 DB 0 PG 0
 PB 0 PG 0
 5.27 AC

RESEARCH TRIANGLE REGIONAL PUBLIC TRANSPORTATION AUTHORITY
 PIN: 0821-07-77-5877
 ZONING: DD-C
 DEVELOPMENT TIER: DOWNTOWN
 DB 4646 PG 833
 0.243 AC

RESEARCH TRIANGLE REGIONAL PUBLIC TRANSPORTATION AUTHORITY
 PIN: 0821-07-77-5942
 ZONING: DD-C
 DEVELOPMENT TIER: DOWNTOWN
 DB 5670 PG 707
 PB 11 PG 201
 0.447 AC



SURVEY NOTE:
 ALL EXISTING TOPOGRAPHICAL AND BOUNDARY INFORMATION IS BASED OFF THE BOUNDARY/TOPOGRAPHIC SURVEY OF RESEARCH TRIANGLE REGIONAL PUBLIC TRANSPORTATION AUTHORITY SIGNED ON APRIL 22, 2020 PREPARED BY RILEY SURVEYING, P.A. LOCATED AT 3326 DURHAM CHAPEL HILL BLVD. STE 9-100 DURHAM, NC 27707, PHONE: 919-667-0742 WEBSITE: RILEYSURVEYINGPA.COM

CITY OF DURHAM PUBLIC WORKS DEPARTMENT APPROVED

| | |
|----------------|------|
| ENGINEERING | DATE |
| STORMWATER | DATE |
| TRANSPORTATION | DATE |

Plotted By: Hammond, Danielle - Sheet Set: 410 W. CHAPEL HILL STREET - Layout: C4.0 SITE PLAN - November 11, 2020 - 07:05:28pm
 This document, together with the concepts and designs presented herein, is intended only for the specific purpose and client for which it was prepared. Reuse of and improper reliance on this document without written authorization and adaptation by Kimley-Horn and Associates, Inc. shall be without liability to Kimley-Horn and Associates, Inc.

410 W CHAPEL HILL STREET
 PREPARED FOR
 DURHAM COUNTY
 CITY OF DURHAM

SITE PLAN

NO. _____ DATE _____

1 REVISED PER CITY/ACCOD COMMENTS 11/06/20 ALB

KHA PROJECT 011883018

DATE 09/04/2020

SCALE AS SHOWN

DESIGNED BY DMH

DRAWN BY EMB

CHECKED BY WJB

ENGINEERING _____ DATE _____

STORMWATER _____ DATE _____

TRANSPORTATION _____ DATE _____

SHEET NUMBER C4.0

REVISIONS

Kimley-Horn

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 421 FAYETTEVILLE STREET, SUITE 600, RALEIGH, NC 27601
 PHONE: 919-677-2000 FAX: 919-677-2050
 WWW.KIMLEY-HORN.COM #F-0102

AGENDA ACTION ITEM

Connecting all points of the Triangle

Submitted by: Bong Vang, Senior Engineer

Meeting date: May 22, 2024

SUBJECT: Contract with Whitley Contracting for Durham Bus Stop Improvements

Strategic Objective or Initiative Supported

2.4 Ensure an attractive and accessible transit environment

Staff Recommendation

Award a contract to Whitley Contracting for construction and installation of amenities and other improvements at 6 Durham County and 2 Wake County bus stop locations, with a maximum dollar amount of \$499,598.00 and authorize the President/CEO to execute the contract consistent with those terms. Staff also requests authorization for an additional 10%, or \$49,959.80, for project contingency related to unforeseen conditions, for a total contract budget of \$549,557.80.

The table below provides a breakdown of bus stop cost per county.

| County | Bus Stops | Bid amount | Contingency | Total |
|--------|-----------|--------------|-------------|--------------|
| Durham | 6 | \$384,598.00 | \$34,959.80 | \$419,557.80 |
| Wake | 2 | \$115,000.00 | \$15,000.00 | \$130,000.00 |
| | | | | \$549,557.80 |

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 adopted Wake County transit work plan includes funding for GoTriangle to contract for delivery of bus stop improvements for GoTriangle throughout Wake County. The construction drawings for this group of 8 bus stops were approved by the municipality(ies) and NCDOT as applicable. These improvements are within existing public right-of-way and acquired ROW.

The procurement solicitation phase culminated with after two Invitations-for-Bids (IFB). The DBE/MWBE goal was set at 19.01%. The first bid opening in March 2024 resulted in no bidders. Procurement policy requires at least three bids in response to an initial Invitation-for-Bids (IFB), otherwise resolicitation is required. A second IFB was released, including an expanded invitation to general contractors, DBE and M/WBE contractors for bids. Two bids were received on April 26, 2024.

| <i>Vendor</i> | <i>Prime Home Office Location</i> | <i>Prime DBE/ MWBE Status</i> | <i>Subcontractor DBE/ MWBE Firms</i> |
|---------------------|-----------------------------------|-------------------------------|---|
| Whitley Contracting | Smithfield, NC | WBE – 82.9% | David Hinton Construction MBE – 17.01% |
| Browe Construction | Selma, NC | WBE - 19.5% | MBE – Wavier |

Evaluation of Whitley Contracting's bid confirmed it to be responsible and responsive to the terms and conditions for IFB No. 24-006.

Staff also performed a price analysis. Whitley Contracting's bid is 53% higher than the engineer's estimate of \$360,000. Both bids were significantly higher than the engineer's estimate, primarily due to higher prices for lump sum items including mobilization, earthwork, erosion control, traffic control, and pavement marking. This may indicate lower availability of construction crews/labor, and therefore higher prices. This is consistent with general industry trends in recent months, and staff therefore recommends moving forward with awarding the contract to the lowest bidder to ensure the project is completed and to protect against further cost increases for labor as well as materials.

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, \$3,818,581.81 has been committed to construction contracts. This \$419,557 can be accommodated within the existing budget.

The total adopted funding for Wake Bus Stop Improvements in the Wake Transit Work Program is \$6,410,264.00. Of this total, approximately \$3.7 million is currently allocated for construction. To date \$828,511.64 has been committed to construction contracts. The \$130,000.00 can be accommodated within the existing budget.

Attachments

- None



Board Member Conference Report

Board members are required to prepare a written conference report for each event attended on behalf of GoTriangle. Board members may complete the Board Member Conference Report form or prepare a narrative report covering all the areas on the form. The report shall be included in the agenda for the next regular meeting of the Board of Trustees. Attachments (such as the conference agenda, handouts or other materials you feel are valuable, and photographs) to this form or your written report are encouraged.

| | |
|-----------------------------|-----------------------------|
| Board Member: | Brenda Howerton |
| Conference Attended: | APTA Legislative Conference |
| Dates: | April 6-9, 2024 |
| Location: | Washington DC |
| Conference Theme: | |

Reason you chose to attend this conference and was your objective met?

I chose to attend the APTA Legislative Conference because it afforded the opportunity to hear federal legislation and policy initiatives on public transportation, meet industry professionals from across the nation and hear conversations on what's happening on Capitol Hill related to transportation.

General Summary of the Conference:

The conference was very well attended, lots of information, lots of networking with transportation experts, discussions on restoring the Raise grant: Rebuilding America's infrastructure with Sustainability, and the Equity Raise program, transit workforce shortage, the DBE program, and problems with manufacturing.

While it is sometimes assumed that public transportation is only for large urban areas with significant traffic congestion, the discussion showed that public transportation can also play an important role in rural areas and small towns,

It was informing to hear that the competition for drivers and skilled workers has increased. Employment in transportation-related industries has grown to levels not seen since the 1990's, however the demand for transportation services has grown even more quickly.

Most Valuable Breakout Session and Summary:

After attending this conference, I'd like to learn more about:

I would like to learn more about the ruling regarding DBE, and how the problem with manufacturing will impact GoTriangle. I would also like to learn more about the RAISE Grant program and if we can apply for more funding before the deadline.

Although DOT has partially reoriented the Raise Grant Program to multimodal priorities in the past three years, APTA urged the Secretary of Transportation to direct a significantly greater percentage of RAISE grant funds to vital public transit and passenger rail projects.

There were indicators to the quality of planning for public transit service, and the ability to increase services if more funds become available. While various federal and state programs support public transit, many transportation agencies lack the resources needed to meet the growing need, given what strategies can GoTriangle undertake to move to a more regional conversation.

Workers, and Agencies on Shortage

Regarding pay, work schedule and agency responsiveness are seen as key to retaining and attracting workers. Transit workers are frequently leaving the transportation industry, but many remain.

The hiring process is critical to a successful workforce strategy and needs appropriate resources to maximize the number of qualified candidates who complete in the hiring process. Agencies report that expanding recruitment capacity is essential.

Here's something I learned that I think GoTriangle should pursue or implement:

Other information I'd like to share:

I would / would not be interested in attending this conference again.

I would recommend that other GoTriangle Board members attend this conference.