
Wednesday, June 28, 2023

12:00 p.m.

GoTriangle Board Room

Board members present | Corey Branch [arr. 12:04 p.m.], Brenda Howerton, Sig Hutchinson, Vivian Jones, Michael Parker, Sally Greene, Elaine O'Neal, Jennifer Robinson [arr. 12:20 p.m., left 3:03 p.m.], Stelfanie Williams [arr. 12:13 p.m., left 2:30 p.m.]

Board members attending remotely | Jennifer Robinson [arr. 12:09 p.m.]

Board members absent | Mary-Ann Baldwin [excused], Michael Fox, Valerie Jordan

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

I. Adoption of Agenda

Chair Hutchinson requested that the agenda be rearranged to move item VII. Closed Sessions after V. General Business Agenda.

Action: On motion by Parker and second by Howerton the agenda was adopted as amended. 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 12:03 p.m. There being no comments, the hearing was closed.

III. Public Comment

No comments.

IV. Consent Agenda

Action: A motion was made by Howerton and seconded by O'Neal to approve the consent agenda. Upon vote the motion was carried unanimously.

The following consent agenda items were approved:

- May 24, 2023 | Regular Session Minutes.
- September 28, 2022 | Regular Session Minutes – Revised.
- Technical correction to bylaws and operating procedures for Durham and Orange Staff Working Groups to change the timing of the election of chair and vice chair for the group to align with the Interlocal agreement.

V. General Business Agenda

A. Items Removed from Consent Agenda

None.

B. Operations & Finance Committee Report

Michael Parker reported that in addition to the two items on the agenda for recommendation, the committee discussed changes to Route 305 and received a report on the North and East Durham microtransit pilot projects.

Branch arrived.

1. Microtransit Service Contracts

Austin Stanion reported that the selection committee, comprised of representatives from GoDurham, GoTriangle and the Research Triangle Foundation, recommended awarding contracts to all four vendors who responded to the request for proposals. He stated that staff was unable to come to acceptable terms to GoTriangle regarding insurance and liability that were clear in the RFP and is recommending that contracts be awarded to three of the four vendors: Lyft, National Express Transportation [in partnership with Spare Labs] and River North [Via]. The total cost for three contracts will not exceed \$1.6M for the initial two year term for the three microtransit zones: RTP Connect, East Durham and North Durham Connect.

The FY24 Durham County Transit Work plan includes \$679,355 for the North and East Durham zones. GoTriangle's FY24 budget includes \$100,000 for RTP connect with the Research Triangle Foundation sharing in that cost.

Action: A motion was made by Parker and seconded by Branch to authorize the President/CEO to award and execute contracts with Lyft, National Express Transportation [in partnership with Spare Labs] and River North [Via] for microtransit services, with a total cost not to exceed \$1.6 million for the initial two-year term. Upon vote the motion was carried unanimously.

Robinson joined remotely.

2. Second Reading | FY2024 Proposed Budget

Sandra Freeman reviewed highlights of the proposed budgets for GoTriangle and the three transit plans:

- \$1.2 million transfer from fund balance
- GoDurham contract discontinued
- Contribution of \$500,000 to a new capital reserve fund
- Retention of the vehicle rental tax, effective July 21, 2023
- Continued suspension of fares
- Cost per hour \$162
- Durham Transit Plan \$63.1 million in expenses, \$35.6 million in carry forward expenses, \$15.1 million allocated to fund balance
- Orange Transit Plan \$15.9 million in expenses, \$4.7 million in carry forward expenses, \$500,000 allocation from fund balance
- Wake Transit Plan \$469.4 million in expenses, \$232.5 million in carry forward expenses, \$14.2 million allocation from fund balance

Action: A motion was made by Parker and seconded by Jones to adopt the FY2024 budget ordinances [#0008 - 0021] and the three county transit plan annual work programs/plans, including the FY2024 Wake Transit Project agreement structure. Upon vote the motion was carried unanimously. These documents are attached and hereby made a part of these minutes.

- FY2024 GoTriangle Budget Ordinance (O 2023 0008)
- FY2024 Major Capital Project Fund Budget Ordinance (O 2023 0009)
- FY2024 Regional Bus Capital Project Fund Budget Ordinance (O 2023 0010)
- FY2024 Advanced Technology Project Fund Budget Ordinance (O 2023 0011)
- FY2024 Major Transit Investment Fund Budget Ordinance (O 2023 0012)
- FY2024 Triangle Tax District – Durham Operating Fund Budget Ordinance (O 2023 0013)
- FY2024 Triangle Tax District – Durham Capital Fund Budget Ordinance (O 2023 0014)
- FY2024 Durham Special Tax District Fund Budget Ordinance (O 2023 0015)
- FY2024 Triangle Tax District – Orange Operating Fund Budget Ordinance (O 2023 0016)
- FY2024 Triangle Tax District – Orange Capital Fund Budget Ordinance (O 2023 0017)
- FY2024 Orange Special Tax District Fund Budget Ordinance (O 2023 0018)
- FY2024 Triangle Tax District - Wake Operating Fund Budget Ordinance (O 2023 0019)
- FY2024 Triangle Tax District - Wake Capital Fund Budget Ordinance (O 2023 0020)
- FY2024 Wake Special Tax District Fund Budget Ordinance (O 2023 0021)

C. Planning & Legislative Committee Report

Vivian Jones reported that the committee received information on the FAST study 2.0, an update on GoTriangle's Short Range Transit Plan and voted to recommend adoption of the Wake Bus Plan.

D. New Business

None.

1. FY2023 Budget Amendments

Sandra Freeman stated these budget amendments are shifting funds based on spending and have no impact to the current year's revenue or overall expenses.

Action: A motion was made by Jones and seconded by Branch to adopt the *Ordinance 2023 0022 FY2023 GoTriangle Budget Ordinance Amendment*. Upon vote the motion was carried unanimously. The budget ordinance amendment is attached and hereby made a part of these minutes.

Robinson arrived in person.

VII. Closed Sessions

A motion was made by Jones and seconded by Howerton to enter into closed session at 12:18 p.m. for the purposes and pursuant to the General Statute citations listed below. Upon vote the motion was carried unanimously.

A. Hillsborough Park & Ride Property

Pursuant to NCGS §143 318.11.(a) (3) to consult with an attorney employed or retained by the public body in order to preserve the attorney client privilege between the attorney and the public body, which privilege is hereby acknowledged.

B. RUS Bus Update

Pursuant to NCGS §143 318.11.(a) (3) to consult with an attorney employed or retained by the public body in order to preserve the attorney client privilege between the attorney and the public body, which privilege is hereby acknowledged AND NCGS §143 318.11.(a) (5) to establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease.

C. Performance Evaluations

Pursuant to NCGS §143 318.11.(a) (6) to consider the performance of an employee(s): President/CEO, General Counsel and Clerk to the Board.

Action: The board returned to open session at 2:13 p.m.

Action: A motion was made by Parker and seconded by Jones to approve a 2.5% merit increase for the President/CEO, 3.5% for the General Counsel, and 4% for the Clerk to the Board. Upon vote the motion was carried unanimously.

Action: A motion was made by Parker and seconded by Branch to authorize the President/CEO and/or his agent to negotiate and acquire the Hillsborough park-and-ride property. Upon vote the motion was carried unanimously.

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.

Lattuca reported on the following items:

- Sylvester Goodwin will be retiring June 30. A successful DBE conference was held on June 14.
- The Talent Services department has been renamed to Human Resources and Diversity Management and reorganized to include these two separate offices. As part of this reorganization, the roles related to EEO, DBE and Title VI are being moved from Finance and Administration.
- Discussions are ongoing with Wake County and CAMPO regarding the vehicle rental tax.

Williams left.

1. Operations Update

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

Jimmy Price shared the following statistics:

- May average weekday ridership: 5,038, down 0.6% from 2022 and down 16.4% from 2019. Ridership seems to be stabilizing.
- May average Saturday ridership: 2,435, up 54.5% from 2019 and up 10.5% from 2022.
- May average Sunday ridership: 1,936, up 258% from 2019 and up 10.5% from 2022.
- Applications: 24 for bus operator received month-to-date. There has been a significant drop in the pool of qualified bus applicants recently.
- Operators: 69, including 5 trainees. This is the first decline since September 2022, with a class attrition rate of 40%. This could impact service changes planned for August.
- The next training class is scheduled for July 10th.
- Police responded to 3 incidents in May.

Branch asked about exit interviews with operators who have left. Price stated some of the reasons include travel distance from home being too far, split shifts, job satisfaction and competition for CDL license holders.

Jones asked about the increase in Saturday service. Eggleston responded that more frequent service has been authorized; however, the operator shortage required a reduction in service. Eggleston noted even with less service there has been growth in Saturday ridership. She said the goal is to restore half hour service frequencies in August even with the reduced outlook for operators.

2. Capital Projects Status Report

The capital projects status report and RUS Bus presentation are attached and hereby made a part of these minutes.

Katharine Eggleston updated board members on RUS Bus, a joint development project with planned mixed-use high-rise and ground floor transit facility funded through a federal grant. She reported that Phase 1 construction and remediation demolition are complete with zero safety incidents, on time, within budget and with slightly over 30% DBE participation. Phase 2 construction is planned to start in the fall with the project scheduled for completion in summer 2025.

Eggleston noted that construction costs have been increasing over the last several years, and 60% design milestone estimates are higher than budget. GoTriangle has been working with Hoffman and their designer and contractor to implement value engineering strategies to get the cost estimate for the transit facility within budget. Elimination of the pedestrian bridge from the scope has been identified as one

element that can help with the cost increases. The FTA and USDOT would have to approve this amendment to the grant agreement.

Eggleston announced GoTriangle has received a low- and no-emission grant award from FTA that will be used purchase battery-electric bus charging equipment for RUS Bus and the Nelson Road bus operations and maintenance facility.

Eggleston told the board that staff continues to work with its partners on grant opportunities for rail capacity and infrastructure improvements to support a transit level of service in the future.

Robinson left.

3. DBE Program Update

Sylvester Goodwin offered an update on GoTriangle's disadvantaged business enterprise [DBE] program. DBEs are for-profit small businesses where socially [women and minorities] and economically disadvantaged individuals own at least a 51% interest and control the management and daily business operations. GoTriangle is required to have a DBE program as a recipient of FTA funds. NCDOT administers the Unified Certification Program certifying businesses which is honored by all agencies in North Carolina receiving USDOT funding.

GoTriangle achieved 16.8% DBE participation in FFY2022, exceeding the 13.6% 3-year goal. Goodwin projected that FFY2023 would be around 20%.

Goodwin also shared program challenges and reported on a recent outreach conference hosted by GoTriangle, *Strategies for Growing Your DBE Certified Business*.

B. General Counsel's Report

Byron Smith commended the legal staff for completing the microtransit project contract negotiations with indemnification and insurance terms favorable to GoTriangle.

C. Chair's Report

Chair Hutchinson announced that there would be no meetings in July. He reminded members of the RTA Transportation breakfast on July 21st.

D. Board Member Reports

1. CAMPO Executive Board Representative

No report.

2. Regional Transportation Alliance (RTA) Representative

No report.

3. DCHC MPO Board Representative

Michael Parker reported that DCHC MPO approved the Durham Transit Plan governance documents and they are moving its lead planning agency from the City of Durham to Central Pines Regional Council [the new name of Triangle J Council of Governments].


VIII. Adjournment

Action: Chair Hutchinson adjourned the meeting at 3:39 p.m.



Sig Hutchinson, Chair

Attest:



Michelle C. Dawson, CMC
Clerk to the Board