



**BOARD OF TRUSTEES  
SPECIAL MEETING  
MEETING MINUTES**

4600 Emperor Boulevard  
Suite 100  
Durham, NC 27703

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Wednesday, June 15, 2022

12:00 p.m.

Virtual | Webex

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**Board members present** | Will Allen III, Corey Branch [arr. 12:03 p.m.], Brenda Howerton, Sig Hutchinson, Vivian Jones, Elaine O'Neal [arr. 12:08 p.m.], Michael Parker, Renée Price, Jennifer Robinson, Stelfanie Williams

**Excused absences** | Michael Fox

**Other Board members absent** | Valerie Jordan

Chair Sig Hutchinson officially called the meeting to order at 12:01 p.m. A quorum was present.

**I. Adoption of Agenda**

**Action:** A motion was made by Parker and seconded by Allen to adopt the agenda. Upon vote by roll call, the motion was carried unanimously.

Branch arrived.

**II. GoDurham – GoTriangle Contract Roles & Responsibilities**

Katharine Eggleston introduced the relationship between GoTriangle and GoDurham related to the contract for operation of transit services with the City of Durham. The presentation is attached and hereby made a part of these minutes. She explained that the contract was executed in 2010, making GoTriangle responsible for:

- Oversight of contract operators for GoDurham and ACCESS
- Budget development
- Marketing and customer service
- Fixed-route service planning for GoDurham
- Procurement/capital purchases

Eggleston adding that since 2010 GoDurham fixed route service has expanded by 25%. GoTriangle and the City of Durham entered into an Interlocal Agreement in 2021 related to bus stop improvements, which streamlines the review and approval process for the improvements. She reviewed the process used for bus stop improvements:

- Assessing existing conditions
- Prioritizing locations based on ridership and other factors
- Preparing construction groups
- Design, permitting and right-of-way acquisition
- Construction
- City acceptance

O'Neal arrived.

Saundra Freeman explained that GoTriangle provides oversight for the fixed route contracts [First Transit and Durham City Transit Company] and ACCESS [National Express Transit]. Freeman also discussed GoTriangle's financial responsibilities under the contract:

- Coordination and development of DCTC and ACCESS budgets
- Review and approval of DCTC and ACCESS reimbursements
- Preparation of GoTriangle city budget and quarterly invoicing
- Review and approval of management company invoices
- Coordination of monthly operations and finance meetings between city and transit staff

Freeman shared information about GoTriangle staff funded directly by the City of Durham:

Finance	1.00
Procurement, Contracts and Grant Administration	1.90
Safety, Security and Transit Administration	2.00
Transit Amenities	2.75
Service Planning	1.00
Capital Development	1.30
<b>Total</b>	<b>9.95</b>

#### **A. Closed Session | GoDurham Contract Legal Discussion**

**Action:** On motion by Parker and second by Jones the Board entered into Closed Session at 12:19 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 1:29 p.m.

### **III. Closed Session | Employee Evaluations**

**Action:** A motion was made by Parker and seconded by Jones to enter into Closed Session at 1:32 p.m. pursuant to NCGS §143-318.11(a)(6) to consider the performance of an employee(s). Upon vote by roll call, the motion was carried unanimously.

#### **A. President & CEO Performance Evaluation**

#### **B. General Counsel Performance Evaluation**

#### **C. Clerk to the Board Performance Evaluation**

**Action:** The Board returned to open session at 2:14 p.m.

**Action:** On motion by Hutchinson and second by Parker the Board approved a 3% merit increase for the President/CEO, 4% for the Clerk to the Board and 2% for the General Counsel [six-month evaluation]. Upon roll call, the motion was carried unanimously.

**Action:** On motion by Hutchinson and second by Allen the Board approved the work plans/goals for the President/CEO, General Counsel and the Clerk to the Board. Upon roll call, the motion was carried unanimously.

**IV. Adjournment**

**Action:** Chair Hutchinson adjourned the meeting at 2:19 p.m.

  
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Sig Hutchinson, Chair

Attest:

  
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Michelle C. Dawson, CMC  
Clerk to the Board