



**BOARD OF TRUSTEES
MEETING MINUTES**

4600 Emperor Boulevard
Suite 100
Durham, NC 27703

Wednesday, May 24, 2023

12:00 p.m.

GoTriangle Board Room

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

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

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

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

I. Adoption of Agenda

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

II. Public Hearing | FY2024 Proposed Budget

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

III. Public Comment

No comments.

IV. Consent Agenda

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

The following consent agenda items were approved:

- April 19, 2023 | Work Session Minutes.
- April 19, 2023 | Closed Session Minutes.
- April 28, 2023 | Regular Session Minutes.

V. General Business Agenda

A. Items Removed from Consent Agenda

None.

B. Operations & Finance Committee Report

Chair Hutchinson stated that the committee did not have a quorum so these items were not on the consent.

1. Durham and Orange County Transit Governance Documents

Katharine Eggleston introduced Adam Howell to present several governance documents referenced in the Durham and Orange County transit governance

Interlocal agreements. His presentation is attached and hereby made a part of these minutes.

Comprehensive Participation Agreement [CPA]

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

Policies & Procedures Manual [PPM]

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

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

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

2. FY2023 Transit Plan Actual Carryover Reauthorization

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

3. Durham Transit FY2023 Q4 Work Plan and Budget Amendments

Schlossberg presented four projects as part of the FY2023 Q4 Durham Transit Work Plan amendment:

- City of Durham/GoDurham – \$843,180 to repower [replacing engines and transmissions] of six diesel buses purchased in 2017 in order to extend their useful life

- GoTriangle and City of Durham/GoDurham – transfer of \$1,208,282 from the North Durham Improvement project to the Durham microtransit project to cover overages [GoTriangle is project manager]; north Durham improvements have been delayed due to an operator shortage
- GoTriangle – budget increase of \$166,459 for Patterson Place Bus Stop Improvement for two bus stops to address construction cost escalation, property owner coordination and property acquisition
- GoTriangle – reduction of \$29,238 in Increased Cost of Existing Services [ICES] for GoDurham based on reconciliation of budget to actual

The total for the four proposed amendments will increase the FY2023 Durham Transit Work Plan by \$980,401.

4. **Orange Transit FY2023 Q4 Work Plan and Budget Amendments**

Schlossberg presented two projects as part of the FY2023 Q4 Orange Transit Work Plan amendment:

- GoTriangle – budget increase of \$80,000 for Orange Priority Transit Access Improvements to provide the local match for CMAQ funds
- GoTriangle - reduction in Increased Cost of Existing Services [ICES] of \$24,770 for OPT and \$7,875 for CHT based on reconciliation of budget to actual

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

Action: A motion was made by Jones and seconded by Baldwin to:

- Approve the FY2023 carryover reauthorization and adopt budget ordinance amendments 0002 - 0005.
- Approve the FY2023 Q4 Durham Transit Work Plan amendments and adopt budget ordinance amendment 0006.
- Approve the FY2023 Q4 Orange Transit Work Plan amendments and adopt budget ordinance amendment 0007.

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

5. **Transit Operations Vehicle Purchase Authorization**

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

Action: A motion was made by Jones and seconded by Baldwin to authorize the President/CEO to execute a contract for the purchase of five (5) battery electric low floor plus buses with associated maintenance equipment from Gillig Corporation not to exceed \$5,913,175. Upon vote the motion was carried unanimously.

C. FY2024 Budget | First Reading

Saundra Freeman reviewed the current budget assumptions for the FY2024 proposed budget and the Transit Plans:

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

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

Howerton left.

D. Fare Restoration Decision

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

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

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

Parker added that the development of a regional program to assist low-income riders would be more cost effective and fairer.

Williams requested a recusal from the discussion and vote based on GoTriangle's conflict of interest policy. General Counsel Smith stated that he has conferred with Williams on this matter and agreed that recusal is appropriate.

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

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

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

E. Durham Transit Plan

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

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

Recommended plan

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

Robinson arrived in person.

Plan changes

- Changed "commuter rail" to "quick and reliable regional transportation connections." The financial model reflects the previous assumed cost of commuter rail.
- Added a statement about pursuing FRA/NCDOT funding for incremental intercity passenger or freight rail improvements as a potential strategy for commuter rail.
- Added additional context about bus rapid transit in the unfunded projects.

- Added a description of how to fund electric buses and fare-free transit.
- Enhanced the implementation and performance metrics.

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

F. New Business

None.

VI. Other Business

A. President and CEO's Report

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

President and CEO Lattuca reported on various meeting the following items:

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

1. Operations Update

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

Vinson Hines shared the following statistics:

- April average weekday ridership: 5,130, down 1.6% from 2022 and down 19.5% from 2019.
- April average Saturday ridership: 2,338, up 13.3% from 2019 and up 5.8% from 2022.
- April average Sunday ridership: 1,902, up 91% from 2019 and up 33.8% from 2022.
- Police responded to 1 incident in May.
- Applications: 25 for bus operator received month-to-date
- Operators: 73, including 14 trainees.
- The next training class is scheduled for June 5th.

President/CEO Lattuca noted that maintenance manager Brian McLean has left GoTriangle for a position at RDU Airport Authority.

2. Real Estate Update | CSX Corridor

Gary Tober's presentation is attached and hereby made a part of these minutes.

CSX/S-Line Corridor

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

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

B. General Counsel's Report

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

C. Chair's Report

Chair Hutchinson noted the following items:

- Due to a somewhat restricted travel budget for FY24, board members will be approved for one trip and first choices have been approved for the requests submitted.
- The board will participate in the next round of small group sessions on May 31.
- There will be no meetings in July.

Branch arrived.

D. Board Member Reports

1. CAMPO Executive Board Representative

Sig Hutchinson reported the group received several updates: Triangle Regional Model, Triangle Transportation Choices/Transportation Demand Management Program, FY2024 Community Funding Area Program and FY2020-2029 Transportation Improvement Program.

Robinson asked about the Triangle Regional Model and whether the GoTriangle board might be interested in a presentation. Eggleston responded that GoTriangle, as a

funding partner in the TRM service bureau, participated in the development of the model and staff will coordinate a presentation or share the information from that presentation.

2. Regional Transportation Alliance (RTA) Representative

Hutchinson noted that the annual transportation breakfast will be July 21.

3. DCHC MPO Board Representative

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

4. Raleigh InterCity Visit

Sig Hutchinson's conference report is attached and hereby made a part of these minutes.

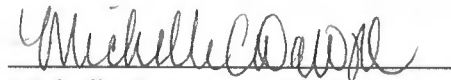
VII. Adjournment

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



Sig Hutchinson, Chair

Attest:



Michelle C. Dawson, CMC
Clerk to the Board