

**GoTriangle Board of Trustees**

**Meeting Minutes**

**December 14, 2016**

Board Room, The Plaza, 4600 Emperor Blvd., Suite 100  
Durham, NC

**Board Members Present:**

Will Allen III

Jim Crawford Jr.

Fred Day IV (arr. 12:53 pm)

Ed Harrison

Barry Jacobs

Vivian Jones

Ellen Reckhow (arr. 12:46 pm)

Jennifer Robinson

Jeff Sheehan

**Board Members Absent:**

Mary-Ann Baldwin (excused)

William V. "Bill" Bell (excused)

Fred Foster Jr.

Chair Jennifer Robinson called the meeting to order at 12:05 p.m.

**I. Adoption of Agenda**

**Action:** On motion by Allen and second by Jones the agenda was adopted, adding the oath of office for a new Board member and moving the resolution to authorize the levy of a Wake transit sales tax before the Wake County draft FY17 budget. The motion was carried unanimously.

Wake Forest Mayor and Board member Vivian Jones administered the oath of office to Barry Jacobs, representative from Orange County.

**II. Recognition**

**A. Introduction of New Hires**

General Manager Mann announced the hiring of Bus Operators Karen Daye, Lisa Dumas, Anthony Eggleston, Kindeya Niguse and Shaddona Preddie.

**B. Announcement of Promotions**

General Manager Mann announced the promotion of Lasharrie Burnett, from Bus Operator I to Bus Operator II.

**C. Vanpool Driver Recognition**

Removed from agenda.

**III. Public Comment**

No comments.

**VII. Other Business**

**A. General Manager's Report**

General Manager Jeff Mann reported that several recent presentations had been made and work continues by the TPAC in Wake County. He noted that the request to enter engineering would be submitted this month and the draft strategic plan would be presented for approval in January.

A list of contracts recently approved by the General Manager is attached and hereby made a part of these minutes.

**B. General Counsel's Report**

General Counsel Shelley Blake noted several items coming up on the agenda that she has worked on: resolution for the Wake County half cent sales tax, approval to move forward with the creation of 501(c)(3) nonprofit and work on the D-O LRT project.

**C. Chair's Report**

Chair Robinson acknowledged Kathryn Trogdon, the new transportation reporter for the News & Observer.

**D. Board Member Reports**

**1. CAMPO Executive Board Representative**

Will Allen stated that there was no December meeting; however, there was a joint meeting of the DCHC and CAMPO executive boards recently. The group considered a joint MPO legislative agenda (the draft is attached and hereby made a part of these minutes). There also was a presentation by John Hodges-Copple on the 2045 Metropolitan Transportation Plan Update and information about Connect2045.

**3. Regional Transportation Alliance (RTA) Representative**

No report.

**2. DCHC MPO Board Representative**

Ed Harrison reported that the LPA for the D-O LRT was amended to add a station at NCCU and an MOU was approved with GoTriangle to work to identify Federal funding sources over ten years beginning in FFY20 to support the D-O LRT project.

Barry Jacobs commented that the Orange County Board of County Commissioners has some concerns about the status of the rail project and has directed its manager to hire a financial consultant to analyze the plan as well as look at value engineering. The Orange County Board drafted a list of concerns to be addressed.

**A. General Manager's Report**

**1. Communications Update**

Mike Charbonneau's presentation is attached and hereby made a part of these minutes. He also shared a video story on how Research Triangle High School students are using transit.

**2. Fortify Update**

Laurie Barrett reported that the contract with NCDOT has been extended and will allow the State's GoPass to run through 2017. The Fuquay-Varina, Clayton, Johnston County and Cary routes will run under the Fortify contract through the end of June. After that time, the Clayton and Johnston County routes will end. Barrett stated that should would work with the marketing and communications team on messaging to wind down the project. The Cary route and Fuquay-Varina routes will continue under the Wake Transit Plan.

General Manager Mann added that the Raleigh Union Station (RUSBus) project continues the planning effort, with a conceptual design expected this month. It is anticipated to include a 6-8 bay bus facility, at least 500 parking spaces and about 350,000 square feet of leasable area. Allen stated that he recently had toured the site and suggested if members had the opportunity they should as well. Chair Robinson asked if staff could set something up.

**V. General Business Agenda**

**A. Items Removed from Consent Agenda**

None.

**B. Operations & Finance Committee Report**

Committee Chair Will Allen III reported that there were no action items from the Committee's November meeting, but several annual reports were received: FY16 financial results, bus performance and the regional information center performance, as well as a reminder of the upcoming D-O LRT contract for a Program Management Consultant (PMC).

Reckhow arrived.

**Action:** With a quorum present, the meeting was officially called to order.

**IV. Consent Agenda**

**Action:** On motion by Jones and second by Reckhow the consent agenda was approved. The motion was carried unanimously.

The following consent agenda item was approved:

- November 14, 2016 – Regular Session Minutes.

**V. General Business Agenda**

**A. Items Removed from Consent Agenda**

None.

**C. Planning & Legislative Committee Report**

Jennifer Robinson reported that the Committee received a presentation on BRT system considerations in downtown Raleigh and discussed the Strategic Plan process.

**VI. New Business**

**A. Professional Services Contract GEC Phase 2**

**B. Professional Services Contract Program Management Consultant (PMC)**

Danny Rogers' presentation is attached and hereby made a part of these minutes. He requested approval of an initial phase for these two contracts for the D-O LRT Project. Rogers said the request to enter engineering is due December 30. The financial plan is the biggest challenge at this point and GoTriangle is talking with its partner agencies to move the project and the county transit plans forward.

Day arrived.

Rogers said staff has received positive responses to its efforts to secure right-of-way (ROW) dedication, which will help the financial plan. He shared the updated forecast of dedicated transit revenues (sales tax, \$3 and \$7 vehicle registration fees and vehicle rental tax) along with the previous figures (through 2035 in year-of-expenditure <YOE> millions):

Staff Estimate, 2011 Plan	\$217 Orange, \$744 Durham
Walden 2014 Estimate, Feb. 2016 Plan	\$266 Orange, \$946 Durham
Moody's 2016 Estimate, Dec. 2016 Plan	\$251 Orange, \$960 Durham

Rogers said the gap remains at \$250 million and staff is looking for ways to fill that gap, such as lengthening the construction time by a couple years to more closely match the timing of expenditures to revenues and reduce the amount of borrowing required. Staff also will look at value engineering going forward, but not before the submittal to FTA at the end of the month. He said the submittal will lock-in our project budget with FTA and value engineering on the other side of that will give the budget additional cushion. Additionally, a financial summit with finance staff from partner agencies will be held next month to review the financial plan.

Rogers requested approval for the remaining portion of this phase of the GEC contract up to \$6 million and approval of a PMC contract. General Manager Mann clarified that once cleared to go into engineering there will be a request for the next phases of the contracts.

Jacobs and Reckhow commented that their Boards of County Commissioners had requested additional information. Rogers stated that the Bus & Rail Investment Plans would be updated and approved in the spring, which will include public involvement and discussions with the Boards of County Commissioners.

Jacobs stated that some Orange County Commissioners are interested in BRT but not rail. General Manager Mann clarified that FTA has told us that a different technology would require us to re-enter project development with a new environmental analysis, which would likely extend the project by four to six years. He said the project documents are specific to light rail transit technology in the identified corridor.

**Action:** On motion by Allen and second by Reckhow the Board authorized the General Manager to execute Phase 2 of the Professional Services Contract with HDR Engineering Inc. (HDR) for General Engineering Consultant (GEC) Services for the Orange (D-O) Light Rail Transit (LRT) Project for a term of up to five (5) months in an amount not to exceed \$ 6,000,000. The motion was carried unanimously.

**Action:** On motion by Reckhow and second by Allen the Board authorized the General Manager to execute Phase A of an incrementally funded Contract for Program Management Consultant (PMC) Services with HNTB North Carolina, PC (HNTB) for the Engineering (Final Design), Construction, Testing and Start-up Phases of the D-O LRT Project for a term of up to five (5) months in an amount not to exceed \$1,000,000. The motion was carried unanimously.

**C. Resolution to Authorize Levy of Wake Transit Sales Tax**

General Counsel Blake stated that the Board of Elections has certified the results of the referendum.

**Action:** On motion by Allen and second by Reckhow the Board adopted *Resolution 2016 0006 Resolution of the Research Triangle Regional Public Transportation Authority Board of Trustees Authorizing the Levy of a One-Half Percent (1/2%) County Sales and Use Tax for Public Transportation* in Wake County. The motion was carried unanimously.

**D. Wake County Draft FY17 Budget**

Sandra Freeman requested approval of the FY17 Wake Transit budget, which includes 4.5 new positions at GoTriangle in addition to 4.3 full-time equivalents (FTEs) currently employed by GoTriangle and supporting Wake Transit. The budget also includes funds for consultants and transit operations staffing, for a total amount requested by GoTriangle of \$1.26 million. She stated that the Board would be asked to approve the work plan in January. She added that as discussed last

month, once approved the positions would be advertised, but not hired until the budget is approved by the CAMPO Board.

**Action:** On motion by Jones and second by Day the Board adopted *Budget Ordinance 2016 0010 GoTriangle Fiscal Year 2017 Triangle Tax District – Wake Operating Fund Ordinance*. The motion was carried unanimously.

**E. Creation of a Nonprofit Corporation**

Shelley Blake requested authorization to proceed with the creation of a nonprofit corporation. She distributed “Steps for Establishing 501c3” which are attached and hereby made a part of these minutes. She pointed out that before registering with the Secretary of State, the corporation needs a name and members. She stated that she will come back in January with recommendations.

Jacobs asked the purpose of the nonprofit. Blake responded that it provides an avenue to receive additional resources. She said that many transit agencies have set up nonprofits to accept donations to further a project. Reckhow commented that the public private committee is looking at how to close the gap, which includes seeking contributions from foundations and endowments beyond right-of-way (ROW) and a nonprofit would allow them to take a tax deduction.

**Action:** On motion by Allen and second by Jones the Board authorized the General Counsel to proceed with the creation of a nonprofit corporation in accordance with Chapter 55A of the General Statutes to further the authorized purposes of the public authority. The motion was carried unanimously.

**F. Disposition of Real Property**

Gary Tober requested that the Board authorize the General Manager to enter into a contract with the Town of Cary for the disposition of a tract of land located in the Town of Cary. He stated that the Town plans to build a new bus operations and maintenance facility to support GoCary. Tober added that FTA has concurred with the disposition of the property. The sales price is \$1.255 million.

Reckhow asked if FTA’s reimbursement would be applied towards the D-O LRT. Tober stated that FTA allows the money to be allocated towards another identified capital project and the D-O LRT has been identified. Robinson asked why Wake Transit is not identified. General Manager Mann responded that the project has to be in the New Starts program and Wake Transit currently has no project in New Starts. McDonough also added that CAMPO has not locally preferred alternative (LPA) in Wake County. Tober stated that the \$699,035 to be reimbursed to FTA would be set aside until the FFGA is signed. Robinson asked about the balance of the funds. Tober said GoTriangle’s share would be put back in the Major Transit Investment Fund and the State’s share would be reimbursed to the State.

**Action:** On motion by Reckhow and second by Allen the Board adopted *Resolution 2016 0007 Resolution of the Research Triangle Regional Public Transportation Authority Board of Trustees to Dispose of an 8.87 Acre Tract of Land Owned by GoTriangle and Located in the Town of Cary* and authorized the General Manager to enter into a contract for the sale. The motion was carried unanimously.

**G. Request to Award Website Development Contract to Steer Davies & Gleave**

Mike Charbonneau requested that the Board award a contract to Steer Davies & Gleave for Website development services for FY17 for a maximum of \$168,358. He added that a NCDOT technology grant for \$99,000 was received for this purpose, with the balance coming from GoDurham, GoTriangle and the D-O LRT.

**Action:** On motion by Allen and second by Jacobs the Board awarded a contract to Steer Davies & Gleave for Website Development Services for FY17, with a maximum dollar amount of \$168,358 and authorized the General Manager to execute the contract consistent with those terms. The motion was carried unanimously.

**H. Resolution Creating the Wake Special Tax District**

Sandra Freeman requested that the Board establish a special tax district in anticipation of the levy of an additional \$3 vehicle registration fee in Wake County, to be approved by the Special Tax Board. She reminded the Board that the proceeds of the half cent sales tax will go into the "Triangle Tax District," recently renamed from the Western Triangle Tax District. She assured the Board that the receipts would be broken out by county.

Reckhow asked why there would be different districts for the two funding sources. Freeman responded that based on interpretation of the law, the half cent tax must be in the same tax district, but there is an option for separate districts for the \$3 registration fees and Wake County has made that request.

**Action:** On motion by Reckhow and second by Jones the Board adopted *Resolution 2016 0008 Resolution of the Research Triangle Regional Public Transportation Authority Board of Trustees Creating the Wake Special Tax District for the Purpose of Increasing the Annual Motor Vehicle License Tax by \$3 in Wake County*. The motion was carried unanimously.

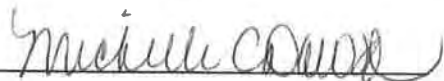
**VII. Adjournment**

**Action:** Chair Robinson the meeting was adjourned the meeting at 1:48 p.m.



\_\_\_\_\_  
Ellen Reckhow, Vice Chair

Attest:



\_\_\_\_\_  
Michelle C. Dawson, CMC  
Clerk to the Board