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

Microsoft Teams meeting | Join on your computer or mobile app
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Phone Conference ID: # 630 947 572#

I. Call to Order and Adoption of Agenda
   (1 minute Sig Hutchinson)
   ACTION REQUESTED: Adopt agenda with any changes requested.

II. Public Hearing | FY2024 Proposed Budget
    (Sig Hutchinson)

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

IV. Consent Agenda
    (1 minute Sig Hutchinson)
    Items listed on the consent agenda are considered as a single motion. At the request of any Board member, or member of the public, items may be removed from the consent agenda and acted on by a separate motion. Items pulled from the consent agenda will be placed at the beginning of the general business agenda for discussion and action. Any Board member wishing to remove an item from the consent agenda should advise staff in advance.
    ACTION REQUESTED: Approve consent agenda.

A. Regular Session Minutes | May 24, 2023
B. Revised Minutes | September 28, 2022
C. Technical Correction to Bylaws and Operating Procedures for Durham and Orange Staff Working Groups
   Revised Bylaws and Operating Procedures - Durham SWG
D. **Microtransit Service Contracts**

O&F RECOMMENDATION: 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.

V. **General Business Agenda**

*Items listed on the general business agenda are for discussion and possible action. Such designation means that the Board intends to discuss the general subject area of that agenda item before making any motion concerning that item.*

A. **Items Removed from the Consent Agenda**

*(1 minute Sig Hutchinson)*

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

B. **Operations & Finance Committee Report**

*(5 minutes Michael Parker)*

1. **FY2024 Proposed Budget**

*(10 minutes Saundra Freeman)*

ACTION REQUESTED: Adopt the FY2024 budget ordinances [#0008 - 0021] and the three county transit plan annual work programs/plans, including the FY2024 Wake Transit Project agreement structure.

FY24 Budget Assumptions

FY2024 Budget ordinances

C. **Planning & Legislative Committee Report**

*(5 minutes Vivian Jones)*

D. **New Business**

1. **FY23 GoTriangle Budget Ordinance Amendment**

   Budget Impact

   O 2023 0022

VI. **Other Business**

A. **President & CEO’s Report**

*(5 minutes Charles Lattuca)*

Contracts

New Hires & Promotions

1. **Operations Update**

*(10 minutes Jimmy Price)*
2. Capital Projects Status Report
   Presentation - Major Projects Update
   (10 minutes Katharine Eggleston)

3. DBE Program Update
   (10 minutes Sylvester Goodwin)
   DBE Program Update

B. General Counsel's Report
   (5 minutes Byron Smith)

C. Chair's Report
   (5 minutes Sig Hutchinson)

D. Board Member Reports
   1. CAMPO Executive Board Representative
      (5 minutes Sig Hutchinson)
   2. Regional Transportation Alliance (RTA) Rep.
      (5 minutes Sig Hutchinson)
   3. DCHC MPO Board Representative
      (5 minutes Michael Parker)

VII. Closed Sessions
     (Sig Hutchinson)

A. Hillsborough Park & Ride Property
   (15 minutes Gary Tober)
   ACTION REQUESTED: Enter into closed session pursuant to
   NCGS §143 318.11.(a) (3) to consult with an attorney employed
   or retained by the public body in order to preserve the attorney
   client privilege between the attorney and the public body, which
   privilege is hereby acknowledged.

B. RUS Bus Update
   (30 minutes Katharine Eggleston)
   ACTION REQUESTED: Enter into closed session pursuant to
   NCGS §143 318.11.(a) (3) to consult with an attorney employed
   or retained by the public body in order to preserve the attorney
   client privilege between the attorney and the public body, which
   privilege is hereby acknowledged AND NCGS §143 318.11.(a)
   (5) to establish, or to instruct the public body's staff or
   negotiating agents concerning the position to be taken by or on
   behalf of the public body in negotiating (i) the price and other
   material terms of a contract or proposed contract for the
   acquisition of real property by purchase, option, exchange, or
   lease.

C. Performance Evaluations
   (Sig Hutchinson)
ACTION REQUESTED: Enter into closed session pursuant to NCGS §143 318.11.(a) (6) to consider the performance of an employee(s): President/CEO, General Counsel and Clerk to the Board.

ACTION REQUESTED: Adjourn from Closed Session and vote on potential salary increases and annual work plans for the President & CEO, General Counsel and Clerk to the Board.

VIII. Adjournment

(Sig Hutchinson)
Board members present | Sig Hutchinson, Vivian Jones, Jennifer Robinson [arr. 1:12 p.m.]

Board members attending remotely | Mary-Ann Baldwin, Corey Branch [arr. 1:36 p.m.], Brenda Howerton [left 1:01 p.m.], Michael Parker, Jennifer Robinson [arr. 12:52 p.m.], Stelfanie Williams

Board members absent | Michael Fox, Sally Greene [excused], Valerie Jordan, Elaine O’Neal [excused]

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

I. Adoption of Agenda
   Action: On motion by Jones and second by Parker the agenda was adopted. Upon vote the motion was carried unanimously.

II. Public Hearing | FY2024 Proposed Budget
   Action: Chair Hutchinson called the hearing on the FY2024 proposed budget to order at 12:06 p.m. There being no comments, the hearing was closed.

III. Public Comment
   No comments.

IV. Consent Agenda
   Action: A motion was made by Jones and seconded by Parker to approve the consent agenda. Upon vote the motion was carried unanimously.

   The following consent agenda items were approved:
   - April 19, 2023 | Work Session Minutes.
   - April 19, 2023 | Closed Session Minutes.
   - April 28, 2023 | Regular Session Minutes.

V. General Business Agenda
   A. Items Removed from Consent Agenda
      None.

   B. Operations & Finance Committee Report
      Chair Hutchinson stated that the committee did not have a quorum so these items did not on the consent.

      1. Durham and Orange County Transit Governance Documents
         Katharine Eggleston introduced Adam Howell to present several governance documents referenced in the Durham and Orange County transit governance
Interlocal agreements. His presentation is attached and hereby made a part of these minutes.

**Comprehensive Participation Agreement [CPA]**
- formally invites local municipalities to be a party to transit plan implementation efforts
- ex-officio [non-voting] members recognized as “implementation partners”
- provides clear definitions
- establishes the Staff Working Group
- defines eligibility for county transit tax revenue funding
- outlines supplantation/supplementation

**Policies & Procedures Manual [PPM]**
- Financial policies & procedures
  - Operating fund balance and liquidity
  - Billing, payment and reimbursement
  - Debt policy & guidelines
  - Increased cost of existing services [ICES]
  - Carryover
  - Bus operating cost per hour
- Work program amendment policies [major, minor]
- Staff Working Group [SWG] bylaws and operating procedures

**Action:** A motion was made by Howerton and seconded by Baldwin the board approved the Durham and Orange County Transit Governance documents: Comprehensive Participation Agreement, Financial Policies and Procedures, Work Program Amendment Policies and Staff Working Group Bylaws and Operating Procedures. Upon vote the motion was carried unanimously. The documents are attached and hereby made a part of these minutes.

Steven Schlossberg presented the next three items to be considered in a single motion.

2. **FY2023 Transit Plan Actual Carryover Reauthorization**
   Schlossberg reminded the board that GoTriangle, as Tax District Administrator, requests its partners to estimate spending for the fiscal year [“carryover”] to include as part of the next year’s budget. Upon completion of the Annual Comprehensive Financial Report, the estimated carryover is adjusted to actuals. He added that as the funds had been adopted in previous work plans there is zero financial impact.

3. **Durham Transit FY2023 Q4 Work Plan and Budget Amendments**
   Schlossberg presented four projects as part of the FY2023 Q4 Durham Transit Work Plan amendment:
   - City of Durham/GoDurham – $843,180 to repower [replacing engines and transmissions] of six diesel buses purchased in 2017 in order to extend their useful life
4. **Orange Transit FY2023 Q4 Work Plan and Budget Amendments**
Schlossberg presented two projects as part of the FY2023 Q4 Orange Transit Work Plan amendment:
- GoTriangle – budget increase of $80,000 for Orange Priority Transit Access Improvements to provide the local match for CMAQ funds
- GoTriangle - reduction in Increased Cost of Existing Services [ICES] of $24,770 for OPT and $7,875 for CHT based on reconciliation of budget to actual

The total for the two proposed amendments will increase the FY2023 Orange Transit Work Plan by $47,335.

**Action:** A motion was made by Jones and seconded by Baldwin to:
- Approve the FY2023 carryover reauthorization and adopt budget ordinance amendments 0002 - 0005.
- Approve the FY2023 Q4 Durham Transit Work Plan amendments and adopt budget ordinance amendment 0006.
- Approve the FY2023 Q4 Orange Transit Work Plan amendments and adopt budget ordinance amendment 0007.

Upon vote the motion was carried unanimously. The budget amendments are attached and hereby made a part of these minutes.

5. **Transit Operations Vehicle Purchase Authorization**
Darrick Harris requested authorization for the President/CEO to execute a contract for five battery-electric low-floor buses from Gillig. The buses are replacement for vehicles that have reached their useful life. The total cost is $5,675,640 with the Transit Plans contributing $2,014,640 and $3,898,535 in federal grants.

**Action:** A motion was made by Jones and seconded by Baldwin to authorize the President/CEO to execute a contract for the purchase of five (5) battery electric low floor plus buses with associated maintenance equipment from Gillig Corporation not to exceed $5,913,175. Upon vote the motion was carried unanimously.
C. FY2024 Budget | First Reading
Saundra Freeman reviewed the current budget assumptions for the FY2024 proposed budget and the Transit Plans:

- Projected appropriated reserves amount of $1.2 million
- Total revenues $73.4 million; total expenditures $74.6 million
- Discontinuance of the GoDurham management contract with no revenue assumed
- SMAP funding $2.8M
- Establishment of a capital reserve fund
- Vehicle rental tax revenues $14.1 million compared to $5.6 million in the FY23 budget [retention of the $6.5 million allocated to the Transit Plans in previous years].
- Cost per hour up to $162/hour from $148 in the prior year [new compensation structure for bus operations and maintenance]
- Wake Transit Plan
  - Revenues $222.7 million; Expenses $236.9 million
- Durham Transit Plan
  - Revenues $42.6 million; Expenses $27.5 million
- Orange Transit Plan
  - Revenues $10.7 million; Expenses $11.2 million

Action: A motion was made by Parker and seconded by Howerton to authorize staff to include all vehicle rental tax revenues in GoTriangle’s proposed FY2024 budget effective July 21, 2023, 90 days following notice to the counties. Upon vote the motion was carried unanimously.

D. Fare Restoration Decision
Katharine Eggleston led a discussion with the board regarding a return to fares and asked for direction for staff on whether to return to fares in FY2024 or to consider fares in the FY2025 budget. She shared that GoDurham, GoRaleigh and GoCary are expected to continue fare suspension through FY2024.

Parker commented that it would be unfortunate if GoTriangle were to be the only agency to restore fares in FY204 with the other agencies continuing to suspend fares. He suggested that staff begin efforts to reinstate fares July 1, 2024.

Baldwin commented that Raleigh has asked staff to work on a program to help low-income riders if fares are reinstated in FY2025. She supported a July 1, 2024, date for return to fares while figuring out how to support to low-income riders and continuing to coordinate with other transit systems.

Parker added that the development of a regional program to assist low-income riders would be more cost effective and fairer.
Williams requested a recusal from the discussion and vote based on GoTriangle’s conflict of interest policy. General Counsel Smith stated that he has conferred with Williams on this matter and agreed that recusal is appropriate.

**Action:** A motion was made by Jones and seconded by Parker to recuse Stelfanie Williams from voting on this item. Upon vote the motion was carried unanimously.

Robinson agreed that staff should begin planning for a program to assist low-income riders.

**Action:** A motion was made by Parker and seconded by Baldwin to proceed with planning for fares reinstatement effective July 1, 2024, to begin preparation efforts now particularly in regard to providing assistance for low income riders. Upon vote the motion was carried unanimously. [Williams was recused and did not vote.]

E. **Durham Transit Plan**

Katharine Eggleston introduced Ellen Beckmann to present the recommended Durham County Transit Plan. Her presentation is attached and hereby made a part of these minutes.

Beckmann reminded board member that this plan had been in development for three and a half years and was approved by the Durham Board of County Commissioners Monday. She stated that GoTriangle is being requested to approve the plan today and the DCHC MPO Board would consider the plan in June. She added that the DHCH Technical Committee also has recommended the plan.

**Recommended plan**
- Enhanced and extended bus service 36%
- Quick and reliable regional connections 26%
- Bus stop improvements and transit centers 10%
- More routes going more places 9%
- Administration and accountability 6%
- Faster, more reliable bus service 6%
- Operations and maintenance 5%
- Paratransit improvements 2%

**Robinson arrived in person.**

**Plan changes**
- Changed “commuter rail” to “quick and reliable regional transportation connections.” The financial model reflects the previous assumed cost of commuter rail.
- Added a statement about pursuing FRA/NCDOT funding for incremental intercity passenger or freight rail improvements as a potential strategy for commuter rail.
- Added additional context about bus rapid transit in the unfunded projects.
Added a description of how to fund electric buses and fare-free transit.
Enhanced the implementation and performance metrics.

**Action:** A motion was made by Jones and seconded by Robinson to approve the Durham Transit Plan. Upon vote the motion was carried unanimously.

**F. New Business**
None.

**VI. Other Business**

**A. President and CEO’s Report**
A list of contracts approved by the president and CEO is attached and hereby made a part of these minutes. The capital projects status report also is attached and hereby made a part of these minutes.

President and CEO Lattuca reported on various meeting the following items:
- Met with Congressman Wiley who affirmed his commitment to support Community Development funding for non-bus electric vehicles.
- Attended a NC Chamber sponsored transportation meeting with NCDOT.
- Attended the Durham Board of County Commissioners meeting to talk about financing for commuter rail.
- Provided an update on the commuter rail feasibility study to the Durham Rotary Club.
- Attended the joint MPO subcommittee on commuter rail.
- Board members received a letter from a Cary resident and former CAMPO staff member. The letter will be discussed by the Operations & Finance Committee.
- Saundra Freeman presented information on contracts. She noted an upcoming DBE workshop on June 14.

**1. Operations Update**
The monthly report is attached and hereby made a part of these minutes.

Vinson Hines shared the following statistics:
- April average weekday ridership: 5,130, down 1.6% from 2022 and down 19.5% from 2019.
- April average Saturday ridership: 2,338, up 13.3% from 2019 and up 5.8% from 2022.
- April average Sunday ridership: 1,902, up 91% from 2019 and up 33.8% from 2022.
- Police responded to 1 incident in May.
- Applications: 25 for bus operator received month-to-date
- Operators: 73, including 14 trainees.
- The next training class is scheduled for June 5th.
President/CEO Lattuca noted that maintenance manager Brian McLean has left GoTriangle for a position at RDU Airport Authority.

2. **Real Estate Update | CSX Corridor**
   Gary Tober’s presentation is attached and hereby made a part of these minutes.

   **CSX/S-Line Corridor**
   - 51.69 acres acquired in 2003 for $24.5 million
   - Extends 6.89 miles from north of Old Wake Forest Road to downtown Raleigh
   - 2019 appraised value $27.22 million, FTA 55.7% interest $15,161,540
   - 1.05 acres sold for $1.12 million, FTA reimbursed $623,840
   - GoTriangle and NCDOT submitted a joint letter to FTA in 2021 requesting permission to retain the property.
   - FTA has recently rejected that request and given GoTriangle 30 days to submit a proposed disposition method.

   NCDOT and GoTriangle understand the importance of right-of-way presentation in this corridor for grade crossing projects and future commuter/passenger rail along the S-line. A joint response to FTA proposes that NCDOT will reimburse GoTriangle its 30.7% interest in the property along with FTA’s 55.7% share. The remaining federal interest will be determined by an appraisal.

B. **General Counsel’s Report**
   Byron Smith reported that he continues legislative efforts in the General Assembly. He introduced Veronica Curet a new attorney in the General Counsel’s office.

C. **Chair’s Report**
   Chair Hutchinson noted the following items:
   - Due to a somewhat restricted travel budget for FY24, board members will be approved for one trip and first choices have been approved for the requests submitted.
   - The board will participate in the next round of small group sessions on May 31.
   - There will be no meetings in July.

   Branch arrived.

D. **Board Member Reports**
   1. **CAMPO Executive Board Representative**
      Sig Hutchinson reported the group received several updates: Triangle Regional Model, Triangle Transportation Choices/Transportation Demand Management Program, FY2024 Community Funding Area Program and FY2020-2029 Transportation Improvement Program.

      Robinson asked about the Triangle Regional Model and whether the GoTriangle board might be interested in a presentation. Eggleston responded that GoTriangle, as a
funding partner in the TRM service bureau, participated in the development of the model and staff will coordinate a presentation or share the information from that presentation.

2. **Regional Transportation Alliance (RTA) Representative**
   Hutchinson noted that the annual transportation breakfast will be July 21.

3. **DCHC MPO Board Representative**
   Michael Parker reminded the board that the DCHC MPO is shifting its Lead Planning Agency from the City of Durham to Central Pines Regional Council [the new name of Triangle J Council of Governments].

4. **Raleigh InterCity Visit**
   Sig Hutchinson’s conference report is attached and hereby made a part of these minutes.

VII. **Adjournment**

   **Action:** Chair Hutchinson adjourned the meeting at 1:48 p.m.

____________________________
Sig Hutchinson, Chair

Attest:

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

4600 Emperor Boulevard
Suite 100
Durham, NC 27703

Wednesday, September 28, 2022 12:00 p.m. GoTriangle Board Room

Board members present | Will Allen III, Corey Branch, Brenda Howerton [left 1:35 p.m.], Sig Hutchinson, Vivian Jones, Elaine O’Neal, Michael Parker, Jennifer Robinson, Stelfanie Williams

Board members attending remotely | Renée Price

Board members absent | Michael Fox [excused], Valerie Jordan

Chair Sig Hutchinson officially called the meeting to order at 12:08 p.m. A quorum was present.

I. Adoption of Agenda
Action: On motion by Allen and second by Howerton the agenda was adopted. Upon vote the motion was carried unanimously.

II. Public Comment
No comments.

III. Consent Agenda
Action: A motion was made by Jones and seconded by Branch to approve the consent agenda. Upon vote the motion was carried unanimously.

The following consent agenda items were approved:
• August 24, 2022 | Regular Session Minutes.
• August 24, 2022 | Closed Session A Minutes.
• Amendment to the Board of Trustees Rules of Procedure.*
• Amendment to the Bylaws, Article XI Equal Opportunity Employer.*
• New compensation structure for maintenance and operations staff.*
• PP-001 Policy Development Policy and TS-200 Flexible Work Arrangements Policy.*

*These documents are attached and hereby made a part of these minutes.

IV. General Business Agenda
A. Items Removed from Consent Agenda
None.

B. Commuter Rail Transit Feasibility Study Update
Katharine Eggleston’s presentation is attached and hereby made a part of these minutes.

Updated Estimates
- Updated cost estimate is $2.8-$3.2 billion in year of expenditure.
- Annual operation and maintenance costs estimated at $42 million.
Daily ridership estimated at 12,000-18,000 by 2040. 
Service estimated to begin 2033-2035.

The increased cost of the project exceeds available funding identified for commuter rail implementation in the Wake Transit Plan and draft Durham Transit Plan and availability of federal funding is uncertain; therefore, to implement the full project additional funding must be identified. A phased approach is being considered which would take longer to implement and cost more money, but also help manage risks and available resources.

**Phased Implementation Options**

<table>
<thead>
<tr>
<th>Start in the . . .</th>
<th>Capital Cost</th>
<th>2040 Daily Ridership</th>
<th>Complexity</th>
<th>Likely Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>West</td>
<td>$1.4 - $1.6B</td>
<td>3,000</td>
<td>Highest risk</td>
<td>12 years</td>
</tr>
<tr>
<td>between W Durham and RTP</td>
<td>50% of total project cost</td>
<td>25% of total trips</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Middle</td>
<td>$800M - $1B</td>
<td>4,000</td>
<td>Medium risk</td>
<td>10 years</td>
</tr>
<tr>
<td>Raleigh to RTP or Ellis Rd</td>
<td>25-30% of total project cost</td>
<td>33% of total trips</td>
<td></td>
<td></td>
</tr>
<tr>
<td>East</td>
<td>$600 - $700M</td>
<td>4,000</td>
<td>Lowest risk</td>
<td>8 years</td>
</tr>
<tr>
<td>RUS to Auburn</td>
<td>20% of total project cost</td>
<td>33% of total trips</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The segment starting in the west has the greatest potential to see reduced transit project costs and more non-local funding by utilizing a phased approach. Durham County already is moving forward with an incremental approach, working to identify and pursue short-term opportunities to position for future state and federal grants.

The middle segment requires significant coordination to align requirements of multiple host railroads and align schedules of several planned projects. The estimated cost of this segment could be afforded in the next ten years with local funding and federal loans. Uncertainties could increase cost and/or cause delay.

The feasibility study identified fewer challenges in the eastern segment. Funding has not been identified to extend the project into Johnston County. This portion could be afforded in the next ten years with local funding and federal loans and excess financial capacity would allow for other projects as well.

Eggleston stated that a phased approach provides multiple potential paths forward; however, federal and state funding availability and timeline are uncertain. The project’s New Starts ratings have challenges related to population density and ridership but continued regional growth could make the project or a first phase more competitive by the time it would be submitted for formal rating. She noted that there could be opportunities to offset project costs through rail infrastructure programs for safety or capacity projects and Amtrak station improvements.
Eggleston added that there is additional work to be done on the financial plan to consider permutations of potential first phases, future extensions and their timing. Staff is preparing for public outreach in early 2023.

C. Durham Transit FY 2023 Q2 Durham Transit Work Plan and Budget Amendment
Steve Schlossberg presented the FY2023 Q2 amendment to the Durham Transit Work Plan, which will provide the 20% local match [$600,000] for a Federal Railroad Administration grant application for a location-specific study to identify solutions for grade crossing eliminations in east Durham in order to implement commuter rail. If the application is successful, the study will include public engagement, planning, preliminary design and NEPA review at the 3 locations where safety and operational issues or challenges have been identified: Plum Street, Driver Street and Ellis Road.

**Action:** A motion was made by Parker and seconded by Howerton to approve the FY2023 Q2 Durham Transit Work Plan amendment for the Greater Triangle Commuter Rail – East Durham Grade Crossing Study and Budget Ordinance Amendment 2022 0030. Upon vote the motion was carried unanimously. The budget amendment is attached and hereby made a part of these minutes.

D. Nominating Committee Report
1. Election of Officers
Jennifer Robinson reported that the Nominating Committee by a split vote recommends the reappointment of the existing slate of officers. She noted that with Renée Price’s expected election to the NC House, Michael Parker is recommended to replace her as Treasurer. Robinson said Price expressed her desire to continue as Treasurer should she not win her election.

Chair          Sig Hutchinson | Wake County  
Vice Chair     Brenda Howerton | Durham County  
Secretary      Vivian Jones | Wake County  
*Treasurer     Michael Parker | Chapel Hill  

*Renée Price will continue as Treasurer if she does not win the election.

**Action:** A motion was made by Robinson and seconded by Allen to approve the slate of officers as recommended by the Nominating Committee. Upon vote the motion was carried unanimously.
E. Operations & Finance Committee Report
Jennifer Robinson provided the Committee report. She stated the Committee discussed the items approved on the consent agenda: amendments to the Rules of Procedure, Bylaws, compensation structure for operators and mechanics and internal policies. She added that there was a lot of discussion regarding the compensation increase related to the pay range maximums and how this could be a deterrent to applicants and employees.

F. Planning & Legislative Committee Report
Vivian Jones stated that the Committee received a report on route performance for FY2022 and ridership is getting close to pre-pandemic levels.

G. New Business
None.

V. Other Business
A. President and CEO’s Report
A list of contracts approved by the president and CEO is attached and hereby made a part of these minutes.

Lattuca reported on the following items:
- Eric Curry has joined GoTriangle as Chief Communications Officer.
- Vinson Hines, who has been in the interim position since May, has been named Chief of Operations.
- The Board retreat will be held at The Conference Center at NCBiotech on November 30. The facilitator, George Alwon, will be our facilitator and will be contacting Board members individually prior to the retreat.
- An RFP has been issued for a consultant to assist with updating GoTriangle’s strategic plan.
- GoTriangle is assisting with the Triangle’s bid to host the World University Games in 2027. The region has been named a finalist, along with Chungcheong Megacity in South Korea. GoTriangle led the transportation committee for the bid and produced some videos to sell North Carolina.

General Counsel Smith informed the Board that a settlement agreement has been signed in the Rigsbee lawsuit in which GoTriangle was named a defendant. He said the City of Durham has requested additional time to respond to our request for clarification about the City’s intent regarding possible written notice of contract termination. Lattuca said that a major issue is whether Durham intends to take back the management of its bus contract and handle the procurement for a new operator. He said the current contract terminates June 30 which needs to begin very soon.

Lattuca then reported that a comment was made by a former CAMPO staff member at the Wake Transit TPAC meeting that GoTriangle may have misused Covid relief money. Saundra Freeman assured the Board that there is no basis for the allegations made against GoTriangle and there has been no instance of fraud or mismanagement of
federal dollars. She said GoTriangle has complied with federal guidelines and met all required standards. Relief funds of the $23.5 million have been expended and awarded in relief funds. GoTriangle has been reimbursed in full for $7.9 million in CARES Act funding, and the request for the remaining balances were submitted after reconciling FY2022 actuals. Amount has been expended and the request for reimbursement made. She reminded the Board that GoTriangle’s triennial review by FTA was last year and there were no findings related to CARES funding. Additionally, GoTriangle has an annual audit, which had no findings, and the annual financial statements also are reviewed by the Local Government Commission.

Howerton left.

1. Operations Update

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

Vinson Hines stated that ridership continues to improve, with average weekday daily boardings approaching 6,000, or over 70% of pre-pandemic levels. He said Saturday and Sunday ridership is strong with Saturday at 94% of pre-pandemic numbers and Sunday, 29%. Hines said the pay increase approved today for operators and mechanics would be effective September 25. He said that GoTriangle has created a 30-second silent recruiting video that will play at seven area DMV offices. Hines updated the Board on safety incidents. Year-to-date incidents requiring policy response have been 48, compared to 34 during the same period in 2021. He clarified that the incidents are not totally attributed to non-destination riders with incidents also involving youth, domestic/family and random encounters between strangers. He said staff continues to reach out to homeless advocacy agencies to try to connect riders with services.

2. Capital Projects Status Report

The capital projects status report and presentation on major projects update is attached and hereby made a part of these minutes.

Katharine Eggleston reported that demolition at RUS Bus will begin this week and design is advancing for phase 2 with a vertical construction component. With the elimination of the remove component, the developer will have to submit a revision to the administrative site review process with the City of Raleigh.

B. General Counsel’s Report

No report.

C. Chair’s Report

Chair Hutchinson noted the RTA Regional Transit Awareness Day tour happening tomorrow. He also mentioned that staff will be publishing Board member feature stories on the GoTriangle website and sharing them on social media. CAMPO has scheduled a public
hearing on October 19 for the Wake Transit Community Engagement Policy Update; information will be sent out. He emphasized the Board retreat scheduled for November 30.

D. Board Member Reports

1. CAMPO Executive Board Representative
   Will Allen III reported the recommended draft CAMPO organizational study was approved and will address staffing needs and salaries. He also mentioned the public hearing on the Wake Transit Community Engagement Policy Update.

2. Regional Transportation Alliance (RTA) Representative
   Will Allen III also highlighted the Regional Transit Awareness Day tour.

3. DCHC MPO Board Representative
   Michael Parker reported on a discussion about project swaps for MPOs in the STIP due to additional funding allocated from the general fund to NCDOT in the most recent budget.

VI. Adjournment

Action: Chair Hutchinson adjourned the meeting at 1:54 p.m.

____________________________
Sig Hutchinson, Chair

Attest:

____________________________
Michelle C. Dawson, CMC
Clerk to the Board
MEMORANDUM

TO:          GoTriangle Board of Trustees
FROM:        Finance & Administrative Services
DATE:        June 20, 2023
SUBJECT:     Technical Correction to Bylaws and Operating Procedures for Durham and Orange Staff Working Groups

Strategic Objective or Initiative Supported
Implement the Durham and Orange Transit Plans. This item supports initiative 1.2, “Pursue service improvement and expansion opportunities.”

Action Requested
Staff requests that the board approve the updated Bylaws and Operating Procedures for the Durham and Orange Staff Working Groups.

Background and Purpose
The Staff Working Group Bylaws and Operating Procedures adopted on May 24, 2023, included as part of Article V that the Chair and Vice Chair shall be elected annually at the first regularly scheduled meeting of the fiscal year. Subsequent to the approval staff identified that the intention was to allow the election to occur during the last scheduled meeting of the fiscal year. The attached technical correction ensures compliance.

At the time of the GoTriangle board receiving this item, the Durham and Orange Board of Commissioners and DCHC MPO Board have adopted the revised Staff Working Group Bylaws and operating procedures.

Financial Impact
These technical corrections have zero financial impact.

Attachments
- Revised bylaws and operating procedures for Durham Staff Working Group
- Revised bylaws and operating procedures for Orange Staff Working Group

Staff Contacts
- Steven Schlossberg, Schlossberg@gotriangle.org, (919) 485-7590
- Saundra Freeman, Freeman@gotriangle.org, (919) 485-7415
- Katharine Eggleston, Eggleston@gotriangle.org, (919) 485-7564
BYLAWS AND OPERATING PROCEDURES

DURHAM STAFF WORKING GROUP

ARTICLE I – NAME

The name of this organization shall be the Durham Staff Working Group, hereinafter referred to as the “Durham SWG”.

ARTICLE II – PURPOSE

Article III of the Transit Governance Interlocal Agreement (Governance ILA) for the implementation of the Durham County Transit Multi-Year Vision Plan established the Durham SWG for the following purposes:

To coordinate the ongoing planning and implementation aspects of the Durham County Transit Multi-Year Vision Plan as defined in the “Transit Governance Interlocal Agreement Between Research Triangle Public Transportation Authority, Durham-Chapel Hill-Carrboro Metropolitan Planning Organization, and Durham County,” hereinafter referred to as the “ILA,” fully executed by the three parties on April 20, 2023.

To serve in a structured advisory role to the Durham County Board of Commissioners, the Research Triangle Public Transportation Authority (GoTriangle) Board of Trustees and the Durham-Chapel Hill-Carrboro Metropolitan Planning Organization (DCHC MPO) Board in their decision-making responsibilities outlined in the ILA related to the implementation and ongoing maintenance of and updates to the Durham County Transit Multi-Year Vision Plan.

To review the Durham County Transit Multi-Year Vision Plan at least every four years and recommend changes to the managers and governing boards of Durham County, GoTriangle, and the Durham-Chapel Hill-Carrboro Metropolitan Planning Organization (DCHC MPO).

To prepare and make recommendations to the Durham County Board of Commissioners and GoTriangle’s Board of Trustees for the Annual Transit Work Program.

To prepare and communicate mid-year and annual progress reports on implementation of the Durham County Transit Multi-Year Vision Plan.

To evaluate Work Program amendments as submitted and determine appropriate course of action to facilitate review and action, as defined in the Durham County Transit Work Program Amendment Policy, by managers and/or boards of Durham County, GoTriangle, and the Durham-Chapel Hill-Carrboro Metropolitan Planning
ARTICLE III - RESPONSIBILITIES
As specified in the ILA, the responsibilities of the SWG shall include:

- Identification of one or more party(ies) to the ILA to serve as lead agency(ies) for each of its responsibilities enumerated in Section 3.03 of the ILA
- Developing or delegating to one or more agencies the development of the detailed elements of a multi-year service implementation plan, as defined in the ILA
- Developing or delegating to one or more agencies the development of templates containing minimum standards for project status and financial reports for the Durham County Transit Major Funds
- Receiving, reviewing and providing feedback on Q1, Enhanced Q2 Report, Q3 and annual financial plan and project status reports relating to the Durham County Transit Work Program
- Designating or delegating to one or more agencies the designation of agencies responsible for each respective implementation element, as defined in the ILA
- Developing or delegating to one or more agencies the development of a strategy or incorporating or accounting for public outreach, involvement and communication for the Durham County Transit Work Program.
- Developing or delegating to one or more agencies the development of an articulated strategy for each implementation element, as defined in the ILA, or agreement, which shall include scope, geography, purpose and goals, processes for allowing amendments, and processes for addressing Significant Concerns, as defined in the ILA
- Developing an ongoing schedule for completion of work products for which it is responsible for producing.

ARTICLE IV – MEMBERS
Section 1 – Number and Qualifications:

As specified in the Interlocal Implementation Agreement for the implementation of the Durham County Transit Multi-Year Vision Plan dated April 20, 2023, a technical committee called the Staff Working Group is to be formed to facilitate implementation. Further, it is within the authority of the SWG’s initial membership to expand the committee’s permanent voting and non-voting membership to include additional members deemed necessary to fully execute the responsibilities of the SWG outlined in the ILA. An expansion of permanent voting membership shall be considered an amendment to the bylaws subject to provisions of Article VI of these bylaws. Each
members agency’s representative(s) shall be by action of the designated authority of each member. The Durham SWG shall include as voting members:

Alternative 1:

Primary ILA Signatories:
A. Durham County (1 representative)
B. Durham-Chapel Hill-Carrboro MPO (1 representative)
C. GoTriangle (1 representative)

Additional Party to SWG:
D. City of Durham (1 representative)

**TOTAL** 4 representatives

Representatives and alternates will be designated by the chief executive officer, or her/his designee, of each represented agency. Designations will be made in writing and submitted to the staff person appointed to provide administrative support to the Durham SWG (hereinafter, “SWG Administrator”). The SWG Administrator may not be appointed to the SWG to represent the party for which they work.

In addition to voting members, the following agencies shall have one (1) non-voting representative participate in meetings:

a. Duke University
b. North Carolina Central University
c. Durham Technical Community College
d. Triangle J Council of Governments
e. Research Triangle Park Foundation

Non-voting members of the SWG shall be authorized to attend regular and special meetings of the SWG and may participate in discussions and deliberations on items coming before the SWG for its consideration. An expansion of non-voting membership shall be considered an amendment to these bylaws subject to Article VI and may be executed by a simple majority vote of SWG members. The agency responsible for administering the SWG shall maintain an updated list of all designated representatives from both voting and non-voting members at all times.

**Section 2 – Terms of Representation**

There shall be no limitation on the length of time a voting member may serve on the SWG subject to the authorization to do so by the respective agency’s designated authority.

**Section 3 – Alternates**

Each member agency’s designated authority may appoint an alternate to its primary representative(s) provided each alternate also meets the same qualifications of membership. The alternate member may serve as a full voting member during any meeting at which that agency’s representative (s) is/are not in attendance. Alternates must also be appointed by action of the
designated authority of each member in the same manner as regular voting members. Proxy and absentee voting are not permitted. The SWG Administrator shall maintain an updated list of all designated alternate representatives from both voting and non-voting members at all times.

ARTICLE V – OFFICERS

Section 1 – Officers Defined:

The Durham SWG shall, upon majority vote of its present and eligible voting members, appoint one voting member to act as Chair and one voting member to act as Vice-Chair. Chair and Vice Chair cannot be from the same jurisdiction for more than two consecutive terms.

Section 2 – Elections:

The Chair and Vice Chair shall be elected annually at the last regularly scheduled meeting of the fiscal year. The newly elected Chair and Vice-Chair shall take office immediately upon being elected.

Section 3 – Terms of Office:

The term of office shall be one year. The Chair is limited to two consecutive terms. Each officer shall hold office until his/her successor has been duly elected or until his/her earlier death, resignation, disqualification, incapacity to serve, or removal from the Committee by his/her chief executive officer.

Section 4 – Duties of Officers:

The Chair shall call and preside at meetings and appoint subcommittees. For meetings held jointly with the Orange and Durham Staff Working Groups (SWG) or Wake County Transit Planning Advisory Committee (TPAC), the responsibility for calling and presiding at the meetings shall alternate between the two groups each year. The Chair shall coordinate with the SWG Administrator in the development of meeting logistics, meeting agendas, and summary meeting notes of the SWG’s proceedings. The SWG Administrator will maintain a current copy of these Operating Procedures as an addendum to the Interlocal Implementation Agreement, to be distributed to the public upon request.

In absence of the Chair, the Vice-Chair shall preside and complete all other duties of the Chair.

ARTICLE VI – MEETINGS

Section 1 – Clerk of the Committee

The SWG Administrator shall serve as the clerk of the SWG and an impartial (non-voting) member of the SWG. They shall provide or otherwise delegate routine administrative services for the SWG, as needed, and will be responsible for taking summary minutes of the SWG’s proceedings and also documenting all associated actions at each meeting. The SWG Administrator shall maintain a current copy of these Bylaws, to be distributed to the Durham County Board of
Commissioners, DCHC MPO Board and the GoTriangle Board of Trustees as required by the ILA and to the public upon request. When a vote is called by any voting member of the SWG, the SWG Administrator shall facilitate that vote as the impartial person administering the group. This allows the Chair and/or Vice Chair to cast votes in their appropriate role.

Section 2 – Regular Meetings:

At the first regular meeting of each fiscal year (July 1 – June 30), in addition to electing a Chair and Vice Chair, the SWG shall adopt a regular meeting schedule. Meetings may be held jointly with the Orange County SWG or Wake County TPAC. Meeting notices and agendas are to be distributed in sufficient time for them to have been received by each Durham SWG member no later than three business days prior to the meeting. Regular meetings may be canceled by the Chair should there be insufficient business on the Durham SWG’s tentative agenda. SWG meetings shall adhere to North Carolina Public Meetings Laws (as referenced in N.C.G.S. 143-318.9:18)

Section 3 – Special Meetings:

Special meetings may be called by the Chair or at the request of the majority of the eligible voting members. At least seven (7) days notice shall be given.

Section 4 – Quorums:

A quorum shall be when three fourths (3/4) majority of SWG voting members appointed by the Parties to these Bylaws are present for a SWG meeting.

Section 5 – Attendance:

Each member shall be expected to attend each regular meeting and each special meeting provided at least seven (7) days notice is provided. Attendance and voting through virtual access or phone call is allowable. A voting member may have an alternate to serve in her/his absence provided that: (1) the SWG Administrator is notified prior to the meeting who the voting member is; and (2) the alternate has been previously approved by the chief executive officer of the agency represented. This notification shall authorize the alternate to act as a present and eligible voting member in the member’s absence. Meetings are open to attendance by the public.

Section 6 – Agenda:

The agenda is a list of considerations for discussion at a meeting. Items on the agenda originate as a carryover from previous Durham SWG meetings or are placed on the agenda prior to its distribution by any voting or non-voting member of the Durham SWG in coordination with the SWG Administrator. Additional items may be placed on the regular agenda following discussion of the last item on the regular agenda, as long as a majority concurrence of the present and eligible voting members is received. Items may be placed on the agenda by citizens with majority concurrence of the eligible voting members. Agendas are to be distributed to the voting members and designated alternates of the SWG by the SWG Administrator no less than seven (7) days prior to the date the meeting is to be held.

Section 7 – Voting Procedures:

The Durham SWG will strive to reach consensus on recommendations. However, the Chair or any member may call for a vote on any issue, provided that it is seconded and within the purposes set
forth in Article II and provided the issue is on the agenda as outlined in Section 5 of this article. During joint meetings of the Durham and Orange SWGs or Wake County TPAC, votes are to be held separately by each county SWG. Each voting member of the Durham SWG shall have one vote. Voting members who are participating virtually or by phone are permitted to vote. A majority vote of the members (or their authorized alternates) present and eligible to vote shall be sufficient for approval of matters coming before the Durham SWG. The Chair is permitted to vote, however, non-voting members and unauthorized alternates are not permitted to vote. In the absence of any direction from these Operating Procedures, Robert’s Rules of Order will designate procedures governing voting.

**ARTICLE VI – AMENDMENTS TO BYLAWS & OPERATING PROCEDURES**

Amendments to these Operating Procedures of the Durham SWG shall require the affirmative vote of all four of the Durham SWG’s eligible voting members, provided that written notice of the proposed amendment has been received by each member at least seven (7) days prior to the meeting at which the amendment is to be considered and provided that such amendment does not conflict with the letter or fundamental intent of the Interlocal Implementation Agreement governing this document. In the event of any conflict, the Interlocal Implementation Agreement shall carry precedence over these Operating Procedures.

Approved by the Durham Staff Working Group on _______________

Approved by the Durham County Board of Commissioners on _________

Approved by the GoTriangle Board of Trustees on _________________

Approved by the DCHC MPO Policy Board on _____________________
BYLAWS AND OPERATING PROCEDURES

ORANGE STAFF WORKING GROUP

ARTICLE I – NAME

The name of this organization shall be the Orange Staff Working Group, hereinafter referred to as the “Orange SWG”.

ARTICLE II – PURPOSE

Article III of the Transit Governance Interlocal Agreement (Governance ILA) for the implementation of the Orange County Transit Multi-Year Vision Plan established the Orange SWG for the following purposes:

To coordinate the ongoing planning and implementation aspects of the Orange County Transit Multi-Year Vision Plan as defined in the “Transit Governance Interlocal Agreement Between Research Triangle Public Transportation Authority, Durham-Chapel Hill-Carrboro Metropolitan Planning Organization, and Orange County,” hereinafter referred to as the “ILA,” fully executed by the three parties on March 8, 2023.

To serve in a structured advisory role to the Orange County Board of Commissioners, the Research Triangle Public Transportation Authority (GoTriangle) Board of Trustees and the Durham-Chapel Hill-Carrboro Metropolitan Planning Organization (DCHC-MPO) Board in their decision-making responsibilities outlined in the ILA related to the implementation and ongoing maintenance of and updates to the Orange County Transit Multi-Year Vision Plan (Multi-Year Vision Plan).

To review the Multi-Year Vision Plan at least every four years and recommend changes to the managers and governing boards of Orange County, GoTriangle, and the Durham-Chapel Hill-Carrboro Metropolitan Planning Organization (DCHC MPO).

To prepare and make recommendations to the Orange County Board of Commissioners and GoTriangle’s Board of Trustees for the Annual Transit Work Program.

To prepare and communicate mid-year and annual progress reports on implementation of the Orange County Transit Multi-Year Vision Plan.

To evaluate Work Program amendments as submitted and determine appropriate course of action to facilitate review and action, as defined in the Orange County Transit Work Program Amendment Policy, by managers and/or boards of Orange County, GoTriangle, and the Durham-Chapel Hill-Carrboro Metropolitan Planning Organization (DCHC MPO).
ARTICLE III - RESPONSIBILITIES

As specified in the ILA, the responsibilities of the SWG shall include:

- Identification of one or more party(ies) to the ILA to serve as lead agency(ies) for each of its responsibilities enumerated in Section 3.03 of the ILA

- Developing or delegating to one or more agencies the development of the detailed elements of a multi-year service implementation plan, as defined in the ILA

- Developing or delegating to one or more agencies the development of templates containing minimum standards for project status and financial reports for the Orange County Transit Major Funds

- Receiving, reviewing and providing feedback on Q1, Enhanced Q2 Report, Q3 and annual financial plan and project status reports relating to the Orange County Transit Work Program

- Designating or delegating to one or more agencies the designation of agencies responsible for each respective implementation element, as defined in the ILA

- Developing or delegating to one or more agencies the development of a strategy or incorporating or accounting for public outreach, involvement and communication the Orange County Transit Work Program.

- Developing or delegating to one or more agencies the development of an articulated strategy for each implementation element, as defined in the ILA, or agreement, which shall include scope, geography, purpose and goals, processes for allowing amendments, and processes for addressing Significant Concerns, as defined in the ILA

- Developing an ongoing schedule for completion of work products for which it is responsible for producing.

ARTICLE IV – MEMBERS

Section 1 – Number and Qualifications:

As specified in the Governance ILA dated March 8, 2023, a technical committee called the Staff Working Group (SWG) is to be formed to facilitate implementation of the Orange County Transit Multi-Year Vision Plan. It is within the authority of the SWG’s initial membership to expand the committee’s permanent voting and non-voting membership to include additional members deemed necessary to fully execute the responsibilities of the SWG outlined in the ILA. Expansion of permanent voting membership shall be considered an amendment subject to the provisions of Article VI of these Bylaws. Each member agency’s representative(s) shall be appointed by action of the designated authority of each member. The Orange SWG shall include as voting members:
Primary ILA Signatories:
A. Orange County (2 representatives)
B. Durham-Chapel Hill-Carrboro MPO (2 representatives)
C. GoTriangle (2 representatives)

Additional Parties to SWG:
D. Town of Chapel Hill (2 representatives)
E. Town of Carrboro (1 representative)
F. Town of Hillsborough (1 representative)
G. City of Mebane (1 representative)

**TOTAL 11 representatives**

Representatives and alternates shall be designated by the chief executive officer, or her/his designee, of each member agency. Designations shall be made in writing and submitted to the staff person appointed to provide administrative support to the Orange SWG (hereinafter, “SWG Administrator”). The SWG Administrator may not be appointed to the SWG as a representative of the member-agency for which they work.

In addition to voting members, the following agencies shall have one (1) non-voting representative participate in meetings:

a. Triangle J Council of Governments
b. University of North Carolina, Chapel Hill

Non-voting members of the SWG shall be authorized to attend regular and special meetings of the SWG and may participate in discussions and deliberations on items coming before the SWG for its consideration. An expansion of non-voting membership shall be considered an amendment to these Bylaws subject to Article VI and may be executed by a simple majority vote of SWG members. The SWG Administrator shall maintain an updated list of all designated representatives from both voting and non-voting members at all times.

**Section 2 – Terms of Representation**

There shall be no limitation on the length of time a voting member may serve on the SWG subject to the authorization to do so by the respective agency’s designated authority.

**Section 3 – Alternates**

Each member agency’s designated authority may appoint an alternate to its primary representative(s) provided each alternate also meets the same qualifications of membership. The alternate member may serve as a full voting member during any meeting at which that agency’s representative(s) is/are not in attendance. Alternates must also be appointed by action of the designated authority of each member in the same manner as regular voting members. Proxy and absentee voting are not permitted. The agency responsible for administering the SWG shall maintain an updated list of all designated alternate representatives from both voting and non-voting
members at all times.

ARTICLE V – OFFICERS

Section 1 – Officers Defined:
The Orange SWG shall, upon majority vote of its present and eligible voting members, appoint one voting member to act as Chair and one voting member to act as Vice-Chair. Chair and Vice-Chair cannot be from the same jurisdiction for more than two consecutive terms.

Section 2 – Elections:
The Chair and Vice Chair shall be elected annually at the last regularly scheduled meeting of the fiscal year. The newly elected Chair and Vice-Chair shall take office immediately upon being elected.

Section 3 – Terms of Office:
The term of office shall be one year. The Chair is limited to two consecutive terms. Each officer shall hold office until his/her successor has been duly elected or until his/her earlier death, resignation, disqualification, incapacity to serve, or removal from the SWG by his/her chief executive officer.

Section 4 – Duties of Officers:
The Chair shall call and preside over meetings and appoint subcommittees. For meetings held jointly between the Orange and Durham Staff Working Groups, or Wake County Transit Planning Advisory Committee (TPAC), the responsibility for calling and presiding over the meetings shall alternate between the two groups each year. The Chair shall coordinate with the SWG Administrator in the development of meeting logistics, meeting agendas, and summary meeting notes of the SWG’s proceedings. The SWG Administrator shall maintain a current copy of these Operating Procedures as an addendum to the Interlocal Implementation Agreement, to be distributed to the public upon request.

In absence of the Chair, the Vice-Chair shall preside and complete all other duties of the Chair.

ARTICLE VI – MEETINGS

Section 1 – Clerk of the Committee
The SWG Administrator shall serve as the clerk of the SWG and an impartial (non-voting) member of the SWG. They shall provide or otherwise delegate routine administrative services for the SWG, as needed, and will be responsible for taking summary minutes of the SWG’s proceedings and also documenting all associated actions at each meeting. The SWG Administrator shall maintain a current copy of these Bylaws, to be distributed to the Orange County Board of Commissioners, DCHC MPO Board, and the GoTriangle Board of Trustees as required by the ILA
and to the public, upon request. When a vote is called by any voting member of the SWG, the SWG Administrator shall facilitate that vote as the impartial person administering the group. This allows the Chair and/or Vice Chair to cast votes in their appropriate role.

Section 2 – Regular Meetings:

At the first regular meeting of each fiscal year (July 1 – June 30), in addition to electing a Chair and Vice Chair, the SWG shall adopt a regular meeting schedule. Meetings may be held jointly with the Durham County SWG or Wake County TPAC. Meeting notices and agendas are to be distributed in sufficient time for them to have been received by each Orange SWG member no later than three business days prior to the meeting. Regular meetings may be canceled by the Chair should there be insufficient business on the Orange SWG’s tentative agenda. SWG meetings shall adhere to North Carolina Public Meetings Laws (as referenced in N.C.G.S. 143-318.9:18)

Section 3 – Special Meetings:

Special meetings may be called by the Chair or at the request of the majority of the eligible voting members. At least seven (7) days’ notice shall be given.

Section 4 – Quorums:

A quorum shall be when 7 of 11 SWG voting members appointed by the Parties to these Bylaws are present for a SWG meeting.

Section 5 – Attendance:

Each member shall be expected to attend each regular meeting and each special meeting provided at least seven (7) days’ notice is provided. Attendance and voting through virtual access or phone call is allowable. A voting member may have an alternate to serve in her/his absence provided that: (1) the SWG Administrator is notified prior to the meeting who the voting member is; and (2) the alternate has been previously approved by the chief executive officer of the agency represented. This notification shall authorize the alternate to act as a present and eligible voting member in the member’s absence. Meetings are open to attendance by the public.

Section 6 – Agenda:

The agenda is a list of considerations for discussion at a meeting. Items on the agenda originate as a carryover from previous Orange SWG meetings or are placed on the agenda prior to its distribution by any voting or non-voting member of the Orange SWG. Additional items may be placed on the regular agenda following discussion of the last item on the regular agenda, if a majority concurrence of present and eligible voting members is received. Items may be placed on the agenda by citizens with majority concurrence of the eligible voting members.

Section 7 – Voting Procedures:

The Orange SWG will strive to reach consensus on recommendations. However, the Chair or any member may call for a vote on any issue, provided the motion to vote is seconded and the issue is within the purposes set forth in Article II and on the agenda as outlined in Section 6 of this article. During joint meetings of the Orange and Durham SWGs or Wake County TPAC, votes shall be held separately by each county SWG. Each voting member of the Orange SWG shall have one vote. Voting members who are participating virtually or by phone are permitted to vote. A majority vote of the members (or their authorized alternates) present and eligible to vote shall be sufficient
for approval of matters coming before the Orange SWG. The Chair is permitted to vote, however, non-voting members and unauthorized alternates are not permitted to vote. In the absence of any direction from these Operating Procedures, Robert’s Rules of Order shall govern voting procedures.

**ARTICLE VI – AMENDMENTS TO OPERATING PROCEDURES**

Amendments to these Operating Procedures of the Orange SWG shall require the affirmative vote of all Orange SWG’s eligible voting members, provided that written notice of the proposed amendment has been received by each member at least seven (7) days prior to the meeting at which the amendment is to be considered and provided that such amendment does not conflict with the letter or fundamental intent of the Transit Governance Interlocal Agreement governing this document. In the event of any conflict, the Transit Governance Interlocal Agreement shall carry precedence over these Operating Procedures.

Approved by the Orange Staff Working Group on _______________

Approved by the Orange County Board of Commissioners on __________

Approved by the GoTriangle Board of Trustees on ______________________

Approved by the DCHC MPO Policy Board on ___________________________
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 Chance 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
Saundra 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:
June 28, 2023

To: GoTriangle Board of Trustees
From: Finance Staff
Subject: FY24 Final Budget Ordinances

A draft FY24 Budget was presented to the GoTriangle Operations and Finance Committee on June 1, 2023.

Included in the attachments are the final budget assumptions for GoTriangle and each of the transit plans in Wake, Durham and Orange counties. The budget ordinances reflect the total FY24 operating and capital budgets for each entity are also attached.

The proposed FY24 GoTriangle Budget shows revenues of $73.4M and expenses of $74.6M, reflecting a transfer from reserves of $1.2M.

Impacts to the budget include continued fare suspension, transit operations compensation restructuring and the transition of $6.5M in vehicle rental tax from the transit plans (effective July 21, 2023).

The proposed FY24 budgets reflect our best efforts to manage GoTriangle and our transit partners finances and operations as efficiently and fiscally responsible as possible. As always, we will monitor the budgets throughout the year to ensure they remain within the boundaries of the approved budgets.

Saundra Freeman
CFO and Director of Administrative Services

Attachments:
Assumption Sheets (GoTriangle, Transit Plans)
Budget Ordinances (GoTriangle, Transit Plans)
FY24 Draft GoTriangle Budget Assumptions

Total Draft GoTriangle Revenue and Expenses
Revenue - $73.4M (FY23 Budget - $57M)
Expenditures - $74.6M (FY23 Budget - $62M)
**Amount to be transferred from Fund Balance - $1.2M**

GoDurham contract discontinued for FY24

SMAP Funding - FY24 (Estimate) - $2.8M (FY23 $2.8M)
$500K Capital Reserve

Total Vehicle Rental Tax -
Vehicle Rental Tax: FY24 - $14.1M (FY23 Budget - $5.6M)
Transition of **$6.5M** vehicle rental tax from transit plans INCLUDED (effective Juy 21, 2023)
**$405K** remains with Transit Plans in FY24 due to timing of transition

Total $5 Vehicle Registration Tax: $6.9M (2% increase over FY23 Budget - $6.8M)
Adjustment for inflation request not included

Fares and GoPass: FY24 pending approval; not included
(FY19 actuals - Fares - $700,144/Go Pass - $981,338)

Actual vs Budget Personnel Expense (4 year comparison)

<table>
<thead>
<tr>
<th></th>
<th>Budget</th>
<th>Actual</th>
<th>B/(W)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FY22</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative</td>
<td>$7,042,796</td>
<td>$6,488,505</td>
<td>$554,291</td>
</tr>
<tr>
<td>Bus</td>
<td>$11,993,708</td>
<td>$10,291,402</td>
<td>$1,702,306</td>
</tr>
<tr>
<td><strong>FY21</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative</td>
<td>$6,650,409</td>
<td>$6,143,437</td>
<td>$506,972</td>
</tr>
<tr>
<td>Bus</td>
<td>$11,091,075</td>
<td>$10,883,483</td>
<td>$207,592</td>
</tr>
<tr>
<td><strong>FY20</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative</td>
<td>$6,341,975</td>
<td>$5,989,738</td>
<td>$352,237</td>
</tr>
<tr>
<td>Bus</td>
<td>$10,637,349</td>
<td>$10,099,755</td>
<td>$537,594</td>
</tr>
<tr>
<td><strong>FY19</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative</td>
<td>$5,177,081</td>
<td>$4,890,848</td>
<td>$286,233</td>
</tr>
<tr>
<td>Bus</td>
<td>$10,391,246</td>
<td>$10,802,380</td>
<td>($411,134)</td>
</tr>
</tbody>
</table>

Rental Income: $0 Lease Income; $529K Plaza building expenses

Headcount - FY24 FTE's - 283 (FY23 Budget- 288) - Includes Durham, Orange and Wake Transit Plans (GoDurham FTE's removed)
Average Merit - 3.5% (FY23 Budget - 3%) - impact due to changes in Transit Operations compensation

New pay structure for Transit Operations has been implemented

5% increase in FY23 budget for employee healthcare; employee only coverage - $500/employee annual contribution

Bus operations revenue hours of 131,307 (directly operated) (FY23 Budget 123,960)

Cost per hour - $162 (FY23 - $148)

Contracted Services Hours:
FY24 - 9,899 (FY23 - 11,757)

*FY24 requested capital expenditures total $34M*

$27M in capital requests are for projects where GoTriangle is managing the federal grant portion only
# FY24 Recommended Durham Transit Plan Budget Assumptions

Durham Transit Recommended Revenue and Expenses

**Total Revenue** - $78.2M (FY23 Budget - $69.3M)
Prior Year Carryforward: $35.6M (FY23 Budget $28.1M)

Durham Transit Recommended Half-Cent Tax: $40.0M (FY23 Budget - $35.5M)

Durham Transit Plan Vehicle Rental Tax: $1.5M (FY23 Budget - $1.2M)
*FY24 Durham Transit Plan Vehicle Rental Tax after retention: $87K*

Durham Transit Recommended $3 Vehicle Registration Tax: $0.7M (FY23 Budget - $0.7M)

Durham Transit Recommended $7 Vehicle Registration Tax: $1.8M (FY23 Budget - $1.7M)

**$13.7M - Operating Expenses**

<table>
<thead>
<tr>
<th>Operating Expense</th>
<th>Capital Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax District Administration</td>
<td>Capital Planning - $1.2M</td>
</tr>
<tr>
<td>-$0.5M</td>
<td>Transit Infrastructure - $12.2M</td>
</tr>
<tr>
<td>Transit Plan Administration</td>
<td>Vehicle Acquisitions - $0.4M</td>
</tr>
<tr>
<td>-$2.3M</td>
<td></td>
</tr>
<tr>
<td>Transit Operations</td>
<td></td>
</tr>
<tr>
<td>-$10.9M</td>
<td></td>
</tr>
</tbody>
</table>

**Total Durham Transit Plan Expenses - $63.1M**

**Total Carryforward Durham Transit Plan Expenses - $35.6M**

**Allocation to Fund Balance $15.1M**
FY24 Recommended Orange Transit Plan Budget Assumptions

Orange Transit Recommended Revenue and Expenses

**Total Revenue** - $15.5M (FY23 Budget - $17.1M)
Prior Year Carryforward: $4.7M (FY23 Budget $4.3M)

Orange Transit Recommended Half-Cent Tax: $9.5M  (FY23 Budget - $8.8M)

Orange Transit Recommended Vehicle Rental Tax: $0.7M  (FY23 Budget - $0.6M)
*FY24 Orange Transit Plan Vehicle Rental Tax after retention: $43K*

Orange Transit Recommended $3 Vehicle Registration Tax: $0.4M  (FY23 Budget - $0.4M)

Orange Transit Recommended $7 Vehicle Registration Tax: $0.8M  (FY23 Budget - $0.8M)

**$6.1M - Operating Expenses**           **$5.1M Capital Expenses**

<table>
<thead>
<tr>
<th>Operating Expense</th>
<th>Capital Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax District Administration -$0.3M</td>
<td>Transit Infrastructure $0.9M</td>
</tr>
<tr>
<td>Transit Plan Administration - $0.6M</td>
<td>Vehicle Acquisitions - $0.2M</td>
</tr>
<tr>
<td>Transit Operations - $5.2M</td>
<td>Bus Rapid Transit (BRT) - $4.0M</td>
</tr>
</tbody>
</table>

**Total Orange Transit Plan Expenses - $15.9M**

**Total Carryforward Orange Transit Plan Expenses - $4.7M**

**Allocation From Fund Balance $0.5M**
FY24 Recommended Wake Transit Plan Budget Assumptions

Wake Transit Recommended Revenue and Expenses

**Total Revenue - $455.2M (FY23 Budget - $316.8M)**
Prior Year Carryforward: $232.5 (FY23 Budget $195.1M)

Wake Transit Recommended Half-Cent Tax: $125.0M (FY23 Budget - $107.5M)

Wake Transit Recommended Vehicle Rental Tax: $4.8M (FY23 Budget - $3.8M)

FY24 Wake Transit Plan Vehicle Rental Tax after Retention: $276K

Wake Transit Recommended $3 Vehicle Registration Tax: $2.9M (FY23 Budget - $3.0M)

Wake Transit Recommended $7 Vehicle Registration Tax: $6.8M (FY23 Budget - $6.9M)

Wake Transit Recommended Other Revenue: $87.7M (FY23 Budget - $0.5M)

**$37.6M - Operating Expenses**
- Operating Expense
  - Tax District Administration - $0.6M
  - Transit Plan Administration - $6.3M
  - Transit Operations - $28.6M
  - Community Funding Area - $2.1M

**$199.3M Capital Expenses**
- Capital Expense
  - Bus Rapid Transit (BRT) - $143.2M
  - Transit Infrastructure $52.7M
  - Bus Acquisitions - $3.2M
  - Capital Planning - $0.2M

**Total Wake Transit Plan Expenses - $469.4M**

**Total Carryforward Wake Transit Plan Expenses - $232.5M**

**Allocation from Fund Balance - $14.2M**
BE IT ORDAINED by the Research Triangle Regional Public Transportation Authority Board of Trustees:

Section 1. It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2023, and ending June 30, 2024:

- Undesignated Fund Balance Appropriated: $2,651,146
- Operating Transfer from Major Transit Investment Fund: $12,755,375
- Vehicle Registration Tax: $6,911,520
- Investment Earnings: $440,000
- Prior Year Carryforward: $1,307,295
- Durham allocation: $293,450
- Orange allocation: $114,100
- Wake allocation: $219,500
- Reimbursements from other local authorities – Johnston County: $111,155
- Indirect Cost Credits: $1,707,931
- Total: $26,511,472

Section 2. The following amounts hereby are appropriated in the General Fund for the management of the Authority and its activities for the fiscal year beginning July 1, 2023, and ending June 30, 2024:

- Board of Trustees: $207,987
- Executive Office: $1,144,292
- Communications & Public Affairs: $1,014,677
- Administration: $521,768
- Human Resources: $891,830
- Finance: $2,563,912
- EEO/DBE: $200,362
- Legal: $945,279
- Johnston County: $111,155
- Real Estate: $451,114
- Capital Development: $744,745
- Unemployment Claims: $50,000
- Plaza: $552,600
- Operating Transfer to Bus Fund: $14,069,413
- Operating Transfer to Rideshare Fund: $572,836
- Operating Transfer to Bus Capital Fund: $1,832,071
- Operating Transfer to Advanced Technology Fund: $637,431
- Total: $26,511,472
**Section 3.** It is estimated that the following revenues will be available in the **Ridesharing Fund** for the fiscal year beginning July 1, 2023, and ending June 30, 2024:

<table>
<thead>
<tr>
<th>Revenue Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regional TDM grant</td>
<td>$963,731</td>
</tr>
<tr>
<td>Reimbursements from other local authorities</td>
<td>$966,479</td>
</tr>
<tr>
<td>Wake allocation</td>
<td>$6,400</td>
</tr>
<tr>
<td>Transfer from General Fund</td>
<td>$572,836</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$2,509,446</strong></td>
</tr>
</tbody>
</table>

**Section 4.** The following amounts hereby are appropriated in the **Ridesharing Fund** for the fiscal year beginning July 1, 2023, and ending June 30, 2024:

<table>
<thead>
<tr>
<th>Service Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regional Services - Planning</td>
<td>$515,124</td>
</tr>
<tr>
<td>Sustainable Travel Services</td>
<td>$856,782</td>
</tr>
<tr>
<td>Regional Call Center</td>
<td>$1,137,540</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$2,509,446</strong></td>
</tr>
</tbody>
</table>

**Section 5.** It is estimated that the following revenues will be available in the **Regional Bus Service Fund** for the fiscal year beginning July 1, 2023, and ending June 30, 2024:

<table>
<thead>
<tr>
<th>Revenue Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>NCDOT Grant Revenue</td>
<td>$2,800,000</td>
</tr>
<tr>
<td>Federal Grant Revenue</td>
<td>$1,600,000</td>
</tr>
<tr>
<td>Transit Service Revenue – Bus</td>
<td>$7,308,992</td>
</tr>
<tr>
<td>Transit Service Revenue – Paratransit</td>
<td>$558,502</td>
</tr>
<tr>
<td>Bus accident reimbursement</td>
<td>$40,000</td>
</tr>
<tr>
<td>Paratransit Service Revenue</td>
<td>$466,423</td>
</tr>
<tr>
<td>Operating Transfer from General Fund</td>
<td>$14,069,413</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$26,843,330</strong></td>
</tr>
</tbody>
</table>

**Section 6.** The following amounts hereby are appropriated in the **Regional Bus Service Fund** for the fiscal year beginning July 1, 2023, and ending June 30, 2024:

<table>
<thead>
<tr>
<th>Service Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus supervision</td>
<td>$3,714,719</td>
</tr>
<tr>
<td>Bus operations</td>
<td>$12,737,028</td>
</tr>
<tr>
<td>Bus maintenance</td>
<td>$6,002,386</td>
</tr>
<tr>
<td>Vanpool</td>
<td>$263,097</td>
</tr>
<tr>
<td>Paratransit services</td>
<td>$4,126,100</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$26,843,330</strong></td>
</tr>
</tbody>
</table>
Section 7. Copies of this Budget Ordinance shall be furnished to the Clerk to the Board of Trustees and to the Budget Officer of this Authority to be kept on file for their direction in the disbursement of funds.

ATTEST: 


_____________________________ __________ ___________________ 
Michelle C. Dawson, Clerk to the Board Sig Hutchinson, Board of Trustees Chair
BE IT ORDAINED by the Research Triangle Regional Public Transportation Authority Board of Trustees:

Section 1. It is estimated that the following revenues will be available in the Major Capital Project Fund for the fiscal year beginning July 1, 2023, and ending June 30, 2024:

- Rental income: $34,600
- Operating Transfer from Major Transit Investment Fund: $348,400

Total: $383,000

Section 2. The following amounts hereby are appropriated in the Major Capital Project Fund for the fiscal year beginning July 1, 2023, and ending June 30, 2024:

- Other Capital Expenses: $383,000
- Total: $383,000

Section 3. Copies of this Budget Ordinance shall be furnished to the Clerk to the Board of Trustees and to the Budget Officer of this Authority to be kept on file for their direction in the disbursement of funds.

ATTEST: 


Michelle C. Dawson, Clerk to the Board 

Sig Hutchinson, Board of Trustees Chair
BE IT ORDAINED by the Research Triangle Regional Public Transportation Authority Board of Trustees:

Section 1. It is estimated that the following revenues will be available in the Regional Bus Capital Project Fund for the fiscal year beginning July 1, 2023, and ending June 30, 2024:

- Federal Transit Administration $17,289,469
- Reimbursements from Others $14,827,547
- Operating Transfer from General Fund $1,832,071
- Total $33,949,087

Section 2. The following amounts hereby are appropriated in the Regional Bus Capital Project Fund for the fiscal year beginning July 1, 2023, and ending June 30, 2024:

- Capital Outlay $33,949,087
- Total $33,949,087

Section 3. Copies of this Budget Ordinance shall be furnished to the Clerk to the Board of Trustees and to the Budget Officer of this Authority to be kept on file for their direction in the disbursement of funds.


Michelle C. Dawson, Clerk to the Board

Sig Hutchinson, Board of Trustees Chair
BE IT ORDAINED by the Research Triangle Regional Public Transportation Authority Board of Trustees:

Section 1. It is estimated that the following revenues will be available in the Advanced Technology Project Fund for the fiscal year beginning July 1, 2023, and ending June 30, 2024:

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>NC Department of Transportation</td>
<td>$49,320</td>
</tr>
<tr>
<td>Reimbursements from Others</td>
<td>$837,703</td>
</tr>
<tr>
<td>Operating Transfer from General Fund</td>
<td>$637,431</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$1,524,454</strong></td>
</tr>
</tbody>
</table>

Section 2. The following amounts hereby are appropriated in the Advanced Technology Project Fund for the fiscal year beginning July 1, 2023, and ending June 30, 2024:

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital Outlay</td>
<td>$1,524,454</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$1,524,454</strong></td>
</tr>
</tbody>
</table>

Section 3. Copies of this Budget Ordinance shall be furnished to the Clerk to the Board of Trustees and to the Budget Officer of this Authority to be kept on file for their direction in the disbursement of funds.

ATTEST:  


_____________________________  ________________
Michelle C. Dawson, Clerk to the Board  Sig Hutchinson, Board of Trustees Chair
BE IT ORDAINED by the Research Triangle Regional Public Transportation Authority Board of Trustees:

Section 1. It is estimated that the following revenues will be available in the Major Transit Investment Fund for the fiscal year beginning July 1, 2023, and ending June 30, 2024:

<table>
<thead>
<tr>
<th>Revenue Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicle Rental Tax</td>
<td>$13,688,671</td>
</tr>
<tr>
<td>Investment Earnings</td>
<td>819,500</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$14,508,171</strong></td>
</tr>
</tbody>
</table>

Section 2. The following amounts hereby are appropriated in the Major Transit Investment Fund for the fiscal year beginning July 1, 2023, and ending June 30, 2024:

<table>
<thead>
<tr>
<th>Appropriation Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Transfer to General Fund</td>
<td>$12,755,375</td>
</tr>
<tr>
<td>Operating Transfer to Major Capital Project Fund</td>
<td>$348,400</td>
</tr>
<tr>
<td>Fund Balance Appropriated</td>
<td>1,404,396</td>
</tr>
<tr>
<td><strong>Total Appropriated</strong></td>
<td><strong>$14,508,171</strong></td>
</tr>
</tbody>
</table>

Section 3. Copies of this Budget Ordinance shall be furnished to the Clerk to the Board of Trustees and to the Budget Officer of this Authority to be kept on file for their direction in the disbursement of funds.

**ATTEST:**

Michelle C. Dawson, Clerk to the Board

**ADOPTED THIS THE 28TH DAY OF JUNE 2023.**

Sig Hutchinson, Board of Trustees Chair
**GoTriangle FY2024 Budget Ordinance**

**Triangle Tax District - Durham Operating Fund**

**BE IT ORDAINED** by the Research Triangle Regional Public Transportation Authority Board of Trustees:

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

<table>
<thead>
<tr>
<th>Revenue Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Article 43 ½ Cent Sales Tax</td>
<td>$11,126,910</td>
</tr>
<tr>
<td>Vehicle Rental Tax</td>
<td>$87,171</td>
</tr>
<tr>
<td>$7 County Vehicle Registration Tax</td>
<td>$1,763,141</td>
</tr>
<tr>
<td>$3 Vehicle Registration Tax Transfer from Durham Special Tax District</td>
<td>$755,611</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$13,732,833</strong></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Appropriation Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax District Administration - GoTriangle</td>
<td>$490,967</td>
</tr>
<tr>
<td>Transit Plan Administration</td>
<td></td>
</tr>
<tr>
<td>DCHC MPO</td>
<td>$39,806</td>
</tr>
<tr>
<td>Durham County Access</td>
<td>$392,578</td>
</tr>
<tr>
<td>GoDurham</td>
<td>$143,772</td>
</tr>
<tr>
<td>GoTriangle</td>
<td>$1,776,200</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$13,732,833</strong></td>
</tr>
</tbody>
</table>

**Section 3.** The FY23 Durham Transit Work Program reflects ongoing projects that remain vital to providing service to current transit customers and new projects that address immediate needs during a transition year to a new Transit Plan with updated priorities. The current project budgets identified are those that are deemed time-sensitive ongoing efforts or involve time-sensitive external grant sources as part of their overall funding mechanism. DCHC MPO, GoTriangle and Durham County will consider amendments to the FY23 Durham Transit Work Program as priorities are identified in the new Transit Plan.

**Section 4.** Copies of this Budget Ordinance shall be furnished to the Clerk to the Board of Trustees and to the Budget Officer of this Authority to be kept on file for their direction in the disbursement of funds.

**ATTEST:**

Michelle C. Dawson, Clerk to the Board

**ADOPTED THIS THE 28TH DAY OF JUNE 2023.**

Sig Hutchinson, Board of Trustees Chair
BE IT ORDAINED by the Research Triangle Regional Public Transportation Authority Board of Trustees:

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Article 43 1/2 Cent Local Option Sales Tax</td>
<td>$ 27,273,289</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$ 27,273,289</strong></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transit Infrastructure</td>
<td>$ 0</td>
</tr>
<tr>
<td>GoTriangle</td>
<td>7,150,000</td>
</tr>
<tr>
<td>Durham County / ACCESS</td>
<td>150,000</td>
</tr>
<tr>
<td>City of Durham/GoDurham</td>
<td>2,436,600</td>
</tr>
<tr>
<td>Vehicle Purchase</td>
<td>0</td>
</tr>
<tr>
<td>GoTriangle</td>
<td>356,767</td>
</tr>
<tr>
<td>Allocation to Durham Capital Fund Balance</td>
<td>17,179,922</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$ 27,273,289</strong></td>
</tr>
</tbody>
</table>

Section 3. The FY23 Durham Transit Work Program reflects ongoing projects that remain vital to providing service to current transit customers and new projects that address immediate needs during a transition year to a new Transit Plan with updated priorities. The current project budgets identified are those that are deemed time-sensitive ongoing efforts or involve time-sensitive external grant sources as part of their overall funding mechanism. DCHC MPO, GoTriangle and Durham County will consider amendments to the FY23 Durham Transit Work Program as priorities are identified in the new Transit Plan.

Section 4. Triangle Tax District – Durham Capital Funds are appropriated pursuant to section 13.2 of Chapter 159 of the North Carolina General Statutes; therefore, appropriations do not lapse at the end of the fiscal year and are available for the duration of the project unless subsequently approved for reallocation by the GoTriangle Board of Trustees.
Section 5. Copies of this Budget Ordinance shall be furnished to the Clerk to the Board of Trustees and to the Budget Officer of this Authority to be kept on file for their direction in the disbursement of funds.

ATTEST: 

Michelle C. Dawson, Clerk to the Board

ADOPTED THIS THE 28TH DAY OF JUNE 2024.

Sig Hutchinson, Board of Trustees Chair
BE IT ORDAINED by the Research Triangle Regional Public Transportation Authority Board of Trustees:

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

<table>
<thead>
<tr>
<th>Revenue</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$3 Vehicle Registration Tax</td>
<td>$744,444</td>
</tr>
<tr>
<td>Total</td>
<td>$744,444</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Appropriation</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfer to Triangle Tax District – Durham Operating Fund</td>
<td>$744,444</td>
</tr>
<tr>
<td>Total</td>
<td>$744,444</td>
</tr>
</tbody>
</table>

Section 3. Copies of this Budget Ordinance shall be furnished to the Clerk to the Board of Trustees and to the Budget Officer of this Authority to be kept on file for their direction in the disbursement of funds.

ATTEST: ADOPTED THIS THE 28TH DAY OF JUNE 2024.

Michelle C. Dawson, Clerk to the Board

Sig Hutchinson, Board of Trustees Chair
GoTriangle FY2024 Budget Ordinance
Triangle Tax District – Orange Operating Fund

BE IT ORDAINED by the Research Triangle Regional Public Transportation Authority Board of Trustees:

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

<table>
<thead>
<tr>
<th>Revenue Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Article 43 ½ Cent Sales Tax</td>
<td>$3,582,332</td>
</tr>
<tr>
<td>Vehicle Rental Tax</td>
<td>586,800</td>
</tr>
<tr>
<td>$7 County Vehicle Registration Tax</td>
<td>818,895</td>
</tr>
<tr>
<td>$3 Vehicle Registr Transfer from Dur/Orange Special Tax District</td>
<td>350,958</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$5,338,985</strong></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Appropriation Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax District Administration – GoTriangle</td>
<td>$276,850</td>
</tr>
<tr>
<td>Transit Administration</td>
<td>0</td>
</tr>
<tr>
<td>DCHC MPO</td>
<td>59,600</td>
</tr>
<tr>
<td>GoTriangle</td>
<td>488,973</td>
</tr>
<tr>
<td>Bus Operations</td>
<td>0</td>
</tr>
<tr>
<td>Chapel Hill Transit</td>
<td>2,630,328</td>
</tr>
<tr>
<td>Orange County Public Transit</td>
<td>778,367</td>
</tr>
<tr>
<td>GoTriangle</td>
<td>1,104,867</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$5,338,985</strong></td>
</tr>
</tbody>
</table>

Section 3. The FY23 Orange Transit Work Program reflects ongoing projects that remain vital to providing service to current transit customers and new projects that address immediate needs during a transition year to a new Transit Plan with updated priorities. The current project budgets identified are those that are deemed time-sensitive ongoing efforts or involve time-sensitive external grant sources as part of their overall funding mechanism. DCHC MPO, GoTriangle and Orange County will consider amendments to the FY23 Orange Transit Work Program as priorities are identified in the new Transit Plan.

Section 4. Copies of this Budget Ordinance shall be furnished to the Clerk to the Board of Trustees and to the Budget Officer of this Authority to be kept on file for their direction in the disbursement of funds.

ATTEST:                                                                 ADOPTED THIS THE 28TH DAY OF JUNE 2024.

Michelle C. Dawson, Clerk to the Board                              Sig Hutchinson, Board of Trustees Chair
BE IT ORDAINED by the Research Triangle Regional Public Transportation Authority Board of Trustees:

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

<table>
<thead>
<tr>
<th>Revenue Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Article 43 ½ Cent Local Option Sales Tax</td>
<td>$5,217,668</td>
</tr>
<tr>
<td>Total</td>
<td>$5,217,668</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Project</th>
<th>Appropriation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transit Infrastructure</td>
<td>$0</td>
</tr>
<tr>
<td>GoTriangle</td>
<td>240,000</td>
</tr>
<tr>
<td>Town of Hillsboro</td>
<td>350,000</td>
</tr>
<tr>
<td>Vehicle Purchase</td>
<td>0</td>
</tr>
<tr>
<td>GoTriangle</td>
<td>204,000</td>
</tr>
<tr>
<td>BRT</td>
<td>0</td>
</tr>
<tr>
<td>Chapel Hill Transit – NS-BRT</td>
<td>1,812,500</td>
</tr>
<tr>
<td>Allocation to Orange Capital Fund Balance</td>
<td>2,611,168</td>
</tr>
<tr>
<td>Total</td>
<td>$5,217,668</td>
</tr>
</tbody>
</table>

Section 3. The FY23 Orange Transit Work Program reflects ongoing projects that remain vital to providing service to current transit customers and new projects that address immediate needs during a transition year to a new Transit Plan with updated priorities. The current project budgets identified are those that are deemed time-sensitive ongoing efforts or involve time-sensitive external grant sources as part of their overall funding mechanism. DCHC MPO, GoTriangle and Orange County will consider amendments to the FY23 Orange Transit Work Program as priorities are identified in the new Transit Plan.

Section 4. Triangle Tax District – Orange Capital Funds are appropriated pursuant to section 13.2 of Chapter 159 of the North Carolina General Statutes; therefore, appropriations do not lapse at the end of the fiscal year and are available for the duration of the project unless subsequently approved for reallocation by the GoTriangle Board of Trustees.
Section 5. Copies of this Budget Ordinance shall be furnished to the Clerk to the Board of Trustees and to the Budget Officer of this Authority to be kept on file for their direction in the disbursement of funds.

ATTEST:  

_____________________________  __________ ___________________
Michelle C. Dawson, Clerk to the Board       Sig Hutchinson, Board of Trustees Chair

ADOPTED THIS THE 28TH DAY OF JUNE 2024.
BE IT ORDAINED by the Research Triangle Regional Public Transportation Authority Board of Trustees:

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

<table>
<thead>
<tr>
<th>Revenues</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$3 Vehicle Registration Tax</td>
<td>$350,958</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$350,958</strong></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Appropriations</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfer to Triangle Tax District – Orange Operating Fund</td>
<td>$350,958</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$350,958</strong></td>
</tr>
</tbody>
</table>

Section 3. Copies of this Budget Ordinance shall be furnished to the Clerk to the Board of Trustees and to the Budget Officer of this Authority to be kept on file for their direction in the disbursement of funds.

ATTEST: ADOPTED THIS THE 28TH DAY OF JUNE 2024.

Michelle C. Dawson, Clerk to the Board

Sig Hutchinson, Board of Trustees Chair
**GoTriangle FY2024 Budget Ordinance**  
**Triangle Tax District – Wake Operating Fund**

**BE IT ORDAINED** by the Research Triangle Regional Public Transportation Authority Board of Trustees:

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

<table>
<thead>
<tr>
<th>Revenue Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Article 43 ½ Cent Local Option Sales Tax</td>
<td>$15,590,485</td>
</tr>
<tr>
<td>Vehicle Rental Tax</td>
<td>3,800,000</td>
</tr>
<tr>
<td>$7 Vehicle Registration Tax</td>
<td>6,940,000</td>
</tr>
<tr>
<td>$3 Vehicle Registration Tax (Transfer from Wake Tax District)</td>
<td>2,970,000</td>
</tr>
<tr>
<td>Other/Miscellaneous</td>
<td>497,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$29,797,485</strong></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Appropriation Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax District Administration - GoTriangle</td>
<td>$551,371</td>
</tr>
<tr>
<td>Transit Plan Administration</td>
<td>$0</td>
</tr>
<tr>
<td>GoTriangle</td>
<td>2,432,842</td>
</tr>
<tr>
<td>Capital Area Metropolitan Planning Organization (CAMPO)</td>
<td>623,366</td>
</tr>
<tr>
<td>City of Raleigh</td>
<td>1,560,406</td>
</tr>
<tr>
<td>Town of Cary</td>
<td>862,779</td>
</tr>
<tr>
<td>Community Funding Areas</td>
<td>$0</td>
</tr>
<tr>
<td>Town of Wake Forest</td>
<td>375,235</td>
</tr>
<tr>
<td>Town of Apex</td>
<td>408,534</td>
</tr>
<tr>
<td>Town of Morrisville</td>
<td>347,270</td>
</tr>
<tr>
<td>Reserve</td>
<td>902,963</td>
</tr>
<tr>
<td>Bus Operations</td>
<td>$0</td>
</tr>
<tr>
<td>GoTriangle</td>
<td>4,916,826</td>
</tr>
<tr>
<td>City of Raleigh</td>
<td>13,734,165</td>
</tr>
<tr>
<td>Town of Cary</td>
<td>2,426,426</td>
</tr>
<tr>
<td>Wake County</td>
<td>644,425</td>
</tr>
<tr>
<td>Town of Wendell</td>
<td>4,636</td>
</tr>
<tr>
<td>Town of Zebulon</td>
<td>6,241</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$29,797,485</strong></td>
</tr>
</tbody>
</table>

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

A) No transfer may be made that changes the adopted allocations to fund balance.

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

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

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

ATTEST: ADOPTED THIS THE 28TH DAY OF JUNE 2024.

_____________________________ __________ ___________________
Michelle C. Dawson, Clerk to the Board Sig Hutchinson, Board of Trustees Chair
BE IT ORDAINED by the Research Triangle Regional Public Transportation Authority Board of Trustees, that pursuant to section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following project ordinance is hereby adopted:

Section 1. It is estimated that the following revenues will be available in the Triangle Tax District - Wake Capital Fund for the fiscal year beginning July 1, 2022, and ending June 30, 2023:

<table>
<thead>
<tr>
<th>Revenue Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Article 43 ½ Cent Local Option Sales Tax</td>
<td>$91,909,514</td>
</tr>
<tr>
<td>Total</td>
<td>$91,909,514</td>
</tr>
</tbody>
</table>

Section 2. The following amounts hereby are appropriated in the Triangle Tax District - Wake Capital Fund for the fiscal year beginning July 1, 2022, and ending June 30, 2023:

<table>
<thead>
<tr>
<th>Appropriation Area</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Funding Area</td>
<td></td>
</tr>
<tr>
<td>Town of Fuquay-Varina</td>
<td>$50,000</td>
</tr>
<tr>
<td>Bus Infrastructure</td>
<td></td>
</tr>
<tr>
<td>GoTriangle</td>
<td>$17,141,109</td>
</tr>
<tr>
<td>City of Raleigh</td>
<td>$16,480,604</td>
</tr>
<tr>
<td>Town of Cary</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Reserve</td>
<td>$1,081,600</td>
</tr>
<tr>
<td>Bus Acquisition</td>
<td></td>
</tr>
<tr>
<td>City of Raleigh</td>
<td>$2,652,840</td>
</tr>
<tr>
<td>GoTriangle</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Bus Rapid Transit</td>
<td></td>
</tr>
<tr>
<td>City of Raleigh</td>
<td>$7,630,000</td>
</tr>
<tr>
<td>Allocation to Wake Capital Fund Balance</td>
<td>$44,873,361</td>
</tr>
<tr>
<td>Total</td>
<td>$91,909,514</td>
</tr>
</tbody>
</table>

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

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

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

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

**Section 6.** Copies of the Budget Ordinance shall be furnished to the Clerk, to the Board of Trustees, to the Finance Officer, and to the Budget Officer of this Authority to be kept on file for their direction in the disbursement of funds. Copies also shall be furnished to representatives of the Agencies under Section 2. The Budget Ordinance shall be entered into the Board minutes.

**ATTEST:**

Michelle C. Dawson, Clerk to the Board

Sig Hutchinson, Board of Trustees Chair
BE IT ORDAINED by the Research Triangle Regional Public Transportation Authority Board of Trustees:

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

- $3 Vehicle Registration Tax
- Total $2,970,000

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

- Transfer to Triangle Tax District – Wake Operating Fund $2,970,000
- Total $2,970,000

Section 3. Copies of this Budget Ordinance shall be furnished to the Clerk to the Board of Trustees and to the Budget Officer of this Authority to be kept on file for their direction in the disbursement of funds.

ATTEST: ADOPTED THIS THE 28TH DAY OF JUNE 2024.

Michelle C. Dawson, Clerk to the Board

Sig Hutchinson, Board of Trustees Chair
MEMORANDUM

TO: GoTriangle Board of Trustees

FROM: Finance Department

DATE: June 28, 2023

SUBJECT: FY23 GoTriangle Budget Amendment - EOY

Action Requested
Staff requests Board approval of the attached budget amendment.

Background and Purpose
The Board of Trustees approved the FY23 budgets for GoTriangle on June 22, 2022 and it was subsequently amended on November 16, 2022. As is customary, we are reviewing our budgets for end of year budget amendments and find that we need to make a few budget adjustments to ensure our compliance with audit standards.

We have included with this package, the requested budget amendments to the FY23 GoTriangle Budget.

Financial Impact
We have been able to amend various department budgets with funds currently budgeted. As such, the requested amendments result in an overall impact of zero to our fund balance.

Attachments
• Budget Amendment Change Impact (GoTriangle)
• Amended Budget Ordinances

Staff Contacts
• Saundra Freeman, Chief Financial Officer, sfreeman@gotriangle.org
• Harriet Lyons, Sr. Manager, Budget and Finance, hlyons@gotriangle.org
<table>
<thead>
<tr>
<th>FY23 Budget Amendment Impact EOY - GoTriangle</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue</strong></td>
</tr>
<tr>
<td>FY23 Adopted Budget (6/22/22)</td>
</tr>
<tr>
<td>FY23 Amendment #1 (11/16/22)</td>
</tr>
<tr>
<td>Budget Amendment</td>
</tr>
<tr>
<td>Budget Amendment</td>
</tr>
<tr>
<td>FY23 Amended EOY Budget (6/28/23)</td>
</tr>
<tr>
<td>Changes from Amendment</td>
</tr>
</tbody>
</table>
## GoTriangle FY2024 Budget Ordinance Amendment

**BE IT ORDAINED** by the Research Triangle Regional Public Transportation Authority Board of Trustees:

### Section 1. It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2022, and ending June 30, 2023:

<table>
<thead>
<tr>
<th>Description</th>
<th>Original</th>
<th>Revised</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undesignated Fund Balance Appropriated</td>
<td>$2,186,954</td>
<td>$2,247,211</td>
</tr>
<tr>
<td>Operating Transfer from Major Transit Investment Fund</td>
<td>7,759,569</td>
<td>7,704,363</td>
</tr>
<tr>
<td>Vehicle Registration Tax</td>
<td>6,776,000</td>
<td>6,776,000</td>
</tr>
<tr>
<td>Investment Earnings</td>
<td>400,000</td>
<td>400,000</td>
</tr>
<tr>
<td>Prior Year Carryforward</td>
<td>3,025,966</td>
<td>3,025,966</td>
</tr>
<tr>
<td>Federal Grant Revenues</td>
<td>121,040</td>
<td>121,040</td>
</tr>
<tr>
<td>Reimbursements from other local authorities</td>
<td>1,595,987</td>
<td>1,595,987</td>
</tr>
<tr>
<td>Reimbursements from other local authorities – Johnston County</td>
<td>141,100</td>
<td>90,674</td>
</tr>
<tr>
<td>Durham Allocation</td>
<td>0</td>
<td>305,750</td>
</tr>
<tr>
<td>Orange Allocation</td>
<td>0</td>
<td>115,800</td>
</tr>
<tr>
<td>Wake Allocation</td>
<td>0</td>
<td>226,393</td>
</tr>
<tr>
<td>Indirect Cost Credits</td>
<td>1,458,912</td>
<td>1,458,912</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$23,465,528</td>
<td>$24,068,096</td>
</tr>
</tbody>
</table>

### Section 2. The following amounts hereby are appropriated in the General Fund for the management of the Authority and its activities for the fiscal year beginning July 1, 2022, and ending June 30, 2023:

<table>
<thead>
<tr>
<th>Description</th>
<th>Original</th>
<th>Revised</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board of Trustees</td>
<td>$192,326</td>
<td>$210,726</td>
</tr>
<tr>
<td>Executive Office</td>
<td>958,348</td>
<td>958,348</td>
</tr>
<tr>
<td>Communications &amp; Public Affairs</td>
<td>1,038,504</td>
<td>1,034,628</td>
</tr>
<tr>
<td>Administration</td>
<td>497,235</td>
<td>498,835</td>
</tr>
<tr>
<td>Human Resources</td>
<td>835,599</td>
<td>871,099</td>
</tr>
<tr>
<td>Finance</td>
<td>2,007,193</td>
<td>2,318,341</td>
</tr>
<tr>
<td>EEO/DBE</td>
<td>171,929</td>
<td>193,229</td>
</tr>
<tr>
<td>Legal</td>
<td>953,178</td>
<td>925,082</td>
</tr>
<tr>
<td>Johnston County</td>
<td>141,049</td>
<td>90,674</td>
</tr>
<tr>
<td>Real Estate</td>
<td>336,300</td>
<td>341,600</td>
</tr>
<tr>
<td>Capital Development</td>
<td>273,635</td>
<td>348,802</td>
</tr>
<tr>
<td>Unemployment Claims</td>
<td>77,000</td>
<td>77,000</td>
</tr>
<tr>
<td>GoDurham</td>
<td>1,595,987</td>
<td>1,595,987</td>
</tr>
<tr>
<td>Plaza</td>
<td>332,100</td>
<td>548,600</td>
</tr>
<tr>
<td>Operating Transfer to Bus Fund</td>
<td>10,835,924</td>
<td>10,835,924</td>
</tr>
<tr>
<td>Operating Transfer to Rideshare Fund</td>
<td>619,895</td>
<td>619,895</td>
</tr>
<tr>
<td>Operating Transfer to Bus Capital Fund</td>
<td>1,400,281</td>
<td>1,400,281</td>
</tr>
<tr>
<td>Operating Transfer to Advanced Technology Fund</td>
<td>1,199,045</td>
<td>1,199,045</td>
</tr>
</tbody>
</table>
Section 3. It is estimated that the following revenues will be available in the Ridesharing Fund for the fiscal year beginning July 1, 2022, and ending June 30, 2023:

<table>
<thead>
<tr>
<th>Original</th>
<th>Revised</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regional TDM grant</td>
<td>$706,362</td>
</tr>
<tr>
<td>Reimbursements from other local authorities</td>
<td>966,479</td>
</tr>
<tr>
<td>Durham Allocation</td>
<td>0</td>
</tr>
<tr>
<td>Orange Allocation</td>
<td>0</td>
</tr>
<tr>
<td>Wake Allocation</td>
<td>0</td>
</tr>
<tr>
<td>Transfer from General Fund</td>
<td>619,896</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$2,292,737</strong></td>
</tr>
</tbody>
</table>

Section 4. The following amounts hereby are appropriated in the Ridesharing Fund for the fiscal year beginning July 1, 2022, and ending June 30, 2023:

<table>
<thead>
<tr>
<th>Original</th>
<th>Revised</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regional Services</td>
<td>$164,936</td>
</tr>
<tr>
<td>Regional Services - Planning</td>
<td>304,548</td>
</tr>
<tr>
<td>Sustainable Travel Services</td>
<td>760,352</td>
</tr>
<tr>
<td>Regional Call Center</td>
<td>1,062,901</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$2,292,737</strong></td>
</tr>
</tbody>
</table>

Section 5. It is estimated that the following revenues will be available in the Regional Bus Service Fund for the fiscal year beginning July 1, 2022, and ending June 30, 2023:

<table>
<thead>
<tr>
<th>Original</th>
<th>Revised</th>
</tr>
</thead>
<tbody>
<tr>
<td>NCDOT Grant Revenue</td>
<td>$2,800,000</td>
</tr>
<tr>
<td>Federal Grant Revenue</td>
<td>1,600,000</td>
</tr>
<tr>
<td>Transit Service Revenue</td>
<td>7,115,768</td>
</tr>
<tr>
<td>Transit Service Revenue – Paratransit</td>
<td>544,881</td>
</tr>
<tr>
<td>Bus accident reimbursement</td>
<td>40,000</td>
</tr>
<tr>
<td>Paratransit Service Revenue</td>
<td>405,000</td>
</tr>
<tr>
<td>Operating Transfer from General Fund</td>
<td>10,835,924</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$23,341,573</strong></td>
</tr>
</tbody>
</table>

Section 6. The following amounts hereby are appropriated in the Regional Bus Service Fund for the fiscal year beginning July 1, 2022, and ending June 30, 2023:

<table>
<thead>
<tr>
<th>Original</th>
<th>Revised</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus supervision</td>
<td>$2,737,101</td>
</tr>
<tr>
<td>Bus operations</td>
<td>11,317,706</td>
</tr>
<tr>
<td>Bus maintenance</td>
<td>5,650,612</td>
</tr>
<tr>
<td>Vanpool</td>
<td>257,490</td>
</tr>
<tr>
<td>Paratransit services</td>
<td>3,378,664</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$23,341,573</strong></td>
</tr>
</tbody>
</table>
Section 7. Copies of this Budget Ordinance shall be furnished to the Clerk to the Board of Trustees and to the Budget Officer of this Authority to be kept on file for their direction in the disbursement of funds.

ATTEST:


_____________________________ _____________________________
Michelle C. Dawson, Clerk to the Board Sig Hutchinson, Board of Trustees Chair
May 2023

CEO’s Monthly Executed Contracts

The CEO shall have the power and authority without Board approval but within budgetary and other limitations established by the Authority, to enter into and execute contracts for and on behalf of the Authority for construction, alterations, supplies, equipment, repairs, maintenance, and services; and for the purchase, sale, or lease of any property. The CEO shall report monthly to the Board the actions taken pursuant to this authority.
## GoTriangle Purchasing Threshold Matrix/Approval Levels

<table>
<thead>
<tr>
<th>Construction/Repair Projects</th>
<th>Professional And Non-Professional Services (Incl. Oper., Leases &amp; IT)</th>
<th>Purchase and Lease/Purchase</th>
<th>Apparatus, Supplies, Materials and Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost Threshold</td>
<td>$10,000 - $60,000 and above</td>
<td>$10,000 - $60,000 and above</td>
<td>$10,000 - $60,000 and above</td>
</tr>
<tr>
<td><strong>BID AND SOLICITATION PROVISIONS:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bid/Proposal Type</td>
<td>N/A</td>
<td>Informal Bid</td>
<td>Formal Bid</td>
</tr>
<tr>
<td>Number of Bids Required</td>
<td>One or more</td>
<td>Attempt To Get 3 or more bids</td>
<td>Attempt To Get 3 or more bids</td>
</tr>
<tr>
<td>Advertising on Website</td>
<td>No</td>
<td>$50K and over</td>
<td>$50K and over</td>
</tr>
<tr>
<td><strong>CONTRACT HANDLING AND APPROVAL PROVISIONS:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contract Financing Required?</td>
<td>$3,500 PO Required</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Approved By</td>
<td>Dept / Manager</td>
<td>Dept / Director</td>
<td>Dept / Director</td>
</tr>
<tr>
<td>Executed By</td>
<td>Dept / Manager</td>
<td>CEO</td>
<td>CEO</td>
</tr>
</tbody>
</table>

**FUNDING SOURCES:**
All Federal Funding Procurements Shall Go Through the Procurement Department Regardless Of Dollar Amount.

**NOTES:**
- **IMBE/BBE GOOD FAITH EFFORTS ARE REQUIRED FOR ALL OF THE ABOVE.**
- **All professional Design Services (architecture, engineering, design, surveying, & construction management at risk) ARE REQUIRED TO BE ANNOUNCED (ADVERTISED AT ANY DOLLAR LEVEL) — Non-Professional Services do not need to be advertised at this dollar amount. (However, for projects where the professional services fee is less than $50,000, GoTriangle can exempt itself in writing with approval by the CEO for locally funded projects. Submit requests to Procurement Department.)**

### Gasoline, Diesel Fuel, Alcohol Fuel, Motor Oil or Fuel Oil

- **GS 143-109 Gas, Fuel and Oil:** Purchases of Gasoline, Diesel Fuel, Alcohol Fuel, Motor Oil, Fuel Oil or Natural Gas are not subject to the formal bidding requirements. These purchases are subject to the informal procedures of GS 143-131.
- **Informal threshold is $30,000-$50,000**
<table>
<thead>
<tr>
<th>Contract #</th>
<th>Contractor (or subject if no contract listed)</th>
<th>Location</th>
<th>Contract Amount</th>
<th>Subject</th>
<th>DBE/ MWBE/ Hub Business</th>
<th>COMMENTS</th>
<th>CEO Executed Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1141</td>
<td>SHI International Corp.</td>
<td>PO Box 952121 Dallas, TX 75391-2121</td>
<td>$13,380.42</td>
<td>License</td>
<td>N/A</td>
<td>License Agreement</td>
<td>5/3/2023</td>
</tr>
<tr>
<td>1118</td>
<td>Wake County Finance Department</td>
<td>PO Box 550 Raleigh, NC 27602-0550</td>
<td>$12,375.32</td>
<td>License</td>
<td>N/A</td>
<td>License Agreement</td>
<td>5/15/2023</td>
</tr>
<tr>
<td>21-076C</td>
<td>Kittelson &amp; Associates, Inc.</td>
<td>1053 E. Whitaker Mill Road Suite 115 Raleigh, NC 27604</td>
<td>$163,029.00</td>
<td>Bus Stop Improvements</td>
<td>14.2% M/WBE Goal</td>
<td>Design Services</td>
<td>5/19/2023</td>
</tr>
<tr>
<td>1150</td>
<td>Gillig Corporation</td>
<td>PO Box 40569 Dallas, TX 75391-2121</td>
<td>$5,863,175.00</td>
<td>Five BEB</td>
<td>N/A</td>
<td>Bus Purchase</td>
<td>5/25/2023</td>
</tr>
<tr>
<td>1153</td>
<td>Trapeze Software Group Inc</td>
<td>5205 Rockwell Drive NE Cedar Rapids, IA 52402</td>
<td>$46,433.00</td>
<td>Software</td>
<td>N/A</td>
<td>SAAS</td>
<td>5/25/2023</td>
</tr>
<tr>
<td>1134</td>
<td>APTA</td>
<td>1300 I Street NW Suite 1200 East Washington, DC 20005</td>
<td>$20,000.00</td>
<td>Subscription Fee</td>
<td>N/A</td>
<td>Annual Agreement</td>
<td>5/26/2023</td>
</tr>
</tbody>
</table>

**Total** $6,520,109.99
May 2023 Contract Awards by State

North Carolina, $577,122, 9%

Texas, 13,380, 0%

California, 5,863,175, 90%

Iowa, 46,433, 1%

Washington DC, 20,000, 0%
HUMAN RESOURCES BOARD REPORT – JUNE 2023

**New Hires**
Derrick Battle - Transit Operator
Jasmine Gerateix - Transit Operator
Sophia Sload – Transportation Planning Intern

**Promotions**
Darrick Harris – Interim Maintenance Manager

**Lateral**
Liston People – Transit Ambassador and Outreach Specialist
Fred Ferrell – Transit Construction Inspector

**Service Awards**
None

**Recruiting**
IT Systems Administrator
Paratransit Operator I
Transit Operator
Fixed Route

Consists of vehicles operating along a defined route on a consistent schedule
## Fixed Route Year-to-Year Summary

<table>
<thead>
<tr>
<th></th>
<th>YTD 2023</th>
<th>YTD 2022</th>
<th>May 2023</th>
<th>May 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passenger Boardings</td>
<td>1,460,612</td>
<td>1,327,549</td>
<td>130,249</td>
<td>124,940</td>
</tr>
<tr>
<td>Passengers/Revenue Hour</td>
<td>15.9</td>
<td>10.7</td>
<td>14.2</td>
<td>13.9</td>
</tr>
<tr>
<td>On-Time Performance</td>
<td>83.6%</td>
<td>85.9%</td>
<td>83.5%</td>
<td>86.8%</td>
</tr>
<tr>
<td>Total Mechanical Failures</td>
<td>180</td>
<td>161</td>
<td>24</td>
<td>13</td>
</tr>
<tr>
<td>Mean Distance Between Failures</td>
<td>115,356</td>
<td>53,648</td>
<td>99,469</td>
<td>37,972</td>
</tr>
<tr>
<td>Bus Total Miles</td>
<td>1,961,051</td>
<td>2,166,726</td>
<td>198,938</td>
<td>189,859</td>
</tr>
<tr>
<td>Collisions per 100,000 Revenue Miles</td>
<td>0.72</td>
<td>0.00</td>
<td>0.59</td>
<td>0.00</td>
</tr>
<tr>
<td>Verified Complaints per 100,000 Passengers</td>
<td>3.5</td>
<td>0.0</td>
<td>3.8</td>
<td>0.0</td>
</tr>
</tbody>
</table>
Passenger Boardings

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

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

![Passengers per Revenue Hour Chart]

- **Dec**: 13.3
- **Jan**: 16.3
- **Feb**: 16.2
- **Mar**: 15.4
- **Apr**: 14.5
- **May**: 14.2

- **Bus CY 2023**
- **Bus CY 2022**
- **Target**
On-Time Performance

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

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

<table>
<thead>
<tr>
<th>CY 2023</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec</td>
<td>1</td>
<td>2</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Jan</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Feb</td>
<td>3</td>
<td>2</td>
<td>3</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Mar</td>
<td>3</td>
<td>2</td>
<td>3</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Apr</td>
<td>3</td>
<td>2</td>
<td>3</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>May</td>
<td>3</td>
<td>2</td>
<td>3</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Total</td>
<td>13</td>
<td>15</td>
<td>17</td>
<td>15</td>
<td>17</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CY 2022</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec</td>
<td>3</td>
<td>5</td>
<td>2</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Jan</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Feb</td>
<td>3</td>
<td>2</td>
<td>3</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Mar</td>
<td>3</td>
<td>2</td>
<td>3</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Apr</td>
<td>3</td>
<td>2</td>
<td>3</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>May</td>
<td>3</td>
<td>2</td>
<td>3</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Total</td>
<td>15</td>
<td>19</td>
<td>17</td>
<td>17</td>
<td>24</td>
</tr>
</tbody>
</table>
Mean Distance Between Failures

Measures the miles between major mechanical failures on the fixed route fleet (Note: Higher Bus Mean Distance Between Failures is better.)
Collisions per 100,000 Revenue Miles

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

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

![Complaints per 100,000 Passengers](chart)

- **Dec**: CY 2023 (3), CY 2022 (2), Target (4)
- **Jan**: CY 2023 (4), CY 2022 (3), Target (12)
- **Feb**: CY 2023 (8), CY 2022 (2), Target (2)
- **Mar**: CY 2023 (15), CY 2022 (17)
- **Apr**: CY 2023 (1), CY 2022 (2)
- **May**: CY 2023 (1), CY 2022 (2)

![Customer Satisfaction Totals](chart)

- **Safety/security concern**: 1, 4, 7
- **Other bus service feedback**: 2, 2, 7
- **Incident involving bus**: 1, 3, 17
- **Careless driving**: 1, 2, 12
- **Bus did not stop**: 2, 8, 15
- **Bus departed before scheduled time**: 1, 3, 8
- **Bus arrived or departed late**: 1, 4, 15

Legend:
- Commendations-3
- Verified-5
- Total-95
Paratransit

ADA service where passengers request trips and vehicles respond to the request.
## Paratransit Year-to-Year Summary

<table>
<thead>
<tr>
<th></th>
<th>May 2023</th>
<th>May 2022</th>
<th>YTD 2023</th>
<th>YTD 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passenger Boardings</td>
<td>3,671</td>
<td>3,266</td>
<td>32,961</td>
<td>32,317</td>
</tr>
<tr>
<td>Passengers/Revenue Hour</td>
<td>1.7</td>
<td>2.0</td>
<td>1.9</td>
<td>2.1</td>
</tr>
<tr>
<td>On-Time Performance</td>
<td>89.7%</td>
<td>89.2%</td>
<td>83.7%</td>
<td>88.4%</td>
</tr>
<tr>
<td>Total Mechanical Failures</td>
<td>1</td>
<td>0</td>
<td>7</td>
<td>0</td>
</tr>
<tr>
<td>Mean Distance Between Failures</td>
<td>No failures</td>
<td>No failures</td>
<td>No failures</td>
<td>No failures</td>
</tr>
<tr>
<td>ACCESS Total Miles</td>
<td>67,778</td>
<td>61,305</td>
<td>683,150</td>
<td>567,817</td>
</tr>
<tr>
<td>Collisions per 10,000 Revenue Miles</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.00</td>
</tr>
<tr>
<td>Verified Complaints per 10,000 Passengers</td>
<td>0.0</td>
<td>0.0</td>
<td>0.1</td>
<td>0.06</td>
</tr>
</tbody>
</table>
Passenger Boardings

Defined as the number of times passengers board public transportation vehicles

**Monthly Passenger Boardings**

<table>
<thead>
<tr>
<th>Month</th>
<th>CY 2023</th>
<th>CY 2022</th>
<th>Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec</td>
<td>2</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Jan</td>
<td>3</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Feb</td>
<td>3</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Mar</td>
<td>3</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Apr</td>
<td>4</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>May</td>
<td>3</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

**Total**

- Total 2022: 32,961
- Total 2021: 32,317

**Average Weekday Passenger Trips**

<table>
<thead>
<tr>
<th>Month</th>
<th>CY 2023</th>
<th>CY 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec</td>
<td>101</td>
<td></td>
</tr>
<tr>
<td>Jan</td>
<td>124</td>
<td></td>
</tr>
<tr>
<td>Feb</td>
<td>133</td>
<td></td>
</tr>
<tr>
<td>Mar</td>
<td>136</td>
<td></td>
</tr>
<tr>
<td>Apr</td>
<td>142</td>
<td></td>
</tr>
<tr>
<td>May</td>
<td>153</td>
<td></td>
</tr>
</tbody>
</table>

- CY 2023
- CY 2022
Passengers per Revenue Hour

Measures total ridership, divided by total service hours.
On-Time Performance

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

Measures the total number of mechanical failures, major and other, of the paratransit fleet.
Mean Distance Between Failures

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

![Mean Distance Between Mechanical Failure](chart)

![Total Miles](chart)

(0 indicates no mechanical failures for the month. There were no failures for January.)
Collisions per 10,000 Revenue Miles

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

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

**Complaints per 1000 Passengers**

- **Dec**: 0.0
- **Jan**: 0.3
- **Feb**: 0.0
- **Mar**: 0.0
- **Apr**: 0.0
- **May**: 0.0

Legend:
- CY 2023
- CY 2022
- Target

**Customer Satisfaction Totals**

- **Access did not show up**: 1
- **Complaint**: 0

Y-axis: [0.0, 0.8]
MEMORANDUM

TO:     GoTriangle Board of Trustees  
FROM:   Planning and Capital Development  
DATE:   June 9, 2023  
SUBJECT: Capital Projects Status Report

Strategic Objective or Initiative Supported
2.4  Ensure an attractive and accessible transit environment

Action Requested
None

Background and Purpose
The Wake, Durham, and Orange transit plans and the GoTriangle Capital Improvement Program include funds to support planning, development, and delivery of transit capital infrastructure projects ranging from bus stop amenities to commuter rail infrastructure. This report includes a brief snapshot of the status, upcoming activities, and notable risks to on-time/on-budget delivery for active capital projects. The report is organized into the following sections:

- Bus Passenger Facilities
- Bus Operations and Maintenance Facilities
- Rail Transit Infrastructure Development

This report is updated monthly. New/updated information from the previous month’s report is shown in underlined green text.

Financial Impact
None

Attachments
- None

Staff Contact
Katharine Eggleston, 919-485-7564, keggleston@gotriangle.org
### Projects Under Construction

#### Bus Stop Improvements In Wake County (various)
**Description** – The Wake Transit Plan includes funding for improvements at existing and new GoTriangle bus stops throughout Wake County. GoTriangle has also secured supplemental federal funding through CAMPO's Locally Administered Projects Program for this project.

#### Bus Stop Improvements in Durham County (various)
**Description** – This project includes site selection, design, and construction of passenger amenities at GoDurham and GoTriangle bus stops in Durham County. The current pipeline of funding provides for construction of 50-75 stops per year.

#### GoTriangle Bus Stop Improvements in Orange County (18GOT_CD12)
**Description** – This project includes site selection, design, and construction of passenger amenities at up to 10 bus stops in the GoTriangle system within Orange County.

<table>
<thead>
<tr>
<th>Phase</th>
<th>Wake</th>
<th>Durham</th>
<th>Orange</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning</td>
<td>19</td>
<td>106</td>
<td>0</td>
</tr>
<tr>
<td>Design</td>
<td>50</td>
<td>50</td>
<td>2</td>
</tr>
<tr>
<td>Permitting</td>
<td>1</td>
<td>14</td>
<td>0</td>
</tr>
<tr>
<td>Real Estate</td>
<td>6</td>
<td>19</td>
<td>0</td>
</tr>
<tr>
<td>Bid Ready</td>
<td>3</td>
<td>18</td>
<td>0</td>
</tr>
<tr>
<td>Under Construction</td>
<td>0</td>
<td>7</td>
<td>3</td>
</tr>
<tr>
<td>Complete</td>
<td>16</td>
<td>79</td>
<td>4</td>
</tr>
<tr>
<td>On Hold/Suspended</td>
<td>2</td>
<td>85</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total in Program</strong></td>
<td>97</td>
<td>378</td>
<td>10</td>
</tr>
</tbody>
</table>

Updated as of 4/30/23

### Projects in Design

#### Patterson Place Improvements (18GOT_CD4)
**Description** – Nearly 200 riders per day board buses at the existing transfer point and park-and-ride served by GoTriangle route 400 and GoDurham routes 10 and 10A. This project includes new and additional concrete shelter pads and shelters at Witherspoon Boulevard and McFarland Drive. Improvements include: landscaping, curb-radius improvement to allow buses to turn right from southbound Witherspoon Boulevard onto westbound McFarland Drive to reduce bus travel time and serve additional future park-and-ride spaces.
**Status** – Signed plans have been obtained from the City of Durham. Real estate acquisition activities are underway. Staff is preparing the construction bid package.
**Upcoming Activities** – GoTriangle will complete necessary right-of-way acquisition activities and schedule the project for construction. [Full local funding was secured through an FY23 Q4 amendment](#).

#### Hillsborough Park-and-Ride (18GOT_CD8)
**Description** – This project includes site selection, real estate acquisition, design, and construction of a permanent park-and-ride for GoTriangle route ODX in Hillsborough. Park-and-ride utilization at the current leased lot for the ODX in Hillsborough is approximately 15 spaces per day. The original plan for the new lot included 35-50 spaces across two parcels of land; right-of-way for the full facility was acquired, however due to increased construction cost estimates, the scope was reduced to 31 spaces to allow for some growth in utilization while deferring full build-out to a future phase.
Status – Staff and outside counsel have identified the need for additional real estate agreements related to use of property that had previously been identified as an existing undeveloped right-of-way within the site. Orange County staff has concurred with GoTriangle’s procedural steps to resolve. The design is currently awaiting to advance through the plan approval process with Orange County once the property issue resolution is complete. The Real Estate consultant is engaged in acquisition of necessary easements and resolution of property issues with the undeveloped right-of-way.

Upcoming Activities – Following final resolution of real estate issues, staff will proceed with obtaining plan approval. If settlement on all real estate issues cannot be reached, staff will seek Board approval for condemnation in June.

Schedule Risks – As noted above, a need for additional real estate agreements was identified during site plan review. Coordination with Orange County to resolve this is ongoing. The schedule for plan approval and turnover of the project to Orange County for construction is dependent on resolution of the real estate issues.

District Drive Park and Ride Improvements (TC002-AI)
Description – This project includes design and construction of improvements at the park and ride lot located on District Drive. These improvements could include expansion of the lot, new lighting, and new amenities.
Status – Scope of work drafted and RFP/RFQ information submitted to Procurement. Met with Duke Energy regarding parking lot lighting installation.
Upcoming Activities – Advertise for design consultant. Review cost estimate and easement requirements from Duke Energy.

Raleigh Union Station Bus Facility (TC002-A)
Description – This project includes publicly-funded design and construction of an eight-bay off-street bus facility and related transit access improvements adjacent to Raleigh Union Station in downtown Raleigh, in conjunction with a privately-funded mixed-use development above the bus facility. The project was awarded a $20 million BUILD grant from the US Department of Transportation (USDOT).
Status – Joint development agreements are in place and the project is underway. Activities completed this month:

Real Property:
* Developer completed a revised Right of Entry Agreement for the Civic Plaza, pending signatures

Design
* Developer and GoTriangle held in-person value engineering workshop with Developer, Design team, and Contractor
* Developer and GoTriangle held meetings with contractors and consultants to clarify material and technology issues for VE items
* GoTriangle held risk review workshop on 5/23/23
* GoTriangle discussed information technology and internet service provider considerations for utilities

Permitting:
* Developer completed Administrative Site Review process with City of Raleigh and received the Administrative Action letter confirmation
* Developer and GoTriangle held multiple permitting meetings with City of Raleigh permitting staff to confirm permitting path to comply with project schedule

Construction
* Developer completed Phase 1 construction activities and close-out
* Developer transitioned maintenance of project site to Phase 2 contractor

Cost Estimates
* Developer and GoTriangle reviewed cost estimates and began VE process to align construction costs with project budget
**Project Schedule**
* Developer and GoTriangle are implementing schedule updates to reflect Overbuild financing updates, permitting considerations, and construction activities

**Third Party Coordination:**
* Developer conducting ongoing coordination with CSX, NCDOT, and City of Raleigh
* Developer updated Right of Entry agreement to City Plaza
* Developer authorized AT&T to begin evaluating relocation of telecom box prior to Phase 2 construction

**Environmental**
* Developer and GoTriangle sent revised draft Brownfields Agreement back to DEQ for final authorization

**Upcoming Activities –**
* Continue VE and design meetings
* Finalize Phase 1 closeout activities
* Formal integrated master schedule and budget updates

**Schedule Risks** – The sunset date for federal BUILD funds is September 30, 2025; continued progress on critical path activities is necessary to ensure eligible costs are incurred and reimbursed by FTA before that date. Beginning Phase II construction activities for the bus facility in Fall 2023 is critical.

**Cost Risks** – Continued design advancement is critical to obtain a more detailed basis to refine cost estimates and obtain a clear cost risk profile for the project. The initial 60% cost estimate for the bus facility is higher than budget, and Value Engineering effort is underway. Key cost risk areas are primarily materials and labor price fluctuations. BUILD Grant scope modifications requested in 2022 are still under review for approval by USDOT, and additional scope changes under consideration as part of the Value Engineering effort may require USDOT approval.

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**Priority Bus Stop Safety Improvements in Durham** *(21GOT_CD02)*

**Description** – This project provides funding for design and construction of improvements to GoTriangle bus stops serving a high volume of passengers located on high-speed NCDOT roadways. Improvements could include, but are not limited to, construction of bus stop ADA pads, shelters, benches, bus pullouts and appropriate tapers, sidewalk, curb and gutter, curb ramps, crosswalks, pedestrian median refuge islands, appropriate safety signage, pedestrian signal heads and complimentary traffic signal modifications, and other complimentary or supporting roadway modifications. An initial pilot location has been identified on NC 54 west of the I-40 interchange.

**Status** – Traffic signal warrant analysis study completed and sent to NCDOT; comments are being considered. Design consultant is awaiting comments from NCDOT.

**Upcoming Activities** – Consultant will continue to coordinate with NCDOT and GoTriangle to complete design.

**Cost Risk** – NCDOT requested a second traffic signal analysis to assess potential inclusion of a full pedestrian signal at Falconbridge Road. This was not in the original project scope and would require full signal design and signal modifications at higher cost than anticipated. An updated cost estimate will be needed to assess impact to budget.

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**Projects in the Planning Phase**

**Downtown Apex Transfer Point Improvements** *(TC002-AK)*

**Description** – This enhanced transfer point in downtown Apex will facilitate regional connections and will serve multiple routes and agencies (GoTriangle 305, GoTriangle 311, and GoApex Route 1). It will also provide amenities such as large shelters, passenger information systems, benches, trash cans, and bike racks. The proposed location for the transfer point will be near the intersection of N Mason Street and Old Mill Village Drive, in downtown Apex. The project includes pedestrian access improvements in the
vicinity of the transfer point by completing sidewalk gaps on the east side of Mason Street between Center Street and Old Raleigh Road. In addition, a pedestrian study will be completed and crossing improvements will be made if warranted and not already completed by the Town.

**Status** – Scope coordination with Town of Apex is complete, and GoTriangle is working to engage a design consultant.

**Upcoming Activities** – GoTriangle staff will be undertaking a NEPA evaluation and coordinating with FTA, and will initiate design.

### Priority Transit Access Improvement, US 15-501 at Eastowne (22GOTCD01)

**Description** – This project aims to provide transit access improvements at the intersection of US 15-501 & Eastowne Drive in Chapel Hill, Orange County. This location will serve three developments, a new Wegman’s grocery which will soon be open to the public; UNC Healthcare facilities under construction; and the newly renovated State Employees Credit Union (SECU) building (formerly the Blue Cross Blue Shield building). Together, these destinations will employ over 2,500 people along a core GoTriangle regional route (400), which provides all day, every day transit connections to Durham, Patterson Place/New Hope Commons, and Downtown Chapel Hill/UNC. This location will also be served by route 405, which provides direct connections to Durham and Carrboro during peak periods.

**Status** – DCHC MPO has selected the project to receive federal funding; the administrative process necessary to flex the funds to FTA so that GoTriangle can access them is underway. GoTriangle has initiated preparation of NEPA documentation.

**Upcoming Activities** – Complete preparation of NEPA documentation and initiate design.

### Regional Transit Center Feasibility Study (TC002-N)

**Description** – The Regional Transit Center (RTC) is the primary hub for GoTriangle regional bus services connecting Wake, Durham, and Orange Counties. The current location of the RTC on Slater Road in Durham creates overlapping routes leading to inefficiency. This feasibility study is evaluating location options that improve route efficiency and improve passenger amenities.

**Status** – Coordination with Research Triangle Foundation (RTF) on next steps for Triangle Metro Center (TMC) site is underway. Staff preparing task order for environmental due diligence and schematic design, to be coordinated with RTF-led site study. **Staff updated RTC program for us in RTF site planning activities.** **Staff shared future rail platform layouts with RTF site planning team.** **Staff closed out RTC site planning and feasibility task.**

**Upcoming Activities** – Complete contracting process for environmental due diligence and schematic design. Continued participation with RTF-led site study.

**Schedule Risks** – The primary risk to continued progress is securing funding to implement the project.

### GoDurham Tactical Bus Stop Amenities (21GOT_DC03)

**Description** – Purchase and installation of seating, solar lighting, and real-time arrival signs at locations identified through customer requests and staff analysis of bus stops with existing conditions suitable for quick implementation.

**Status** – **GoTriangle installed Simme-Seats at five bus stop locations in Bragtown where sidewalk improvements were recently completed by Durham’s Department of Public Works.**

**Upcoming Activities** – Obtain procurement update from Durham’s Transportation Department about the status of plans to purchase and install Real Time Signs at priority bus stop locations. Coordinate with the Transportation Department on plans to purchase and install free-standing solar light poles near bus stops.
### Bus Operations and Maintenance Facilities

#### Projects in the Close-Out Phase

<table>
<thead>
<tr>
<th>Paratransit Office Space Upfit (TC002-J)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description</strong> – This project will upfit office space and the parking lot at the Plaza building to facilitate moving Paratransit operations from the Nelson Road Facility.</td>
</tr>
<tr>
<td><strong>Status</strong> – Final walkthrough is complete. Move-in is complete. Field Training for the installation of the valve-control box held onsite. Circuit installation for the new Motorola workstations within the bus and radio rooms were installed and tested. Motorola equipment training is complete.</td>
</tr>
<tr>
<td><strong>Upcoming Activities</strong> – Release retainage for Bar Construction to finalize project closeout.</td>
</tr>
</tbody>
</table>

#### Projects in the Planning Phase

<table>
<thead>
<tr>
<th>Regional Fleet and Facilities Study (CD-21-19 A)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description</strong> – This study includes three components: (1) assessing fleet and maintenance facility needs for GoDurham and developing a conceptual design for these needs, (2) assessing fleet and maintenance facility needs for GoTriangle and developing a conceptual design for these needs, and (3) planning for potential regional electric bus charging infrastructure and other potential shared operations and maintenance resources for GoTriangle and partners in the region. The scope of services includes planning, conceptual design, and cost estimating to assess needs for expansion of existing maintenance facility sites and evaluate up to four alternative sites for new facilities for GoDurham and GoTriangle. The Study will identify potential expansions and alternatives to current utilization of existing facilities that will improve cost-efficiency and provide responsive services.</td>
</tr>
<tr>
<td><strong>Status</strong> – GoTriangle Facilities Study: GoTriangle staff provided update to P&amp;L committee on schematic design and budget, and a plan to initiate design for the Nelson Road Expansion and Modernization project. GoDurham Facilities Study: GoTriangle directed its real estate consultant to reach out to 4th and 5th highest scoring sites for the GoDurham paratransit facility for rights of entry given continued challenges with obtaining rights of entry for top scoring sites. Consultant prepared cost estimates and program schedule. Study consultant completed test fit of additional GoDurham paratransit site. GoTriangle Fleet Study: GoTriangle compiled and transmitted future route data for analysis by study consultant for GoDurham and GoTriangle. Consultant summarized inputs for fleet composition analysis for GoTriangle.</td>
</tr>
<tr>
<td><strong>Upcoming Activities</strong> – GoTriangle Facilities Study: Delivery and review of draft GoTriangle Nelson Road BOMF renovation and expansion schedule. GoDurham Facilities Study: Review and finalize program schedule and cost estimate. Consultant to conduct site field visit for Paratransit site on Old Oxford Road. GoTriangle Fleet Study: Staff to confirm inputs and Consultant to prepare fleet composition analysis for GoTriangle.</td>
</tr>
</tbody>
</table>
Rail Transit Infrastructure Development

**Greater Triangle Commuter Rail Study (19GOT_CO2/20GOT_CD1/TC004-A)**

**Description** – The current phase of study is evaluating the potential for new commuter rail service in the North Carolina Railroad Company (NCRR) corridor in Durham, Wake, and Johnston counties, and will refine the project definition; engage community members, municipalities, and institutional stakeholders; and better understand critical project success factors. In coordination with project partners, GoTriangle will conduct preliminary engineering analysis in areas of concern along the corridor, model rail traffic on the corridor with the inclusion of commuter rail to better define infrastructure needs, and better refine cost and ridership estimates.

**Status** – Phase II of the GTCR Feasibility Study continues to progress through coordination with project partners. GoTriangle continues discussions of implementation challenges and opportunities for addressing risks to implementation with the PMC and Project Partners. GoTriangle completed a 45-day public comment period for the feasibility study results. Technical work for the original phase 2 scope of the feasibility study is now complete, however supplementary work to evaluate and document options for phased implementation continues.

**Upcoming Activities** – Presentations to elected boards and associated engagement is anticipated to continue throughout 2023. A decision-making process regarding whether or how to move forward with regional passenger rail service is being led by the MPOs.

**Schedule Risks** – Schedule risk related to the finalization of the remaining feasibility study deliverables is now largely mitigated, as the technical work for the original phase 2 scope has been completed. However, interest in various implementation strategies has generated significant supplementary work, which may lead to another phase of study prior to a decision on implementation.

**Cost Risks** – Updated cost estimates are in excess of the $1.4-$1.8B range identified during Phase 1 of the feasibility due to rapid construction cost escalation in the past two years, additional infrastructure requirements resulting from rail network modeling and related negotiation, design for engineering solutions to engineering constraints identified in the feasibility study. Additional cost risks include quantification of necessary levels of contingency required to address FTA risk management guidelines, and emerging interest in evaluation of additional off-peak service and level boarding. There are no cost risks regarding this phase of study. An additional phase of study would require an additional funding commitment.

**Project Delivery Options** – Consistent with the original intent of the study to support regional decision-making on whether and how to move forward with commuter rail, and in response to rising cost estimates, other challenges identified in the feasibility study, and emerging stakeholder interest, the feasibility study summary report will include an assessment of impediments to project delivery, opportunities for accelerated implementation, and a discussion of options to proceed with development of a starter service while continuing to plan for future service in other parts of the corridor. Based on stakeholder input to date, the options for an initial phase of service that are being evaluated include: (1) West Durham to RTP, (2) Ellis Road or RTP to Raleigh Union Station, and (3) Raleigh Union Station to Auburn.
MEMORANDUM

TO: GoTriangle Board of Trustees
FROM: EEO/DBE Office
DATE: June 19, 2020
SUBJECT: DBE Program Update

Strategic Objective or Initiative Supported
Providing the skills, staffing and technology needed to meet our objectives

Action Requested
None.

Background and Purpose
Attached is GoTriangle’s DBE Program Update. The report includes details on the program requirements, overall DBE goals achieved from 2019-2022, participation achieved on specific projects and challenges and opportunities the programs faces.

The report also includes pictures from GoTriangle’s recent DBE Outreach Conference, “Strategies for Growing Your DBE-Certified Business” held on June 14, 2023, at the Plaza.

Financial Impact
None at this time.

Attachments
- DBE Program Update

Staff Contact
- Sylvester Goodwin, 919-485-7518, sgoodwin@gotriangle.org
What is a DBE?

Disadvantaged Business Enterprise (DBE) is a for-profit small business where socially and economically disadvantaged individuals own at least a 51% interest and also control management and daily business operations.

• Members presumed to be socially disadvantaged:
  • Women
  • Black Americans
  • Hispanic Americans
  • Native Americans
  • Asian-Pacific Americans
  • Subcontinent Asian-Pacific Americans
  • Other individuals can also qualify as socially and economically disadvantaged on a case-by-case basis
DBE Requirements

Must be a small business (as defined by the Small Business Administration (SBA) standards.

3-year annual gross receipts including its affiliates cannot exceed $23.98 million to qualify for DBE certification. There are different size limits for various categories of businesses.

Owner’s personal net worth does not exceed $1.32 million (excluding ownership interest in the firm, retirement fund assets, and equity value of primary residence).

Agencies must establish an overall goal to spend with certified DBE firms.
Who Must Have A DBE Program

If you are in one of the categories below and award DOT-assisted contracts, you must have a DBE program meeting the requirements listed that are listed.

All Federal Highway Administration (FHWA) primary recipients receiving funds authorized by a statute to which this part applies;

Federal Transit Administration (FTA) recipients of planning, capital and/or operating assistance who will award prime contracts (excluding transit vehicle purchases) the cumulative total value of which exceeds $250,000 in FTA funds in a Federal fiscal year;

Federal Aviation Administration (FAA) recipients receiving grants for airport planning or development who will award prime contracts the cumulative total value of which exceeds $250,000 in FAA funds in a Federal fiscal year.
NCDOT: Unified Certification Program (UCP)

NCDOT administers the Unified Certification Program (UCP)

The UCP provides “one stop shopping” for applicants to apply for DBE certification. Applicants need only apply once for DBE certification and it will be honored by all agencies that are recipients of Federal DOT funding in the state;

The NCDOT certification process certifies eligible firms as DBEs, MBEs and WBEs. Other NCDOT certifications include Small Professional Services Firm (SPSF), Small Business Enterprise (SBE), and Airport Concessionaire DBE (ACDBE).

Certified firms are included in the NCDOT’s UCP Directory. Contractor’s and agencies seeking DBE’s, MBEs and WBEs can use the directory to locate firms.
# DBE Program Goal Achievements

<table>
<thead>
<tr>
<th>Federal Fiscal Year (FFY)</th>
<th>DBE Goal %</th>
<th>Achieved</th>
<th>Result – Over/Under</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td>6.0%</td>
<td>3.0%</td>
<td>-3.0 Below</td>
</tr>
<tr>
<td>2020</td>
<td>6.0</td>
<td>13.2%</td>
<td>+7.2 Exceeded goal</td>
</tr>
<tr>
<td>2021</td>
<td>6.0</td>
<td>8.5%</td>
<td>+2.5 Exceeded goal</td>
</tr>
<tr>
<td>2022</td>
<td>13.6%</td>
<td>16.8%</td>
<td>+3.2 Exceeded goal</td>
</tr>
<tr>
<td>2023</td>
<td>13.6%</td>
<td>TBD - 12/2023</td>
<td></td>
</tr>
<tr>
<td>2024</td>
<td>13.6%</td>
<td>TBD - 12/2024</td>
<td></td>
</tr>
</tbody>
</table>
### Regional Fleet & Facilities Study
#### Phase I-V

**Project Goal 11.0% - Contract Amount $848,331**

**Contractor:** Clark, Patterson, Lee (CPL)

**Ongoing project**

<table>
<thead>
<tr>
<th>Firm Name</th>
<th>Amount Paid</th>
<th>Percentage</th>
<th>Certifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foursquare</td>
<td>$84,471</td>
<td>10.0%</td>
<td>DBE, WBE</td>
</tr>
<tr>
<td>Three Oaks Engineering</td>
<td>41,860</td>
<td>4.9%</td>
<td>DBE, WBE, HUB, SPSF</td>
</tr>
<tr>
<td>RGA</td>
<td>2,775</td>
<td>.32</td>
<td>DBE, WBE, HUB, SPSF</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$129,106</strong></td>
<td><strong>15.2%</strong></td>
<td></td>
</tr>
</tbody>
</table>
# Minority Business Participation

## Phase I & II Raleigh Union Station (RUSBUS)

<table>
<thead>
<tr>
<th>Transit Design Review</th>
<th>General Contractor: Rummel, Kleooer &amp; Kahl (RK&amp;K)</th>
<th>DBE Subcontractor: Bree &amp; Associates</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Contract:</td>
<td>$900,000</td>
<td></td>
</tr>
<tr>
<td>Design Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Engineering Subcontract</td>
<td>$58,342</td>
<td></td>
</tr>
<tr>
<td>Professional Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DBE Amount and Percentage</td>
<td>$58,342</td>
<td>6.48%*</td>
</tr>
</tbody>
</table>

*Subcontractor DBE approximate amount: Final Percentage will be confirmed during closeout and reconciliation. Project Goal 12%*
# Minority Business Participation

## Phase I Construction: Demolition, Remediation, Sitework

<table>
<thead>
<tr>
<th>Construction Contract</th>
<th>General Contractor: Clancy &amp; Theys Construction</th>
<th>DBE Subcontractor: Roadworks Construction Co., LLC</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Contract:</strong></td>
<td>Selective Demolition, Remediation, Sitework and Utilities, Restoration</td>
<td>$1,957,367</td>
</tr>
<tr>
<td><strong>Sitework Subcontract</strong></td>
<td>Earthwork, Hauling, Stabilization, Sediment/Erosion Control</td>
<td>$644,756</td>
</tr>
<tr>
<td><strong>DBE Amount and Percentage</strong></td>
<td>$644,756</td>
<td>33%*</td>
</tr>
</tbody>
</table>

*Subcontractor DBE approximate amount: Final Percentage will be confirmed during closeout and reconciliation. Project Goal 15.24%*
## Minority Business Participation

### Plaza Paratransit Renovation

<table>
<thead>
<tr>
<th>Architectural and Engineering Services</th>
<th>General Contractor: Clark, Patterson, Lee (CPL)</th>
<th>DBE Subcontractor: Bree &amp; Associate, Inc.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Contract:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional services, design and administration Plaza building</td>
<td>$128,228</td>
<td></td>
</tr>
<tr>
<td><strong>Architectural &amp; Engineering subcontract</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>DBE Amount and Percentage</strong></td>
<td>$19,728</td>
<td>15.3%*</td>
</tr>
</tbody>
</table>

*Subcontractor DBE – Contract closed: 14% Contract Goal Exceeded*
DBE Program Challenges/Opportunities

Need for more local certified DBEs/build capacity

DBE firms acquired by non-DBE firm

Continuing outreach events – certification benefits/identify opportunities

Partnering with local agencies – share best practices, etc.

Identifying barriers and methods to remove them

Building relationships with firms
DBE Outreach Conference

Strategies for Growing Your DBE Certified Business

June 14, 2023 – 10:00 -12:00 P.M

Registration – Mia & Rocio
DBE Outreach Conference

Strategies for Growing Your DBE Certified Business

June 14, 2023 – 10:00 -12:00 P.M

President & CEO – Preliminary Remarks
Event Speakers
Tammie Hall-Roberts, Assistant County Manager
Community Prosperity, Durham County

Strategies for Growing Your DBE Certified Business

June 14, 2023 – 10:00 -12:00 P.M
DBE Outreach Conference

Strategies for Growing Your DBE Certified Business

June 14, 2023 – 10:00 -12:00 P.M
LaQuiana “Q” Bailey, Diversity Manager
Carolinas Balfour Beatty

June 14, 2023 – 10:00 -12:00 P.M
Joshua Spells, HUB Coordinator
Right Build International
Renee Jones, Chief Disruptor Officer
All for 1 Inclusion Innovators/Messer Construction

Strategies for Growing Your DBE Certified Business

June 14, 2023 – 10:00 -12:00 P.M
Strategies for Growing Your DBE Certified Business

June 14, 2023 – 10:00 -12:00 P.M
Richard, Amy & Me....