

GoTriangle Board of Trustees

Meeting Minutes

April 22, 2020

Held Remotely via WebEx

Board Members Present Remotely:

Will Allen III
Corey Branch
Michael Fox
Sig Hutchinson
Wendy Jacobs
Vivian Jones
Valerie Jordan

Mark Marcoplos
Michael Parker, Chair
Ellen Reckhow
Jennifer Robinson
Steve Schewel
Nina Szlosberg-Landis

Chair Michael Parker officially called the meeting to order at 12:03 p.m.

I. Adoption of Agenda

President and CEO Lattuca asked to remove the two items related to the Greater Triangle Commuter Rail project in order to give him time to review those related to public outreach.

Action: On motion by Allen and second by Branch the agenda was adopted, removing from the General Business Agenda item C. Contract Amendment with STV Engineers - Update of Alternatives Analysis & Further Study for GTCR and D. ILA with TJCOG for Land Use and Economic Development Analysis for GTCR. Upon roll call, the motion was carried unanimously.

II. Special Business

A. Interim President and CEO's Report

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

The Capital Projects status report is attached and hereby made a part of these minutes.

B. COVID-19 Update

Eric Bergstraesser reviewed on the efforts and actions staff has taken since the outbreak of COVID-19. In addition to disinfecting buses and facilities, staff has been in frequent contact with the Durham Emergency Management Agency and regional transit partners. Non-essential employees are working from home. A coronavirus webpage has been created and staff is using social media to get information to

customers. Buses are operating fare free using rear door boarding and seats have been blocked six feet behind the operator. Additionally, service has been reduced to Saturday level on weekdays and Sunday level service on the weekends. Ridership is down about 85% from last year. People entering the operations facility have temperature checks and a screening checklist.

Barriers are being installed in our paratransit vehicles and a pandemic plan and Continuity of Operations Plan (COOP) are being updated. Masks have been procured for staff. Alternating shifts for drivers and maintenance staff have been implemented, with folks working every other week.

Robinson asked if passengers would be required to wear masks. Bergstraesser stated he would prefer that the Governor to make that mandate; however, it is recommended on our website along with instructions for making a mask. There has been discussion about purchasing branded face covers for operators and making it part of their uniform.

Jacobs pointed out that Durham's orders require face coverings in public where social distancing cannot be implemented; however, people will not be removed from public transit if they are not wearing a face covering.

Szlosberg-Landis encouraged that drivers be required to wear masks and strongly encourage riders to do the same. She suggested even providing masks for riders if feasible.

Shelley Curran added that operators and maintenance workers are still being paid as if they were working full time although they are working only every other week.

Sandra Freeman reported that the IT department has employees set up to work from home with WebEx access. She added that all COVID-19 related expenses are being tracked for reimbursement purposes. DCHC MPO has authorized \$4.7 million and CAMPO, \$3.1 million. Freeman stated that all non-essential spending requires her approval and there is savings with no travel or training occurring. Additionally, many of the major capital projects have been put on hold. The target is to cut fourth quarter expenses by 25%. She stated that there are no concerns with the \$5 vehicle registration tax; however, the rental tax is expected to be reduced significantly. She stated that the biggest challenge will be in FY21.

C. Introduction of President & CEO

Board Chair Parker officially introduced Charles Lattuca and welcomed him. He added that Lattuca has met virtually with staff prior to starting. Parker also thanked Curran for her service as interim.

III. Public Comment

No comments.

IV. Consent Agenda

Action: On motion by Hutchinson and second by Allen the consent agenda was approved. Upon roll call, the motion was carried unanimously.

The following consent agenda items were approved:

- March 25, 2020 – Regular Session Minutes.

V. General Business Agenda

A. Items Removed from Consent Agenda

None.

B. COVID-19 Benefits

Sandra Freeman reported that Finance, HR and Operations has worked jointly on a proposal to supplement the guidelines in the Families First Coronavirus Response Act (FFCRA). She requested approval, retroactive to April 1, of the supplement benefits.

Action: On motion by Reckhow and second by Jacobs the Board approved supplemental benefits related to the Families First Coronavirus Response Act (FFCRA). By roll call, the motion was carried unanimously. The supplemental COVID-19 benefits are attached and hereby made a part of these minutes.

C. Contract Amendment with STV Engineers - Update of Alternatives Analysis & Further Study for GTCR

Removed from agenda.

D. ILA with TJCOG for Land Use and Economic Development Analysis for GTCR

Removed from agenda.

E. Contract for Design of 23 Wake County Bus Stops

Willie Noble requested authorization to execute a task order with Ramey Kemp and Associates for bus stop design services. He stated that the design will include concrete pads, benches, bike racks, access ramps, sidewalks and other amenities. The expenditure for this contract is within budget. The Wake County FY20 work plan includes \$1 million for existing and new bus stops. GoTriangle will drawdown \$144,640 in prior year Federal funds awarded by CAMPO through the Locally Administered Projects Program (LAPP).

Fox asked that staff consider diversity with these on-call contracts.

Jordan asked if Ramey Kemp is a DBE firm. Noble responded no. Jordan asked about DBE goals. Noble stated that he would be glad to furnish that information.

Action: On motion by Allen and second by Hutchinson the Board authorized the president and CEO to execute a task order for bus stop design services under GoTriangle Contract #18-041F, Master Agreement between Ramey Kemp and Associates and GoTriangle for On-Call Architectural and Engineering Consultant Services for an amount not to exceed \$214,032. By roll call, the motion was carried unanimously.

F. RUS Bus Contract Amendment

Shelley Curran requested authorization to enter into a pre-development addendum to the MOU with Hoffman & Associates for RUS Bus for an amount not to exceed \$715,000. This will allow them to begin the 30% design for the transit facility. The term sheet for the development agreement is being negotiated.

Action: On motion by Jones and second by Allen the authorized a pre-development addendum to the MOU between Hoffman & Associates and GoTriangle for an amount not to exceed \$715,000. Upon roll call, the motion was carried unanimously.

VI. Other Business

A. FY21 Durham Transit Work Plan

B. FY21 Orange County Transit Work Plan

Jennifer Hayden presented the draft transit plans for Durham and Orange counties. The plans have been reviewed by the respective working groups and were recommended to be released for the public comment period, which ends May 22, 2020. At that time, the staff working groups will review comments received, make adjustments as necessary and release the plans for approval in June. The Durham and Orange tax district partners have adjusted their capital and operating plans for FY21 due to the pandemic and in recognition that the ½ cent revenues likely will not reach their potential. The plans also have in place a built-in review process for revenues during the fiscal year to be adjusted as needed.

The FY21 Durham plan proposes \$33.5 million in revenues and \$31.6 million in expenses, leaving a surplus of \$1.9 million, which could be used if a revenue adjustment is needed during the fiscal year.

The FY21 Orange plan includes revenues of \$8.9 million and \$8 million in expenses.

C. Chair's Report

Chair Parker thanked the staff for their response to COVID-19 and the incredibly difficult and unprecedented times. He again welcomed Lattuca and thanked him for

pitching in before he was formally on board. He also thanked Shelley Curran to assure a smooth transition with the new president and CEO.

D. Board Member Reports

1. CAMPO Executive Board Representative

Will Allen III reported on one transit related issue: the execution of FY20 Wake transit plan project agreements.

2. DCHC MPO Board Representative

No meeting.

3. Regional Transportation Alliance (RTA) Representative

Will Allen III reported on two recent webinars hosted by RTA:

- Innovative approaches to freeways, intersections, transit
- Automated mobility and connected transportation

Mike Fox reported that he had signed on behalf of the NC Board of Transportation the MOU for the Greater Triangle Commuter Rail project.

VII. Closed Session - Personnel

Action: On motion by Allen and second by Reckhow the Board adjourned into closed session at 1:09 p.m. pursuant to NCGS §143-318.11 (a) (5) to establish or to instruct the public body's staff 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 and 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. Upon roll call, the motion was carried unanimously.

Action: The Board returned to open session at 1:25 p.m. All Board members were present.

Action: On motion by Robinson and second by Allen the Board authorized an amendment to the employment agreement with Shelley Read Curran for an expanded position with the title, General Counsel and Vice President of Strategic Partnerships, at her current salary of \$200,000, effective retroactively to April 20, 2020. Any additional salary increase is deferred until July 1, 2021. Upon roll call, the motion was carried unanimously. The terms of the position are attached and hereby made a part of these minutes.

VIII. Adjournment

Action: On motion by Allen and second by Hutchinson the meeting was adjourned at 1:31 p.m.

Prepared by:

A handwritten signature in cursive script that reads "Michelle C. Dawson". The signature is written in black ink and is positioned above the printed name.

Michelle C. Dawson, CMC
Clerk to the Board