

**GoTriangle Board of Trustees  
Meeting Minutes**

**June 27, 2018**

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

**Board Members Present:**

Will Allen III

Sig Hutchinson (arr. 12:25 p.m.)

Wendy Jacobs

Vivian Jones

Mark Marcoplos

Michael Parker

Ellen Reckhow

Jennifer Robinson, Chair

Russ Stephenson

**Board Members Absent:**

Valerie Jordan (excused)

Andy Perkins

Steve Schewel (excused)

Nina Szlosberg-Landis

Chair Jennifer Robinson officially called the meeting to order at 12:07 p.m.

**I. Adoption of Agenda**

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

**II. Recognition**

**A. Oath of Office**

Wake Forest Mayor and Board member Vivian Jones administered the oath of office to Russ Stephenson, representative of the Raleigh City Council.

**B. Introduction of New Hires**

General Manager Mann announced the hiring of:

- Christopher S. Clark, Senior Graphic Designer.
- Kaitlin Hughes, Environmental Planner.
- Carolyn Lyons, Director of Human Resources.
- Justin Mbuyi and Michael Capel, Bus Operators.

**C. Announcement of Promotions**

General Manager Mann announced the promotion of Geoffrey Green to Senior Planner (formerly Transit Planner) and Tomar Locker, Bus Operator III (formerly Bus Operator II).

**III. Public Hearings**

**A. FY 2019 Proposed Budgets**

Chair Robinson called the public hearing on the FY19 proposed budgets to order at 12:10 p.m. There being no comments, the hearing was closed.

**B. Draft FY 2018 Section 5307 (Urbanized Area Formula Grant Program) Program of Projects and Schedule**

Chair Robinson called the public hearing to order at 12:10 p.m. There being no comments, the hearing was closed.

**IV. Public Comment**

Chair Robinson recognized Annette Smith who spoke about after-hours emergency ADA pickup. Her comments are attached and hereby made a part of these minutes.

**V. 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 items were approved:

- July 26, 2017 – Regular Session Minutes,
- May 23, 2018 - Regular Session Minutes,
- June 21, 2018 - Special Session Minutes,
- June 21, 2018 - Closed Session Minutes
- February 28, 2018 - Regular Session Minutes (Amended),
- Resolution approving the FY18 Section 5307 (Urbanized Area Formula Grant Program) Final Program of Projects for FY18 (R 2018 0005), and
- Resolution authorizing the filing of applications related to the previous item (R 2018 0006).

The resolutions are attached and hereby made a part of these minutes.

**VI. General Business Agenda**

**A. Items Removed from Consent Agenda**

None.

**B. Operations & Finance Committee Report**

Ellen Reckhow reported on behalf of the Operations & Finance Committee.

**1. Wake Transit Bus Plan Service Standards and Performance Measures**

**Action:** On motion by Allen and second by Stephenson the Board approved the Wake Transit Bus Plan Service Guidelines and Performance Measures. The

motion was carried unanimously. A copy of the document is attached and hereby made a part of these minutes.

**2. Adoption of FY19 Fare Schedule**

Reckhow stated that in January staff proposed two changes to the fare structure: the youth GoPass (which has been approved already) and the elimination of free transfers. She stated that public comment and the equity analysis, staff is no longer proposing to eliminate free transfers.

**Action:** On motion by Parker and second by Allen the Board approved the FY19 Fare Schedule. The motion was carried unanimously. A copy of the fare schedule is attached and hereby made a part of these minutes.

**3. Recommendation to Extend RTP OnDemand Service Pilot**

Reckhow presented a recommendation from the Committee to extend the OnDemand service pilot project for six months (through December). She said staff plans to do additional marketing and make some operational changes during the additional six months. The incremental cost for continuing the pilot is estimated at \$100,000.

**Action:** On motion by Allen and second by Stephenson the Board approved extending the OnDemand Service Pilot by six (6) months to December 31, 2018. The motion was carried unanimously.

**C. Planning & Legislative Committee Report**

Committee Chair Will Allen III offered the report from the Planning & Legislative Committee.

**1. FY19 Business Plan**

Allen stated that the Board adopted a Strategic Plan and as a part of it, there is an annual business plan with specific initiatives aimed at achieving the five strategic objectives.

**Action:** On motion by Jones and second by Reckhow the Board approved the FY19 Business Plan. The motion was carried unanimously. A copy of the plan is attached and hereby made a part of these minutes.

**D. Proposed FFY19-21 Disadvantaged Business Enterprise (DBE) Program Goal**

Sylvester Goodwin stated that the FTA requires that GoTriangle update its DBE goal every three years. The current goal expires July 31. For FFY 2019-21 the recommended goal is 6% DBE participation, based on FTA-approved methodology.

**Action:** On motion by Allen and second by W. Jacobs the Board adopted *Resolution 2018 0007 Resolution of the GoTriangle Board of Trustees Approving DBE Program Goal for Federal Fiscal Years 2019-2021 (6.0%)*. The motion was carried unanimously. The resolution is attached and hereby made a part of these minutes.

**E. Amendment to GoTransit Partners Bylaws**

General Counsel Blake stated that the GoTransit Partners Board has requested to increase its membership to 19, currently capped at 11.

**Action:** On motion by Jones and second by Reckhow the Board Amend the Bylaws of GoTransit Partners to increase the number of members appointed to the Board of Directors to nineteen (19). The motion was carried unanimously. The bylaws are attached and hereby made a part of these minutes.

**F. ITRE Contract Renewal**

Patrick McDonough presented the annual renewal of the ITRE contract, in its 16<sup>th</sup> year. He explained that the Triangle Regional Model is the primary software tool used to predict future travel patterns in the Triangle, through at partnership with CAMPO, DCHC MPO, GoTriangle and NCDOT. He explained that the Model was calibrating to the most recent census and in region a region growing as quickly as the Triangle, it did not capture the dynamic nature of changing travel. It was determined that gathering data in a process matching the American Community Survey would yield more accurate results. Last year began that process of transition and now there will be smaller surveying every year rather than a large survey every 5-10 years.

**Action:** On motion by Allen and second by Stephenson the Board authorized the General Manager to sign a contract with ITRE to provide continued model development services of the Triangle Regional Model (TRM) for FY19. The motion was carried unanimously.

Hutchinson arrived.

**G. Resolution Supporting Grant Application for RUS Bus**

General Manager Mann stated that GoTriangle is working with the City of Raleigh to submit a BUILD grant application for \$20 million for the bus component of Raleigh Union Station (RUS Bus).

**Action:** On motion by Reckhow and second by W. Jacobs the Board adopted *Resolution 2018 0008 Resolution of the GoTriangle Board of Trustees Supporting the Grant Application for the Raleigh Union Station Bus Facility to the USDOT Build Program*. The motion was carried unanimously. The resolution is attached and hereby made a part of these minutes.

**H. FY18 Budget Ordinance Amendments**

Saundra Freeman presented several budget amendments for the close out of FY18. She also shared a chart showing all the revisions this year to the Triangle Tax District – Durham-Orange Fund. It is attached and hereby made a part of these minutes

**Action:** On motion by Reckhow and second by Marcoplos the Board unanimously approved the following FY18 budget ordinance amendments, which are attached and hereby made a part of these minutes:

- FY18 GoTriangle Budget Ordinance Amendment (2018 0016)
- FY18 Major Transit Investment Fund Budget Ordinance Amendment (2018 0017)
- FY18 Triangle Tax District – Durham-Orange Fund Budget Ordinance Amendment (2018 0018)

**I. FY19 Budget Ordinances & FY19 Wake Transit Work Plan**

Saundra Freeman then reviewed the changes made to the proposed FY19 budget since the budget workshop.

**Action:** On motion by Reckhow and second by Parker the Board unanimously approved the budget ordinances listed below, and the FY19 Wake Transit Work Plan, which are attached and hereby made a part of these minutes:

- FY19 General Fund Budget Ordinance (O 2018 0005)
- FY19 Regional Bus Capital Project Fund Budget Ordinance (O 2018 0006)
- FY19 Major Transit Investment Fund Budget Ordinance (O 2018 0007)
- FY19 Major Capital Project Fund Budget Ordinance (O 2018 0008)
- FY19 Advanced Technology Project Fund Budget Ordinance (O 2018 0009)
- FY19 Durham-Orange Special Tax District Fund Budget Ordinance (O 2018 0010)
- FY19 Triangle Tax District - Durham-Orange Operating Fund Budget Ordinance (O 2018 0011)
- FY19 Triangle Tax District - Durham-Orange Capital Fund Budget Ordinance (O 2018 0012)
- FY19 Triangle Tax District - Wake Operating Fund Budget Ordinance (O 2018 0013)
- FY19 Triangle Tax District - Wake Capital Fund Budget Ordinance (O 2018 0014)
- FY19 Wake Special Tax District Fund Budget Ordinance (O 2018 0015)

**VII. Other Business**

**A. General Manager's Report**

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

General Manager Jeff Mann highlighted the following items:

- Reminded the Board of the special provision placed in the State budget which would have killed the D-O LRT project as well as any future project in the State. He credited numerous project supporters with resolving the issue through a technical correction, which has now become law. There is a cap of \$190 million, \$57 million less than the 10% project cost previously allowed, which creates an additional funding gap for the project. Staff is working to assess the options for addressing that gap. Additionally, two deadlines have been imposed for the commitment of local and private funding by April 2019 and receipt of the FFGA by November 2019.
- The State also cut SMAP funding by \$17 million, divided between transit and highways, although a 26% reduction to transit and less than 1% to highways. For GoTriangle it equates to over \$700,000 and \$8.5 million statewide.
- A No Emission Low Emission grant application was submitted for the purchase of an electric vehicle.
- The application with the City of Raleigh for a BUILD grant for RUS Bus is being finalized.

**1. Transit Operations Report**

Patrick Stephens reported that the MCI over-the-road coach is here and being prepared to begin service.

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

Danny Rogers stated that a joint task force with the four communities and GoTriangle has been created to solve the additional \$57 million funding gap. The FTA's risk assessment has been delayed to late October to give us time to better define some of the design and conclude some of the major agreements with the universities and utilities. He said this would help with the contingency amount required.

Patrick McDonough shared a video on Transit Oriented Development (TOD) in the Durham-Orange corridor and gave a presentation, which is attached and hereby made a part of these minutes.

**3. Wake Transit Update**

Patrick McDonough provided the update on Wake Transit.

**4. Communications Update**

Mike Charbonneau's presentation is attached and hereby made a part of these minutes. He also shared a video about the new Youth GoPass.

**B. General Counsel's Report**

General Counsel Shelley Blake noted the following items:

- The IRS has approved 501(c)(3) status for GoTransit Partners.
- A capital campaign cabinet meeting has been scheduled.
- Staff also is working on the agreements for Wake Transit for FY19.

**C. Chair's Report**

No report.

**D. Board Member Reports**

**1. CAMPO Executive Board Representative**

Will Allen III stated that CAMPO also approved the items related to Wake Transit that GoTriangle did today.

**2. DCHC MPO Board Representative**

Ellen Reckhow reported that the Board received the quarterly update on financial activity and other activities related to the special tax district.

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

No report.

**VIII. Closed Session – Personnel Matters**

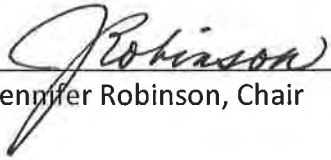
**Action:** On motion by Parker and second by Reckhow the Board adjourned into closed session at 2:40 p.m. pursuant to NCGS §143-318.11(a) (6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. The motion was carried unanimously.

**Action:** On motion by Jones and second by Reckhow the board voted to increase the vacation benefit by two days annually for the General Manager and the General Counsel. The motion was carried unanimously.


The General Counsel was directed to prepare an amendment to the bylaws changing the General Manager's title to President and Chief Executive Officer.

**IX. Adjournment**

**Action:** Chair Robinson the meeting was adjourned the meeting at 2:56 p.m.

  
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Jennifer Robinson, Chair

Attest:

  
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Michelle C. Dawson, CMC  
Clerk to the Board