

GoTriangle
Board of Trustees
Tue, April 17, 2018 12:00 pm-2:30 pm

I. Call to Order and Adoption of Agenda

ACTION REQUESTED: Adopt agenda with any changes requested.

(1 minute Jennifer Robinson)

II. Recognition

A. Introduction of New Hires

(1 minute Jeff Mann)

B. Announcement of Promotions

(1 minute Jeff Mann)

III. Public Comment

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.

(5 minutes Jennifer Robinson)

IV. Consent Agenda

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.

(1 minute Jennifer Robinson)

A. Approval of Minutes: March 28, 2018

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

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

consent agenda.

(1 minute Jennifer Robinson)

B. Operations & Finance Committee Report

(15 minutes Michael Parker)

1. Memo - Contract Award for Audit Services

ACTION REQUESTED: Approve for the GM to enter into a contract with Cherry Bekaert for audit services to cover three (3) audit cycles, not to exceed \$225,000

2. Youth Fare Change Recommendation

ACTION REQUESTED: Approve fare free for youth.

Fare Schedule Comparison

Title VI Policies and Definitions

Fare Change Outreach

VI. Wake Transit Lead Agency Assignments

ACTION REQUESTED: Approve lead agency assignments for Wake Transit.

(5 minutes Sandra Freeman, John Tallmadge)

VII. Appointments to GoTransit Partners Board of Directors

ACTION REQUESTED: Appoint additional/replacement members to the GoTransit Partners Board of Directors.

(5 minutes Shelley Blake)

VIII. Appointments to Transit Advisory Committee

ACTION REQUESTED: Appoint final two (2) members from Durham County.

(5 minutes Shelley Blake)

IX. Other Business

A. General Manager's Report

(5 minutes Jeff Mann)

Contracts

1. Transit Operations Report

(5 minutes Patrick Stephens)

2. D-O LRT Update
(5 minutes Danny Rogers)
3. Wake Transit Update
(10 minutes John Tallmadge, Patrick McDonough)
4. Communications Update
(5 minutes Mike Charbonneau)

B. General Counsel's Report
(5 minutes Shelley Blake)

C. Chair's Report
(5 minutes Jennifer Robinson)

D. Board Member Reports

1. CAMPO Executive Board Representative
(5 minutes Will Allen III)
2. DCHC MPO Board Representative
(5 minutes Ellen Reckhow)
3. Regional Transportation Alliance (RTA) Rep.
(5 minutes Will Allen III)

X. Adjournment
(Jennifer Robinson)

MEMORANDUM

TO: GoTriangle Operations & Finance Committee
FROM: Finance & Administrative Services
DATE: April 12, 2018
SUBJECT: **Contract Award for Audit Services**

Strategic Objective or Initiative Supported

Action Requested

Staff requests that the Committee recommend Board approval for the General Manager to enter into a contract with Cherry Bekaert for audit services to cover three (3) audit cycles. An independent cost estimate, prepared by GoTriangle's Sr. Accountant, indicates that the cost should not exceed \$75,000 per Audit Cycle (\$225,000 over 3 years). Staff requests Board approval at the April Board of Trustees meeting.

Background and Purpose

On February 16, 2018, GoTriangle released a Request for Proposals (RFP) to solicit qualified and experienced firms to provide the services listed herein. Proposals were received on March 05, 2018 and the Selection Committee (Asst. Director of Finance and Administrative Services, Sr. Accountant, and Contracts and Grants Administrator), evaluated the submittals, and selected and recommend award of a contract to Cherry Bekaert.

The Selection Committee chose Cherry Bekaert, the firm whose proposal received the highest scores, based on the following criteria:

1. Management's Team Experience and Qualifications;
2. Structure, Project Methodology and Approach;
3. Firm's Qualifications and past Performance;
4. Project Work Plan; and
5. Start-Up and Transition Plan.

Cherry Bekaert, as a firm, has over 20 years of local government and public authority auditing experience in North Carolina. Their familiarity with GoTriangle operations, projects, and future goals creates an efficient and effective working relationship.



GoTriangle's Finance and Administration Services Department will work closely with Cherry Bekaert in this effort. The audit will encompass a financial and compliance examination of GoTriangle's Comprehensive Annual Financial Report (CAFR) in accordance with the laws and/or regulations of the State of North Carolina, which include requirements for the minimum scope of the audit. The financial and compliance audit will cover federal, state, and local funding sources in accordance with generally accepted auditing standards; *Government Auditing Standards*, July 2011 revisions; the Single Audit Act of 1984; the Single Audit Act Amendments of 1996; the provisions of *Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)*, the State Single Audit Implementation Act; and all other applicable laws and regulations. The audit will include the financial statement for compliance with generally accepted accounting principles.

The term of the contract will be for the audit cycles for the following years:

July 1, 2017 to June 30, 2018

July 1, 2018 to June 30, 2019

July 1, 2019 to June 30, 2020

Financial Impact

As the complexities of the audits increase the costs may vary by year, the total financial impact will not exceed \$174,000 over three (3) years. The costs are budgeted and funded by the GoTriangle General Fund and the Durham/Orange and Wake Transit Tax Districts.

Attachments

None.

Staff Contact

William Bryant, 919.485.7429, wbryant@gotriangle.org

Sandra Freeman, 919.485.7415, sfreeman@gotriangle.org



MEMORANDUM

TO: GoTriangle Operations & Finance Committee
FROM: Regional Services Development
DATE: April 12, 2018
SUBJECT: Youth Fare Change Recommendation

Strategic Objective or Initiative Supported

This proposal is intended to support the following objectives:

- 1.1 Increase number of customers served with sustainable transportation services
- 1.5 Maintain cost-effectiveness

Action Requested

Staff requests that the Committee recommend the Board approve the youth fare change recommendation.

Background and Purpose

GoTriangle Board of Trustees adopts the fare schedule for our transit services (see attached). This sets the prices for cash boardings as well as which passes will be offered and at what prices. Further, the Board establishes whether and which discounts will be available to any groups of customers. The last adjustment to the fare schedule was adopted by the Board of Trustees in 2014.

Change to Youth pricing and fare type

This past fall, GoTriangle staff began discussing a potential fare change with GoRaleigh, GoDurham, and GoCary to make transit use free to youth. These conversations were in response to independent deliberations in Durham and Raleigh, as well as to interest expressed from the Wake County Commissioners. In October, the Durham City Council approved a fare change to allow students (K-12 or pursuing a GED) to ride free with a student identification card between the hours of 8am and 8pm, Monday through Friday. A working group of staff from GoTriangle, Raleigh, Cary, and Wake County have continued preparing a common proposal for consideration by each of the three transit agencies' governing boards.

The staff recommendation is to allow youth 12 years of age and younger to ride free of charge. Youth above 5 feet tall will be encouraged to get a transit Youth ID. Youth from the age of 13 through the 19th birthday will be eligible to board free on all buses with a Youth Pass and a student ID, Driver's License, or transit Youth ID. Individuals who are between 13 and 18 who do not have a Youth Pass will be able to board the buses by paying the discount fare with a form of age identification.

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The Youth Pass is intended to build a cohort of young residents who are familiar with riding transit in the Triangle, including using a pass to board the bus. The distribution process for passes is intended to allow youth to provide us with contact information so that we can provide them service updates and notify them in advance of their 19th birthday to encourage them to purchase a pass to continue riding.

Public Outreach and Comments Received

This proposal was communicated to our customers and as part of the Wake Transit FY19 Draft Workplan. Comments received were overwhelmingly supportive with one person raising concerns about unruly youth behavior on the bus, and another suggesting that other groups should have free passes instead. A summary of the outreach activities and the comments received is attached.

Title VI Analysis

Per the Federal Transit Administration circular on Title VI of the 1965 Civil Rights Act, GoTriangle conducts a fare equity analysis for all proposed increases or decreases in fares. The Board of Trustees adopted updated Title VI policies and definitions in May 2014 (attached).

For this youth fare proposal, we analyzed the difference between the percentage of youth between the ages of 16 and 18 (we do not request youth younger than 16 to complete our customer surveys) who self-identify as belonging to a minority group with the overall customer percentage. From the Fall 2016 survey, 51% of youth ages 16 through 18 self-identified as minority. This compares with 58% of all customers self-identifying as minority. This difference of 7% is within GoTriangle's adopted threshold of 10% difference and therefore there is no finding of disparate impact on minority groups from this recommended fare change.

We also analyzed the difference between the percentage of youth between ages of 16 and 18 who reported household incomes below 150% of the federal poverty level with the percentage of the overall customers reporting similar incomes. According to US Department of Health and Human Services, the most recent poverty guideline for a household of three (According to 2016 American Community Survey, the Raleigh-Durham-Chapel Hill Combines Statistical area has an average of 2.6 persons per household) is \$20,780. Our Board-adopted definition of the poverty level is 150% of the federal poverty guideline. Using this data, any survey respondents reporting a household income less than \$35,000 are considered under the poverty line for this analysis. From the Fall 2016 survey, 38% of youth ages 16 through 18 reported living in households with incomes below \$35,000. This compares with 51% of all customers reporting household incomes lower than \$35,000. This difference of 13% is greater than GoTriangle's adopted threshold of a 10% difference. Therefore, we do find a potential disproportionate burden on low-income customers.

Mitigation Measures

While we find that there are potential disproportionate burdens on low-income youth, we believe that this fare proposal is an opportunity to address this discrepancy by removing the barrier to riding of the current discount fare. However, this can only hope to be realized if low-income youth are aware of the free youth fare, have good access to getting the pass card, and understand how to use GoTriangle services. Therefore, as a mitigation measure, we will implement targeted

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outreach and marketing strategies to reach low-income youth as part of the roll-out and ongoing marketing of the free youth pass program.

Financial Impact

The fare change recommendation will have an impact on revenues. The change to youth fares is anticipated to result in a reduction in revenues of approximately \$23,000 in FY19. Impacts beyond FY19 are difficult to estimate. We would expect youth ridership to grow over time as we add service and as the youth population grows. Under the current fare schedule, that would lead to increasing future revenues that would be foregone under the proposal. However, we also expect that an impact of the Youth fare proposal is that we are creating new riders “for life” that we otherwise wouldn’t be seeing as customers. As they become 19, these customers would be generating revenues for GoTriangle that we wouldn’t otherwise realize. We do not have good estimates about how these two forces would offset one another. If they completely offset each other, we would continue to see a reduction in revenues of \$23,000 annually.

Attachments

- Table Comparing Current Fare Schedule with Proposed Fare Schedule
- Board adopted Title VI Policies and Definitions
- Summary of Public Outreach and Comments Received

Staff Contact(s)

- John Tallmadge, 919.485.7430, jtallmadge@gotriangle.org



Fare Schedule for Comparison

SERVICE TYPE	FARE TYPE	CURRENT*		PROPOSED	
		Full Fare	Discount Fare	Full Fare	Discount Fare
Regional	Cash Fare	\$2.25	\$1.00	\$2.25	\$1.00
	Transfer to Regional Route	Free	Free	\$2.25	\$1.00
	Transfer to Express Route	\$0.75	\$0.25	\$3.00	\$0.25
	DayPass (unlimited rides)	\$4.50	\$2.00	\$4.50	\$2.00
	7-Day Pass (unlimited rides)	\$16.50	\$7.50	\$16.50	\$7.50
	31-DayPass (unlimited rides)	\$76.50	\$34.00	\$76.50	\$34.00
Express	Cash Fare	\$3.00	\$1.25	\$3.00	\$1.25
	Transfer	Free	Free	\$3.00	\$1.25
	DayPass (unlimited rides)	\$6.00	\$2.50	\$6.00	\$2.50
	7-Day Pass (unlimited rides)	\$22.00	\$9.25	\$22.00	\$9.25
	31-DayPass (unlimited rides)	\$102.00	\$42.50	\$102.00	\$42.50
	Paratransit	Cash Fare	\$4.50	\$4.50	\$4.50
11-Ride Card		\$45.00	\$45.00	\$45.00	\$45.00
Monthly Pass		\$153.00	\$153.00	\$153.00	\$153.00
Discounts	Children (5 and under)	Free		Free	
	Children (6 through 12)	Pay Discount Rates		Free	
	Youth (ages 13 through 18)	Pay Discount Rates		Free with Youth Pass, else Pay Discount Rates	
	Seniors (ages 65+)	Pay Discount Rates		Pay Discount Rates	
	Persons w/ Disabilities	Pay Discount Rates		Pay Discount Rates	
	Social Service Org's	25% discount off DayPass		25% discount off DayPass	
	\$13.50 Stored Value	\$12.00		\$12.00	
	\$25 Stored Value	\$20.00		\$20.00	
	\$50 Stored Value	\$40.00		\$40.00	

*Adopted by GoTriangle Board of Trustees on June 25, 2014.

Updated Title VI Policies and Definitions

In accordance with updated guidance from the Federal Transit Administration (FTA) implemented in April, 2013 as presented in FTA Circular 4702.1B, transit providers that operate 50 or more fixed route vehicles in peak service and are located in an urbanized area of 200,000 or more in population are required to develop policies with respect to major service changes and fare changes. The following sections provide definitions and updated or new policies for Triangle Transit for service and fare changes.

Population Definitions

Minority Persons and Populations

According to FTA Circular 4702.1B, a minority person is defined as an individual identifying as: American Indian and Alaska Native, Asian, Black or African American, Hispanic or Latino, and Native Hawaiian or Other Pacific Islander. Minority populations are defined by FTA as any readily identifiable group of minority persons who live in geographic proximity, or who may be geographically dispersed, but who may be similarly affected by a proposed action. Data on minority populations is obtained from the U.S. Census Bureau and transit agency ridership surveys dependent upon the analysis required.

Low Income Persons and Populations

The FTA circular on Title VI compliance states that while low-income populations are not a protected class under Title VI there is an "...inherent overlap of environmental justice principles in this area, and because it is important to evaluate the impacts of service and fare changes on passengers who are transit-dependent, FTA requires transit providers to evaluate proposed service and fare changes to determine whether low-income populations will bear a disproportionate burden of the changes."

According to the FTA circular, "Low-income" means a person whose median household income is at or below the U.S. Department of Health and Human Services poverty guidelines or within a locally developed income threshold that is at least as inclusive as these guidelines. For these policies, persons with household incomes below 150 percent of the federal poverty level for a regionally average household size are determined to be low income. Low-income population is defined by FTA as any readily identifiable group of low-income persons who live in geographic proximity or who may be geographically dispersed, but who may be similarly affected by a proposed action. Data on low-income populations is obtained from the U.S. Census Bureau and transit agency ridership surveys dependent upon the analysis required.

Service Change

Major Service Change Definitions

Additional or revised language is provided in bold.

A "major service change" is defined as follows:

- The addition or elimination of a route,
- A change in at least 25 percent of an existing route's pattern, measured in route-miles,
- The expansion or reduction in the **span of service** or frequency of service on any route by at least 25 percent, **measured in revenue vehicle hours**, or
- The expansion or reduction in regular days of service on any route.

The following types of activities are not classified as "major service changes" and shall not require that a Service Equity Analysis be conducted:

- Service for special events,
- Routing changes to address construction or road closures, and
- Added service operated during emergencies.

Disparate Impact Policies (Major Service Change)

The FTA circular identifies disparate impacts as a "facially neutral policy or practice that disproportionately affects members of a group identified by race, color, or national origin, where the recipient's policy or practice lacks a substantial legitimate justification and where there exists one or more alternatives that would serve the same legitimate objectives but with less disproportionate effect on the basis of race, color, or national origin."

These disparate impact policies establish thresholds for determining when impacts of major service changes by each respective agency disproportionately affect minority populations. The thresholds apply to the difference in the impacts of the proposed service change on minority populations compared to the impacts on non-minority populations measured by using service population or ridership of the affected route(s) compared with the service population or ridership of the system.

For Service Equity Analyses, a threshold of 10 percent shall be used by Triangle Transit to determine if the effects of a proposed service change are borne disproportionately by minority populations.

Disproportionate Burden Policies (Major Service Change)

Disproportionate burden addresses impacts to low-income populations. The FTA circular defines disproportionate burden as "a neutral policy or practice that disproportionately affects low-income populations more than non-low-income populations."

These disproportionate burden policies establish thresholds for determining when impacts of major service changes by each respective agency disproportionately affect low-income populations. The thresholds apply to the difference in the impacts of the proposed service change on low-income populations compared to the impacts on other populations measured by using service population or ridership of the affected route(s) with the service population or ridership of the system.

For Service Equity Analyses, a threshold of 10 percent shall be used by Triangle Transit to determine if the effects of a proposed service change are borne disproportionately by low-income populations.

Fare Change

FTA guidelines require that impacts to Title VI and low-income populations be evaluated for all fare changes regardless of the amount of increase or decrease.

Disparate Impact Policy (Fare Change)

The following disparate impact policies establish thresholds for determining when impacts of proposed fare changes by each respective agency disproportionately impact minority populations. The thresholds apply to the difference in the impacts of each proposed fare change on minority populations compared to the impacts on non-minority populations. This is measured by analyzing ridership surveys as to whether minority riders are more likely to use each mode of service, payment type, or payment media that would be subject to the fare change.

For Fare Equity Analyses, a threshold of 10 percent shall be used by Triangle Transit to determine if the effects of a proposed fare change are borne disproportionately by minority populations.

Disproportionate Burden Policy (Fare Change)

The following disproportionate burden policies establish thresholds for determining when impacts of proposed fare changes by each respective agency disproportionately impact low-income populations. The thresholds apply to the difference in the impacts of each proposed fare change on low-income populations compared to the impacts on other populations. This is measured by analyzing ridership surveys as to whether low-income riders are more likely to use each mode of service, payment type, or payment media that would be subject to the fare change.

For Fare Equity Analyses, a threshold of 10 percent shall be used by Triangle Transit to determine if the effects of a proposed fare change are borne disproportionately by low-income populations.

GOTRIANGLE SPRING 2018 FARE CHANGE OUTREACH			<i>Last updated: 4/310/2018 ER</i>			Total # of Comments - both topics	Sentiment
Type of Outreach	Date	Location	Audience	Attendance	Materials Shared		
Direct Partner Outreach	2/27/2018	email to Wake partners	LEP populations, low-income households, seniors	service providers, community organizations	digital version of flyers - fare free and transfers in English and Spanish with invitation to comment	n/a	
Direct Partner Outreach	2/28/2018	email to Coalition for Affordable Housing	low-income households, seniors, service providers	service providers, community organizations	digital version of flyers - fare free and transfers in English and Spanish with invitation to comment	n/a	
Direct Partner Outreach	3/5/2018	Habitat for Humanity meeting	Habitat households making 30-60% of AMI	Habitat and GoRaleigh staff, Habitat provided information to homeowner email list	digital version of flyers - fare free and transfers in English and Spanish with invitation to comment	n/a	
Direct Partner Outreach	3/19/2018	email to Durham Housing Authority	low-income households	service providers, community organizations	digital version of flyers - fare free and transfers in English and Spanish with invitation to comment	n/a	
Wake Transit FY19 Draft Work Plan Presentation	1/23/2018	North Hills Club rotary	local residents	50 rotary club members	FY19 WP presentation w/ slide on free fare for youth and invitation to comment	general comments	
Wake Transit FY19 Draft Work Plan Presentation	2/23/2018	League of Women Voters Timely Topics	local residents, seniors, environmental advocates	60 league members	FY19 WP presentation w/ slide on free fare for youth and invitation to comment	general comments	
Wake Transit FY19 Draft Work Plan Presentation	3/3/2018	Stef Mendell district mtg	district members	15 district members	FY19 WP presentation w/ slide on free fare for youth and invitation to comment	general comments	
Wake Transit FY19 Draft Work Plan Presentation	3/17/2018	Kay Crowder DDNA mtg	district members	9 district members (multiple CAC chairs)	FY19 WP presentation w/ slide on free fare for youth and invitation to comment	general comments	
In-Person Outreach (Pop-Ups)	3/7/2018	GoRaleigh Station (Moore Square)	transit riders	44 individuals	flyers - fare free and transfers in English and Spanish with invitation to comment		3 2 pro fare free for youth
In-Person Outreach (Pop-Ups)	3/16/2018	Chapel Hill Library	local residents	24 individuals	flyers - fare free and transfers in English and Spanish with invitation to comment		1 1 pro changes
In-Person Outreach (Pop-Ups)	3/22/2018	Regional Transit Center	transit riders	8 individuals	flyers - fare free and transfers in English and Spanish with invitation to comment		2 1 pro elim transf
Online Engagement	3/19/2018	social media push - Twitter (6 tweets) and Facebook (2 posts)	all	9,578 reached / 286 interactions via Facebook and Twitter combined - 11 comments total re: fare free for youth and elimination of transfers combined	digital post w/ fare change information, request for comments and link to GoTriangle site		all related to questions about 11 transfers
Online Engagement	3/19/2018	GoTriangle website	all	366 page views	request for public comment on proposed fare changes - English & Spanish https://gotriangle.org/fare-changes		
Online Engagement	3/20/2018	targeted marketing push	Spanish-speakers	177 clicks	Spanish digital post w/ fare change information, request for comments and link to GoTriangle site		
Email	1/23/2018 - 4/6/2018	comments received via info@gotriangle.org	all	11 direct email comments total re: fare free for youth and elimination of transfers combined	digital post w/ fare change information, request for comments and link to GoTriangle site		11 2 pro fare free for youth
Email	1/23/2018 - 3/12/2018	comments received via info@waketransit.com	all	129 comments total, 14 related to fare free for youth (information regarding the elimination of transfers was not included in the Wake Transit FY19 Draft Work Plan)	online version of FY19 WP presentation w/ slide on free fare for youth and invitation to comment		12 pro / 2 against fare free for 14 youth

Notes to inform 3/9/2017 Process SC Meeting

Transit Governance ILA Responsibility (Section 3.03)	Recommended Lead Agency
a. Wake County Transit Work Plan, including all of its separate elements defined in Section 2.38:	CAMPO to compile and maintain
<p><u>Annual Operating Budget Ordinance</u>. This shall be supplied for the Wake Transit major operating fund which will appropriate funds for the operation and administration of transit projects as well as for any other agencies involved in producing products for TPAC review</p>	GoTriangle (as Tax District Administrator) to compile and maintain
<p><u>Annual Tax District</u> administration budget for the Wake Transit major operating or capital fund</p>	GoTriangle (as Tax District Administrator) to compile and maintain
<p><u>Multi-Year Capital Improvement Plan (CIP)</u> supplied for the Wake Transit major capital fund that clearly identifies specific projects, project sponsors responsible for undertaking those projects, project funding sources, and project expenditures. (NOTE: The Multi-year CIP shall be updated annually to coincide with the annual capital budget always being the first year of appropriation of funding for capital projects identified in the CIP. The Multi-year CIP shall be coordinated with the Metropolitan Transportation Plan, Transportation Improvement Program, and annual program of projects developed and maintained by the Raleigh Urbanized Area designated recipient of federal formula transit grants so as to be consistent with submittal deadlines for the final horizon year of the Metropolitan Transportation Plan.)</p>	CAMPO to compile and maintain
<p><u>Annual Capital Budget Ordinance</u> supplied for the Wake Transit major capital fund that allocates financial resources to specific project sponsors for specific projects, and represents the first year of appropriation of funding for capital projects identified in the Multi-Year CIP</p>	GoTriangle (as Tax District Administrator) to compile and maintain
<p><u>Multi-year Operating Program</u> -the annual document describing the development of local bus, express bus, Bus Rapid Transit, and commuter rail services to be funded by the Tax District. It will describe service changes planned for the year and preliminary service proposals and financial projection for the subsequent years. A detailed report on the status of each bus and rail route shall also be included, along with performance objectives for the coming year. The document shall also describe administrative, planning, marketing, or other functions that are not directly accounted for in specific infrastructure project delivery or allocated to service delivery, but which are essential to the implementation of the Transit Plan.</p>	CAMPO to compile and maintain
<p><u>Update of the Wake Transit Financial Plan and financial model assumptions</u> and corresponding update of the planning horizon of Wake Transit Work Plan future projects not included in the current Multi-year CIP. The parties shall use good faith efforts to align planning horizon year with the horizon year of the current CAMPO MTP. The Financial Model shall contain agreed upon financial assumptions of the TPAC for Wake Transit Work Plan revenues involving federal, state and local sources and multi-year capital and operating costs including liquidity targets and debt ratios relevant to rating agency metrics.</p>	GoTriangle (as Tax District Administrator) to compile and maintain
<p><u>Capital Funding Agreements or Master Agreements</u> - an agreement between an agency and other agencies to provide an Implementation Element or a project plan if the implementation element is to be provided by the Agency. The agreement or project plan shall state the details of the capital improvements to be provided and detail expectations on funding, responsibilities, schedule and performance and shall adhere to minimum standards outlined in Section 7.01 of [the Governance ILA]. Master agreements mean an Operating or Capital Funding agreement that directs a discrete logical grouping of projects, operations or studies.</p>	GoTriangle (as tax district administrator)
<p><u>Operating Agreements or Master Agreements</u>- an agreement between an agency tasked to provide an Implementation Element, the Tax District and other agencies as needed, or an operating plan if the Implementation Element is to be provided by the Agency. The agreement shall state the details of the service to be provided and detail expectations on funding, responsibilities, schedule and performance. The agreement shall adhere to minimum standards outlined in Section 8.02 of [the Transit Governance ILA]. Master agreements mean an Operating or Capital Funding agreement that directs a discrete logical grouping of projects, operations or studies.</p>	GoTriangle (as tax district administrator)

Transit Governance ILA Responsibility (Section 3.03)	Recommended Lead Agency	Notes to inform 3/9/2017 Process SC Meeting
b. Initial detailed elements of a Multi-Year Service Implementation Plan (Wake Bus Plan - which includes the Coordinated Human Services Transportation Plan through the scope of the Bus Plan)	GoTriangle	Added 'Initial' and then the current name of Wake Bus Plan, as well as the CHST component through the initial bus plan
c. Staffing model and staffing expectations plan, including requested consideration of any costs associated with additional staff required to administer the Wake County Work Plan;	CAMPO to lead development and any updates thereto	
d. Program management policy and plan for the community funding areas identified in Wake County Transit Plan	CAMPO to lead development and any updates thereto	
e. Templates containing minimum standards for project and financial reports for the major funds of the separate component unit(s) and others to follow (first version by October 1, 2016);	GoTriangle	
f. Development and ongoing administration of a Project prioritization policy that guides the development of the CIP and longer term operating program and annual budgets	CAMPO	Included ongoing administration
g. Designation of project sponsors (agencies responsible for each respective capital and operating project), including agencies responsible for each Implementation Element	CAMPO via individual transit agencies	
h. Multiyear vision plan	CAMPO	
i. Development of and Ongoing Administration of the Wake Transit Project Endorsement Process: to include a strategy for each Implementation Element or agreement, which shall include scope, geography, purpose and goals, processes for allowing amendments, and processes for addressing Significant Concerns. Very detailed strategies shall be developed for capital/infrastructure projects exceeding \$1,000,000	CAMPO	Included ongoing administration and referenced it by the new name 'endorsement process'; there was a 'concurrence' task originally identified under 'New' but since we could combine the original development with ongoing administration of the endorsement process under CAMPO - they were placed on the same line
j. Development of an articulated strategy for incorporating or accounting for public outreach, involvement, and communication with the deliverables set forth in a, b, d, f, g, and h; the ongoing administration to include oversight and management of public engagement/involvement activities.	CAMPO	Group discussed combining the development of the strategy and the ongoing administration. Doesn't work cleanly here since it is two different agencies - further define administration below
New		<i>Removed two items as items that were one-time needs and complete</i>
TPAC Administration	CAMPO	Added this as it was written previously as 'Identification of and request to partner agency of staff resources to meet administrative needs of TPAC'
Oversee and Implement Community Funding Area Program	CAMPO	
Technical Assistance for Community Funding Areas	CAMPO	
Public Engagement/Involvement	GoTriangle via the Communications Steering Committee	Added 'Via Communications Steering Committee'

MEMORANDUM

TO: GoTriangle Board of Trustees
FROM: Shelley Blake, General Counsel
DATE: April 3, 2018
SUBJECT: **Appointments to GoTransit Partners Board of Directors**

Strategic Objective or Initiative Supported

This item relates to the initiative, "Establish a non-profit organization to pursue grants that require a 501(c)(3) status."

Action Requested

Appoint additional/replacement members to the Board of Directors for the nonprofit corporation, GoTransit Partners, which has been incorporated by GoTriangle.

Background and Purpose

GoTriangle has established a nonprofit corporation, GoTransit Partners, in accordance with NCGS 159-42.1 which states that: A public authority may establish, control, and operate a nonprofit corporation that is created under Chapter 55A of the General Statutes and is a tax-exempt organization under the internal Revenue Code to further the authorized purposes of the public authority.

GoTriangle would like to replace and appoint new members to the Board of Directors for the nonprofit. GoTriangle will present a recommendation to the GoTriangle Board of Trustees and request appointment of those members.

Financial Impact

None

Attachments

None.

Staff Contact

Shelley Blake, 919.485.7561, sblake@gotriangle.org



CONTRACT WORK ORDERS FOR MARCH 2018

Contract #	Contractor (or subject if no contractor listed)	Contract Amount	Subject	Comments	JM Signed	General Counsel Signed
18-011	Supplemental Agreement/Final Design Review Reimbursement Agreement	\$39,401.31		Underlying reimbursement agreement for preliminary design review was made on May 4, 2016. Agreement is to reimburse NCDOT for Final Design Review for the DO-LRT project. Of this amount, NCDOT is carrying over \$9,401.31 that went unspent under the previous Agreement.	3.19.2018	3.14.2018
18-043	Contract for Sale and Purchase of Real Property	-		Provides for Sale and Purchase of Real Property parcel located in the County of Orange and the State of North Carolina known as approx.46 acre parcel located in Hillsborough Township (Orange Parcel #: 9875506046).	3.22.2018	3.21.2018
18-045	Lease Mail Machine	\$83..29/ Monthly		Provides for a New Postage Machine for the DO-LRT Project Office. Contract is a monthly fixed cost. Term of agreement: month-to-month for 60 months. Termination: written 30-day notice.	3.23.2018	4.2.2018