



GoTriangle
Board of Trustees
November 17, 2021
12:00 pm-2:30 pm Eastern Time

Based on NC Safer At Home executive orders in response to COVID-19, the GoTriangle Board of Trustees will meet remotely on Wednesday, November 17, 2021, at 12:00 pm.

Click here to: Join Webex Meeting
Or dial: +1 415-655-0003
Access code: 2437 640 1367

I. Call to Order and Adoption of Agenda

(1 minute Sig Hutchinson)

ACTION REQUESTED: Adopt agenda with any changes requested.

II. Recognition

A. Employee Service Award

(5 minutes Charles Lattuca)

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 asked 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. Minutes | September 29, 2021 - special session
- B. Minutes | September 29, 2021 - closed session
- C. Minutes | October 27, 2021 - regular session
- D. Minutes | October 27, 2021 - closed session

- E. FY2022 Q2 Durham Transit Work Plan Budget Amendment
 O&F RECOMMENDATION: Approve FY2022 Q2 Durham Transit Work Plan amendments and budget amendments.
 Budget Ordinance 2021 0030
 Budget Ordinance 2021 0031
 Memo to Durham Staff Working Group
- F. FY2022 Q2 Wake Transit Work Plan Budget Amendment
 O&F RECOMMENDATION: Approve FY2022 Q2 Wake Transit Work Plan amendments and budget amendment.
 Budget Ordinance 2021 0032
 Budget Ordinance 2021 0033
 Detailed Project Amendment Request to TPAC
- G. Recommendation to Continue Existing RDU Airport Service: continue serving the airport with the RDU shuttle, remove RDU airport stop from Route 100 during the day and suspend Route 105.
 O&F RECOMMENDATION: Continue existing RDU service.
 Attachment A | Public Engagement Report
 Attachment B | Title VI Service Equity Analysis
- H. Policy Amendments Recommendations
 O&F RECOMMENDATION: Approve 2022 vacation and sick leave policy recommendations and designate the President & CEO the authority to finalize changes and administer the policies in accordance with the Board's direction.
 Policy Recommendation Chart

V. Presentations

- A. **FY2021 Audit Report**
 (10 minutes Sandra Freeman)
 Scott Duda, Professional Services Industry Practice Leader/Assurance Partner, Cherry Bekaert
 FY2021 Annual Comprehensive Financial Report
- B. **Transit Advisory Committee Recommendations**
 (10 minutes Sharon Chavis)
 Jerome Brown, TAC Chair
 Transit-Oriented Development in Bus Rapid Transit Corridors

VI. 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 Vivian Jones)

C. Planning & Legislative Committee Report

(5 minutes Will Allen III)

D. RUS Bus Development

(15 minutes Katharine Eggleston)

1. Predevelopment MOU Addendum

(5 minutes Katharine Eggleston)

ACTION REQUESTED: Authorize the President/CEO to execute an addendum to the Predevelopment MOU with RB Infrastructure LLC, a special purpose entity owned and controlled by Hoffman & Associates, for an amount not to exceed \$400,000 to continue advancing development of the RUS Bus Transit Facilities.

2. Closed Session | RUS Bus Agreements

(30 minutes)

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.

ACTION REQUESTED: Enter into closed session pursuant to the General Statutes listed to consult with attorney.

Return to open session

VII. Other Business

A. FY2021 Annual Bus Service Performance Report

(10 minutes Andrea Neri)

Presentation | Annual Bus Service Performance Report

FY2021 Annual Bus Service Performance Report

Service Statistics

B. President & CEO's Report

(5 minutes Charles Lattuca)

Contracts

New Hires & Promotions

1. **Operations Update**

(10 minutes Patrick Stephens, Wendy Mallon)

2. **Capital Projects Status Report**

Presentation | CRT Update

(10 minutes Katharine Eggleston, Scott Thomas)

C. **Office of General Counsel Report**

(5 minutes Thomas Henry)

D. **Chair's Report**

(5 minutes Sig Hutchinson)

E. **Board Member Reports**

1. **CAMPO Executive Board Representative**

(5 minutes Will Allen III)

2. **Regional Transportation Alliance (RTA) Rep.**

(5 minutes Will Allen III)

3. **DCHC MPO Board Representative**

(5 minutes Michael Parker)

4. **Rail~Volution Conference Report**

(Will Allen III, Sig Hutchinson)

Presentation | Will Allen

VIII. **Adjournment**

(Sig Hutchinson)



BOARD OF TRUSTEES
MEETING MINUTES | DRAFT
SPECIAL SESSION

4600 Emperor Boulevard
 Suite 100
 Durham, NC 27703

Wednesday, September 29, 2021

12:00 p.m.

Virtual | Microsoft Teams

Board members present | Will Allen III, Corey Branch, Michael Fox [left 1:00 p.m.], Brenda Howerton, Sig Hutchinson, Valerie Jordan [left 1:56 p.m.], Vivian Jones, Michael Parker, Renée Price, Charlie Reece, Stelfanie Williams [left 12:44 p.m.]

Board members absences | Jennifer Robinson

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

I. Adoption of Agenda

II. Closed Session | Personnel

Action: On motion by Price and second by Howerton the Board voted to adopt the agenda and enter into Closed Session at 12:04 p.m. pursuant to NCGS §143 318.11(a)(6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of a prospective employee 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 (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract. Upon vote by roll call, the motion was carried unanimously.

Action: The Board returned to open session at 12:26 p.m.

Parker stated that this would be his last meeting as Board chair. He thanked staff for making the job easy and a pleasure.

III. Update on Greater Triangle Commuter Rail Project

Chair Parker said it is important that the Board pay close attention to commuter rail and provide oversight by asking hard questions and challenging assumptions. He thanked staff for providing this opportunity to inform the Board.

President/CEO Lattuca stated that today's presentation will focus on engineering problems and challenges and the solutions that are being worked on. The presentation is attached and hereby made a part of these minutes.

Eggleston explained that a new passenger rail service within an existing corridor that already carries freight and intercity passenger service has the benefit of requiring less acquisition of private property than otherwise would be needed for a project in a new corridor but there are tradeoffs with the construction of additional tracks to accommodate increased train traffic. She said the team is working to complete the technical work within local control to complete this phase of study but the results of the parallel railroad capacity modeling study underway by

Norfolk Southern are needed. She added that no feedback has been received on that work to date and there have been no discussion of their progress. Allen noted that by this point there should have been an initial iteration of the modeling provided.

Eggleston said for a major project like commuter rail at an anticipated cost of over \$1 billion it is critical to secure federal funding to leverage local investment. Federal grant programs can fund up to 50% of the cost, and an early part of planning is to make sure the project would be eligible for federal funds. The first phase completed last year looked at a Mebane to Selma corridor and the two possibilities most likely to be successful for funding were Durham to Garner and Durham to Clayton. The current study is looking at the feasibility of both these potential project limits and is focused on efforts in three categories:

- Rail Analysis | including the work Norfolk Southern is doing in parallel with GoTriangle's work to support confirmation of the project definition to be carried forward for further effort coming out of this study
- Opportunity Analysis | studies being conducted by TJCOG and the consultant team around economic development
- Engagement | it is critical for the project to be developed on a foundation of strong public engagement and buy-in

The key focus areas, captured in the MOU which was signed by the study partners, are:

- railroad coordination
- local engagement
- assess feasibility in key areas
- evaluate decision-making metrics
- monitor Federal funding eligibility
- facilitate cost-sharing discussions
- build capacity for implementation

Eggleston then introduced Monica Barrow, project manager, and Moriah Ellington, engineering lead, of STV to discuss the planning study status.

Barrow summarized the objectives of the phase two feasibility study:

- refine the project concept
 - service - stations, train schedule [assumed 8-2-8-2 or 40 trains per day]
 - what to build/buy - 40 miles of additional track within existing right-of-way, 40+ bridges, 34 at-grade crossings, 14 stations, ADA requirements, train storage and maintenance facility, rolling stock
 - Durham goals - improve clearance under rail bridges; improve pedestrian/cyclist mobility; preserve connection between transit center and train station; minimize impacts to roadway, traffic, historic structures; comply with Norfolk Southern and NCDOT requirements

- Cary goals – provide compatibility with plans for new multimodal facility; improve pedestrian/cyclist mobility; minimize impacts to roadway, traffic, historic structures; comply with Norfolk Southern, CSX and NCDOT requirements
- estimate economic benefits of the project – model refined and approved by FTA
- update ridership and cost estimates and potential for FTA funding
- document risks

Ellington shared aerial views in Durham and Cary to demonstrate issues and challenges.

Barrow stated that discussions with partners and stakeholders in Durham have led to refinements and two concepts that can best meet the goals in Durham with the fewest impacts. For Cary, there are two acceptable concepts and work now focuses on traffic analysis and visualization tools.

Heikes discussed the proposed station areas and Liz Raskopf discussed public engagement efforts to date.

Tom Henry explained the FTA requirement to identify all third-party agreements during project development and to early on create an “understandings paper” or outline of agreements. Currently an MOU [signed April, 2020] outlines the roles and responsibilities of key partners. The RTC modeling agreement [signed May, 2021] commits Norfolk Southern to perform modeling. Upon completion of modeling work term sheets will be developed to assist in the development of future agreements for commuter rail transit implementation. Henry then shared the numerous agreements required in the categories of general, planning/design/property, construction and operations.

Sandra Freeman and Steve Schlossberg discussed the cost-share analysis and the financial assumptions related to capital, operations and maintenance. Durham and Wake counties are in discussion about cost share. The current Durham Transit Plan includes a 20% share of the non-federal share for the commuter rail project; Wake’s adopted plan includes 67%. In order to fully fund the project, Wake Transit could carry greater costs in the early years of the project to be off-set by Durham Transit over time. Other options include different splits for operating costs and capital costs or a different FFGA reimbursement allocation than the capital cost split. Wake Transit may also need to revise its financial policies.

IV. Adjournment

Action: Chair Parker adjourned the meeting at 3:04 p.m.

Prepared by:

Michelle C. Dawson, CMC
Clerk to the Board

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Board of Trustees Meeting Minutes

4600 Emperor Boulevard
Suite 100
Durham, NC 27703

Wednesday, October 27, 2021

12:00 p.m.

Virtual | Webex

Board members present | Will Allen III [arr. 12:03 p.m.], Corey Branch [arr. 12:04 p.m., left 1:51 p.m.], Brenda Howerton [arr. 12:51 p.m.], Sig Hutchinson, Valerie Jordan [arr. 12:06 p.m., left 12:23 p.m.], Vivian Jones, Michael Parker, Renée Price, Charlie Reece [left 2:32 p.m.], Jennifer Robinson [arr. 1:00 p.m.], Stelfanie Williams [left 2:00 p.m.]

Board members absences | Mike Fox

Chair Sig Hutchinson officially called the meeting to order at 12:02 p.m. A quorum was present.

I. Adoption of Agenda

Action: The agenda was adopted by consensus.

II. Recognition

A. Immediate Past Chair Michael Parker

Chair Sig Hutchinson recognized immediate past chair, Michael Parker. To commemorate his service, he received engraved crystal bookends. Board members offered their appreciation.

B. Employee Service Award

President/CEO Lattuca recognized Adrienne Coles for 10 years' service to GoTriangle.

III. Public Comment

No comments.

IV. Consent Agenda

Action: On motion by Parker and second by Price the consent agenda was approved. Upon vote by roll call, the motion was carried unanimously.

The following consent agenda items were approved:

- September 22, 2021 | Regular Session Minutes.
- September 22, 2021 | Closed Session Minutes.
- Adopted the 2022 meeting calendar.
- Authorized the President/CEO to execute contracts with these vendors for the purchase of miscellaneous parts used for the maintenance and repair of vehicles: Carolina Freightliner up to \$117,018; ABC-Muncie up to \$173,832; Kirk's Automotive up to \$136,659 and Gillig Corporation up to \$259,823.
- Approved the Wake Transit Art Funding Eligibility Policy.
- Authorized the President/CEO to award and execute a contract with Bar Construction for the renovation, construction and site work at portions of the first floor and exterior

parking areas adjacent to Slater Road in the amount of \$1,157,000, with an additional 10% contingency of \$115,700.

- Authorized the President/CEO to enter into a contract with National Express Transit (NEXT) for the operation of the GoDurham Microtransit and Job Access Pilot for FY2022 and FY2023, with a not to exceed amount of \$348,732.
- Authorized staff to negotiate a contract for the sale of approximately 1.09 acres generally located at 850 Semart Drive in Raleigh.

The 2022 meeting calendar, Wake Transit Art Funding Eligibility Policy and the Scope of Work for the GoDurham Microtransit and Job Access Operations with the Single Source/Sole Source Justification Form are attached and hereby made a part of these minutes.

V. Presentations

A. Durham and Orange County Transit Plan Updates

Meg Scully introduced Ellen Beckmann with Durham County and Aaron Cain, DCHC MPO, along with Craig Benedict from Orange County and consultant Carolyn Dwyer to give the updates on their counties' transit plan updates.

Durham County Transit Plan Update

Ellen Beckmann gave an abbreviated presentation. The full presentation is attached and hereby made a part of these minutes. She reminded the Board this is the first re-visioning of plan since 2011, resulting from the discontinuation of the D-O LRT project. She stressed the goals for development of the Durham Transit Plan, noting that the first two are considered core principles:

- Equity
- Community trust
- Accessibility
- Connectivity
- Convenience
- Sustainability

The phase I survey in the fall 2020 was used to identify the projects to be considered for the phase II survey - packages of projects that were affordable with available funding through 2040:

- Option A - focused on local and regional bus service, focused on operations not infrastructure
- Option B – included BRT and other bus infrastructure projects to improve speed and more reliability along with additional bus service
- Option C – included the Greater Triangle Commuter Rail Project as well as additional bus service

Survey respondents were asked what they liked and disliked about each option in order to know the best parts of each option and help inform development of the final preferred option.

The phase 2 survey received over 2,300 responses - more than three times the first survey. The survey was collected through online responses, in-person surveying and the engagement ambassador program. Stakeholder interviews were conducted with some key institutions and community partners.

Three demographic groups were highlighted and their responses prioritized:

- people of color
- daily transit riders
- daily to weekly transit riders

Key takeaways from Option A, B and C questions:

- Focus groups consistently identify later/weekend bus service, more bus frequency and more reliable bus service as their highest priorities.
- All respondents support getting more improvements more quickly.
- All respondents support bus rapid transit or the elements of bus rapid transit such as 15-minute service, bus-only lanes and traffic signal priority.
- Passenger train service has support, but it is not the highest priority for any group. The passenger train has less support from People of Color and Daily Transit Riders.

Key takeaways, "If passenger train is included, what else do we need to fund?"

- All respondents - more 15-minute service and more bus service to more places in Durham
- People of Color – all of these improvements are more important than a passenger train
- Regular transit riders – extended 30-minute service on weekdays and extended Sunday service

Key takeaways, "What outcomes are most important to include in your ideal transit option?" [all respondents and focus groups]

- More routes going more places
- Faster, more reliable service
- Frequent service [i.e. 15-minutes service]

Stakeholder interview summary:

- Stakeholders who work with, educate or employ low-income residents - bus operations improvements
- Disabled residents and health organizations - improvements to ACCESS services
- Businesses and institutional stakeholders - bus rapid transit
- Regional partners and UNC - better bus service and park-and-ride lots between Durham and Chapel Hill on US 15-501 and NC 54
- Most stakeholders - commuter rail has general support, but many cited concerns about the project's cost and effect on other higher priorities

Beckmann stated that the preferred transit alternative will be informed by engagement results as well as technical information and financial analysis. The goal is to release the

preferred option for public comment in coordination with the next round of engagement for the commuter rail project, with final plan adoption following in the spring. Some projects would be implemented next year.

Beckmann also discussed the Transit Plan Governance Study coordinated between Durham and Orange counties for new Interlocal Implementation Agreements [ILA] and new policies and procedures to reflect the priorities of the new transit plans. A new ILA will be recommended with the final Transit Plan.

Orange County Transit Plan Update

Craig Benedict's presentation is attached and hereby made a part of these minutes.

Orange County has developed a Policy Steering Committee [PSC] of local government representatives. Discussion has included:

- Creating a plan that “recognizes fiscal limits and has a clear vision for where we want to be”
- Connect transit geometries in scenarios [ridership vs. coverage-oriented systems] to “first order values”
- Provide descriptive information about each scenario and information to weigh the impacts of decisions

The final report will be available in early 2022.

VI. General Business Agenda

A. Items Removed from Consent Agenda

None.

B. Operations & Finance Committee Report

Vivian Jones reported that all action items from committee were included on the consent agenda today. She said the committee received a presentation on RUS Bus and a financial report.

C. Planning & Legislative Committee Report

Will Allen reported on a presentation on commuter rail travel markets by TJCOG. The study is concerning the non-monetary benefits and costs of the commuter rail project to help inform decision making.

Key takeaways:

- Rail corridor is 4% of the area of Durham, Johnston, Orange and Wake counties, but has 30% of the jobs [280,000].
- 23% of the region's jobs with earnings below \$40,000 are located within the rail corridor.
- Wake-Durham regional connection is the largest in North Carolina, over 96,000 workers live in one county and work in the other.
- Eight of the top ten job hubs in the region are along the rail corridor.

D. Hiring of General Counsel and Approval of Employment Agreement

Michael Parker recommended the hiring of Byron Smith as the new General Counsel. Smith has worked on transit for past 15-20 years. He is a North Carolina native and NCCU alumnus. He worked with the Maryland Transit Administration and most recently in private practice on transit issues. He in fact was retained by GoTriangle for work on the commuter rail project.

The negotiated employment agreement includes annual compensation of \$220,000, a relocation package up to 10% of base salary subject to appropriate expenses and documentation, 8% retirement contribution and other standard employee benefits.

Action: On motion by Parker and second by Allen the Board approved the hiring of T. Byron Smith at a starting salary of \$220,000 with a start date of December 1, 2021, and approved the proposed employment agreement. Upon vote by roll call, the motion was carried unanimously. The employment agreement is attached and hereby made a part of these minutes.

Smith shared his appreciation and his excitement to work with on the commuter rail project. Board members offered their congratulations.

Chair Hutchinson suggested that the next three items be taken as a single vote.

E. Retirement Plan Services

Christy Winstead requested that the Board award a contract to Voya Financial for retirement plan recordkeeping services beginning February 1. She stated Voya's response to the Request for Proposals was the top choice for many reasons, including the ability to provide personalized and targeted communications to employees and a lower overall plan cost. Winstead added that this contract will consolidate plans from two service providers, streamlining the services to make retirement planning for employees more understandable and straightforward. The cost for these plans are paid through participant accounts.

Action: A motion was made by Jones, and seconded by Parker, to award a contract to Voya Financial for employee retirement plan recordkeeping services, beginning February 1, 2022, with a provider cost of \$0.19% (\$33,640 per year based upon current assets) and authorize the President/CEO to execute the contract consistent with those terms.

F. 2022 Health & Ancillary Benefits Package

Christy Winstead reported that the 2022 benefits renewal is flat across all plans. She added that this is the fourth consecutive year of great news regarding benefits.

Action: A motion was made by Jones, and seconded by Howerton, to renew the existing BlueCross & BlueShield medical policy for 2022 with no premium increase.

G. Wake Transit Work Plan Project Period of Performance Extensions

Steven Schlossberg stated that several projects adopted and funded in fiscal years 2018 and 2019 for Raleigh, Cary and GoTriangle that have remaining tasks. All the projects except one are capital projects. These project sponsors are asking for a one year agreement, with the exception of the downtown Cary multimodal transit center which is a two-year agreement. Funding for all the projects was adopted previously in the financial plan. This action was recommended by the TPAC and approved by the CAMPO Executive Board.

Action: A motion was made by Allen, and seconded by Price, to execute agreements to extend the periods of performance and to reallocate remaining funds from the FY2018 and FY2019 Wake Transit Work Plan project funding allocations.

Action: Upon vote by roll call, the three prior motions were carried unanimously.

H. Proposed FFY2022-24 Disadvantaged Business Enterprise (DBE) Program Goal

Sylvester Goodwin stated the FTA requires GoTriangle to update and develop a DBE program goal every three years. The previous goal expired July 31. He shared the methodology for the FFY2022-24 goal of 13.57%. He added that this is an aggressive goal, with the FFY2019-21 goal at 6%. GoTriangle achieved 3% in 2020 and is at 16.4% currently for 2021. Goodwin also said GoTriangle is being aggressive in its outreach with a virtual small and minority business conference held in March and a second one scheduled next week.

Action: On motion by Parker and second by Price the Board adopted *Resolution 2021 0001* approving the proposed DBE goal of 13.57% for FFY 2022-2024. Upon vote by roll call, the motion was carried unanimously.

I. Follow-up on EEO Report

Sylvester Goodwin provided additional information on the EEO report as requested at the August meeting. He explained workforce utilization and how census data is used to determine the available workforce in each job category and set specific, measurable hiring goals in each area of underutilization.

J. Update on Proposal to Continue Existing RDU Airport Service

Katharine Eggleston reminded the Board that in October 2020 GoTriangle implemented a temporary modification to the airport bus service in response to pandemic-related factors of ridership and staffing availability. As required by FTA a temporary change lasting more than 12 months must follow standard procedures for a permanent change, including public engagement and a Title VI equity analysis. Staff is doing this work and the Operations & Finance Committee will review it in November.

VII. 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.

- Met with Congressman Price and provided an update on GoTriangle and commuter rail.
- Provided update on commuter rail to the association of consulting engineers.
- Have a meeting scheduled with Norfolk Southern to discuss findings on the capacity modeling.
- A new operator class will be starting soon. We also will be issuing Covid-related retention bonuses to operators in December and June. Patrick Stephens reminded the Board of the critical job performed by GoTriangle's operators and the difficulties they have endured for more than a year. He said the bonus program is a way to reward operators who have remained on the job with up to \$1,000 [based on tenure] given to each operator in December. Saundra Freeman reported that the maximum impact of the bonus program would be just over \$300,000 and can be covered by savings in the current budget.

1. Operations Update

Patrick Stephens provided the monthly report, which is attached and hereby made a part of these minutes. He said GoTriangle recently participated in the Orange County job fair and also is working with the Durham Housing Authority. Scott Thomas reported on a partnership with GoDurham to establish a temporary "recruitment center" at Durham station.

2. Capital Projects Status Report

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

Eggleston reported that a meeting has been set with Norfolk Southern on the capacity modeling and the joint board group with NCRB will meet at the end of November.

B. Office of the General Counsel Report

Interim General Counsel Tom Henry stated his delight at the Board's selection of Byron Smith as General Counsel. He said GoTriangle's legal team will be involved with its partners on the governance study and developing the ILAs discussed today. He added that much recent work has been on the RUS Bus project which will be discussed later on the agenda.

C. Chair's Report

Chair Hutchinson stated that Charlie Reece has agreed to represent Durham on the joint board work group with NCRB at the request of Stelfanie Williams. He also shared his priorities for the coming year:

- Making sure employees are happy, healthy and safe
- Continuing the work on governance and expanding it to include opportunities to improve GoTriangle
- Developing a Regional Transit Plan through the RAISE grant
- Continuing the RUS Bus project
- Continuing the Greater Triangle Commuter Rail project

D. Board Member Reports

1. CAMPO Executive Board Representative

Will Allen III noted three transit-related items from the meeting:

- Approval of performance extensions and reallocation of leftover funds from FY2018 and FY2019 project funding allocations
- Approval of Wake Transit Art Funding Eligibility Policy
- Formation of a six-member CAMPO Executive Board working group on commuter rail cost share and financing negotiations.

2. Regional Transportation Alliance (RTA) Representative

Will Allen III reminded board members of the planned trip to south Florida in January to see commuter rail. Hutchinson encouraged board members to participate in the trip. He added that travel funds are limited, with \$14,000 to split among those interested. He asked members to select one of the main conferences for the year: the RTA tour to south Florida, the APTA Legislative Conference or the Raleigh Chamber InterCity Visit.

3. DCHC MPO Board Representative

Michael Parker reported that MPO staff developed a “vision plan” in response to the MPO Board’s instructions to draft an alternative more reflective of the MPO’s goal for a reduction in vehicle miles traveled. The MPO Board voted to release the vision plan, once finalized by the Technical Committee, and the original plan for public comment.

4. Rail~Volution Conference Report

Carried over to the next meeting.

VIII. Closed Session | General Counsel Search Committee Report

Action: On motion by Parker and second by Price the Board entered into Closed Session at 2:46 p.m. 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. Upon vote by roll call, the motion was carried unanimously.

Action: The Board returned to open session at 3:33 p.m.

A. RUS Bus Development Agreements

Tom Henry stated that staff is recommending approval of the Joint Development Services Agreement [JDSA] related to the RUS Bus project. Consultant Jeff Bandini provided a brief overview.

The JDSA, between GoTriangle and preferred developer, Hoffman and Associates, provides for the management of design and construction of the public portion of the RUS Bus project.

Key terms of agreement:

- Project controls for scope, schedule, budget and change management
- Project management fee paid to Hoffman
- Construction management fee paid to Hoffman
- Compliance measures for the BUILD grant agreement and other FTA regulations applicable to development of the property
- DBE requirement not less than 12% on all public portions of the project and all public contracts

Action: On motion by Robinson and second by Parker the Board authorized the President/CEO to finalize negotiations and, subject to FTA approval and further subject to this Board's approval of the related Joint Development Agreement, to enter into the Joint Development Services Agreement with RB Infrastructure LLC, a special purpose entity owned and controlled by Hoffman & Associates, for an amount not to exceed \$30,648,121.82 to fund development of the RUS Bus Transit Facilities. Upon vote by roll call, the motion was carried nine to one with Allen, Hutchinson, Jones, Parker, Price and Robinson voting in the affirmative and Howerton voting no. [Branch, Reece and Williams were recorded as affirmative votes pursuant to GoTriangle's by-laws.]

Chair Hutchinson added that GoTriangle's work to provide mobility options for the region is important, including the RUS Bus project. He noted his appreciation for GoTriangle's partner, Hoffman & Associates, with this project. Howerton stated that her negative vote was not against the project, but because she has unanswered questions. President/CEO Lattuca offered to provide additional information and a briefing if desired.

IX. Adjournment

Action: Chair Hutchinson adjourned the meeting at 3:42 p.m.

Prepared by:

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

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Connecting all points of the Triangle

MEMORANDUM

TO: GoTriangle Board of Trustees Operations & Finance Committee
FROM: Finance & Administrative Services
DATE: November 10, 2021
SUBJECT: Durham Transit FY 2022 Q2 Durham Transit Work Plan/Budget Amendment

Strategic Objective or Initiative Supported

Implement the Durham Transit Plan. This item supports initiative 1.2, "Pursue service improvement and expansion opportunities".

Action Requested

Staff requests that the GoTriangle Operations & Finance Committee recommend to the GoTriangle Board of Trustees the approval of the FY 2022 Q2 Durham Transit Work Plan amendments. A total of one amendment has been included for recommendation for a total financial impact of \$350,000.

Background and Purpose

One (1) amendment

1. GoTriangle: Bus Stop Optimization Study - The purpose of the Bus Stop Optimization study is to address bus speed and reliability, as well as bus stop constructability and access issues, by developing a bus stop placement plan.

The City of Durham has contracted with GoTriangle to oversee the management, support, and operations of the GoDurham fixed route bus service and the GoDurham Access demand-response paratransit service. GoTriangle responsibility also includes transit planning, transit marketing, and contracting and management of the third-party transit service operators.

In this capacity, GoTriangle proposes an amendment to the FY22 work plan to fund a bus stop optimization study. The study will address bus speed, reliability, and access issues within the GoDurham system through bus stop spacing. This may result in the removal of bus stops with low ridership that are spaced closely together, ultimately consolidating ridership to bus stops where a higher level of amenities can be provided and helping the

bus to run more smoothly with fewer stops. The result of the study will be a bus stop placement plan that will help inform future bus stop improvements in Durham.

The need for an optimization study was identified specifically for GoDurham, which has not recently completed a comprehensive review of bus stop spacing and ridership. Given the upcoming push for bus stop improvements in the Durham Transit Plan, this is an opportune time to initiate a system-wide bus stop optimization project. As bus stop improvements ramp up to 75-100 improvements per year in future years, the bus stop optimization project will identify locations that need improvements that are more likely to have lasting value. Improvements include amenities like shelters, seating, and solar lighting, as well as accessibility improvements such as landing pads, sidewalk connections, and curb ramps. Using the results of this study, GoDurham will be able to maximize investment in amenities and accessibility improvements at remaining stops.

This study is one component of GoDurham bus stop improvement program. The optimization study builds upon a system-wide bus stop field inventory and development of an updated prioritization methodology in 2020, and will be happening in tandem with a current update of the bus stop standard design details. Additionally, the study will support ongoing coordination with partner agencies on improvements at shared bus stops throughout the region. The study can serve as a regional model of best practices for other transit agencies in the region interested in pursuing similar efforts.

Included in these attachments has been submitted for approval:

- Detailed Project Amendment Request

At the time of the GoTriangle Operations and Finance Committee receiving this item, the Durham Staff Working Group will have already reviewed and recommended the listed amendment to the GoTriangle Board of Trustees.

Financial Impact

The proposed amendment, if recommended by this committee and approved by the Board of Trustees, will increase the Durham Transit Work Plan by \$350,000.

Attachments

- Memo to Durham Staff Working Group

Staff Contact(s)

- Steven Schlossberg, sschlossberg@gotriangle.org, (919) 485-7590
- Sandra Freeman, sfreeman@gotriangle.org, (919) 485-7415



2021 0030

**GOTRIANGLE
FISCAL YEAR 2022
TRIANGLE TAX DISTRICT – DURHAM OPERATING FUND
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 **Triangle Tax District Durham Operating Fund** for the fiscal year beginning July 1, 2021, and ending June 30, 2022:

	Original	Revised
Article 43 ½ Cent Sales Tax	\$ 22,051,715	\$ 22,051,715
Vehicle Rental Tax	885,300	885,300
\$7 County Vehicle Registration Tax	1,654,500	1,654,500
\$3 Vehicle Registr Transfer from Dur/Orange Special Tax District	<u>709,500</u>	<u>709,500</u>
Total	\$ 25,301,015	\$ 25,301,015

Section 2. The following amounts hereby are appropriated in the **Triangle Tax District Durham Operating Fund** for the fiscal year beginning July 1, 2021, and ending June 30, 2022:

	Original	Revised
Tax District Administration	\$ 415,800	\$ 415,800
Transit Plan Administration	0	0
DCHC MPO	58,200	58,200
GoTriangle	1,607,500	1,607,500
Durham County	205,900	205,900
Bus Operations	0	0
Durham County Access	196,100	196,100
GoDurham	5,914,300	5,914,300
GoTriangle	1,999,300	1,999,300
Transfer to Triangle Tax District - Durham Capital Fund	14,903,915	0
Transfer to Durham Operating Fund Balance	<u>0</u>	<u>14,903,915</u>
Total	\$ 25,301,015	\$ 25,301,015

Section 3. The FY22 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 FY22 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.

ADOPTED THIS THE 17TH DAY OF NOVEMBER 2021.

Sig Hutchinson, Board of Trustees Chair

ATTEST:

Michelle C. Dawson, Clerk to the Board

2021 0031

**GOTRIANGLE
FISCAL YEAR 2022
TRIANGLE TAX DISTRICT – DURHAM CAPITAL FUND
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 **Triangle Tax District – Durham Capital Fund** for the fiscal year beginning July 1, 2021, and ending June 30, 2022:

	Original	Revised
Transfer from Triangle Tax Dist – Durham Operating Fund	\$9,129,685	\$9,129,685
Allocation from Durham Capital Fund Balance	<u>0</u>	<u>350,000</u>
Total	\$ 9,129,685	\$ 9,479,685

Section 2. The following amounts hereby are appropriated in the **Triangle Tax District – Durham Capital Fund** for the fiscal year beginning July 1, 2021, and ending June 30, 2022:

	Original	Revised
Transit Infrastructure	\$ 0	\$ 0
GoTriangle	3,776,685	4,126,685
City of Durham/GoDurham	436,000	436,000
Vehicle Purchase	0	0
GoTriangle	1,445,000	1,445,000
City of Durham/GoDurham	3,222,000	3,222,000
Capital – Planning	0	0
GoTriangle	<u>250,000</u>	<u>250,000</u>
Total	\$ 9,129,685	\$ 9,479,685

Section 3. The FY22 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 FY22 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 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 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.

ADOPTED THIS THE 17TH DAY OF NOVEMBER 2021.

Sig Hutchinson, Board of Trustees Chair

ATTEST:

Michelle C. Dawson, Clerk to the Board



Connecting all points of the Triangle

Date: September 16, 2021
To: Durham Staff Working Group
From: Erin Convery, Senior Transportation Planner, GoTriangle
Subject: FY22 Work Plan Amendment

Action Requested

GoTriangle is requesting an FY22 work plan amendment for an increase in funding to project 20GOTCD02 (Durham Bus Stop Improvements Program) to fund a Bus Stop Optimization study. The purpose of the Bus Stop Optimization study is to address bus speed and reliability, as well as bus stop constructability and access issues, by developing a bus stop placement plan. The estimated project cost for the study is \$350,000.

GoTriangle will be the project sponsor, with significant involvement in the project expected from stakeholders including the City of Durham, Durham County, and Durham City Transit Company (DCTC). The study will involve hiring a consultant to provide the staffing and resources to complete a system-wide optimization study, including technical analysis, public engagement, interagency coordination, and recommendations for implementation.

Background and Purpose

The updated Durham Transit Plan will identify transit priorities for the next 20 years. In the initial round of public engagement for the Plan, the Engagement Ambassador Program asked participants how they would allocate resources towards existing transit service. One of the top five responses was that people wanted to get to destinations faster with fewer stops.¹ Bus stop optimization, also known as bus stop balancing or bus stop consolidation, is a process that addresses bus speed, reliability, and access issues through bus stop spacing. This can involve the removal of stops with low ridership that are spaced closely together, as well as stops with accessibility and safety challenges, ultimately helping riders get to destinations faster and with fewer stops.

In February 2020, there were approximately 115 GoDurham stops with less than two daily boardings and two daily alightings.² Additionally, there are several routes where stop spacing has been identified as an issue, including the Route 9 and the Route 10 families, which both have an average stop spacing of less than 0.2 miles. These system characteristics point to an opportunity for optimization.

¹ <https://engagedurham.com/wp-content/uploads/2021/07/Durham-Transit-Plan-Phase-II-Presentation-PDF.pdf>

² February 2020 Standard Ridership Report, combined GoDurham and GoTriangle ridership when stop is served by GoTriangle.

Given the upcoming push for bus stop improvements in the Durham Transit Plan, this is an opportune time to initiate a system-wide bus stop optimization project. As bus stop improvements ramp up to 100 improvements per year in future years, the bus stop optimization project will direct investments in improvements to locations where they are more likely to have lasting value. Coordination between these efforts will be essential in communicating to the public the benefits of stop optimization; while some stops may be removed, GoDurham will be able to maximize investment in amenities and accessibility improvements at remaining stops.

Project Deliverables

The final recommendations of the bus stop optimization project will include stop spacing and placement plans for each route in the GoDurham system. These plans will include recommendations for “ideal” stop locations, based on the input of the public engagement and technical analysis portions of the project, which will consider stop spacing, ridership, pedestrian connectivity, safety, access to destinations, and constructability, among other criteria. Project deliverables will also include an optimization implementation plan to guide the rollout of stop removals and improvements. Recommendations for implementation may vary along each route based on upcoming sidewalk or bus stop improvement projects.

The stop spacing plan will inform other planning efforts as well. For example, the plan will help GoTriangle, City of Durham, and North Carolina Department of Transportation (NCDOT) coordinate on bus stop improvements to be included in sidewalk, roadway, and private development projects. Rather than addressing bus stop improvements associated with these projects in an ad hoc manner, the recommendations of the bus stop optimization project can be used to inform the outcomes of these projects in a systematic, coordinated approach.

FY22 Work Plan Amendment Request

This is being requested as an amendment to the FY22 work plan project 20GOTCD02 in order to make timely progress on the optimization study, so that the resulting recommendations can have maximal impact on future bus stop improvements. The cost estimate is based on recent projects that incorporate technical analysis and public engagement elements similar to this project, including the Bus Plans and Better Bus Project.

Staff Contact(s)

- Erin Convery, Senior Transportation Planner, 919-314-8701, econvery@gotriangle.org
- Meg Scully, Planning Manager, 919-485-7455 mscully@gotriangle.org





Connecting all points of the Triangle

MEMORANDUM

TO: Operations and Finance Committee
FROM: Finance & Administrative Services
DATE: November 4, 2021
SUBJECT: Wake Transit FY 2022 Q2 Wake Transit Work Plan/Budget Amendment

Strategic Objective or Initiative Supported

Implement the Wake Transit Plan with Transit Planning Advisory Committee

Action Requested

Staff requests that the GoTriangle Operations & Finance Committee recommend to the GoTriangle Board of Trustees the approval of the FY 2022 Q2 Wake Transit Work Plan amendments. A total of nine (9) amendments have been included for recommendation for a total savings of \$392,873.

Background and Purpose

Six (6) major amendments

1. GoTriangle: Youth GoPass
2. Town of Cary: Youth GoPass
3. City of Raleigh: Youth GoPass
4. Reserve: Hold Harmless Subsidy
5. Research Triangle Foundation: Mobility Hub Enhancements
6. City of Raleigh: Wake Bus Rapid Transit (BRT):New Bern Corridor Bus Rapid Transit Facility

The (3) minor amendment

1. CAMPO: TPAC Administration
2. CAMPO: Program Manager
3. CAMPO: Transit Planner

Included in these attachments has been submitted for approval:

- Detailed Project Amendment Request





Connecting all points of the Triangle

At the time of the GoTriangle Operations and Finance Committee receiving this item, TPAC will have already reviewed and recommended the listed amendments to both the CAMPO Executive Board and the GoTriangle Board of Trustees. The CAMPO Executive Board will be presented the FY 2022 Q2 Wake Transit Amendments during November 17th Executive Board Meeting.

Financial Impact

The proposed amendments, if recommended by this committee and approved by the Board of Trustees, will decrease the Wake Transit Work Plan by \$392,873.

Staff Contact(s)

- Steven Schlossberg, Budget and Finance Manager, sschlossberg@gotriangle.org, (919) 485-7590
- Sandra Freeman, CFO/Director of Finance and Administrative Services, sfreeman@gotriangle.org, (919) 485-7415



2021 0032

**GOTRIANGLE
FISCAL YEAR 2022
TRIANGLE TAX DISTRICT -- WAKE OPERATING FUND 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 **Triangle Tax District - Wake Operating Fund** for the fiscal year beginning July 1, 2021, and ending June 30, 2022:

	Original	Revised
Article 43 ½ Cent Local Option Sales Tax	\$2, 017Q 83	\$25064038
Vehicle Rental Tax	80699099	80699099
\$7 Vehicle Registration Tax	40419099	40419099
\$3 Vehicle Registration Tax (Transfer from Wake Tax District)	80649099	80649099
Farebox	9	9
Other/Miscellaneous	<u>519099</u>	<u>519099</u>
Total	\$81017Q 83	\$84064038

Section 2. The following amounts hereby are appropriated in the **Triangle Tax District - Wake Operating Fund** for the fiscal year beginning July 1, 2021, and ending June 30, 2022:

	Original	Revised
Tax District Administration (GoTriangle)	\$ 392056	\$ 392056
Transit Plan Administration	9	9
GoTriangle	80238Q 93	80238Q 93
Capital Area Metropolitan Planning Organization (CAMPO)	, 890, 7	, 890, 7
City of Raleigh	202960479	202960479
Town of Cary	76, 022	76, 022
Community Funding Areas	9	9
Town of Wake Forest	544065	544065
Town of Apex	5170119	5170119
Town of Morrisville	5560699	5560699
Reserve	538019	538019
Bus Operations	9	9
GoTriangle	3093805,	3094081
City of Raleigh	280120, 3	2803709,
Town of Cary	8042Q 62	80, 4Q 62
Wake County	337028	337028
Town of Wendell	, 085	, 085
Town of Zebulon	4067	4067
Reserve	<u>227083</u>	<u>9</u>
Total	\$81017Q 83	\$84064038

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, 2021, 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.

ADOPTED THIS THE 17TH DAY OF NOVEMBER 2021.

Sig Hutchinson, Board of Trustees Chair

ATTEST:

Michelle C. Dawson, Clerk to the Board

2021 0033

**GOTRIANGLE
FISCAL YEAR 2022**

TRIANGLE TAX DISTRICT - WAKE CAPITAL FUND BUDGET ORDINANCE AMENDMENT

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, 2021, and ending June 30, 2022:

	Original	Revised
Article 43 ½ Cent Local Option Sales Tax	\$ 2, 017,033	\$ 260,408
Allocation from Wake Capital Fund Balance	660,937	660,652
Allocation from Prior Year Commuter Rail Reserve	<u>7</u>	<u>4,058,077</u>
Total	\$ 4120 570 63	\$4640180 63

Section 2. The following amounts hereby are appropriated in the **Triangle Tax District - Wake Capital Fund** for the fiscal year beginning July 1, 2021, and ending June 30, 2022:

Capital Planning		
GoTriangle	\$ 587,077	\$ 587,077
Community Funding Area		
Town of Knightdale	87,077	87,077
Research Triangle Foundation	15,065,	15,065,
Bus Infrastructure		
GoTriangle	206,907	206,907
City of Raleigh	304,910	304,910
Town of Cary	, 803,507	, 803,507
Reserve	60,270	60,270
Bus Acquisition		
City of Raleigh	4103, 041	4103, 041
Bus Rapid Transit		
City of Raleigh	410,770	180,580
Allocation to Wake Capital Fund Balance	<u>630, 504</u>	<u>630, 504</u>
Total	\$ 4120 570 63	\$4640180 63

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

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

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

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

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

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

Section 7. Capital funds included under the commuter rail reserve allocation in Ordinance 2020 0011 of the adopted Fiscal Year 2020 Wake Transit Work Plan have been allocated to the City of Raleigh to fund the FY2022 quarter 2 amendment for project TC005-A1.

Section 8. 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.

ADOPTED THIS THE 17TH DAY OF NOVEMBER 2021.

Sig Hutchinson, Board of Trustees Chair

ATTEST:

Michelle C. Dawson, Clerk to the Board



Connecting all points of the Triangle

MEMORANDUM

TO: Operations and Finance Committee
FROM: Finance & Administrative Services
DATE: November 4, 2021
SUBJECT: Wake Transit FY 2022 Q2 Wake Transit Work Plan/Budget Amendment

Strategic Objective or Initiative Supported

Implement the Wake Transit Plan with Transit Planning Advisory Committee

Action Requested

Staff requests that the GoTriangle Operations & Finance Committee recommend to the GoTriangle Board of Trustees the approval of the FY 2022 Q2 Wake Transit Work Plan amendments. A total of nine (9) amendments have been included for recommendation for a total savings of \$392,873.

Background and Purpose

Six (6) major amendments

1. GoTriangle: Youth GoPass
2. Town of Cary: Youth GoPass
3. City of Raleigh: Youth GoPass
4. Reserve: Hold Harmless Subsidy
5. Research Triangle Foundation: Mobility Hub Enhancements
6. City of Raleigh: Wake Bus Rapid Transit (BRT):New Bern Corridor Bus Rapid Transit Facility

The (3) minor amendment

1. CAMPO: TPAC Administration
2. CAMPO: Program Manager
3. CAMPO: Transit Planner

Included in these attachments has been submitted for approval:

- Detailed Project Amendment Request





Connecting all points of the Triangle

At the time of the GoTriangle Operations and Finance Committee receiving this item, TPAC will have already reviewed and recommended the listed amendments to both the CAMPO Executive Board and the GoTriangle Board of Trustees. The CAMPO Executive Board will be presented the FY 2022 Q2 Wake Transit Amendments during November 17th Executive Board Meeting.

Financial Impact

The proposed amendments, if recommended by this committee and approved by the Board of Trustees, will decrease the Wake Transit Work Plan by \$392,873.

Staff Contact(s)

- Steven Schlossberg, Budget and Finance Manager, sschlossberg@gotriangle.org, (919) 485-7590
- Sandra Freeman, CFO/Director of Finance and Administrative Services, sfreeman@gotriangle.org, (919) 485-7415



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WAKE COUNTY TRANSIT PLAN: IMPLEMENTATION

From: Bret Martin, Wake Transit Program Manager, Capital Area MPO

To: Wake County Transit Planning Advisory Committee (TPAC)

Date: 10/5/2021

Re: Summary of Requested FY 2022, 2nd Quarter Work Plan Amendments

A total of nine (9) amendments to the fiscal year (FY) 2022 or a prior year Wake Transit Work Plan have been requested by various project sponsors, including CAMPO, Research Triangle Foundation, and the City of Raleigh for consideration by the TPAC in the 2nd quarter of FY 2022. The amendment requests were reviewed by CAMPO staff to determine the appropriate amendment type classifications (major versus minor) as outlined in the Wake Transit Work Plan Amendment Policy. Six (6) of the amendment requests were categorized as 'Major Amendments' for at least one of the following reasons:

- 1) Amendment request involves a significant change in scope;
- 2) Amendment request involves a financial impact requiring a change in fund balance; or
- 3) Amendment request involves a project requested to be removed from a Work Plan.

The other three (3) amendment requests fall into the 'Minor Amendment' category. The amendment requests were released for public comment between September 3, 2021, and October 3, 2021. No public comments were received in response to the amendment requests.

Attached to this memorandum are the following:

- Proposed FY 2022 Q2 Amendment List (released for public comment) and Financial Disposition
- Completed Amendment Request Forms for Amendment Requests (released for public comment)
- Joint Budget & Finance/Planning & Prioritization Subcommittee Disposition Memo and Voting Record

A scope and financial disposition for the amendment requests was developed by the Planning & Prioritization and Budget & Finance Subcommittees and unanimously recommended to the TPAC at a joint meeting held on September 28th, with the following findings:

- The proposed change in scope for Project TC002-BH (Research Triangle Park Mobility Hub Enhancements) is appropriate for the continued implementation of that Community Funding Area Program project;
- Proposed changes to the budgeted amounts for Projects TO002-L, -V, and -W (CAMPO staffing) do not involve financial impacts that affect fund balance or budgeted amounts for other projects;
- The proposed removal of FY 22 funding allocations for Project TO005-W (Hold Harmless Subsidy for Implementation of Countywide Fare Strategy) and Projects TO005-L1, -L2, and L3 (Youth GoPass funding) would result in \$392,873 being added to fund balance, which allows more funding to be encumbered to other projects; and
- The proposed change in budget to add \$13,650,000 to Project TC005-A1 (New Bern Corridor Bus Rapid Transit Facility) to satisfy additional Federal Transit Administration (FTA) budget contingency requirements is appropriate for the continued implementation of the Wake BRT program of projects and for the continued implementation of the Wake County Transit Plan.

FY 2022, Quarter 2, Requested Wake Transit Work Plan Amendments

REQUESTED MAJOR/MINOR AMENDMENTS

Project ID #	Agency	Project Title	FY 21 Original Funding Allocation	FY 22 Original Funding Allocation	FY 22 Requested Funding Allocation	FY 22 Funding Impact	Reason for Major/Minor Amendment Status
Operating Budget Amendment Requests							
TO002-L	Capital Area MPO	1.0 FTE: TPAC Administration	\$ 136,666	\$ 140,083	\$ 137,001	\$ (3,082)	Minor Amendment: Change to budget allocation that, combined with the other Capital Area MPO amendment requests, does not require a change in fund balance or reserves.
TO002-V		1.0 FTE: Program Manager	\$ 136,666	\$ 140,083	\$ 168,772	\$ 28,689	Minor Amendment: Change to budget allocation that, combined with the other Capital Area MPO amendment requests, does not require a change in fund balance or reserves.
TO002-W		1.0 FTE: Transit Planner	\$ 136,666	\$ 140,083	\$ 114,476	\$ (25,607)	Minor Amendment: Change to budget allocation that, combined with the other Capital Area MPO amendment requests, does not require a change in fund balance or reserves.
TO005-W		Hold Harmless Subsidy for Implementation of Countywide Fare Strategy	\$ 117,000	\$ 119,925	\$ -	\$ (119,925)	Major Amendment: Amendment request involves removal of a project from the Work Plan and a change in budgeted reserves or fund balance.
TO005-L1	GoTriangle (submitted by Capital Area MPO)	Youth GoPass Program	\$ 50,056	\$ 51,307	\$ 5,000	\$ (46,307)	Major Amendment: Amendment request involves reduction of a project budget in the Work Plan, which requires a change in fund balance.
TO005-L2	Town of Cary (submitted by Capital Area MPO)	Youth GoPass Program	\$ 31,296	\$ 15,000	\$ -	\$ (15,000)	Major Amendment: Amendment request involves removal of a project from the Work Plan and a change in budgeted reserves or fund balance.
TO005-L3	City of Raleigh (submitted by Capital Area MPO)	Youth GoPass Program	\$ 206,479	\$ 211,641	\$ -	\$ (211,641)	Major Amendment: Amendment request involves removal of a project from the Work Plan and a change in budgeted reserves or fund balance.
Total Operating Funding Impact						\$ (392,873)	
Capital Budget Amendment Requests							
Project ID #	Agency	Project Title	Original Funding Allocation		Requested Funding Allocation	Funding Impact	Reason for Major/Minor Amendment Status
TC002-BH	Research Triangle Foundation	Research Triangle Park Mobility Hub Enhancements	\$ 263,463		\$ 263,463	\$ -	Major Amendment: Amendment request involves a change in scope to remove components of the project that were completed prior to the award effective date for the appropriated funds. These modifications further result in a change in priority order of improvements to be made with the appropriated funds.

TC005-A1	City of Raleigh	New Bern Corridor Bus Rapid Transit Facility	\$ 28,720,000	\$ 42,370,000	\$ 13,650,000	Major Amendment: Amendment request involves a financial impact requiring a change in fund balance or to budgeted reserves. Request expands the project budget to account for FTA contingency funding requirements for the project.
TC004-A	Reserve	Commuter Rail from Garner to Western Durham (Wake County Share) - Project Development	\$ 38,260,371	\$ 24,610,371	\$ (13,650,000)	Major Amendment: Amendment request involves a financial impact requiring a change in fund balance or to budgeted reserves. Release of funds allocated to this reserve allocation for TC004-A covers the request for additional funds for TC005-A1.
Total Capital Funding Impact					\$ -	

Distributed for Public Comment on 9/3/2021

Public Comments Accepted Through 10/3/2021



Wake County Transit Planning Advisory Committee TPAC Budget and Finance

Financial Disposition: September 16, 2021

Discussion:

The Budget Amendment process requires the review and provision of a financial disposition of all Major/Minor amendments that are submitted by the Transit Planning Advisory Committee (TPAC) Budget and Finance Subcommittee.

All minor and major budget amendments must be approved by the Capital Area Metropolitan Planning Organization (CAMPO) Executive Board and GoTriangle Board of Trustees.

Requested Items for Committee Disposition:

Major Amendment – Six (6) Amendments

- 1) **Hold Harmless Subsidy for implementation of Countywide Fare Strategy** – Major amendment submission from CAMPO to remove FY2022 adopted funding for the Hold Harmless subsidy for implementation of countywide fare strategy project. Due to the suspension of fares through FY2022, the amendment request is for the approved funds to be removed from reserve allocation and the operating project removed from the FY2022 Work Plan.
- 2) **Youth GoPass Program** – Three (3) of the major amendments submitted are by CAMPO on behalf of the Town of Cary, City of Raleigh and GoTriangle related to the Youth GoPass program. Due to the suspension of FY2022 fares, the work plan allocation will not be needed for the current fiscal year. Funds for The Town of Cary and City of Raleigh will be reduced to zero while GoTriangle will still be allocated a minimal amount to cover administrative fees associated with this operating project.
- 3) **Research Triangle Park Mobility Hub Enhancement** – Raleigh Triangle Foundation submitted a capital amendment to modify the scope of the mobility hub enhancement project. The request is a result of Mobility Hub enhancements that were completed prior to the FY2022 Community Funding Program Agreement.
- 4) **Wake BRT: New Bern Avenue** – The City of Raleigh submitted a capital agreement to meet a 20% contingency requirement for the total project cost that is needed as part of the Federal Transit Administration (FTA) Capital Investment Grant award review process. This amount includes an updated construction cost estimate for the project at 60% design.

Minor Amendment – Three (3) Amendments

- 1) **TPAC Administrator / Program Manager / Transit Planner** – Three (3) minor amendments submitted by CAMPO to rebalance the operating project funding for CAMPO's Wake Transit funded staff. Funds are re-allocated from another project within the budget ordinance, and the scope of the project does not change.

Financial Impact of Proposed Amendments:

The FY22 Reserve Bus Operations budget will decrease \$119,925

The FY22 GoTriangle Bus Operations budget will decrease \$46,307

The FY22 Town of Cary Bus Operations budget will decrease \$15,000

The FY22 City of Raleigh Bus Operations budget will decrease \$211,641

The FY22 City of Raleigh Bus Rapid Transit Capital budget will increase \$13,650,000

Prior Year Reserve Commuter Rail Transit Capital budget will decrease \$13,650,000

The FY22 Research Triangle Foundation Community Funding Area budget amendments will have a net \$0 effect to the budget

The FY22 CAMPO Transit Plan Administration budget amendments will have a net \$0 effect to the budget

Net Impact to Wake Transit Plan = Decrease of \$392,873

FY22-Q2 Amendment Financial Impact

Ordinance Tag	Agency	Description	FY22 Wake Transit Adopted Funding	Wake Transit Proposed Amended Budget	Revised FY22 Adopted Wake Transit Plan Funding
Transit Plan Administration	CAMPO	TPAC Administration	140,083	(3,082)	137,001
Transit Plan Administration	CAMPO	Program Manager	140,083	28,689	168,772
Transit Plan Administration	CAMPO	Transit Planner	140,083	(25,607)	114,476
Bus Operations	CAMPO / Reserve	Hold Harmless Subsidy for Implementation of Countywide Fare Strategy	119,925	(119,925)	-
Bus Operations	GoTriangle	Youth GoPass Program	51,307	(46,307)	5,000
Bus Operations	Town of Cary	Youth GoPass Program	15,000	(15,000)	-
Bus Operations	City of Raleigh	Youth GoPass Program	211,641	(211,641)	-
Wake Transit Operating Expenditures				\$ (392,873)	
Community Funding Area*	Raleigh Triangle Foundation	Community Funding Area Program	263,463	-	263,463
Bus Rapid Transit	City of Raleigh	Wake Bus Rapid Transit (BRT): New Bern Avenue	-	13,650,000	13,650,000
Commuter Rail Transit	Reserve	<i>Prior Year Adopted</i> Commuter Rail Transit	-	(13,650,000)	-
Wake Transit Capital Expenditures				\$ -	
Total Financial Impact - FY22 Wake Transit Work Plan				\$ (392,873)	

Wake Transit Project ID #
TO002-L; TO002-V; TO002-W

FY 2022
Wake Transit Work Plan
Project Amendment Request Form
Operating and/or Capital

FY START DATE
7/1/2021

Type of Amendment **Minor** ☒ **Major** ☐

Minor amendment – Required when there is:

A transfer of funds between budget ordinance appropriations but requires less than a 20% change to a project appropriation for projects equal to or greater than \$500,000

A transfer of funds between budget ordinance appropriations but requires less than a \$100,000 change to a project appropriation for projects less than \$500,000

Any change that does not meet the criteria for a major amendment

Major amendment - Required when there is:

A project requested to be added to the Work Plan

A project requested to be removed from the Work Plan

Significant changes in scope of funded project

A transfer between budget ordinance appropriations that requires equal to or greater than a 20% change to a project appropriation for projects greater than \$500,000

A transfer between budget ordinance appropriations that requires equal to or greater than a \$100,000 change to a project appropriation for projects less than \$500,000

Any change that requires a change in budgeted reserves or fund balance

New/Amended Project Name	Requesting Agency	Project Contact	Estimated Operating Cost	
1.0 FTE: TPAC Administrator, 1.0 FTE Program Manager, and 1.0 FTE Transit Planner	CAMPO	Bret Martin, Wake Transit Program Manager bret.martin@campo-nc.us	Base Year	\$ 420,249
			Recurring	\$ 2,751,550
Estimated Start Date	Estimated Completion	Notes	Estimated Capital Cost	
7/1/2021	no end date		Base Year	\$ -
			Cumulative	\$ -
Project Description	Enter below a summary of the project amendment and impact on approved plan.			
This amendment is merely to rebalance project funding allocations for CAMPO's Wake Transit-funded staff resources to better align with the track record of actual expenses incurred over the past couple of years. The total amount of funding (\$420,249) for all three staffing resource projects combined does not change.				
1. Enter Wake Transit Project ID(s) to Increase				

Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
TO002-V	1.0 FTE: Program Manager	Transit Plan Administration - Staffing	\$ 168,772	\$ 168,772	Increase from \$140,083 to \$168,772
TOTAL			\$ 168,772	\$ 168,772	

2. Wake Transit Project ID(s) to Reduce					
Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
TO002-L	1.0 FTE: TPAC Administration	Transit Plan Administration - Staffing	\$ 137,001	\$ 137,001	Decrease from \$140,083 to \$137,001
TO002-W	1.0 FTE: Transit Planner	Transit Plan Administration - Staffing	\$ 114,476	\$ 114,476	Decrease from \$140,083 to \$114,476
TOTAL			\$ 251,477	\$ 251,477	

3. Impact on Transit Plan Project Costs				
From above, indicate whether amounts impact operating or capital budgets in Wake Transit Plan.		Estimated Operating Cost	Current Year	\$ 420,249
			Recurring	\$ 420,249
		Estimated Capital Cost	Base Year	\$ -
			Cumulative	\$ -

Project Justification / Business Case	Provide responses to <u>EACH</u> of the questions below. Answer the questions as thoroughly as possible. Enter Non-Applicable (N/A) as appropriate.
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4. Is this New/Amended project Operating, Capital or Both? **Operating** ☒ **Capital** ☐ **Both** ☐

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

A full year of funds is being requested that does not change the total transit plan administration budget ordinance appropriation to CAMPO for FY 22 or in future fiscal years.

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

The Wake Transit operating budget will better reflect actual expenses for CAMPO's transit plan administration projects. If the amendment is not approved, the Wake Transit operating budget will not accurately reflect actual expenses for CAMPO's transit plan administration projects.

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

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

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

a)

b)

c)

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

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

9. List any other relevant information not addressed.

N/A

10. Please enter estimated appropriations below that will support expenses identified above. Enter FY 2022 and the estimated annualized cost in FY 2023 using the 2.5% growth factor, if applicable. The spreadsheet will calculate 2024 and beyond by 2.5%. If your project is not expected to have recurring costs in FY 2024 and/or beyond, delete the calculation(s) in columns E-I.

Cost Break Down of Project Request							
OPERATING COSTS	FY22	FY23	FY24	FY25	FY26	FY27	FY28
Growth Factors		2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Salary & Fringes	420,249	430,755	441,524	452,562	463,876	475,473	487,360
Contracts			-	-	-	-	-
Bus Operations:							
Estimated Hours			-	-	-	-	-
Cost per Hour			-	-	-	-	-
Estimated Operating Cost	-	-	-	-	-	-	-
Bus Leases			-	-	-	-	-
Park & Ride Lease			-	-	-	-	-
Other			-	-	-	-	-
Other			-	-	-	-	-
Subtotal: Bus Operations	-	-	-	-	-	-	-
Other: Administrative							
Other: Database Hosting			-	-	-	-	-
Other: Supplies and Materials			-	-	-	-	-
TOTAL OPERATING COSTS	420,249	430,755	441,524	452,562	463,876	475,473	487,360

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

CAPITAL COSTS	FY21	FY22	FY23	FY24	FY25	FY26	FY27
Design/NEPA	\$ -	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Land - Right of Way	-	-	-	-	-	-	-
TOTAL CAPITAL COSTS	-	-	-	-	-	-	-

Assumptions for Costs and Revenues Above:

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

Actuals from CAMPO's internal FY 21 budget for the 3 referenced staffing resources.

Wake Transit Project ID #
TO005-W

FY 2022
Wake Transit Work Plan
Project Amendment Request Form
Operating and/or Capital

FY START DATE
7/1/2021

Type of Amendment Minor ☐ Major ☒

Minor amendment – Required when there is:

A transfer of funds between budget ordinance appropriations but requires less than a 20% change to a project appropriation for projects equal to or greater than \$500,000
A transfer of funds between budget ordinance appropriations but requires less than a \$100,000 change to a project appropriation for projects less than \$500,000
Any change that does not meet the criteria for a major amendment

Major amendment - Required when there is:

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

New/Amended Project Name	Requesting Agency	Project Contact	Estimated Operating Cost	
Hold Harmless Subsidy for Implementation of Countywide Fare Strategy	CAMPO	Bret Martin, Wake Transit Program Manager	Base Year	\$ -
		bret.martin@campo-nc.us	Recurring	\$ 785,200
Estimated Start Date	Estimated Completion	Notes	Estimated Capital Cost	
7/1/2021	6/30/2022		Base Year	\$ -
			Cumulative	\$ -
Project Description	Enter below a summary of the project amendment and impact on approved plan.			
Given that the fixed-route transit agencies in Wake County have continued suspension of fares through FY 2022, and another funding source has been allocated to hold those systems harmless, there should not be a need for a hold harmless allocation for fare structure changes in FY 22. This request is to remove the project from the FY 22 Work Plan.				
1. Enter Wake Transit Project ID(s) to Increase				

Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
TOTAL			\$ -	\$ -	

2. Wake Transit Project ID(s) to Reduce					
Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
TO005-W	Hold Harmless Subsidy for Implementation of Countywide Fare	Bus Operations - Other Bus Service	\$ 119,925	\$ -	Because the suspension of fares has only been committed through FY 2022, the removal of the project should only involve removing the FY 2022 allocation.
TOTAL			\$ 119,925	\$ -	

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

Project Justification / Business Case	Provide responses to <u>EACH</u> of the questions below. Answer the questions as thoroughly as possible. Enter Non-Applicable (N/A) as appropriate.
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4. Is this New/Amended project Operating, Capital or Both? Operating ☒ Capital ☐ Both ☐

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

The request to remove the project from the Work Plan is only for FY 2022. The request is to remove the full amount budgeted to project TO005-W.

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

If the project is not removed, it keeps funds encumbered for a futile purpose. If the project is removed, it frees up funds for other needs and will improve our financial planning for future years.

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

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

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

a)

b)

c)

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

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

9. List any other relevant information not addressed.

10. Please enter estimated appropriations below that will support expenses identified above. Enter FY 2022 and the estimated annualized cost in FY 2023 using the 2.5% growth factor, if applicable. The spreadsheet will calculate 2024 and beyond by 2.5%. If your project is not expected to have recurring costs in FY 2024 and/or beyond, delete the calculation(s) in columns E-I.

Cost Break Down of Project Request							
OPERATING COSTS	FY22	FY23	FY24	FY25	FY26	FY27	FY28
Growth Factors		2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Salary & Fringes			-	-	-	-	-
Contracts			-	-	-	-	-
Bus Operations:							
Estimated Hours			-	-	-	-	-
Cost per Hour			-	-	-	-	-
Estimated Operating Cost	-	-	-	-	-	-	-
Bus Leases			-	-	-	-	-
Park & Ride Lease			-	-	-	-	-
Other		122,923	125,996	129,146	132,375	135,684	139,076
Other			-	-	-	-	-
Subtotal: Bus Operations	-	122,923	125,996	129,146	132,375	135,684	139,076
Other: Administrative							
Other: Database Hosting			-	-	-	-	-
Other: Supplies and Materials			-	-	-	-	-
TOTAL OPERATING COSTS	-	122,923	125,996	129,146	132,375	135,684	139,076

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

CAPITAL COSTS	FY21	FY22	FY23	FY24	FY25	FY26	FY27
Design/NEPA	\$ -	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Land - Right of Way	-	-	-	-	-	-	-
TOTAL CAPITAL COSTS	-	-	-	-	-	-	-

Assumptions for Costs and Revenues Above:

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

N/A

Wake Transit Project ID #
TO005-L1, -L2, and -L3

FY 2022
Wake Transit Work Plan
Project Amendment Request Form
Operating and/or Capital

FY START DATE
7/1/2021

Type of Amendment Minor ☐ Major ☒

Minor amendment – Required when there is:

A transfer of funds between budget ordinance appropriations but requires less than a 20% change to a project appropriation for projects equal to or greater than \$500,000

A transfer of funds between budget ordinance appropriations but requires less than a \$100,000 change to a project appropriation for projects less than \$500,000

Any change that does not meet the criteria for a major amendment

Major amendment - Required when there is:

A project requested to be added to the Work Plan

A project requested to be removed from the Work Plan

Significant changes in scope of funded project

A transfer between budget ordinance appropriations that requires equal to or greater than a 20% change to a project appropriation for projects greater than \$500,000

A transfer between budget ordinance appropriations that requires equal to or greater than a \$100,000 change to a project appropriation for projects less than \$500,000

Any change that requires a change in budgeted reserves or fund balance

New/Amended Project Name	Requesting Agency	Project Contact	Estimated Operating Cost	
Youth GoPass Program	CAMPO	Bret Martin, Wake Transit Program Manager	Base Year	\$ 5,000
		bret.martin@campo-nc.us	Recurring	\$ 1,819,847
Estimated Start Date	Estimated Completion	Notes	Estimated Capital Cost	
7/1/2021	6/30/2022		Base Year	\$ -
			Cumulative	\$ -
Project Description	Enter below a summary of the project amendment and impact on approved plan.			
Given that the fixed-route transit agencies in Wake County have continued suspension of fares through FY 2022, and another funding source has been allocated to hold those systems harmless from reduced fare revenues, there should not be a need for a Youth GoPass allocation to the Town of Cary and City of Raleigh in FY 22. The Youth GoPass allocation to GoTriangle can be reduced to merely cover any program management administrative expenses necessary to maintain the health of the program through FY 22. This request is to remove the projects TO005-L2 and -L3 from the FY 22 Work Plan and to reduce the budgeted amount to TO005-L3 to a lower more reasonable amount for program administration.				
1. Enter Wake Transit Project ID(s) to Increase				

Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
TOTAL			\$ -	\$ -	

2. Wake Transit Project ID(s) to Reduce					
Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
TO002-L1	Youth GoPass Program: GoTriangle	Bus Operations - Other Bus Service	\$ 46,307	\$ -	Decrease from \$51,307 to \$5,000
TO002-L2	Youth GoPass Program: Town of Cary	Bus Operations - Other Bus Services	\$ 15,000	\$ -	Decrease from \$15,000 to \$0
TO002-L3	Youth GoPass Program: City of Raleigh	Bus Operations - Other Bus Services	\$ 211,641	\$ -	Decrease from \$211,641 to \$0
TOTAL			\$ 272,948	\$ -	

3. Impact on Transit Plan Project Costs				
From above, indicate whether amounts impact operating or capital budgets in Wake Transit Plan.		Estimated Operating Cost	Current Year	\$ 420,249
			Recurring	\$ 420,249
		Estimated Capital Cost	Base Year	\$ -
			Cumulative	\$ -

Project Justification / Business Case	Provide responses to <u>EACH</u> of the questions below. Answer the questions as thoroughly as possible. Enter Non-Applicable (N/A) as appropriate.
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4. Is this New/Amended project Operating, Capital or Both? Operating ☒ Capital ☐ Both ☐

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

The request to reduce the previously budgeted amounts from the Work Plan is only for FY 2022.

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

If the project budgets are not reduced, it keeps funds encumbered for a futile purpose. If the project budgets are reduced, it frees up funds for other needs and will improve our financial planning for future years.

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

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

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

- a)
- b)
- c)

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

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

9. List any other relevant information not addressed.

N/A

10. Please enter estimated appropriations below that will support expenses identified above. Enter FY 2022 and the estimated annualized cost in FY 2023 using the 2.5% growth factor, if applicable. The spreadsheet will calculate 2024 and beyond by 2.5%. If your project is not expected to have recurring costs in FY 2024 and/or beyond, delete the calculation(s) in columns E-I.

Cost Break Down of Project Request							
OPERATING COSTS	FY22	FY23	FY24	FY25	FY26	FY27	FY28
Growth Factors		2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Salary & Fringes		-	-	-	-	-	-
Contracts	5,000	284,897	292,019	299,320	306,803	314,473	322,335
Bus Operations:							
Estimated Hours			-	-	-	-	-
Cost per Hour			-	-	-	-	-
Estimated Operating Cost	-	-	-	-	-	-	-
Bus Leases			-	-	-	-	-
Park & Ride Lease			-	-	-	-	-
Other			-	-	-	-	-
Other			-	-	-	-	-
Subtotal: Bus Operations	-	-	-	-	-	-	-
Other: Administrative	-	-					
Other: Database Hosting			-	-	-	-	-
Other: Supplies and Materials			-	-	-	-	-
TOTAL OPERATING COSTS	5,000	284,897	292,019	299,320	306,803	314,473	322,335

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

CAPITAL COSTS	FY21	FY22	FY23	FY24	FY25	FY26	FY27
Design/NEPA	\$ -	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Land - Right of Way	-	-	-	-	-	-	-
TOTAL CAPITAL COSTS	-	-	-	-	-	-	-

Assumptions for Costs and Revenues Above:

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

Actuals from prior year reported expenditures

Wake Transit Project ID #
TC002-BH

FY 2022
Wake Transit Work Plan
Project Amendment Request Form
Operating and/or Capital

FY START DATE
7/1/2021

Type of Amendment Minor ☐ Major ☒

Minor amendment – Required when there is:

A transfer of funds between budget ordinance appropriations but requires less than a 20% change to a project appropriation for projects equal to or greater than \$500,000

A transfer of funds between budget ordinance appropriations but requires less than a \$100,000 change to a project appropriation for projects less than \$500,000

Any change that does not meet the criteria for a major amendment

Major amendment - Required when there is:

A project requested to be added to the Work Plan

A project requested to be removed from the Work Plan

Significant changes in scope of funded project

A transfer between budget ordinance appropriations that requires equal to or greater than a 20% change to a project appropriation for projects greater than \$500,000

A transfer between budget ordinance appropriations that requires equal to or greater than a \$100,000 change to a project appropriation for projects less than \$500,000

Any change that requires a change in budgeted reserves or fund balance

New/Amended Project Name	Requesting Agency	Project Contact	Estimated Operating Cost	
Research Triangle Park Mobility Hub Enhancements	Research Triangle Foundation	Travis Crayton	Base Year	\$ -
		crayton@rtp.org	Recurring	\$ -
Estimated Start Date	Estimated Completion	Notes	Estimated Capital Cost	
07/01/2021	6/30/2023		Base Year	\$ 263,463
			Cumulative	\$ 263,463
Project Description	Enter below a summary of the project amendment and impact on approved plan.			
This amendment proposes modifying the RTF scope as a result of Mobility Hub enhancements that were completed prior to the July 1 CFAP agreement start, as well as modifications to the implemented Boxyard RTP design and planned micromobility implementation planned for 2022. Project deliverables remain the same, including the ranked priority of additional items to be completed if funding allows, with only the removal of completed items.				
1. Enter Wake Transit Project ID(s) to Increase				

Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
TOTAL			\$ -	\$ -	

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

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

Project Justification / Business Case	Provide responses to <u>EACH</u> of the questions below. Answer the questions as thoroughly as possible. Enter Non-Applicable (N/A) as appropriate.
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4. Is this New/Amended project Operating, Capital or Both? Operating ☐ Capital ☒ Both ☐

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

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

No adjustments to the funding amount are proposed. If approved, this amendment will allow RTF to more fully implement the Mobility Hub vision and improved connectivity to NC 54 bus stops, including improved pedestrian and bicyclist connectivity throughout the RTP Frontier and future Hub campuses.

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

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

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

a)	
b)	
c)	

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

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

9. List any other relevant information not addressed.

Below is a revised scope correctly reflecting the proposed project deliverables and order of priority:

As part of the Community Funding Area Program, the Research Triangle Foundation (RTF) will complete final design and construction of transit-oriented mobility improvements in and around the Boxyard, Frontier, and HUB campuses at Research Triangle Park. The Wake Transit Tax Proceeds for this project will fund the following deliverables:

1. Active Modes Gateway: Inverted Hydration Station, Waste Receptacle, and Space for Micromobility/Shared parking;
2. Small Waiting Area: Bench(es) and Small Shade/Rain Structure;
3. NC 54 Bus Stop Amenities: Waste Receptacle.

After budgeting for the above deliverables, in order of priority, the funds may be used for the following additional amenities:

1. Active transportation connections between the "Active Modes Gateway" and the RTP Boxyard/Frontier/HUB multi-use trail system;
2. Digital Infrastructure for Shared Ride connectivity between Boxyard/Frontier/HUB campuses and the future Regional Transit Center;
3. Multi-use path connecting the "Active Modes Gateway" and the existing transit stop including: either widening the existing path from 5 feet to 10 feet or adding a separate 5-foot path on the opposite side of Park Offices Drive;
4. Addition of micromobility digital and/or physical components; and
5. Crosswalk enhancements for connectivity between Boxyard/Frontier/HUB campuses and greater RTP trail network, which includes the future Triangle Bikeway trail.

The listed project cost includes funds to allow up to a 10% cost overage, as defined in the Community Funding Area Program Management Plan. Use of this additional 10% of project funds will require an increased match from RTF.

10. Please enter estimated appropriations below that will support expenses identified above. Enter FY 2022 and the estimated annualized cost in FY 2023 using the 2.5% growth factor, if applicable. The spreadsheet will calculate 2024 and beyond by 2.5%. If your project is not expected to have recurring costs in FY 2024 and/or beyond, delete the calculation(s) in columns E-I.

Cost Break Down of Project Request							
OPERATING COSTS	FY22	FY23	FY24	FY25	FY26	FY27	FY28
Growth Factors		2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Salary & Fringes			-	-	-	-	-
Contracts			-	-	-	-	-
Bus Operations:							
Estimated Hours			-	-	-	-	-
Cost per Hour			-	-	-	-	-
Estimated Operating Cost	-	-	-	-	-	-	-
Bus Leases			-	-	-	-	-
Park & Ride Lease			-	-	-	-	-
Other			-	-	-	-	-
Other			-	-	-	-	-
Subtotal: Bus Operations	-	-	-	-	-	-	-

Other: Administrative							
Other: Database Hosting			-	-	-	-	-
Other: Supplies and Materials			-	-	-	-	-
TOTAL OPERATING COSTS	-	-	-	-	-	-	-

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

CAPITAL COSTS	FY21	FY22	FY23	FY24	FY25	FY26	FY27
Design/NEPA	\$ -	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Land - Right of Way	-	-	-	-	-	-	-
TOTAL CAPITAL COSTS	-	-	-	-	-	-	-

Assumptions for Costs and Revenues Above:

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

Wake Transit Project ID #
TC005-A1

FY 2022
Wake Transit Work Plan
Project Amendment Request Form
Operating and/or Capital

FY START DATE
7/1/2021

Type of Amendment Minor ☐ Major ☒

Minor amendment – Required when there is:

A transfer of funds between budget ordinance appropriations but requires less than a 20% change to a project appropriation for projects equal to or greater than \$500,000

A transfer of funds between budget ordinance appropriations but requires less than a \$100,000 change to a project appropriation for projects less than \$500,000

Any change that does not meet the criteria for a major amendment

Major amendment - Required when there is:

A project requested to be added to the Work Plan

A project requested to be removed from the Work Plan

Significant changes in scope of funded project

A transfer between budget ordinance appropriations that requires equal to or greater than a 20% change to a project appropriation for projects greater than \$500,000

A transfer between budget ordinance appropriations that requires equal to or greater than a \$100,000 change to a project appropriation for projects less than \$500,000

Any change that requires a change in budgeted reserves or fund balance

New/Amended Project Name	Requesting Agency	Project Contact	Estimated Operating Cost	
Wake BRT: New Bern Avenue	City of Raleigh	Mila Vega, Planning Supervisor	Base Year	\$ -
		mila.vega@raleighnc.gov	Recurring	\$ -
Estimated Start Date	Estimated Completion	Notes	Estimated Capital Cost	
March 2019	March 2025		Base Year	\$ 13,650,000
			Cumulative	\$ 13,650,000
Project Description	Enter below a summary of the project amendment and impact on approved plan.			
This request is to meet the 20% contingency requirement for the total project cost for Federal Transit Administration (FTA) Capital Investment Grant award review process. This includes updated construction cost estimate for the project at 60% design and includes \$7.5M in unallocated contingency and \$6.7M in allocated contingency.				
1. Enter Wake Transit Project ID(s) to Increase				

Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
TC005-A1	Wake BRT: New Bern Avenue		\$ 13,650,000		Agreement to include a clause that City of Raleigh must communicate to TPAC before spending funds identified for unallocated contingency.
TOTAL			\$ 13,650,000	\$ -	

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

3. Impact on Transit Plan Project Costs			
From above, indicate whether amounts impact operating or capital budgets in Wake Transit Plan.	Estimated Operating Cost	Current Year	\$ -
		Recurring	\$ -
	Estimated Capital Cost	Base Year	\$ 13,650,000
		Cumulative	\$ 13,650,000

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

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

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

Full year of funding to indicate to FTA that the project has local funds identified to cover potential contingency costs.

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

The City of Raleigh will communicate to FTA that local funds are available if needed for contingency during construction of the New Bern Avenue BRT project. If not funded, it could delay the completion of full funding grant agreement with FTA for \$35M from FTA CIG process.

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

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

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

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

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

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

9. List any other relevant information not addressed.

10. Please enter estimated appropriations below that will support expenses identified above. Enter FY 2022 and the estimated annualized cost in FY 2023 using the 2.5% growth factor, if applicable. The spreadsheet will calculate 2024 and beyond by 2.5%. If your project is not expected to have recurring costs in FY 2024 and/or beyond, delete the calculation(s) in columns E-I.

Cost Break Down of Project Request							
OPERATING COSTS	FY22	FY23	FY24	FY25	FY26	FY27	FY28
Growth Factors		2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Salary & Fringes			-	-	-	-	-
Contracts			-	-	-	-	-
Bus Operations:							
Estimated Hours			-	-	-	-	-
Cost per Hour			-	-	-	-	-
Estimated Operating Cost	-	-	-	-	-	-	-
Bus Leases			-	-	-	-	-
Park & Ride Lease			-	-	-	-	-
Other			-	-	-	-	-
Other			-	-	-	-	-
Subtotal: Bus Operations	-	-	-	-	-	-	-
Other: Administrative							
Other: Database Hosting			-	-	-	-	-
Other: Supplies and Materials			-	-	-	-	-
TOTAL OPERATING COSTS	-	-	-	-	-	-	-

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

CAPITAL COSTS	FY21	FY22	FY23	FY24	FY25	FY26	FY27
Design/NEPA	\$ -	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Land - Right of Way	-	-	-	-	-	-	-
Other (Contingency)	13,650,000						
TOTAL CAPITAL COSTS	13,650,000	-	-	-	-	-	-

Assumptions for Costs and Revenues Above:

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

The above was calculated based on 60% design costs for the New Bern Avenue BRT project and includes 20% contingency costs for the project.

WAKE COUNTY TRANSIT PLAN: IMPLEMENTATION

Joint Disposition and Voting Record

Joint Meeting of the Planning & Prioritization and Budget & Finance Subcommittees

September 28, 2021 – 1:30pm-3:30pm

Per the Wake Transit Plan Amendment Policy, the TPAC Budget & Finance and Planning & Prioritization Subcommittees are tasked with jointly reviewing the quarterly Work Plan draft amendment list and amendment request forms when Major Amendment requests are submitted. The subcommittees consider appropriateness of changes in scope and, if applicable, financial choices and tradeoffs associated with the proposed amendments and create a disposition for TPAC consideration. Upon review of the disposition and related amendment requests, the TPAC will make recommendations to the GoTriangle Board of Trustees and CAMPO Executive Board for approval or disapproval of requested amendments to the Work Plan. Following is the voting record and disposition from the joint meeting of the Budget & Finance and Planning & Prioritization Subcommittees held on September 28, 2021, where the requested amendments were reviewed.

Voting Member Agencies for Budget & Finance and Planning & Prioritization Subcommittees

CAMPO
Wake County
City of Raleigh
Town of Cary
GoTriangle
Town of Wake Forest
Town of Fuquay-Varina
Research Triangle Foundation

Amendment Requests Description: A total of nine (9) amendments to the fiscal year (FY) 2022 or a prior year Wake Transit Work Plan have been requested by various project sponsors, including CAMPO, the Research Triangle Foundation, and the City of Raleigh, for consideration by the TPAC. Six (6) of the requests fall into the 'Major Amendment' category and required a 30-day public comment period, while three (3) of the amendments fall into the 'Minor Amendment' category and required a minimum 14-day public comment period.

These requests include the following:

- 1) Proposed changes to the budgeted amounts for CAMPO's funding allocations for lead agency staffing (Projects TO002-L, -V, and -W) to better align budgets with actual expenditure performance over the past couple of years;
- 2) The proposed removal of the FY 22 funding allocation for the 'Hold Harmless Subsidy for Implementation of Countywide Fare Strategy' (Project TO005-W), which is not needed during the fiscal year with the systemwide suspension of fares;
- 3) The proposed removal/reduction of the FY 22 allocations for the City of Raleigh's, Town of Cary's, and GoTriangle's Youth GoPass funding (Projects TO005-L1, -L2, -L3), which are mostly not needed during the fiscal year with the systemwide suspension of fares;
- 4) A proposed change in scope for the Research Triangle Foundation's Research Triangle Park Mobility Hub Enhancements (Project TC002-BH) to remove components of the project that were completed prior to the award effective date for the appropriated funds, which further results in a change in priority order of improvements to be made with the appropriated funds; and
- 5) A proposed change to the budgeted amount for the construction phase of the New Bern Corridor Bus Rapid Transit Facility (Project TC005-A1) to satisfy additional Federal Transit Administration (FTA) budget contingency requirements.

WAKE COUNTY TRANSIT PLAN: IMPLEMENTATION

Joint Disposition and Voting Record

Joint Meeting of the Planning & Prioritization and Budget & Finance Subcommittees

September 28, 2021 – 1:30pm-3:30pm

Subcommittees' Disposition: The Planning & Prioritization and Budget & Finance Subcommittees rendered the following findings for amendment requests:

- 1) The proposed change in scope for Project TC002-BH (Research Triangle Park Mobility Hub Enhancements) is appropriate for the continued implementation of that Community Funding Area Program project;
- 2) Proposed changes to the budgeted amounts for Projects TO002-L, -V, and -W (CAMPO staffing) do not involve financial impacts that affect fund balance or budgeted amounts for other projects;
- 3) The proposed removal of FY 22 funding allocations for Project TO005-W (Hold Harmless Subsidy for Implementation of Countywide Fare Strategy) and Projects TO005-L1, -L2, and L3 (Youth GoPass funding) would result in \$392,873 being added to fund balance, which allows more funding to be encumbered to other projects; and
- 4) The proposed change in budget to add \$13,650,000 to Project TC005-A1 (New Bern Corridor Bus Rapid Transit Facility) to satisfy additional FTA budget contingency requirements by releasing the same amount of funds from a commuter rail project development reserve allocation (Project TC004-A) is appropriate for the continued implementation of the Wake BRT program of projects and for the continued implementation of the Wake County Transit Plan.

Discussion: There was no subcommittee discussion on the amendment requests.

Vote: The subcommittees voted unanimously to forward the disposition, as described above, to the TPAC for the requested amendments.

MEMORANDUM

TO: GoTriangle Board of Trustees Operations & Finance Committee
FROM: Planning, Capital Development Department
DATE: October 29, 2021
SUBJECT: **Recommendation to continue existing RDU Airport service until further notice**

Strategic Objective Supported

1.5 Maintain cost-effectiveness

Action Requested

Staff request that the committee recommend the continuation of the existing RDU service for approval by the Board of Trustees.

Background

Starting October 11, 2020, GoTriangle implemented the following *temporary* service adjustments, which were approved by the GoTriangle President/CEO as delegated by the Board of Trustees in March 2020 due to the unfolding COVID-19 emergency:

- a. Serve the airport with an RDU Shuttle from the Regional Transit Center every 30 minutes until 6:30pm Monday through Saturday
- b. Revise Route 100 to address high cost / low volumes for airport service by removing RDU Airport during the day, but continue to serve the airport after 6:30pm and on Sundays when service is hourly.
- c. Suspend Route 105 because it is merged with the Route 100.

These service adjustments were proposed in response to the dramatic changes in ridership patterns during the pandemic. The expected benefits of these changes were:

1. Increase productivity by better matching service with customer demand
2. Reduce cost to GoTriangle and Wake County Transit Plan
3. Provide a faster travel time for customers travelling between Raleigh and the Regional Transit Center, Durham and Chapel Hill

Additionally, these service adjustments addressed on-going issues related to GoTriangle service between Raleigh and the Regional Transit Center:

1. *GoTriangle service has been under-utilized at RDU Airport*

While transit ridership to RDU Airport was severely reduced during the COVID-19 pandemic, the low utilization of GoTriangle services at the airport bus stops have long been a concern for GoTriangle planning staff. Ridership on GoTriangle Route 100 did not grow at the same rate as the “flyership” at RDU Airport from 2014-2019. This indicates that the GoTriangle service was not serving RDU Airport passengers effectively.

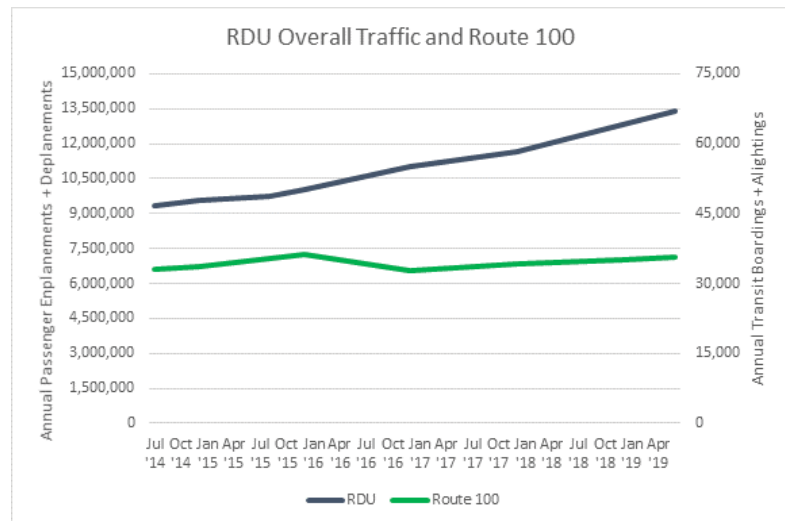


Figure 1 - Airport traffic - RDU vs Route 100 stops

2. *The majority of riders between Raleigh and RTC did not go to the airport*

In June and July 2020, 7% of ridership between Raleigh and the Regional Transit Center utilized the RDU Airport stops. This considers ridership on Routes 100, 105, CRX, and DRX, which operate along I-40 between Raleigh and points west. During this time period Route 100 was serving the airport stops at all times, which adds travel time during off-peak hours for most customers when the Route 105, CRX, and DRX are not operating.

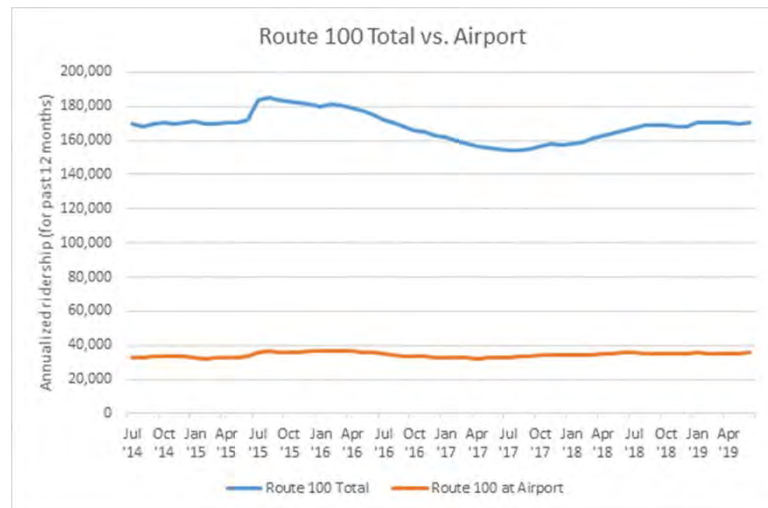


Figure 2 - Route 100 ridership: total vs RDU Airport

3. *Route 100 was not meeting productivity targets:* The Routes 100 and 105 arrangement led to low productivity due to duplication of service at peak-hours.

Performance Results of Temporary Service Adjustments

Staff have monitored the service performance of Route 100 during the temporary service period (Oct 2020 – Sept 2021). When comparing service productivity in FY 2021 for the period before the service change (July 2020-Sept 2020) to after the service change (Oct 2020-June 2021), Route 100 productivity has improved productivity at all times: on weekdays from 9.3 to 12.3 boardings per hour, on Saturdays from 10.2 to 12.3 boardings per hour, and on Sundays from 13.4 to 14.6 boardings per hour. See Figure 4.

	Boardings per Hour		
	FY 19	FY 21 (July 2020- Sept 2020)	FY 21 (Oct 2020- June 2021)
Weekday	14.1	9.3	12.3
vs. FY 19		-34%	-13%
Route 100/RDU	14.1	10.2	12.3
Route 105	14.3	6.8	n/a
Saturday	12.4	10.8	12.7
vs. FY 19		-12%	3%
Sunday	15.3	13.4	14.6
vs. FY 19		-12%	-5%
All Week	14.0	9.8	12.6
vs. FY 19		-30%	-10%

Figure 3 - Productivity of Route 100/105/RDU Shuttle in FY 2019 and FY2021 by day of week

The temporary service adjustment has resulted in lower declines in service productivity on the Route 100 compared to the GoTriangle system as a whole. See Figure 5.

	Boardings per Hour		
	FY 19	FY 21	Change
GoTriangle System	13.9	8.8	-37%
Route 100 Raleigh – Airport – RTC (incl. shuttle)	14.1	12.3	-13%

Figure 4: Productivity of Route 100 and GoTriangle System FY 19 to FY 21

GoTriangle's ridership at RDU stops for Raleigh-based customers has rebounded from the COVID-19 pandemic faster than ridership for customers travelling through the I-40 corridor and flyership at RDU airport. This indicates that the current service to RDU Airport is meeting the customer demand similar to the previous Route 100 service design.

	Sep-19	Sep-20	Sep-21
GoTriangle through corridor	410	255	323
GoTriangle RDU stops (Raleigh-based)	27	9	25
Flyership at RDU Airport	18,933	5,167	13,300

Figure 5- Average daily passengers

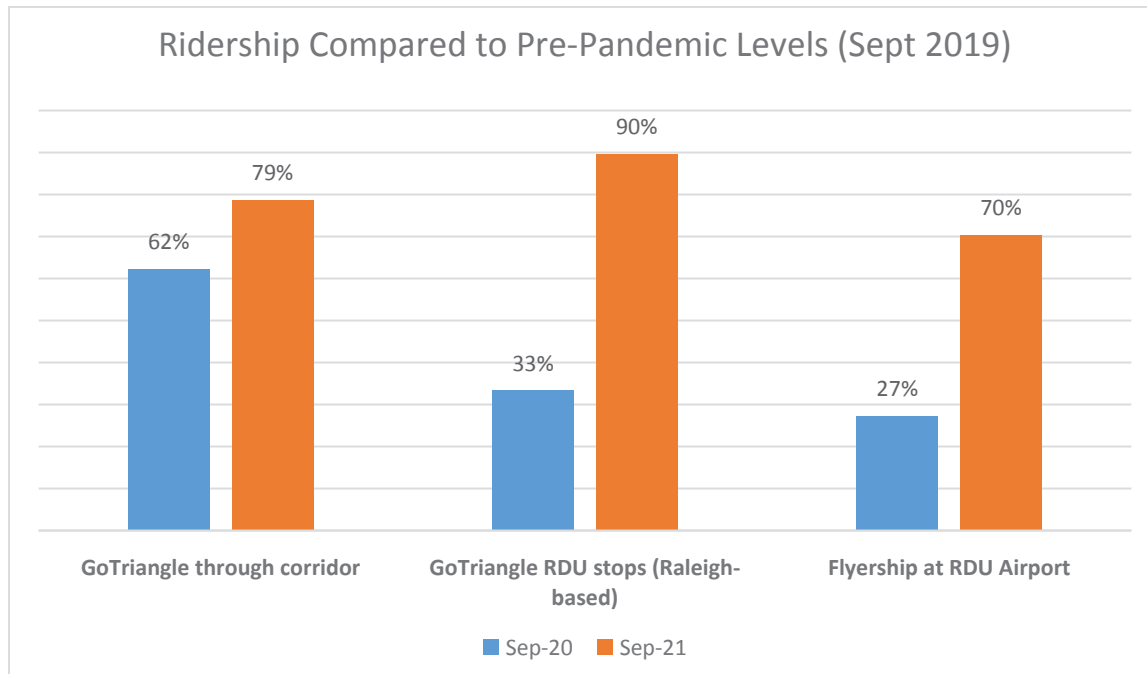


Figure 6 – Sept 2020 and Sept 2021 GoTriangle ridership relative to Sept 2019 and RDU flyership for the same period

Public Engagement Summary and Response

GoTriangle collected public comment on the service proposal from September 20, 2021 to October 20, 2021. GoTriangle received 13 total comments, which showed a strong preference for the reinstatement of the original service structure. However, three (3) of the comments stemmed from unrelated operational complaints and four (4) did not understand how the service changed. The most common public comment was that Raleigh is a growing city that needs direct connection to the airport. NCSU students (3) complained of the lack of direct service.

GoTriangle staff contacted RDU Airport staff to discuss the GoTriangle service to the airport and received no comments or concerns.

GoTriangle Service Planning staff will respond to each commenter individually to address their concerns on the proposed continued route suspension.

Results from Service Equity Analysis

The Title VI Service Equity Analysis did not identify a disproportionate impact amongst low income riders. A disparate impact amongst minority riders was identified, although the impact is positive with reduced travel times for most customers within the corridor.

The decrease in revenue hours highlighted in the Service Equity Analysis is the result of fewer trips operating during weekday peak hours, although half hourly service frequencies continues to be provided.

Financial Impact

The continued suspension of Route 105 and the restructured service at RDU Airport would result in cost savings compared to FY 2022 budget. The annualized financial savings of the suspended service is estimated to be \$514,194.

	Daily Revenue Hours		Annualized Revenue Hours		
	FY 22 Budget	Projection with Continued Suspension	FY 22 Budget	Projection with Continued Suspension	
100 (Raleigh - Airport - RTC)	52.3	43.33	13,180	10,919	
105 (Raleigh - RTC)	18.84	-	4,748	-	
AIR (Airport Shuttle)	-	12	-	3,024	
100 Saturday	53.44	42.41	2,779	2,205	
AIR Saturday	-	11	-	572	
100 Sunday	28.1	28.1	1,658	1,658	
Total Hours			22,364	18,378	(3,986)
Total Cost			\$2,884,956	\$2,370,762	(\$514,194)

Table 1: Summary of projected revenue hours vs FY 2022 budget

Recommendation

Staff recommends to continue until further notice the current service structure consisting of:

- Service the airport with the RDU Shuttle.
- Removal of RDU Airport during the day from Route 100.
- Suspension of Route 105. Route 105 hours will be re-deployed based on the comprehensive evaluation of service as part of the Bus Plan.

Next steps

GoTriangle will engage in a comprehensive evaluation of service within the corridor and to RDU Airport as part of the Wake Bus Plan and GoTriangle Short Range Transit Plan. These planning efforts are underway and related service planning tasks will occur in early 2022 through spring 2023. Robust engagement with RDU Airport management and other key stakeholders is planned.

Attachments

- Public Engagement Report
- Title VI Service Equity Analysis

Staff Contact

- Andrea Neri, 919-485-7592, aneri@gotriangle.org

GoTriangle
Public Engagement Report
Continued Service Change: 100, 105 and RDU Shuttle
September 20, 2021 – October 20, 2021

Overview

Due to the COVID19 global pandemic, GoTriangle suspended daytime service to RDU Airport on route 100, suspended route 105, and added the RDU Airport Shuttle in October 2020. The Federal Transit Administration issued a requirement that suspensions in service lasting longer than 12 months must be treated as permanent changes, thus requiring a service equity analysis and public engagement. To meet this requirement, the GoTriangle Communications & Public Affairs Department conducted outreach to 100, 105 and RDU shuttle riders and the general public, in collaboration with the Service Planning team.

Timeline

The public comment period occurred from September 20, 2021 – October 20, 2021.

Outreach Approach & Activities

GoTriangle utilized multiple methods to inform GoTriangle riders and the public of the continued changes to route 100 and the suspension of 105, meeting the FTA's requirements for suspensions over 12 months.

One hundred and seventy one community organizations, elected officials and city and town staff serving community members potentially impacted by the continued change in service received information about the opportunity to comment. To reach additional members of the public, a social media campaign was conducted across multiple platforms and a news item was added to the GoTriangle website and distributed to transit riders through rider alerts.

Online Engagement	Date
GoTriangle Website Update (News Item)	9/20
GoTriangle Twitter/Facebook/Instagram posts	9/20, 9/28, 9/29, 10/7, 10/13, 10/14, 10/18
Email Campaigns	Date
Community contacts in Wake County	9/20
Raleigh Town Staff	9/20
Raleigh City Council	9/20
NC State University Transportation	9/20

There were 16 posts on the GoTriangle Facebook, Instagram, and Twitter accounts announcing the comment period. Below are the impressions and engagement garnered via each platform.

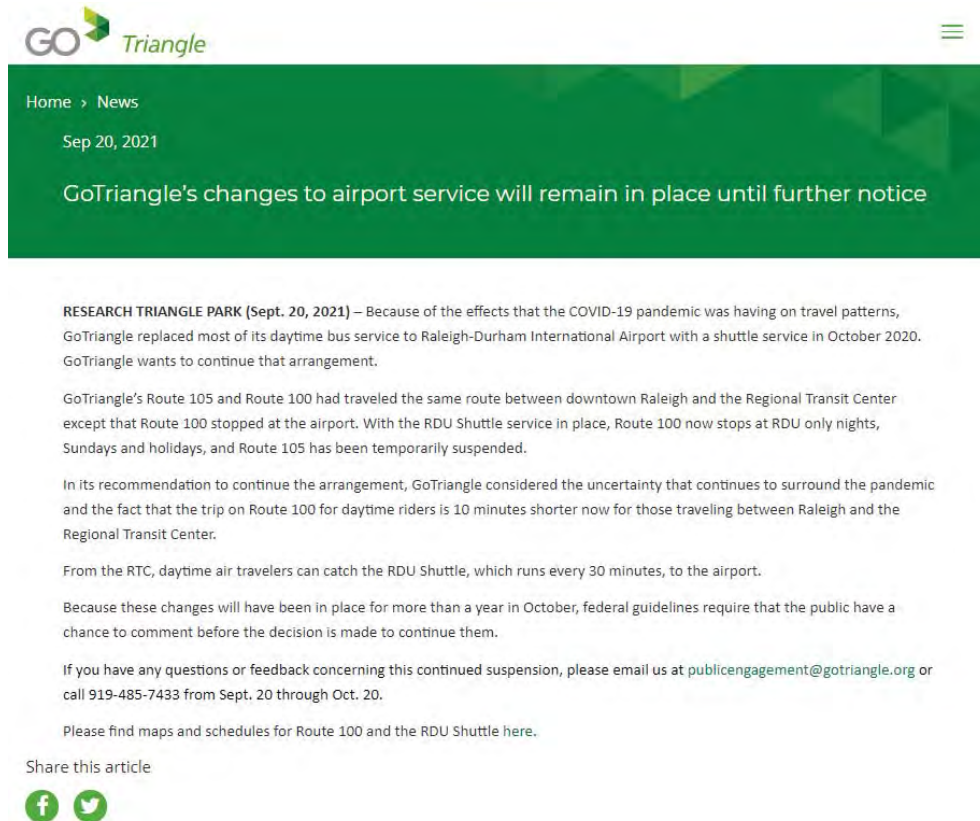
Platform	Posts	Reach/Impressions	Engagement
Facebook	5	664	29
Instagram	5	814	32
Twitter	6	8193	148

Consistent messaging and materials provided information about the opportunity to provide public comment, including by email, website updates and social media, as shown below.



Sep 20, 2021

GoTriangle's changes to airport service will remain in place until further notice



Outreach Materials

- 1. Social Media Posts and Graphics:** The Marketing & Communications Team created social media language and graphics and scheduled posts throughout the comment period.
- 2. Email Campaigns:** The Public Engagement team sent an email campaign to community organizations, elected officials, and individuals.
- 3. News Item:** The GoTriangle website included a News update that described continued suspension of the routes.
- 4. Website Updates:** The GoTriangle website included materials in English and Spanish.
- 5. Public Input Method:** The public had the opportunity to submit comments to publicengagement@gotriangle.org. The Public Engagement Team also established a phone number for providing input.

Engagement Results

The publicengagement@gotriangle.org email received thirteen total comments from the public regarding the changes, as seen in the table below. No comments were received by phone. The comments showed a strong preference for the reinstatement of the original 100 and 105 service. GoTriangle Planning will respond to each commenter individually to address their concerns on the continued route suspension.

Date	Name	Email Address	Comment
9/28/21	Chris Niver	christopher.niver@gmail.com	<p>Good day I would like to air complaints in regards to the terrible change to the 100 bus. I own a car and am fortunate enough not to rely on the bus for daily needs. The one bus that I used to always recommend to friends and others was the 100 bus. Why get an expensive Uber or parking lot at the airport when you can just get dropped off/walk to the bus station and be on your way for \$2.25? I previously considered this to be a major perk of living downtown. So imagine my disbelief at having the most useful bus in the city be neutered. The reasoning that GoTriangle gives here is the Covid-19 Pandemic. But domestic travel has been up considerably in the past year. Flights are essentially back. And all this is irrelevant to the fact Raleigh is a major city without suitable transportation to and from its airport. I would consider that acceptable for Fayetteville or Wilmington, but not Raleigh. I had a great time flying to Denver and easily hopping on their train to downtown. Simple and easy, as transportation from an airport should be. I would also like to air my complaints in regards to the fact that the 8:50PM bus last Saturday 9/25 showed up at least 30 minutes late. There was zero notification anywhere in the airport. There was zero notification on the app. Me and the other two people waiting split a Lyft, but this is completely absurd. I specifically planned my return flight so I could utilize public transportation within the newly limited hours only to have it never show up. Please consider the importance of airport shuttles. This should be one of the most robust lines in the city, and it sucks, and it's extremely disappointing to see. Raleigh is one of the best cities in the country, but loses considerable points for our abysmal public transport. Please let me know if you have any questions, and thank you for your time.</p>
9/29/21	Zac Etret	zefron345@gmail.com	<p>Hi What's worse about your Bus 100 route change is that the last bus only gets to airport from Raleigh at 10:10 pm. There are several flights arriving after that. I had to wait at the airport over 2 hours just to receive someone. Uber was price gouging and it was around USD 40 ONE WAY. Please extend buses to run till 40 minutes after the last flight. If not, citizens are at the mercy of Uber or other taxis. Also flights are back to full schedule. So, not sure if</p>

			time restrictions during the day make sense anymore. It needs to go. Regards
9/29/21	Allie Jacobs	jacobs.allie@gmail.com	Hello, I am asking that you reinstate Route 100's regular schedule. A bus to the airport that only runs in the evenings is not usable for any flights during the daytime. As the number of flights increases at RDU, the bus service should reflect when flights are arriving / departing from the airport. Thank you, Allie Jacobs
9/29/21	Samira Syal	samirasyal@gmail.com	Hi there, I am a graduate student of NCSU and have been a faithful user of the 100 bus during pre-pandemic times. Seeing as I'm a grad student living on Hillsborough St., this service has been a godsend - making travel to the airport convenient and affordable. With the recent changes to the service, I've had to rely on expensive lyfts and Uber rides that my student wages cannot support. For instance, a recent ride to the airport cost me 46 dollars via Uber which is simply ridiculous. The RDU shuttle would NOT be an adequate substitute for this route. With travel kicking back up, there is certain to be higher demand for the 100 and so it seems unclear why there is consideration for keeping its reduced service for a longer time. In a nutshell, I do not support the proposed changes to the 100. Thank you for reading my email. Best wishes, Samira Syal Doctoral Candidate, Educational Psychology
9/29/21	Bill Knouse	wjknouse@icloud.com	Please keep the 100 bus going to the airport from morning to night. It's the only bus I ever use, and we need public transportation option to the airport. -Bill Knouse 619 Dorothea dr Raleigh
9/29/21	Chris Fidalgo	cfidalgo@mindspring.com	With RDU opening backup wide, you should reconsider this decision to curtail the bus route 100 stop at RDU airport. You are inconveniencing the citizens of Wake County and Raleigh by limiting this service. A shuttle every 30 minutes isn't enough now that air traffic has increased requiring enhanced access to the airport. Thanks for your time.
9/30/21	Philip A Geary	pageary@ncdot.gov	Hi, Just a quick comment—not sure I have the appropriate contact, but I hope you please forward to the appropriate contact for me. A couple of friends and I on separate occasions have rode the bus from GoRaleigh Station to the airport via the Regional Transit Center/Airport shuttle. The confusion both times is that the airport shuttle is

			<p>the same 100 bus you ride from GoRaleigh to the RTC. Meanwhile, the bus that goes from RTC back to GoRaleigh Station is a big blue bus with a graphic of an airplane announcing in big letters "Your Ride to the Airport-RDU." This is very confusing and my friends apparently rode halfway back to Raleigh before realizing the mistake, and had to uber to the airport from the middle of nowhere. Please consider making the shuttle and the airplane bus one and the same. Thanks for your time and consideration!</p>
10/3/21	Connor Lane	8connorlane@gmail.com	<p>In regards to the service revisions for route 100 and suspension of 105, I think that having route 100 running to the airport is a good thing as it gives riders from Raleigh a one seat trip there. However, if the decision is made to keep the RDU Shuttle running for the foreseeable future, then you should start running route 105 again during the day and have route 100 run on nights, Sundays and holidays only. The reason why I say this is because of the fact that currently route 100 and route 105 run almost identical routes, and this would prove to be a perfect opportunity to implement the proposed new routing of route 105. The other reason is because when the time comes that you decide to restart route 100 service to RDU all day every day, it will make the change a bit less confusing for people.</p>
10/5/21	Andrew Partridge	partridge2692@gmail.com	<p>Hello, I wanted to voice my concern for the discontinuation of the GoTriangle bus route 100 to the RDU airport. As a new resident to the Triangle area, having these kinds of services available to me and the public has been one of the major draws to the city, and in my mind, a glimpse of what potential these systems have when they are made a priority. To hear that steps are being taken in the opposite direction from the needs of Triangle citizens is disheartening, so I would like to vocalize my support against this decision. I ask that you please consider the discontinuation of this bus route and the vital service it provides to the general public. Thank you, Andrew Partridge</p>
10/7/21	Matthew Karmel	matthew.karmel@gmail.com	<p>Dear Sir or Madam, I would strongly suggest that you reverse the changes and resume normal services: you are touting the 10 minutes 'savings' in travel time to RTC but ignore the over 30 min delay in travel to the airport -- the lack of good public connection to the airport is already an</p>

			embarrassment for the city, and the changes have made it much worse. Please resume normal operations! Thank you. Matthew Karmel 400 W. North Street, #1216 Raleigh
10/13/21	Susan Caskie	susancaskie@gmail.com	Dear Go Transit Please restore the bus routes to the way they were before the Oct 2020 change. We desperately need a cheap way to get to and from the airport during the day. It's one of the most basic things a bus service can provide! I am appalled that the routes were gutted, and I very much want you to restore them. Please listen to the public comments, which will almost certainly be overwhelmingly in favor of restoration.
10/20/21	Marco Torelli	marco.d.torelli@gmail.com	Hello, As a fervent user and supporter of the GoTriangle system, I wish to comment regarding the current changes to Route 100, specifically the removal of RDU airport as a stop with the necessity of a shuttle: I realize that all these changes are not done lightly, but please consider re-implementing RDU as a direct stop, at least in the mornings. While I appreciate the temporary change of route due to pandemic, to maintain the current arrangement indefinitely would be short-sighted to the continued and inevitable increase in airport use. While the daytime trip between GoRaleigh/RTC is reduced by 10 minutes (~20%), the amount of time to RDU is increased by 15 minutes (~50%). This disproportionately disincentivizes use for airport travel. Moreover, this creates a conflict to providing morning service for early flights due to the added time for the shuttle. At minimum, considering RDU is included in route 100 in the evening and sunday, a compromise would be to include RDU as a stop additionally the morning through 9 or 10 AM. This would incentivize use of the bus during periods of heavier traffic on I-40, hopefully having a small but positive impact on traffic at these times, while reducing ride times to GoTriangle during the day (which is the cited benefit of the current reduction). Also, these morning and evening times are generally served by express buses which help reduce transit times across large distances of the GoTriangle system. Finally, the addition of an 'early' bus earlier than the current routes would be a major asset, though I understand this may or may not be possible to implement. Because the route 100 effectively serves as a shuttle which

			operates at the same intervals as the RDU shuttle, this could potentially allow for the re-allocation of buses or staff to increase the frequency of buses, which from a passenger side is always appreciated. Thank you for considering to re-serve RDU as a direct stop on the 100, and moreso thank you for the important service you provide to our area! It is greatly appreciated.
10/21/21	Cedric Clyburn	cgclybur@ncsu.edu	Hello! My name is Cedric, and I'm a student at NC State University. Throughout my time at State, I've enjoyed and used the GoTriangle 100 that would pickup from State, and make it's way to the Regional Connection center via RDU. It was always a great way to get to the airport to head home, or head out on trips. With flights coming back in demand during 2021/2022, I believe it's important to keep a direct connection through the airport on route 100 for many students like myself, and members of the community. In addition, as someone who often uses GoTriangle to move throughout Raleigh to Durham and Chapel Hill, I've noticed there's now a several (almost 10) minute delay between being dropped off at the regional connection center after riding GoTriangle 100 until getting on a bus towards Chapel Hill/Durham. I believe that bringing back the stop at RDU would have a minimal effect for current commuters, while providing a great amenity that benefits our community and looks great towards other cities/the press/NC State University. Thank you, Cedric



Title VI Service Equity Analysis

RTC-RDU-Raleigh service corridor continuation of current service structure until further notice

September 27, 2021

Introduction

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. This analysis was conducted in compliance with Federal Transit Administration (FTA) Circular 4702.1B, which requires any FTA recipient serving a population of 200,000 or greater to evaluate any fare change and any major service change at the planning and programming stages to determine whether those changes have a discriminatory impact. This document is an analysis of GoTriangle's service changes in the Raleigh-RDU-RTC corridor area inclusive of the rerouting of route 100, operations of the RDU Shuttle and suspension of Route 105.

Key Findings

- Disparate impact amongst minorities due to route 105 suspension
- Minimal impact amongst minorities that is not disproportionate

Title VI Definitions and Policies

Definition of Minority and Low-Income Populations

Minority Population

According to FTA Circular 4702.1B, a minority person is defined as an individual identifying as:

- American Indian and Alaska Native, Asian, Black or African American, Hispanic or Latino, and Native Hawaiian or Other Pacific Islander.

Minority populations are defined by FTA as any readily identifiable group of minority persons who live in geographic proximity, or who may be geographically dispersed, but who may be similarly affected by a proposed action.

Low-Income Population

According to the FTA circular, low-income means a person whose median household income is at or below the U.S. Department of Health and Human Services poverty guidelines or within a locally developed income threshold that is at least as inclusive as these guidelines. For these policies, persons with household incomes below 150 percent of the federal poverty level for a regionally average household size are determined to be low income.

Low-income population is defined by FTA as any readily identifiable group of low-income persons who live in geographic proximity or who may be geographically dispersed, but who may be similarly affected by a proposed action.

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

GoTriangle Policies

The GoTriangle Board of Trustees adopted three policies in June 2014 related to Title VI that guide this analysis:

- Major Service Change Policy
- Disparate Impact Policy, and
- Disproportionate Burden Policy.

The requirement for these policies comes from Federal Transit Administration (FTA) Circular 4702.1B, "Title VI Requirements and Guidelines for Federal Transit Administration Recipients" which became effective October 1, 2012. The Circular requires any FTA recipient that operates 50 or more fixed route vehicles in peak service and serving a population of 200,000 persons or greater to evaluate any fare change and any major service change at the planning and programming stages to determine whether those changes have a discriminatory impact.

Major Service Change Policy

A "major service change" is defined as follows:

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

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

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

Disparate Impact Policy for Major Service Changes

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

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

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

Disproportionate Burden Policy for Major Service Changes

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

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

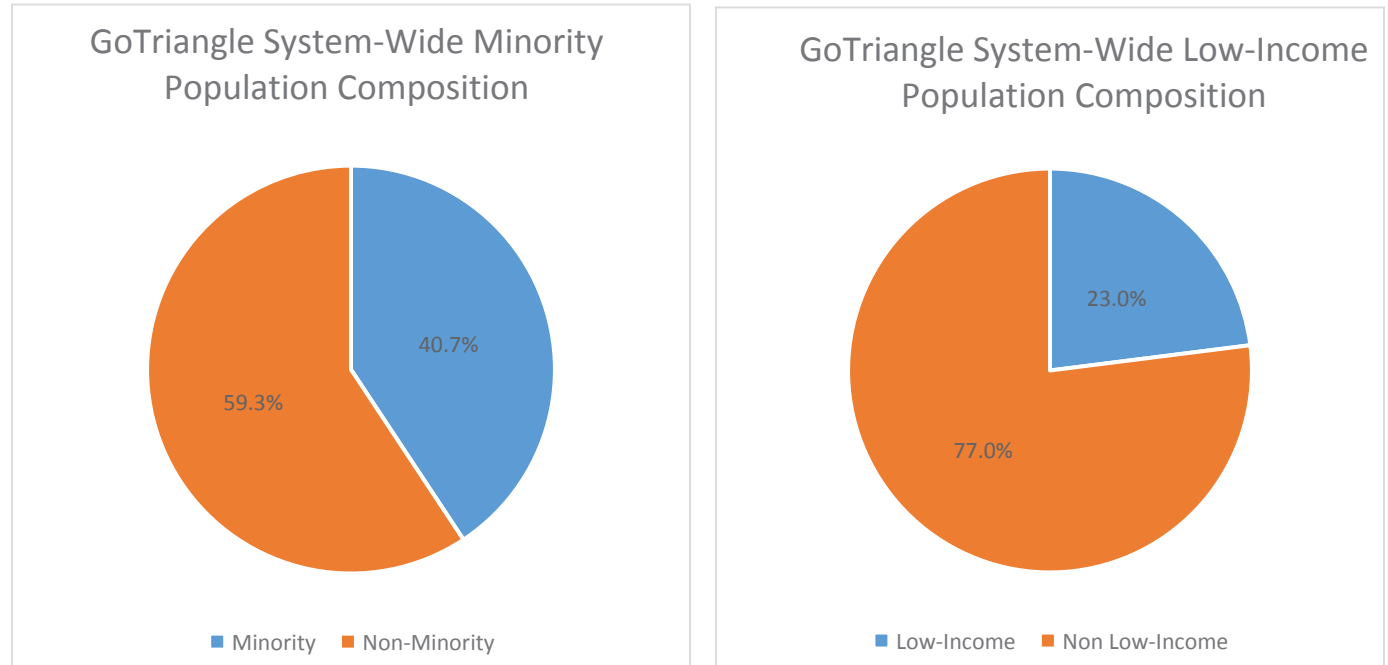
For Service Equity Analyses, a threshold of *10 percent* shall be used by GoTriangle to determine if the effects of a proposed service change are borne disproportionately by low-income populations.

GoTriangle System Profile

GoTriangle provides service to Wake, Durham, and Orange counties. The entire area within these counties is considered the GoTriangle service area.

Race, Ethnicity, and Low Income

According to data provided by Remix*, 40.7% of the population within ¼ mile of a GoTriangle bus stop identifies as minority and 23% of the population living within ¼ mile of a GoTriangle bus stop is considered low income as defined by the FTA Circular 4702.1A.



*2015-2019 ACS 5-year estimates

Description of Service Change

The proposed service changes include continuing until further notice the suspension of Route 105, the re-alignment of Routes 100 and the operations of the RDU Shuttle. These changes allow route 100 to operate route 105's alignment during the morning peak, midday, and afternoon peak. Route 100 serves RDU airport on Monday – Saturday nights and all Sundays. The RDU Shuttle operates between the Regional Transit Center and RDU Airport Mondays through Saturdays from 6:00am to 6:30pm.

Methodology

The methodology listed below was used to assess the impacts of each route:

1. Identify the current and proposed alignments for each route in Remix
 - The alignments for the current and proposed alignments were stored in Remix under two different projects.
2. Capture the populations surrounding each route, including the low-income and minority populations of each route.
 - Remix provides the low-income and minority population percentages for the buffers surrounding each alignment both before and after the service change.
3. Use Remix to calculate the change borne by low-income and minority populations
 - The Remix Title VI engine is capable of calculating the differences in low-income and minority populations within ¼ mile of the current and proposed alignments. Remix can also calculate the total people-trips, low-income people-trips, and minority people-trips as well as the differences of all people-trips between current and proposed alignments.
4. Aggregate the total populations and low-income/minority percentages of current alignments
 - The average of total populations served by each pattern and sum of total annual trips made by all patterns were taken to represent the total population and total annual trips for the route. The route's low-income and minority averages within ¼ mile were provided by Remix.
5. Calculate low-income and minority people-trips and find the difference before and after service changes
 - After making the correct aggregations, the average ¼ mile population and the total number of annual trips per route were automatically calculated, the final pieces needed before calculating people trips
6. Determine the Delta for each route and the system overall
 - The Delta is calculated by subtracting the area average of low-income and minority populations from the 'change borne' percentage of each category. If the Delta exceeds 10%, that means there is a disparate or disproportionate impact.

Service Change Analysis

For proposed service changes, the percentages of impacted minority and low-income populations is calculated and evaluated according to the disparate impact policy and disproportionate burden policy. If the percentage of impacted minority and low-income populations differs by more than 10% from the current routes, the recommended service change will be considered disparate to minority and disproportionate to low-income populations.

Disparate and Disproportionate Impact Analysis

The analysis shows a disparate impact amongst minority riders and does NOT show a disproportionate impact amongst low-income riders. The Delta for Minority riders is -18.2%, and the Delta for low-income riders is 2.2%. The area average is 40.7% for minorities and 23% for low-income riders. Comparing the previous 100/105 service to the current 100/RDU Shuttle service, there are a total of 66,984,270 trips lost annually. 15,078,130 (22.5%) of those trips are minority, and 16,884,950 trips are low-income (25.2%).

Impact Analysis Table	Low Income	Disproportionate Burden?	Minority	Disparate Impact?
100/105/RDU (Delta)	25.2% (2.2%)	No	22.5% (-18.2%)*	Yes
Service Area Average	23%		40.7%	

*exceeds FTA's 10% limit

People-trips lost	Total people-trips	Low-income people-trips	Minority people-trips
100/105/RDU (% of people-trips)	-66,984,270 (100%)	-16,884,950 (25.2%)	-15,078,130 (22.5%)

The disparate impact on minorities is a positive impact because there are significantly fewer minorities that bear the suspension of the 105. While -18.2% exceeds the +/-10% threshold, this number means the minority population that is affected is 18.2% below average. The loss in people-trips comes from the stripped peak-hour service that was provided by the 105. There are no coverage differences between the former and current services as the 100 currently adopts the 105 routing and the RDU Shuttle covers daytime RDU service. Span of service remains unchanged.

Conclusions

The Title VI analysis identified no disproportionate impact amongst low income riders. A positive disparate impact amongst minority riders was identified as minority riders are significantly less impacted than on average.

- The 2.2% low-income impact does not exceed the 10% threshold
- The -18.2% minority impact indicates a much lower rate of minority riders bearing the service change

MEMORANDUM

TO: GoTriangle Board of Trustees Operations & Finance Committee
FROM: Talent Services
DATE: October 29, 2021
SUBJECT: 2022 Sick and Vacation Leave Policy Recommendations

Strategic Objective or Initiative Supported

Action Requested

Staff requests that the Operations & Finance Committee recommend that the Board approve the 2022 vacation and sick leave policy recommendations and designate the President & CEO the authority to finalize changes and administer the policies in accordance with the Board's direction.

Background and Purpose

In the 2017 organizational assessment report updates to GoTriangle policies were identified as one of six strategic priorities for talent services. One of the outcomes of the classification and compensation study presented to the Board earlier this year was for GoTriangle to align its current sick and vacation leave policies and practices with market. It has been almost a decade since either policy has been updated.

The recommendations put forth are based on findings from the compensation study; further validated by evaluation of local industry comparisons and incorporates feedback from the GoTriangle leadership team.

The attached 2022 vacation and sick leave recommendations are intended to encourage employees to use their paid leave benefits for self-care, mental health and wellness. The recommendations will also strengthen GoTriangle's compliance with current policies in a way that is more financially sustainable. Allowances have been made within the recommendations to reduce any potential adverse impact to current staff. Staff requests Board approval of the following recommendations effective January 1, 2022:

- accelerated vacation leave schedule for 0-14 years of service
- enforce 240 hours of vacation leave
- limit sick leave payout at separation
- grant sick and vacation leave to bonafide part-time employees
- implement 1 week of vacation sell-back each year

Once the 2022 sick and vacation leave recommendations are approved, the Chief Talent Officer and the President/CEO will finalize changes and administer the policies in accordance with the Board's direction.

Financial Impact

The financial impact for GoTriangle to implement the changes outlined above would result in a stronger financial future due to enforcing limits for payouts at separation.

Attachments

- None

Staff Contact

- Carolyn M. Lyons, Chief Talent Officer, (919) 725-2754, clyons@gotriangle.org



VL and SL Policy Recommendations

Sick Leave

The intention of the sick leave policy is to provide compensation for absences from work related to illness or injury.

	CURRENT STATE	FUTURE STATE
SICK LEAVE JANUARY 1, 2022	<ul style="list-style-type: none"> Currently employees accrue 12 days of SL annually; leave is not advanced 	<ul style="list-style-type: none"> Continue 12 days annual SL accrual Sick leave is not advanced
	<ul style="list-style-type: none"> Current practice allows unlimited SL accruals and SL rollover 	<ul style="list-style-type: none"> Continue unlimited SL accrual for all Continue unlimited SL rollovers for all
	<ul style="list-style-type: none"> Currently employees are paid out a prorated percentage based on tenure: <ul style="list-style-type: none"> 1-4 years: 25% 5-9 years: 50% 10+ years: 75% 	<ul style="list-style-type: none"> <u>For new hires, effective January 1 2022,</u> no SL payout at separation For Legacy employees, the calculation of sick leave payout capped at the accrued SL balance as of 12/31/2021 and paid based on tenure at separation <p>EXAMPLE: An employee has 120 hours with 3 years of service as of 12/31/21. This employee leaves the organization with 5 to 9 years of service, the maximum sick leave payout will be (120 hours x hourly rate at time of separation) x 50%</p>
	CURRENT STATE	FUTURE STATE
PART-TIMERS JANUARY 1, 2022	<ul style="list-style-type: none"> Part-time employees who work in excess of 30 hours or more per week earn VL and SL at the rate of .0462 hours/per hour worked. Current policy outdated and inconsistently administered 	<ul style="list-style-type: none"> Eligible for SL and VL at 50% of full-time accrual rates. Must be hired to work a regular schedule shift of 20-29 hours each week No limit on SL accruals No payout of SL at separation
	<ul style="list-style-type: none"> Part Time is defined in excess of 30 hours or more per week and in excess of 60 or more hours on a bi-weekly basis. 	<ul style="list-style-type: none"> Discontinue current policy due to being outdated and inconsistently administered. To be eligible part-time employees must be HIRED to work a regular schedule of 20-29 hours Benefit not applicable to seasonal, temp or sporadically scheduled part-time staff. Offer letter + timesheet will be used to support eligibility. Part-time employees limited to working no more than 29 hours per week due to conflicts with other federally mandated benefits.

Vacation Leave

The intention of the vacation leave policy is to encourage employees to take time away from work for relaxation, restoration and personal wellbeing.

CURRENT STATE

FUTURE STATE

Years of Service	Vacation Day Accrual	Years of Service	Vacation Day Accrual
0-4	12 days/96 hours	0-2	12 days/96 hours
5-9	15 days/120 hours	3-7	15 days/120 hours
10-14	18 days/144 hours	8-14	18 days/144 hours
15+	21 days/168 hours	15+	21 days/168 hours
20+	24 days/192 hours	20+	24 days/192 hours

	CURRENT STATE	FUTURE STATE
VACATION LEAVE JANUARY 1, 2022	<ul style="list-style-type: none"> Standard vacation schedule, advanced upfront January 1 with bi-weekly accrual In contrast to current policy, our practice is to allow employees to accrue unlimited vacation leave Current practice is to pay out unlimited VL hours at 100% current rate of pay 	<ul style="list-style-type: none"> Accelerated vacation for years of service 0 – 14 (current + new hires) Continue VL rollover balances up to 240 for all employees Continue upfront advanced vacation with bi-weekly accruals for all employees Limit VL payout at separation to 240 hours for new hires Limit VL payout for legacy employees that have less than 240 hours of accrued leave to 240 hours For Legacy employees with VL balances over 240 the maximum vacation payout at separation never to exceed the balance they have as of 12/31/2021 No amounts rolled over in excess of balance as of 12/31/2021. The options are to use vacation and/or to sell-back 1 week each year
	<ul style="list-style-type: none"> Currently employees can cash out up to 50% VL due to hardship. No proof of hardship is required. 	<ul style="list-style-type: none"> Allow all employees to sell back 1 week of VL annually during designated times offered the 1st payroll in July and December Discontinue hardship cash out
	<ul style="list-style-type: none"> Currently employees can transfer up to 50% of their VL to SL at the end of the year 	<ul style="list-style-type: none"> Discontinue allowing transfer up to 50% VL to SL at the end of the year New policy will allow a 1X transfer of VL hours to SL by 12/31/2021.

Triangle Transit Authority

Presentation by

Scott Duda, CPA
Partner

Cherry Bekaert LLP



Agenda

Role of the
External
Auditor

Key
Highlights

Summary

Role of the External Auditor

Actions

- Plan
- Perform

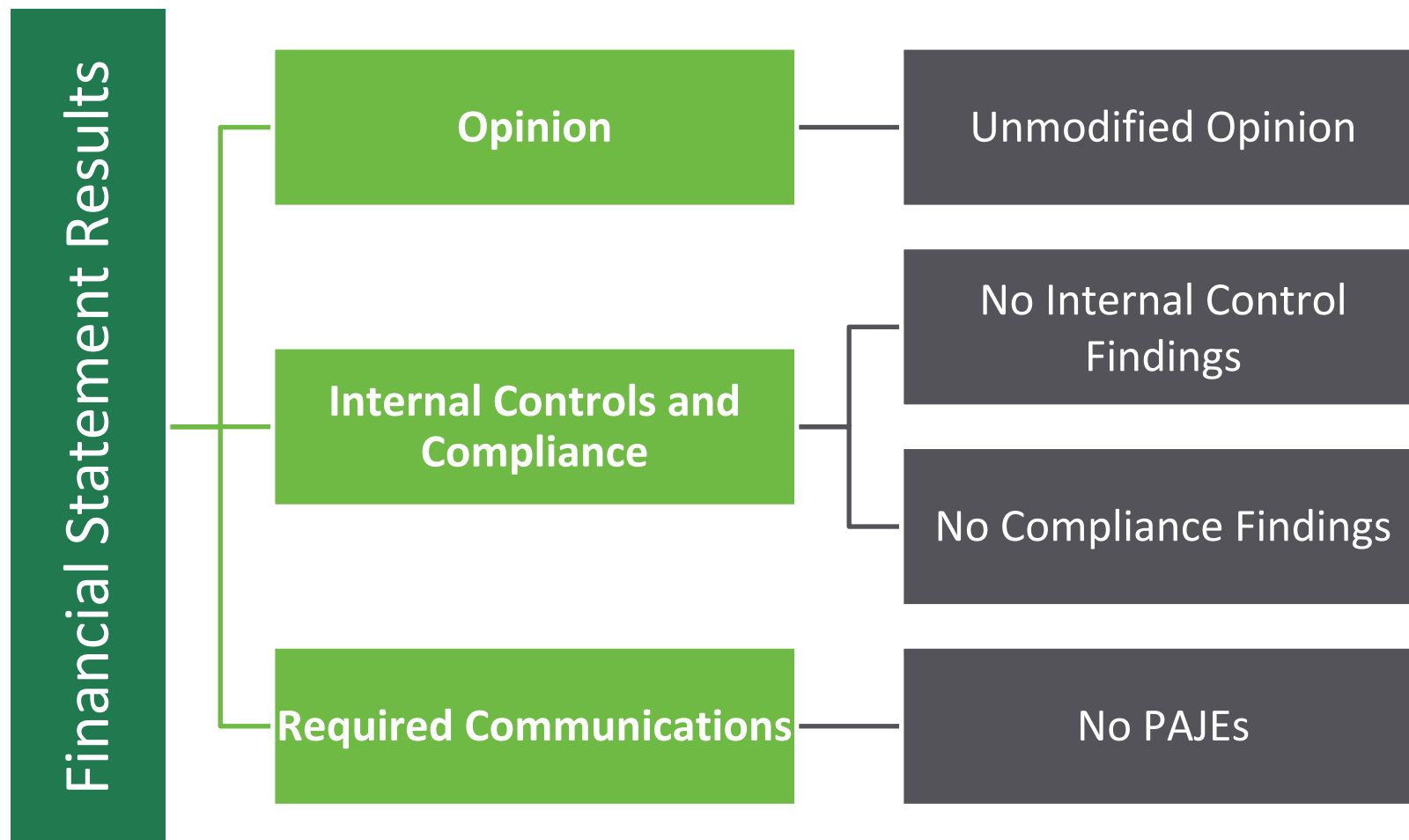
Results

- Express Opinions

Communication

- Independence
- Changes

Key Highlights



Key Highlights

Internal Controls and Compliance – Single Audit

Federal Major Programs

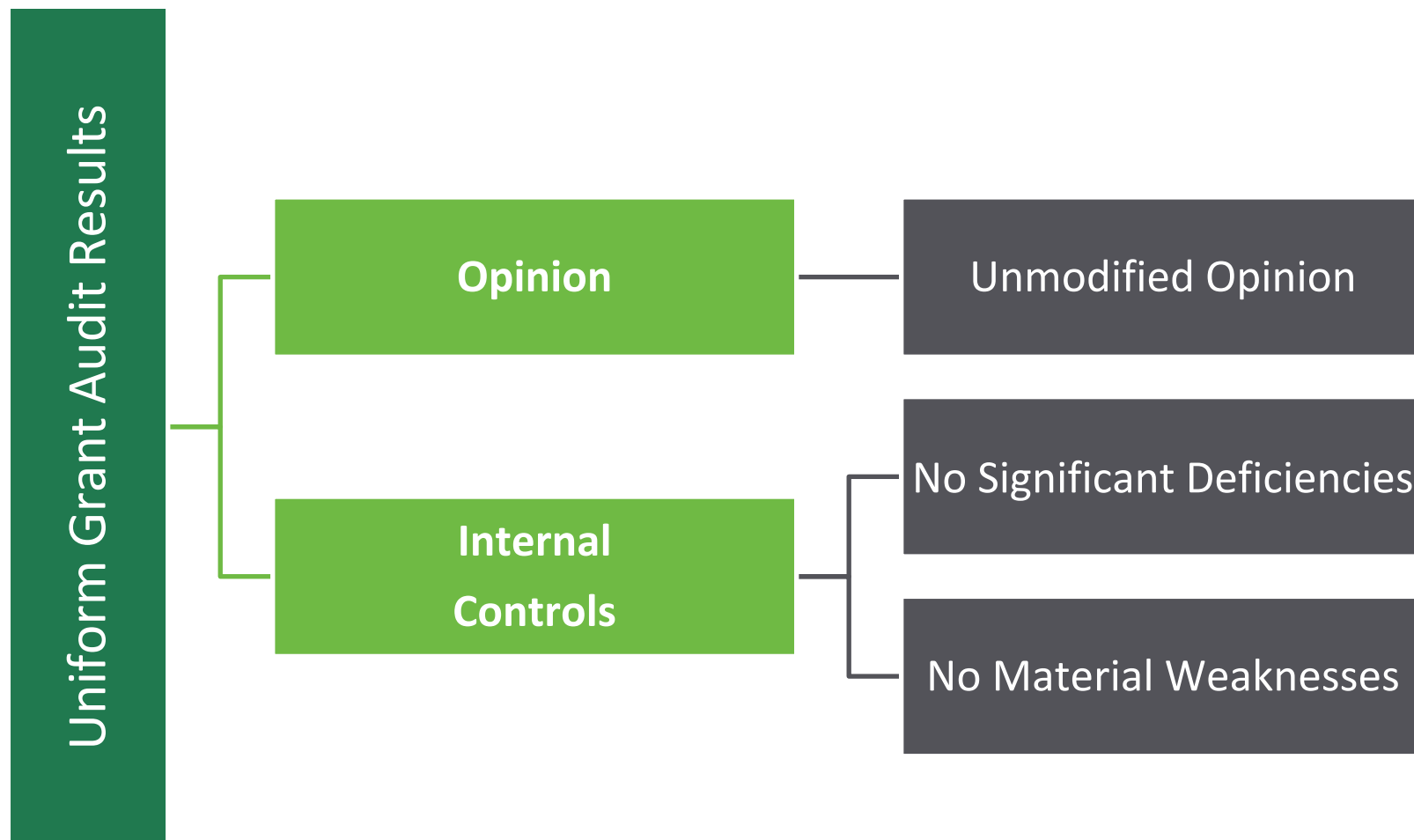
- **Federal Transit Authority Cluster**

State Major Programs

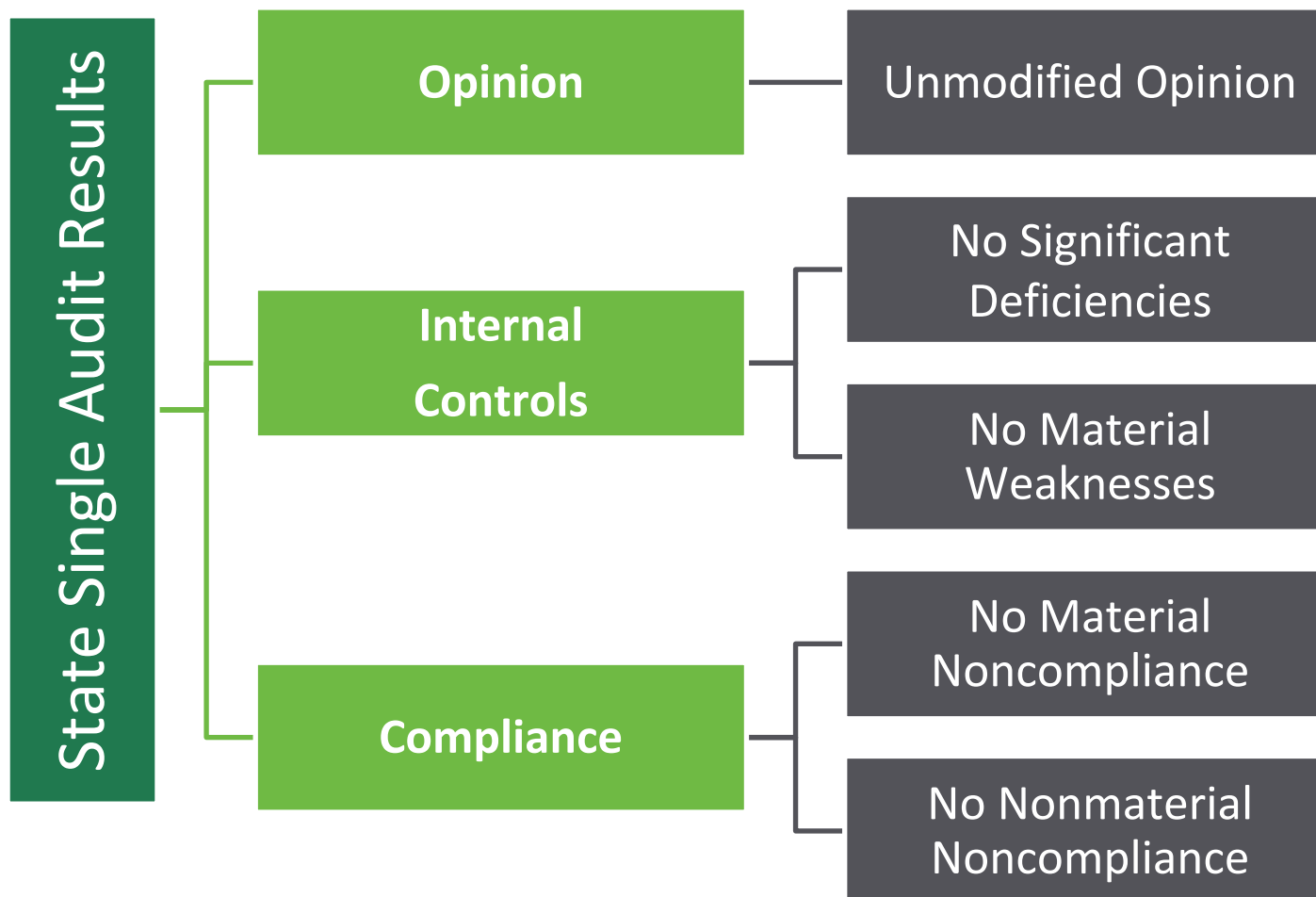
- **Transportation Demand Management Project**

Administrative Controls
Monitoring Reports
Compliance Matrix
Compliance Testing

Key Highlights



Key Highlights



Key Highlights

Significant Audit Areas

Assets

- Cash & Investments
- Accounts Receivable & Revenue
- Capital Assets

Liabilities

- Payroll & Compensated Absences
- OPEB

Other Areas

- Single Audit
- Net Position
- Legal
- Related Parties
- Estimates
- Compliance

Key Highlights

Reporting

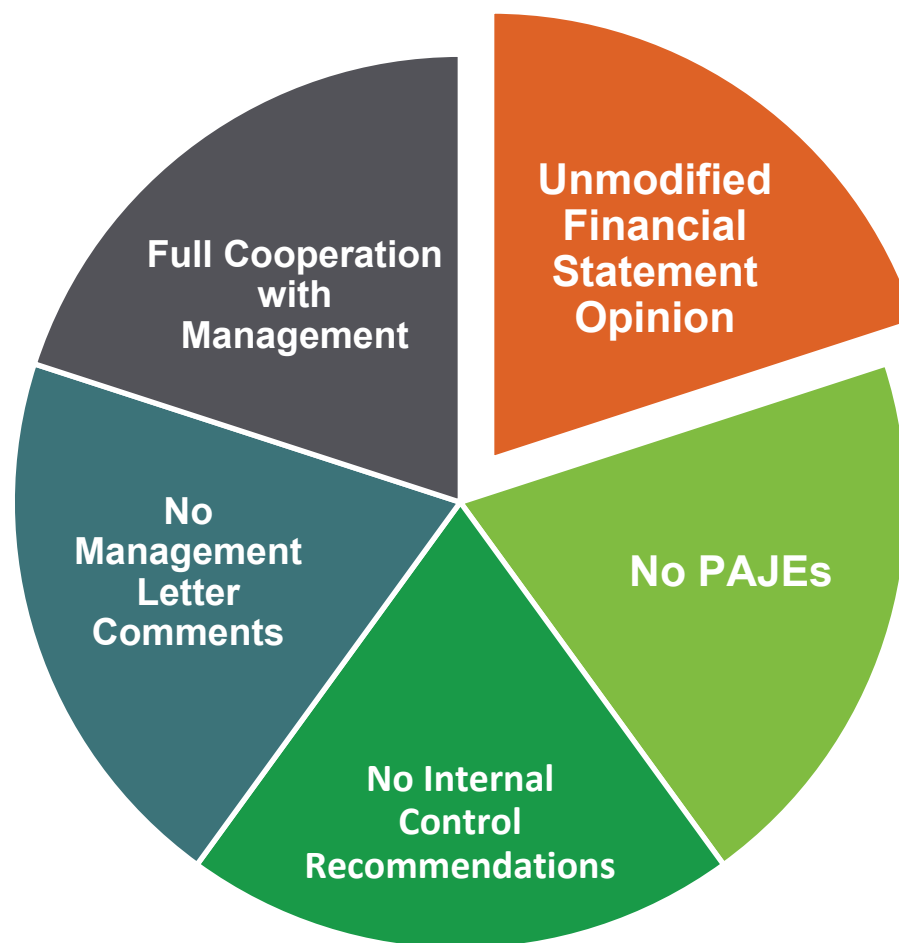
LGC Submission Date

- 10/29/2021

GFOA Certification

- Received for 27 years

Summary



Thank You

Scott Duda | Partner

sduda@cbh.com | 919.782.1040 | cbh.com

Cherry Bekaert LLP

November 4, 2021

Mr. Sig Hutchinson, Chair
GoTriangle Board of Trustees
4600 Emperor Boulevard
Suite 100
Durham, North Carolina 27703

Dear Chair Hutchinson,

The Transit Advisory Committee created 4 Subcommittees focusing on several concerns expressed by the TAC Members. As Chair of the TAC I am sharing recommendations from our Bus Rapid Transit Subcommittee (BRT). The formal title from which the recommendations are being made is "Transit-Oriented Development in Bus Rapid Transit Corridors." Under the team leadership of Jeff Leiter (representing Wake) and his members developed the BRT Recommendations attached to this correspondence. The TAC Members unanimously voted to approve the recommendations and to share the recommendations with the GoTriangle Board of Trustees. Therefore, the attached recommendations are being submitted for review, discussion, and any action that can be taken regarding the recommendations made via the Transit Advisory Committee. I am aware that the next BOT meeting is scheduled for Wednesday, November 17th.

We appreciate the attention given to this submission and appreciate the continued support shown from the GoTriangle Board of Trustees.

Sincerely,

Jerome Brown, Chair 2021
Triangle Advisory Committee (TAC)
jerome.brown125@gmail.com

Transit-Oriented Development in Bus Rapid Transit Corridors

Recommendations of the Transit Advisory Council
November 3, 2021

Overall Outline

Encourage walkable, mixed use, dense, and connected BRT corridors

1. Land use policy
2. Multimodal transportation tie-in along BRT corridor
3. Reimagining urban design

Address the concerns of BRT skeptics

1. Gentrification, displacement, predatory real estate development practices
2. Loss of green space

Encourage walkable, mixed use, dense, and connected BRT corridors

1. Land use policy

- A. Sync land use policies, including zoning, with BRT development**
- B. Reserve street corner, ground-floor spaces for small, neighborhood-oriented businesses and organizations**
- C. Local governments must take an active role in rezoning along BRT corridors**
- D. Mixed-use zones around BRT stations, co-locating residences, employment, community services, leisure, and entertainment**
 - i. Include among community services: health care, food (including fresh food), meeting places for nonprofits and informal groups, child care, elder care**
 - ii. Varied densities across stations, some quite dense, others less so.**

Encourage walkable, mixed use, dense, and connected BRT corridors

2. Multimodal transportation tie-in along BRT corridor

- A. Scooters, bikes, and walking easily available**
- B. Bicycle parking at BRT stations and near mixed-use areas**
- C. Seamless connectivity with local buses and transportation options**
- D. Strategically placed park-and-ride lots close to some BRT stations as feasible given other desirable land uses**

Encourage walkable, mixed use, dense, and connected BRT corridors

3. Reimagining urban design

A. Encourage grid street patterns near stations to increase neighborhood permeability and access to stations

- i. Direct routes between points (i.e. no circuitous, inaccessible roads near stations)

B. Focus the urban experience towards the pedestrian and cyclist

- i. Focusing on making the "last mile" options easy gets people to the BRT corridors and invites people to leave their cars
- ii. Walking/cycling routes are shorter than car routes (i.e. smaller cut-throughs between buildings and blocks for pedestrians/cyclists)
- iii. All walkways accessible to people of all abilities

C. Well-defined public spaces that encourage people gathering and interacting

- i. Parks, outdoor eating spaces, shop fronts that open onto and engage the public space
- ii. All buildings/projects must have a "from the sidewalk" element to design, not just a top, down building approach

Address the concerns of BRT skeptics

1. Gentrification, displacement, predatory real estate development practices

A. How can affordable housing be secured? What combination of regulation, incentives, and housing supply increase is most likely to work?

- i. Density bonuses for affordable housing units and small units as transitional housing for homeless people**
- ii. Raleigh's "Affordable Housing Tools"**
 - a. Control the Land: Acquire Properties for Housing**
 - b. Ease Tax Burdens**
 - c. Rebates for Low-Income Residents**
 - d. Cut Red Tape: Reduced Fees, Expedited Processing**
 - e. Keep Residents in Place: Homeowner Rehab Assistance**
 - f. Stop the Musical Chairs: Allow More Homes**
 - g. Abolish Minimum Lot Sizes**

Address the concerns of BRT skeptics

2. Loss of green space

- A. Preserve green spaces among taller buildings, which will also improve walkability and connectedness**
- B. Line streets with trees**
- C. Design standards to avoid creating claustrophobic, dark tunnels of tall buildings along BRT corridors, for example, stepped-back facades.**

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*Connecting all points of the Triangle*

MEMORANDUM

TO: GoTriangle Board of Trustees
FROM: Katharine Eggleston, Chief Development Officer
DATE: November 16, 2021
SUBJECT: **RUS Bus Predevelopment MOU Addendum**

Strategic Objective or Initiative Supported

Action Requested

Staff requests that the Board of Trustees authorize the President/CEO to execute an addendum to the Predevelopment MOU with RB Infrastructure LLC, a special purpose entity owned and controlled by Hoffman & Associates, for an amount not to exceed \$400,000 to continue advancing development of the RUS Bus Transit Facilities.

Background and Purpose

In November 2019, the Board of Trustees authorized staff to commence negotiations with Hoffman & Associates for agreements related to the RUS Bus project.

In February 2020, GoTriangle entered into a Predevelopment Memorandum of Understanding (MOU) with the preferred Developer, which provided a framework for design activities on the RUS Bus Transit Facilities to begin in parallel with agreement negotiations. In March 2020, the Board of Trustees authorized the Predevelopment MOU addendum providing an initial allocation of funding for schematic design services. In February 2021, the Board of Trustees authorized an amendment providing funding for continued design and preparation of submittals for the City of Raleigh Administrative Site Review Process.

Subsequent to the Board actions described above in March 2020 and February 2021, GoTriangle previously authorized a total of \$1,537,467.18 for design services managed by the Developer.

Last month, the Board of Trustees approved allocation of \$30,648,121.82 to the Developer-managed components of the public project, in addition to the previously-authorized amounts. This results in a total budget of \$32,185,589 for the Developer-managed components.

Prior to formal execution of the agreements, GoTriangle staff will obtain FTA concurrence on the joint development project request form as required by FTA Circular 7050.1B.

To ensure the design and preconstruction activities continue to proceed on schedule while the agreements are being finalized and reviewed by FTA, staff requests that the Board of Trustees authorize the President/CEO to execute an addendum to the Predevelopment MOU with RB Infrastructure LLC for an amount not to exceed \$400,000 to continue advancing development of the RUS Bus Transit Facilities.

Financial Impact

The Board of Trustees has authorized at total budget of \$32,185,589 for the Developer-managed components. This action would assign an additional \$400,000 of that total to the Predevelopment MOU; it would have no net financial impact.

Staff Contact

- Katharine Eggleston, Chief Development Officer, keggleston@gotriangle.org, 919.485.7564



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Connecting all points of the Triangle

MEMORANDUM

TO: GoTriangle Board of Trustees
FROM: Service Planning, Capital Development
DATE: November 10, 2021
SUBJECT: **FY2021 Annual Bus Service Performance Report**

Action Requested

None.

Background and Purpose

In September 2003, GoTriangle's Board of Trustees adopted the Regional Bus Service Standards to establish performance expectations for the agency's fixed-route services. This report provides a summary of GoTriangle's regional bus service performance during fiscal year 2021, with comparisons to FY 2019 and prior years to illustrate changes and trends in performance.

Key Findings

- Ridership was low during FY 2021 due to COVID-19, but grew over the course of the year.
- Low operator staffing levels impacted GoTriangle's ability to operate full service and provide expansion service.
- Peak-only routes underperformed for the entire fiscal year, while off-peak ridership was constant.
- Route 300 (Raleigh-Cary) was the most productive route in the system. Route FRX (Raleigh-Fuquay-Varina) was the least productive route in the system.

Financial Impact

Not applicable.

Attachments

- A. FY 2021 Annual Bus Service Performance Report
- B. FY 2021 Service Statistics

Staff Contacts

- Andrea Neri, Transit Service Planner – aneri@gotriangle.org
- Matthew Frazier, Database Analyst – mfrazier@gotriangle.org



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Research Triangle Park, NC 27709
P: 919.485.7510 | F: 919.485.7547

www.gotriangle.org



FY 2021 Annual Bus Service Performance Report

Prepared by

Andrea Neri – Transit Service Planner

Matthew Frazier – Database Analyst

November 4, 2021

Introduction

In September 2003, GoTriangle's Board of Trustees adopted the Regional Bus Service Standards to establish performance expectations for the agency's fixed-route services. The intent was to drive improvements in productivity by routinely and systematically evaluating bus service performance against quantifiable indicators. Since the adoption of the Standards, the annual performance reporting process has been incrementally adjusted to provide the most useful information about GoTriangle's bus service.

Fiscal year 2021 continued to present unique challenges in the transit world due to the COVID-19 pandemic. Even though most GoTriangle service was reinstated coming out of the emergency phase in the last days of FY 2020 and the agency provided fare-free service for the entire fiscal year, the growth in ridership was extremely slow. In October 2020 GoTriangle implemented several changes, including service expansion in Wake County and a restructuring of service along the Raleigh-RDU Airport-Regional Transit Center corridor. In the second half of the year the nationwide operator shortage affected GoTriangle's capacity to maintain the planned service levels and required a temporary suspension of routes and trips starting in June 2021.

The principal performance indicators presented in this report are:

- **Daily Boardings** – the number of people using the service provided
- **Boardings per Revenue Hour** – the cost-effectiveness of this service compared to others
- **On-Time Performance** – a measure of whether the service is meeting the expectations set by the schedule.

This report primarily provides comparisons to fiscal year 2019 to illustrate changes and trends in performance since it was the last full year of service before the COVID-19 pandemic outbreak.

Key Findings

- Ridership was low during FY 2021 due to COVID-19, but grew over the course of the year.
- Low operator staffing levels impacted GoTriangle's ability to operate full service and provide expansion service.
- Peak-only routes underperformed for the entire fiscal year, while off-peak ridership remained constant.
- Route 300 (Raleigh-Cary) was the most productive route in the system. Route FRX (Raleigh-Fuquay-Varina) was the least productive route in the system.

What Changed in FY 2021

GoTriangle usually implements major service changes in August of each year and minor service changes in January. In FY 2021 the continuation of the COVID-19 outbreak and the operator shortage changed when service changes occurred. The two major service changes occurred in October 2020 and June 2021 and other, smaller service changes were also implemented.

GoRaleigh contracted routes

On July 6, 2020, Routes FRX (Raleigh-Fuquay-Varina), WRX (Raleigh-Wake Forest) and ZWX (Raleigh-Wendell-Zebulon), which are operated by GoRaleigh, resumed regular service. On October 12, 2020, Route FRX was rerouted to discontinue service to the Hilltop Park-and-Ride and replace it with service to the newly constructed Wake Tech Southern Campus Park-and-Ride. On November 16, 2020 Route WRX was rerouted from Atlantic Ave to Capital Blvd between Triangle Town Center and downtown Raleigh.

October 17, 2020

Route	Service Change
100/105/RDU Shuttle (Raleigh-RDU-RTC)	The new RDU Shuttle connecting the airport and RTC started operations. Route 100 was rerouted at daytime Mon-Sat to not serve the airport. Route 105 was suspended. The change in the service structure along the corridor allowed GoTriangle to operate the same service levels with three fewer buses (from 7 to 4) and improved the off-peak travel time for passengers not going to RDU airport, who were the vast majority.
300/310 (Cary-RTC)	The peak-only extension of Route 300 to the Regional Transit Center was discontinued and replaced with the all-day extension of Route 310 from the Regional Transit Center to Cary Depot.
305 (Raleigh-Apex-Holly Springs)	Service expanded to serve downtown Apex and Holly Springs, resulting in the completion of one of the four “Big Moves” of the Wake Transit Plan (connecting all Wake County communities). Frequency and span did not change.

January 31, 2021

Routes 300 (Raleigh-Cary) and 305 (Raleigh-Apex-Holly Springs) had schedule changes and a minor rerouting in downtown Raleigh to improve the on-time performance.

June 13, 2021

Together with a minor schedule change on Route 305 (Raleigh-Apex-Holly Springs), GoTriangle implemented an emergency service change to respond to the operator shortage which included:

Route	Service Change
300 (Raleigh-Cary)	Schedule adjustments.
301 (Raleigh-S. Cary)	Suspended.
310 (Cary-RTC)	Reduced frequency, from half-hourly to hourly.
800S (Chapel Hill-Southpoint)	Suspended.
805 (Chapel Hill-RTC via Woodcroft)	Reduced frequency, from half-hourly to hourly.

CRX (Raleigh-Chapel Hill)	6 out of 28 trips suspended.
DRX (Raleigh-Durham)	5 out of 37 trips suspended.

Routes 311 (Apex-RTC) and NRX (North Raleigh-RTC) were suspended for the entire fiscal year.

Change in Ridership Data Source

When fare collection was suspended in March 2020, GoTriangle changed the official source of ridership data from the farebox to automated passenger counters (APCs). Farebox-based ridership counts are often between 10% and 30% lower than APC-based counts depending on route, so to ensure an accurate comparison with prior years, this report utilizes APC-based ridership for time periods before FY 2022.

This table illustrates the difference between comparisons using the two data sources, using the FY 2019 ridership total for bus and RTP Connect as a comparison target:

FY 2019	FY 2021	Decline
1,674,324 (official farebox data)	1,171,238 (official APC data)	30%
2,093,878 (unofficial APC data)	1,171,238 (official APC data)	44%

While neither fareboxes nor APCs are a perfect source of ridership counts, GoTriangle conducts annual APC validation, and comparison to the farebox data confirms that the APC counts are more accurate. Fareboxes can underreport ridership for a variety of reasons, including hardware malfunctions and customer non-payment. APCs are also subject to error, but GoTriangle's APC provider uses robust statistical methods to detect and limit errors.

GoTriangle did not change our official source of ridership to APCs sooner primarily because greater staff effort is required to ensure the APC system is functioning correctly, and secondarily to avoid the appearance of a sudden increase in ridership when the change occurred. (GoDurham changed from farebox data to APC data in January 2017, and on various occasions since, external observers have reported that ridership increased during FY 2017 when it actually decreased.) However, the suspension of fare collection made the change necessary.

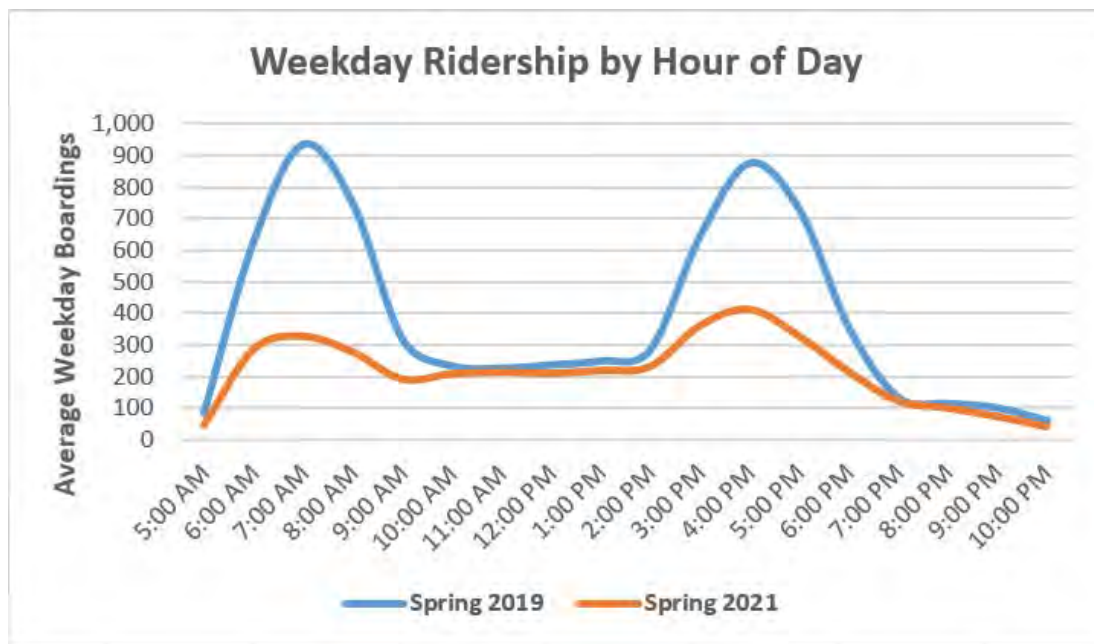
System Ridership and Productivity

Across the system, including contracted services and RTP Connect, GoTriangle had 1,171,238 customer boardings in FY 2021. This represents a 29% decrease from FY 2020 (1,643,420 boardings) and a 44% decrease from FY 2019 (2,093,878 boardings), bringing ridership to 2010 levels.¹

¹ The ridership data provided before FY 2021 was collected from fareboxes and was likely higher than reported, which means that the decrease in ridership from 2010 is probably more marked.

FY 2021 Route Performance	Trends	Avg. Daily Boardings			Boardings per Hour		
	17 18 19 20 21	FY 19	FY 21	Change	FY 19	FY 21	Change
Whole System (k = annual boardings in 1,000's)		2,094k	1,171k	-44%	13.9	8.8	-37%
Weekday		7,512	3,936	-48%	14.3	8.5	-41%
Peak		5,625	2,363	-58%	14.3	7.0	-51%
Midday		1,483	1,245	-16%	15.6	12.9	-17%
Night		404	328	-19%	13.8	11.0	-20%
Saturday		2,296	2,046	-11%	10.6	10.6	+0%
Sunday		1,309	1,205	-8%	11.6	12.4	+7%

FY 2021 followed in the steps of FY 2020 as a year of tremendous ridership loss for service to major employment centers at peak hours. Peak ridership – which was the vast majority of GoTriangle’s ridership before the pandemic – was down 58% while the average off-peak ridership was only down 8% to 19% compared to FY 2019.



Ridership declines on core routes, excluding the Route 800 (Chapel Hill-RTC), were between 9% and 34% during weekdays, which was less than all other GoTriangle routes. The “core” routes are Routes 100, 300, 400, 700, and 800, operate at all times when GoTriangle routes are in service, and provide the base network. Route 800 had an average loss in ridership of 43%,

The peak commute to all major employment centers in the region saw a dramatic ridership decrease ranging from -51% (to Durham) to -61% (to Chapel Hill).

In FY 2021, system productivity dropped by 37% over fiscal year 2019 from 13.9 to 8.8 boardings per hour. This is proportionally less than the decrease in ridership, and is the result of not operating low-productivity routes including the 105 (Raleigh-RTC express), 311 (Apex-RTC) and NRX (North Raleigh-RTC) for most of the year on one hand and suspending medium-productivity routes in June to respond to the operator shortage. The latter change has improved productivity but also raised customer concern and contributed to overcrowding in early FY 2022.

Productivity on Sunday service improved while ridership declined, due to a change in efficiencies implemented by Transit Operations for Routes 400 (Durham-Chapel Hill) and 800 (Chapel Hill-RTC). The downside of the change was the decreased recovery time available to operators at the end of many trips.

Ridership Retention

Nationwide, the COVID-19 pandemic led to a shift in demographics of customers utilizing public transit. Due to health protocols which limit staff ability to survey customers, planning staff has not been able to collect direct information about our customers.

Instead, staff developed an alternative method to evaluate demographic changes using results from the 2019 on board customer satisfaction survey. The analysis included correlating the route profile information with the percentage of FY 2019 ridership recovered in FY 2021. The top ten positively correlated responses and the top ten negatively correlated responses are the key variables in the table below. The variables in green are the most correlated with ridership recovery while those in red are most correlated with ridership loss.

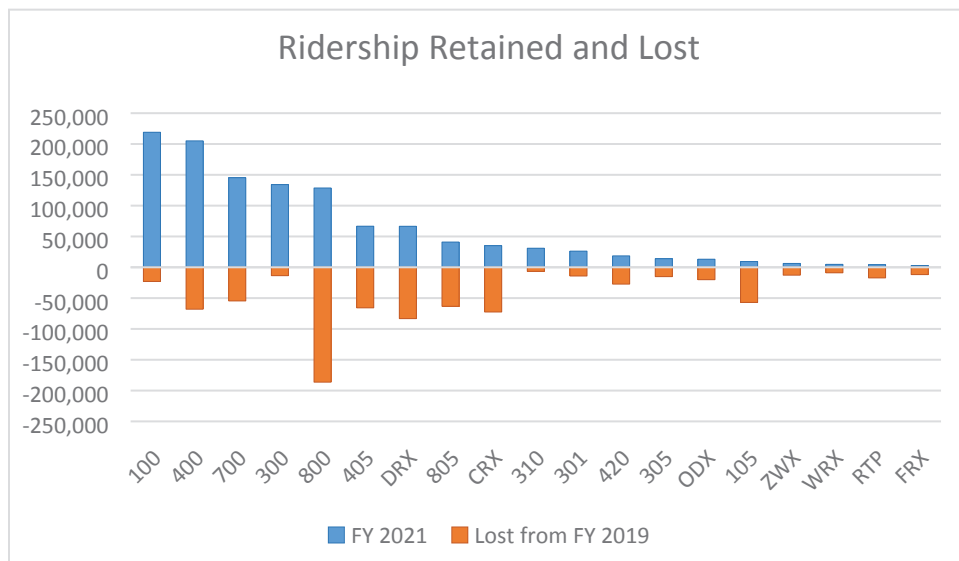
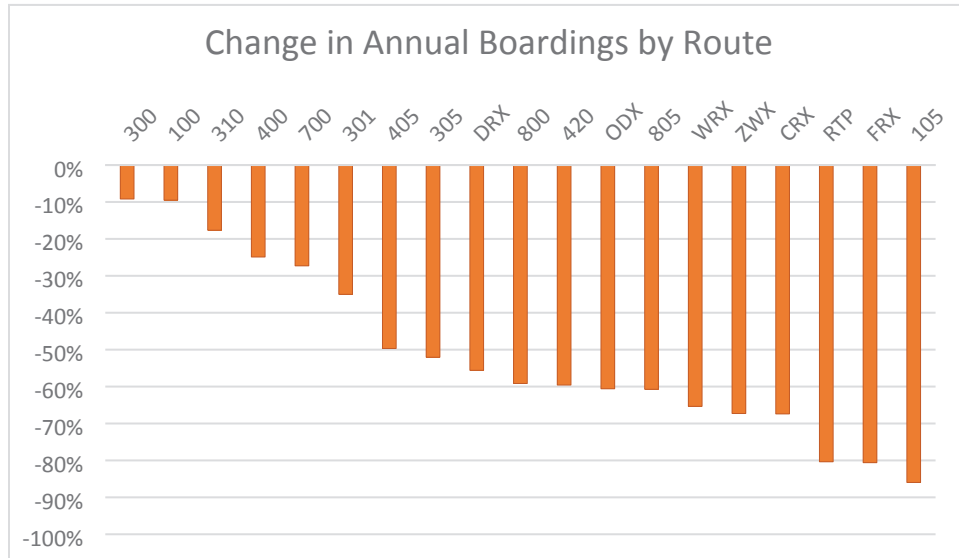
	Response to October 2019 survey	Rate of respondents	Correlation with ridership recovery in FY21 over FY19
Most correlated with ridership recovery	No car available for this trip	31%	+0.90
	No driver's license	29%	+0.89
	Uses at least one other system in a week	66%	+0.88
	Uses GoTriangle 6 or 7 days a week	13%	+0.88
	Did use Uber or Lyft in last 30 days	51%	+0.84
	Income is 100% of poverty level or less	18%	+0.83
	Transfers as part of this trip	49%	+0.82
	Employed part time	14%	+0.74
	Pays cash fare on the bus	19%	+0.72
	African American	32%	+0.67
Most correlated with ridership loss	Uses a GoPass	42%	-0.91
	Has a driver's license	71%	-0.89
	Does not use other transit systems	34%	-0.88
	Same number of vehicles & drivers in house	42%	-0.85
	Did not use Uber or Lyft in last 30 days	49%	-0.84
	Income is above poverty level	82%	-0.83
	No connections/transfers as part of this trip	51%	-0.82
	Non-Hispanic White	42%	-0.80
	Uses GoTriangle 4-5 days a week	57%	-0.76
	Drove to the bus stop for this trip	22%	-0.75

This analysis identifies that the customers who appear to contribute the most to ridership recovery are those who don't have access to cars/don't have driver's license, who use the system daily and in connection with other transit systems and who have an income level under poverty level. The analysis also shows that ridership loss was greatest for customers who used a GoPass, have access to a car, don't transfer onto other transit systems and have income above the poverty level. Ridership declines also appear to be linked to non-Hispanic white customers, while ridership increases appear to be attributed to African American customers.









Changes in Ridership and Productivity by Route

See Attachment B

The charts below shows the changes in ridership at the route level comparing FY2021 to FY 2019. The routes discontinued before FY 2021 were not included. Route 310 (Cary-RTC) includes the former peak extension of Route 300 (now Raleigh-Cary only) while Route 100 (Raleigh-RTC) includes Route 105 (Raleigh-RTC express) and RDU Shuttle (RDU-RTC) to better compare ridership along the two service corridors.



- Ridership declined on all routes when comparing ridership in FY 2021 to FY 2019.
- The core routes had slight increases in ridership during off-peak periods: 300 midday (Raleigh-Cary), 400 Saturday/Sunday (Durham-Chapel Hill), and 700 Sunday (Durham-RTC).
- All routes increased ridership through the course of FY 2021, except Routes FRX (Raleigh-Fuquay-Varina) and WRX (Raleigh-Wake Forest).
- Routes 100 (Raleigh-RTC), 300 (Raleigh-Cary), 405 (Durham-Chapel Hill-Carrboro), 700 (Durham-RTC) and DRX (Raleigh-Durham) had higher productivity during peak times than the other GoTriangle routes.
- Compared to FY 2019, ridership decreased between 49% and 81% on the peak only routes - 405 (Durham-Chapel Hill-Carrboro), 420 (Chapel Hill-Hillsborough), 805 (Chapel Hill-RTC via Woodcroft), DRX (Raleigh-Durham), CRX (Raleigh-Chapel Hill), ODX (Durham-Hillsborough-Mebane), FRX (Raleigh-Fuquay-Varina) and ZWX (Raleigh-Wendell-Zebulon). Although Route 800 has the service level of a core route, its weekday ridership loss was 43% since so much of its ridership consisted of peak-hour commuters to UNC. In absolute terms, it lost more ridership than any other route.
- Productivity on Route 305 (Raleigh-Apex-Holly Springs) worsened more than ridership (-63% and -53% respectively) as a result of the service expansion, which increased travel time but did not attract many new riders.
- The fare-free policy in FY 2021 did not lead to visible shift in ridership between core routes and express routes.
- Fewer trips were provided through RTP Connect, a partnership with Uber and Lyft, compared with the Go OnDemand service in FY 2019 due to decreased demand for commuter trips to Research Triangle Park.
- When comparing service productivity along the Raleigh-RDU-RTC corridor for the period before the service change (July 2020-Sept 2020) to after the service change (Oct 2020-June 2021), improvements can be observed at all times: on weekdays from 9.3 to 12.3 boardings per hour, on Saturdays from 10.2 to 12.3 boardings per hour and on Sundays from 13.4 to 14.6 boardings per hour.

Day (Route)	Boardings per Hour		
	FY 19 (All)	FY 21 (Old)	FY 21 (New)
Weekday	14.1	9.3	12.3
vs. FY 19		 -34%	 -13%
Route 100/RDU	14.1	10.2	12.3
Route 105	14.3	6.8	n/a
Saturday	12.4	10.8	12.7
vs. FY 19		 -12%	 3%
Sunday	15.3	13.4	14.6
vs. FY 19		 -12%	 -5%
All Week	14.0	9.8	12.6
vs. FY 19		 -30%	 -10%

On-Time Performance

[See Attachment B](#)

GoTriangle considers a trip on time if it arrives at its end-of-line timepoint no more than five minutes later than the scheduled time. The defined goal is for 85% of trips to arrive on time. For FY 2021, GoTriangle consistently met this with 94% of trips arriving on time against 88% in 2019. Every route met the 85% on-time performance target on the whole.

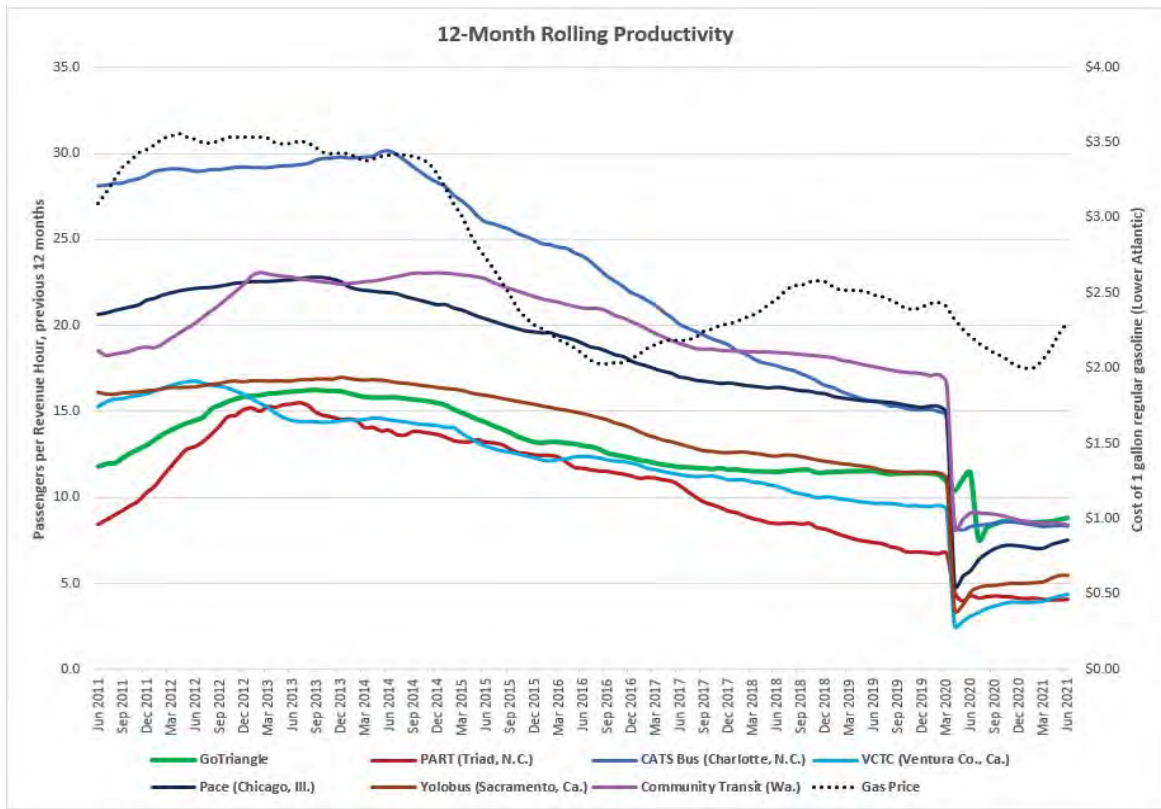
Time Period	On-Time Perf.	Time Period	On-Time Perf.
Weekday	94%	Saturday	94%
Peak	94%	Sunday	96%
Midday	95%		
Night	95%	System Total	94%

Peer Comparison

For most transit agencies FY 2021 was a year of slow ridership recovery after the pandemic disrupted the transit market.

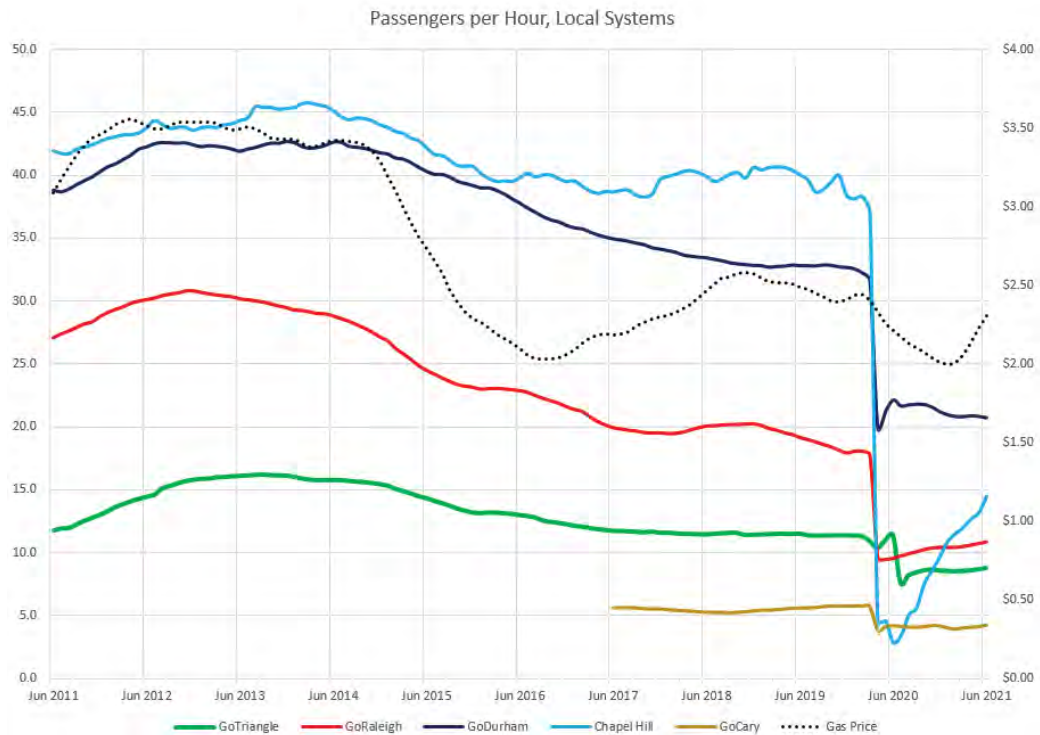
The chart below shows productivity (in terms of boardings per revenue hour) for transit agencies that have been identified as GoTriangle's peers in their regional scope of service and size. GoTriangle is included for comparison, showing that the agency's boardings per hour were higher than many of its peers', including those that had higher productivity before the pandemic, as a result of the protracted service reduction.

Figure 1: Passengers per Revenue Hour for GoTriangle and Peers for 2011-2021



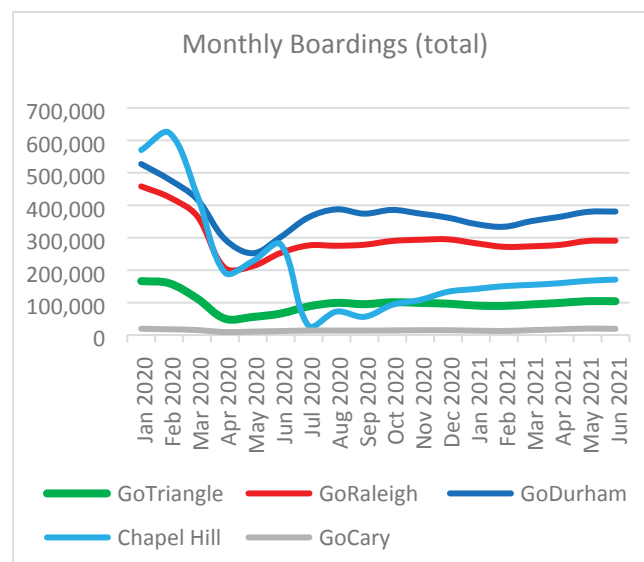
The charts below separately tracks productivity among the local agencies. The slow recovery tracked similarly across the agencies, with a sharper increase for Chapel Hill Transit where the pandemic had hit productivity harder in FY 2020.

Figure 2: Productivity of GoTriangle Peer Systems



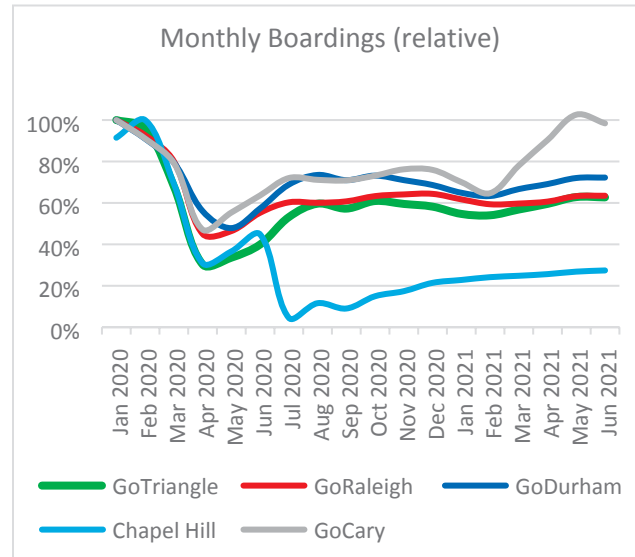
In FY 2021 GoDurham outranked Chapel Hill Transit as the highest-ridership agency in the Triangle. GoRaleigh was the second highest ridership agency in the Triangle.

Figure 3: Percent of Monthly Ridership Compared to Jan 2020 for Peer Systems



GoCary is the only agency in the Triangle to reach pre-pandemic ridership levels in FY 2021. GoDurham, GoRaleigh and GoTriangle were 60% to 80% of January 2020 ridership for most of the fiscal year. Only Chapel Hill Transit was below 30%.

Figure 4: Monthly Ridership for Peer Systems 2020-2021



Reduction of footprint as a result of operator shortage

During the last fiscal year GoTriangle has experienced a steady decrease in the number of fixed-route operators on payroll. The two charts below illustrate the increasing discrepancy of full time operators compared to the budgeted positions and the number of revenue hours of service authorized and revenue hours operated. In June 2021, GoTriangle operated fewer service hours than budgeted due to not having enough operators.

Figure 5: Operator count compared to operators needed for full service (2020-2021)

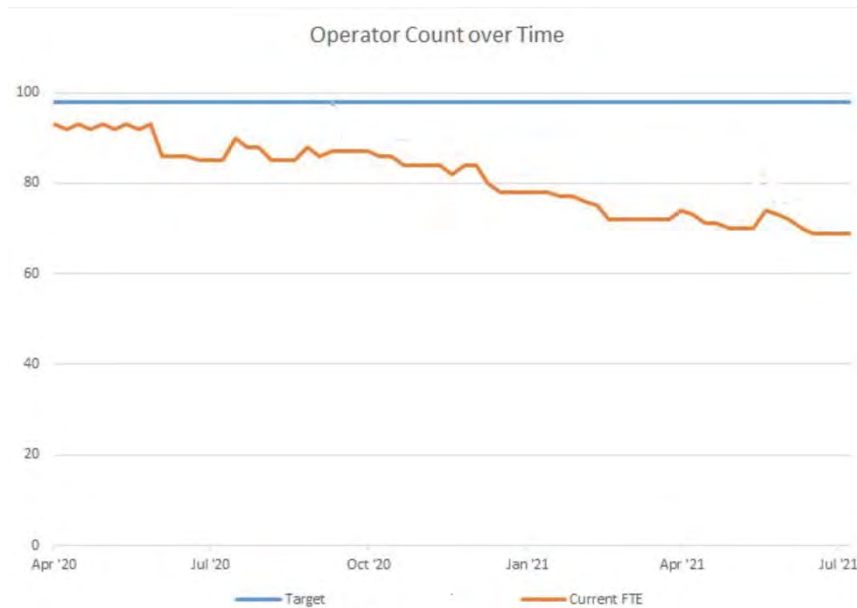


Figure 6: Weekly revenue hours compared to full service revenue hours with funding (2020-2021)



The GoTriangle Board of Trustees and the Capital Area MPO Executive Board approved funding for additional service on Route 305 through an amendment to the FY 2021 Wake Transit Work Plan. The planned service expansion would have provided the Route 305 with all-day, seven day a week service between Apex and Raleigh, as well as additional weekday peak frequency to Holly Springs. However, the service expansion was postponed to an unspecified date due to the operator shortage.

The June 2021 service change, reduced service frequencies and suspended routes where there was alternative transit service available. This change was due to reduced operator staffing levels.

What's Next?

The uncertainties related to the COVID-19 pandemic will still impact transit service provision in the near future. As of September 2021, many major employers in the Triangle continue to implement work-from-home policies and this limits the demand for peak-only regional bus service. The goal of the upcoming Wake, Durham and Orange Bus Plan updates and GoTriangle's Short Range Transit Plan update will be to verify that the projects that had been identified in previous long-range planning efforts are still appropriate for the post-pandemic transit demand.

The current fare-free policy will remain unaltered at least through July 2022. This will further promote the utilization of GoTriangle regional service for local trips and could lead to overcrowding, issues with on-time performance and insufficient recovery time for operators.

The operator shortage is likely to hinder GoTriangle's ability to operate the full service network in the next few fiscal years.

FY 2021 Route Performance	Trends	Avg. Daily Boardings			Boardings per Hour			OTP
	17 18 19 20 21	FY 19	FY 21	Change	FY 19	FY 21	Change	FY 21
Whole System (k = annual boardings in 1,000's)		2,094k	1,171k	-44%	13.9	8.8	-37%	94%
Weekday		7,512	3,936	-48%	14.3	8.5	-41%	94%
Peak		5,625	2,363	-58%	14.3	7.0	-51%	94%
Midday		1,483	1,245	-16%	15.6	12.9	-17%	95%
Night		404	328	-19%	13.8	11.0	-20%	95%
Saturday (see page 3)		2,296	2,046	-11%	10.6	10.6	+0%	94%
Sunday (see page 3)		1,309	1,205	-8%	11.6	12.4	+7%	96%
Weekday Core Routes								
100 Raleigh – Airport – RTC (incl. shuttle)		736	642	-13%	14.1	11.8	-16%	94%
300 Raleigh – Cary (excl. FY 19 RTC service)		510	466	-9%	15.4	14.7	-4%	93%
310 Cary – RTC (was part of 300 in FY 19)		151	122	-19%	12.2	4.6	-62%	95%
400 Durham – Chapel Hill		921	627	-32%	15.6	10.8	-30%	95%
700 Durham – RTC		653	433	-34%	22.2	14.7	-34%	97%
800 Chapel Hill – Southpoint – RTC		1,139	428	-62%	18.6	8.0	-57%	93%
Weekday Peak-Only Routes								
102 Raleigh – Garner		72		discontinued	12.0			
105 Raleigh – RTC		266	129*	-52%	14.3	6.9	-52%	96%
201 North Raleigh – RTC (NRX in FY 20)		66		suspended	8.1			
301 Raleigh – Southeast Cary		162	109	-33%	9.5	6.3	-33%	97%
305 Raleigh – Apex – Holly Springs		117	55	-53%	9.9	3.7	-63%	91%
311 Apex – Lake Pine – RTC – EPA		110		suspended	7.4			
405 Durham – Chapel Hill/Carrboro		532	263	-51%	22.0	11.2	-49%	97%
420 Hillsborough – Chapel Hill		184	73	-60%	13.5	5.4	-60%	90%
805 Chapel Hill – Woodcroft – RTC		418	162	-61%	15.2	6.1	-60%	94%
CRX Chapel Hill – Raleigh Exp.		432	139	-68%	14.0	4.2	-70%	88%
DRX Durham – Raleigh Exp.		602	263	-56%	16.8	6.3	-63%	95%
FRX Fuquay-Varina – Raleigh Exp.		59	11	-81%	8.1	1.6	-81%	94%
KRX Knightdale – Raleigh Exp.		31		discontinued	5.5			
ODX Orange – Durham Exp.		133	52	-61%	12.4	4.7	-62%	86%
WRX Wake Forest – Raleigh Exp.		55	19	-65%	5.6	1.9	-65%	92%
ZWX Zebulon – Wendell – Raleigh Exp.		76	25	-67%	10.7	3.5	-67%	95%
Weekday Specialized Routes								
RSX Robertson Scholars Exp.		175*		discontinued	7.3			
RTP Connect (Go OnDemand until FY 20)		86	17	-80%	4.1	8.7	+115%	

* denotes routes that only operated part of the fiscal year.

Routes may not add up to the category totals for this reason.

High performer (> 125% of avg.)

Low performer (< 75% of avg.) (< 85%)

FY 2021 Route Performance	Trends	Avg. Daily Boardings			Boardings per Hour			OTP
	17 18 19 20 21	FY 19	FY 21	Change	FY 19	FY 21	Change	FY 21
Peak Commute to Raleigh		1,460	647	-56%	11.4	5.7	-50%	93%
100 From RTC/Airport ⇄		125	88	-30%	11.5	8.9	-22%	95%
102 From Garner		72		discontinued	12.0			
105 From RTC ⇄		115	55*	-52%	13.5	6.5	-52%	96%
300 From Cary (Raleigh-Cary section only)		242	176	-27%	15.8	12.1	-24%	93%
301 From Southeast Cary		162	109	-33%	9.5	6.3	-33%	97%
305 From Cary/Apex		117	55	-53%	9.9	3.7	-63%	91%
CRX From Chapel Hill ⇄		156	53	-66%	10.8	3.4	-69%	85%
DRX From Durham ⇄		251	101	-60%	17.9	6.5	-64%	95%
FRX From Fuquay-Varina		59	11	-81%	8.1	1.6	-81%	94%
KRX From Knightdale		31		discontinued	5.5			
WRX From Wake Forest		55	19	-65%	5.6	1.9	-65%	92%
ZWX From Zebulon/Wendell		76	25	-67%	10.7	3.5	-67%	95%
Peak Commute to Durham		1,000	495	-51%	15.8	7.3	-54%	95%
400 From Chapel Hill ⇄		168	105	-38%	13.5	8.5	-37%	93%
405 From Chapel Hill/Carrboro ⇄		220	111	-50%	18.6	9.4	-49%	96%
700 From RTC ⇄		129	65	-50%	19.9	10.1	-49%	98%
DRX From Raleigh ⇄		351	162	-54%	16.2	6.2	-61%	96%
ODX From Hillsborough/Mebane		133	52	-61%	12.4	4.7	-62%	86%
Peak Commute to Chapel Hill		1,916	716	-63%	21.1	8.0	-62%	95%
400 From Durham/Patterson Place ⇄		304	140	-54%	20.6	9.5	-54%	98%
405 From Durham ⇄		312	153	-51%	25.2	13.1	-48%	97%
420 From Hillsborough		184	73	-60%	13.5	5.4	-60%	90%
800 From RTC/Southpoint ⇄		536	162	-70%	29.8	9.3	-69%	96%
805 From RTC/Woodcroft ⇄		304	103	-66%	19.4	6.8	-65%	97%
CRX From Raleigh		276	86	-69%	16.7	4.9	-71%	90%
Peak Commute to RTC		1,248	505	-60%	11.2	7.4	-34%	93%
100 From Raleigh/Airport ⇄		140	141	+1%	12.1	9.8	-19%	95%
105 From Raleigh ⇄		151	75*	-50%	14.9	7.2	-52%	97%
201 From North Raleigh (NRX in FY 20)		66		suspended	8.1			
310 From Cary (was part of 300 in FY 19)		151	78	-48%	12.2	4.9	-60%	95%
311 From Apex/Lake Pine		110		suspended	7.4			
700 From Durham ⇄		201	103	-49%	31.4	16.1	-49%	98%
800 From Chapel Hill/Southpoint ⇄		230	84	-63%	15.3	5.8	-62%	88%
805 From Woodcroft ⇄		114	59	-48%	9.7	5.2	-47%	91%
RTP Connect (Go OnDemand until FY 20)		86	17	-80%	4.1	8.7	+115%	

* denotes routes that only operated part of the fiscal year.

Routes may not add up to the category totals for this reason.

⇄ denotes only half of a route, split by direction.

Example: "DRX From Durham ⇄" in the "to Raleigh" section consists of AM trips from Durham to Raleigh and PM trips from Raleigh to Durham.

High performer (> 125% of avg.)

Low performer (< 75% of avg.) (< 85%)

FY 2021 Route Performance	Trends	Avg. Daily Boardings			Boardings per Hour			OTP
	17 18 19 20 21	FY 19	FY 21	Change	FY 19	FY 21	Change	FY 21
Weekday Peak Service								
100 Raleigh – Airport – RTC (incl. shuttle)		265	229	-14%	11.8	9.4	-20%	95%
300 Raleigh – Cary (excl. FY 19 RTC service)		242	176	-27%	15.8	12.1	-24%	93%
310 Cary – RTC (was part of 300 in FY 19)		151	85*	-44%	12.2	7.0	-43%	96%
400 Durham – Chapel Hill		471	245	-48%	17.4	9.0	-48%	96%
700 Durham – RTC		330	169	-49%	25.6	13.1	-49%	98%
800 Chapel Hill – Southpoint – RTC		765	247	-68%	23.2	7.7	-67%	92%
Weekday Midday Service		1,483	1,245	-16%	15.6	12.9	-17%	95%
100 Raleigh – Airport – RTC (incl. shuttle)		370	328	-11%	16.4	14.2	-14%	93%
300 Raleigh – Cary		220	223	+1%	15.3	17.6	+15%	93%
310 Cary – RTC		-	49*	new service		4.3		96%
400 Durham – Chapel Hill		352	303	-14%	14.6	12.7	-13%	95%
700 Durham – RTC		249	215	-14%	20.0	17.2	-14%	97%
800 Chapel Hill – Southpoint – RTC		292	141	-52%	13.6	8.6	-37%	96%
Weekday Evening Service		404	328	-19%	13.8	11.0	-20%	95%
100 Raleigh – Airport – RTC		101	84	-17%	14.0	12.1	-14%	96%
300 Raleigh – Cary		48	67	+40%	13.9	15.5	+12%	91%
310 Cary – RTC		-	12*	new service		3.6		97%
400 Durham – Chapel Hill		98	79	-19%	12.4	11.5	-8%	95%
700 Durham – RTC		74	50	-32%	18.5	12.4	-33%	98%
800 Chapel Hill – Southpoint – RTC		82	40	-51%	12.2	7.5	-39%	95%
Saturday Service		2,296	2,046	-11%	10.6	10.6	+0%	94%
100 Raleigh – Airport – RTC (incl. shuttle)		660	652	-1%	12.4	12.2	-1%	97%
300 Raleigh – Cary		243	196	-19%	9.4	7.6	-20%	+
400 Durham – Chapel Hill		512	556	+9%	9.8	11.7	+20%	89%
700 Durham – RTC		437	398	-9%	16.3	14.9	-8%	96%
800 Chapel Hill – Southpoint – RTC		399	245	-39%	7.8	6.2	-20%	93%
RSX Robertson Scholars Exp.		75*	discontinued		6.8			
Sunday Service		1,309	1,205	-8%	11.6	12.4	+7%	96%
100 Raleigh – Airport – RTC		423	397	-6%	15.3	14.2	-7%	97%
300 Raleigh – Cary		139	106	-24%	10.1	7.6	-25%	+
400 Durham – Chapel Hill		294	307	+4%	11.1	13.6	+22%	96%
700 Durham – RTC		249	262	+5%	18.3	19.0	+4%	98%
800 Chapel Hill – Southpoint – RTC		181	133	-27%	6.9	7.0	+1%	95%
RSX Robertson Scholars Exp.		43*	discontinued		4.1			

* denotes routes that only operated part of the fiscal year.

Routes may not add up to the category totals for this reason.

High performer (> 125% of avg.)

Low performer (< 75% of avg.) (< 85%)

† On-time performance for Route 300 on weekends is unavailable due to technical issues at GoCary.

Contract Work Orders – October 2021 (< \$100K)

Contract #	Contractor (or subject if no contractor listed)	Contract Amount	Subject	Comments	President/CEO Date Executed
18-041F	Ramey Kemp & Associates, Inc.	\$745,425	Task Order No. 11	Provides for GoDurham County Bus Stop Improvements for 75 bus stop locations. This is a cost reimbursement contract not to exceed \$745,425. Final Construction Bid Package consisting of plans, approvals, NCDOT encroachments and cost estimates delivered to GoTriangle by Dec 31, 2021.	10/04/2021
18-041E	Kimley-Horn & Associates, Inc.	\$0	Amendment Five to Task Order 2 Wake Park and Ride Feasibility Study	Provides replacement scope of work in Exhibit A.	10/08/2021
21-065	CAMPO & City of Raleigh	\$0	General Capital Funding Agreement for Bus Infrastructure	The budget is outlined in Exhibit A. The term of this Agreement shall be from the Effective Date until Sep 30, 2024.	10/12/2021
21-067	City of Raleigh	\$0	General Capital Funding Agreement for Bus Acquisition	Budget is outlined in Exhibit A. The term of this Agreement shall be from the Effective Date until Sep 30, 2024.	10/12/2021
21-060	City of Raleigh	\$0	General Operating Agreement for Transit Plan Administration	Budget is outlined in Exhibit A. The term of this Agreement shall be from the Effective Date until Sep 30, 2022.	10/12/2021
21-050	CAMPO & City of Raleigh	\$0	General Operating Agreement for Bus Operations	Budget is outlined in Exhibit A. The term of this Agreement shall be from the Effective Date until Sep 30, 2022.	10/12/2021
21-037	Corbett Clearing & Demolition, LLC	\$46,000	Demolition Services	Provides for the demolition of the vacant residential structures at the former ROMF Site located on Farrington Road to be paid with local funds.	10/18/2021
21-090	Creative Business Interiors	\$80,740	Plaza Building, Second Floor	Provides for the Plaza Building, Second Floor Space Design and Furniture Installation to be paid with local funds.	10/20/2021
21-064	CAMPO	\$0	General Capital Funding Agreement for Bus Infrastructure	Budget is outlined in Exhibit A. The term of this Agreement shall be from the Effective Date until Sep 30, 2024.	10/26/2021
21-062	CAMPO	\$0	General Operating Agreement for Tax District	Budget is outlined in Exhibit A. The term of this Agreement shall be from the Effective Date until Sep 30, 2022.	10/26/2021
21-051	CAMPO	\$0	General Operating Agreement for Bus Operations	Budget is outlined in Exhibit A. The term of this Agreement shall be from the Effective Date until Sep 30, 2022.	10/27/2021

Contract Work Orders – October 2021 (< \$100K)

Contract #	Contractor (or subject if no contractor listed)	Contract Amount	Subject	Comments	President/CEO Date Executed
16-035	PFM Financial Advisors, LLC	\$0	Amendment One	Extends the term one year to Nov 3, 2022.	10/27/2021
21-068	CAMPO	\$0	General Capital Funding Agreement for Capital Planning	Budget is outlined in Exhibit A. The term of this Agreement shall be from the Effective Date until Sep 30, 2024.	10/27/2021
21-074	CAMPO & City of Raleigh	\$0	Special Capital Funding Agreement for Bus Rapid Transit Planning	Budget is outlined in Exhibit A. The term of this Agreement shall be from the Effective Date until Sep 30, 2024.	10/27/2021
21-071	City of Raleigh	\$0	Special Capital Funding Agreement for Bus Infrastructure	Budget is outlined in Exhibit A. The term of this Agreement shall be from the Effective Date until Sep 30, 2024.	10/27/2021
21-073	CAMPO	\$0	Special Capital Funding Agreement for Bus Infrastructure	Budget is outlined in Exhibit A. The term of this Agreement shall be from the Effective Date until Sep 30, 2024.	10/27/2021
21-058	CAMPO	\$0	General Operating Agreement for Transit Plan Administration	Budget is outlined in Exhibit A. The term of this Agreement shall be from the Effective Date until Sep 30, 2022.	10/27/2021
21-061	CAMPO	\$0	General Operating Agreement for Transit Plan Administration	Budget is outlined in Exhibit A. The term of this Agreement shall be from the Effective Date until Sep 30, 2022.	10/27/2021

HR Board Report – November 2021

NEW HIRES

Alec Freshwater – Mechanic Intern
Tammy Kearney – Service Attendant
Linda Lassiter – Paratransit Operator I
Lorraine Ramos – Bus Operator I
Feyera Boru – Bus Operator I
Bernard Gaines – Bus Operator I
Lawrence Moreland – Bus Operator I
Roxann Evans – Transit Service Supervisor

PROMOTIONS

Demetrius Hyman, Training Specialist to Transit Service Supervisor
Joe Biondi, Safety & Security Specialist to Safety & Compliance Coordinator

SERVICE AWARDS

10 Years – Miguel Benitez

RECRUITING

Bus Operator I
Compliance Specialist – EEO/DBE/Title VI
Diesel Mechanic
Manager of Transit Design & Construction
Paratransit Operator I
Service Attendant
Wake Transit Strategic Communications Coordinator

MEMORANDUM

TO: GoTriangle Board of Trustees
FROM: Planning and Capital Development
DATE: November 11, 2021
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(s)

- Katharine Eggleston, 919-485-7564, keggleston@gotriangle.org

Bus Passenger Facilities

Projects Under Construction

GoDurham Bus Stop Improvements FY19 (18DCI CD4)

Description – This project includes site selection, design, and construction of passenger amenities at 21 bus stops in the GoDurham system.

Status – Construction at 20 stops is complete.

Upcoming Activities – The final bus stop is scheduled for construction as part of a group of 17 bus stops currently underway.

GoDurham Bus Stop Improvements FY20 (20GOT CD2)

Description – This project includes site selection, design, and construction of passenger amenities at approximately 50 bus stops in the GoDurham system for which design began in FY20.

Status – Of an initial group of 63 candidate sites, 58 are completed or in development, and the remainder have been suspended due to overlap with projects by others or constructability constraints. Construction of the first group of 16 bus stop improvements is complete. Construction for a second group of 17 bus stop improvements is in progress. An additional 10 stops are being prepared for construction, real estate acquisition activities are underway for 13 additional stops, and an additional four stops are in design.

Upcoming Activities – Completion of design, plan approval, right-of-way acquisition, and construction procurement for the remaining groups of stops is planned to continue through the remainder of the fiscal year and into the next fiscal year.

GoTriangle Bus Stop Improvements In Wake County (TC002-L/M/Y)

Description – The Wake Transit Plan includes funding for improvements at existing and new GoTriangle bus stops throughout Wake County.

Status – Bus stop construction activities are complete at the Wake Tech RTP campus on Watkins Road, and a construction contract has been awarded for 12 other locations throughout the county. Designs for an additional eight sites are under review by City of Raleigh, NCDOT, and NCRR, one site is in the real estate acquisition phase, and two additional sites are ready for inclusion in an upcoming construction package. Scoping for additional sites is underway.

Upcoming Activities – Construction activities for this package of 12 will proceed in the coming months. Design, permitting and real estate acquisition for additional stops will continue through this fiscal year.



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 – Plans have been approved by the City of Durham and are awaiting signature. Easement exhibits preparation and coordination with real estate acquisition team is underway.

Upcoming Activities – GoTriangle will schedule necessary right-of-way acquisition activities and schedule the project for construction.

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, and are currently coordinating with Orange county staff to evaluate the procedural steps and time required to resolve. The design is currently awaiting to advance through the plan approval process with Orange County once the property issues are resolved. The Real Estate consultant is preparing for acquisition of necessary easements and resolution of property issues with the undeveloped right-of-way.

Upcoming Activities – Upon resolution of real estate approach, staff will engage the design consultant for additional services to update site design to align with real estate modifications.

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 issue.

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.

Status – Designs for four stops are complete and have been turned over to Orange County for construction. Design of an additional six stops is under review by Town of Chapel Hill, UNC and NCDOT.

Upcoming Activities – Orange County will initiate construction on the initial group of four. GoTriangle expects to complete design and permitting for the additional six stops in the coming months.

GoTriangle Bus Stop Improvements in Durham County (18GOT CD7)

Description – This project includes site selection, design, and construction of passenger amenities at up to 10 bus stops in the GoTriangle system within Durham County.

Status – Coordination with RTP regarding stop improvements at the future HUB site is ongoing. RTP has added bus stop art to their shelters. Efforts to develop a package of eight stops is underway; one is ready for construction and seven are in the design or plan review phase.

Upcoming Activities – GoTriangle will continue to coordinate with RTP stops at HUB RTP. Completion of plan approval, right-of-way acquisition, and construction procurement for the remaining stops is planned to continue through the remainder of the fiscal year and into the next fiscal year.



Park-and-Ride Improvements in Wake County (Short-Term) (TC002-K)

Description – The Wake Transit Plan includes funding for short-term improvements to existing park-and-ride locations, in anticipation of more substantive investments that may be identified through the park-and-ride feasibility study.

Status – Permitting of the Bent Tree Plaza Park and Ride is underway; initial table top review is complete.

Upcoming Activities – Formal plan submittal to City of Raleigh is scheduled for [November](#) for the Bent Tree location.

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 air rights development above the bus facility. The project was awarded a \$20 million BUILD grant from the US Department of Transportation (USDOT).

Status – GoTriangle and the preferred developer are progressing in the Interim Design/Administrative Site Review process. The initial ASR package was submitted to the City on August 2, [the second package was submitted on October 19](#). The NEPA/Section 106 process is complete. The developer agreements are progressing and are anticipated to be completed later this calendar year; term sheets were signed in April. Coordination with FTA, City of Raleigh, SHPO, NCDOT and other stakeholders is ongoing to confirm third-party requirements affecting the project definition. Coordination with City of Raleigh at FTA to clarify scope for traffic signal improvements and bus rapid transit (BRT) infrastructure to be included in the GoTriangle project versus City of Raleigh Western BRT project and confirm scope description for off-street facility. Monthly federal oversight meetings are continuing with the PMOC assigned to the project, [and the first quarterly meeting with FTA was held on November 1](#).

Upcoming Activities – Completion of the developer agreements, Interim Design Phase (beginning of Design Development phases), coordination activities, management meetings, and agreement negotiations will continue on the project. Request for scope modification will be submitted to FTA. The project schedule and cost estimates continue to be evaluated and updated.

Schedule Risks – The structure of the delivery approach for the project is complex, and will require coordination and partnership with FTA region IV and headquarters staff to ensure grant requirements are appropriately met and documented as the contracting process with the development partner progresses. Development and execution of the development agreements are critical.

Cost Risks – Continued design advancement is critical to begin advancing design to obtain a more detailed basis to refine cost estimates and obtain a clear cost risk profile for the project. Key cost risk areas include unknown geotechnical conditions, joint development project structure and negotiations, and design details.

I-540 Bus On Shoulder (TC002-BC)

Description – This project will design, purchase, and install signage along the northwest leg of I-540 to facilitate Bus on Shoulder implementation. GoTriangle's NRX route would benefit by the ability to use the shoulder during times of heavy traffic.

Status – Agreement with NCDOT for fabrication and delivery of signs was executed in June. Sign fabrication is underway by NCDOT. [GoTriangle has identified a qualified sign installer to perform the work.](#)

Upcoming Activities – [GoTriangle finalize a contract with the installer](#) to install the highway signs; NCDOT will ensure signs are fabricated and delivered to GoTriangle for installation.



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 – GoTriangle is coordinating with NCDOT to confirm project scope, and has begun work to engage the design consultant.

Upcoming Activities – Consultant will begin work to evaluate two alternative design concepts, and then to proceed to design on the concept preferred by NCDOT and GoTriangle.



Projects in the Planning Phase

Park-and-Ride Improvements in Wake County (Short-Term) (TC002-K)

Description – The Wake Transit Plan includes funding for short-term improvements to existing park-and-ride locations, in anticipation of more substantive investments that may be identified through the park-and-ride feasibility study. One such improvement is currently in the planning phase; this project includes signs, markings, and passenger amenities at a new/replacement leased park-and-ride for GoTriangle route WRX at a new location to be determined.

Status – Scoping of improvements to Apex park and rides in coordination with the Town is complete; [consultant kickoff is imminent](#).

Schedule Risks – The nature of short-term leased/licensed park-and-rides and associated property owner coordination contributes to obstacles for scoping and delivering improvements. Efficient and timely development of high-quality facilities for short-term use requires strong partnerships with host property owners.

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 – The Board adopted the relocation strategy at its April 28, 2021 meeting. The local funding match for the project is included in the adopted Wake and Durham county transit plans and FY22 work plans; and GoTriangle submitted a RAISE grant application in July. The consultant has initiated development of documentation necessary for FTA environmental review and the Wake Transit Concurrence process, and is developing grant application materials for the FTA 53399(b) program for November 19 submittal deadline. [Property owner engagement is scheduled for November](#).

Upcoming Activities – GoTriangle and the consultant will continue to progress pre-design activities.

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

Wake Transit Long-Term Park-and-Ride Feasibility Study (TC002-O)

Description – This feasibility study will assess potential locations for park-and-ride facilities throughout Wake County. Many municipalities within the county have expressed a desire for a park and ride facility to meet the long-term needs of residents. While many communities currently lease space in existing lots, mainly within commercial developments, their locations lack amenities and proximity to major thoroughfares. This study will determine the best location for park-and-ride lots in the county.

Status – The base study is complete. Wake Forest park-and-ride study is ongoing as reported above.

Mebane Park-and-Ride Relocation Study (18GOT_CD11)

Description – This feasibility study will assess potential new permanent locations for the Mebane park-and-ride. The current facilities is undersized for growing demand, and operates under a short-term agreement with Cone Health. This study will establish site parameters and evaluation criteria for a 150-200 space park and ride to be shared by GoTriangle, PART, and Orange County Public Transit; identify up to five candidate sites; screen sites and select preferred site and an alternate site; develop conceptual design for a preferred location and a possible alternate.

Status – Study activities are progressing; GoTriangle has received feedback from two stakeholder meetings.

Upcoming Activities – [GoTriangle will review parcel search output and the consultant will proceed with concept design](#).



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 has convened an implementation team including representatives of City of Durham, DCTC and GoTriangle. Team has developed a solicitation for real-time arrival sign equipment, and has identified an initial list of 13 candidate sites for installation.

Upcoming Activities – Procurement is scheduled for [November](#).

Cost Risks – Budget is approximately \$100,000 per fiscal year. Unit costs are assumed to be around \$15,000 to \$20,000 per sign location, which would either limit the number of installation or require additional funding.



Bus Operations and Maintenance Facilities	
Projects in the Design Phase	
<u>Paratransit Office Space Upfit (TC002-J)</u>	
<u>Description</u> – This project will upfit office space and the parking lot at the Plaza building to facilitate moving Paratransit operations from the Nelson Road Facility.	
<u>Status</u> – Permitting is in progress. GoTriangle is preparing to engage Bar Construction to begin the work.	
<u>Upcoming Activities</u> – Consultant will obtain site plan approval and building permit and GoTriangle will complete construction procurement.	
Projects in the Planning Phase	
<u>Regional Fleet and Facilities Study (CD-21-19 A)</u>	
<u>Description</u> – 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.	
<u>Status</u> – Data gathering and initial study activities are complete. Immersion workshops were held in October with GoTriangle and GoDurham staff. Expansion approaches for Fay Street and Nelson Road facilities are confirmed.	
<u>Upcoming Activities</u> – The consultant will initiate scenario/program development for expanded fixed route facilities. Site search and programming for paratransit facility to be initiated by consultant.	



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 and Upcoming Activities – As of April 6, 2020, all parties to the Memorandum of Understanding in Support of Continued Development of the GTCR Project, including Johnston county, had voted to proceed with further study. Authorizations for additional consultant support were approved by the GoTriangle Board in May 2020. Study activities across a range of tasks are ongoing:

- Railroad Coordination – GoTriangle and NCRR resolved initial discussions regarding liability, indemnification, and insurance. As of May 17, all parties have signed the railroad capacity modeling agreement. Norfolk Southern engaged a consultant and the consultant has begun work. NCRR has requested that Norfolk Southern complete capacity modeling no later than December 1, 2021. [GoTriangle, NCRR, and NCDOT met with Norfolk Southern and its consultant no 10/29 to discuss the progress of the modeling work, and are responding to requests for information from the consultant.](#)
- Technical Work Products – Work products from the technical tasks [are continuing to be completed. The draft maintenance facility opportunity site memo was discussed with PMC and partners in October. The draft economic impact briefing book is being prepared for discussion with PMC in November.](#)
- Engagement with “resource partners” including local governments, institutions, and other regional partners – GoTriangle is continuing meetings with municipalities individually and as a group with institutional partners on a monthly basis as needed. City of Durham and Town of Cary have provided comments on initial concept designs, and [deliverables are being finalized by the consultant for presentation to municipal staff in December.](#)
- Community Engagement – The project website launched in late April, and the website is being updated based on user feedback. Staff is engaged in education-focused public involvement throughout the project area, and is preparing for engagement events in November.
- Schedule Management – The initial baseline schedule is complete; GoTriangle and the consultant are meeting monthly to formally assess progress and manage interfaces between dependent tasks.

Schedule Risks – To date, primary risks to timely completion of the next steps are related to coordination with entities that are not party to the MOU (e.g. railroads, municipalities, affected major institutions), identification and resolution of competing/conflicting stakeholder goals, and satisfactory engagement with the public under COVID restrictions. These are key priorities with the next steps defined in the MOU. Delay in progressing the railroad capacity modeling will result in delay to study completion.

Cost Risks – To date, it appears that primary risks to setting a budget within the range of \$1.4B to \$1.8B identified during the earlier phase of study for the Durham-Garner project concept are related to the infrastructure requirements resulting from rail network modeling and related negotiation, design for engineering solutions to engineering constraints in downtown Durham and downtown Cary, 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. These are key priorities with the next steps defined in the MOU.





Triangle Board Member Conference Report

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

Board Member:	William A. Allen III
Conference Attended:	RAIL-VOLUTION VIRTUAL CONFERENCE 2021
Dates:	October 19-21, 2021
Location:	Online
Conference Theme:	"Reimagining transit-oriented communities"

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

This is my seventh Rail-Volution conference, but the first virtual one. Previous conferences in Minneapolis, Dallas, Denver, San Francisco, Pittsburgh, and Vancouver (B.C.) were immensely valuable (ask me or Michelle for my detailed PowerPoint reports of each one if interested). I looked through the prospective workshop list of this one and decided several would be worthwhile, though I had my doubts about attending virtually since much of the value comes from networking and witnessing in person the dynamics of each session.

In a narrow sense, yes, my objectives were met for this one. However, I could say the value was roughly equivalent to the cost: very little.

General Summary of the Conference:

Sadly, in my view, the conference is consciously skewing away from transit. The CEO stated that they want to broaden the conference to include equity, climate change, housing for everyone, land use, and a living wage for everyone. They intend to drop the word "rail" and deemphasize transit so as to have time to focus on all the non-transit issues above, which they have declared are now under the big tent of "infrastructure." They say infrastructure can't just be roads and transit.

However, TRANSIT ISN'T YET REALIZED OR SUSTAINED IN AMERICA. So why dilute what has been the one decent big annual transit conference when the huge transit problem hasn't been solved? While all the other issues are of paramount importance to me, they should be, and are, part of conferences laser-focused just on those problems. Consequently, this is likely to be my final Rail-Volution Conference.

Most Valuable Breakout Session and Summary:

Negotiating with Freight railroads: Leading with Service

(See detail in my PowerPoint)

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

A national transit conference focused on transit, as this one has done so well for 28 years, to replace Rail-Volution.

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

Stay the course with Commuter Rail.

Other information I'd like to share:

See my PowerPoint.

I would not be interested in attending this conference again.

I would not recommend that other Go Triangle Board members attend this conference.