



GoTriangle  
 Operations & Finance Committee  
 August 03, 2023  
 8:30 am-10:00 am Eastern Time

*The GoTriangle Operations & Finance Committee meets remotely.*

*Microsoft Teams meeting | Join on your computer or mobile app*

*Click here to join the meeting*

*Or call in (audio only) +1 252-210-4099  
 Phone Conference ID: 602 240 539#*

**I. Call to Order and Adoption of Agenda**

*(1 minute Michael Parker)*

ACTION REQUESTED: Adopt agenda with any changes requested.

**II. Draft Minutes | June 1, 2023**

*(1 minute Michelle Dawson)*

ACTION REQUESTED: Approve minutes.

**III. Durham Bus Stop Right-of-Way Acquisition**

*(10 minutes Gary Tober)*

ACTION REQUESTED: Recommend that the board authorize staff to conduct property coordination, outreach and acquisition for GoDurham bus stop improvements on behalf of the City of Durham for improvements at specified existing bus stop locations.

**IV. Wake Transit FY2023 Q4 Proposed Work Plan Amendments – Period of Performance Extensions**

*(5 minutes Steven Schlossberg)*

ACTION REQUESTED: Recommend Board approval of the FY2023 Q4 Wake Transit Work Plan amendments.

Requested Amendments

**V. Amendment to Board of Trustees' Rules of Procedure**

*(10 minutes Byron Smith)*

ACTION REQUESTED: Discuss and recommend board approval of an amendment to the Board of Trustees' Rules of Procedures related committees and boards.

Bylaws Article IV

**VI. Transit Ambassador Program Overview**

*(20 minutes Jimmy Price)*

Presentation

**VII. Review of Bret Martin Allegations**  
*(20 minutes Byron Smith)*

**VIII. Adjournment**  
*(Michael Parker)*



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

4600 Emperor Boulevard  
Suite 100  
Durham, NC 27703

Thursday, June 1, 2023

8:30 a.m.

Remote | Microsoft Teams

**Board members present** | Corey Branch [arr. 8:35 a.m.], Brenda Howerton [left 8:54 a.m.], Sig Hutchinson, Michael Parker, Stelfanie Williams

**Board members absent** | Valerie Jordan, Jennifer Robinson [excused]

Michael Parker called the meeting to order at 8:31 a.m. A quorum was present.

- I. **Adoption of Agenda**
- II. **Approval of Minutes**

**Action:** A motion was made by Howerton and seconded by Hutchinson to adopt the agenda, adding a discussion of a recent letter board members received from Bret Martin, and to approve the minutes of April 13, 2023. Upon vote by roll call, the motion was carried unanimously.

**Letter from Bret Martin**

President/CEO Lattuca stated that board members had received a letter from Bret Martin, noting concerns about GoTriangle. He said that the General Counsel is investigating the letter and will bring the issues listed back to this committee. Lattuca added that a response has been sent from the board chair to Mr. Martin acknowledging receipt of his letter and stating the Operations & Finance Committee would be reviewing the issues raised.

Parker suggested that the General Counsel also draft a policy with guidelines for how GoTriangle staff and the board respond to letters.

Branch arrived.

**III. Route 305 Service Change Recommendation**

Austin Stanion's presentation is attached and hereby made a part of these minutes. The proposed service change, scheduled for August, will provide riders with all-day service to Apex and GoRaleigh station and prepare the route for future expansion in Holly Springs. The proposal will fill the gap in service from noon to 3 p.m. with hourly service. Funding is included in the recommended FY24 Wake Transit work plan. This service expansion will add six daily revenue hours at an estimated cost of \$190,000. The Title VI analysis indicates this change will not impact low income or minority communities in disproportionate or disparate way.

Stanion shared that also included in the August service changes are service restorations for routes previously suspended due to an operator shortage. He said the board authorized the President/CEO to restore these routes and do not require action by the board.

Parker asked the ridership targets for the expanded service on route 305 and the process for evaluating. Eggleston responded that the Wake Transit Plan does have service standards for routes funded with Wake Transit dollars and performance is reviewed quarterly and annually. She stated the board receives a presentation on the annual performance evaluations. Parker asked if the other counties have a similar process in place. Eggleston replied it is part of the current update to the bus plans.

**Action:** A motion was made by Branch and seconded by Hutchinson to recommend board approval of a proposed service expansion to Route 305 adding mid-day service to Apex and GoRaleigh station. Upon vote by roll call, the motion was carried unanimously.

#### IV. Microtransit Service Contracts

Austin Stanion explained that GoTriangle operates three microtransit zones (RTP Connect, East Durham Connect, and North Durham Connect) and is seeking vendors for the next phase of the program. Four vendors submitted proposals: Uber, Lyft, National Express Transportation (in partnership with Spare Labs), and River North (Via). A selection committee comprised of staff from GoTriangle, the City of Durham and the Research Triangle Foundation recommends awarding contracts to all four vendors.

The ability to select between multiple service providers will give GoTriangle the flexibility to provide microtransit service that best serves each service zone and give riders the ability to choose their preferred service. Contracts for service will not guarantee a particular level of rides to any particular service provider.

The Durham Transit Plan work plan includes \$679,000 for the North and East Durham zones. GoTriangle's FY2024 budget includes \$100,000 for the RTP connect zone, the cost of which is split with the Research Triangle Foundation.

##### Connect microtransit program

- provides door-to-door service within each service zone
- RTP Connect – trips must begin or end at the Regional Transit Center or the Boxyard retail hub and remain within the RTP zone
- Durham Connect zones – trips must begin and end within the zones

Hutchinson asked if the program is well used. Stanion responded yes, all three zones are seeing ridership growth and due to concerns about budget overruns in one zone staff is making adjustments.

Howerton stated she has to leave early but asked for additional information about the changes being proposed to the Durham zones.

Howerton left.

**Action:** A motion was made by Hutchinson and seconded by Branch to recommend the board authorize the President/CEO to award and execute contracts with Uber, Lyft, National Express Transportation (in partnership with Spare Labs), and River North (Via) for microtransit services,

with total cost not to exceed \$1.6M for the initial two-year term. Upon vote by roll call, the motion was carried unanimously.

#### V. **North Durham and East Durham Microtransit Pilot Evaluation**

Austin Stanion stated the pilot Connect program ends on June 30 and a staff evaluation has led to recommendations for the program going forward. The Durham Transit Plan funds the Durham Connect program with service zones in north and east Durham providing door-to-door service fulfilled by Lyft. The goal of the program is to provide access to services and jobs in communities considered transit deserts and identified as having a high transit propensity [communities of low wealth, minority communities with low access to cars, and low or no available transit].

Stanion provided data showing significant increases in the Durham zones beginning in January and continuing each month since. He stated that based on this growth, the program would exceed the budget within five months. Data indicates over 90% of riders are making less than 50 trips per month, so the first recommendation is to cap the number of rides per month by individual rider at 60, down from the current limit of 120. The 60 ride cap will provide mobility to and from work daily for users.

Data also shows that over 60% of trips began and ended within a quarter mile of fixed route service. The second recommendation is to right size the North Durham zone service area to the area initially studied in the Short Range Transit Plan and the microtransit study with the addition of the Treyburn area. Stanion noted the other transit options currently available in the service zones including other demand response services. He also shared the planned and funded improvements within these service areas over the next few years.

#### VI. **FY2024 Proposed Budget**

Sandra Freeman reviewed the final recommended FY2024 budget with the committee. She reminded the committee that the budget does include the retention of the vehicle rental tax and a projected \$1.1 million fund balance appropriation.

Parker commented that the board has an obligation to figure out what is a sustainable financial future for GoTriangle and revenue streams that are less dependent on the county transit plans.

**Action:** A motion was made by Branch and seconded by Hutchinson recommend board approval of the FY2024 operating and capital budget and the Transit Plan operating and capital budgets for Durham, Orange and Wake. Upon vote by roll call, the motion was carried unanimously.

#### VII. **Adjournment**

**Action:** Chair Parker adjourned the meeting at 9:41 a.m.

Prepared by:

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

## MEMORANDUM

**TO:** GoTriangle Board of Trustees Operations & Finance Committee  
**FROM:** Real Estate and Facilities  
**DATE:** July 19, 2023  
**SUBJECT:** Durham Bus Stop Right-of-Way Acquisition

### Strategic Objective or Initiative Supported

2.4 Ensure an attractive and accessible transit environment

### Action Requested

Recommend that the board authorize staff to conduct property coordination, outreach, and acquisition of property needed for GoDurham bus stop improvements on behalf of the City of Durham in order to make improvements to the following existing bus stop locations:

No.	BUS ID	Major Street	Minor Street	PIN	Parcel ID
1	5261	University Dr.	Westgate Dr. (Parkway Plaza Park-and-Ride)	0810-25-23-1582	137031
2	5897	Club Blvd.	Dollar Ave. (Northgate Mall)	0822-64-59-1651	102361
3	5436	Meriwether Dr.	Pickwick Trail (SB)	0833-24-10-4528	172103
4	5569	Hillsborough Rd.	LaSalle St. (Durham Festival Center)	0812-55-47-9633	125240
5	6607	Rose of Sharon	Riverside High School	0814-62-77-8405	177336
6	5404	E Main St.	Hyde Park Ave. (WB)	0831-43-86-9849	111647
7	5954	Dowd St.	Hazel St. (WB)	0831-29-83-5847	110724
8	6590	Martin Luther King Jr Pkwy	Cook Rd. (WB)	0729-39-06-0642	145815
9	6241	Rigsbee Ave.	Seminary St.	0821-98-73-2755	103000
10	5345	University Dr.	BB&T Plaza	0810-26-80-9902	137090
11	5693	Bedford St.	Balmoray Ct.	0821-10-41-0420	104616
12	6086	E Main St.	Hyde Park Ave. (EB)	0831-43-95-2074	112104
13	6366	Carver St.	Commons Blvd. (EB)	0833-03-95-5636	172099
14	5286	Duke University Rd.	Underwood Ave. (EB)	0821-27-86-8073	108607
15	6345	Taylor St.	Driver St. (Holton Career Center)	0831-55-61-4411	112851
16	5600	Carver St.	Commons Blvd. (WB)	0833-14-34-8442	232052

No.	BUS ID	Major Street	Minor Street	PIN	Parcel ID
17	5684	W Club Blvd.	Clarendon St.	0822-45-10-6869	100561
18	6061	Ross Rd.	Fernando St.	0841-66-52-5465	132450
19	5193	Midvale Rd.	Bedford St.	0820-19-38-0013	104618
20	5179	Roxboro St.	Lodge St. (Hillside Park)	0821-81-79-2692	118325
21	5324	Roxboro St.	Dunstan Ave.	0821-81-16-0259	117172
22	6604	Stadium Dr.	Wyldeewood Rd. (NB)	0823-38-83-5247	127253
23	6160	Dowd St.	Hazel St. (EB)	0831-28-89-3952	110897
24	5368	Meriwether Dr.	E Carver St. (SB)	0833-24-10-4528	172103
25	6253	Highgate Dr.	Audubon Lake Dr.	0718-66-31-2664	178168
26	5416	Glenbrook Dr.	Dubonnet Pl. (NB)	0832-68-15-4898	129196
27	5850	Glenbrook Dr.	Dubonnet Pl. (SB)	0832-68-33-4607	129229
28	5054	University Dr.	Larchmont Dr.	0810-13-14-0845.000 & 0810-13-14-0845-.012	139337 & 139349
29	5189	University Dr.	Snowcrest Tr.	0800-94-37-2562	139323
30	6159	Dowd St.	Gurley St. (EB)	0831-28-09-8716	110903
31	6275	S Alston Ave.	Kestrel Heights School (SB)	0738-21-48-3973	153965
32	6276	S Alston Ave.	Duke Health (SB)	0737-01-37-7889.000 & 0737-01-37-7889.001	154021 & 154022
33	5495	W Club Blvd.	Clarendon St.	0822-45-12-7237	100877
34	6128	Stadium Dr.	Wyldeewood Rd. (Foxfire Apts)	0823-28-62-6093	127112
35	6617	Stadium Dr	Wyldeewood Rd. (SB)	0823-37-47-5597	127145
36	6593	S Roxboro St.	Chestnut St. (SB)	0821-83-64-8878	118621
37	5749	E Weaver St.	Pilot St.	0820-67-52-3048	107309
38	6601	New Castle Rd.	Stadium Dr. (WB)	0823-37-47-5597	127145
39	5055	Gregson St.	Englewood Ave.	0822-74-04-1136	102390
40	5424	S Roxboro St.	Bond St.	0821-71-97-3147	118584
41	1075	University Dr.	Ivy Creek Blvd.	0810-03-34-5783	139488
42	5233	Freeman Rd.	Clayton Rd. (Southern HS)	0851-08-22-8169	168030
43	5944	Freeman Rd.	Obsidian Way (Southern HS)	0851-17-99-3740	161240

### Background and Purpose

Following Board approval, GoTriangle's real estate team will conduct early property coordination and outreach. Once contact is made with property owners, GoTriangle will engage the design engineer to develop approved right-of-way plans. GoTriangle will use the approved design plans to acquire the right-of-way for the bus stop improvements. Depending on site conditions, GoTriangle will typically need to acquire between 50 and 500 square feet of right-

of-way per bus stop. A GoTriangle agent will meet with affected property owners to explain the impacts of the improvements. Before the initiation of negotiations, the property interest will be appraised, unless the owner is donating the property and releases GoTriangle from the appraisal obligation, or GoTriangle determines that an appraisal is unnecessary because the valuation is uncomplicated and the fair market value is estimated at \$10,000 or less, based on a review of available data. If an appraisal is required, the appraisal and an appraisal review will be conducted consistent with 49 CFR Part 24 (the Uniform Act).

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

- A minimum of 3 attempts to settle with each property owner will be made;
- GoTriangle's agent will keep a detailed negotiation diary and other relevant information regarding the attempted settlement;
- Once a signed easement is obtained, the agent will deliver the original documents to GoTriangle to process payment; and
- GoTriangle will complete the requisite filings in order to secure the property interest on behalf of the City of Durham.

In the event a property owner refuses to settle or negotiations reach an impasse, GoTriangle will consider amending its plans or identify a different location. At this time, GoTriangle is not requesting authorization from the board to condemn property for bus stop improvements.

### Financial Impact

The Durham County FY24 transit work plan, approved by the GoTriangle Board of Trustees at its June 2023 meeting, assigns \$3,900,000 for design, real estate acquisition, equipment purchase, and construction for GoDurham bus stops. GoTriangle's initial estimate for right-of-way acquisition is \$5,000 per bus stop location.

### Attachments

- none

### Staff Contacts

- Gary Tober, 919.485.7577, [gtober@gotriangle.org](mailto:gtober@gotriangle.org)
- Richard Major, 919.485.7483, [rmajor@gotriangle.org](mailto:rmajor@gotriangle.org)





## MEMORANDUM

**TO:** GoTriangle Board of Trustees Operations & Finance Committee  
**FROM:** Capital Development – Wake Transit  
**DATE:** July 21, 2023  
**SUBJECT:** **Wake Transit FY2023 Work Plan Amendments – Period of Performance Extensions**

### Strategic Objective or Initiative Supported

Implement the Wake Transit Plan with Transit Planning Advisory Committee

### Action Requested

Recommend Board approval of the FY2023 Wake Transit Work Plan Period of Performance amendments.

### Background and Purpose

Ten separate project agreement period of performance extensions and re-encumbrance of balance of funds for previously adopted projects are included for approval. The current agreements are set to expire during FY2023. The extensions would allow for the continuance of funding for either one or two years, depending on project status. The extensions will be processed as minor budget amendments according to the Wake Transit Work Plan Amendment Policy.

During the June 2023 meeting, the Wake Transit Planning Advisory Committee reviewed and recommended the amendments to both the CAMPO Executive Board and GoTriangle Board of Trustees. The CAMPO Executive Board will consider these amendments on August 16.

### Financial Impact

The proposed amendments will have no financial impact to the Wake Transit Work Plan.

### Attachments

- FY2023 Period of Performance Requested Wake Transit Work Plan Amendments

### Staff Contacts

- Michelle Peele, 919.485.7434, [mpeele@gotriangle.org](mailto:mpeele@gotriangle.org)
- Steve Schlossberg, 919.485.7590, [sschlossberg@gotriangle.org](mailto:sschlossberg@gotriangle.org)

## Attachment

FY2023, Period of Performance Requested Wake Transit Work Plan Amendments									
REQUESTED MAJOR/MINOR AMENDMENTS									
Agency		Project ID	Project Title	FY 22 Original Funding Allocation		FY 23 Original Funding Allocation	FY 23 Requested Funding Allocation	FY 23 Funding Impact	Reason for Major/Minor Amendment Status
Operating Budget Amendment Requests - None									
Total Operating Funding Impact									
								\$	-
Capital Budget Amendment Requests									
Agency	Contract Number	Project ID	Project Title	Original Funding Allocation	Additional Amendment Allocation(s)	Funds Remaining to Re-Encumber	Recommended Extension	Funding/Scope Impact	Reason for Major/Minor Amendment Status
City of Raleigh	20-053	TC005-A1	Bus Rapid Transit - Project Development	\$28,720,000.00	\$13,650,000.00	\$37,367,195.16	(12/31/2025)	None	MINOR AMENDMENT: Extension of project agreement period of performance and re-encumbrance of funds
City of Raleigh	21-020	TC001-J	Paratransit Replacement Vehicles	\$380,000.00		\$123,605.76	(12/31/2024)	None	MINOR AMENDMENT: Extension of project agreement period of performance and re-encumbrance of funds
City of Raleigh	21-019	TC002-AQ	Pleasant Valley Shopping Center Transfer Point Improvements	\$152,421.00		\$144,208.02	(12/31/2024)	None	MINOR AMENDMENT: Extension of project agreement period of performance and re-encumbrance of funds
		TC002-AO	WakeMed North Transfer Point Improvements	\$152,421.00		\$149,255.58	(12/31/2024)	None	MINOR AMENDMENT: Extension of project agreement period of performance and re-encumbrance of funds
		TC002-AN	Capital / Millbrook Transfer Point Improvements	\$152,421.00		\$134,654.02	(12/31/2024)	None	MINOR AMENDMENT: Extension of project agreement period of performance and re-encumbrance of funds
		TC002-AH	Hillsborough / Jones Franklin Transfer Point Improvements	\$246,000.00		\$246,000.00	(12/31/2024)	None	MINOR AMENDMENT: Extension of project agreement period of performance and re-encumbrance of funds
		TC002-AE	Hillsborough / Gorman Transfer Point Improvements	\$246,000.00		\$246,000.00	(12/31/2024)	None	MINOR AMENDMENT: Extension of project agreement period of performance and re-encumbrance of funds
		TC002-AD	Construction of Cross Link / Rock Quarry Transfer Point Improvements	\$246,000.00		\$246,000.00	(12/31/2024)	None	MINOR AMENDMENT: Extension of project agreement period of performance and re-encumbrance of funds
Town of Morrisville	20-058	TC002-BF	Bus Stop / Node Improvements for Smart Shuttle	\$248,000.00		\$152,202.04	(12/31/2025)	None	MINOR AMENDMENT: Extension of project agreement period of performance and re-encumbrance of funds
GoTriangle	21-017	TC002-Y	Systemwide Bus Stop Improvements	\$64,800.00		\$64,800.00	(12/31/2025)	None	MINOR AMENDMENT: Extension of project agreement period of performance and re-encumbrance of funds

<b>Wake Transit Project ID #</b>
TC005-A1

**FY 2023**  
**Wake Transit Work Plan**  
**Project Amendment Request Form**  
**Operating and/or Capital**

<b>FY START DATE</b>
7/1/2022

Type of Amendment      **Minor**       **Major**

**Minor Amendments:**

- a. An amendment that requires a transfer between budget ordinance appropriations but requires less than a 20% change to a project appropriation for projects equal to or less than \$500,000;
- b. Changes to any adopted financial assumptions supporting the applicable Work Plan;
- c. Changes to periods of performance for project funding agreements tying to capital project funding allocations for implementation elements in the applicable Work Plan;
- d. Changes in reporting requirements for performance on implementation elements authorized in the applicable Work Plan;
- e. Changes in scope for implementation elements programmed in future fiscal years;
- f. Changes in funding amounts for implementation elements programmed in future fiscal years;
- g. Any amendment that requires a transfer of funds between or among implementation elements in separate funding subcategories (i.e., bus stop improvements, maintenance facility improvements, park-and-ride improvements, and transit center/transfer point improvements) within the bus infrastructure funding category in the applicable Work Plan; and
- h. Any other change that does not meet any of the criteria of a Major Amendment.

**Major Amendments are required when:**

- a. A project requested to be added to the Work Plan
- b. A project requested to be removed from the Work Plan
- c. Significant changes in scope of funded project
- d. A transfer between budget ordinance appropriations that requires equal to or greater than a 20% change to a project appropriation for projects greater than \$500,000
- e. A transfer between budget ordinance appropriations that requires equal to or greater than a \$100,000 change to a project appropriation for projects less than \$500,000
- f. Any change that requires a change in budgeted reserves or fund balance

*These definitions are based on the Wake Transit Work Plan Amendment Policy Update (Draft 2022), which gives more clarity to the definitions without changing their meaning. The Amendment Policy Update has been approved by the TPAC and will go to the Wake Transit Governing Boards in the Fall of Calendar Year 2022.*

New/Amended Project Name	Requesting Agency	Project Contact	Estimated Operating Cost	
Wake BRT: New Bern Avenue	City of Raleigh	Het Patel, Transit Planning Supervisor	Base Year	\$ -
		<a href="mailto:het.patel@raleighnc.gov">het.patel@raleighnc.gov</a>	Recurring	\$ -
Estimated Start Date	Estimated Completion	Notes	Estimated Capital Cost	
March 2019	December 2025		Base Year	\$ -
			Cumulative	\$ -

**Project Description**      Enter below a summary of the project amendment and impact on approved plan.

The amendment extends the Period of Performance for the project to December 2025. The Wake BRT New Bern Avenue project is nearing the third key performance milestone below in awarding a contract for construction. Due to the time to work through the federal process and agency coordination this milestone is now anticipated in Fall 2023. This Period of Performance Extension is meant to extend the allocation connected to contract number 20-053 (\$42,370,000). This allocation includes the original FY21 Work Plan programmed amount of \$28,220,000 plus the subsequent FY21 Q4 (\$500,000) and FY22 Q2 (\$13,650,000) amendments.

**1. Enter Wake Transit Project ID(s) to Increase**

Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
<b>TOTAL</b>			\$ -	\$ -	

**2. Wake Transit Project ID(s) to Reduce**

Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
<b>TOTAL</b>			\$ -	\$ -	

**3. Impact on Transit Plan Project Costs**

From above, indicate whether amounts impact operating or capital budgets in Wake Transit Plan.	Estimated Operating Cost	Current Year	\$ -
		Recurring	\$ -
Estimated Capital Cost	Base Year	\$ -	
	Cumulative	\$ -	

**Project Justification / Business Case**      Provide responses to EACH of the questions below. Answer the questions as thoroughly as possible. Enter Non-Applicable (N/A) as appropriate.

4. Is this New/Amended project Operating, Capital or Both?      **Operating**       **Capital**       **Both**

5. What is the timeframe for the request? Are you requesting a full year of funds or a partial year to be annualized in future fiscal years?

N/A

6. What is the expected outcome(s) if this request is funded? What is the alternative if the request is not funded?

N/A

7. In the spring of 2019, the TPAC endorsed a set of reporting deliverables for various categories of Wake Transit Work Plan projects. A listing of these reporting deliverables by category is available here:

[Wake Transit Work Plan Project Reporting Deliverables](#)

If reporting deliverables are not already established for the category of the amended/requested project, or if there is a need to deviate from the TPAC-endorsed reporting deliverables, please list the reporting deliverables that should be considered for this project below:

a)	Date RFP/RFQ released for 30-100% design
b)	Date contract awarded for 30-100% design
c)	Date contract awarded for construction

8. Does the amendment request involve new acquisition of real property or a change to the scope or funding amount for a prior approved funding allocation for real property acquisition? If so, please refer to the adopted Policy Framework for Use of Wake Transit Funds to Acquire Real Property (available below) and submit the requested information outlined in Part III of the policy in a separate document if the subject real property acquisition meets the applicability thresholds outlined in Part II of the policy.

[Policy Framework for Use of Wake Transit Funds to Acquire Real Property](#)

9. List any other relevant information not addressed.

The construction is anticipated to begin in 2023 and completed by Spring/Summer 2025, with Revenue Service anticipated in Summer 2025.

10. Please enter estimated appropriations below that will support expenses identified above. Enter FY 2023 and the estimated annualized cost in FY 2024 using the 2.5% growth factor, if applicable. The spreadsheet will calculate 2024 and beyond by 2.5%. If your project is not expected to have recurring costs in FY 2024 and/or beyond, delete the calculation(s) in columns E-I.

Cost Break Down of Project Request							
OPERATING COSTS	FY23	FY24	FY25	FY26	FY27	FY28	FY29
Growth Factors		2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Salary & Fringes			-	-	-	-	-
Contracts			-	-	-	-	-
Bus Operations:							
Estimated Hours			-	-	-	-	-
Cost per Hour			-	-	-	-	-
Estimated Operating Cost	-	-	-	-	-	-	-
Bus Leases			-	-	-	-	-
Park & Ride Lease			-	-	-	-	-
Other			-	-	-	-	-
Other			-	-	-	-	-
Subtotal: Bus Operations	-	-	-	-	-	-	-
Other: Administrative			-	-	-	-	-
Other: Database Hosting			-	-	-	-	-
Other: Supplies and Materials			-	-	-	-	-
<b>TOTAL OPERATING COSTS</b>	-	-	-	-	-	-	-

11. Please enter estimated appropriations to support contractual commitments and other expenses related to proposed capital projects identified above.

CAPITAL COSTS	FY23	FY24	FY25	FY26	FY27	FY28	FY29
Design/NEPA	\$ -	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Land - Right of Way	-	-	-	-	-	-	-
<b>TOTAL CAPITAL COSTS</b>	-	-	-	-	-	-	-

*Assumptions for Costs and Revenues Above:*

12. Please state any assumption(s) used to calculate the capital and operating dollars and revenues shown above.

<b>Wake Transit Project ID #</b>
TC001-J

**FY 2023**  
**Wake Transit Work Plan**  
**Project Amendment Request Form**  
**Operating and/or Capital**

<b>FY START DATE</b>
7/1/2022

Type of Amendment      **Minor**       **Major**

**Minor Amendments:**

- a. An amendment that requires a transfer between budget ordinance appropriations but requires less than a 20% change to a project appropriation for projects equal to or less than \$500,000;
- b. Changes to any adopted financial assumptions supporting the applicable Work Plan;
- c. Changes to periods of performance for project funding agreements tying to capital project funding allocations for implementation elements in the applicable Work Plan;
- d. Changes in reporting requirements for performance on implementation elements authorized in the applicable Work Plan;
- e. Changes in scope for implementation elements programmed in future fiscal years;
- f. Changes in funding amounts for implementation elements programmed in future fiscal years;
- g. Any amendment that requires a transfer of funds between or among implementation elements in separate funding subcategories (i.e., bus stop improvements, maintenance facility improvements, park-and-ride improvements, and transit center/transfer point improvements) within the bus infrastructure funding category in the applicable Work Plan; and
- h. Any other change that does not meet any of the criteria of a Major Amendment.

**Major Amendments are required when:**

- a. A project requested to be added to the Work Plan
- b. A project requested to be removed from the Work Plan
- c. Significant changes in scope of funded project
- d. A transfer between budget ordinance appropriations that requires equal to or greater than a 20% change to a project appropriation for projects greater than \$500,000
- e. A transfer between budget ordinance appropriations that requires equal to or greater than a \$100,000 change to a project appropriation for projects less than \$500,000
- f. Any change that requires a change in budgeted reserves or fund balance

*These definitions are based on the Wake Transit Work Plan Amendment Policy Update (Draft 2022), which gives more clarity to the definitions without changing their meaning. The Amendment Policy Update has been approved by the TPAC and will go to the Wake Transit Governing Boards in the Fall of Calendar Year 2022.*

New/Amended Project Name	Requesting Agency	Project Contact	Estimated Operating Cost	
			Base Year	\$ -
	City of Raleigh	Sean Abrams, David Walker	Recurring	\$ -
Estimated Start Date	Estimated Completion	Notes	Estimated Capital Cost	
October 1, 2023	June 30, 2024	Contract Number 21-020	Base Year	\$ -
			Cumulative	\$ -

**Project Description**      Enter below a summary of the project amendment and impact on approved plan.

This is a minor amendment request for a period of performance extension for Paratransit Replacement Vehicles, under Contract # 21-020. This is not a request for additional budget.

While the batch of 4 replacement vehicles funded in FY21 have been procured, the City has been unable to purchase replacement vehicles with subsequent funding awards due to supply chain issues and scarcity of available vehicles. Due to this scarcity of supply, the manufacturers are selling the vehicles on a first-come, first-served basis. If Raleigh were to allow the remaining FY21 funds to return to fund balance and submit for an FY 2024 Q2 amendment to the FYs 2022 and 2023 allocations, we may miss our opportunity to purchase vehicles when they become available, and potentially be "short" on available equipment. Another complicating factor is inflation, which has driven vehicle costs up considerably, causing the dollars provided in recent annual work plans to not go as far when vehicles are available to purchase. Due to these issues, the City needs to re-encumber the remaining \$123K on contract 21-020 to hedge against potential shortfalls with the upcoming purchase of 8 new paratransit replacement vehicles (for FY22 and FY23).

**1. Enter Wake Transit Project ID(s) to Increase**

Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
<b>TOTAL</b>			\$ -	\$ -	

**2. Wake Transit Project ID(s) to Reduce**

Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
<b>TOTAL</b>			\$ -	\$ -	

**3. Impact on Transit Plan Project Costs**

<b>From above, indicate whether amounts impact operating or capital budgets in Wake Transit Plan.</b>	<b>Estimated Operating Cost</b>	Current Year	\$ -
		Recurring	\$ -
	<b>Estimated Capital Cost</b>	Base Year	\$ -
		Cumulative	\$ -

**Project Justification / Business Case**      Provide responses to EACH of the questions below. Answer the questions as thoroughly as possible. Enter Non-Applicable (N/A) as appropriate.

4. Is this New/Amended project Operating, Capital or Both?      **Operating**       **Capital**       **Both**

5. What is the timeframe for the request? Are you requesting a full year of funds or a partial year to be annualized in future fiscal years?

N/A

6. What is the expected outcome(s) if this request is funded? What is the alternative if the request is not funded?

If the period of performance is not extended for this project, the City's ability to continue with vehicle purchases to replace paratransit vehicles past their useful life will be severely impacted.

7. In the spring of 2019, the TPAC endorsed a set of reporting deliverables for various categories of Wake Transit Work Plan projects. A listing of these reporting deliverables by category is available here:

[Wake Transit Work Plan Project Reporting Deliverables](#)

If reporting deliverables are not already established for the category of the amended/requested project, or if there is a need to deviate from the TPAC-endorsed reporting deliverables, please list the reporting deliverables that should be considered for this project below:

- a)
- b)
- c)

8. Does the amendment request involve new acquisition of real property or a change to the scope or funding amount for a prior approved funding allocation for real property acquisition? If so, please refer to the adopted Policy Framework for Use of Wake Transit Funds to Acquire Real Property (available below) and submit the requested information outlined in Part III of the policy in a separate document if the subject real property acquisition meets the applicability thresholds outlined in Part II of the policy.

[Policy Framework for Use of Wake Transit Funds to Acquire Real Property](#)

9. List any other relevant information not addressed.

10. Please enter estimated appropriations below that will support expenses identified above. Enter FY 2023 and the estimated annualized cost in FY 2024 using the 2.5% growth factor, if applicable. The spreadsheet will calculate 2024 and beyond by 2.5%. If your project is not expected to have recurring costs in FY 2024 and/or beyond, delete the calculation(s) in columns E-I.

Cost Break Down of Project Request							
OPERATING COSTS	FY23	FY24	FY25	FY26	FY27	FY28	FY29
Growth Factors		2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Salary & Fringes			-	-	-	-	-
Contracts			-	-	-	-	-
Bus Operations:							
Estimated Hours			-	-	-	-	-
Cost per Hour			-	-	-	-	-
Estimated Operating Cost	-	-	-	-	-	-	-
Bus Leases			-	-	-	-	-
Park & Ride Lease			-	-	-	-	-
Other			-	-	-	-	-
Other			-	-	-	-	-
Subtotal: Bus Operations	-	-	-	-	-	-	-
Other: Administrative							
Other: Database Hosting							
Other: Supplies and Materials							
<b>TOTAL OPERATING COSTS</b>	-	-	-	-	-	-	-

11. Please enter estimated appropriations to support contractual commitments and other expenses related to proposed capital projects identified above.

CAPITAL COSTS	FY23	FY24	FY25	FY26	FY27	FY28	FY29
Design/NEPA		-	-	-	-	-	-
Equipment	123,606	-	-	-	-	-	-
Construction		-	-	-	-	-	-
Land - Right of Way		-	-	-	-	-	-
<b>TOTAL CAPITAL COSTS</b>	123,606	-	-	-	-	-	-

*Assumptions for Costs and Revenues Above:*

12. Please state any assumption(s) used to calculate the capital and operating dollars and revenues shown above.

<b>Wake Transit Project ID #</b>
TC002-AD, TC002-AE, TC002-AH, TC002-AN, TC002-AO, TC002-AQ

**FY 2023**  
**Wake Transit Work Plan**  
**Project Amendment Request Form**  
**Operating and/or Capital**

<b>FY START DATE</b>
7/1/2022

Type of Amendment      **Minor**       **Major**

**Minor Amendments:**

- a. An amendment that requires a transfer between budget ordinance appropriations but requires less than a 20% change to a project appropriation for projects equal to or less than \$500,000;
- b. Changes to any adopted financial assumptions supporting the applicable Work Plan;
- c. Changes to periods of performance for project funding agreements tying to capital project funding allocations for implementation elements in the applicable Work Plan;
- d. Changes in reporting requirements for performance on implementation elements authorized in the applicable Work Plan;
- e. Changes in scope for implementation elements programmed in future fiscal years;
- f. Changes in funding amounts for implementation elements programmed in future fiscal years;
- g. Any amendment that requires a transfer of funds between or among implementation elements in separate funding subcategories (i.e., bus stop improvements, maintenance facility improvements, park-and-ride improvements, and transit center/transfer point improvements) within the bus infrastructure funding category in the applicable Work Plan; and
- h. Any other change that does not meet any of the criteria of a Major Amendment.

**Major Amendments are required when:**

- a. A project requested to be added to the Work Plan
- b. A project requested to be removed from the Work Plan
- c. Significant changes in scope of funded project
- d. A transfer between budget ordinance appropriations that requires equal to or greater than a 20% change to a project appropriation for projects greater than \$500,000
- e. A transfer between budget ordinance appropriations that requires equal to or greater than a \$100,000 change to a project appropriation for projects less than \$500,000
- f. Any change that requires a change in budgeted reserves or fund balance

*These definitions are based on the Wake Transit Work Plan Amendment Policy Update (Draft 2022), which gives more clarity to the definitions without changing their meaning. The Amendment Policy Update has been approved by the TPAC and will go to the Wake Transit Governing Boards in the Fall of Calendar Year 2022.*

New/Amended Project Name	Requesting Agency	Project Contact	Estimated Operating Cost	
			Base Year	\$ -
	City of Raleigh	Ryan Boivin, David Walker	Recurring	\$ -
Estimated Start Date	Estimated Completion	Notes	Estimated Capital Cost	
	6/30/2024		Base Year	\$ -
			Cumulative	\$ -
Project Description	Enter below a summary of the project amendment and impact on approved plan.			
This is a minor amendment request for a period of performance extension for six (6) Enhanced Transfer Point projects (i.e. implementation elements), under Contract # 21-019. This is not a request for additional budget. Please see section 9 below for more detailed information related to each project ID.				

**1. Enter Wake Transit Project ID(s) to Increase**

Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
<b>TOTAL</b>			\$ -	\$ -	

**2. Wake Transit Project ID(s) to Reduce**

Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
<b>TOTAL</b>			\$ -	\$ -	

**3. Impact on Transit Plan Project Costs**

From above, indicate whether amounts impact operating or capital budgets in Wake Transit Plan.	Estimated Operating Cost	Current Year	\$ -
		Recurring	\$ -
	Estimated Capital Cost	Base Year	\$ -
		Cumulative	\$ -

Project Justification / Business Case      Provide responses to EACH of the questions below. Answer the questions as thoroughly as possible. Enter Non-Applicable (N/A) as appropriate.

4. Is this New/Amended project Operating, Capital or Both?      **Operating**       **Capital**       **Both**

5. What is the timeframe for the request? Are you requesting a full year of funds or a partial year to be annualized in future fiscal years?

N/A

6. What is the expected outcome(s) if this request is funded? What is the alternative if the request is not funded?

If the period of performance is not extended for these projects, the City will be unable to complete design and construction of the needed facilities. The complementary FY21 LAPP award may be able to help fund some of the facilities to completion, but the majority of Project IDs would need to put on hold or cancelled altogether if Wake Transit funds are not kept available.

7. In the spring of 2019, the TPAC endorsed a set of reporting deliverables for various categories of Wake Transit Work Plan projects. A listing of these reporting deliverables by category is available here:

[Wake Transit Work Plan Project Reporting Deliverables](#)

If reporting deliverables are not already established for the category of the amended/requested project, or if there is a need to deviate from the TPAC-endorsed reporting deliverables, please list the reporting deliverables that should be considered for this project below:

- a)
- b)
- c)

8. Does the amendment request involve new acquisition of real property or a change to the scope or funding amount for a prior approved funding allocation for real property acquisition? If so, please refer to the adopted Policy Framework for Use of Wake Transit Funds to Acquire Real Property (available below) and submit the requested information outlined in Part III of the policy in a separate document if the subject real property acquisition meets the applicability thresholds outlined in Part II of the policy.

[Policy Framework for Use of Wake Transit Funds to Acquire Real Property](#)

9. List any other relevant information not addressed.

TC002-AD, TC002-AH, and TC002-AN are currently on an executed construction contract ("Set 7") and will be constructed in summer 2023.

TC002-AE is at final design. However, one facility requires an easement (negotiations ongoing) and the other facility requires coordination with Meredith College (ongoing). Transit staff expect all negotiations to be successful.

TC002-AO had to be changed due to an NCDOT project and was swapped out with another ETP candidate (Falls of Neuse @ Millbrook). Final design to be completed for the new candidate in summer 2023. Easements will be needed for both facilities, which will take 3-6 months. If easements are acquired within this timeframe, construction will be expedited through a change order on Set 7.

TC002-AQ had a facility at final design, but would have required a large easement spanning two parcels (each under different ownership). At the recommendation of the City's real estate division, transit staff identified a nearby alternate site entirely within ROW. Final design expected in summer 2023 and construction will be expedited through a change order on Set 7.

10. Please enter estimated appropriations below that will support expenses identified above. Enter FY 2023 and the estimated annualized cost in FY 2024 using the 2.5% growth factor, if applicable. The spreadsheet will calculate 2024 and beyond by 2.5%. If your project is not expected to have recurring costs in FY 2024 and/or beyond, delete the calculation(s) in columns E-I.

Cost Break Down of Project Request							
OPERATING COSTS	FY23	FY24	FY25	FY26	FY27	FY28	FY29
Growth Factors		2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Salary & Fringes			-	-	-	-	-
Contracts			-	-	-	-	-
Bus Operations:							
Estimated Hours			-	-	-	-	-
Cost per Hour			-	-	-	-	-
Estimated Operating Cost	-	-	-	-	-	-	-
Bus Leases			-	-	-	-	-
Park & Ride Lease			-	-	-	-	-
Other			-	-	-	-	-
Other			-	-	-	-	-
Subtotal: Bus Operations	-	-	-	-	-	-	-
Other: Administrative							
Other: Database Hosting			-	-	-	-	-
Other: Supplies and Materials			-	-	-	-	-
<b>TOTAL OPERATING COSTS</b>	-	-	-	-	-	-	-

11. Please enter estimated appropriations to support contractual commitments and other expenses related to proposed capital projects identified above.

CAPITAL COSTS	FY23	FY24	FY25	FY26	FY27	FY28	FY29
Design/NEPA	\$ 25,397	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Construction	1,095,721	-	-	-	-	-	-
Land - Right of Way	45,000	-	-	-	-	-	-
<b>TOTAL CAPITAL COSTS</b>	<b>1,166,118</b>	-	-	-	-	-	-

Assumptions for Costs and Revenues Above:



**12. Please state any assumption(s) used to calculate the capital and operating dollars and revenues shown above.**

City of Raleigh transit planning staff cannot explain the amounts in the "Reimbursed (Allocation minus re-encumber)" column in CAMPO's email for FY23 period of performance extensions. According to our documentation, all project ID's have accrued significant design expenditures over the past 18 months. In discussions with City finance staff, we have been informed that a significant "catch up" reimbursement request will be submitted in FY23 Quarter 4. As for the amounts provided above in Section 11, these include contractual commitments for the construction of the project IDs in Set 7. It also includes expected remaining design fees for the project IDs nearing final design, latest engineer's estimates for their cost to construct, and easement acquisition costs. For projects not in Set 7 it is expected the bulk of remaining expenditures will occur in FY24.

<b>Wake Transit Project ID #</b>
TC002-BF

**FY 2023  
Wake Transit Work Plan  
Project Amendment Request Form  
Operating and/or Capital**

<b>FY START DATE</b>
7/1/2022

Type of Amendment      **Minor**       **Major**

**Minor Amendments:**

- a. An amendment that requires a transfer between budget ordinance appropriations but requires less than a 20% change to a project appropriation for projects equal to or less than \$500,000;
- b. Changes to any adopted financial assumptions supporting the applicable Work Plan;
- c. Changes to periods of performance for project funding agreements tying to capital project funding allocations for implementation elements in the applicable Work Plan;
- d. Changes in reporting requirements for performance on implementation elements authorized in the applicable Work Plan;
- e. Changes in scope for implementation elements programmed in future fiscal years;
- f. Changes in funding amounts for implementation elements programmed in future fiscal years;
- g. Any amendment that requires a transfer of funds between or among implementation elements in separate funding subcategories (i.e., bus stop improvements, maintenance facility improvements, park-and-ride improvements, and transit center/transfer point improvements) within the bus infrastructure funding category in the applicable Work Plan; and
- h. Any other change that does not meet any of the criteria of a Major Amendment.

**Major Amendments are required when:**

- a. A project requested to be added to the Work Plan
- b. A project requested to be removed from the Work Plan
- c. Significant changes in scope of funded project
- d. A transfer between budget ordinance appropriations that requires equal to or greater than a 20% change to a project appropriation for projects greater than \$500,000
- e. A transfer between budget ordinance appropriations that requires equal to or greater than a \$100,000 change to a project appropriation for projects less than \$500,000
- f. Any change that requires a change in budgeted reserves or fund balance

*These definitions are based on the Wake Transit Work Plan Amendment Policy Update (Draft 2022), which gives more clarity to the definitions without changing their meaning. The Amendment Policy Update has been approved by the TPAC and will go to the Wake Transit Governing Boards in the Fall of Calendar Year 2022.*

New/Amended Project Name	Requesting Agency	Project Contact	Estimated Operating Cost	
Morrisville Smart Shuttle Capital Funding	Town of Morrisville	Caleb Allred, Planner II - Transportation	Base Year	\$ -
		<a href="mailto:callred@townofmorrisville.org">callred@townofmorrisville.org</a>	Recurring	\$ -
Estimated Start Date	Estimated Completion	Notes	Estimated Capital Cost	
10/1/2023	9/30/2025	Requesting extension of capital funding for 24 months.	Base Year	\$ -
			Cumulative	\$ -
<b>Project Description</b>	<b>Enter below a summary of the project amendment and impact on approved plan.</b>			
<p>In FY21, Morrisville was awarded \$248,000 to build out its system of nodes per the community funding area program and associated application. This application's stipulation was for two advanced nodes with the remaining nodes designed as standard nodes per the Town's Public Transit Study. To date, elements of this funding pool have been used to support constructing 12 ADA accessible smart shuttle nodes, 16 smart shuttle signs, 1 shelter, 2 benches, 2 sets of trash/recycling cans, and 1 bike rack, as well as various marketing materials, and software development for the app. So far the Town has completed two advanced nodes and are working to deliver standard node elements at all other node locations as per the original application. The reason the standard nodes haven't been built out is because staff have been collecting data and community feedback to inform where amenities and nodes would be beneficial. As a result Staff have slowed implementation to best serve the needs of the community. Staff are continuing to engage the community to collect more information to inform thoughtful node/amenity construction. Staff believe completion of all improvements can be achieved within 24 months.</p>				

**1. Enter Wake Transit Project ID(s) to Increase**

Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
N/A					
<b>TOTAL</b>			\$ -	\$ -	

**2. Wake Transit Project ID(s) to Reduce**

Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
N/A					
<b>TOTAL</b>			\$ -	\$ -	

**3. Impact on Transit Plan Project Costs**

From above, indicate whether amounts impact operating or capital budgets in Wake Transit Plan.	Estimated Operating Cost	Current Year	\$ -
		Recurring	\$ -
	Estimated Capital Cost	Base Year	\$ -
		Cumulative	\$ -

**Project Justification / Business Case**      Provide responses to EACH of the questions below. Answer the questions as thoroughly as possible. Enter Non-Applicable (N/A) as appropriate.

4. Is this New/Amended project Operating, Capital or Both?      **Operating**       **Capital**       **Both**

5. What is the timeframe for the request? Are you requesting a full year of funds or a partial year to be annualized in future fiscal years?

The Town of Morrisville is requesting an extension of 24 months.

6. What is the expected outcome(s) if this request is funded? What is the alternative if the request is not funded?

After September 30, 2023 the Town would like to add amenities to all nodes. At a minimum this would include benches, with other amenities if deemed appropriate. The Town also would like to continue to add nodes where appropriate, but the Town does not have particular locations identified at this time. Any marketing material purchased during the extension period will also be submitted for reimbursement, but the details are unknown at this time.

7. In the spring of 2019, the TPAC endorsed a set of reporting deliverables for various categories of Wake Transit Work Plan projects. A listing of these reporting deliverables by category is available here:

[Wake Transit Work Plan Project Reporting Deliverables](#)

If reporting deliverables are not already established for the category of the amended/requested project, or if there is a need to deviate from the TPAC-endorsed reporting deliverables, please list the reporting deliverables that should be considered for this project below:

- a) 

Reporting deliverables are already established for this program.
--
- b) 

--
- c) 

--

8. Does the amendment request involve new acquisition of real property or a change to the scope or funding amount for a prior approved funding allocation for real property acquisition? If so, please refer to the adopted Policy Framework for Use of Wake Transit Funds to Acquire Real Property (available below) and submit the requested information outlined in Part III of the policy in a separate document if the subject real property acquisition meets the applicability thresholds outlined in Part II of the policy.

[Policy Framework for Use of Wake Transit Funds to Acquire Real Property](#)

9. List any other relevant information not addressed.

This funding is not currently intended to pay for real property that is subject to this policy. It is possible, in the future, for capital funding to be used to acquire property in order to add nodes or amenities to existing nodes. However, no potential acquisition is anticipated to meet thresholds in Part II of this policy.

10. Please enter estimated appropriations below that will support expenses identified above. Enter FY 2023 and the estimated annualized cost in FY 2024 using the 2.5% growth factor, if applicable. The spreadsheet will calculate 2024 and beyond by 2.5%. If your project is not expected to have recurring costs in FY 2024 and/or beyond, delete the calculation(s) in columns E-I.

Cost Break Down of Project Request							
OPERATING COSTS	FY23	FY24	FY25	FY26	FY27	FY28	FY29
Growth Factors		2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Salary & Fringes			-	-	-	-	-
Contracts			-	-	-	-	-
Bus Operations:							
Estimated Hours			-	-	-	-	-
Cost per Hour			-	-	-	-	-
Estimated Operating Cost	-	-	-	-	-	-	-
Bus Leases			-	-	-	-	-
Park & Ride Lease			-	-	-	-	-
Other			-	-	-	-	-
Other			-	-	-	-	-
Subtotal: Bus Operations	-	-	-	-	-	-	-
Other: Administrative							
Other: Database Hosting			-	-	-	-	-
Other: Supplies and Materials			-	-	-	-	-
<b>TOTAL OPERATING COSTS</b>	-	-	-	-	-	-	-

11. Please enter estimated appropriations to support contractual commitments and other expenses related to proposed capital projects identified above.

CAPITAL COSTS	FY23	*FY24	FY25	FY26	FY27	FY28	FY29
Design/NEPA	\$ -	-	-	-	-	-	-
Equipment		56,300	-	-	-	-	-
Land - Right of Way		-	-	-	-	-	-
<b>TOTAL CAPITAL COSTS</b>	-	56,300	-	-	-	-	-

*Assumptions for Costs and Revenues Above:*

12. Please state any assumption(s) used to calculate the capital and operating dollars and revenues shown above.

No operating changes are to occur based on this request. \$75,000 was issued during FY23 from the Town's budget to pay for amenity improvements and will be spent with reimbursements submitted during Q1 of FY24. It is anticipated that the FY24 budget (approved in June 2023) will include 37,600 to continue improving nodes and will be spent and reimbursements submitted during FY24. The total funds allotted by the Town to be spent in FY24 equal \$112,600 with half anticipated to be reimbursed at a total of \$56,300. Future Town budgets will be realized during Town budget approvals each FY.

<b>Wake Transit Project ID #</b>
TC002-Y

**FY 2023  
Wake Transit Work Plan  
Project Amendment Request Form  
Operating and/or Capital**

<b>FY START DATE</b>
7/1/2022

Type of Amendment       Minor       Major

**Minor Amendments:**

- a. An amendment that requires a transfer between budget ordinance appropriations but requires less than a 20% change to a project appropriation for projects equal to or less than \$500,000;
- b. Changes to any adopted financial assumptions supporting the applicable Work Plan;
- c. Changes to periods of performance for project funding agreements tying to capital project funding allocations for implementation elements in the applicable Work Plan;
- d. Changes in reporting requirements for performance on implementation elements authorized in the applicable Work Plan;
- e. Changes in scope for implementation elements programmed in future fiscal years;
- f. Changes in funding amounts for implementation elements programmed in future fiscal years;
- g. Any amendment that requires a transfer of funds between or among implementation elements in separate funding subcategories (i.e., bus stop improvements, maintenance facility improvements, park-and-ride improvements, and transit center/transfer point improvements) within the bus infrastructure funding category in the applicable Work Plan; and
- h. Any other change that does not meet any of the criteria of a Major Amendment.

**Major Amendments are required when:**

- a. A project requested to be added to the Work Plan
- b. A project requested to be removed from the Work Plan
- c. Significant changes in scope of funded project
- d. A transfer between budget ordinance appropriations that requires equal to or greater than a 20% change to a project appropriation for projects greater than \$500,000
- e. A transfer between budget ordinance appropriations that requires equal to or greater than a \$100,000 change to a project appropriation for projects less than \$500,000
- f. Any change that requires a change in budgeted reserves or fund balance

*These definitions are based on the Wake Transit Work Plan Amendment Policy Update (Draft 2022), which gives more clarity to the definitions without changing their meaning. The Amendment Policy Update has been approved by the TPAC and will go to the Wake Transit Governing Boards in the Fall of Calendar Year 2022.*

New/Amended Project Name	Requesting Agency	Project Contact	Estimated Operating Cost	
21-017	GoTriangle	Paul Black	Base Year	\$ -
			Recurring	\$ -
Estimated Start Date	Estimated Completion	Notes	Estimated Capital Cost	
1 July 2023	30 June 2025		Base Year	\$ -
			Cumulative	\$ -
Project Description	Enter below a summary of the project amendment and impact on approved plan.			
<p>GoTriangle will make improvements to systemwide bus stops to enhance passenger safety and comfort. Possible improvements could include: concrete pads, benches, shelters, signage, landing pads, access ramps, or sidewalk improvements. This project is a multi-year effort to improve GoTriangle bus stops throughout Wake County. This program will help GoTriangle achieve its goal of making all stops ADA accessible. By focusing on bus stop improvements, GoTriangle is also supporting goals of improving access to transit and improving quality of bus stops, identified through public outreach during the Wake Vision Plan update process.</p> <p>The funding requested in this project sheet will be put towards additional systemwide bus stop improvements. These projects will provide amenities and accessibility stop improvements at stops throughout the GoTriangle system in Wake County, serving routes such as the 100, CRX, DRX, 300, 305, and 310, all of which are routes that have been improved through Wake Transit.</p> <p>GoTriangle is still waiting for the "flex" of the FHWA funding to be approved by FTA. Stops are ready for design but will not be able to proceed until we confirm we have pre-award authority and any right-of-way acquisition or construction cannot proceed until we have confirmation of the flex and a NEPA determination.</p>				
<b>1. Enter Wake Transit Project ID(s) to Increase</b>				

Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
TC002-Y	Systemwide Bus Stop Improvements		\$ 64,800	\$ -	Local match for LAPP funds
<b>TOTAL</b>			<b>\$ 64,800</b>	<b>\$ -</b>	

<b>2. Wake Transit Project ID(s) to Reduce</b>					
Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
<b>TOTAL</b>			<b>\$ -</b>	<b>\$ -</b>	

<b>3. Impact on Transit Plan Project Costs</b>			
From above, indicate whether amounts impact operating or capital budgets in Wake Transit Plan.	Estimated Operating Cost	Current Year	\$ -
		Recurring	\$ -
	Estimated Capital Cost	Base Year	\$ -
		Cumulative	\$ -

<b>Project Justification / Business Case</b>	Provide responses to <u>EACH</u> of the questions below. Answer the questions as thoroughly as possible. Enter Non-Applicable (N/A) as appropriate.
--	---

4. Is this New/Amended project Operating, Capital or Both?       Operating       Capital       Both

5. What is the timeframe for the request? Are you requesting a full year of funds or a partial year to be annualized in future fiscal years?

Improvements to existing bus stops will extend through FY30. This is a request for a full year of funds in FY24.
--

6. What is the expected outcome(s) if this request is funded? What is the alternative if the request is not funded?

If this request is funded, improvements will be made to existing bus stops. Making these improvements connects GoTriangle customers with safe, comfortable, and accessible locations to board and disembark from the bus. If the request is unfunded, GoTriangle will continue to operate service to the stops as they exist today. This impacts both customer experience.

7. In the spring of 2019, the TPAC endorsed a set of reporting deliverables for various categories of Wake Transit Work Plan projects. A listing of these reporting deliverables by category is available here:

[Wake Transit Work Plan Project Reporting Deliverables](#)

If reporting deliverables are not already established for the category of the amended/requested project, or if there is a need to deviate from the TPAC-endorsed reporting deliverables, please list the reporting deliverables that should be considered for this project below:

- a)
- b)
- c)

8. Does the amendment request involve new acquisition of real property or a change to the scope or funding amount for a prior approved funding allocation for real property acquisition? If so, please refer to the adopted Policy Framework for Use of Wake Transit Funds to Acquire Real Property (available below) and submit the requested information outlined in Part III of the policy in a separate document if the subject real property acquisition meets the applicability thresholds outlined in Part II of the policy.

[Policy Framework for Use of Wake Transit Funds to Acquire Real Property](#)

9. List any other relevant information not addressed.

GoTriangle is still waiting for the "flex" of the FHWA funding to be approved by FTA. Stops are ready for design but will not be able to proceed until we confirm we have pre-award authority and any right-of-way acquisition or construction cannot proceed until we have confirmation of the flex and a NEPA determination.

10. Please enter estimated appropriations below that will support expenses identified above. Enter FY 2023 and the estimated annualized cost in FY 2024 using the 2.5% growth factor, if applicable. The spreadsheet will calculate 2024 and beyond by 2.5%. If your project is not expected to have recurring costs in FY 2024 and/or beyond, delete the calculation(s) in columns E-I.

Cost Break Down of Project Request							
OPERATING COSTS	FY23	FY24	FY25	FY26	FY27	FY28	FY29
Growth Factors		2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Salary & Fringes			-	-	-	-	-
Contracts			-	-	-	-	-
Bus Operations:							
Estimated Hours			-	-	-	-	-
Cost per Hour			-	-	-	-	-
Estimated Operating Cost	-	-	-	-	-	-	-
Bus Leases			-	-	-	-	-
Park & Ride Lease			-	-	-	-	-
Other			-	-	-	-	-
Other			-	-	-	-	-
Subtotal: Bus Operations	-	-	-	-	-	-	-
Other: Administrative							
Other: Database Hosting			-	-	-	-	-
Other: Supplies and Materials			-	-	-	-	-
<b>TOTAL OPERATING COSTS</b>	-	-	-	-	-	-	-

11. Please enter estimated appropriations to support contractual commitments and other expenses related to proposed capital projects identified above.

CAPITAL COSTS	FY23	FY24	FY25	FY26	FY27	FY28	FY29
Design/NEPA	\$ 64,800	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Construction	-	292,465	304,164	316,330	328,983	342,142	355,828
Land - Right of Way	-	-	-	-	-	-	-
<b>TOTAL CAPITAL COSTS</b>	<b>64,800</b>	<b>292,465</b>	<b>304,164</b>	<b>316,330</b>	<b>328,983</b>	<b>342,142</b>	<b>355,828</b>

*Assumptions for Costs and Revenues Above:*

12. Please state any assumption(s) used to calculate the capital and operating dollars and revenues shown above.

## MEMORANDUM

**TO:** GoTriangle Board of Trustees Operations & Finance Committee  
**FROM:** Byron Smith, General Counsel  
**DATE:** July 20, 2023  
**SUBJECT:** Amendment to Board of Trustees' Rules of Procedure

### Strategic Objective or Initiative Supported

#### Action Requested

Staff requests that the Committee discuss and recommend board approval of an amendment to the Board of Trustees' Rules of Procedures related committees and boards.

#### Background and Purpose

In October 2022 the Board of Trustees adopted a series of amendments to the bylaws. In Article IV, Committees, the board's committee structure was reorganized, effective January 1, 2024. The change will expand the board's standing committees from three to four. The new committees are Operations, Audit & Finance, Planning, and Administration & Governance.

One goal of the reorganization was to more evenly distribute responsibilities among the board's committees. Staff feels this will be accomplished by the new committee structure and that all four committees will not be required to meet every month. During the agenda preparation process staff will determine which committees will meet and cancel a committee meeting in the event there are no items for consideration. Exact meeting times will be announced with the distribution of the agenda. Committee meetings may be held remotely.

In preparation for the implementation of this new governance structure, staff has met and discussed how this might occur. Staff is recommending this amendment to the board's Rules of Procedure, Rule 26. Committees and Boards:

#### ***Rule 26. Committees and Boards***

*The board may establish and appoint members for such temporary and standing committees and boards as are required by law or needed to help carry on the board's work. Any specific provisions of law relating to particular committees and boards shall be followed. Each member shall submit to the board clerk their top three choices for annual committee assignments on or before September 30 of each year. In making committee assignments, the Chair shall balance committee*

assignments consistent with jurisdictional representation. The Chair also may consider membership preference as specified by the individual members' requests. Each committee shall consist of three or more members of the board and members shall serve on at least two committees.

Each committee shall meet, unless canceled or rescheduled, the first Thursday of the month.

The requirements of the open meetings law shall apply to the Board of Trustees and all committees of the board, or boards or committees established by the board, and composed of ~~two~~ three or more members that exercise or are authorized to exercise legislative, policy-making, quasi-judicial, administrative, or advisory functions.

The law's requirements shall not apply to a meeting solely among a unit's professional staff.

#### Financial Impact

none

#### Attachments

- Article IV of bylaws

#### Staff Contacts

- Byron Smith, 919-485-7561, [bsmith@gotriangle.org](mailto:bsmith@gotriangle.org)
- Michelle Dawson, 919-485-7438, [mdawson@gotriangle.org](mailto:mdawson@gotriangle.org)



## BYLAWS OF THE RESEARCH TRIANGLE REGIONAL PUBLIC TRANSPORTATION AUTHORITY

### ARTICLE IV Committees

#### Section 1. Standing Committees.

- A. Establishment. Effective January 1, 2024, the Authority shall have the following standing committees: Operations, Audit & Finance, Planning, and Administration & Governance, each of which shall consist of three or more members of the Board, one of whom shall be designated as committee chair, as may be appointed by the Chair of the Board. In making committee assignments, the Chair shall balance committee assignments consistent with jurisdictional representation. Each committee shall select a committee vice chair at its first meeting of the calendar year.
- B. Term of Office. The initial members of each standing committee shall serve from the time of appointment until the end of the calendar year of their appointment and members thereafter shall serve by appointment of the Chair for terms of one calendar year each, unless such member is disqualified, dies, resigns, or is removed from such committee or his/her regular office by an act of the Board.
- C. Duties. Each standing committee shall conduct official meetings to approve its reports and recommend action to the Board. Each such committee shall have the responsibility to become informed of, and report from time to time to the Board with regard to, the activities of that division of the Authority set below the name of the committee below:

<b>Planning</b>	<b>Operations</b>	<b>Audit &amp; Finance</b>	<b>Administration &amp; Governance</b>
Long range and strategic planning	Short-range planning	Budget	Intergovernmental relations (federal, state and local)
Land use	System start-up	Audit and accounting	Procurement
Real estate acquisition & disposal	Service planning reviews	Financing	Risk Management
Authority goals	Bus routes	Bus purchases	Special Tax Board
Transit corridor planning	Facility design	Bus fares	Bylaws and Board policies
Regional transit plan	Ridesharing		Employee wellness and benefits
Marketing	Capital development		Personnel contracts (President/CEO, General Counsel, Clerk to the Board)
Transit oriented development / joint development			Diversity, equity and inclusion
			Employer-Employee relations

Nothing in this Section 1 of this Article IV shall be deemed in any way to diminish or otherwise interfere with the responsibility of the President and CEO for the selection, supervision and discharge of employees of the Authority.

- D. All matters coming to the full Board should go through the appropriate standing committee. No action item should be introduced directly to the full Board except those matters impacted by exigent circumstances.



E. Ex officio Members. All voting and non-voting members of the Board shall be ex officio members of each standing committee, entitled to all privileges thereof except for the right to vote.

**Section 2. Ad Hoc Committees.**

A. Establishment. The Chair may designate one or more ad hoc committees, each of which shall consist of three or more members of the Board, one of whom shall be designated as chair, and such other persons as the Chair shall determine. Each ad hoc committee shall have the powers, authority, and duties as provided by the Chair and shall report to the Board any action taken by the committee. Each ad hoc committee shall hold official meetings to approve its reports and make its recommendations to the Board. The Clerk to the Board shall cause the minutes of the meeting at which the Chair designates any such ad hoc committee to reflect the establishment thereof, its powers, duties, membership and such other instructions and information stated by the Chair to be included therein.

B. Term of Office. Unless a different term is established by the Chair, each member of an ad hoc committee shall continue from the time of his/her appointment as such until the end of the calendar year of his/her appointment or reappointment as the case may be, and until his/her successor is appointed, or until the committee shall be sooner terminated, or until such member is disqualified, dies, resigns, or is removed from such committee by the Chair or from his/her regular office in accordance with law.

C. Term of Existence. Each ad hoc committee shall be terminated and dissolved at the end of the calendar year, unless the term thereof shall be extended by the Chair.

D. Ex officio Members. All voting and non-voting members of the Board shall be ex officio members of each ad hoc committee, entitled to all privileges thereof except for the right to vote.

**Section 3. Miscellaneous Provisions.**

A. Quorum and Manner of Acting. A quorum of any standing or ad-hoc committee shall be determined by the presence of the greater number of either three voting members or a majority of voting members appointed by the Chair of the Board and in accordance with Section 1 (A) or Section 2 (A) of this Article IV. Once a quorum is established for the transaction of business, a committee member who has withdrawn from a meeting without being excused by a majority vote of the remaining committee members shall be counted as present for purposes of determining whether or not a quorum is present. The affirmative vote of the majority of regular committee members at a properly called meeting at which there is a quorum shall be the act of the committee. Except when a committee member attends a committee solely for the purpose of objecting to the holding of the meeting for the transacting on any business due to improper notice thereof as provided below, committee members may abstain from voting only if he or she has a conflict of interest as determined pursuant to law or the Authority's ethics code approved by the Board from time to time. A non-vote by an attending committee member or by a committee member who has withdrawn without being excused by a majority vote of the remaining committee members shall be counted as an affirmative vote, except when a committee member attends a committee meeting

solely for the purpose of objecting to the holding of the meeting for the transacting of any business and does not thereafter vote for or assent to action taken at the meeting and when said objection is voiced at the beginning of the meeting (or promptly upon said committee member's arrival), in which event such objection shall be entered into the minutes of the meeting, or unless, pursuant to this Subsection A, the committee member has been excused or the committee member's abstention is pursuant to this Subsection A. "Present" or "presence" as used in this Section 3 of Article IV means either physical attendance at the meeting, attendance using remote conferencing technology, or a combination of both physical and remote attendance of the committee members. Any use of remote conferencing technology shall provide for simultaneous communication between committee members and for a live audio connection by which the public may listen to the meeting.

B. Meetings. Meetings of standing and ad hoc committees shall be held as frequently as may be required for the proper discharge of each respective committee's duties. The Clerk to the Board shall give at least two working days written notice of regularly scheduled or special committee meetings in the manner prescribed in Article II, Section 5 of these bylaws. The written notice shall specify the physical location of the meeting, if any. If remote conferencing technology is used, the written notice shall specify the means by which the public may listen to the meeting remotely. Except with respect to meetings, which under applicable law may be held in closed session, the public shall be entitled to attend.

C. Responsibility. The designation and establishment of any standing or ad hoc committee and the delegation thereto of authority shall not operate to relieve the Board, or any individual Board member, of any responsibility imposed upon it or him/her by law or these bylaws.

D. Rules. Each standing and ad hoc committee may make such rules for the conduct of its affairs as it may deem appropriate, not inconsistent with the Act, these bylaws, or the directives of the appointing authority.

## MEMORANDUM

**TO:** GoTriangle Board of Trustees Operations & Finance Committee  
**FROM:** Transit Operations  
**DATE:** July 19, 2023  
**SUBJECT:** Transit Ambassador Program Overview

### Strategic Objective or Initiative Supported

2.3 Deliver a customer-friendly experience through our people and systems

### Action Requested

None

### Background and Purpose

Since 2019, prior to COVID-19, an increased number of safety and security incidents have been reported on GoTriangle buses and around its facilities, many involving riders without a destination. GoTriangle staff have been developing a framework for a Transit Ambassador program to help address some of the issues associated with these incidents. To determine available outreach and community resources and develop strategies to improve our riders' customer service experience, GoTriangle staff met with staff from other transit agencies and collected feedback from internal and external stakeholders.

Maintaining a safe, clean, and reliable transit system is integral to improving GoTriangle's customer service experience. The purpose of the Transit Ambassador program is to provide a more visible presence of trained, easily identifiable staff that customers can rely on as they navigate our transit system. Transit Ambassador program staff will connect riders to relevant resources and report safety and security incidents, maintenance needs, or cleanliness issues.

At this meeting, staff will present an overview of the proposed Transit Ambassador program, how the program's success will be measured, outreach events related to the program and next steps.

### Financial Impact

None

### Attachments

Transit Ambassador Program Overview Presentation

### Staff Contacts

- Jimmy Price, Mgr. of Safety, Security and Training, 919-485-7492, [jprice@gotriangle.org](mailto:jprice@gotriangle.org)
- Vinson Hines, Chief of Operations, 919-485-7460, [vhines@gotriangle.org](mailto:vhines@gotriangle.org)

# Transit Ambassador Program Overview

August 3, 2023

8:30 AM – 10:00 AM

GoTriangle O&F Committee



**TRANSIT AMBASSADOR PROGRAM**



## **TRANSIT AMBASSADOR PROGRAM TASKFORCE**

Scott Thomas, Executive Vice President

Eric Curry, Chief Communications Officer

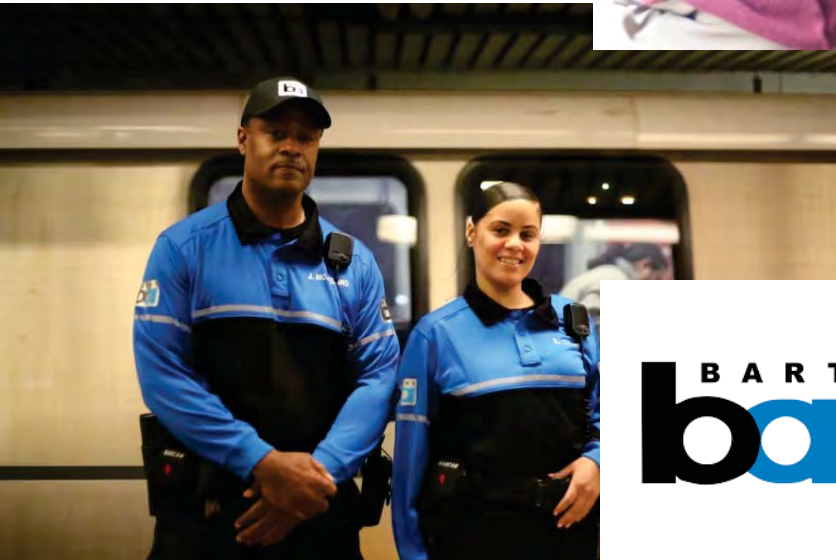
Matthew Clark, Project Coordinator

Robert “Curtis” Hayes, Wake Transit Strategic  
Communications

Jimmy Price, Manager of Safety, Security and Training

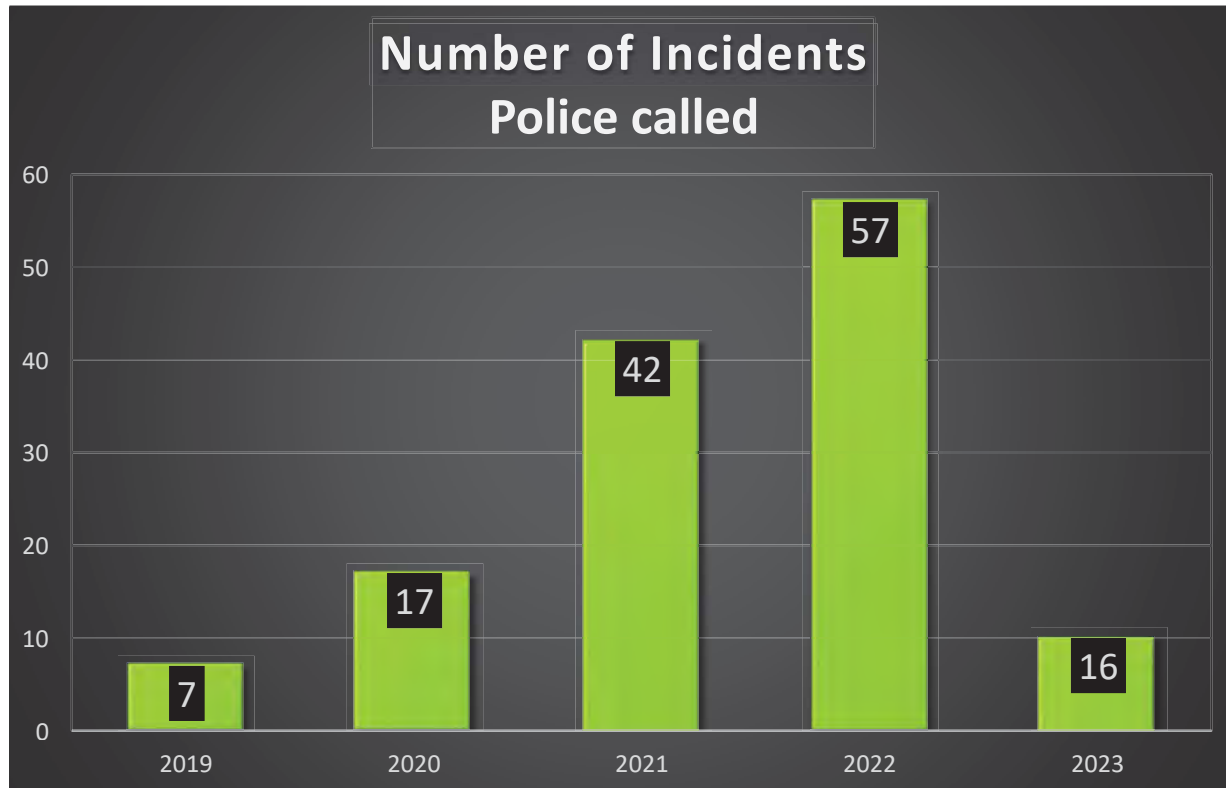
## **TRANSIT AMBASSADOR PROGRAM OVERVIEW**

- I. How did we get here?
- II. What is the purpose of the ambassador program?
- III. What are the duties and responsibilities of the Transit Ambassador?
- IV. How do we measure program success?
- V. What does outreach look like?



# 1. HOW DID WE GET HERE?





## SECURITY INCIDENT TRENDS

## **2. WHAT IS THE PURPOSE OF THE AMBASSADOR PROGRAM?**

## Purpose

The purpose is to provide visibility, customer service, and resources to passengers in need as they navigate the system and report safety and security incidents, maintenance, or cleanliness issues to the applicable departments.

PROGRAM PURPOSE

### **3. WHAT ARE THE DUTIES AND RESPONSIBILITIES OF THE TRANSIT AMBASSADOR?**

## What is a Transit Ambassador?

A Transit Ambassador serves as the face of GoTriangle, providing positive and compassionate customer service interaction with riders and connecting the ones in need with community resources provided by outreach and community partners.



TRANSIT AMBASSADOR

## TRANSIT AMBASSADOR

### Liston Peoples, Transit Ambassador and Outreach Specialist

- 25 + years background in social services
- 12 years of services with GoTriangle performing numerous duties
  - Regional Information Center Customer Service Associate
  - Transportation Department Management Team – MY40Ride Project
  - Transit Amenities Specialist



## Core Functions

Transit Ambassador core functions are to:

1. Provide a visible presence to *assist* GoTriangle riders with customer service information for a positive customer experience.
2. Provide outreach support to *connect* riders to community services and resources they need.
3. Provide additional eyes and ears on the system to *promote* safety and security at GoTriangle facilities, on transit vehicles and at bus stops.
4. Provide pertinent information to *report* vehicle maintenance, cleanliness or other safety concerns to the appropriate department.

## TRANSIT AMBASSADOR CORE FUNCTIONS

## **4. HOW DO WE MEASURE PROGRAM SUCCESS?**



## How to measure success?

1. Results from safety and security incidents
2. Employee feedback
3. Customer experience surveys
4. Customer interaction report
5. Information from outreach and engagement events



## PROGRAM MEASURES & METRICS

## **5. WHAT DOES OUTREACH LOOK LIKE?**

## Key Takeaways: “Spring into Action Event” March 27, 2023

1. 52 people registered for the “Spring into Action Event”
2. 18 of the attendees were non – GoTriangle employees
3. 8 of the attendees were Triangle Family Services staff



## PROGRAM OUTREACH



Triangle Family Services



## Key Takeaways: “Outreach Training Workshop” July 17, 2023

Trainer: Rebecca Bourgeois, Housing For New Hope, Program Manager  
Street Outreach

- Internal/external stakeholders collaboration
- Informed care and active listening
- Six guiding principles to address people experiencing trauma
  - Safety
  - Trustworthiness
  - Transparency
  - Peer support
  - Collaboration/Mutuality
  - Empowerment/Choice



## PROGRAM OUTREACH

# Transit Ambassador Program Eco-System



## Looking Ahead (2-3 Years)

- A regional transit ambassador program to improve public safety.

# QUESTIONS

Issues Raised in Bret Martin Letter dated May 22, 2023

- 1) **Alleged Pattern of Misrepresentations by Go Triangle Staff To The Board of Trustees.** Martin claims that the Go Triangle staff serving the Board “is consistently misleading, misinforming or outright lying to the board’s members to conceal their own misjudgments or lack of competence or to suit their own individual interests.” (Martin Ltr Pg. 2)

Examples of Alleged Misrepresentations by Go Triangle Staff:

- i. Submission of False Figure of Covid-related Revenue Shortfalls. Go Triangle staff allegedly “submitted a falsified figure in an attempt to represent GoTriangle’s COVID-related revenue shortfalls as several million dollars higher than could be substantiated.” (Martin Ltr Pg. 2) Martin previously raised this claim in a letter to TPAC members (attached as Exhibit A to the 5/22/23 Martin Ltr). The alleged reason for submitting a false figure regarding COVID-related shortfalls was so that Go Triangle could obtain a higher share of the Federal Transit Administration’s (FTA) American Rescue Plan Act (ARP) funds than had been agreed by the MPO. (Martin Ltr Pg. 2)
  - ii. Misrepresentation Concerning Use of ARP Funds. Martin claims Go Triangle has not used the ARP funds that it received as a result of allegedly overstating COVID-related shortfalls, but Go Triangle allegedly misrepresented that it used those ARP funds in the September 28 board meeting minutes. (Martin Ltr Pg. 2)
  - iii. Alleged Misstatement Concerning Whether Go Triangle Used Certain COVID Relief Funds. Martin claims Go Triangle staff made a misrepresentation of fact on September 28, 2022 when it stated Go Triangle expended and requested reimbursement for its remaining \$15.8 million allocation of COVID relief funds. (Martin Ltr Pg. 3)
  - iv. Alleged Misstatement in Grant Application for ARP funds. Martin claims Go Triangle made a misrepresentation concerning its true financial circumstances in its grant application for ARP funds. (Martin Ltr Pg. 3)
  - v. Misstatement Of No Triennial Review Findings. Martin claims Go Triangle staff made a misrepresentation in the Board’s meeting minutes that there were no triennial review findings when there were actually seven findings in the June of 2022 triennial review that Go Triangle was out of compliance with FTA program requirements and policies (see Martin Ltr Pg. 3), as discussed further at item 2 below.
2. **Lack of Adequate Financial Management Policies And Procedures.** Martin claims that “[p]er the triennial review report, Go Triangle is lacking (i) required written financial management policies and procedures addressing cash management and allowability of costs”, and (ii) “is also lacking the appropriate expenditure tracking mechanisms to support accurate reporting.” (Martin Ltr Pg. 3). Martin further claims that even when Go Triangle has proper financial policies in place it fails to comply with them. (Martin Ltr Pg. 3)



Issues Raised in Bret Martin Letter dated May 22, 2023

3. **Need for Separate Compliance Reviews By External Agency Because Go Triangle’s Annual Audits And Reviews by Local Government Commission (LGC) Are Not Designed To Detect Noncompliance with Federal or Local Program Policies Attached to the Use, Tracking and Reporting of Expenditures.** Martin suggests separate compliance reviews conducted by external funding agencies are needed to ensure compliance with federal and local program policies attached by CAMPO or the Go Triangle Board because annual audits and reviews by the LGC were not designed to detect noncompliance with such policies. Therefore, Martin says it is misleading for Go Triangle to rely on its annual audits and reviews by the LGC when determining that applicable policies have been met. (Martin Ltr Pg. 4)
  
4. **Conflicts of Interest of Go Triangle Staff.**
  - Martin claims Go Triangle is not in compliance with the board approved scope of having at least two full-time staff members to be 100% focused on Go Triangle’s responsibilities related to financial management of the overall tax district (and not to Go Triangle’s individual financial or project implementation interests). (Martin Letter Pg. 5).
  
  - Martin argues it’s a “huge conflict of interest” to have the same Go Triangle staff represent both program level and individual project sponsor interests because those two interests may conflict, and that this has caused distrust among Wake Transit Plan partners concerning Go Triangle’s handling of tax district administration responsibilities. (Martin Ltr Pg. 5)
  
5. **Lack of Leadership and Understanding of Responsibilities as well as Failure to Execute.** Martin claims that Go Triangle generally lacks competent leadership (in the areas of financial management, administration of tax district funds in accordance with established program policies, public engagement, communications and legal services), does not understand its responsibilities on projects and generally fails to adequately execute on projects, citing the Wake Transit Art Funding Eligibility Policy as an example. (Martin Ltr Pg.s 5-6)
  
6. **Alleged Noncompliance with Board Adopted Policies and Direction.** Martin claims that Go Triangle staff does not honor policies related to the Wake Transit program that were created by CAMPO and the Go Triangle Board of Trustees, and that he raised this issue in a letter to the TPAC in September 2022. (Martin Ltr Pg. 6)
  
7. **Incompetence/Bias with Regional Planning and Public Engagement Coordination.** Martin claims Go Triangle’s regional planning, public engagement and communications efforts have not adequately involved regional partners, been biased (using surveys that solicit responses they want) and resisted discussions with regional transit partners about plans that are different from what Go Triangle staff wants. Martin says “[t]his problem seems to be most pronounced with the planning and public engagement and communications efforts for a potential regional passenger rail system. (Martin Ltr Pg. 7)