

**GoTriangle Board of Trustees**

**Meeting Minutes**

**March 28, 2018**

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

**Board Members Present:**

Will Allen III

Mary-Ann Baldwin

Sig Hutchinson

Wendy Jacobs

Vivian Jones

Mark Marcoplos

Michael Parker

Ellen Reckhow

Steve Schewel

Nina Szlosberg-Landis (left 1:45 p.m.)

**Board Members Absent:**

Valerie Jordan

Jennifer Robinson (excused)

Andy Perkins

Vice Chair Ellen Reckhow officially called the meeting to order at 12:08 p.m.

**I. Adoption of Agenda**

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

**II. Recognition**

**A. Oath of Office – Mark Marcoplos**

Wake Forest Mayor and Board member Vivian Jones administered the oath of office to Mark Marcoplos, representative of the Orange County Board of County Commissioners.

**B. Introduction of New Hires**

General Manager Mann announced the hiring of Derrick Anderton, gasoline mechanic; Racheal Baker and Anna Marie Scott, contracts coordinators; Bryan Hammond, project architect; Jay Heikes, Transit-Oriented Development planner; Suzanne Lasater, paralegal and Lenore Livingston, intern.

**C. Announcement of Promotions**

General Manager Mann announced the following promotions: Isaiah Ewing, bus operator I to bus operator II; Vinson Hines, Jr., paratransit manager to assistant director of transit operations and Tammy Romain, paratransit operations supervisor to paratransit manager.

**III. Public Comment**

No comments.

**IV. Consent Agenda**

**Action:** On motion by W. Jacobs and second by Allen the consent agenda was approved. The motion was carried unanimously.

The following consent agenda items were approved:

- February 28, 2018 – Regular Session Minutes
- February 28, 2018 – Closed Session Minutes
- Unsealing of the Personnel Committee closed session minutes from September 27, 2017

**V. Presentation**

**A. Feasibility Study for the Nonprofit**

Shelley Blake introduced Jason Wood, Senior Vice President, Hartsook. His presentation is attached and hereby made a part of these minutes, along with a brochure and the Executive Summary of the Campaign Assessment for GoTransit Partners.

Baldwin asked how this region overcomes the challenge of not having a lot of corporate headquarters located here. Wood responded that preliminary work indicates corporations are willing to give, but pledges would be paid out over a longer period of time. He added that preliminary interviews revealed this project is a key priority. Wood also noted the presence of larger academic institutions in the region as well as developers who could contribute. He said sponsorship and naming opportunities offer potential for corporate giving, such as station names and even the rail line.

General Counsel Blake stated that she will be bringing draft policies regarding naming rights to the Board. Hutchinson asked for examples from other communities and how successful they have been.

**VI. General Business Agenda**

**A. Items Removed from Consent Agenda**

None.

**B. Operations & Finance Committee Report**

**1. Budget Amendment - Durham-Orange Fund**

Committee Chair Parker stated that this budget ordinance amendment is modified from what was discussed, but not approved, last month. Sandra

Freeman explained that the budget has been reduced from a previous amendment.

**Action:** On motion by Parker and second by Baldwin the Board approved *Budget Ordinance Amendment 2018 0001 GoTriangle Fiscal Year 2018 Triangle Tax District - Durham-Orange Fund Ordinance Amendment*. The motion was carried unanimously.

**2. Contract for Commuter Vanpool Services for GoTriangle Vanpool Program**

Parker also presented a recommendation for a contract with Enterprise to operate GoTriangle's vanpool program. He stated that one employee would be retained to manage the contract.

John Tallmadge commented that the reason for this shift is not due to challenges to GoTriangle's ability to deliver the vanpool program, but rather program growth opportunities offered from employer connections Enterprise has. He added that Enterprise has 13 vanpools within our region already on the road that would be absorbed into our program upon execution of the contract, immediately growing our program from 47 to 60 vanpools.

**Action:** On motion by Parker and second by Hutchinson the Board awarded a contract to Enterprise for GoTriangle Vanpool Program Operation Services for a minimum three (3) year period and authorized the General Manager to negotiate and execute a contract to that effect. The motion was carried unanimously.

**3. GoTriangle Vanpool Subsidy**

Parker then presented a recommendation for a subsidy to each vanpool. Tallmadge added that the subsidy is not part of the contract with Enterprise. It will reduce Enterprise's cost to customer groups, keeping those costs very close to current levels. He said the subsidy would be revisited annually, or more frequently, to evaluate its effectiveness at attracting new vanpool groups and impact on budget.

Parker noted that the recommendation caps the subsidy to 70 vanpools based on staff advice. He said as that number is approached, the Board would be notified and could choose to increase it.

Tallmadge pointed out that the transition could take about three months to complete negotiations with Enterprise and transfer operation of the 47 vanpool groups.

**Action:** On motion by Allen and second by Baldwin the Board set a monthly vanpool subsidy for up to 70 vanpools at \$400 for vanpools traveling more than 35 daily commute miles and \$300 for vanpools traveling 35 or fewer daily commute miles. The motion was carried unanimously.

**C. Planning & Legislative Committee Report**

**1. Organization-Wide Project Management Policy Statement**

Committee Chair Will Allen III reported that the Committee voted unanimously to approve a project management policy statement, which establishes uniform standards consistent with Project Management Institute standards and practices. He said this policy would apply to all non-major projects.

**Action:** On motion by Baldwin and second by Hutchinson the Board adopted the Project Management Policy Statement. The motion was carried unanimously. The policy is attached and hereby made a part of these minutes.

**2. Amended Operating and Protocols Guidelines for Transit Advisory Committee**

Allen stated that the Committee recommends several changes to the transit advisory committee operating and protocols guidelines:

- Remove “citizen” from the name.
- Reduce the number of meetings per year from at least 6 to at least 4.
- Identify the initial meeting as Spring/Summer 2018.

**Action:** On motion by Hutchinson and second by Baldwin the Board adopted amendments to the Operating and Protocols Guidelines for Transit Advisory Committee. The motion was carried unanimously. The guidelines are attached and hereby made a part of these minutes.

**3. Appointments to Transit Advisory Committee**

Committee Chair Allen presented the initial appointees to the Transit Advisory Committee (TAC). He noted that two (2) positions will remain open from Durham County until filled.

**Durham County**

Phillip Azar	Monique Velasquez	Jacob Rogers
Nicholas Norboge	James Svara	Edward Harrison
Gregory Baxter	vacant position	vacant position

**Orange County**

John Rees	Thomas Farmer	Hether Brutz
Jayse Seesi	Molly De Marco	Jason Baker
Alison Stuebe		

**Wake County**

Gabe Talton	Jerome Brown	Danny Coleman
Tolulope Omokaiye	Adam Terando	Gerry Cohen
Sheila Alamin-Khashoggi	Ryan Boyce	Acacia Cadogan
Nathaniel Greene	Jeffrey Leiter	John Van Ness
Joshua Gill	Latonia Williams	

**Action:** On motion by Baldwin and second by Hutchinson the Board appointed the members listed above to the Transit Advisory Committee. The motion was carried unanimously.

Schewel asked that Durham Board members seek to recruit more diversity for the two open positions.

**4. Overview of Pedestrian and Bicycle Studies (Light-Rail Project)**

Anne Conlon's presentation is attached and hereby made a part of these minutes. She said that bicycle and pedestrian connections expand access to stations and is an important amenity for all residents, not just those that would use light rail. She also noted that efficiency is gained in building some of these projects with the light-rail project construction.

Board members encouraged broad communication about this effort within the community, particularly the DCHC MPO.

**D. Fundraising Consultant Contract (Phase II)**

**Action:** On motion by Jones and second by Baldwin the Board authorized the General Manager to execute phase II of a Fundraising Consultant Contract with Hartsook Companies, Inc. for an amount not to exceed \$300,000. The motion was carried unanimously.

**E. Personnel to Support GoTransit Partners 501(c)(3)**

Sandra Freeman requested authorization to begin the hiring process for an executive director for GoTransit Partners, previously anticipated in FY19.

**Action:** On motion by Baldwin and second by Allen the Board authorized the recruitment and hiring of an Executive Director to support GoTransit Partners. The motion was carried unanimously.

**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:

- The Federal omnibus bill provides \$2.65B in funding for the CIG program an increase from the FY17 level of \$2.3B. TIGER grant program funding has been replaced by BUILD and increased from \$500M to \$1.5B.
- We have worked with the airport to improve awareness and wayfinding for our transit services. New signage and a new location for the bus stop are expected in early summer.

Szlosberg-Landis left.

**1. Transit Operations Report**

Patrick Stephens made a presentation on a planned high-capacity coach demonstration and invited Board members to tour a bus after the meeting. The presentation is attached and hereby made a part of these minutes. He stated that GoTriangle will evaluate the potential for these buses on our routes, particularly longer routes and those with capacity issues.

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

Danny Rogers' presentation is attached and hereby made a part of these minutes.

**3. Wake Transit Update**

John Tallmadge stated that the comment period for the FY19 Wake Transit work plan has closed. Agencies are in the process of making revisions, with recommendations coming to this Board with the budget. He stated that public outreach on the bus plan and MIS will run from late April through mid-May. Tallmadge said Nelson Nygaard is working on a maintenance facility assessment and staff also is conducting a fare analysis. Additionally, phasing for implementation of services and sponsor agencies will be determined. These decisions will help GoTriangle know the impacts to its fleet size and vehicle types. In FY19 there are plans to conduct a regional technology strategy plan that will examine fare technologies, customer information technologies, and other transit technologies for operations.

Patrick McDonough's presentation on Wake Transit Commuter Rail and Bus Rapid Transit is attached and hereby made a part of these minutes.

**B. Chair's Report**

No report.

**C. Board Member Reports**

**1. CAMPO Executive Board Representative**

Will Allen III reported there was a small transit item that pertained to adjustments to lead agency assignments. He noted that SPOT scoring would be released April 3 and it is highly likely that further adjustments might have to be made to the submissions from both sides of the Triangle.

**2. DCHC MPO Board Representative**

Ellen Reckhow stated that the DCHC MPO received an update on coordinated transit efforts from John Hodges-Copple.

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

Will Allen III stated the semi-annual Tri-MAP featured the keynote by NC Transportation Secretary Jim Trogdon along with three minute updates by 20 or more stakeholders, including GoTriangle.

**4. New Partners for Smart Growth Conference**


W. Jacobs' report is attached and hereby made a part of these minutes.

**VIII. Adjournment**

**Action:** Vice Chair Reckhow adjourned the meeting at 2:55 p.m.

  
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Jennifer Robinson, Chair

Attest:

  
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Michelle C. Dawson, CMC  
Clerk to the Board