

Go Triangle Board of Trustees
Meeting Minutes
January 27, 2016
Board Room, The Plaza, 4600 Emperor Blvd., Suite 100
Durham, NC

Board Members Present:

Will Allen III

Mary-Ann Baldwin

William V. "Bill" Bell

Fred Foster Jr.

Ed Harrison

Vivian Jones

Bernadette Pelissier

Ellen Reckhow

Jennifer Robinson

Jeff Sheehan

Board Members Absent:

Jim Crawford Jr. (excused)

Fred Day IV (excused)

Chair William V. "Bill" Bell officially called the meeting to order at 1:00 p.m.

I. Adoption of Agenda

Action: On motion by Jones and second by Allen the agenda was adopted. The motion was carried unanimously.

II. Recognition

A. Introduction of New Hires

General Manager Mann announced the hiring of Samantha Allen, Interactive Media Associate; Wendy Mallon, Marketing Manager; Robert Robinson III, Van Pool Mechanic I; Courtenay Christian, Christopher Hazelrigs and Marquita Ralph, Bus Operators I; and Markeita Wilson, Bus Operator.

B. Announcement of Promotions

General Manager Mann announced the following promotions: Elizabeth Makam, Executive Assistant from Capital Development to the General Manager and Legal; and Gerard Cuthbert, Bus Operator I to II.

III. Public Comment

No comments.

IV. Consent Agenda

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

The following consent agenda item was approved:

- December 16, 2015 – Regular Session Minutes.

V. Presentations

A. FY 2015 Audit Report

Scott Duda of Cherry Bekaert gave a presentation on the FY 2015 audit report, which is attached and hereby made a part of these minutes. He stated that the opinion was unmodified, the highest level of assurance that an external auditor can provide. He said that the audit of Federal grants and State grounds also were unmodified opinions, with no significant deficiencies or material weaknesses associated with controls. Duda noted two findings related to internal control compliance: the first finding related to approval and documentation of journal entries and the second, accruals for payroll benefits and receivables and revenue from NCDMV.

VI. General Business Agenda

A. Items Removed from Consent Agenda

None.

B. Operations & Finance Committee Report

Committee Chair Will Allen III presented three action items from the Committee. He reported that the Committee received staff presentations on the Comprehensive Annual Financial Report (CAFR) and the DOLRT financial model.

1. Light Transit Vehicles (LTVs) Purchase

Allen stated that four LTVs are needed as replacements for paratransit service. He added that it is an 80-10-10 match (Federal, State, local), with Go Triangle's contribution being just under \$20,000.

Action: On motion by Baldwin and second by Robinson the Board authorized the General Manager to approve the purchase of four (4) light transit vehicles (LTVs) from National Bus Sales & Leasing per the NCDOT State Contract at a maximum price of \$199,376. The motion was carried unanimously.

2. Safety & Security Policy Statement

Allen requested adoption of the safety & security policy statement, which is required by FTA for recipients of Federal funds for major capital projects.

Action: On motion by Baldwin and second by Reckhow the Board adopted the Safety & Security Policy Statement. The motion was carried unanimously.

3. Quality Policy Statement

Allen requested the adoption of the quality policy statement, which also is required by the FTA for recipients of Federal funds.

Action: On motion by Baldwin and second by Reckhow the Board adopted the Quality Policy Statement. The motion was carried unanimously.

C. Personnel Committee Report

Committee Chair Jennifer Robinson stated that the Committee met earlier today and recommends the appointment of Will Allen, Mary-Ann Baldwin, Bernadette Pelissier, Ellen Reckhow and Jennifer Robinson to a General Counsel Search Committee.

Action: On motion by Jones and second by Baldwin the Board approved the appointment of the General Counsel Search Committee as recommended. The motion was carried unanimously.

D. Planning & Legislative Committee Report

Committee Chair Bernadette Pelissier stated that the Committee was given an update on the strategic initiatives work groups. She said the Board would discuss a five-year strategic plan with goals and performance measures for each of the initiatives at its retreat. There also was a presentation on an organizational readiness for change exercise completed by staff, which also will be reviewed at the retreat. Pelissier added that the Committee would not meet in February.

Action: On motion by Allen and second by Robinson the Board approved the Planning & Legislative Committee report. The motion was carried unanimously.

E. New Business

None.

VII. Other Business

A. General Manager's Report

General Manager Jeff Mann highlighted the following items from his written report:

- DOLRT - A project director has been hired along with a real estate manager and several other positions. Presentations were made at Congressman David Price's annual strategic planning retreat and to State Representative Graig Meyer and a corridor tour given to representatives from the Governor's office. Key team members and Chair Bell met with FTA in Washington, DC. Efforts continue to remove the State funding cap for light rail projects. Interviews for the Intergovernmental Relations position are being scheduled. NC Secretary of Transportation Nick Tennyson released a

statement regarding the redistribution of funds previously programmed for the DOLRT, which emphasized NCDOT's continued support of the project and said all of the previously approved funding would be returned to the project once the cap is lifted. Proposals for General Engineering Consultant (GEC) have been received and interviews are scheduled in February, with an award expected in early May, after negotiation of a contract. The Request for Qualifications (RFQ) for Program Management Consultant should be released in February. Staff is evaluating alternatives for a project office and will be using a real estate firm to assist.

- Wake County Transit Plan - We are entering a governance discussion with our partners, with the plan coming before the various boards for approval sometime in the spring.
- Bus Operations Performance - Ridership is down 3-5% across all services, due in part to lower gasoline prices. On time performance remains strong for Go Triangle and Go Durham. Complaints were down significantly.
- Workforce Development - Safety and security training is being conducted across the organization. A management safety committee will be named in February.
- Contracts – Seven contracts were signed in December and through January 19th that did not require Board approval, totaling \$217,988.

1. Durham-Orange Light Rail Transit Project Update

Greg Northcutt's presentation is attached and hereby made a part of these minutes. Two proposals for the General Engineering Consultant (GEC) were received, are being evaluated and will be interviewed in February. The Board will be asked to authorize negotiations with the top firm in February. He reminded the Board that with the Brooks Act, no money is discussed until after the ranking. A final contract recommendation to the Board is expected in April, with notice to proceed issued in early May. The Request for Qualifications (RFQ) for Project Management Consultant (PMC) will be released in February.

Katharine Eggleston reported that after identifying 12 positions that needed to be hired by the end of the current fiscal year, five have or will be starting by the end of February. Recruitment for the remaining seven positions will begin soon.

2. Legislative Update

No update.

B. Interim General Counsel's Report

Interim General Counsel Karen Porter highlighted several items from her written report.

Robinson noted that at the Personnel Committee meeting it was discussed that the department currently is short-staffed and in need of a real estate attorney. She asked if there is a budget for this position. Porter stated that it has been budgeted and she has been working on a job description.

C. Chair's Report

Chair Bell stated that he thought the meeting in DC with FTA was a very good meeting, and that they understand the process fully and our funding issue. He added that he saw Secretary Foxx earlier this week, who also understands what we are dealing with. Bell also noted meetings with Duke University. He noted that Jennifer Robinson would chair the General Counsel Search Committee.

D. Board Member Reports

1. CAMPO Executive Board Representative

Will Allen III noted that Holly Springs Mayor Dick Sears was re-elected CAMPO chair and Cary Mayor Harold Weinbrecht was elected vice chair. He said the board endorsed program elements for the Safe Routes to School Program and received information about the Locally Administered Projects Program (LAPP).

2. DCHC MPO Board Representative

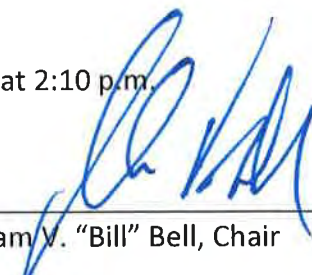
Bernadette Pelissier reported that the board held a workshop to draft goals, objectives and performance measures for the 2045 Metropolitan Transportation Plan (MTP).

3. Regional Transportation Alliance (RTA) Representative

Will Allen III stated that the Tri-MAP meeting was canceled due to weather.


VIII. Adjournment

Action: Chair Bell adjourned the meeting at 2:10 p.m.



William V. "Bill" Bell, Chair

Attest:



Michelle C. Dawson, CMC
Clerk to the Board