

GoTriangle Board of Trustees

Meeting Minutes

July 26, 2017

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

Board Members Present:

Will Allen III

Barry Jacobs

Mary-Ann Baldwin

Wendy Jacobs

William V. "Bill" Bell

Vivian Jones

Ed Harrison

Ellen Reckhow

Sig Hutchinson

Jennifer Robinson

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

I. Adoption of Agenda

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

II. Recognition

A. Introduction of New Hires

B. Announcement of Promotions

III. Public Comment

No comments.

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:

- June 28, 2017 – Regular Session Minutes.

V. General Business Agenda

A. Items Removed from Consent Agenda

None.

B. Operations & Finance Committee Report

1. Enterprise Resource Planning (ERP) Phase 1 - Financial Management System Contract Award

Saundra Freeman presented a contract recommendation for a new financial system. Phase 1 is for \$880,000 and was included in the approved FY18

budget. Phase 2 is related to client services and phase 3, project management. As phase 1 is implemented, staff will work concurrently identifying the information needed by departments for phases 2 and 3. Funds for those phases will be included in the FY19 budget. She said the project management portion will actually be an interface to the software selected for use on the D-O LRT project. Freeman requested authorization for the General Manager to enter into a contract with Crowe Horwath for implementation of the financial system. She stated the process would take a year and a few months.

Allen asked if the contract amount is fixed regardless of the time or effort involved for implementation. Freeman responded yes. Allen then asked staff to report on the progress (planned versus actual). Mitchell Lodge stated that the project plan indicates the timeline and milestones, with payment corresponding to completion of key milestones.

Baldwin asked about the references contacted. Lodge replied all the comments were glowing and people said it was user friendly.

Action: On motion by Baldwin and second by Jones the Board awarded a contract to Crowe Horwath LLP for ERP Phase 1 - Financial Management System Contract for FY18, with a maximum dollar amount of \$880,000 and authorized the General Manager to execute the contract consistent with those terms. The motion was carried unanimously.

C. Planning & Legislative Committee Report

Committee Chair Will Allen III reported that an update was received on the Wake Transit Major Investment Study (MIS) - the rail and BRT elements of the Wake Transit Plan. He stated that he had asked for monthly updates, a chart of roles and responsibilities and the project schedule. He said the Committee also discussed a transit-oriented development (TOD) policy.

1. Design Change Approval Policy

Allen then presented a design change approval policy for approval. He stated that a policy is required by FTA for the D-O LRT project. He explained the process: 1) evaluation - to determine the level of importance of the proposed change, 2) approval and 3) FTA review. He said the approving authorization depends on the type of change, i.e. addition or deletion of stations would require category 1 approval (all four boards). The next category of changes would require only approval of the GoTriangle Board of Trustees (such as a station location change). Category 3 changes can be approved by the D-O LRT Project Director. All the changes are reviewed and approved by the FTA. Allen added that the recommendation from the Committee was unanimous.

B. Jacobs asked if the policy is consistent with the Interlocal Agreement (ILA) between Durham and Orange. Danny Rogers responded yes.

Action: On motion by Reckhow and second by W. Jacobs the Board approved the Durham-Orange Light Rail Transit (D-O LRT) Project Design Change Approval Policy. The motion was carried unanimously. The policy is attached and hereby made a part of these minutes.

VI. Other Business

A. General Manager's Report

General Manager Jeff Mann highlighted the following items:

- New hires: Bus Operators Latasha Lee, Renee Miller, Tanequia Branch, Christopher Davis, Avonda Figueroa, Charlene Herbert, Larry Mangum, Percy Rochelle and Ronelle Thorbourne; Jennifer Keep, Assistant Director of Finance and Administrative Services; Juan Miranda, Vanpool Mechanic; Milton Rodriguez, Mechanic III; and Kenneth Yimbu, Mechanic I.
- Promotions: all promoted from Paratransit Operator I to II: Cheryl Bass, Rohan Grant, Richard Simpson and Alfred Snipes.

Hutchinson asked how the recent salary increase had impacted the operator shortage. Operations Manager Brian Andrews stated that 18 drivers are in training, with another class starting in mid-August. He said the pay increase absolutely has helped.

- Mann stated that there has been no word from FTA on GoTriangle's application to enter engineering, but staff is in constant communication with them. He said that the tone of communications is positive. He added that they do include the caveat that the President's proposed budget only includes funding for programs with a signed FFGA and without that agreement, you proceed at your own risk.
- The House markup of the budget restores funding for the Capital Investment Grant (CIG) program, but at lower level. He said that indications are that the Senate's numbers will be higher than the House's.
- GoTriangle staff met with Charlotte Area Transit System (CATS) staff and toured their blue line. He said the information gained was valuable. He added that GoTriangle invited CATS to participate in a joint trip to DC.
- The bus operations report is attached and hereby made a part of these minutes. He pointed out continued declines in ridership but stated staff is trying to market services to reverse that trend.
- A Request for Proposals (RFP) was issued for property advisory services. He stated that a recommendation for award would be forthcoming.

1. Bus Operations Report

No report.

2. Durham-Orange Light Rail Transit Program Update

Danny Rogers discussed the recent meeting with FTA, the discussion being as if the project already was in engineering. He said once approved to enter engineering, oversight will be more significant and meetings more frequent to discuss budget, cost and changes to design and schedule. He said there will be update meetings for the public in September which will become regular, perhaps quarterly, occurrences. A Request for Qualifications (RFQ) is going out for the Construction Management Consultant (CMC). He also said that DBE goals are being stressed to potential proposers and they are being encouraged to work with smaller firms to become certified, if not already, and to find credible work for them. Rogers added that the project team will be working with the 501(c)(3), GoTransit Partners, and the financial consultants to be prepared for the submittal next summer. He also said that the meeting with CATS staff was very beneficial. Mann suggested setting up a tour of the CATS blue line for Board members.

3. Communications Update

Juan Carlos Erikson shared a video promoting Books on Bus event in Durham. He also gave a monthly update, which is attached and hereby made a part of these minutes.

B. General Counsel's Report

Karen Porter noted the General Counsel's report in the agenda. She highlighted that a consultant has been retained to help with the 501(c)(3), GoTransit Partners. She also reported that 17 general operating and capital agreements have been approved for the Wake County Transit Plan.

C. Chair's Report

Chair Jennifer Robinson thanked the General Manager for the weekly updates being provided and also for presenting recently at the Cary Chamber of Commerce event.

D. Board Member Reports

1. CAMPO Executive Board Representative

No report.

2. DCHC MPO Board Representative

No report.

3. Regional Transportation Alliance (RTA) Representative

Will Allen III reported on the Annual RTA Transportation Breakfast. He noted RTA's priorities for this year: accelerate 540, RDU Master Plan, regional transit, congestion relief, and innovation and technology. He said a panel of Triangle business leaders discussed the need for mobility and freeways, however there was not much mention of "transit." He reported that Secretary of Transportation Jim Trogdon responded that his top problem has been absorbing growth with limited funds. Trogdon also discussed his six priorities.

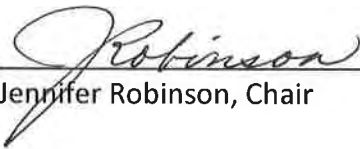
Allen then reported on the quarterly Tri-MAP meeting. He said they talked about accelerating 540, which was selected to be one of ten autonomous truck testings. The group also received a presentation on a study by GoTriangle of market potential from major transit investments. McDonough responded that the market study was for the D-O LRT project station areas, but data is available for 16 other markets, including Wake County. McDonough referred Board members to gotriangle.org/neighborhoods.

Allen said the meeting included an update on the RDU Master Plan, discussion of 540 on-ramp signals, the Fortify project, and a study of express shoulder lanes (toll).

Baldwin stated that the City of Raleigh is hosting the Raleigh Innovation Summit in November and requested GoTriangle staff to participate on the task force.

VIII. Adjournment

Action: Chair Robinson adjourned the meeting at 1:41 p.m.


Jennifer Robinson, Chair

Attest:



Michelle C. Dawson, CMC
Clerk to the Board