

GoTriangle Board of Trustees

Meeting Minutes

June 28, 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

Ed Harrison

Vivian Jones

Sig Hutchinson (left 1:30 pm)

Ellen Reckhow

Board Members Absent:

William V. "Bill" Bell (excused)

Jennifer Robinson (excused)

Vice Chair Ellen Reckhow officially called the meeting to order at 12:07 p.m.

I. Adoption of Agenda

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

II. Recognition

A. Introduction of New Hires

General Manager Mann announced the hiring of Bus Operators Denice Evans, Sheryl Randolph, Deviin Brown, Karen Islam, Brandon Ellis, Keith Clark, Nikki Green, Rose Williams, Joyce Harris, Andrea Neri, Markquwale Nicholson, Reshma Sayeed, Lemuel Allen, Tiffany Bumpass, Brittney Thorpe, Chonsetta Tyler and Maurice West; Paratransit Operators Marcia Hargrove and Wanda Currie; Anne Conlon, Transportation Engineer; and Praveen Sridharan, Senior Financial Analyst.

B. Announcement of Promotions

General Manager Mann announced the following promotion of Rohan Grant and Alfred Snipes, from Paratransit Operator I to Paratransit Operator II.

III. Public Comment

Vice Chair Reckhow recognized Karen Rindge, representing WakeUP Wake County, who spoke in support of the Wake County Transit Plan budget for FY18. She highlighted new bus shelters being added in Raleigh and looking beyond diesel to fuel the buses with greener technology. She encouraged planning for affordable housing along future frequent service lines as well as clarifying timelines, deadlines and the decision making process of the TPAC.

Baldwin thanked Rindge for her role in passing the Wake Transit referendum.

IV. Public Hearing – FY18 Proposed Budget

Vice Chair Ellen Reckhow opened the public hearing on the FY 2018 Budget at 12:15 p.m. There being no comments, the hearing was closed.

V. Consent Agenda

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

The following consent agenda items were approved:

- May 24, 2017 – Regular Session Minutes;
- June 7, 2017 – Work Session Minutes; and
- June 7, 2017 – Closed Session Minutes.

VI. General Business Agenda

A. Items Removed from Consent Agenda

None.

B. Operations & Finance Committee Report

1. Wake Transit Budget Ordinances

Action: On motion by Baldwin and second by Harrison the Board approved *Ordinance 2017 0001 GoTriangle Fiscal Year 2018 Triangle Tax District - Wake Operating Fund Ordinance* and *Ordinance 2017 0002 GoTriangle Fiscal Year 2018 Triangle Tax District - Wake Capital Fund Ordinance*. The motion was carried unanimously. The two ordinances are attached and hereby made a part of these minutes.

2. Wake Transit Financial Policies & Guidelines

Action: On motion by Harrison and second by Allen the Board adopted the Wake Transit Financial Policies and Guidelines. The motion was carried unanimously. The policies and guidelines are attached with the work plan below.

3. Wake Transit FY18 Work Plan

Action: On motion by Baldwin and second by Jones the Board adopted the FY18 Wake Transit Work Plan. The motion was carried unanimously. The work plan is attached and hereby made a part of these minutes.

4. Approval of First Amendment to ILA for Administrative Distribution of Wake County \$7 Vehicle Registration Tax

Action: On motion by Allen and second by Baldwin the Board authorized the General Manager to execute the First Amendment to the Interlocal Agreement (ILA) governing the administrative distribution of funds from the \$7 Wake County vehicle registration tax. The motion was carried unanimously. The ILA is attached and hereby made a part of these minutes.

5. Capital Budget Costs for D-O LRT Project Office

Action: A motion was made by Baldwin and seconded by Allen to authorize the General Manager to execute a contract for the purchase and installation of office furniture and network equipment as part of the D-O LRT Project office relocation for a total of \$673,530.

Gary Tober stated that the office lease is in negotiation and the transitional space has been identified to bridge the time from now until the leased space is available in November.

W. Jacobs asked about the cost. General Manager Mann responded that most of the cost is networking servers and IT infrastructure. Tober stated that used furniture is being considered.

B. Jacobs asked what would happen to the furniture if FTA doesn't authorize the project to enter engineering. Tober responded that it could be sold, but agreed the money is at risk. Reckhow asked when the money would be committed. Tober stated that it has to go through the procurement process and space planning has to be completed.

Action: Upon vote the motion was carried unanimously.

6. MOU for Sub-Allocation of FTA Formula Grants to Raleigh Urbanized Area

Karen Porter explained that this Memorandum of Understanding (MOU) was requested by CAMPO to codify the process and methodology of apportionment and distribution of FTA funds coming through the City of Raleigh and distributed to GoTriangle, the Town of Cary and Wake County.

Action: On motion by Jones and second by W. Jacobs the Board adopted Resolution 2017 0005 *Resolution of the Research Triangle Regional Public Transportation Authority Board of Trustees Approving the Memorandum of Understanding for the Sub-Allocation of Federal Transit Administration Formula Grants to the Raleigh Urbanized Area*. The motion was carried unanimously. The resolution and MOU are attached and hereby made a part of these minutes.

7. Hillsborough Park-and-Ride Property Acquisition

B. Jacobs noted that he expressed concern about how property is developed and that GoTriangle currently has no development policy. General Manager Mann stated that this request is to purchase the property, improvements to the property would come back to the Board. He said a policy statement would be developed and taken to the Planning & Legislative Committee.

Action: On motion by Baldwin and second by B. Jacobs the Board authorized the General Manager to purchase property identified for the Hillsborough Park-and-Ride for an amount not to exceed \$130,000. The motion was carried unanimously.

Committee Chair Ed Harrison reported that the Committee also discussed the agreements required for the Wake County Transit Plan and that GoTriangle is leading a regional grant application under FTA's Low Emissions No Emissions grant program to offset the cost of electric vehicles. General Manager Mann said the application is for \$3.2 million, along with Proterra out of Greenville, SC, an electric vehicle manufacturer. He added that Duke Energy is a supporter of the application. He added that the life cycle cost of operating an electric vehicle is anticipated to be \$200,000-\$400,000 less than a diesel vehicle.

B. Planning & Legislative Committee Report

1. Wake Transit Operating and Capital Agreements

Committee Chair Will Allen stated the ILA for the Wake County Transit Plan requires that all projects being funded have agreements, so templates for general and special agreements have been drafted. He said special agreements would be specialized cases.

Action: On motion by Allen and second by Baldwin the Board authorized the General Manager to enter into all Operating and Capital Agreements with Parties requesting funds under the Wake County Transit Plan. The motion was carried unanimously.

VII. Other Business

A. Fluid Management System

Action: On motion by Allen and second by W. Jacobs the Board authorized the General Manager to execute a contract with Trapeze (AssetWorks) for the purchase and installation of a new Fluid Management System & Equipment for the Bus Operations & Maintenance Facility (BOMF) at a maximum price of \$121,295.02. The motion was carried unanimously.

B. Planning Services Contract GoDurham and non-Wake County GoTriangle Short Range Transit Plans

Erik Landfried gave background on the project, stating that there is a large bus planning effort starting in Wake County to identify year-by-year implementation of services for the next ten years. As the regional agency serving three counties, GoTriangle needs to plan its services holistically and in coordination with Durham and Orange counties as well. He said the same consulting firm would be used for both efforts and the plans for the three counties would be stitched together for a GoTriangle plan. GoDurham will be doing a short range plan. Orange Public Transportation and Chapel Hill Transit also may undertake a similar planning effort.

Landfried requested that the Board authorize the General Manager to enter into a contract with NelsonNygaard to develop a short range plan for GoDurham, and for GoTriangle a “non-Wake” plan.

Allen asked if this is just bus. Landfried responded it potentially could include paratransit service.

Action: On motion by Allen and second by Baldwin the Board authorized the General Manager to execute a contract with NelsonNygaard for the GoDurham and non-Wake County GoTriangle Short Range Transit Plans and any future amendments, for a term of June 16, 2017, through October 31, 2018, in an amount not to exceed \$313,750. The motion was carried unanimously.

C. Vehicle Purchase Authorization

General Manager Mann requested a change in the action for this item. He asked that the vendor and “diesel” be removed from the requested action. He said the vendor and type of bus for two of these buses could be different if GoTriangle is successful with the Low Emissions No Emissions grant application.

Action: On motion by Baldwin and second by W. Jacobs the Board authorized the General Manager to execute a contract for 8 low floor buses for a maximum dollar amount of \$3,784,520. The motion was carried unanimously.

D. No/Low Emissions Fleet Policy

General Manager Jeff Mann presented the following policy statement for consideration:

GoTriangle is committed, through fleet management, to continually seek opportunities to both improve efficiency and lower vehicle emissions.

Action: On motion by Jones and second by Baldwin the Board adopted the policy statement as recommended above. The motion was carried unanimously.

E. GM FY18 Work Plan Revised

General Manager Mann presented a revised work plan to include a request for weekly updates to the Board, working to advance the Wake-Durham Commuter Rail project and achievement of DBE goals.

Action: On motion by Jones and second by Baldwin the Board approved the General Manager's work plan as revised. The motion was carried unanimously. A copy of the work plan is attached and hereby made a part of these minutes.

F. FY18 Budget Ordinances

Harriet Lyons presented additional changes to FY18 budget:

- Reduction of \$1,915 in revenues and expenses in the general fund related to salaries;
- Increase to expenses in various bus and general fund departments of \$179,000;
- Reduction of \$700,000 in expenses due to the double counting of the Wake Transit bus plan study; and
- Increase of \$105,000 in expenses for rebranding of bus stop signs.

Lyons stated that with these changes, revised budget revenue is \$32.5 million and expenditures, \$32.7 million. The impact to cash reserves is a decrease of \$198,000.

Allen asked the total cash reserves balance. Saundra Freeman responded about \$15 million in general fund and \$40 million in the Major Transit Investment Fund (MTIF), separate from the half cent sales tax revenues from the three counties.

Action: On motion by Allen and second by Baldwin the Board unanimously approved the following budget ordinances:

- FY 2018 Budget Ordinance (2017 0003);
- FY 2018 Regional Bus Capital Project Fund Ordinance (2017 0004);
- FY 2018 Major Capital Project Fund Ordinance (2017 0005);
- FY 2018 Advanced Technology Project Fund Ordinance (2017 0006);
- FY 2018 Major Transit Investment Fund Ordinance (2017 0007);
- FY 2018 Western Triangle Tax District Fund Ordinance (2017 0008); and
- FY 2018 Durham Orange Tax District Fund Ordinance (2018 0009).

These budget ordinances are attached and hereby made a part of these minutes.

G. FY17 Budget Amendments

Harriet Lyons discussed the needed changes for the current year budget. She stated that the net change is zero, achieved by moving money within the fund.

Action: On motion by Baldwin and second by B. Jacobs the Board unanimously approved the following budget ordinance amendment:

- FY 2017 Budget Ordinance Amendment (2017 0010).

This budget ordinance is attached and hereby made a part of these minutes.

H. General Manager's Report

General Manager Jeff Mann highlighted the following items:

- An application for the Low Emissions No Emissions Grant has been submitted. Award notifications are expected in September.
- The sale of three GoTriangle properties have recently been closed: property on Towerview Court in Cary to the Town of Cary; a small parcel on Atlantic Avenue in Raleigh and property in Morrisville to the Town of Morrisville.
- The FTA has indicated they hope to respond to our application to enter engineering by mid-July. The President's proposed FFY18 budget would not fund any new capital investment grant program nor projects without the FFGA. He said confidence remains that funding can be restored during budget negotiations. FTA continues to process applications but has indicated work is at the agency's risk. Baldwin asked for an estimate of the money GoTriangle will spend. Mann responded \$105 million over the next three years.
- Work continues to advance on the Wake County Transit Plan, with major studies getting underway and vehicle orders being placed soon. New expanded service begins August 6th on GoTriangle routes 100 and 300 in addition to GoRaleigh service expansions.
- NCDOT improvements to the rail corridor are almost complete, which will benefit our Wake-Durham Commuter Rail project. Discussions with the railroads regarding this project have begun.
- Printed copies of the Strategic Plan are available now.
- A Request for Proposals has been issued for property advisory services.

W. Jacobs encouraged communication with all Federal representatives regarding the budget. She asked how many states would be affected. Mann stated that he would prepare a report for the Board.

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

1. Durham-Orange Light Rail Transit Program Update

Megan Makoid explained that during public involvement a commitment was made to study suggested refinements to the project during the engineering process. Additionally, some refinements have been identified as part of the

transit-oriented development (TOD) grant that would help facilitate future TOD growth. She pointed out a proposed shift in the Patterson Place station platform to improve visibility and access to the station as well as future conditions for TOD. The second is a shift in the alignment and platform around the University Drive Station, moving it out of the median and into the side. She said these proposals would first go to stakeholders that would be directly affected by the changes for initial input and feedback.

Dave Charters added that the Planning & Legislative Committee would be receiving a draft Design Change Approval Policy that outlines the approval process for changes.

Allen asked about impacts to cost or ridership projections for either of the proposed changes. Makoid stated an evaluation is being done now that looks at impacts related to environment, scope, cost and schedule.

Makoid added that refinements are also being considered at the Ninth Street Station - a shift to provide more equitable access on both sides of the street, a station alignment refinement at Western Bypass in response to NCDOT comments, and the Gateway Station.

2. Bus Operations Report

Vinson Hines stated that the department has received three awards recently: from the NCDOT Public Transportation Division for outstanding contribution and service during Hurricane Matthew, a certificate on behalf WRAL and other partners for the same and a Silver Safety Award from the North Carolina Department Labor. He added that Cherie Berry, Commissioner of Labor, would be attending safety day on November 17.

Hines also reported that 20 operators have been hired since raising operator pay, which is just two short of immediate needs in addition to ten positions for the Wake County Transit Plan.

Hutchinson left.

Reckhow stated that the Wake Special Tax District Fund Ordinance was missing from the agenda. It accounts for the \$3 vehicle registration fee going into the Wake Special Tax District Fund. Ren Wiles reminded the Board that legal opinion felt the \$3 revenue source should be in its own separate tax district.

Action: On motion by W. Jacobs and second by Allen the Board adopted Ordinance 2017 0011 *FY 2018 Wake Special Tax District Fund Ordinance*. The motion was

carried unanimously. This ordinance is attached and hereby made a part of these minutes.

3. Communications Update

Mike Charbonneau shared a video created to show how to use the system and gave a monthly update. The presentation is attached and hereby made a part of these minutes. He also introduced members of his department.

H. General Counsel's Report

No report.

I. Chair's Report

Vice Chair Ellen Reckhow stated that GoTriangle has received a request to appoint a representative to the Chatham/Orange Joint Planning Task Force, which will look at transportation and land use issues among other items.

Action: On motion by Allen and second by Jones the Board appointed Ed Harrison to the Chatham/Orange Joint Planning Task Force. The motion was carried unanimously.

J. Board Member Reports

1. CAMPO Executive Board Representative

Will Allen III reported that the Wake County Transit Plan documents approved today also were approved by CAMPO.

2. DCHC MPO Board Representative


Ed Harrison stated that there were no items on the agenda related to GoTriangle.

3. Regional Transportation Alliance (RTA) Representative

Will Allen III stated that there has been no official RTA function in the past month.

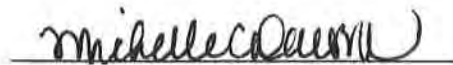
VIII. Adjournment

Action: Vice Chair Reckhow adjourned the meeting at 2:21 p.m.



Jennifer Robinson, Chair

Attest:



Michelle C. Dawson, CMC
Clerk to the Board