

## GoTriangle Board of Trustees

### Meeting Minutes

January 24, 2018

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

#### Board Members Present:

Will Allen III

Mary-Ann Baldwin

Sig Hutchinson

Barry Jacobs

Wendy Jacobs

Vivian Jones

Michael Parker

Andy Perkins Jr.

Ellen Reckhow

Jennifer Robinson, Chair (arr. 12:25 pm)

#### Board Members Absent:

Valerie Jordan (excused)

Steve Schewel (excused)

Nina Szlosberg-Landis (excused)

Vice Chair Ellen Reckhow officially called the meeting to order at 12:05 p.m.

#### I. Adoption of Agenda

**Action:** On motion by Baldwin and second by Hutchinson the agenda was adopted. The motion was carried unanimously.

#### II. Recognition

##### A. Introduction of New Hires

General Manager Mann announced the hiring of Patrick Stephens, Director of Transit Operations; Timothy Auble, Service Attendant; Ebony Barnes, Customer Information Associate I; Paratransit Operators Rodell McNeil, Jacqueline Velazquez and Kendra Williams; and Bus Operators Harvey Briggs, Florence Cox, James Devone, Taneka Hairston, Deneen Holmes, Joseph Perkins, Jr., and Frank White, Sr.

##### B. Announcement of Promotions

General Manager Mann announced the following promotions: Samantha Allen, from Interactive Marketing Associate to Web and Interactive Marketing Specialist; Latoya Young, from Paratransit Dispatcher/Operator to Paratransit Training Specialist; Felicia Martin and Anna Prince, from Bus Operator I to Bus Operator II and Jean Whitfield, from Bus Operator II to Bus Operator III.

Hutchinson asked the status of bus operator vacancies. Vinson Hines responded bus operations is short seven operators and paratransit, three. He said the service attendant position is fully staffed and two mechanics positions are available. Hines stated that six months ago, there were 30 open positions.

**III. Public Comment**

No comments.

**IV. Consent Agenda**

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

The following consent agenda items were approved:

- December 13, 2017 – Regular Session Minutes; and
- January 3, 2018 – Work Session Minutes.

**V. Presentation**

Scott Duda, CPA, Partner, with Cherry Bekaert LLP, made a presentation, which is attached and hereby made a part of these minutes.

Hutchinson asked if Duda would like to inform the Board of anything not in the report. Duda stated no, but summarized the findings in the report as a communication issue.

Reckhow asked if the financial infrastructure is where it needs to be with the growth the organization is experiencing. Duda responded that he could not speak to the capacity of individuals - how busy they are or how much overtime is worked – but encouraged continual monitoring that staff is sufficient for the work load.

B. Jacobs asked how many years Cherry Bekaert had been doing the audit. Duda stated over 16 years, with another firm handling the audit one year during that period. B. Jacobs asked if changing audit firms on a regular cycle is recommended. Duda replied there are pros and cons to that. Sandra Freeman responded that there have been two Request for Proposal (RFP) processes in the past 15 years. She stated that there would be another RFP process this year.

Robinson arrived.

Duda stated there have been at least three different audit partners for GoTriangle and that a partner not associated with the engagement always reviews the file and completed reports. He stated that depending on the technical issues, a third partner may review as well, which was the case this past year.

**VI. General Business Agenda**

**A. Items Removed from Consent Agenda**

None.

**B. Operations & Finance Committee Report**

Michael Parker reported that the Committee voted to recommend approval of a revised travel policy. He stated that the primary change is moving to the IRS standard for mileage reimbursement. Parker said the Committee also reviewed and recommended approval to the proposed amendments to the FY18 Wake Transit Work Program. He stated the Board would review and consider approval next month.

**1. Revised Travel Policy**

**Action:** On motion by Baldwin and second by Allen the Board approved the revised Travel Policy, which is attached and hereby made a part of these minutes. The motion was carried unanimously.

**C. Personnel Committee Report**

**1. Amendment to Employee Evaluation Process for General Manager, General Counsel and Clerk to the Board**

Committee Chair Ellen Reckhow presented proposed changes to the evaluation process for the General Manager, General Counsel and Clerk to the Board. She explained the changes include the process of holding of a Board meeting to complete and conduct the evaluations. The Committee also is recommending the elimination of the 360 staff review for the General Counsel and the written summary of stakeholder conversations for the conducted by the Chair and Vice Chair for the General Manager's and General Counsel's evaluations. She stated this summary is provided orally to the Board.

W. Jacobs asked the rationale for eliminating the 360 for the General Counsel. Robinson responded that there is not a similar review process for the General Counsel nor the Clerk to the Board and it does not seem necessary every year. W. Jacobs then asked about the elimination of the written summary of conversations. Reckhow stated it helps with confidentiality and consistent with how the summary has been provided in the past.

**Action:** On motion by Baldwin and second by Parker the Board approved the revised Employee Evaluation Process for General Manager, General Counsel and Clerk to the Board as recommended by Personnel Committee, which is attached and hereby made a part of these minutes. The motion was carried unanimously.

**VII. Other Business**

**A. Election of Treasurer**

Board Chair Robinson recommended Michael Parker to fill the vacant Treasurer position.

**Action:** On motion by Baldwin and second by Allen the Board elected Michael Parker as Treasurer through September 30, 2018. The motion was carried unanimously.

**B. Drug and Alcohol Policy Revision**

Christy Winstead presented changes to the Drug & Alcohol Policy resulting from Federal changes to the testing panel, which expands the opioid category.

**Action:** A motion was made by Baldwin to approve the revised policy.

B. Jacobs stated that immediate termination for a first offense by someone in a non-safety related position seems harsh. He stated that this would eliminate their access to insurance benefits for counseling. He suggested that the first offense result in referral to drug and alcohol counseling for non-safety related positions. He also questioned the policy language regarding the effects of prescription drugs. He asked if a doctor is available to employees for consultation on these matters.

Robinson asked if the policy could distinguish between safety and non-safety related positions. Winstead said she thinks yes, but said should would verify.

Parker asked what freedom GoTriangle has to set its own policy as recipients of Federal and State funds. Mann stated related to safety sensitive positions, it is a no tolerance policy.

Winstead clarified that only safety-sensitive employees are included in the random testing pool and those not in the pool (i.e., administrative positions) would only have a reasonable suspicion test. She stated this has not occurred in 16 years.

B. Jacobs clarified that he feels it reasonable to send a non-safety related employee to counseling before termination. He said this gives people an opportunity to work on the problem with support from insurance as opposed to being an unemployed person who has a record of being fired for drug or alcohol issue.

Baldwin suggested that the General Counsel look at the practices of other organizations.

Mann stated that the policy could be approved to remain in Federal compliance and then be revisited with other options.

**Action:** Baldwin rescinded her motion.

**Action:** A motion was made by Baldwin and seconded by W. Jacobs to adopt Resolution 2018 0002 *Resolution of the GoTriangle Board of Trustees Approving the*

*Revised Drug & Alcohol Policy and Procedures Manual*, and to request the General Manager report back in 60 days on the issues raised.

**Action:** Upon vote the motion was carried unanimously.

B. Jacobs again asked about assistance with prescriptions. Winstead stated that GoTriangle has a relationship with Concentra and all questions are referred to the doctors there. B. Jacobs asked how often employees receive this information. Winstead stated that it is part of on-going drug and alcohol training and education throughout the year.

**C. Real Property Acquisition for Rail Operations & Maintenance Facility (ROMF)**

**1. Closed Session**

**Action:** On motion by Baldwin and second by W. Jacobs the Board moved into Closed Session at 12:47 p.m. pursuant to 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 the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease. The motion was carried unanimously.

**Action:** On motion by Parker and second by Allen the Board returned to open session at 2:03 pm. The motion was carried unanimously.

**Action:** On motion by W. Jacobs and second by Allen the Board adopted Resolution 2018 0001 *Resolution of the Research Triangle Regional Public Transportation Authority ("GoTriangle") Board of Trustees Authorizing the Acquisition of Real Property Required for the Rail Operations and Maintenance Facility ("ROMF") by Condemnation to Support the Durham-Orange Light Rail Transit ("D-O LRT") Project*. The motion was carried unanimously.

**D. General Manager's Report**

General Manager Jeff Mann highlighted the following items:

- An unofficial report of the proposed Trump Administration infrastructure plan would limit Federal participation in an infrastructure project to 20%, currently at 50% for New Starts projects and 80% for Small Starts. He said the report also creates a benefit for rural investment and very heavily leans toward public-private partnership. There also would be the creation of a new fund for groundbreaking new technology projects with a Federal share of up to 80%.

- GoTriangle has submitted an incidental use request for the Lane Street property in Raleigh to host the Raleigh Bike Share. The FTA has not yet responded.

**1. Bus Operations Report**

Vinson Hines shared reports from November and December, which are attached and hereby made a part of these minutes.

**2. Durham-Orange Light Rail Transit Program Update**

Danny Rogers reported that FTA has indicated a 2019 FFGA looks reasonable. He said the schedule is accelerated but provides a significant benefit.

**3. Wake Transit Update**

Mike Charbonneau's presentation is attached and hereby made a part of these minutes. He stated that the public comment period has opened on the draft FY19 work plan.

**4. Communications Update**

Mike Charbonneau's presentation is attached and hereby made a part of these minutes. He stated that a video has been created for the "New Year New Commute" campaign, which includes stories from the Golden Modes.

**E. General Counsel's Report**

General Counsel Shelley Blake noted the following items:

- Form 1023 has been sent to the IRS for the non-profit GoTransit Partners. The consultant for the group will be sending surveys to 150 individuals and CEOs as part of the pre-campaign assessment for the capital fundraising campaign.
- Applications have been received for the Transit Citizen Advisory Committee. She said the Planning & Legislative Committee will review in February and the Board will act in March.
- A temporary MOU has been reached with SouthPoint Mall. GoTriangle will contribute \$100,000 for pavement repair and has committed to study relocating the bus shelter. SouthPoint has agreed to keep the current 147 park-and-ride spaces.

**F. Chair's Report**

Chair Robinson noted that Board members have an updated Board Member Handbook and contact cards at their places.

**G. Board Member Reports**

**1. CAMPO Executive Board Representative**

Will Allen III stated that the Wake Transit annual work plan amendment process was approved.

**2. DCHC MPO Board Representative**

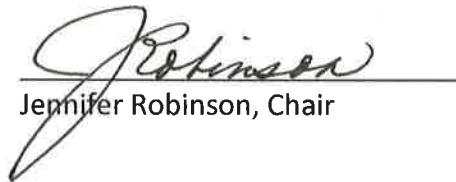
Ellen Reckhow reported that the methodology for evaluation of projects for the Strategic Transportation Investment Program (SPOT) was put out for public comment.

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

No meeting this month.

**VIII. Adjournment**

**Action:** Chair Robinson adjourned the meeting at 2:40 p.m.

  
Jennifer Robinson, Chair

Attest:

  
Michelle C. Dawson, CMC  
Clerk to the Board