



GoTriangle  
Board of Trustees  
September 28, 2022  
12:00 pm-2:30 pm Eastern Time

***GoTriangle's Board of Trustees has resumed in-person meetings.  
The public is encouraged to use the remote option.***

*Microsoft Teams meeting | Join on your computer or mobile app*

*Click here to join the meeting*

*Or call in (audio only) +1 252-210-4099  
Phone Conference ID: # 546 659 726#*

**I. Call to Order and Adoption of Agenda**

*(1 minute Sig Hutchinson)*

**ACTION REQUESTED:** Adopt agenda with any changes requested.

**II. Public Comment**

*(Sig Hutchinson)*

*The public comment period is held to give citizens an opportunity to speak on any item. The session is no more than thirty minutes long and speakers are limited to no more than three minutes each. Speakers are required to sign up in advance with the Clerk to the Board at mdawson@gotriangle.org.*

**III. Consent Agenda**

*(1 minute Sig Hutchinson)*

*Items listed on the consent agenda are considered as a single motion. At the request of any Board member, or member of the public, items may be removed from the consent agenda and acted on by a separate motion. Items pulled from the consent agenda will be placed at the beginning of the general business agenda for discussion and action. Any Board member wishing to remove an item from the consent agenda should advise staff in advance.*

**ACTION REQUESTED:** Approve consent agenda.

**A. Regular Session Minutes | August 24, 2022**

**B. Closed Session Minutes | August 24, 2022**

**C. Amendments to Rules of Procedure**

**O&F RECOMMENDATION:** Approve proposed amendments to Board of Trustees Rules of Procedure.

Rules of Procedure red-lined

**D. Amendments to Bylaws | Article XI**

O&F RECOMMENDATION: Approve proposed bylaws amendments, Article XI Equal Opportunity Employer.

EEO statement red-lined

**E. Compensation Recommendations for Transit Operations and Maintenance**

O&F RECOMMENDATION: Approve proposed compensation structure for maintenance and operations staff.

Compensation Summary

Backup material

Compensation statistics

**F. Policy Advisory Committee Report**

O&F RECOMMENDATION: Approve PP-001 Policy Development Policy and TS-200 Flexible Work Arrangements Policy.

PP-001 Policy Development Policy

PP-001 Procedures

PP-001 Guidelines

TS-200 Flexible Work Arrangements Policy

TS-200 Procedure

TS-200 Guidelines

TS-200 Flexible Work Arrangement Form

**IV. General Business Agenda**

*Items listed on the general business agenda are for discussion and possible action. Such designation means that the Board intends to discuss the general subject area of that agenda item before making any motion concerning that item.*

**A. Items Removed from the Consent Agenda**

*(1 minute Sig Hutchinson)*

ACTION REQUESTED: Discuss and take action on any items removed from the consent agenda.

**B. Commuter Rail Transit Feasibility Study Update**

*(40 minutes Katharine Eggleston)*

Presentation

**C. Durham Transit FY 2023 Q2 Durham Transit Work Plan and Budget Amendment**

*(10 minutes Steve Schlossberg)*

ACTION REQUESTED: Approve the FY2023 Q2 Durham Transit Work Plan amendment and budget amendment.

FY23 Q2 Budget Change Impact

Budget Amendment 2022 0030

Memo to Durham Staff Working Group

**D. Nominating Committee Report**

*(5 minutes Jennifer Robinson)*

**1. Election of Officers**

NOMINATING RECOMMENDATION: Elect the presented slate of officers.

**E. Operations & Finance Committee Report**

*(2 minutes Renee Price)*

**F. Planning & Legislative Committee Report**

*(2 minutes Vivian Jones)*

**G. New Business**

**V. Other Business**

**A. President & CEO's Report**

*(10 minutes Charles Lattuca)*

Contracts

New Hires & Promotions

**1. Operations Update**

*(5 minutes Vinson Hines)*

Operations Report | August 2022

**2. Capital Projects Status Report**

Presentation - Major Projects Update

*(10 minutes Katharine Eggleston)*

**B. General Counsel's Report**

*(5 minutes Byron Smith)*

**C. Chair's Report**

*(5 minutes Sig Hutchinson)*

**D. Board Member Reports**

**1. CAMPO Executive Board Representative**

*(5 minutes Will Allen III)*

**2. Regional Transportation Alliance (RTA) Rep.**

*(5 minutes Will Allen III)*

**3. DCHC MPO Board Representative**

*(5 minutes Michael Parker)*

**VI. Adjournment**

*(Sig Hutchinson)*

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## BOARD OF TRUSTEES MEETING MINUTES

4600 Emperor Boulevard  
Suite 100  
Durham, NC 27703

Wednesday, August 24, 2022

12:00 p.m.

GoTriangle Board Room

**Board members present** | Will Allen III, Brenda Howerton, Sig Hutchinson, Vivian Jones, Elaine O'Neal [left 2:24 p.m.], Michael Parker, Renée Price, Jennifer Robinson [left 1:56 p.m.]

**Board members attending remotely** | Stelfanie Williams

**Board members absent** | Corey Branch [excused], Michael Fox, Valerie Jordan

Chair Sig Hutchinson officially called the meeting to order at 12:04 p.m. A quorum was present.

### I. Adoption of Agenda

**Action:** On motion by Parker and second by Robinson the agenda was adopted. Upon vote the motion was carried unanimously.

### II. Public Comment

No comments.

### III. Consent Agenda

**Action:** A motion was made by Parker and seconded by Allen to approve the consent agenda. Upon vote the motion was carried unanimously.

The following consent agenda items were approved:

- June 15, 2022 | Special Session Minutes.
- June 15, 2022 | Closed Session A Minutes.
- June 15, 2022 | Closed Session B Minutes.
- June 22, 2022 | Regular Session Minutes.
- Approved the unsealing of the following closed session minutes:
  - November 28, 2018 | Board of Trustees
  - March 27, 2019 | Board of Trustees
  - April 24, 2019 | Board of Trustees Closed Session B
  - September 22, 2021 | Board of Trustees
  - September 29, 2021 | Board of Trustees
- Authorized staff to acquire right of way identified in Table 1 for bus stop improvements on behalf of the City of Durham.
- Authorized President/CEO to execute a contract renewal with Remix for transit planning software for an additional term of September 1, 2022 – August 31, 2025, with a maximum dollar amount of \$113,167.
- Approved the following increases to the purchasing cost thresholds, and delegated authority for apparatus, supplies, materials and equipment [ASME] to the President/CEO:
  - Construction and Repair from <\$300,000 to <\$500,000
  - Professional Services from <\$100,000 to <\$250,000
  - Apparatus, Supplies, Materials and Equipment from <\$90,000 to <\$250,000

Table 1 – Bus Stop Improvements Locations and the new Purchasing Thresholds Matrix are attached and hereby made a part of these minutes.

#### **IV. General Business Agenda**

##### **A. Items Removed from Consent Agenda**

None.

##### **B. FY2023 Board Member Travel**

The final list of travel requests for FY2023 was confirmed and is attached and hereby made a part of these minutes.

##### **C. Appointment of Nominating Committee**

Chair Hutchinson stated that he had asked Jennifer Robinson, Michael Parker and Stelfanie Williams to serve on the Nominating Committee. Robinson was asked to chair the committee.

**Action:** A motion was made by Hutchinson and seconded by Allen the Board appointed the members as named to the Nominating Committee. Upon vote the motion was carried unanimously.

##### **D. Operations & Finance Committee Report**

Renée Price reported that the committee considered the items from the consent agenda on bus stop improvement locations, the Remix software contract, increased procurement thresholds and amendments to the bylaws and also received an update on North Carolina's state of emergency.

##### **1. Amendments to Bylaws**

**Action:** A motion was made by Allen and seconded by Parker to approve the staff recommended amendments to the bylaws and to continue work on the other items identified [ethics and conflict of interest, officer and committee terms, committee responsibilities and EEO policy]. Upon vote the motion was carried unanimously.

The Board then discussed an additional amendment requested that would allow remote meetings of the Board. General Counsel Smith explained that as an appointed board the statutory requirements that apply to county commissions and municipal councils do not apply to GoTriangle. He stated that the bylaws govern GoTriangle's ability to hold electronic meetings.

Allen asked if meetings could be a hybrid, allowing both in-person and remote attendance. Smith stated nothing precludes a hybrid meeting. He added that the change also would allow Board members to be compensated for remote participation.

**Action:** A motion was made by Allen and seconded by Robinson to approve the additional changes to the bylaws to allow for remote meetings of the Board. Upon

vote the motion was carried unanimously. The bylaws as amended are attached and hereby made a part of these minutes.

**E. New Business**

None.

**V. Other Business**

**A. President and CEO's Report**

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

Lattuca highlight the following items:

- Thanked staff for the improvements made to the Board Room.
- Announced the hiring of Eric Curry as Chief Communications Officer.
- Working with a facilitator on the Board retreat planned in November.

**1. EEO Quarterly Workforce Analysis**

The quarterly report is attached and hereby made a part of these minutes.

**2. Operations Update**

The June and July monthly reports are attached and hereby made a part of these minutes.

Vinson Hines offered several ridership statistics:

- Total FY2019 ridership 2.1M; FY2022 ridership 1.5M [70% of pre-pandemic levels].
- June 2021 ridership 104,318; June 2022 ridership 130,656 [25% increase].
- Pre-pandemic average weekday boardings 6,875; last week 5,000+ [74% of pre-pandemic levels].
- Saturday ridership is 98% of pre-pandemic levels.
- Sunday ridership is 27% above pre-pandemic levels.

Hines discussed recruitment efforts for open positions for operators, mechanics, service attendants and paratransit operators. He explained the new non-CDL training program and reported the referral bonus has increased to \$500.

Hines stated that negative interactions between customers and operators have increased along with an increase in non-destination riders and complaints. He explained that non-destination riders tend to be dealing with homelessness and fare free service allows them to ride all day. Hines stated that calls to police have increased, from 4 in 2020 [January-August] to 29 during the same period in 2021 to 40 in 2022 year-to-date. GoTriangle has hired a security service to patrol the Regional Transit Center and the Plaza. Hines said staff is talking with other transit providers about their practices and looking for assistance from outreach programs in the

community. He stated that operators are receiving training on conflict resolution and mental health awareness.

### **3. Capital Projects Status Report**

The capital projects status report is attached and hereby made a part of these minutes.

#### **RUS Bus**

Katharine Eggleston's presentation on RUS Bus is attached and hereby made a part of these minutes. She reported that since GoTriangle's joint development application for the RUS Bus project was approved by FTA the lease has been executed as well as the construction contract for phase 1. She highlighted the major issues being tracked:

- Coordination with CSX on demolition plans
- Design progression for private overbuild
- Private overbuild marketing and financing
- Review by USDOT of proposed scope, schedule and budget changes
- Tracking and analysis of schedule
- Cost estimates and budget analysis

Eggleston also discussed changes to the private overbuild project:

- Hotel removed from program
- Residential square footage increased to 600,000
- 585 rental apartment units
- 59 affordable units
- 18,000 square feet of retail
- 600 parking spaces

The next construction activity will be demolition, followed by erosion and sediment control, backfilling the basement, site grading and seeding.

#### **Greater Triangle Commuter Rail Study**

Eggleston offered the Greater Triangle Commuter Rail Feasibility Study Results. The presentation is attached and hereby made a part of these minutes.

Eggleston highlighted that the Triangle's population in 2020 was 2 million, with 1.3 million vehicles. She said by 2050 an additional 1 million people and vehicles are estimated to join the region. Additionally by 2050 the region will add an additional 800,000 jobs; 350,000 of those will be near rail with the largest cluster in downtown Raleigh.

One major finding in the study is that implementation challenges in the corridor are not equally distributed. The phase 1 study earlier efforts assumed an additional track would be needed. Norfolk Southern modeling in this phase of study identified additional infrastructure beyond the addition of a second track to support the proposed service. The majority of that additional infrastructure is located near the



Durham freight railroad yard. Also identified were challenges related to coordination and timing with other projects, mainly grade separation projects committed in the STIP by NCDOT but now delayed. If the commuter rail project goes ahead of these projects, the cost could potentially accrue to the commuter rail project.

Eggleston also shared ridership projections: 12,000-18,000 boardings per day depending on the fare scenario selected. Ridership is distributed throughout corridor, with the strongest travel demand in the southeast Wake portion of the corridor from Raleigh to Garner.

The feasibility study includes two options for moving forward:

- West Durham to Auburn or Clayton  
This option is estimated to cost \$2.8-3.2 billion, which is a 50% increase over the Phase 1 estimate. It would result in unfunded costs of potentially \$600 million for capital and an additional \$10 million or more per year for operation and maintenance. Ridership projections for 2040 are slightly higher than earlier estimates and service could begin between 2033 and 2035. Eggleston stressed the significance of the unfunded costs and concerns about how the project would score under updated New Starts criteria expected next year.
- Southeast Raleigh Wake County – Raleigh to Garner  
Eggleston stated that given the challenges, there have been a lot of questions about implementing the project in phases. This option offers that opportunity, starting with the southeast Wake portion of the corridor from Raleigh to Garner. It is estimated to cost \$600-700 million to build and \$15 million per year to operate and maintain. It would carry about a third of the ridership of the full corridor and could be complete between 2031 and 2033.

Eggleston added that feedback at early presentations of the feasibility study results have generated questions about starting with the Raleigh to RTP segment. She responded that this segment would be higher in cost with similar ridership and more risk from coordination, scheduling and cost standpoints.

Eggleston stated that presentations are scheduled with stakeholder groups to receive input and a public comment period will include six open house events and a virtual event. The financial plan is being refined and grant strategies will be considered to inform a decision about whether or how to move forward.

Allen stated he feels it is a bad idea to fragment a rail corridor, saying there is a danger that the railroads will try to require another modeling study. He said he is against the phasing option offered and encouraged looking at the Raleigh to RTP segment. He added that he feels strongly about connecting all the cities in the region.

Robinson asked for information about timing if the phasing option were chosen.

Jones and O'Neal stated their agreement that the project should not be segmented.

Parker suggested that the language is wrong and it should be presented as one plan implemented in phases, adding that giving options gives the wrong impression.

Robinson left.

Howerton commented that the public will question a decision to leave Durham out or delay the Durham segment.

Lattuca responded that the goal is to build the full project but grant funding is not guaranteed. He stated that staff would bring additional information in September.

Price suggested including Orange County in the implementation timeline to show a full, phased buildout.

**VI. Closed Session | Rigsbee v. GoDurham; GoTransit Partners; GoTriangle; Alexandra Irene Tavaréz; and City of Durham File No. 22CVS 2603**

- NCGS §143 318.11.(a) (1) to prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes. A motion based on subdivision (a)(1) of this section shall also state the name or citation of the law that renders the information to be discussed as privileged or confidential.
- NCGS §143 318.11.(a)(3) to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. A motion based on subdivision (a)(3) of this section shall identify the parties in each existing lawsuit concerning which the public body expects to receive advice during the closed session.

**Action:** A motion was made by Jones and seconded by Allen to enter into closed session at 2:06 p.m. pursuant to the North Carolina General Statutes and for the purpose listed above. Upon vote the motion was carried unanimously.

O'Neal left during the closed session.

**Action:** The Board returned to regular session at 2:50 p.m.

**B. General Counsel's Report**

General Counsel Smith reported that Tom Henry will be leaving GoTriangle for a position in the UNC Chapel Hill University Counsel's office. Board members offered their congratulations and appreciation to Henry.

**C. Chair's Report**

Chair Hutchinson reminded Board members of the scheduled retreat on November 30.

**D. Board Member Reports****1. CAMPO Executive Board Representative**

Will Allen III reported that the CAMPO executive board approved LAP 2024 target modal mix which includes 8% transit and two additional criteria: equity in LAP scoring and conscious development. The group received reports on the CAMPO organizational study, decennial administrative review, Greater Triangle Commuter Rail project report and preliminary draft STIP. Cary was selected as the new lead planning agency.

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

Will Allen III reported on the annual Transportation Breakfast, Melding Life Science and Transportation Innovation. His written report is attached and hereby made a part of these minutes.

**3. DCHC MPO Board Representative**

Michael Parker reported that the DCHC MPO Board received the Greater Triangle Commuter Rail project report.

**VII. Adjournment**

**Action:** Chair Hutchinson adjourned the meeting at 3:00 p.m.

\_\_\_\_\_  
Sig Hutchinson, Chair

Attest:

\_\_\_\_\_  
Michelle C. Dawson, CMC  
Clerk to the Board

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*Connecting all points of the Triangle*

## MEMORANDUM

**TO:** GoTriangle Board of Trustees Operations & Finance Committee  
**FROM:** General Counsel  
**DATE:** July 21, 2022  
**SUBJECT:** Amendments to Board of Trustees' Rules of Procedure

### Strategic Objective or Initiative Supported

### Action Requested

Staff requests that the Committee discuss and recommend Board approval of several amendments to the Board of Trustees' Rules of Procedure.

### Background and Purpose

The General Counsel and Clerk to the Board have been reviewing policies and procedures of the Board of Trustees. The following changes are recommended to reflect current practice and assure that all policies and procedures are in agreement and consistent with the law.

Current language or Section	Location	Recommendation
Triangle Transit Authority/ /TTA Website	throughout	GoTriangle website [lowercase]
Meeting notice and agenda	throughout	Adds, "emailed"
General Manager	throughout	President/CEO
Meeting date 4 <sup>th</sup> Wednesday	Rule 1	Adds, "When holidays or other conflicts occur, the meeting shall be moved to another date."
Meeting location Board Room	Rule 1	GoTriangle administrative office, or any other location designated in meeting notice
Meeting time 1 p.m.	Rule 1	12 p.m. or as designated in meeting notice
Calling a special meeting	Rule 2, A.2	Adds, "If the date, time and place of the meeting is not specified in the motion, those details shall be included in the required meeting notice."

Current language or Section	Location	Recommendation
Special meetings	Rule 2, A.4	Adds provision for public comment and questions during special meetings
Emergency meeting notice	Rule 2,B.1	Updates language regarding the notice
Organizational meeting	Rule 3	Allows for oaths at times other than Board of Trustees meeting
Agenda preparation	Rule 5	Updates and clarifies language
Public address to the Board	Rule 6	Clarifies language
Order of business	Rule 7, A.7	Removes Reports & Presentations and adds to General Business Agenda
Order of business	Rule 7, A.8	Adds, "Other Business"; makes consistent with current practice
Board Chair	Rule 8, B.1.c	Adds, "or refer such questions to staff"
Procedural motion, go into closed session	Rule 17, 6	Makes language consistent with general statute
Amendments	Rule 27	Allow staff to make non-substantive changes without board approval
Amendments	Rule 27	Authorize staff to review these Rules and recommend changes when law changes.
Bylaws	Rule 30	Adds, "The bylaws take precedent over any policy or procedure that is inconsistent with the bylaws."

We look forward to discussing these recommendations for changes with the Committee.

Additionally, staff representatives from several departments across the organization are discussing a separate public hearings policy, or updates to Rule 23. Public Hearings. Once a draft is complete, we will bring it to the Committee for discussion and consideration.

### Financial Impact

None.

### Attachments

- Red-lined version of Board of Trustees Rules of Procedure

### Staff Contacts

- Byron Smith, 919-485-7561, [bsmith@gotriangle.org](mailto:bsmith@gotriangle.org)
- Michelle Dawson, 919-485-7438, [mdawson@gotriangle.org](mailto:mdawson@gotriangle.org)



~~Triangle Transit Authority~~GoTriangle Board of Trustees  
 Rules of Procedure  
 Adopted November 17, 2004  
Amended August 24, 2022

### Rule 1. Regular Meetings

The board shall hold a regular meeting on the fourth Wednesday of each month, ~~except in November and December, when the regular meeting shall be on the third Wednesday of the month. When holidays or other conflicts occur, the meeting shall be moved to another date.~~ The meeting shall be held in the ~~TTA-GoTriangle~~ Board Room at the GoTriangle administrative office, or at any other location as designated in the meeting notice, 68 T.W. Alexander Drive, Research Triangle Park, and shall begin at 12:00 p.m., or as designated in the meeting notice. A copy of the board's current meeting schedule shall be filed with the Clerk to the Board and posted on ~~the Authority's-GoTriangle's Web website.~~

### Rule 2. Special, Emergency and Recessed (or Adjourned) Meetings

#### A. Special Meetings

1. The chair or any two members of the board may at any time call a special meeting of the board. At least forty-eight (48) hours before a special meeting called in this manner, written notice of the meeting stating its time and place and the subjects to be considered shall be:
  - a. given to each board member;
  - b. posted on the board's principal bulletin board or, if none, at the door of the board's usual meeting room;
  - c. Mailed, emailed or delivered to each newspaper, wire service, radio station, television station and person who has filed a written request for notice with the Clerk to the Board; and
  - d. posted on ~~the Authority's-GoTriangle's Web website.~~
2. A special meeting also may be called or scheduled by vote of the board in open session during another duly called meeting. The motion calling or scheduling the special meeting shall specify its ~~time, place and purpose~~ and may specify the date, time and location. ~~— If the date, time and place of the meeting is not specified in the motion, those details shall be included in the required meeting notice.~~ At least forty-eight (48) hours before a special meeting called in this manner, notice of the time, place and purpose of the meeting shall be:
  - a. Posted on the board's principal bulletin board or, if none, at the door of the board's usual meeting room;
  - b. Posted on ~~the Authority's-GoTriangle's Web website;~~ and
  - c. Mailed, emailed or delivered to each newspaper, wire service, radio station, television station and person who has filed a written request for notice with the Clerk to the Board and to each Board member. ~~Such notice also shall be mailed or delivered at least forty-eight (48) hours before the meeting to each board member not present at the meeting at which the special meeting was called or scheduled.~~
3. Only those items of business specified in the notice may be discussed or transacted at a special meeting, unless:
  - a. All members are present, and



b. The board determines in good faith at the meeting that it is essential to discuss or act on the item immediately.

4. A special meeting agenda does not include a public comment section; however, members of the public may ask questions in a virtual meeting chat or reach out to staff following in-person meetings to ask questions. In the event there are comments during a Special Meeting, Rule 6., Public Address to the Board, applies.

#### B. Emergency Meetings

1. The chair or any two members of the board may at any time call an emergency meeting of the board. The Clerk to the Board shall cause ~~Confirmed personal~~ notice of the meeting ~~shall to~~ be given to ~~each board member and to~~ each local newspaper, local wire service, local radio station and local television station that has filed a written ~~request for notice~~. ~~emergency meeting notice request with the Clerk to the Board, and whose request, which~~ includes the newspaper's, wire service's or station's telephone number, with the Clerk to the Board. ~~at least four (4) hours prior to an emergency meeting.~~ This notice shall be given either by email, by telephone or by the same method used to notify the members of the Board of Trustees and shall be given immediately after notice has been given to those members. This n~~Notice to the news media~~ shall be given at the expense of the party notified.
2. Emergency meetings may be called only because of generally unexpected circumstances that require immediate consideration by the board. Only business connected with the emergency may be considered at an emergency meeting.

#### C. Recessed (or Adjourned) Meetings

A properly called regular, special or emergency meeting may be recessed (or adjourned) to a time and place certain by a procedural motion made and adopted as provided in Rule 17, Motion 2, in open session during the regular, special or emergency meeting. The motion shall state the time and place when the meeting will reconvene. ~~No further notice need be given of a recessed (or adjourned) session of a properly called regular, special or emergency meeting.~~

### Rule 3. Organizational Meeting

If a ~~On the date and at the time of the first meeting after the appointment of a new board member~~ has not , newly appointed members shall taken and subscribed to the oath of office previously, then on the date and at the time of the first meeting after appointment newly appointed members shall take and subscribe to the oath of office as the first order of business. As soon as possible following t~~this~~ meeting all board members shall be provided updates to the *Board of Trustees Handbook*.

### Rule 4. Officers

Officers shall be selected pursuant to Article III of ~~the Authority's GoTriangle's By~~ laws.

### Rule 5. Agenda

#### A. Agenda Preparation

1. The Clerk to the Board shall prepare a draft agenda for each meeting. A request to have an item of business placed on the agenda of a regular board meeting must be received ~~by Monday,~~ two weeks prior to the ~~board~~ meeting. Requests to place an item of business on the agenda of

~~a special, emergency, recessed or adjourned meeting shall be in accordance with the notice requirements of Rule 2. Any board member may have an item placed on the draft agenda so long as the request is timely and is consistent with the notice requirements of Rule 2, if applicable.~~ A copy of all backup material shall be attached to the draft agenda. The ~~General Manager~~ President/CEO, General Counsel and Board Chair shall receive a copy of the draft agenda for review and revision.

2. An agenda package shall be prepared that includes, for each item of business, as much background information on the subject as is available and feasible to reproduce. ~~An agenda package shall be made available to Each each board member and posted on the GoTriangle website shall be mailed by priority mail at least three (3) four (4) working days prior to the scheduled board meeting. a copy of the The agenda package, and it shall be available for public inspection and/or distribution when it is distributed to board members. The agenda shall be available on the Authority's Web site the Friday before the board meeting.~~

#### B. Agenda Adoption

1. As its first order of business at each meeting, the board shall, as specified in Rule 7, discuss and revise the proposed agenda and adopt an agenda for the meeting. The board may by majority vote add items to or subtract items from the proposed agenda, except that the board may not add items to the agenda of a special meeting unless:
  - a. All members are present, and
  - b. The board determines in good faith at the meeting that it is essential to discuss or act on the item immediately.
2. If items are proposed to be added to the agenda, the board may, by majority vote, require that written copies of particular documents connected with the items be made available at the meeting to all board members.

#### C. Open Meetings Requirements

The board shall not deliberate, vote or otherwise take action upon any matter by reference to a letter, number or other designation, or other secret device or method, with the intention of making it impossible for persons attending a meeting of the board to understand what is being deliberated, voted or acted upon. However, the board may deliberate, vote or otherwise take action by reference to an agenda, if copies of the agenda - sufficiently worded to enable the public to understand what is being deliberated, voted or acted on - are available for public inspection at the meeting.

#### D. General Business Agenda

The board may designate certain agenda items "for discussion and possible action." Such designation means that the board intends to discuss the general subject area of that agenda item before making any motion concerning that item.

### Rule 6. Public Address to the Board

Each regular meeting agenda shall contain a public comment period to give citizens an opportunity to speak on any item. The session is no more than thirty (30) minutes long and speakers are limited to no more than three minutes (3) each. The session may go beyond the allotted 30 minutes upon majority vote of the board. Speakers are required to sign up in advance with the Clerk to the Board.

All comments should be directed to the full board, not to an individual board member(s). The board does not take action on public comment, but may refer the matter to staff or committee for follow up. The chair (or any board member) may ask for clarification or additional information from the speaker or staff. The board, by unanimous vote, may amend the agenda and take action on consider an item from public comment.

## Rule 7. Order of Business

- A. Items shall be placed on the agenda according to the order of business. The order of business for each regular meeting shall be as follows:
  1. Adoption of Agenda
  2. Recognition – This shall include any item ceremonial in nature such as an acknowledgment, announcement, or presentation.
  3. Public Hearings
  4. Public Comment
  5. Consent Agenda - Items listed on the consent agenda are considered as a single motion and may include adoption of the minutes and staff requests at the discretion of the ~~General Manager~~President/CEO. At the request of any ~~b~~Board member, or member of the public, items may be removed from the consent agenda and acted on by a separate motion. Any ~~b~~Board member wishing to remove an item from the consent agenda should advise staff in advance.
  6. Presentations – This shall include consultant reports and information from staff that requires no action. Presenters should provide information in the agenda package to allow sufficient time at the meeting for questions.
  - ~~7. Reports & Recommendations – This shall include reports from the General Manager, General Counsel, Board Chair, Committee Chairs and board member representatives on other groups. Recommendations from committees shall be presented after the committee report for consideration.~~
  7. General Business Agenda - Items pulled from the consent agenda will be placed at the beginning of the general business agenda for discussion and action at that time. Reports from board committees also shall be listed on the general business agenda. Recommendations from committees may be listed on the consent agenda; recommendations not listed on the consent agenda shall be presented for consideration after the committee report. New business shall be the last item on the general business agenda and shall include those items added to the agenda at the beginning of the meeting and comments from board members. Other items listed on the general business agenda are for discussion and possible action. Such designation means that the board intends to discuss the general subject area of that agenda item before making any motion concerning that item.
  8. Other Business – This shall include reports from the President/CEO, General Counsel, Board Chair, and board representatives to other public bodies.
  9. Closed Session(s)
- B. By general consent of the board, items may be considered out of order.

## Rule 8. Board Chair

### A. Meetings

1. The chair of the board shall preside at board meetings if he or she is present, unless he or she becomes actively engaged in debate on a particular matter. The chair shall vote in all cases. In order to address the board, a member must be recognized by the chair.
2. If the chair is absent, the vice-chair shall preside. If both the chair and vice-chair are absent, another member designated by vote of the board shall preside. The vice-chair or another member who is temporarily presiding retains all of his or her right as a member, including the right to make motions and the right to vote.
3. If the chair becomes actively involved in debate on a particular matter, he or she may designate another board member to preside over the debate. The chair shall resume presiding as soon as action on the matter is concluded.

### B. Powers

1. The chair shall have the following powers:
  - a. To rule motions in or out of order, including any motion patently offered for obstructive or dilatory purposes;
  - b. To determine whether a speaker has gone beyond reasonable standards of courtesy in his/her remarks and to entertain and rule on objections from other members on this ground;
  - c. To entertain and answer questions of parliamentary law or procedure, or refer such questions to staff;
  - d. To call a brief recess at any time;
  - e. To adjourn in an emergency.
2. A decision by the presiding officer under any of the first three powers listed may be appealed to the board upon motion of any member, pursuant to Rule ~~15~~17, Motion 1. Such a motion is in order immediately after a decision under those powers is announced and at no other time. The member making the motion need not be recognized by the presiding officer, and the motion, if timely made, may not be ruled out of order.

## Rule 9. Action by the Board

The board shall proceed by motion, except as otherwise provided for in Rules 3, 4, 5, and 25. Any voting member, including the chair, may make a motion. A minimum of four affirmative votes is required for board action.

## Rule 10. Second Required

A motion requires a second. After reasonable opportunity has been given, if no second is received, the chair shall declare the motion failed. The following procedural motions do not require a second:

- 1) To Appeal a Procedural Ruling of the Presiding Officer;
- 2) To Adjourn;
- 3) Motion for the Previous Question.

## Rule 11. One Motion at a Time

A member may make only one motion at a time.

**Rule 12. Substantive Motions**

A substantive motion is out of order while another substantive motion is pending.

**Rule 13. Adoption by Majority Vote**

Provided that a minimum of four affirmative votes are cast a motion shall be adopted by a majority of the votes cast, a quorum as defined in Rule 22 being present, unless otherwise required by these rules or the laws of North Carolina. A majority is more than half.

**Rule 14. Voting by Written Ballot**

The board may choose by majority vote to use written ballots in voting on a motion. Such ballots shall be signed, and the minutes of the board shall show the vote of each member voting. The ballots shall be available for public inspection in the office of the Clerk to the Board immediately following the meeting at which the vote took place and until the minutes of that meeting are approved, at which time the ballots may be destroyed.

**Rule 15. Debate**

The chair shall state the motion and then open the floor to debate. The chair shall preside over the debate according to the following general principles:

- 1) The maker of the motion is entitled to speak first;
- 2) A member who has not spoken on the issue shall be recognized before someone who has already spoken;
- 3) To the extent possible, the debate shall alternate between proponents and opponents of the measure.

**Rule 16. Ratification of Actions**

To the extent permitted by law, the board may ratify actions taken on its behalf but without its prior approval. A motion to ratify is a substantive motion.

**Rule 17. Procedural Motions**

In addition to substantive proposals, only the following procedural motions, and no others, are in order. Unless otherwise noted, each motion is debatable, may be amended, and requires a majority of the votes cast, a quorum being present, for adoption. Procedural motions are in order while a substantive motion is pending and at other times, except as otherwise noted.

In order of priority (if applicable), the procedural motions are:

- 1) To Appeal a Procedural Ruling of the Presiding Officer

A decision of the presiding officer ruling a motion in or out of order, determining whether a speaker has gone beyond reasonable standards of courtesy in his/her remarks, or entertaining and answering a question of parliamentary law or procedure may be appealed to the board, as specified in Rule ~~78~~B.2. This appeal is in order immediately after such a decision is announced and at no other time. The member making the motion need not be recognized by the presiding officer and the motion, if timely made, may not be ruled out of order.

- 2) To adjourn

This motion may be made only at the conclusion of action on a pending substantive matter; it may not interrupt deliberation of a pending matter. A motion to adjourn (or recess) to a time and place certain also shall comply with the requirements of Rule 2(c).

3) To Take a Brief Recess4) Call to Follow the Agenda

The motion must be made at the first reasonable opportunity or it is waived.

5) To Suspend the Rules

The board may not suspend provisions of the rules that state requirements imposed by law on the board. For adoption, the motion requires an affirmative vote equal to 60% of the voting membership of the board.

6) To Go into Closed Session

The board may ~~go into~~hold a closed session and exclude the public only when a closed session is required for one or more of the permissible purposes listed in G.S. 143-318.11(a). ~~The Every~~ motion to ~~go into closed a meeting session~~ shall cite one or more of ~~these the permissible~~ purposes ~~and shall be adopted at an open meeting. A motion based on listed in subsection (a) of~~ G.S. 143-318.11. A motion based on subdivision (a)(1) also shall also state the name or citation of the law that renders the information to be discussed privileged or confidential. A motion based on ~~G.S. 143-318~~subdivision (a)(3) shall identify the parties in each existing lawsuit concerning which the board expects to receive advice during the closed session, ~~if in fact such advice is to be received.~~

7) To Leave Closed Session8) To Divide a Complex Motion and Consider It by Paragraph

The motion is in order whenever a member wishes to consider and vote on subparts of a complex motion separately.

9) To Defer Consideration

The board may defer a substantive motion for later consideration at an unspecified time. A substantive motion the consideration of which has been deferred expires 100 days thereafter unless a motion to revive consideration is adopted. If consideration of a motion has been deferred, a new motion with the same effect cannot be introduced while the deferred motion remains pending (has not expired). A person who wishes to revisit the matter during that time must take action to revive consideration of the original motion [Rule 16(b), Motion 14], or else move to suspend the rules [Rule 16(b), Motion 5].

10) Motion for the Previous Question

The motion is not in order until there have been at least 20 minutes of debate and every member has had an opportunity to speak once.

11) To Postpone to a Certain Time or Day

If consideration of a motion has been postponed, a new motion with the same effect cannot be introduced while the proposed motion remains pending. A person who wishes to revisit the matter must either wait until the specified time or move to suspend the rules [Rule 16(b), Motion 5].

12) To Refer a Motion to a Committee/Staff

The board may vote to refer a substantive motion to a committee or staff for its study and recommendations. Sixty days or more after a substantive motion has been referred to a committee, the introducer of the substantive motion may compel consideration of the measure by the entire board, whether or not the committee has reported the matter to the board.

13) To Amend

An amendment to a motion must be pertinent to the subject matter of the motion. An amendment is improper if adoption of the amended motion with that amendment added would have the same effect as rejection of the original motion. A proposal to substitute completely different wording

for a motion or an amendment shall be treated as a motion to amend, or the original motion may be withdrawn.

A motion may be amended, but no further amendments may be made until it is disposed of by a vote.

Upon the request of any board member, any amendment to a proposed resolution or policy shall be reduced to writing before the vote on the amendment.

14) To Revive Consideration

The board may vote to revive consideration of any substantive motion earlier deferred by adoption of Motion 9 of Rule 16(b). The motion is in order at any time within 100 days after the day of a vote to defer consideration. A substantive motion on which consideration has been deferred expires 100 days after the deferral unless a motion to revive consideration is adopted.

15) To Reconsider

The board may vote to reconsider its action on a matter. The motion to do so must be made by a member who voted with the prevailing side (the majority, except in the case of a tie; in that case the “noes” prevail) and only at the meeting during which the original vote was taken, including any continuation of that meeting through adjournment (or recess) to a time and place certain. The motion cannot interrupt deliberation on a pending matter but is in order at any time before final adjournment of the meeting.

16) To Rescind or Repeal

The board may vote to rescind actions it has previously taken or to repeal items that it has previously adopted. The motion is not in order if rescission or repeal of an action is forbidden by law.

17) To Prevent Reintroduction for Six Months

The motion shall be in order immediately following the defeat of a substantive motion and at no other time. The motion requires for adoption a vote equal to 60% of the voting membership of the board. If adopted, the restriction imposed by the motion remains in effect for six months ~~or until the next organizational meeting of the board, whichever occurs first.~~

**Rule 18. Renewal of Motion**

A motion that is defeated may be renewed at any later meeting unless a motion to prevent reconsideration has been adopted.

**Rule 19. Withdrawal of Motion**

A motion may be withdrawn by the introducer at any time before it is amended or before the chair puts the motion to a vote, whichever occurs first.

**Rule 20. Duty to Vote**

Every member must vote unless excused by the remaining members of the board. A member who wishes to be excused from voting shall so inform the chair, who shall take a vote of the remaining members. No member shall be excused from voting except in cases involving conflicts of interest, as defined by the board or by law, or the member’s official conduct, as defined by the board. In all other cases, a failure to vote by a member who is physically present in the board chamber, or who has



withdrawn without being excused by a majority vote of the remaining members present, shall be recorded as an affirmative vote.

### **Rule 21. Closed Sessions**

The board may hold closed sessions as provided by law. The board shall commence a closed session only after a motion to go into closed session has been made and adopted during an open meeting. The motion shall state the purpose of the closed session. If the motion is based on G.S. 143-318.11(a)(1), it also must state the name or citation of the law that renders the information to be discussed privileged or confidential. If the motion is based on G.S. 143-318(a)(3), it must identify the parties in any existing lawsuits concerning which the public body expects to receive advice during the closed session. The motion to go into closed session must be approved by the vote of a majority of those present and voting. The board shall terminate the closed session by a majority vote, using Motion 7 of Rule 17.

Only those actions authorized by statute may be taken in closed session. A motion to adjourn (or recess) shall not be in order during a closed session [Rule 17, Motion 2].

### **Rule 22. Quorum**

A majority of the actual voting membership of the board, excluding vacant seats, shall constitute a quorum. A majority is more than half. A member who has withdrawn from a meeting without being excused by majority vote of the remaining members present shall be counted as present for purposes of determining whether or not a quorum is present. [\[See Section 6 of the bylaws.\]](#)

### **Rule 23. Public Hearings**

Public hearings required by law or deemed advisable by the board shall be organized by a special order that sets forth the subject, date, place, and time of the hearing as well as any rules regarding the length of time for each speaker, and other pertinent matters. The special order is adopted by a majority vote. Its specifications may include, but are not limited to, rules:

- 1) fixing the maximum time allotted to each speaker;
- 2) providing for the designation of spokespersons for groups of persons supporting or opposing the same positions;
- 3) providing for the selection of delegates from groups of persons supporting or opposing the same positions when the number of persons wishing to attend the hearing exceeds the capacity of the hall (so long as arrangements are made, in the case of hearings subject to the open meetings law, for those excluded from the hall to listen to the hearing); and
- 4) providing for the maintenance of order and decorum in the conduct of the hearing.

All notice and other requirements of the open meetings law applicable to board meetings also shall apply to public hearings at which a majority of the board is present; such a hearing is considered to be part of a regular or special meeting of the board. These requirements also apply to hearings conducted by appointed or elected committees of board members, if a majority of the committee is present. A public hearing for which any required notices have been given may be continued to a time and place certain without further advertisement. The requirements of Rule 2(c) shall be followed in continuing a hearing at which a majority of the board, or of a board committee, as applicable, is present.



At the time appointed for the hearing, the chair or his or her designee shall call the hearing to order and then preside over it. When the allotted time expires, or earlier, if no one wishes to speak who has not done so, the presiding officer shall declare the hearing ended.

#### **Rule 24. Minutes**

Full and accurate minutes of ~~the board proceedings~~ all official meetings, including closed sessions, shall be kept. Closed session minutes shall be written as a general account of the closed session so that a person not in attendance would have a reasonable understanding of what transpired. These minutes and general accounts shall be open to the inspection of the public, except as otherwise provided in this rule. The minutes shall include the exact wording of each motion and the vote of each member voting. On the request of any member of the board, the entire board shall be polled by name on any vote. Members' and other persons' comments may be included in the minutes if the board approves.

Minutes of closed sessions shall be sealed pursuant to the closed session minutes policy adopted May 28, 2003, which states: all closed session minutes or general accounts are to be sealed immediately upon preparation. The sealed minutes are to be reviewed annually by the Clerk to the Board who, in consultation with the General Counsel, shall make a recommendation to the Board of Trustees as to when minutes may be unsealed in compliance with state and/or federal law.

#### **Rule 25. Appointments**

The board may consider and make appointments to other bodies, including its own committees, if any, only in open session.

When the board considers and makes appointments, ~~the board shall use the following procedure to make appointments to various other boards and committees:~~ The board shall use the following procedure:

- 1) the board shall review any nominations from committee or staff;
- 2) the chair shall open the floor for nominations, whereupon the names of other possible appointees may be put forward by the board members;
- 3) the names submitted shall be debated;
- 4) when the debate ends, the chair shall call for a vote on each nomination.

#### **Rule 26. Committees and Boards**

The board may establish and appoint members for such temporary and standing committees and boards as are required by law or needed to help carry on the board's work. Any specific provisions of law relating to particular committees and boards shall be followed.

The requirements of the open meetings law shall apply to the Board of Trustees and all committees of the board, or boards or committees established by the board, and composed of two or more members that exercise or are authorized to exercise legislative, policy-making, quasi-judicial, administrative, or advisory functions.

The law's requirements shall not apply to a meeting solely among a unit's professional staff.

#### **Rule 27. Amendment of the Rules**

These rules may be amended at any regular meeting or at any ~~property~~ properly called special meeting that includes amendment of the rules as one of the stated purposes of the meeting, unless a statute

or a rule of the body that created the board provides otherwise. Adoption of an amendment shall require an affirmative vote equal to 60% of the voting membership of the board.

Under these rules, the staff is authorized to correct clerical errors without board approval.

When law changes, the staff is authorized to undertake a review of the Rules of Procedure to determine changes that may be necessary and present those to the board for consideration as appropriate.

#### **Rule 28. Reference to Robert's Rules of Order**

The board shall refer to the current edition of *Roberts Rules of Order Newly Revised (RONR)*, to answer procedural questions not resolved in these rules, so long as RONR does not conflict with North Carolina law or with the spirit of these rules.

#### **Rule 29. Other Policies**

The Board of Trustees may adopt additional policies to address specific needs (e.g. travel).

#### **Rule 30. Bylaws**

The bylaws take precedence over any policy or procedure that is inconsistent with the bylaws.



*Connecting all points of the Triangle*

## MEMORANDUM

**TO:** GoTriangle Board of Trustees Operations & Finance Committee  
**FROM:** Byron Smith, General Counsel  
**DATE:** August 19, 2022  
**SUBJECT:** Amendments to Bylaws – Equal Opportunity Employer

### Strategic Objective or Initiative Supported

#### Action Requested

Staff requests that the Committee discuss and recommend Board approval of the amendment to the bylaws outlined in this memorandum.

#### Background and Purpose

Board members and staff have recognized the need for a comprehensive review of the bylaws for some time. Over the summer break the General Counsel and Clerk to the Board undertook that review and are recommending a number of changes to reflect current practice and assure consistency with other policies and procedures.

Staff previously reported and recommended various revisions to the bylaws and advised that it would continue to review the bylaws to recommend other amendments to assure consistency and bring them in line with current practice and laws. One of the bylaws that we observed that required modification was the Equal Opportunity Employer statement. In reviewing the bylaws, we discovered at least three different wordings of GoTriangle's statement regarding equal opportunity. After reviewing federal and state law, we recommend the adoption of the Equal Opportunity Employer statement contained in the attached.

We look forward to discussing this recommendations with the Committee.

#### Financial Impact

None.

#### Attachments

- Red-lined version of bylaws

#### Staff Contact

- Byron Smith, 919-485-7561, [bsmith@gotriangle.org](mailto:bsmith@gotriangle.org)



## BYLAWS OF THE RESEARCH TRIANGLE REGIONAL PUBLIC TRANSPORTATION AUTHORITY

### ARTICLE XI Equal Opportunity Employer

~~—————The Authority is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, marital status, national origin, handicap, or veteran status. This policy covers all aspects of the employment relationship, including hiring, training, promotion, transfers, job assignments, compensation, discipline, termination, and application of all the Authority's policies, procedures, and benefits.~~

GoTriangle has a strong commitment to the community we serve and our employees. As an equal opportunity employer, we strive to have a workforce that reflects the community we serve. No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class.

GoTriangle's Equal Employment Opportunity (EEO) Program applies to all employment actions, including but not limited to, recruitment, hiring, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay or other forms of compensation.



*Connecting all points of the Triangle*

## MEMORANDUM

**TO:** GoTriangle Board of Trustees Operations & Finance Committee  
**FROM:** Sandra Freeman, Chief Finance Officer  
**DATE:** August 31, 2022  
**SUBJECT:** **Compensation Recommendations for Transit Operations and Maintenance**

### Strategic Objective or Initiative Supported

Providing the skills, staffing and technology need to meet our objectives

### Action Requested

Recommend approval of the proposed compensation structure for maintenance and operations staff to the GoTriangle Board of Trustees.

### Background and Purpose

GoTriangle continues to face challenges as we strive to support our customers and provide a positive experience as they use our system. Route cancellations and disruptions due to staff shortages are taking a significant toll on our organization. GoTriangle has an outstanding benefits package; however, current wages are not sufficient to attract and maintain employees at the level required to support our full level of service. As a result, we have experienced a significant increase in turnover and employee dissatisfaction related to compensation. This is of particular concern in the areas of operations and maintenance. In FY2022, overtime actuals for the departments totaled \$800K, which is 200% of the FY2022 overtime budget.

Through a collaboration between Finance, Operations and Maintenance, and Talent Services we are recommending changes in the current compensation structure for operations and maintenance employees that we believe will have a significant impact on GoTriangle's ability to attract and retain employees. We considered several areas, including wages offered by other agencies, compression issues related to the prior compensation study, seniority and our current practice of pay for performance. One of the goals was to ensure that the pay for performance (merit) remained a part of GoTriangle's culture, as well as allowing for more structured movement through the pay scale.

Included with this memorandum is an overview of the recommended changes that will be discussed during the September Operations & Finance Committee meeting. We believe

implementation will have a significant and positive impact on GoTriangle staff and ensure that our organization is viewed as an employer of choice.

We hope to implement these changes in September 2022, and are working to align payroll dates that will allow sufficient time for final calculations and system upload.

### Financial Impact

The anticipated **annual** impact is approximately between \$1.1M and \$1.2M. The prorated FY2023 budget impact, assuming a September implementation, is between \$900K and \$1.0M.

There will be further refinements as we review each employee in operations and maintenance after the salary adjustments are applied to ensure there is equity. The overall impact of these refinements will be minor.

As we consider the cost impact of this adjustment we must be mindful of any offsets that can help mitigate these cost increases. These considerations will include cost reductions as well as revenue increases. As our staff increases, overtime expenses should decrease significantly. The FY2023 budget assumes total overtime of \$625K. Revenue opportunities include reinstatement of fares and GoPass, retention of all rental tax and indexing our current \$5 registration tax to adjust for inflation.

### Attachments

- Proposed compensation plan

### Staff Contacts

- Sandra Freeman, 919-485-7415, [sfreeman@gotriangle.org](mailto:sfreeman@gotriangle.org)
- Vinson Hines, 919-485-7460, [vhines@gotriangle.org](mailto:vhines@gotriangle.org)
- Christy Winstead, 919-485-7473, [cwinstead@gotriangle.org](mailto:cwinstead@gotriangle.org)



## PROPOSED - PENDING BOARD REVIEW AND APPROVAL

### Goals of Pay Review and Adjustments

- Retention of Current Employees
- Attract new employees
- Develop a compensation package based on seniority, transparency and pay for performance
- Address compression issues

### RECOMMENDATIONS FOR BOARD APPROVAL

		Start	Yr1	Yr2	Yr3	Yr4+	<u>Current Max**</u>
3 Year Guaranteed Transit Operator	Hourly	\$19.00	\$20.38	\$21.93	\$24.61	merit	\$29.98
	Annual	\$39,520	\$42,380	\$45,618	\$51,184		
Transit Service Supervisor							<u>Current Max**</u> \$36.44
Minimum start 10% above Operator 3 Yr 3							
	Hourly	\$27.07	merit	merit	merit	merit	
	Annual	\$56,302					
Mechanic							<u>Current Max**</u> \$33.05
Minimum start 20% above Operator 3 Yr 3							
	Mechanic 1 Hourly	\$29.53	merit	merit	merit	merit	
	Annual	\$61,420					
	Mechanic 2 (+10%) Hourly	\$32.48	merit	merit	merit	merit	
	Annual	\$67,562					
	Mechanic 3 (+10%) Hourly	\$35.73	merit	merit	merit	merit	\$40.17
	Annual	\$74,318					
Maintenance Supervisor							\$42.18
Minimum start 10% above Mechanic 3 Hourly							
	Annual	\$39.30 \$81,750	\$81,750	then merit based			
3 Year Guaranteed Service Attendants							<u>Current Max**</u> \$25.90
Minimum start \$.50 less than Operators - Hourly							
	Annual	\$18.50 \$38,480	\$19.88 \$41,340	\$21.43 \$44,578	\$24.11 \$50,144	merit based	
Minimum start 5% above Operator 3 Yr 3							<u>Current Max**</u> \$29.98
Dispatcher/Operator (Paratransit)	Hourly	\$25.84	\$53,743	then merit based			
	Annual						
Trainer/Bus Operator	Hourly	\$25.84	\$53,743	then merit based			\$31.48
	Annual						
Paratransit Training Specialist	Hourly	\$25.84	\$53,743	then merit based			\$31.48
	Annual						
Shift Differential ( add'l pay for 2nd shift )		Increase from \$.50/hr to \$1.50/hr					
Other Operations and Maintenance positions		Under Review					
							** Lump sum payments after reaching maximum
* ADJUSTMENTS WILL BE BASED ON BRINGING ALL POSITIONS TO MINIMUM AND ADDRESSING SENIORITY							

#### PARTNER AGENCIES

	Start	Yr 1	Yr 2	Yr 3	Yr 4 (Max)
Durham	\$16.85	\$19.25	\$21.66	\$24.06	\$25.67
Raleigh	\$19.00	\$19.71	\$20.97	\$23.31	\$27.05
Cary*	\$21.00	\$22.05	\$22.71	\$23.39	CBA

\*Assumption based on new start amount with same percentages

**PROPOSED - PENDING BOARD REVIEW AND APPROVAL**  
**TRANSIT OPERATOR (Guaranteed)**

Start	Yr1	Yr2	Yr3	Yr4+	Current Max
\$19.00	\$20.38	\$21.93	\$24.61	merit	\$ 29.98

		Adjust to guaranteed amounts for a given year each year through year 3;	3% increase	Adjust to guaranteed amounts through yr 3; 4% increase	4% increase	Adjust to guaranteed amounts through yr 3; 5% increase	5% increase	Adjust to guaranteed amounts through yr 3; 6% increase	6% increase
1	New hires	1							
2	Current Employee <u>less</u> than 1 year	2							
3	Employee 1 -3 years (currently making <u>less</u> than guaranteed 3 yr minimum)	3							
4	Employee 1 -3 years (currently making <u>more</u> than guaranteed 3 yr minimum)		4						
5	Employee 4 years (currently making <u>less</u> than guaranteed 3 yr minimum)			5					
6	Employee 4 years (currently making <u>more</u> than guaranteed 3 yr minimum)				6				
7	Employee 5 to less than 10 years (currently making <u>less</u> than guaranteed amount)					7			
8	Employee 5 to less than 10 years (currently making <u>more</u> than starting amount)						8		
9	Employee 10+ years (currently making <u>less</u> than 3 year guaranteed amount)							9	
10	Employee 10+ years (currently making <u>more</u> than 3 year guaranteed amount)								10



**PROPOSED - PENDING BOARD REVIEW AND APPROVAL**  
**TRANSIT SERVICE SUPERVISOR**

Supervisors start at 10% above operator 3 yr pay; then merit based									
Minimum \$27.07									
	Adjust to new starting salary	Adjust to guaranteed minimum; 3% increase	3% increase	Adjust to guaranteed minimum; 4% increase	4% increase	Adjust to guaranteed minimum; 5% increase	5% increase	Adjust to guaranteed minimum; 6% increase	6% increase
1	New hires	1							
2	Current Employee <b>in position less</b> than 1 year	2							
3	Employee 1 -3 years <b>in position</b> (currently making <b>less</b> than guaranteed 3 yr minimum)								
4	Employee 1 -3 years <b>in position</b> (currently making <b>more</b> than guaranteed 3 yr minimum)	3	4						
5	Employee 4 years <b>in position</b> (currently making <b>less</b> than guaranteed 3 yr minimum)			5	6				
6	Employee 4 years <b>in position</b> (currently making <b>more</b> than guaranteed 3 yr minimum)								
7	Employee 5 to less than 10 years <b>in position</b> (currently making <b>less</b> than guaranteed amount)					7			
8	Employee 5 to less than 10 years <b>in position</b> (currently making <b>more</b> than starting amount)						8		
9	Employee 10+ years <b>in position</b> (currently making <b>less</b> than 3 year guaranteed amount)							9	
10	Employee 10+ years <b>in position</b> (currently making <b>more</b> than 3 year guaranteed amount)								10

**PROPOSED - PENDING BOARD REVIEW AND APPROVAL**  
**MECHANIC**

Minimum									
Start at 20% above operator 3 yr pay; then merit based									

[illegible]



<b>Statistics</b>	<u>Average Salary</u>	<u>Proposed Minimum</u>	<u>Avg yrs of svc</u>	<u>Avg yrs in position</u>
Operator	\$21.04	\$19.00	7.2	
Op Super	\$23.79	\$27.07	7.4	2.3
Disp/super/others	\$21.23	\$25.84	7.4	3.3
Maintenance				
Mech 1	\$23.07	\$29.53	9.8	
Mech 2	\$31.13	\$32.48	18.7	
Mech 3	\$31.30	\$35.73	8.3	
Maint Super	\$37.07	\$39.30	9.7	4.2
Svc Attend	\$20.63	\$18.50	13.3	

## MEMORANDUM

**TO:** GoTriangle Board of Trustees Operations & Finance Committee  
**FROM:** Administration  
**DATE:** August 25, 2022  
**SUBJECT:** Policy Advisory Committee Report

### Strategic Objective or Initiative Supported

Providing the skills, staffing, systems and technology needed to meet our objectives

### Action Requested

Staff requests that the Committee recommend that the Board of Trustees approve the following policies: PP-001 Policy Development Policy and TS-200 Flexible Work Arrangements Policy.

### Background and Purpose

The President/CEO has recently established a Policy Advisory Committee made up of executive staff and representatives from each department to develop, review, and update agency policies affecting GoTriangle staff. The group has developed two policies for consideration by the Board at this time.

### PP-001 – Policy Development Policy

The purpose of this policy is to establish governing principles for the development, approval, maintenance, management, and publication of policies at GoTriangle.

This policy establishes the following framework for policy development:

- Agency Policies will generally require development, review, and recommendation by the Policy Owner, Responsible Administrator, Policy Advisory Committee, and CEO's Executive Ad Hoc Team. Clerical or minor revisions to existing Agency Policies may be approved by the Policy Owner and Policy Administrator without full review and recommendation by the CEO's Executive Ad Hoc Team.
- Agency Policies should be drafted using the PP-001 - Policy Template and must follow the specific review and approval procedures set forth in the PP-001 - Procedures.
- New or revised Agency Policies will usually require review and recommendation by the Policy Advisory Committee and CEO's Executive Ad Hoc Team, and approval by the CEO and the GoTriangle Board of Trustees.

## **TS-200 – Flexible Work Arrangements Policy**

GoTriangle recognizes the importance of providing flexibility for employees to balance work responsibilities with personal obligations and commitments, and that the effect of different work arrangements on productivity and job satisfaction varies by individual and by job responsibilities. In addition to supporting work/life balance and empowering employees, flexible work arrangements also directly support GoTriangle’s mission by helping to reduce the number of vehicle trips made during peak travel hours and reducing vehicle miles traveled in the region. This policy updates expectations and standards regarding flexible work arrangements (FWA) for office-based employees.

This policy builds on the previously-adopted Work/Life Balance and Telecommuting policies, which included options for telework, compressed work schedules, and flexible work hours. This policy incorporates feedback obtained from a survey of around 100 office-based employees administered two years after introduction of full-time telework for office-based employees due to the COVID-19 pandemic. It will support GoTriangle’s efforts to attract and retain talent in the current environment in which employees are seeking increased flexibility.

The primary modifications from the previously adopted policies are as follows:

- Expanded telework – the prior policy allowed office-based employees to telework up to two days per week, and included a six-month waiting period for new employees. The proposed policy has no waiting period, sets a baseline of three telework days per week for eligible employees, and allows supervisors to approve FWAs with more telework days, up to full time if compatible with organizational needs for the position.
- Standard form – the proposed policy standardizes documentation of FWAs using a single-page form for each eligible employee.

## **Financial Impact**

None

## **Attachments**

- PP-001 – Policy Development Policy
- PP-001 – Policy Development Procedures
- PP-001 – Policy Development Guidelines
- TS-200 – Flexible Work Arrangements Policy
- TS-200 – Flexible Work Arrangements Procedures
- TS-200 – Flexible Work Arrangements Guidance
- TS-200 – Flexible Work Arrangements Form

## **Staff Contact**

- Sharon Chavis, Chief of Staff, Policy Administrator, 919-482-3884, [schavis@gotriangle.org](mailto:schavis@gotriangle.org)





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TITLE [POLICY NAME]	POLICY DEVELOPMENT POLICY		
POLICY #	PP-001	POLICY ADOPTED DATE	
POLICY VERSION #	1	GoTRIANGLE OR DEPARTMENT NAME	GoTRIANGLE

## 1 POLICY

Policies are critical to maintaining an environment that fosters excellence, integrity, and accountability. GoTriangle identifies policies as falling into one of two distinct categories (defined below): Agency and Department. The purpose of this policy is to establish governing principles for the development, approval, maintenance, management, and publication of policies at GoTriangle.

Policies must be developed, reviewed, and approved in a manner that ensures their consistency with GoTriangle's mission, and with applicable laws, regulations, and external policies. Review and approval must be appropriate to the scope and impact of each policy.

## 2 SCOPE

Every member of the GoTriangle community is expected to follow all Agency policies, whether the policy is categorized as an Agency or Departmental policy. Every member of the GoTriangle community charged with the development, approval, maintenance, management, or publication of policies on behalf of the Agency is expected to follow the governing principles described in this policy.

## 3 DEFINITIONS

**Policy:** Regardless of category, a "policy" is a written statement that provides governing principles on a specific topic to employees and/or agency visitors. Policies generally meet the following criteria:

- a. Enhance the agency's mission;
- b. Reduce agency risk;
- c. Ensure compliance and applicable laws and regulations;
- d. Promote effectiveness and efficiency;
- e. Change infrequently and are applicable for the foreseeable future; and
- f. Include governing principles that mandate or restrict actions and are therefore enforceable.

**Agency Policy:** An "Agency Policy" is a policy that provides governing principles on a specific topic to employees and visitors. Agency Policies have broad application across the Agency and/or apply across more than one Department. Agency Policies must follow the development and review process outlined in the PP-001 - Procedure.

**Supporting Documents:** Supporting Documents are procedures, standards, guidelines, or other documents that contain specific mechanisms or processes related to an authorized by a policy to establish how that policy should be carried out. Supporting Documents may include detailed instructions, steps, and/or forms that facilitate compliance with a policy. Supporting documents should be drafted and submitted for approval along with the policy they support.

**Department Policy:** A "Department Policy" is a policy that has application only within the issuing department (e.g., applies only to department employees and/or others working for or within the department).

**Department:** A "Department" includes any one of the following: Executive Office, Finance and Administration, Planning and Capital Development, Transit Operations, Communications and Public Relations, Legal, Talent Services.





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POLICY VERSION #	1	GO TRIANGLE OR DEPARTMENT NAME	GO TRIANGLE

**Procedures:** "Procedures" are written statements of specific instructions that facilitate implementation of an established policy through specific, prescribed workflow, operations steps, actions, and/or constraints, which may be subject to changes in staffing or organizational structure and usually contain more logistical detail than policies. Procedures often pertain to implementing an Agency Policy. Procedures may also provide guidance for behavior on issues that are not dictated by an Agency Policy.

**Standards:** Standards are the minimum acceptable limits or rules that may be used to achieve implementation of an Agency Policy.

**Guidelines:** Guidelines are general statements, recommendations, or administrative instructions designed to achieve the policy's objectives and streamline processes. Guidelines suggest best practices and are not mandatory.

**Stakeholder:** A "Stakeholder" is any individual or group directly or indirectly impacted by a given policy.

**Policy Owners:** Chief Officers who oversee the Agency's departments: Planning and Capital Development, Finance and Administration, Talent Services, Transit Operations, Communications, and Public Relations.

**Executive Leadership Team (ELT):** The Agency's cross-functional executive leaders with oversight responsibility for at least one Department, including the Chief Communications Officer, Chief Development Officer, Chief Financial Officer, Chief Talent Officer, and the Chief of Operations. Other members of the Executive Leadership Team include the General Counsel and the Chief of Staff.

**Executive Ad Hoc Team:** The CEO's Executive Ad Hoc Team is an appointed body of senior agency officers who advise the CEO in making critical strategic decisions.

**Policy Advisory Committee:** Employees appointed by the CEO to provide consultation and expertise to the Policy Administrator, Executive Vice President, Executive Leadership Team, the General Counsel, and the CEO on the development and revision of Agency Policies. Members of the PAC represent all departments of the Agency.

**Major Policy Revision:** A Major Policy Revision is any policy change that increases the Authority's financial obligations, directly affects the Board of Trustees or its members, alters employee benefits, or has a major effect on the way the Authority operates.

**Minor Policy Revision:** A Minor Policy Revision is a change in policy language for the purposes of grammatical correctness or clarification when there is no negative impact or potential negative impact to Authority finances and no major effect on the way the Authority operates. If there is doubt concerning the classification, the Board of Trustees will decide whether the revision is major or minor.

## 4 ROLES AND RESPONSIBILITIES

### 4.1 Chief Executive Officer (CEO)/President

- The CEO/President is responsible for final approval of all Agency Policies.

### 4.2 Executive Ad Hoc Team

- The CEO's Executive Ad Hoc Team is responsible for providing institutional review of, and recommending action on, Agency Policies.



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POLICY VERSION #	1	GoTRIANGLE OR DEPARTMENT NAME	GoTRIANGLE

#### 4.3 Office of General Counsel

- The Office of General Counsel are attorneys representing the interests of GoTriangle. The Office of General Counsel advises on Agency Policies to ensure consistency with applicable laws, regulations, governing policies, other requirements, and regarding material legal or ethical exposure to the Agency.

#### 4.4 Policy Administrator

- The Policy Administrator is the Chief of Staff or other individuals designated by the CEO to facilitate and oversee the policy development and review process and ensure dissemination of and access to all Agency Policies. The Policy Administrator is responsible for:
  - Designing, implementing, and reviewing a template, process, and system for developing, reviewing, issuing, storing, and revising Agency Policies;
  - Generally Guiding the Policy Owners through the policy development process;
  - Leading the process for reviewing and approving Agency Policies; including facilitating review by the Policy Advisory Committee and Executive Ad Hoc Team;
  - Initiating review of Agency Policies whose provisions have been in effect for five years or longer; and
  - Maintaining a repository of all Agency Policies.

#### 4.5 Policy Advisory Committee

- The Policy Advisory Committee is appointed by the CEO to provide consultation and expertise to the Policy Administrator, the Executive Ad Hoc Team, and the Executive Leadership Team on the development and revision of Agency Policies. A representative from the Office of General Counsel must always be included in this group for consultation purposes.

#### 4.6 Policy Owners

- Policy Owners are the Chief Officers responsible for implementing, communicating, reviewing, updating, and monitoring an Agency Policy and its implementation for compliance and effectiveness. The Policy Owner has oversight responsibility for at least one Department. Depending on the scope of its subject matter, a policy may fall under the jurisdiction of more than one Policy Owner. The Policy Owner is responsible for:
  - Identifying and/or approving the need for a purpose of a policy in relation to a subject that falls under her or his jurisdiction;
  - Designating a Responsible Administrator to develop and administer the policy;
  - Approving final drafts of all Agency Policies and Supporting Documents before they are submitted to the Policy Administrator for review by the Policy Advisory Committee, Executive Ad Hoc Team, and CEO.

#### 4.7 Responsible Administrator

- The Responsible Administrator is an individual designated by a Policy Owner to: (i) develop and administer a particular Agency Policy, and if applicable, its Supporting Documents; (ii) communicate with and train the agency community in its requirements; and (iii) execute its timely updating and revisions. The Responsible Administrator has expertise in the topic(s) addressed in any given policy.



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## 5 APPROVAL, ADMINISTRATION, AND OVERSIGHT OF AGENCY POLICIES

- Agency Policies are generally subject to the approval by the CEO or Board of Trustees, as determined by the policies or board governing by-laws. Some Agency Policies may require external review before approval. Major revisions to existing Agency Policies are subject to the approval by the CEO and the GoTriangle Board of Trustees.
- Agency Policies will generally require development, review, and recommendation by the Policy Owner, Responsible Administrator, Policy Advisory Committee, and CEO's Executive Ad Hoc Team. Clerical or minor revisions to existing Agency Policies may be approved by the Policy Owner and Policy Administrator without full review and recommendation by the CEO's Executive Ad Hoc Team.
- Agency Policies should be drafted using the PP-001 - Policy Template and must follow the specific review and approval procedures set forth in the PP-001 - Procedures.
- New or revised Agency Policies will usually require review and recommendation by the Policy Advisory Committee and CEO's Executive Ad Hoc Team, and approval by the CEO and the GoTriangle Board of Trustees.

## 6 STANDARDS AND ADMINISTRATION OF DEPARTMENT POLICIES

- Like Agency Policies, Department Policies are expected to be clear, accurate, up-to-date, and published in a central location accessible to individuals or entities who must adhere to them. Department Policies must be consistent with laws, regulations, and applicable Agency Policies.
- Departmental Policies that are personnel related shall be reviewed and approved by the Policy Advisory Committee and the CEO.
- Department Policies may exist in order to promote operational efficiencies and enhance the mission of the Department. Department Policies are carried out within the department charged with approving and implementing the policy.
- Responsibility for developing, approving, managing, and disseminating Department Policies rests with the Policy Owners, the Policy Administrator, and/or other administrative officers that oversees the Department in which the Department Policy is established.
- Each Department must establish and maintain:
  - A documented process for the creation of new Department Policies
  - A documented process and/or schedule for reviewing Department Policies, included a record of such reviews;
  - A record of major changes to the Department Policies; and
  - An archive of rescinded Department Policies.

## 7 POLICY REVIEW

All newly created Agency Policies must be reviewed at the end of their first year of implementation. Policy Owners must monitor the ongoing implementation of any Agency Policies for which they are responsible and initiate a formal review of such policies every five years at a minimum, or more frequently, if necessary.

## 8 POLICY RESCISSION

Rescinding an Agency Policy is necessary whenever the policy becomes inconsistent with legal or policy requirements; no longer reflects the Agency's practice; or when the policy is consolidated into other policies,



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guidelines, or procedures. The final decision to rescind an Agency Policy is made by the CEO following review by the Policy Advisory Committee and the Executive Leaders. The Policy Administrator is responsible for communicating with all stakeholders the CEO's decision to grant or deny a request to rescind a policy; maintain records of rescinded policies; and ensuring that rescinded policies are no longer accessible on the Agency's Website. Specific procedures for rescinding Agency Policies are outlined in the PP-001 - Procedures.

## 9 POLICY PUBLICATION AND DISSEMINATION

All Agency Policies must be published on the Agency's Intranet Website that is maintained by Communications and Public Affairs. The Policy Administrator will ensure that notification regarding approval of new or revised policies is disseminated via email or another standard form of agency-wide communication.

## 10 COMPLIANCE AND ENFORCEMENT

After the effective date of this new policy (PP-001), any policies that are not produced and/or approved in compliance with this policy will not be considered official Agency Policies and will not be posted to the official Agency's Intranet Website.

## 11 SUPPORTING DOCUMENTS

PP-001 – Guidelines  
 PP-001 – Procedures  
 PP-001 – Policy Template  
 PP-001 – Policy Action Request Form

## 12 CONTACT FOR ADDITIONAL INFORMATION AND REPORTING

Policy Administrator, Policy Owners, Responsible Administrator, Executive Vice President, Office of the CEO, [policy@gotriangle.org](mailto:policy@gotriangle.org).

Charles Lattuca, President and Chief Executive Officer

Date of Approval



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## PP-001 - PROCEDURES

APPROVED, (DATE)

SUPPORTING DOCUMENT FOR POLICY DEVELOPMENT POLICY

### 1. PURPOSE

The purpose of this Procedure on the Policy Development Policy is to provide specific steps for Policy Owners to create, review, revise, publish, and rescind Agency Policies and Supplemental Documents.

### 2. DEFINITIONS

**Major Policy Revision:** A Major Policy Revision is any change that modifies the substantive meaning of the policy. Examples include changes in definitions, changes in persons covered, and significant changes in how the policy is to be implemented or administered.

**Minor Policy Revision:** A Minor Policy Revision is any change in a policy that does not modify the substantive meaning of the policy. Examples include updates to titles or names of responsible persons/offices, updates in the names/locations of offices, and grammar/typo/formatting corrections.

### 3. PROCEDURES

#### 3.1. Development of New Agency Policies

Agency Policies must be developed, reviewed, and maintained following the steps outlined below.

Department Policies should follow a similar process, adapted to the specific content and nature of the policy and as determined and approved by the appropriate chief officer that oversees the department in which the Department Policy is established.

#### 3.2. Policy Proposals

- a. In order to initiate the development of a new Agency Policy or a Major Revision of an existing policy, the Policy Owner must first approve of the need and purpose of the proposed policy action. Following approval, the PP-001 - Policy Action Request Form must be submitted to the Policy Administrator.
- b. The PP-001 - Policy Action Request Form includes the following elements:
  - A brief explanation of the reason for the proposed policy action (indicating how it works with, conflicts with, or negates existing local, state, and/or federal policy, as applicable);
  - A summary of the content (course of action and/or governing principles) to be included in the proposed policy;
  - A list of potential stakeholders who will be consulted during the development process;
  - An indication of any costs or resources required to implement the policy; and
  - Indication of the Responsible Administrator (as designated by position or title as opposed to name).
- c. The Policy Administrator and the Policy Advisory Committee (PAC) will review the proposal. If the information provided is sufficient to indicate that the policy action is warranted, the Policy Administrator will indicate that policy development can proceed. The Policy Administrator may seek additional information to inform the determination. The Policy Administrator and the PAC may also advise that the need expressed in the PP-001 - Policy Action Request Form can be better addressed through another mechanism (e.g., a Department, additional training, or revision of an existing policy).





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### 3.3. Policy Structure and Preparation

Agency Policies should be drafted using the PP-001 - Policy Template, which establishes the standard for the content Agency Policies are expected to contain. Throughout the drafting process, the Responsible Administrator is expected to proactively seek input and document feedback from the stakeholders identified in the PP-001 - Policy Action Request Form. Responsible Administrators drafting new policies should consult the PP-001 - Guidelines for additional information.

### 3.4. Vetting and Approval of Policies

- a. Prior to submitting a policy to the PAC for review, the Policy Administrator may work with the Responsible Administrator to draft a new or revised policy. The Policy Administrator may also work with the Responsible Administrator to ensure that potential stakeholders are consulted. The Policy Administrator, either on their own behalf or the behalf of the PAC, may request additional information or revisions to the policy during the review process. When the PAC receives a draft policy, it will make recommendations as to form, format, clarity, substance, and legal and operational implications. (Note: a representative from the Office of General Counsel must always be included in the PAC for consultation on legal implications of draft policies). The Policy Administrator will ensure that the Policy Owner approves the final draft before it is submitted to the CEO's Executive Leadership Team for review.
- b. When the Policy Administrator and PAC consider the new or revised policy to be in good form and it has been approved by the Policy Owner, the Policy Administrator emails the CEO's Executive Leadership Team:
  - A redlined copy of the revised policy indicating proposed revisions, or a clean copy of the new policy and a copy of the old policy;
  - A deadline for submitting comments or requests for additional information or revisions regarding the proposed policy action prior to discussion in an upcoming Executive Leadership Team (ELT) meeting.
  - The Policy Administrator will collect all comments and recommendations made by the Executive Leadership Team, and if substantive revisions are requested, the Policy Administrator will work with the Responsible Administrator to determine whether and how to make the revisions.
- c. After initial comments and revisions have been addressed, the policy will be placed on the agenda for the next ELT meeting with the CEO. The Responsible Administrator may be requested to attend the ELT meeting to present the policy and answer any questions asked during the meeting about the policy.
- d. The CEO and the ELT may request additional information or revisions prior to deciding whether to approve the policy. If that should happen, the Policy Administrator will work with the appropriate parties to determine whether and how to make revisions, and resubmit the revised draft policy to the CEO and the ELT before the next bi-weekly at the ELT meeting..
- e. After the CEO decides that the policy should be approved, the policy will be submitted for final approval based on which office has final decision-making authority:
  - If the CEO is authorized to approve the policy, the Policy Administrator produces a Policy Approval Form for the CEO's signature, along with a final draft of the policy. Once the CEO signs the approval form, the approval process is complete. The CEO will return a copy of the signed approval form to the Policy Administrator.
  - If the Board of Trustees is authorized to approve the policy, the Policy Owner will work with the Policy Administrator, the General Counsel, and Clerk to the Board of Trustees to: (i) present the matter to the appropriate Board of Trustees' committee and request review and

approval; and (ii) if the policy is adopted, return a copy of the signed resolution or meeting minutes to the Policy Administrator.

### **3.5. Distribution and Publication of New Agency Policies**

- Once the new or revised Agency Policy has been approved, the Policy Administrator will ensure that the policy is published on the Agency Intranet Website.
- After the new policy is published, the Policy Administrator will:
  - Ensure that the Agency community is notified via email or another standard form of agency-wide communication that a new policy has taken effect;
  - Request that the CEO' Executive Leadership Team members distribute it within the relevant areas of their departments.
  - Maintain an archive of digital copies of old, expired versions of revised policies.

### **3.6. Review of Newly Implemented Policies and Revision of Agency Policies**

At the end of the first year of implementation of a new policy, the Policy Administrator will request feedback from the Responsible Administrator and other key stakeholders involved in the policy's creation regarding the policy's effectiveness during its inaugural period. If the feedback indicates that revisions are needed to the policy, the Policy Administrator will work with the Policy Owners to revise the policy. The Policy Administrator either on their own behalf or the behalf of the Policy Owners, may initiate a similar process at the end of the first year of implementation of significantly revised existing policies.

### **3.7. Monitoring and Review of Existing Policies**

- a. The Policy Owners are expected to monitor the ongoing implementation of any policy over which they have authority so that Agency Policies remain in compliance with related external policies, laws, and regulations. The Responsible Administrator should stay abreast of any changes in related internal or external policies, laws, or regulations that may necessitate change to an Agency Policy. They should monitor the ease of implementation of each policy and be responsible for revisions that may be needed to ensure a policy's clarity and effectiveness.
- b. In addition to ongoing monitoring, Policy Owners must initiate a formal review process of Agency Policies for which they are responsible for every five years at a minimum. It is highly recommended that policies based on external policies, laws, or regulations that change frequently be reviewed more often. The review process may result in two actions: (1) revision of the policy; or (2) rescission and archiving of the policy.

### **3.8. Revising Policies**

Revision of existing policies may result from a scheduled, formal review or from changes in the environment of existing policies, laws, or regulations that necessitate realignment.

- a. Major Revisions – The process for making Major Revisions follows the same general process as outlined for the development of new policies. All changes should be clearly indicated when revised policy draft is submitted to the Policy Administrator. Agencies Policies that undergo major revisions must be vetted and approved by the PAC, the CEO' Executive Leadership Team, the CEO and/or Board of Trustees.
- b. Minor Revisions – Policy Owners can request that Minor Revisions be made to existing Agency Policies by providing an updated copy of the policy with the indicated changes to the Policy Administrator for approval and dissemination. Should the Policy Administrator determine that the requested revisions are actually major in nature, the process outlined for major revisions will apply.

### **3.9. Policy Rescission**

Requests to rescind an Agency Policy should be submitted by the Policy Owner to the Policy Administrator using the PP-001 - Policy Action Request Form. The Policy Administrator may consult with stakeholders and will enlist the PAC and the CEO's Executive Leadership Team to determine the potential consequences of



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rescinding the policy prior to forwarding the request to the CEO. The Policy Administrator will notify the Policy Owner and all stakeholders of the CEO's decision to grant or deny a request to rescind a policy, maintain an archive of rescinded policies for reference and record-keeping purposes, and ensure that rescinded policies are no longer accessible on the Agency Intranet Website.

#### **4. DEPARTMENT POLICIES**

To minimize potential conflicts with Agency Policies, Policy Owners and/or other stakeholders may consult with the Policy Administrator to request a courtesy review of draft Department policies.

#### **5. INTERIM POLICIES**

Under exceptional circumstances, the CEO may issue an Interim Agency Policy without the review process set forth above. Interim Agency Policies will generally remain in effect for no more than six months from the effective date of their issuance; therefore, when an Interim Agency Policy is issued, the Policy Owner should initiate the steps described above for review and approval for a final Agency Policy promptly.

#### **6. ADDITIONAL INFORMATION**

##### **6.1. Resources**

PP-001 – Guidelines  
PP-001 – PP-001 - Policy Action Request Form  
PP-001 – Policy Template

##### **6.2. Contacts for Additional Information and Reporting**

Policy Administrator, Policy Owners, Responsible Administrator, Office of the CEO, [policy@gotriangle.org](mailto:policy@gotriangle.org)



## PP-01 – GUIDELINES

APPROVED, (DATE)

SUPPORTING DOCUMENT FOR POLICY DEVELOPMENT POLICY

### 1. INTRODUCTION

Policy development is a dynamic and cyclical process requiring planning, collaboration, and coordination. These guidelines are a supplement to the Policy Development Policy. If you have any questions about the policy process, please forward them to [policy@gotriangle.org](mailto:policy@gotriangle.org).

In order to optimize the effectiveness of the policy process, policies should be:

- **Easy to Understand.** Policies reflect the “rules” governing the implementation of agency processes and should be written using simple, concise language that can be understood by everyone in the community, including non-subject matter experts.
- **Organized.** The flow of information and thought in the policy should be easy to follow. The prescribed headings in the Request for PP-001 - Policy Action Form should be carefully followed in order to aid organization.
- **Consistent with Existing Policies.** Policies should use terminology that is consistent with other relevant policies and should not contain guidance that directly conflicts with another existing policy.
- **Reflective of Current Law.** Policies that are derived from or related to local, state, or federal laws and regulations must be reviewed regularly to ensure the agency is in compliance with external requirements. Policies should list any related external laws or regulations to make it easier to recognize when revisions are necessary in response to changes in external obligations.
- **Reflective of Best Practice.** Policies should support the Agency's mission, initiatives, and strategic goals and should use cost-effective and efficient operating methods that reflect industry best practices.

### 2. DEVELOPMENT OF NEW POLICIES

#### 2.1. Identify the issue

Identifying the issue is a necessary and crucial first step. A well-defined, clearly stated issue will help you determine a solution and develop the substantive procedures for successful policy implementation.

- Are there new mandates, Board of Trustees rules, or changes in best practice that require a policy change or new policy to be written?
- Can this issue be integrated with or addressed by other policies or documents? (If so, do not write a new policy. Contact the Policy Owners for the existing policy to discuss the identified issue.)
- Policies address high level issues. They should: (i) include governing principles that mandate or restrict actions, (ii) change infrequently and be applicable for the foreseeable future, and (iii) address substantive and significant topics.
- Administrative procedures and processes should be referred to, but not directly included, in policies. Such information may be included in the policy's Supporting documents. See the definition of supporting documents in the Policy Development Policy.

#### 2.2. Identify the Policy Owners

Policies often require a commitment of resources, and all Agency Policies must have Policy Owners. The Policy Owners are responsible for implementing, communicating, reviewing, updating, and monitoring policies for compliance and effectiveness.

- Who has the most applicable expertise in the substantive area addressed in the policy?
- Who works closely enough with the substantive area that they will be aware of general trends and/or challenges related to policy implementation?
- Who has the authority to implement the policy and monitor it for compliance and effectiveness?



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### 2.3. Complete the PP-001 - Policy Action Form and submit for review

- The PP-001 - Policy Action Form must be completed and submitted to [policy@gotriangle.org](mailto:policy@gotriangle.org) prior to initiating the development of a new policy or the revision or rescission of an existing policy.

### 2.4. Assemble a team

Multiple perspectives and collaboration early in the policy development process will result in the strongest policies. A small workgroup can assist with policy development and help with coordination. An inclusive workgroup, including topical and process expertise, policy users, and those impacted by policy will yield a better-written policy. As you assemble your team, you may wish to consult with the Policy Administrator for assistance in identifying individuals whose roles in the Agency and/or areas of expertise will be beneficial to the development process.

- Whose work is likely to be impacted by the proposed policy?
- Who has content expertise in the substance area at hand?
- Who has the time to devote to the team in order to complete the process on a reasonable timeline?
- Who has strong editing skills?

### 2.5. Draft the policy and any applicable Supporting Documents

Develop the policy draft using PP-001 - Policy Template, stakeholder feedback, and direction from the policy owner. Notify the Policy Administrator as the policy drafting process is approaching completion.

- Is the proposed policy written using clear and concise language?
- Are specialized or unfamiliar terms in the policy defined?
- Is terminology consistent with related agency policies?
- Have forms, procedures, and guidelines (or associated documents) been created as needed to support policy implementation
- Have stakeholders been given ample opportunity to provide feedback? Have any areas of contention been resolved?
- Has the proposed policy been thoroughly edited for 1) adherence to the template; 2) grammatical and typographical errors; and 3) completeness?

### 2.6. Submit the policy draft to the Policy Administrator at [policy@gotriangle.org](mailto:policy@gotriangle.org)

The Policy Administrator will initiate the review process with the Policy Advisory Committee and others as appropriate for quality control purposes and may provide preliminary comments as to the completeness, clarity, consistency, substance, style, and format of the proposed policy.

- Has the proposed policy been thoroughly edited for 1) adherence to the template; 2) grammatical and typographical errors; and 3) completeness? *If this criterion is not met, the policy will be returned to the Policy Owner for correction prior to future review.*
- Is the proposed policy written using clear and concise language?
- Are specialized or unfamiliar terms in the policy defined?
- Is terminology consistent with related agency policies?
- Have forms, procedures, and guidelines (or associated documents) been created as needed to support policy implementation?
- Have stakeholders been given ample opportunity to provide feedback? Have any areas of contention been resolved?
- Are the relationships between the proposed policy and other related policies, laws, or regulations made clear?
- Is the policy current? Does it align with legal requirements and best practices in transit/transportation?
- Does the policy clearly communicate Agency values as well as the general purpose for the policy?



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## **2.7. Prepare to briefly present the new policy to the CEO's Executive Leadership Team**

The Policy Administrator may request that you present the policy during an Executive Leadership Team meeting. If so, the Policy Administrator will work with you to identify a meeting that works with your schedule.

- If requests for changes are made, send a revised version back to the Policy Administrator for review. The Executive Leadership Team will not vote on whether to recommend that the CEO approves a policy until all requested corrections are addressed. If there is urgency related to approval of the policy, the CEO's Executive Leadership Team may elect to vote electronically in-between meetings (The Executive Leadership Team usually meets bi-weekly.)
- If no requests for changes are made, the CEO's Executive Leadership Team may immediately vote to recommend that the CEO approve the policy at hand.
- Final approvals should be documented on the PP-001 - Policy Action Form that was used to initiate the development process.

## **3. REVIEW, REVISION, AND RESCISSION OF EXISTING POLICIES**

The process for the review, revision, and rescission of existing policies generally follows the same guidelines as above, with the following exceptions:

### **3.1. Minor Changes**

- Policy Owners may request that the Policy Administrator make minor changes to a policy. If the Policy Administrator agrees that the proposed changes are minor in nature, the Policy Administrator will make the changes and post the revised version on the agency website.

### **3.2. Review of Existing Policies**

In addition to the criteria listed in section 2 above, the following criteria are added to the review of existing policies:

- Is the policy still necessary? Would the purpose of the policy be better met if presented as procedures or guidelines?
- Is the policy being followed in practice, or is there a need to improve implementation via changes in the policy and/or any associated procedures and guidelines?

### **3.3. Rescinding Policies**

Following the process described in the Policy Development, a policy may be rescinded if:

- It has become inconsistent with legal or policy requirements;
- It no longer reflects the Agency's practice; or
- It is consolidated into other policies, guidelines, or procedures.

TITLE [POLICY NAME]	FLEXIBLE WORK ARRANGEMENTS		
POLICY #	TS-200	POLICY ADOPTED DATE	DATE
POLICY VERSION #	1	GO TRIANGLE OR DEPARTMENT NAME	TALENT SERVICES

## 1 PURPOSE

GoTriangle recognizes the importance of providing flexibility for employees to balance work responsibilities with personal obligations and commitments and that the effect of different work arrangements on productivity and job satisfaction varies by individual and by job responsibilities. In addition to supporting work/life balance and empowering employees, flexible work arrangements also directly support GoTriangle's mission by helping to reduce the number of vehicle trips made during peak travel hours and reducing vehicle miles traveled in the region. This policy outlines expectations and standards regarding flexible work arrangements (FWA) for office-based employees. Departments and supervisors are encouraged to be open to allowing for FWAs with the understanding that all work arrangements must be supported by employee and supervisor accountability and be compatible with the operational needs of the department and business needs of the organization.

GoTriangle is committed to supporting employees facing the demands of juggling work, family, personal obligations, and ongoing health and safety concerns by offering a range of flexible work arrangements to support a work/life balance, including more expansive telework options than GoTriangle's pre-pandemic policy. This FWA policy permits employees with supervisor approval to work flexible schedules and alternate work locations for all or part of the work week to promote general work efficiencies, enhance competitive recruitment and retention advantages compared with other employers, improve utilization of agency facilities, and meet environmental challenges. These arrangements provide employees with increased flexibility with their work schedule while allowing GoTriangle to maintain a progressive and productive work environment, and this policy provides documentation of organizational norms.

## 2 SCOPE

This policy applies to all employees that qualify for flexible work arrangements based on the requirements of their position.

## 3 DEFINITIONS | ACRONYMS

**Executive Leaders:** members of the GoTriangle Executive Leadership Team including the Chief Executive Officer (CEO), Chief of Staff (COS), Executive Vice President (EVP), Chief Communications Officer (CCO), Chief Development Officer (CDO), Chief Financial Officer (CFO), Chief Talent Officer (CTO), and Chief of Operations (COO).

**Flexible work hours:** a temporary or one-time change in an employee's regular work schedule to adjust for a specific event.

**Flexible work location (teleworking):** an adjustment to an employee's customary worksite, either on a short-term or recurring basis, to respond to the specific needs of an employee and/or the operational needs of the department, such as remote work from home or a designated satellite location.

**Flexible work schedule:** recurring or regular flexibility or adjustments in the scheduling of work hours, such as alternative work schedules (e.g. alternative work hours, flex time and compressed workweeks) and arrangements regarding shift and break schedules.

**Supervisor:** employee with responsibilities for direct supervision of others, including supervisors, managers, directors, etc.

TITLE [POLICY NAME]	FLEXIBLE WORK ARRANGEMENTS		
POLICY #	TS-200	POLICY ADOPTED DATE	DATE
POLICY VERSION #	1	GO TRIANGLE OR DEPARTMENT NAME	TALENT SERVICES

**Telework:** The practice of an employee working at a location other than the designated GoTriangle work site such as the employee's home.

**FWA** – Flexible Work Arrangements

*Note: Definitions of full time and part time employment for the purposes of paid leave benefits administration are included in GoTriangle Policies 208 and 215.*

## 4 ROLES AND RESPONSIBILITIES

### 4.1 Eligible Employees are expected to:

- Work collaboratively with their supervisor when requesting a flexible work arrangement
- Understand that some positions are not compatible with flexible work arrangements
- Follow the guidelines of a flexible work arrangement
- Understand that a flexible work arrangement may be modified or canceled
- Report their time accurately

### 4.2 Supervisors are expected to:

- Fairly evaluate requests for flexible work arrangements
- Communicate promptly with employees about the status of their flexible work arrangement request
- Obtain approval of flexible work arrangement forms for their employees from their department's executive leader
- Engage equitably with employees regardless of work location and work schedule
- Request assistance from the Talent Services Department if they need help

### 4.3 Executive Leaders are expected to:

- Support an open dialogue about flexible work arrangements
- Oversee and ensure development and approval of flexible work arrangements for all eligible employees in their departments consistent with this policy
- Maintain records of approved flexible work arrangements for their department

### 4.4 The Talent Services Department is expected to:

- Provide initial and recurring education and training opportunities to supervisors and employees
- Serve as a resource to support employees, supervisors, and executive leaders requesting assistance or guidance with implementation of this policy



TITLE [POLICY NAME]	FLEXIBLE WORK ARRANGEMENTS		
POLICY #	TS-200	POLICY ADOPTED DATE	DATE
POLICY VERSION #	1	GO TRIANGLE OR DEPARTMENT NAME	TALENT SERVICES

## 5 POLICY

Flexible work arrangements for eligible employees must be developed collaboratively between employees, their supervisors, and their respective executive leaders. Departments and supervisors are encouraged to be open to allowing FWAs with the understanding that any work arrangement (conventional or flexible) must be supported by employee and supervisor accountability and be compatible with the operational needs of the department and business needs of the organization.

For an employee's FWA to be approved, the nature of the employee's work and responsibilities must be compatible with the flexible work arrangements requested. Flexible work arrangements are not appropriate for all employees or positions. Positions requiring on-site work may not be compatible with flexible work locations, and positions requiring specific work schedules for operational coverage may not be compatible with flexible work hours or schedules.

Supervisors shall evaluate the efficacy of new FWAs through an initial three-month period, and no less than annually thereafter. New FWAs may be modified or terminated at any time before the end of the three-month trial period based on organizational needs. In order for departments to continue to offer FWAs, departments must consistently demonstrate an ability to meet business objectives.

### 5.1 Flexible Work Locations (telework)

GoTriangle recognizes that many of its office-based functions can be performed effectively from off-site locations, and that allowing for telework as a component of FWAs for office-based employees is mutually beneficial for employees and the organization. GoTriangle also recognizes the benefits of co-location and face-to-face collaboration for many office-based employees. Further, GoTriangle recognizes that office-based employees have a range of work styles, with some employees performing focused work more easily from home, and others whose performance benefits from working in an on-site office environment. Office-based employees seeking telework as a component of their FWA are encouraged to consider the potential benefits of on-site days for themselves and their coworkers.

#### 5.1.1 On-Site Days

Employees approved for telework are encouraged to work on site two days per week to facilitate in-person meetings and face-to-face interactions with coworkers; in other words, the baseline for telework is three days per week. Supervisors may approve FWAs with more than three days telework per week, up to full time (five days) with no regularly scheduled on-site days. Employees who are approved for full-time telework should be available for occasional or recurring on-site or in-person events with advance notice.

#### 5.1.2 Telework Location

It is expected that employees will be located within commuting distance of the Triangle. Employees may telework from outside the region on a short-term/temporary basis. Arrangements in which an employee would telework from outside of North Carolina for more than 90 days in a calendar year require President/CEO approval.

### 5.4 Flexible Work Schedules

GoTriangle recognizes that many of its office-based functions can or must be performed outside of standard work hours, and that allowing for flexible work schedules as a component of FWAs for office-based employees is mutually beneficial for employees and the organization. Office-based

TITLE [POLICY NAME]	FLEXIBLE WORK ARRANGEMENTS		
POLICY #	TS-200	POLICY ADOPTED DATE	DATE
POLICY VERSION #	1	GO TRIANGLE OR DEPARTMENT NAME	TALENT SERVICES

employees seeking flexible work schedules as a component of their FWA are encouraged to be available as needed during core business hours (9:30am to 3:30pm) to support agency functions, internal collaboration, and external coordination with stakeholders and the public. Employees and supervisors are responsible for ensuring adequate coverage for essential functions tied to specific working hours.

#### 5.5.1 Flextime/Staggered Hours

Employees may request recurring/regular adjustments to the standard work day (8:00am to 5:00pm, which assumes a one-hour non-compensable lunch break) as part of their FWAs. The standard work day may be adjusted at the beginning (a start time earlier or later than 8:00am) and at the end of the day (an end time later or earlier than 5:00pm). The non-compensable lunch break may be reduced to 30 minutes, or increased to longer than one hour, or employees may choose to work through lunch. These adjustments may be applied to any or all days of the week.

#### 5.5.2 Compressed Work Schedules

A compressed work schedule is one that permits a full-time employee to work the equivalent of a full week in fewer than five days. Full-time exempt (salaried) employees scheduled to work 40 hours per week may request compressed work schedules with a total of 80 working hours within a two-week pay period. Full-time non-exempt (hourly) employees may request compressed work schedules with a total of no more than 40 working hours within a work week (12:00am Sunday through 11:59pm Saturday).

Common compressed work schedules include 4/10 (four 10-hour days, and one day off per week), half-day Fridays (9-hour days Monday through Thursday, and a 4-hour day on Friday), and 5/4 or 9/80 (one day off per pay period [e.g. alternating Fridays off], with 80 hours spread across the other nine work days generally eight 9-hour days and one 8-hour day). The 5/4 or 9/80 schedule is not available to non-exempt (hourly) employees.

### 5.6 Flexible Work Hours

To the extent day-to-day flexibility in work hours is compatible with or required by an employee's work responsibilities, and subject to supervisor approval, employees may modify their regular schedule to allow work missed on one day to be made up on another. Hours may be flexed in this manner across a two-week pay period for exempt (salaried) employees. Any adjustments made to a non-exempt (hourly) employee's schedule must fall within the same work week (12:00am Sunday through 11:59pm Saturday).

### 5.7 Administration

All eligible employees must have an approved FWA Form, including those who prefer to work a conventional schedule on site.

Employees should evaluate their interest in the flexible work arrangements described in this policy and assess the compatibility of their preferred arrangements with their job requirements. Employees should discuss their requested arrangements with their supervisor to obtain concurrence and feedback. The employee should complete the FWA Form to document the agreed-upon arrangement and provide a signed copy to their supervisor. When approved by both the employee's supervisor and executive leader, a copy of the completed form should be provided to the employee and filed in the FWA Shared Folder. Approval conveys that the employee, supervisor, and executive leader will comply with all requirements of this policy.

TITLE [POLICY NAME]	FLEXIBLE WORK ARRANGEMENTS		
POLICY #	TS-200	POLICY ADOPTED DATE	DATE
POLICY VERSION #	1	GO TRIANGLE OR DEPARTMENT NAME	TALENT SERVICES

## 5.8 General Provisions

All FWAs are subject to the following general provisions:

### 5.8.1 Supervisor Discretion

Supervisors have discretion to determine whether FWA requests are compatible with the organization's business needs consistent with this policy. GoTriangle expects supervisors to work with their assigned executive leader to assess the functions and duties of the department and organization as a whole and exercise sound judgments that account for individual employee needs, business necessity of the department, equity for similarly situated individuals within the department, and support for collaboration with other departments.

### 5.8.2 Non-Discrimination

The availability and terms of FWAs must be administered equitably based on applicable factors and without regard to an employee's age, color, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, or veteran status, and must be mindful of overall equity for similarly situated individuals within the department.

### 5.8.3 Americans with Disabilities Act (ADA) Compliance

This policy is available to all eligible employees, including employees with disabilities. Employees with disabilities whose needs would be met through a FWA may make a request through this policy and are not required to disclose their disability in that process. The employee may pursue a reasonable accommodation under the Americans with Disabilities Act (ADA) by contacting the Talent Services Department.

### 5.8.4 Annual Review

All recurring FWAs must be reviewed by the supervisor and employee as part of the annual performance evaluation process.

### 5.8.5 Revocation

Supervisors should provide as much advance notice as possible in the event of a revision or revocation of an approved FWA to permit the employee to make alternative arrangements. A minimum notice of ten (10) business days is required to change or revoke an approved FWA, unless circumstances necessitate otherwise at the discretion of the employee's supervisor.

### 5.8.6 Documentation

All regular and recurring FWAs must be documented in accordance with this policy and associated procedures.

### 5.8.7 Requirements Specific to Teleworking

All teleworking requests are subject to the requirements set forth in this policy and procedures as well as the following conditions:

#### 5.8.7.1 External Obligations

Employees approved for telework must be able to perform their duties free of external obligations that would interfere with their GoTriangle duties and responsibilities.



TITLE [POLICY NAME]	FLEXIBLE WORK ARRANGEMENTS		
POLICY #	TS-200	POLICY ADOPTED DATE	DATE
POLICY VERSION #	1	GO TRIANGLE OR DEPARTMENT NAME	TALENT SERVICES

#### 5.8.7.2 Work Location

Employees approved for telework are expected to be able to report to their GoTriangle work site when directed due to operational needs and/or due to changes to or revocation of their teleworking arrangement. Exceptions to this requirement may be made in limited circumstances based on operational needs. These may include but are not limited to:

- recruitment or retention of those with unique or scarce skills
- arrival or departure of employees for a transitional period of relocation

Long-term telework from outside the state of North Carolina may have tax implications for the organization and employee. Executive leaders desiring to approve an employee to work from outside the state for more than 90 days must obtain approval from the President/CEO and, if approved, must ensure that the employee coordinates appropriately with Finance and Talent Services to evaluate and address any tax implications.

#### 5.8.7.3 Travel

Employees working remotely may not charge mileage for travel between their off-site work location and their GoTriangle work site. For non-exempt employees, certain activities, such as travel to and from required meetings that occur during the workday, are included as hours worked for purposes of overtime calculation. For non-exempt employees, single-day travel implications should be minimized or avoided by making every attempt to schedule an employee's work such that they do not have to change locations during the workday.

#### 5.8.7.4 Workers' Compensation

Teleworking employees are covered by workers' compensation for job-related injuries that occur in the course and scope of employment only.

#### 5.8.7.5 Security, GoTriangle Property, and Compliance

The security, confidentiality, and integrity of GoTriangle records and information must be protected at all times and all employees must follow all GoTriangle policies relevant to privacy and IT security.

Appropriate steps must be taken to ensure that all GoTriangle property used off site as part of a telework arrangement is used in compliance with all GoTriangle licensing agreements and authorizations. Further, employees using GoTriangle-issued computers off site must comply with IT security protocols, including always logging into VPN and only using software installed and implemented by the IT department. Work performed under a teleworking arrangement remains subject to all applicable laws, policies, and regulations, as if it were performed on-site. These provisions include, but are not limited to, prohibitions on discrimination and workplace harassment, records retention obligations, and the North Carolina Public Records Act.

### 5.9 Existing Flexible Work Arrangements

All FWAs that were in place and/or approved prior to the adoption of this policy are subject to the requirements and approval processes set forth in this policy and associated procedures.

TITLE [POLICY NAME]	FLEXIBLE WORK ARRANGEMENTS		
POLICY #	TS-200	POLICY ADOPTED DATE	DATE
POLICY VERSION #	1	GO TRIANGLE OR DEPARTMENT NAME	TALENT SERVICES

## 6 ADDITIONAL INFORMATION | RELATED LINKS

- **Flexible Work Arrangement Planning Guidance:** helps a supervisor evaluate whether a position is suitable for a flexible work arrangement;
- **Flexible Work Arrangement Form:** must be used as a template to document the expectations of all parties.
- **Flexible Work Arrangement Supervisor's Checklist:** an optional quick reference list of things to remember when implementing a flexible work arrangement.

## 7 CONTACTS FOR ADDITIONAL INFORMATION AND REPORTING

Policy Administrator (Chief of Staff), Chief Talent Officer, Executive Vice President, [policy@gotriangle.org](mailto:policy@gotriangle.org).

Charles Lattuca, President and Chief Executive Officer

Date of Approval



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## **TS-200 – PROCEDURE**

**APPROVED, (DATE)**

**SUPPORTING DOCUMENT FOR FLEXIBLE WORK ARRANGEMENT**

### **1. INITIAL IMPLEMENTATION FOR EXISTING EMPLOYEES**

Within 90 days of adoption of TS-200, on a schedule to be determined by Talent Services for each department, employees in positions eligible for FWAs will discuss their preferred arrangements with their supervisor and submit the FWA form for approval.

Supervisors and executive leaders are expected to consider and approve FWA forms for all eligible employees within 15 days of receipt.

### **2. IMPLEMENTATION FOR NEW EMPLOYEES**

During the interview process for new employees in positions eligible for FWAs, supervisors will discuss GoTriangle's FWA policy and its applicability to the position with each candidate.

Within 30 days of hire, employees in positions eligible for FWAs will confirm their preferred arrangements with their supervisor and submit the FWA form for approval. Supervisors and executive leaders will consider and approve FWA forms for eligible new employees prior to the employee's start date.

For some positions, elements of the FWA may be considered a condition of employment. In those cases, Talent Services will include a description of the committed elements in the offer letter.

### **3. MONITORING**

Employees and supervisors are encouraged to continuously monitor efficacy of approved FWAs.

No less than annually at the time of an employee's performance review, employees and supervisors must evaluate and discuss the employee's FWA to confirm continuation or make revisions.

### **4. EMPLOYEE-REQUESTED CHANGES TO APPROVED FWAS**

Employees seeking changes to their FWA should discuss with their supervisor and submit an updated FWA form for approval. Supervisors and executive leaders are expected to consider and approve FWA forms within 15 days of receipt.

### **5. MANAGEMENT-DICTATED CHANGES TO APPROVED FWAS**

If an employee's FWA must be revised due to changes in operational needs of the department, business needs of the organization, or other circumstances, supervisors will discuss with affected employee(s) to provide as much advance notice as possible. Supervisors will provide written notice a minimum of ten (10) business days ahead of the change, unless circumstances necessitate otherwise at the discretion of the supervisor.



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## TS-200 – GUIDELINES

APPROVED, (DATE)

SUPPORTING DOCUMENT FOR FLEXIBLE WORK ARRANGEMENT

### 1. INTRODUCTION

This document was created to help supervisors and departments evaluate and implement flexible work arrangements when possible. Offering flexible work arrangements has been associated with improved employee morale, increased productivity, competitive recruitment, and decreased absenteeism. Supervisors are encouraged to consider and endeavor to support the work-life balance of employees with children, elderly or special-needs relatives, and other circumstances that may require or be supported by temporary or long-term flexible work arrangements.

Virtual work from home, since March 2020, has out of necessity changed the way we view internal/external working relationships, evaluation of productivity, and risks associated with the work environment. From the outset of the COVID-19 pandemic, a large majority of GoTriangle's office-based employees performed their jobs from home, with many working flexible and/or irregular hours to manage operational needs of the agency while providing support for employee physical health, mental health, and dependent care demands unique to the pandemic. A large majority of GoTriangle's office-based employees and supervisors reported that their productivity remained the same or increased over this disruptive period.

To support morale, productivity, and work/life balance going forward, supervisors are encouraged to embrace the paradigm shift in norms related to FWAs that has occurred at the agency and more broadly across the nation, using the guidance in this document.

### 2. GUIDING QUESTIONS FOR CONSIDERING A FLEXIBLE WORK ARRANGEMENT

These questions are intended to guide supervisors in thinking through advantages and disadvantages of a flexible work arrangement. There may be other factors unique to an employee's request not covered below that should be considered.

#### 2.1 Gathering Basic Information

When an employee requests a flexible work arrangement, you can use these questions to understand the employee's basic interests and begin considering options.

1. What type of flexible work arrangement is the employee(s) requesting (remote work, alternative schedule, compressed schedule, other)?
2. How would this flexible work arrangement change the employee's current schedule?
3. What is the employee's interest in a flexible work arrangement? Does a formal flexible work arrangement meet their interest, or another solution better meet their interests?
4. What period of time does the flexible work arrangement request cover?
5. Is the employee's position exempt or non-exempt? The issue of overtime arises in certain flexible work arrangements involving non-exempt employees. Thus, in order to avoid overtime spending, non-exempt employees are more limited in the types of arrangements for which they may be eligible (regular hours must not exceed 40 in a work week). The Talent Services Department is available to discuss any challenges such

employees may face. In any event, supervisors are encouraged to consider what other flexible work arrangements may be made, without creating overtime issues.

## **2.2 Assessing Business Need**

Now that you've understood the employee's basic request and interest, take the time to consider the following questions about how their request might affect business operations.

1. Are there aspects of the employee's job that make it necessary to be physically present at their regular work site? What are they and when do they occur?
2. Are there core hours/days those employees must be available regardless of their flexible work arrangement? (Consider things like regularly scheduled meetings, peak service demand times of day, weeks, months, seasons, etc.)
3. How might external and internal customers be affected? Are services enhanced or maintained at current levels? Would service levels decrease?
4. Are there any benefits to operations or customer service that this flexible work arrangement would support?
5. Will any partners or stakeholders be affected significantly, and should they be consulted?
6. If the request would negatively impact operations, are there other ways to help the employee have a flexible work arrangement that would meet their interests?
7. What kind of situations would require an employee to abandon their flexible work arrangement temporarily? (Consider emergencies/ inclement weather, certain seasonal work, or deadlines, etc.)

## **2.2 Assessing Working Relationship Needs**

1. How will this flexible work arrangement affect supervision of this employee? What do the employee and supervisor need to do to maintain a strong working relationship?
2. Will this flexible work arrangement affect others in the supervisory chain for the department?
3. Does this employee supervise anyone, and if so, how will the supervisory relationship be affected by the flexible work arrangement?
4. Does the employees' team need to be considered as part of this conversation? Should we consider a flexible work arrangement for the whole team or multiple team members simultaneously?

## **2.3 Managing Risk and Safety**

1. How does the flexible work arrangement affect the safety and security of the employee, staff and/or others, as well as GoTriangle facilities and property? If there are concerns, are there reasonable ways to address them?
2. Does the employee have the necessary equipment and connectivity available for the flexible work arrangement?



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## 2.4 Implementation

Now that you and your employee have agreed that a flexible work arrangement is the right fit, the following questions are intended to help you consider how to effectively support the arrangement:

1. How will productivity be measured?
2. What are the expectations for daily employee-supervisory communications?
3. How will the employee plan ahead for and catch up when they are away during the traditional work schedule?
4. How will the employee keep up to date on communications?
5. What situations (core hours, seasonal work, emergencies, etc.) will require an employee to abandon their flexible work arrangement temporarily?
6. When and how will you evaluate the flexible work arrangement?

## 3. DEVELOPING A WRITTEN AGREEMENT

1. Put the basic agreement in writing using the attached template.
2. If you would like review or assistance with developing the written agreement, contact the Talent Services Department.
3. Remind the employee that the flexible work arrangement is subject to evaluation and change at the department's discretion, while also considering the employee's needs. Set expectations with the employee regarding how and when they may request changes to the flexible work arrangement in the future.
4. Communicate the change in the employee's schedule to the team, customers, and partners.

## 4. MONITORING AND EVALUATING THE FLEXIBLE WORK ARRANGEMENT

How will you know if the flexible work arrangement is working well? It's important to create a plan and set expectations with your employee to evaluate the flexible work arrangement. Consider asking the following questions when reviewing the flexible work arrangement:

1. What unanticipated advantages have arisen from this flexible work arrangement?
2. Have unexpected challenges arisen as a result of this flexible work arrangement?
3. Should the flexible work arrangement continue as is?
4. When will we check in on the flexible work arrangement again?

## 5. FLEXIBLE WORK ARRANGEMENTS FOR NON-EXEMPT EMPLOYEES

Employees that are considered "non-exempt" according to the Fair Labor Standards Act (FLSA), also commonly referred to as hourly employees, must be paid at time and a half for all the hours over 40 that they work in GoTriangle's designated 7-day workweek (Sunday 12:00am to Saturday 11:59pm).

Although many types of flexible work arrangements are available to non-exempt employees, arrangements that would result in a non-exempt (hourly) employee working more than 40 hours in a single week would require GoTriangle to pay overtime and therefore are not allowed by this policy. Supervisors must manage the hours of non-exempt (hourly) employees to assure that employees do not work unapproved overtime.



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GoTriangle employees are paid bi-weekly, so it can be easy to get confused about the overtime pay requirement. Non-exempt (hourly) employees cannot balance their hours out over the two-week pay cycle; they must balance their hours out (to a total of no more than 40) over GoTriangle's designated 7-day work period (12:00am Sunday through 11:59pm Saturday).

## 6. FLEXIBLE WORK ARRANGEMENTS SUPERVISOR CHECKLIST (OPTIONAL)

- ☐ Do you have the request from the employee in writing?
- ☐ Have you gathered basic information (*Flexible Work Arrangements Planning Guidance*)?
- ☐ Have you assessed business need (*Flexible Work Arrangements Planning Guidance*)?
- ☐ Have you assessed working relationship needs (*Flexible Work Arrangements Planning Guidance*)?
- ☐ Have you considered any impact to risk/safety (*Flexible Work Arrangements Planning Guidance*)?
- ☐ Have you met with employee to discuss details and logistics of agreement?
- ☐ Have you obtained input on unusual circumstances from your department's executive leader?
- ☐ Have you and your executive leader approved or denied the request, and communicated that decision to employee?

### 6.1 Checklist for Supervisors – After Approval

- ☐ Have you communicated the arrangement to team/customers/partners?
- ☐ Have you set a time to sit down and review how the arrangement is working out?





## TS-200 – FLEXIBLE WORK ARRANGEMENT FORM

### FLEXIBLE WORK ARRANGEMENT FORM (REQUIRED)

This agreement specifies the conditions applicable to a flexible work arrangement (FWA) for:

Employee #:	Employee Name:
Department:	Supervisor:

#### 1. Description of agreed upon Flexible Work Arrangement

##### Flexible Work Location

- Number of on-site days per week: \_\_\_\_\_
- Number of off-site days per week: \_\_\_\_\_
- Amount of notice to be provided for required on-site events on scheduled off-site days:  
\_\_\_\_\_

##### Flexible Work Schedule

- Please provide the description of schedule  
(e.g. Compressed work week, four 10-hour days, Monday to Thursday, 8am to 6:30pm):

##### Flexible Work Hours

Check applicable arrangement:

- ☐ Employee is delegated authority to make minor/temporary modifications to schedule and/or work location as needed with advance notice to supervisor and affected coworkers
- ☐ Employee must request supervisor approval for any modification to schedule and/or work location

#### 2. Employee Agreement (please check each box below)

- ☐ I understand and will comply with the requirements of the Flexible Work Arrangements Policy.
- ☐ I affirm that my work environment will be conducive to my work obligations.
- ☐ I understand that this arrangement does not alter the duties, assignments, and work obligations of my position, including participating in meetings and communicating with colleagues.
- ☐ I understand that substantive modifications to this arrangement require supervisor approval.
- ☐ I understand that this arrangement may be altered, suspended, or terminated if there are changes in GoTriangle's business needs.

Employee Signature:	Date:
Supervisor Signature:	Date:
Executive Leader Signature:	Date:





Connecting all points of the Triangle

## MEMORANDUM

**TO:** GoTriangle Board of Trustees  
**FROM:** Finance & Administrative Services / Capital Development  
**DATE:** September 28, 2022  
**SUBJECT:** Durham Transit FY 2023 Q2 Durham Transit Work Plan & Budget Amendment

### Strategic Objective or Initiative Supported

Implement the Durham Transit Plan. This item supports initiative 1.2, "Pursue service improvement and expansion opportunities."

### Action Requested

Staff requests that the GoTriangle Board of Trustees approve the FY 2023 Q2 Durham Transit Work Plan and budget amendment.

### Background and Purpose

*One (1) amendment*

Durham Rail Crossing Elimination Study and Grant Opportunity – The Durham Transit Plan includes funding for implementation of a regional vision for commuter rail connecting Durham to RTP, Morrisville, Cary, Raleigh, Garner, and potentially Clayton. To date, annual work plans have funded three phases of planning in support of the Greater Triangle Commuter Rail effort, including a Major Investment Study and Phases I and II of the Greater Triangle Commuter Rail Feasibility Study.

Two significant preliminary findings of the Greater Triangle Commuter Rail Feasibility Study Phase II are (1) an updated cost estimate for the project that is approximately 50% higher than estimates included in the Durham and Wake transit plans, and (2) concern about the project's ability to obtain New Starts grant funding based on current project information and current program criteria. As a result, GoTriangle is evaluating opportunities for phased implementation of commuter rail, as well as opportunities to pursue other federal grants to support the project with support from project partners including Durham County and the DCHC MPO.

The Federal Railroad Administration (FRA) opened a call for projects for the new Rail Crossing Elimination program at the end of June, and since that time GoTriangle has held several meetings with MPO, county, and municipal staff to discuss opportunities specific to that program. Staff has identified a planning study for a package of grade crossing projects in east Durham as the best candidate to move forward this round. This program provides for federal participation up to 80%

of the cost of the study, with a 20% local match. Staff has received comments from The Durham Board of County Commissioners and the DCHC MPO Board that an application should move forward for this round to maximize the potential for funding, even though the adoption of the updated transit plan and a regional decision on the commuter rail implementation plan are not yet complete.

This request would allocate funding identified in the Durham Transit Plan for commuter rail implementation to fund an additional phase of location-specific study to identify solutions for grade crossing eliminations in east Durham that may be necessary to implement service to east Durham, downtown Durham, and west Durham. The amount requested (\$600,000) is 20% of the estimated cost of the study, to support an application for 80% of the funding from the Federal Railroad Administration.

This study would include public engagement, planning, preliminary design, and NEPA review at three locations where safety and operational issues have been identified in the commuter rail feasibility study and/or earlier studies:

- 1) Plum Street, which would need to be closed or separated to accommodate an East Durham commuter rail station;
- 2) Driver Street, where a serious injury crash involving a train occurred in 2018 and which would need to be closed or separated to accommodate adding a third track through the east Durham yard area which has been identified by the operating railroad as necessary for commuter rail, unless the operating railroad accepts an alternate design; and
- 3) Ellis Road (North), also referred to as Ellis Road (West) at the east Durham yard area between the intersections of Ellis Road with Pettigrew Street and Angier Avenue, which each have a history of more than 20 crashes in a five year period.

Completing this study to determine design solutions and obtain environmental clearance for changes to the crossings at these locations would position those changes to be submitted for future federal funding opportunities for final design and construction, and for future rounds of STI to seek state funding. Solutions identified in the study could include closures, roadway grade separations, and/or pedestrian/bicycle grade separations, or it may be determined through public engagement that changes to these locations are not acceptable to the community. This determination is critical to identifying a path to implementation of commuter rail service to central Durham.

Included in these attachments has been submitted for approval:

- Detailed Project Amendment Request

At the time of the GoTriangle Board of Trustees receiving this item, the Durham Staff Working Group will have already reviewed and recommended the listed amendment to the GoTriangle Board of Trustees.



### Financial Impact

The proposed amendment, if approved by the Board of Trustees, will increase the FY23 Durham Transit Work Plan by \$600,000. The expenditure is anticipated to have zero financial impact to the overall revised Durham Transit Work Plan that is currently under discussion.

### Attachments

- Budget ordinance amendment 2022 00xx

### Staff Contacts

- Steven Schlossberg, Budget & Finance Mgr., 919-485-7590, [sschlossberg@gotriangle.org](mailto:sschlossberg@gotriangle.org)
- Katharine Eggleston, Chief Devt. Officer, 919-485-7564, [keggleston@gotriangle.org](mailto:keggleston@gotriangle.org)



FY23 Budget Change Impact - Durham Transit Plan

Revenue      Expenditures      Reserve/Cash Impact      Fund Affected      Comments

FY23 Approved Budget	\$	69,334,289	\$	52,154,367	\$	17,179,922		
GoTriangle-Durham (Capital - Commuter Rail Transit)								
				600,000		(600,000)	41	Durham Rail Crossing Elimination Study and Grant Opportunity - The purpose of this amendment is to fund location-specific study to identify solutions for grade crossing eliminations in east Durham that may be necessary to implement service to east Durham, downtown Durham, and west Durham. The amount requested is 20% of the estimated cost of the study, to support an application for 80% of the funding from the Federal Railroad Administration.
Amended FY23 Budget (Sep 2022)	\$	69,334,289	\$	52,754,367	\$	16,579,922		
Changes from Amendments			\$	600,000	\$	(600,000)		

**2022 0030**

**GOTRIANGLE  
FISCAL YEAR 2023  
TRIANGLE TAX DISTRICT – DURHAM CAPITAL FUND  
BUDGET ORDINANCE**

**BE IT ORDAINED** by the Research Triangle Regional Public Transportation Authority Board of Trustees:

**Section 1.** It is estimated that the following revenues will be available in the **Triangle Tax District – Durham Capital Fund** for the fiscal year beginning July 1, 2022, and ending June 30, 2023:

	Original	Revised
Article 43 ½ Cent Local Option Sales Tax	\$27,273,289	\$27,273,289
<b>Total</b>	<b>\$ 27,273,289</b>	<b>\$ 27,273,289</b>

**Section 2.** The following amounts hereby are appropriated in the **Triangle Tax District – Durham Capital Fund** for the fiscal year beginning July 1, 2022, and ending June 30, 2023:

	Original	Revised
Transit Infrastructure	\$ 0	\$ 0
GoTriangle	7,150,000	7,150,000
Durham County / ACCESS	150,000	150,000
City of Durham/GoDurham	2,436,600	2,436,600
Commuter Rail Transit	0	0
GoTriangle	0	600,000
Vehicle Purchase	0	0
GoTriangle	356,767	356,767
Allocation to Durham Capital Fund Balance	<u>17,179,922</u>	<u>16,579,922</u>
<b>Total</b>	<b>\$ 27,273,289</b>	<b>\$ 27,273,289</b>

**Section 3.** The FY23 Durham Transit Work Program reflects ongoing projects that remain vital to providing service to current transit customers and new projects that address immediate needs during a transition year to a new Transit Plan with updated priorities. The current project budgets identified are those that are deemed time-sensitive ongoing efforts or involve time-sensitive external grant sources as part of their overall funding mechanism. DCHC MPO, GoTriangle and Durham County will consider amendments to the FY23 Durham Transit Work Program as priorities are identified in the new Transit Plan.

**Section 4.** Triangle Tax District – Durham Capital Funds are appropriated pursuant to section 13.2 of Chapter 159 of the North Carolina General Statutes; therefore, appropriations do not lapse at the end of the fiscal year and are available for the duration of the project unless subsequently approved for reallocation by the GoTriangle Board of Trustees.

**Section 5.** Copies of this Budget Ordinance shall be furnished to the Clerk to the Board of Trustees and to the Budget Officer of this Authority to be kept on file for their direction in the disbursement of funds.

**ADOPTED THIS THE 28<sup>TH</sup> DAY OF SEPTEMBER 2022.**

---

Sig Hutchinson, Board of Trustees Chair

**ATTEST:**

---

Michelle C. Dawson, Clerk to the Board



Connecting all points of the Triangle

## MEMORANDUM

**TO:** GoTriangle Board of Trustees  
**FROM:** Finance & Administrative Services / Capital Development  
**DATE:** September 28, 2022  
**SUBJECT:** Durham Transit FY 2023 Q2 Durham Transit Work Plan & Budget Amendment

### Strategic Objective or Initiative Supported

Implement the Durham Transit Plan. This item supports initiative 1.2, "Pursue service improvement and expansion opportunities."

### Action Requested

Staff requests that the GoTriangle Board of Trustees approve the FY 2023 Q2 Durham Transit Work Plan and budget amendment.

### Background and Purpose

*One (1) amendment*

Durham Rail Crossing Elimination Study and Grant Opportunity – The Durham Transit Plan includes funding for implementation of a regional vision for commuter rail connecting Durham to RTP, Morrisville, Cary, Raleigh, Garner, and potentially Clayton. To date, annual work plans have funded three phases of planning in support of the Greater Triangle Commuter Rail effort, including a Major Investment Study and Phases I and II of the Greater Triangle Commuter Rail Feasibility Study.

Two significant preliminary findings of the Greater Triangle Commuter Rail Feasibility Study Phase II are (1) an updated cost estimate for the project that is approximately 50% higher than estimates included in the Durham and Wake transit plans, and (2) concern about the project's ability to obtain New Starts grant funding based on current project information and current program criteria. As a result, GoTriangle is evaluating opportunities for phased implementation of commuter rail, as well as opportunities to pursue other federal grants to support the project with support from project partners including Durham County and the DCHC MPO.

The Federal Railroad Administration (FRA) opened a call for projects for the new Rail Crossing Elimination program at the end of June, and since that time GoTriangle has held several meetings with MPO, county, and municipal staff to discuss opportunities specific to that program. Staff has identified a planning study for a package of grade crossing projects in east Durham as the best candidate to move forward this round. This program provides for federal participation up to 80%

of the cost of the study, with a 20% local match. Staff has received comments from The Durham Board of County Commissioners and the DCHC MPO Board that an application should move forward for this round to maximize the potential for funding, even though the adoption of the updated transit plan and a regional decision on the commuter rail implementation plan are not yet complete.

This request would allocate funding identified in the Durham Transit Plan for commuter rail implementation to fund an additional phase of location-specific study to identify solutions for grade crossing eliminations in east Durham that may be necessary to implement service to east Durham, downtown Durham, and west Durham. The amount requested (\$600,000) is 20% of the estimated cost of the study, to support an application for 80% of the funding from the Federal Railroad Administration.

This study would include public engagement, planning, preliminary design, and NEPA review at three locations where safety and operational issues have been identified in the commuter rail feasibility study and/or earlier studies:

- 1) Plum Street, which would need to be closed or separated to accommodate an East Durham commuter rail station;
- 2) Driver Street, where a serious injury crash involving a train occurred in 2018 and which would need to be closed or separated to accommodate adding a third track through the east Durham yard area which has been identified by the operating railroad as necessary for commuter rail, unless the operating railroad accepts an alternate design; and
- 3) Ellis Road (North), also referred to as Ellis Road (West) at the east Durham yard area between the intersections of Ellis Road with Pettigrew Street and Angier Avenue, which each have a history of more than 20 crashes in a five year period.

Completing this study to determine design solutions and obtain environmental clearance for changes to the crossings at these locations would position those changes to be submitted for future federal funding opportunities for final design and construction, and for future rounds of STI to seek state funding. Solutions identified in the study could include closures, roadway grade separations, and/or pedestrian/bicycle grade separations, or it may be determined through public engagement that changes to these locations are not acceptable to the community. This determination is critical to identifying a path to implementation of commuter rail service to central Durham.

Included in these attachments has been submitted for approval:

- Detailed Project Amendment Request

At the time of the GoTriangle Board of Trustees receiving this item, the Durham Staff Working Group will have already reviewed and recommended the listed amendment to the GoTriangle Board of Trustees.





### Financial Impact

The proposed amendment, if approved by the Board of Trustees, will increase the FY23 Durham Transit Work Plan by \$600,000. The expenditure is anticipated to have zero financial impact to the overall revised Durham Transit Work Plan that is currently under discussion.

### Attachments

- Budget change impact
- Budget ordinance amendment 2022 0030
- Memo to Durham Staff Working Group

### Staff Contacts

- Steven Schlossberg, Budget & Finance Mgr., 919-485-7590, [sschlossberg@gotriangle.org](mailto:sschlossberg@gotriangle.org)
- Katharine Eggleston, Chief Devt. Officer, 919-485-7564, [keggleston@gotriangle.org](mailto:keggleston@gotriangle.org)





**BOARD OF TRUSTEES  
OPERATIONS & FINANCE COMMITTEE  
MEETING MINUTES | DRAFT**

4600 Emperor Boulevard  
Suite 100  
Durham, NC 27703

Thursday, September 1, 2022

8:30 a.m.

Remote | Microsoft Teams

**Committee members present** | Corey Branch, Sig Hutchinson, Jennifer Robinson, Stelfanie Williams

**Committee members absent** | Valerie Jordan, Renée Price [excused]

Jennifer Robinson officially called the meeting to order at 8:36 a.m. A quorum was present.

**I. Adoption of Agenda**

**II. Approval of Minutes**

**Action:** A motion was made by Williams and seconded by Hutchinson to adopt the agenda and approve the minutes of August 4, 2022. Upon vote by roll call, the motion was carried unanimously.

**III. Amendments to Rules of Procedure**

Byron Smith presented revisions to the Board's Rules of Procedure. He stated that the Rules were reviewed to make sure they were up-to-date with current standards and consistent with the bylaws. He the changes and added that a staff committee is reviewing public hearings and will bring a recommendation for changes to that section of the Rules at a future date.

Robinson asked for clarification that board members requesting to add an item to the agenda would need to submit that two weeks in advance. Smith responded yes. Dawson added that an item could be added at the meeting when the agenda is approved or under "new business" as discussion, but not action. Smith stated the public needs to be aware of what is being discussed in open session and board members do not want to be surprised by last minute items.

Williams asked the process for a member of the public to make comments about the agenda. Smith referred to Rule 6, stating that at the beginning of every meeting the chair asks for comment from anyone who has signed up in advance but also offers an opportunity to people who have not have not signed up in advance.

**Action:** A motion was made by Hutchinson and seconded by Branch to recommend the Board approve the proposed amendments to the Board of Trustees Rules of Procedure. Upon vote by roll call, the motion was carried unanimously.

**IV. Amendments to Bylaws | Article XI**

Byron Smith stated that during the review of the bylaws it was discovered that multiple versions of the Equal Employment Opportunity statement existed in GoTriangle materials. He presented an amendment to Article XI of the bylaws provided by GoTriangle's EEO director and confirmed that it complies with federal law.

**Action:** A motion was made by Branch and seconded by Williams to recommend that the Board approve the proposed bylaws amendments, Article XI Equal Opportunity Employer. Upon vote by roll call, the motion was carried unanimously.

#### V. Compensation Recommendations for Transit Operations and Maintenance

Saundra Freeman stated that this item is in response to the challenges GoTriangle has in retaining and recruiting employees in today's market. She said that operations and maintenance staff contributed to the recommendation being introduced today. Staff has looked at other transit operators in the region as well.

Freeman stated that well over half of maintenance and operations staff are currently below the minimum salaries being presented.

	Average Salary	Proposed Minimum	Average years of service	Average years in position
Operator	\$21.04	\$19.00	7.2	
Operator supervisor	\$23.79	\$27.07	7.4	2.3
Dispatcher/supervisor/others	\$21.23	\$25.84	7.4	3.3
Mechanic 1	\$23.07	\$29.53	9.8	
Mechanic 2	\$31.13	\$32.48	18.7	
Mechanic 3	\$31.30	\$35.73	8.3	
Maintenance supervisor	\$37.07	\$39.30	9.7	4.2
Service attendance	\$20.63	\$18.50	13.3	

The recommendation and charts for each position are attached and hereby made a part of these minutes. Freeman stated that goals of this recommendation are employee retention; attracting new employees; a compensation package that is based on seniority, transparency and pay for performance; and addressing the compression issues created by the increase.

Robinson asked for the definition of compression. Freeman responded that the last compensation study recommended a \$2 increase for new hires; however, existing employees did not received a proportionate increase so the difference in pay for new and tenured employees was compressed.

Freeman added that a few positions are under additional consideration and are being looked at on a case-by-case basis. Additionally, the shift differential for working second shift [1-10 p.m., 2-11 p.m. or 3 p.m.-12 a.m. schedules] will increase to \$1.50. This will be added as a lump sum each pay period, not an increase in the hourly rate.

Freeman said that pay grades will need to be revisited, but that will be an organization-wide impact. Robinson stated her support for eliminating salary maximums, saying that would seem to be a deterrent for people. Lattuca responded that salary ranges are common. Robinson suggested a yearly increase in the ranges by the amount of inflation plus an additional 1-2% to give employees the change to continue to strive for excellence and be rewarded. Committee members encouraged staff to prioritize work on adjusting pay ranges for the organization.

Robinson raised the topic of GoTriangle's budgeted deficit spending and the contribution of rental tax dollars to the counties. Lattuca stated that a meeting is being planned at the request of CAMPO. He said the DCHC MPO and Durham County will be include in the meeting to discuss this issue. He said they are on notice that it is the intention of the GoTriangle Board to recover this revenue source or find another revenue source to offset the losses. He added that he has reached out to NCDOT about legislative action to index the vehicle registration fee to inflation.

Robinson encouraged staff to make the correlation between these compensation recommendations and the budget. She said it is important to pay our employees what they deserve and to be a viable transit organization, but if GoTriangle cannot recoup the vehicle rental tax the deficit will be even greater next year.

**Action:** A motion was made by Hutchinson and seconded by Williams to recommend that the Board approve the proposed compensation structure for maintenance and operations staff. Upon vote by roll call, the motion was carried unanimously.

#### VI. Policy Advisory Committee Report

Sharon Chavis explained the creation of the Policy Advisory Committee [PAC], comprised of executive staff and representatives from all departments within the agency. She stated the role of the PAC is to ensure all policies are easy to understand, organized, consistent with existing policies, reflective of current law and best practices and support GoTriangle's mission, strategic plan and initiatives.

She presented two policies for consideration, the Policy Development Policy which establishes governing principles for the development, approval, maintenance, management and publication of policies at GoTriangle. This policy includes a process for rescission of outdated policies and supporting documents for guidance and a policy template for uniformity and consistency.

The second policy is the Flexible Work Arrangements Policy which permits employees with supervisor approval to work flexible schedules and alternate work locations for all or part of the work week. The policy builds on two previous policies, Work/Life Balance and Telecommuting, and incorporates feedback from an employee survey. The new policy eliminates the six month waiting period for new employees waiting increases the telework baseline from two to three days per week. The policy also allows supervisors to approve telework days up to full time. Procedures, guidance and a form [agreement] have been developed as well.

Upon approval of the policy, employees will receive a 30-day notice on the return to office.

**Action:** A motion was made by Hutchinson and seconded by Branch to recommend that the Board approve PP-001 Policy Development Policy and TS-200 Flexible Work Arrangements Policy. Upon vote by roll call, the motion was carried unanimously.

**VII. Adjournment**

**Action:** The meeting was adjourned at 9:55 a.m.

Prepared by:

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Michelle C. Dawson, CMC  
Clerk to the Board of Trustees

## Contract Work Orders – August 2022 (< \$250K)

Contract #	Contractor (or subject if no contractor listed)	Contract Amount	Subject	Comments	Pres/CEO Date Executed
18-041F	RKA	\$24,952.00	Addendum No. 1 to Task Order No. 12	Survey Design for Bus Stops	8/1/2022
19-075	Uber	\$60,000	Transit Services Agreement	Transit Services	8/1/2022
19-001	STV	\$0	Contract Extension	Amendment Six- Greater Triangle Commuter Rail Update of Alternatives Analysis & Further Study	8/2/2022
924	Wake County Finance Department	\$12,375.32	License	Quarterly Radio Network System	8/17/2022
925	Trapeze	\$16,260.57	License	Voice Minutes/SMS Messages/PASS	8/17/2022
22-022	RB Infrastructure LLC	\$0	Bus Development Agreements	RUS Bus Development Agreements (Third Amendment) To JDSA and JDA	8/17/2022
932	Capital Analytics	\$10,500	Advertisement Agreement	Advertisement	8/23/2022
18-041F	RKA	\$30,971.00	Addendum No. 1 to Task Order No. 7	Survey Design for Bus Stops	8/26/2022
933	Cityzen Solutions, INC.	\$2,827.99	License Agreement	License	8/29/2022
18-041B	MBP	\$65,951.00	Task Order 10	GoDurham Group D Bus Stop Construction Management	8/30/2022
939	CBM	\$10,000	Bus Parts	Blanket PO	8/30/2022
938	D&W Diesel	\$30,000	Bus Parts	Blanket PO	8/30/2022
937	Luminator	\$17,037.68	License Agreement	License	8/30/2022
943	Translite	\$13,000	Bus Parts	Blanket PO	8/30/2022
917	Snider Tires	\$50,000	Bus Tires	Blanket PO	8/30/2022

## HR Board Report – September 2022

### NEW HIRES

Eric Curry- Chief Communications Officer, Eric Curry  
 Mariee Flanagan -Bus Operator I  
 David Coleman -Database Analyst,  
 Bong Vang- Senior Engineer - Design,  
 Juan Rao Unas -Travel Services Associate - Bilingual Spanish

### PROMOTIONS

Abraham Gebremariam, Electronics Technician I to Electronics Technician II  
 Kenan James, Bus Operator I to Transit Service Supervisor  
 Amber Warren, Customer Information Coordinator to Customer Information Training Coordinator  
 Chris Clark, Sr. Data Reporting Specialist to Data Reporting Analyst  
 Kaku Dadzie, Bus Operator II to Bus Operator III

### SERVICE AWARDS

10 Years, Judy Nyberg

### RECRUITING

Associate General Counsel  
 Building Custodian  
 Bus Operator I  
 Compliance Specialist – EEO/DBE/Title VI  
 Diesel Mechanic  
 Director of Regional Partnership  
 Electronics Technician  
 Executive Assistant - Legal  
 Paratransit Dispatcher/Operator  
 Paratransit Operator I  
 Public Engagement Supervisor  
 Regional Technology Project Manager  
 Senior Financial Analyst  
 Service Attendant  
 Transit Service Supervisor





TRANSIT PERFORMANCE  
**REPORT**

August  
2022





## Fixed Route

Consists of vehicles operating  
along a defined route on a  
consistent schedule

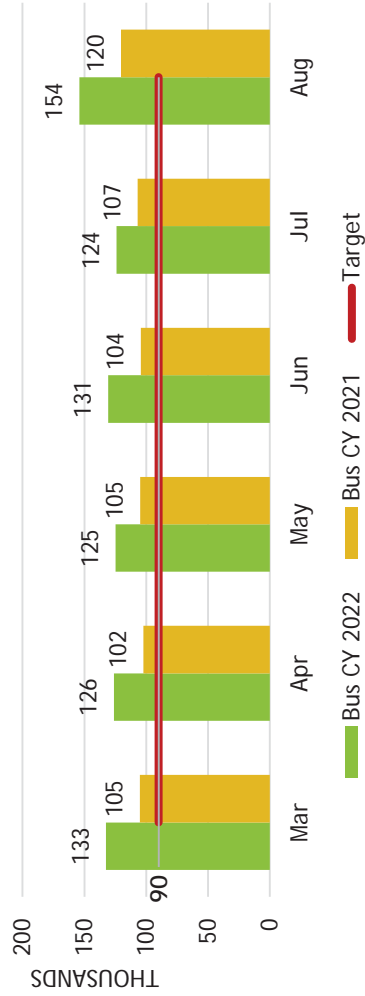
# Fixed Route Year-to-Year Summary

	YTD 2023	YTD 2022	Aug 2022	Aug 2021
Passenger Boardings	278,112	227,131	153,989	120,288
Passengers/Revenue Hour	15.8	10.7	16.9	12.1
On-Time Performance	86.5%	88.9%	84.0%	87.6%
Total Mechanical Failures	31	31	13	13
Mean Distance Between Failures	375,912	53,648	195,677	108,563
Bus Total Miles	375,912	440,899	195,677	217,125
Collisions per 100,000 Revenue Miles	0.61	0.00	0.59	1.65
Verified Complaints per 100,000 Passengers	1.8	0.0	0.0	4.2

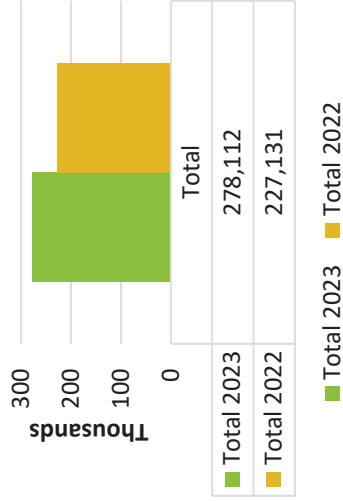
# Passenger Boardings

- ▶ Defined as the number of times passengers board public transportation vehicles
- ▶ All years shown are the fiscal year of the latest month

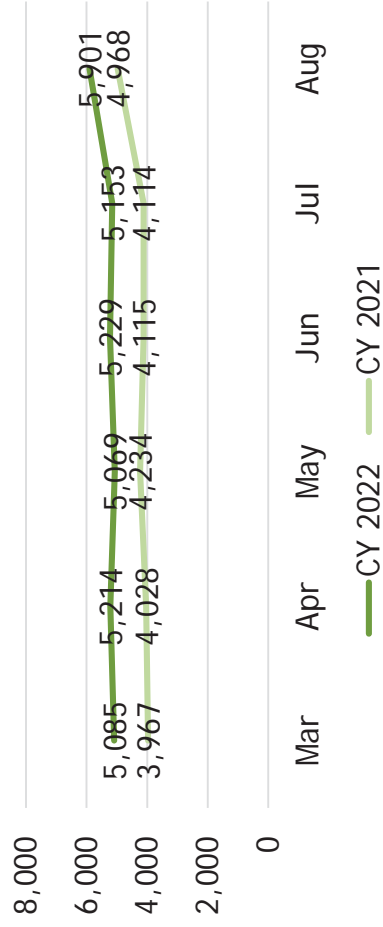
Monthly Passenger Boardings



Total



Average Weekday Passenger Trips



# Passengers per Revenue Hour

Measures total fixed route bus ridership, divided by total fixed route bus revenue service hours



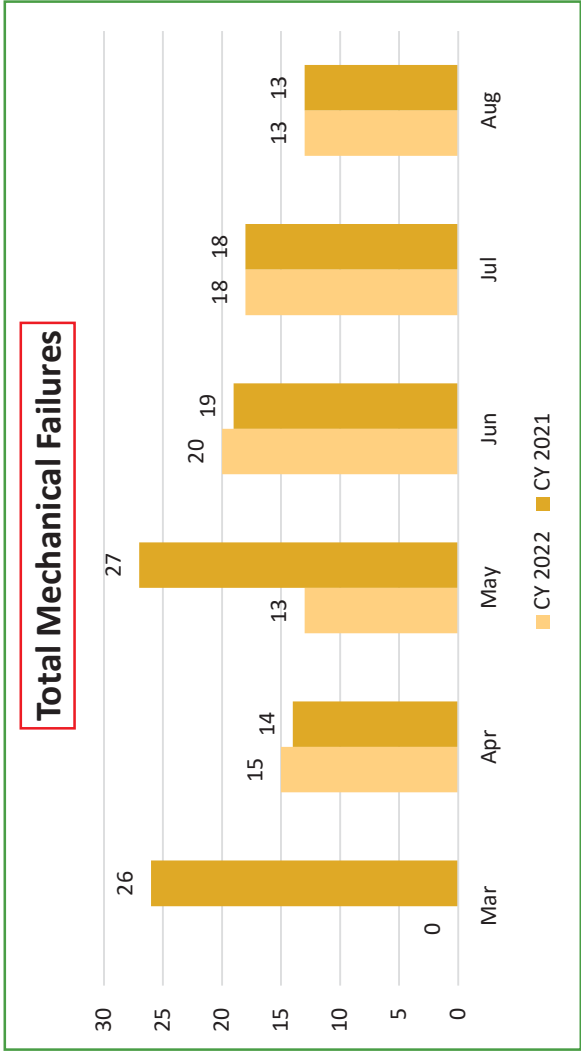
# On-Time Performance

Measures on-time performance of fixed route bus service. On-time is defined as bus arrival at the stop between one minute early and five minutes late.



# Mechanical Failures

Measures the total number of mechanical failures, major and other, of the bus fleet.

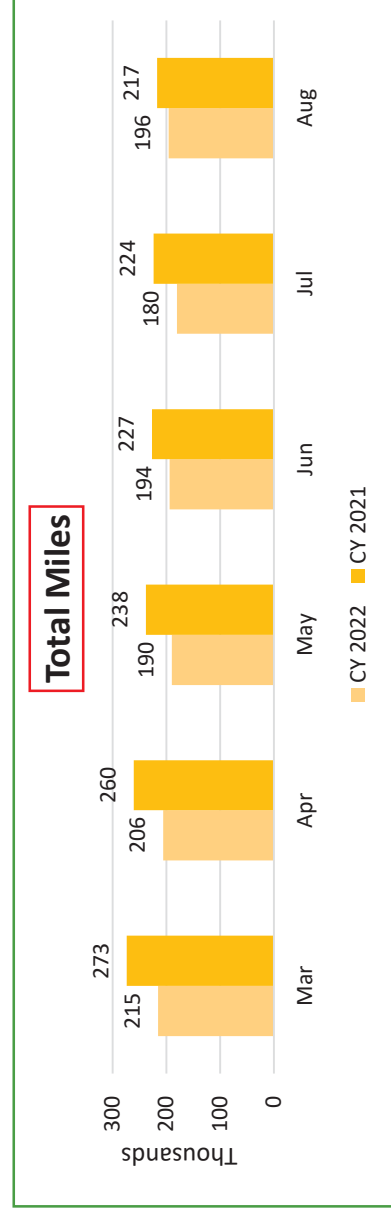
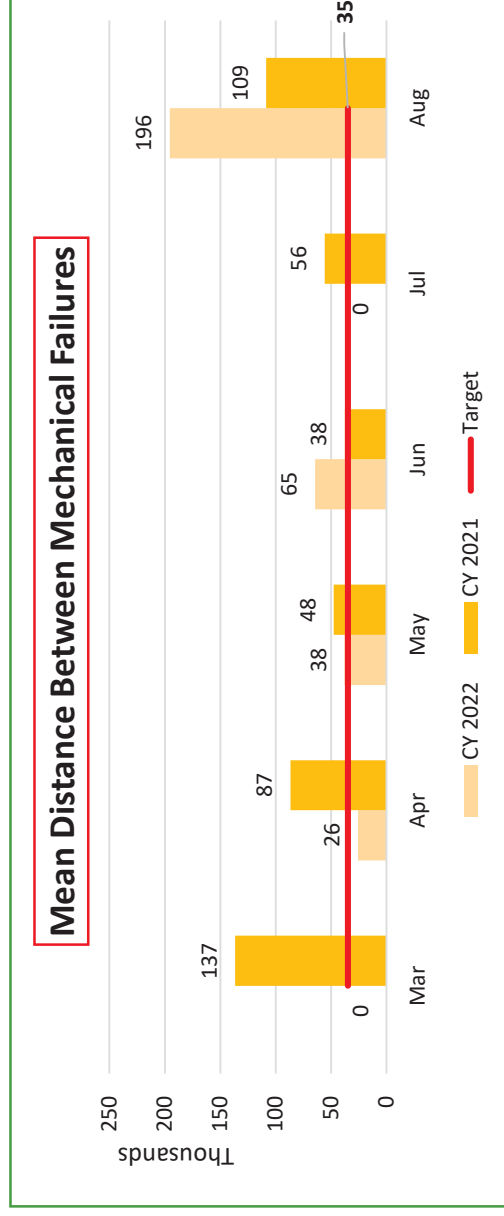


CY 2022					
	Mar	Apr	May	Jun	Jul
Major		8	5	3	0
Other		7	8	17	18
Total		15	13	20	18
					13

CY 2021						
	Mar	Apr	May	Jun	Jul	Aug
Major	2	3	5	6	4	2
Other	24	11	22	13	14	11
Total	26	14	27	19	18	13

# Mean Distance Between Failures

Measures the miles between major mechanical failures on the fixed route fleet (Note: Higher Bus Mean Distance Between Failures is better.)



# Collisions per 100,000 Revenue Miles

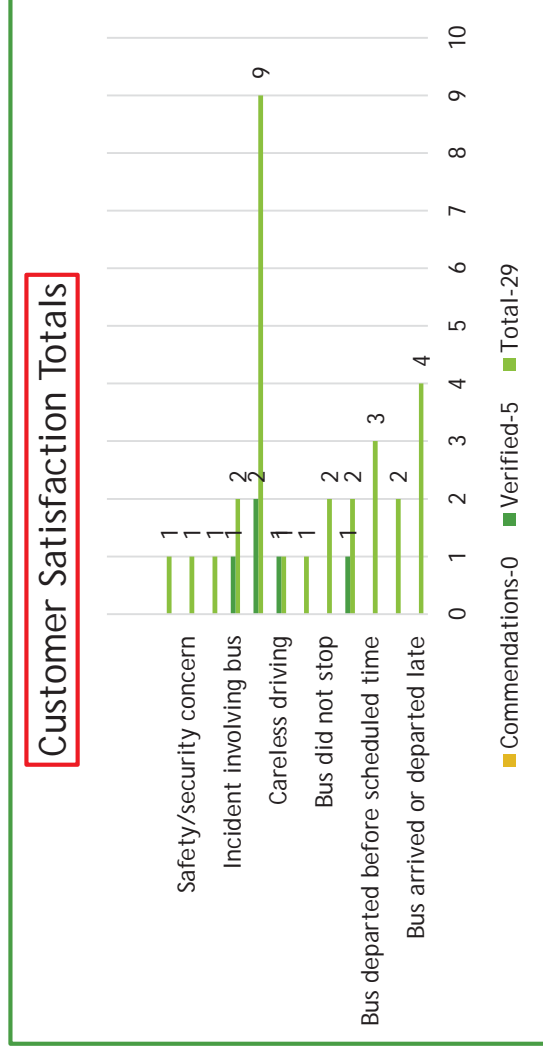
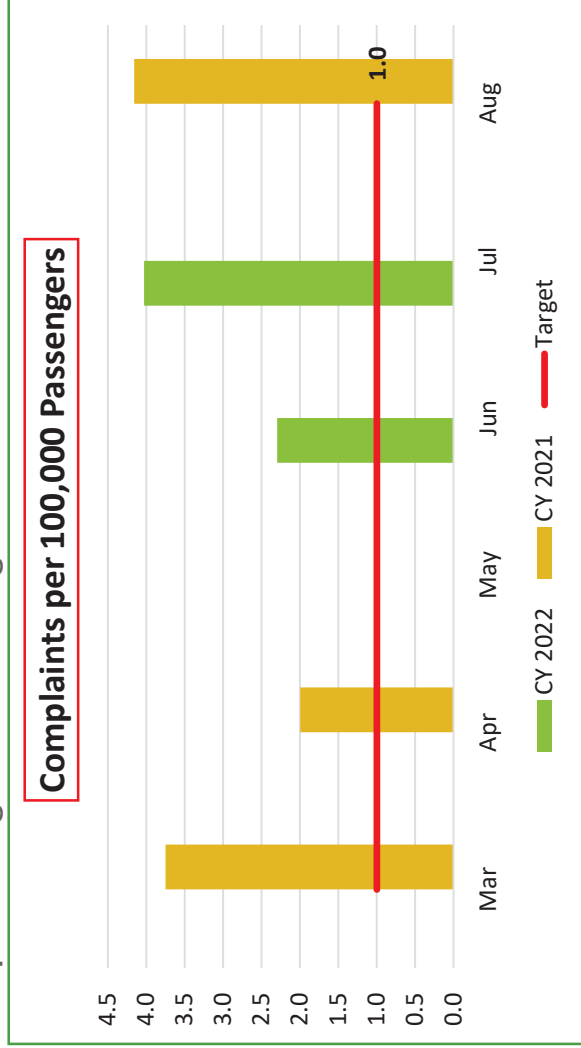
Measures the number of preventable collisions involving bus service per 100,000 miles.





# Customer Satisfaction

Measures verified customer complaints about bus service per 100,000 bus passenger boardings.





## Paratransit

ADA service where passengers request trips and vehicles respond to the request.

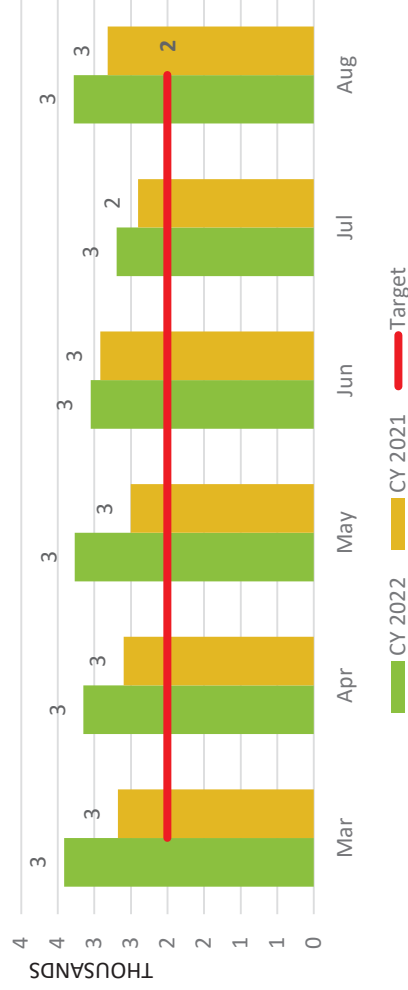
# Paratransit Year-to-Year Summary

	Aug 2022	Aug 2021	YTD 2022	YTD 2021
Passenger Boardings	3,283	2,817	5,979	5,218
Passengers/Revenue Hour	2.0	2.1	1.9	2.1
On-Time Performance	87.7%	87.6%	88.9%	88.0%
Total Mechanical Failures	0	0	0	0
Mean Distance Between Failures	No failures	No failures	No failures	No failures
ACCESS Total Miles	52,224	42,889	109,475	98,173
Collisions per 10,000 Revenue Miles	0.0	0.0	0.0	0.00
Verified Complaints per 10,000 Passengers	0.0	0.0	0.0	0.06

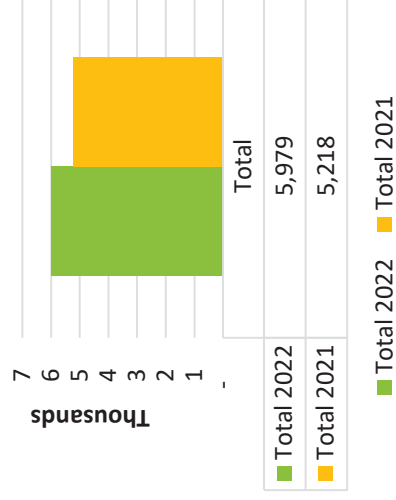
# Passenger Boardings

Defined as the number of times passengers board public transportation vehicles

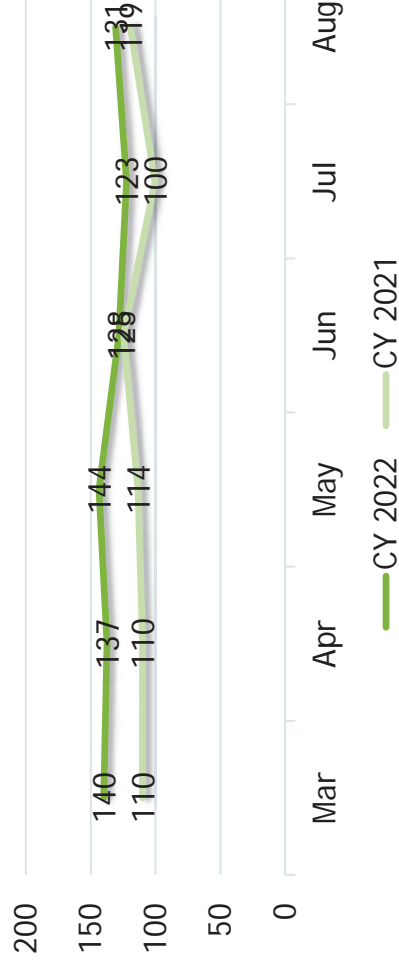
Monthly Passenger Boardings



Total

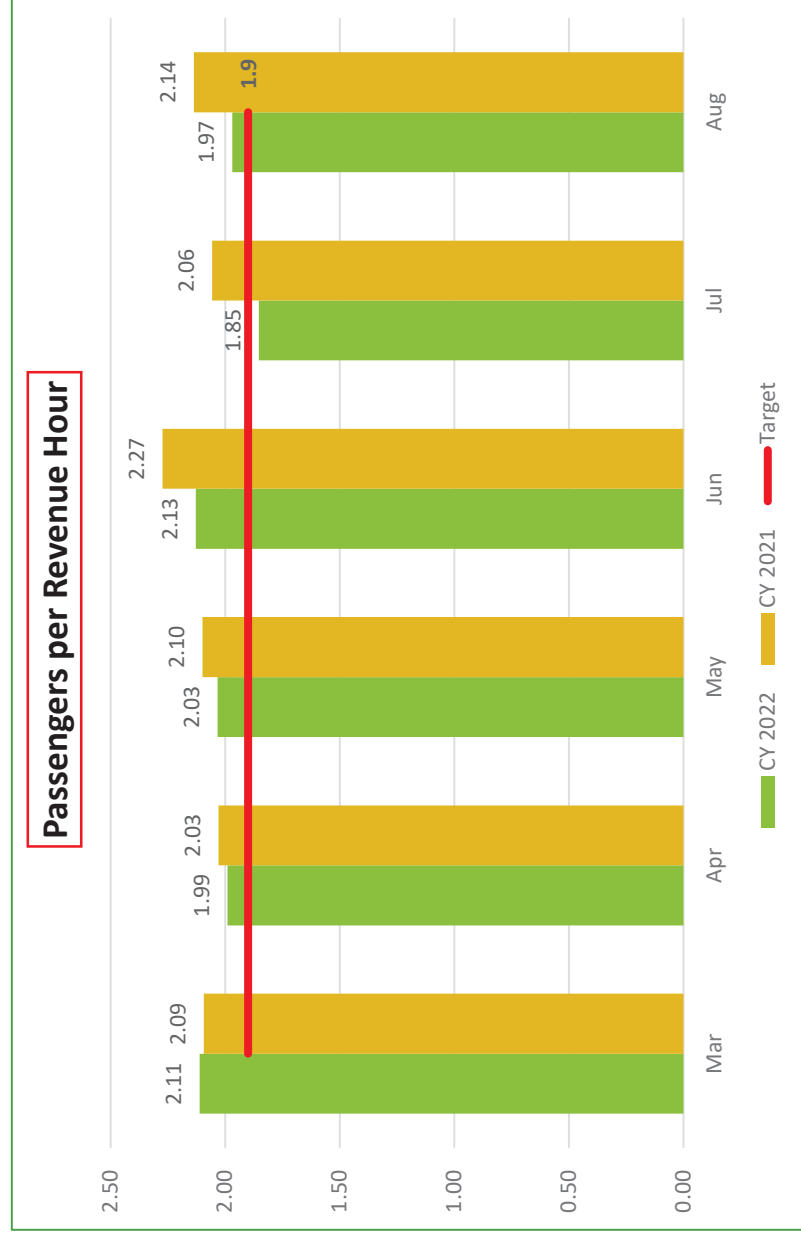


Average Weekday Passenger Trips



# Passengers per Revenue Hour

Measures total ridership, divided by total service hours.



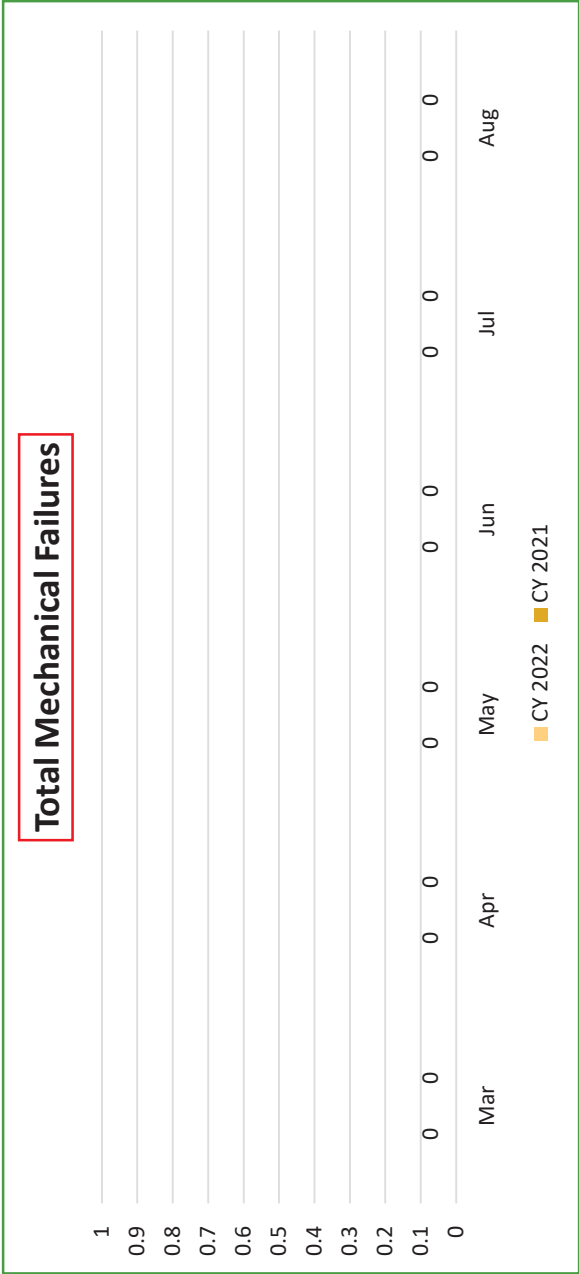
# On-Time Performance

Define as being picked up within 30 minutes of requested pickup time.



# Mechanical Failures

Measures the total number of mechanical failures, major and other, of the paratransit fleet.

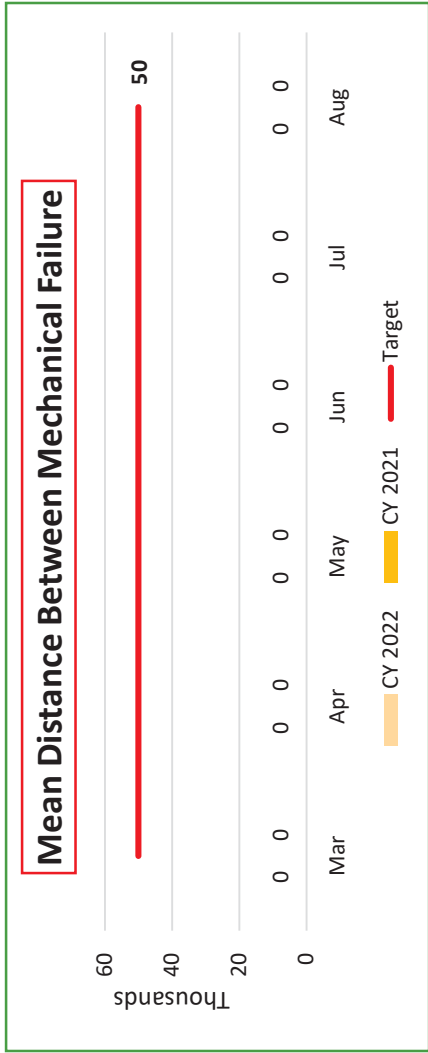


CY 2022						
	Mar	Apr	May	Jun	Jul	Aug
Major	0	0	0	0	0	0
Other	0	0	0	0	0	0
Total	0	0	0	0	0	0

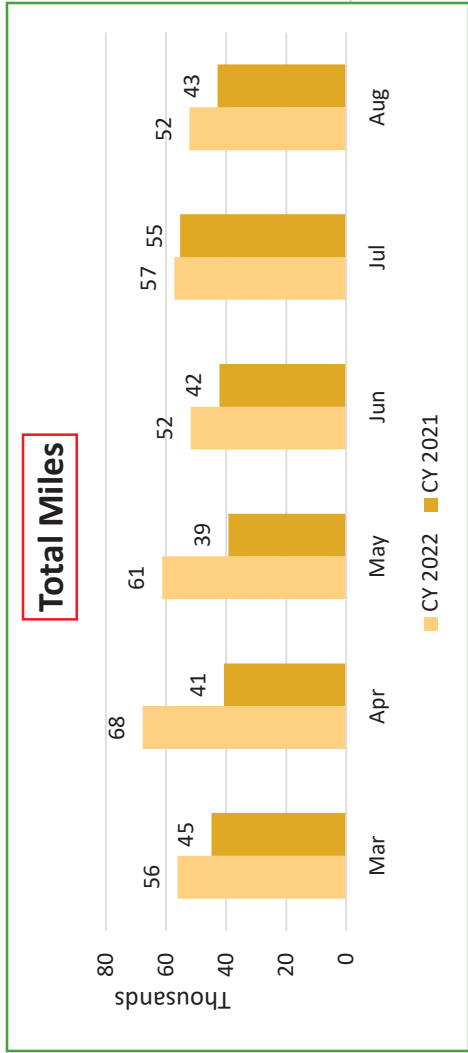
CY 2021						
	Mar	Apr	May	Jun	Jul	Aug
Major	0	0	0	0	0	0
Other	0	0	0	0	0	0
Total	0	0	0	0	0	0

# Mean Distance Between Failures

Measures the miles between major mechanical failures on the Paratransit fleet. (Note: Higher Mean Distance Between Failures is better.)



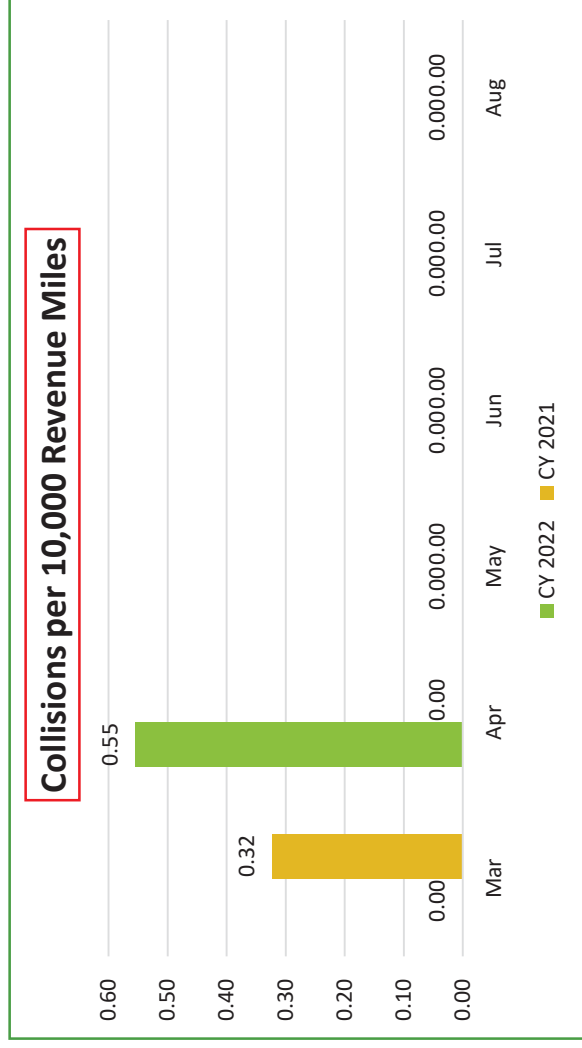
(0 indicates no mechanical failures for the month. There were no failures for November.)





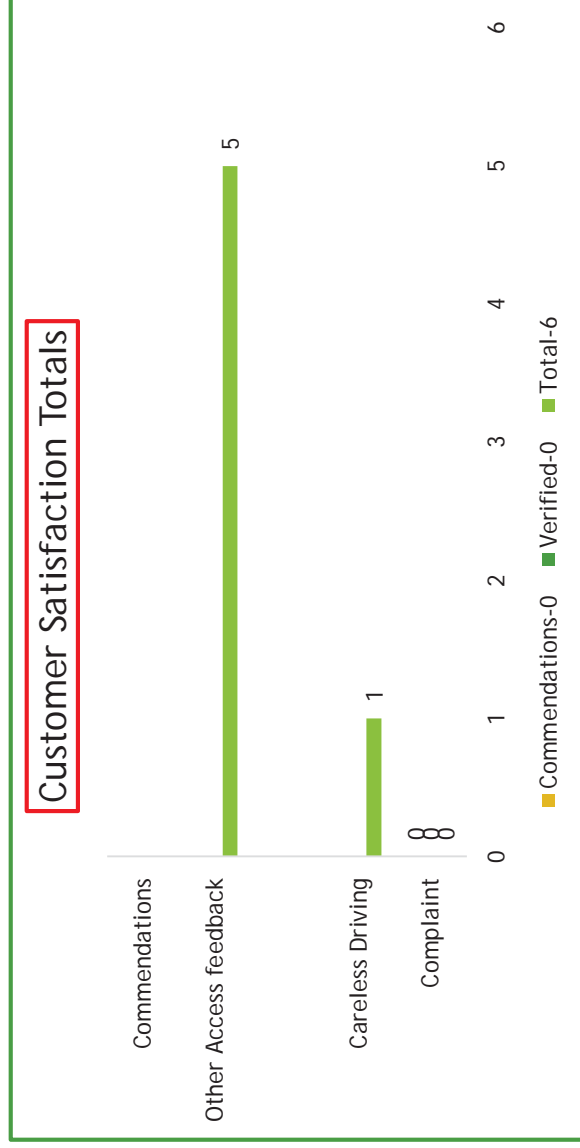
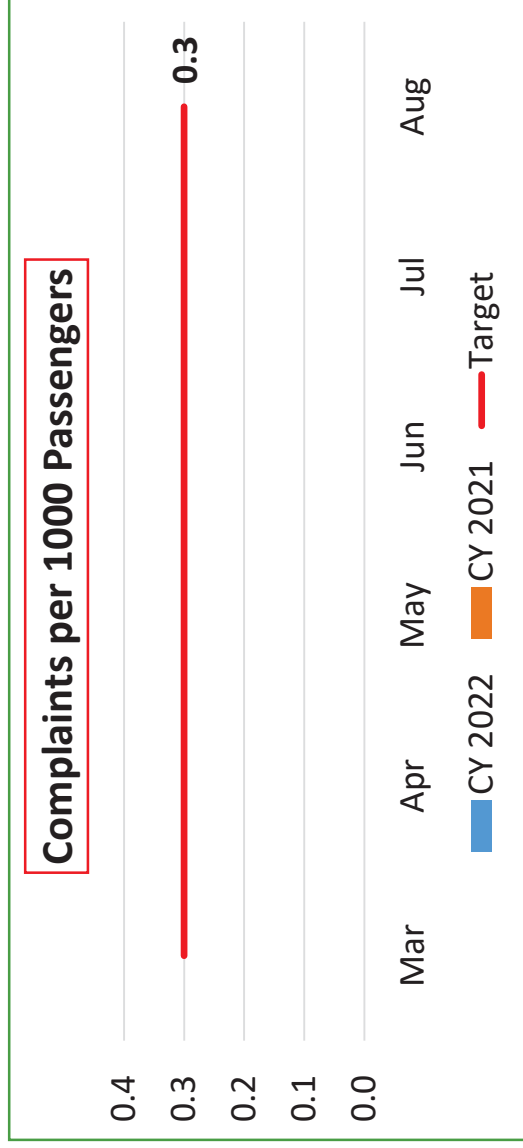
# Collisions per 10,000 Revenue Miles

Measures the number of preventable collisions involving paratransit service per 10,000 miles.



# Customer Satisfaction

Measures verified customer complaints about paratransit service per 1,000 passenger boardings.



## MEMORANDUM

**TO:** GoTriangle Board of Trustees  
**FROM:** Planning and Capital Development  
**DATE:** September 20, 2022  
**SUBJECT:** Capital Projects Status Report

### Strategic Objective or Initiative Supported

2.4 Ensure an attractive and accessible transit environment

### Action Requested

None

### Background and Purpose

The Wake, Durham, and Orange transit plans and the GoTriangle Capital Improvement Program include funds to support planning, development, and delivery of transit capital infrastructure projects ranging from bus stop amenities to commuter rail infrastructure. This report includes a brief snapshot of the status, upcoming activities, and notable risks to on-time/on-budget delivery for active capital projects. The report is organized into the following sections:

- Bus Passenger Facilities
- Bus Operations and Maintenance Facilities
- Rail Transit Infrastructure Development

This report is updated monthly. New/updated information from the previous month's report is shown in underlined green text.

### Financial Impact

None

### Attachments

- None

### Staff Contact

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## Bus Passenger Facilities

### Projects Under Construction

#### **Bus Stop Improvements in Durham County (various)**

**Description** – This project includes site selection, design, and construction of passenger amenities at GoDurham and GoTriangle bus stops in Durham County. The current pipeline of funding provides for construction of 50-75 stops per year.

**Status** – Since the start of FY20, GoTriangle has completed construction of improvements at 93 stops, with an additional 13 under construction, and is proceeding with design, permitting, and preparation for construction of an additional 107. Feasibility analysis for prioritization is underway for a further 8 candidate locations, with candidate locations being evaluated on a rolling basis.

**Upcoming Activities** – Prioritization, design, plan approval, right-of-way acquisition, and construction activities will continue. Staff is evaluating opportunities for further process streamlining to accelerate delivery. Staff is also coordinating with City of Durham and the Bragtown Community Association to review opportunities for additional short-term amenities upgrades for stops on Routes 4 and 9.

#### **Bus Stop Improvements In Wake County (various)**

**Description** – The Wake Transit Plan includes funding for improvements at existing and new GoTriangle bus stops throughout Wake County. GoTriangle has also secured supplemental federal funding through CAMPO's Locally Administered Projects Program for this project.

**Status** – In Wake County, since the start of FY20, GoTriangle has completed construction of improvements at 16 stops, and is proceeding with design, permitting, and preparation for construction of an additional 11. Feasibility analysis and environmental review is underway for a further 37 candidate locations.

**Upcoming Activities** – Prioritization, design, plan approval, right-of-way acquisition, and construction activities will continue. Staff is evaluating opportunities for further process streamlining to accelerate delivery.

### Projects in Design

#### **Patterson Place Improvements (18GOT CD4)**

**Description** – Nearly 200 riders per day board buses at the existing transfer point and park-and-ride served by GoTriangle route 400 and GoDurham routes 10 and 10A. This project includes new and additional concrete shelter pads and shelters at Witherspoon Boulevard and McFarland Drive. Improvements include: landscaping, curb-radius improvement to allow buses to turn right from southbound Witherspoon Boulevard onto westbound McFarland Drive to reduce bus travel time and serve additional future park-and-ride spaces.

**Status** – Signed plans have been obtained from the City of Durham. Real estate acquisition activities are underway. Staff is preparing the construction bid package.

**Upcoming Activities** – GoTriangle will complete necessary right-of-way acquisition activities and schedule the project for construction.

**Cost Risk** – Scope modification and rising construction costs are pushing the cost estimate over budget. Staff is working to redirect prior year federal funds to supplement the available local funds, and is considering structuring the bid package to include an alternate that can be removed if necessary to conform the project cost to available budget in the event that bids are high on the base scope.



**Hillsborough Park-and-Ride (18GOT\_CD8)**

Description – This project includes site selection, real estate acquisition, design, and construction of a permanent park-and-ride for GoTriangle route ODX in Hillsborough. Park-and-ride utilization at the current leased lot for the ODX in Hillsborough is approximately 15 spaces per day. The original plan for the new lot included 35-50 spaces across two parcels of land; right-of-way for the full facility was acquired, however due to increased construction cost estimates, the scope was reduced to 31 spaces to allow for some growth in utilization while deferring full build-out to a future phase.

Status – Staff and outside counsel have identified the need for additional real estate agreements related to use of property that had previously been identified as an existing undeveloped right-of-way within the site. Orange county staff has concurred with GoTriangle’s procedural steps to resolve. The design is currently awaiting to advance through the plan approval process with Orange County once the property issue resolution is complete. The Real Estate consultant is engaged in acquisition of necessary easements and resolution of property issues with the undeveloped right-of-way.

Upcoming Activities – Property acquisition exhibits are under review and the consultant is preparing to update site design to align with real estate modifications.

Schedule Risks – As noted above, a need for additional real estate agreements was identified during site plan review. Coordination with Orange County to resolve this is ongoing. The schedule for plan approval and turnover of the project to Orange County for construction is dependent on resolution of the real estate issue.

**GoTriangle Bus Stop Improvements in Orange County (18GOT\_CD12)**

Description – This project includes site selection, design, and construction of passenger amenities at up to 10 bus stops in the GoTriangle system within Orange County.

Status – Designs for four stops are complete and have been turned over to Orange County for construction, which is now underway with three locations complete. Design of additional stops is under review by Town of Chapel Hill, UNC and NCDOT, and GoTriangle is preparing for construction of three locations.

Upcoming Activities – Orange County will complete construction on the remaining stop of the initial group of four. GoTriangle expects to contract for construction of three additional locations and complete design on the remainder later this year.

**Park-and-Ride Improvements in Wake County (Short-Term) (TC002-K)**

Description – The Wake Transit Plan includes funding for short-term improvements to existing park-and-ride locations, in anticipation of more substantive investments that may be identified through the park-and-ride feasibility study.

Status – Permitting of the Bent Tree Plaza Park and Ride is underway including coordination with City of Raleigh. [NCDEQ process is complete.](#)

Upcoming Activities – Formal plan approval by City of Raleigh for the Bent Tree location is anticipated in the coming months; following plan approval real estate activities will commence.

**Raleigh Union Station Bus Facility (TC002-A)**

Description – This project includes publicly-funded design and construction of an eight-bay off-street bus facility and related transit access improvements adjacent to Raleigh Union Station in downtown Raleigh, in conjunction with a privately-funded mixed-use development above the bus facility. The project was awarded a \$20 million BUILD grant from the US Department of Transportation (USDOT).

Status – Joint development agreements are in place and the project is underway. Activities completed this month:

Design

\* [Reviewed the Private Overbuild 30% Schematic Design for interface with the Public Transit facilities.](#)



\* Reviewed Developer consultant scopes of work for Design Development through Construction Administration.

\* Reviewed 30% Design (Schematic Design) Updates to Public Transit facilities. Real Property.

\* Continued development of condominium structure (Declaration, Bylaws, and Articles of Incorporation).

\* Received Program Update from Developer. Revised program omitted hotel from the development and increased residential units, including affordable units at 80% AMI.

\* A future Temporary Construction Easement (TCE) will be coordinated with the City of Raleigh to allow for plaza usage for the duration of the project.

#### Permitting

\* Held pre-submittal discussions with City of Raleigh on the ASR Revision.

\* RB Infrastructure Submitted ASR Revision 1 (8/4/22).

#### Construction

\* Continued planning and coordination in advance of demolition of the existing warehouse buildings.

\* Completed installation of anchors and continued installation of steel bracing to preserve existing building façade.

\* Comments received by CSX related to approval of the demolition plan. CSX and NCDOT have approval authority on approving the demolition approach. The City of Raleigh has approved the demolition plans.

#### Cost Estimates

\* No cost estimating activities during this period.

\* Phase 2 cost estimate to be updated based on updated 30% Design plans.

#### Project Schedule

\* Reviewed RB Infrastructure schedule submitted following execution of the Second Amendment to the Joint Development Services Agreement.

\* Potential schedule risk related to CSX approval of the demolition plan and flagger availability.

GoTriangle is reviewing closely in coordination with RB Infrastructure.

\* GoTriangle submitted comments to RBI on JDSA schedule submittals - Revisions 9 and 10.

#### Third Party Coordination

\* Continued ongoing coordination with the City of Raleigh and NCDOT Rail Division.

\* Continued ongoing coordination with the City of Raleigh, Duke Energy, AT&T, and other telecom providers for permanent utility relocation.

\* Poles on West Street have been removed. Identifying owner of remaining telecom on Hargett St.

\* Continued to coordinate review of demolition plan with CSX consultant (AECOM).

#### Environmental

\* Reviewed Draft Brownfields Agreement (BFA).

\* Contractor continued to comply with Environmental Management Plan.

\* Discussed and reviewed draft Brownfields Agreement (BFA) and received feedback from FTA to proceed with agreement.

#### Community Engagement

\* Continued discussing potential siting for webcams to capture construction progress.

\* RB Infrastructure's Contractor developed alternate traffic control plan at City of Raleigh's request based on discussions with adjacent property owners. Proceeding with lane reconfiguration.

#### Upcoming Activities –

\* Finish installing façade bracing along Hargett Street, West Street, and the Civic Plaza.

\* Commence basement wall bracing.



- \* [Commence first phase of structural demolition plan if approved by CSX and flagger assigned.](#)
- \* [Start of 60% Design \(Design Development\) in conjunction with Overbuild.](#)
- \* [Cost and schedule updates to be completed in September.](#)
- \* [Begin LEED feasibility analysis.](#)
- \* [RB Infrastructure to execute full Consultant contracts.](#)

Schedule Risks – The sunset date for federal BUILD funds is September 30, 2025; continued progress on critical path activities is necessary to ensure eligible costs are incurred and reimbursed by FTA before that date.

Cost Risks – Continued design advancement is critical to obtain a more detailed basis to refine cost estimates and obtain a clear cost risk profile for the project. Key cost risk areas include unknown geotechnical conditions, design details, and materials and labor price fluctuations. [Additionally, requested BUILD Grant scope modifications must be approved by USDOT.](#)

#### **Priority Bus Stop Safety Improvements in Durham (21GOT CD02)**

Description – This project provides funding for design and construction of improvements to GoTriangle bus stops serving a high volume of passengers located on high-speed NCDOT roadways. Improvements could include, but are not limited to, construction of bus stop ADA pads, shelters, benches, bus pullouts and appropriate tapers, sidewalk, curb and gutter, curb ramps, crosswalks, pedestrian median refuge islands, appropriate safety signage, pedestrian signal heads and complimentary traffic signal modifications, and other complimentary or supporting roadway modifications. An initial pilot location has been identified on NC 54 west of the I-40 interchange.

Status – [Consultant is performing signal warrant analysis and field survey, and coordinating with NCDOT's improvement project in the Falconbridge section.](#)

Upcoming Activities – Consultant will continue to coordinate with NCDOT and GoTriangle and advance design. [Submittal of 50% design is anticipated in October.](#)





## Projects in the Planning Phase

### **Downtown Apex Transfer Point Improvements (TC002-AK)**

**Description** – This enhanced transfer point in downtown Apex will facilitate regional connections and will serve multiple routes and agencies (GoTriangle 305, GoTriangle 311, and GoApex Route 1). It will also provide amenities such as large shelters, passenger information systems, benches, trash cans, and bike racks. The proposed location for the transfer point will be near the intersection of N Mason Street and Old Mill Village Drive, in downtown Apex. The project includes pedestrian access improvements in the vicinity of the transfer point by completing sidewalk gaps on the east side of Mason Street between Center Street and Old Raleigh Road. In addition, a pedestrian study will be completed and crossing improvements will be made if warranted and not already completed by the Town.

**Status** – GoTriangle has submitted a pre-development application to Town of Apex to obtain concurrence on the proposed project scope.

**Upcoming Activities** – GoTriangle staff will be undertaking a NEPA evaluation and coordinating with FTA. Following scope confirmation with Town of Apex, task order for design will be issued.

### **Priority Transit Access Improvement, US 15-501 at Eastowne (22GOTCD01)**

**Description** – This project aims to provide transit access improvements at the intersection of US 15-501 & Eastowne Drive in Chapel Hill, Orange County. This location will serve three developments, a new Wegman's grocery which will soon be open to the public; UNC Healthcare facilities under construction; and the newly renovated State Employees Credit Union (SECU) building (formerly the Blue Cross Blue Shield building). Together, these destinations will employ over 2,500 people along a core GoTriangle regional route (400), which provides all day, every day transit connections to Durham, Patterson Place/New Hope Commons, and Downtown Chapel Hill/UNC. This location will also be served by route 405, which provides direct connections to Durham and Carrboro during peak periods.

**Status** – Project kickoff with external stakeholders (NCDOT, Chapel Hill Transit, Town of Chapel Hill, PART) was held in February. Primary activity currently is administrative related to activation of allocated federal funds.

**Upcoming Activities** – Scope will be finalized and project will move forward to a design task order.

### **Park-and-Ride Improvements in Wake County (Short-Term) (TC002-K)**

**Description** – The Wake Transit Plan includes funding for short-term improvements to existing park-and-ride locations, in anticipation of more substantive investments that may be identified through the park-and-ride feasibility study. One such improvement is currently in the planning phase; this project includes signs, markings, and passenger amenities at a new/replacement leased park-and-ride for GoTriangle route WRX at a new location to be determined.

**Status** – [GoTriangle is reviewing the project cost estimate.](#)

**Upcoming Activities** – [Consultant will finalize cost estimate and report.](#)

**Schedule Risks** – The nature of short-term leased/licensed park-and-rides and associated property owner coordination contributes to obstacles for scoping and delivering improvements. Efficient and timely development of high-quality facilities for short-term use requires strong partnerships with host property owners.

### **Regional Transit Center Feasibility Study (TC002-N)**

**Description** – The Regional Transit Center (RTC) is the primary hub for GoTriangle regional bus services connecting Wake, Durham, and Orange Counties. The current location of the RTC on Slater Road in Durham creates overlapping routes leading to inefficiency. This feasibility study is evaluating location options that improve route efficiency and improve passenger amenities.

**Status** – Consultant is updating drafts of documentation necessary for FTA environmental review and the Wake Transit Concurrence process. Project was not selected for latest round of RAISE grant funding.





Upcoming Activities – GoTriangle and the consultant will continue to progress pre-design activities and identify additional future grant opportunities.

Upcoming Activities – [GoTriangle will initiate Wake Transit concurrence process.](#)

Schedule Risks – The primary risk to continued progress is securing funding to implement the project. Final site selection will be necessary to progress the project following securing funding.

#### **GoDurham Tactical Bus Stop Amenities (21GOT\_DC03)**

Description – Purchase and installation of seating, solar lighting, and real-time arrival signs at locations identified through customer requests and staff analysis of bus stops with existing conditions suitable for quick implementation.

Status – Due to insufficient responses to the initial and subsequent invitation for bids, the procurement approach for this project is being modified to request competitive proposals. Staff is coordinating with City of Durham.

Upcoming Activities – To be determined.

Cost Risks – Budget is approximately \$100,000 per fiscal year. Unit costs are assumed to be around \$15,000 to \$20,000 per sign location, which would either limit the number of installation or require additional funding.

## **Bus Operations and Maintenance Facilities**

### **Projects in the Design Phase**

#### **Paratransit Office Space Upfit (TC002-J)**

Description – This project will upfit office space and the parking lot at the Plaza building to facilitate moving Paratransit operations from the Nelson Road Facility.

Status – [Move-in is underway.](#)

Upcoming Activities – Coordination with operations, IT, and facilities is ongoing to [complete occupancy process. Delayed equipment including new radios will be installed after occupancy; to support initial occupancy, existing equipment from Nelson Road will be relocated.](#)

### **Projects in the Planning Phase**

#### **Regional Fleet and Facilities Study (CD-21-19 A)**

Description – This study includes three components: (1) assessing fleet and maintenance facility needs for GoDurham and developing a conceptual design for these needs, (2) assessing fleet and maintenance facility needs for GoTriangle and developing a conceptual design for these needs, and (3) planning for potential regional electric bus charging infrastructure and other potential shared operations and maintenance resources for GoTriangle and partners in the region. The scope of services includes planning, conceptual design, and cost estimating to assess needs for expansion of existing maintenance facility sites and evaluate up to four alternative sites for new facilities for GoDurham and GoTriangle. The Study will identify potential expansions and alternatives to current utilization of existing facilities that will improve cost-efficiency and provide responsive services.

Status – [GoTriangle and partner review of Schematic Design submittals is complete.](#)

Upcoming Activities – GoTriangle and the consultant will continue stakeholder engagement to review and finalize study work products [including paratransit site selection and regional electric charging analysis. Consultant will initiate fleet composition analysis.](#)

## **Rail Transit Infrastructure Development**

#### **Greater Triangle Commuter Rail Study (19GOT\_CO2/20GOT\_CD1/TC004-A)**

Description – The current phase of study is evaluating the potential for new commuter rail service in the North Carolina Railroad Company (NCRR) corridor in Durham, Wake, and Johnston counties, and will refine the project definition; engage community members, municipalities, and institutional stakeholders;

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and better understand critical project success factors. In coordination with project partners, GoTriangle will conduct preliminary engineering analysis in areas of concern along the corridor, model rail traffic on the corridor with the inclusion of commuter rail to better define infrastructure needs, and better refine cost and ridership estimates.

Status and Upcoming Activities – As of April 6, 2020, all parties to the Memorandum of Understanding in Support of Continued Development of the GTCR Project, including Johnston county, had voted to proceed with further study. Authorizations for additional consultant support were approved by the GoTriangle Board in May 2020. Study activities across a range of tasks are ongoing:

- Railroad Coordination – GoTriangle and NCRR resolved initial discussions regarding liability, indemnification, and insurance. Modeling is underway by Norfolk Southern and its consultant, initial results for the baseline scenarios were shared in February, and GoTriangle has requested analysis for scenarios with additional midday and evening service. Norfolk Southern has agreed to evaluate these concepts, and change order negotiation is underway.
- Technical Work Products – [Staff is developing supplemental materials for additional implementation options per request of the Board of Trustees and stakeholder partners, and will update the summary report for public release, tentatively after the first of the year.](#)
- Engagement with “resource partners” including local governments, institutions, and other regional partners – GoTriangle is continuing meetings with municipalities individually and as a group with institutional partners on a monthly basis as needed.
- Community Engagement – Staff is preparing for a 45-day public comment period to begin [tentatively after the first of the year.](#)
- Schedule Management – Efforts are currently organized around final completion of feasibility study scope by October 2022. This schedule [will](#) require extension to capture follow-on activities such as additional modeling by Norfolk Southern [and the public comment period.](#)

Schedule Risks – To date, primary risks to timely completion of the next steps are related to coordination with entities that are not party to the MOU (e.g. railroads, municipalities, affected major institutions) and identification and resolution of competing/conflicting stakeholder goals. These are key priorities with the next steps defined in the MOU, which indicates that the parties will coordinate between April 2022 and October 2022 to decide next steps. [Additionally, with introduction of the concept of a phased implementation approach, more time is required to evaluate options per stakeholder input. It is no longer expected that the parties will vote on next steps within the timeframe as originally envisioned in the MOU.](#)

Cost Risks – Updated cost estimates are in excess of the \$1.4-\$1.8B range identified during Phase 1 of the feasibility due to rapid construction cost escalation in the past two years, additional infrastructure requirements resulting from rail network modeling and related negotiation, design for engineering solutions to engineering constraints identified in the feasibility study. Additional cost risks include quantification of necessary levels of contingency required to address FTA risk management guidelines, and emerging interest in evaluation of additional off-peak service and level boarding.

Project Delivery Options – Consistent with the original intent of the study to support regional decision-making on whether and how to move forward with commuter rail, and in response to rising cost estimates, other challenges identified in the feasibility study, and emerging stakeholder interest, the feasibility study summary report will include an assessment of impediments to project delivery, opportunities for accelerated implementation, and a discussion of options to proceed with development of a starter service while continuing to plan for future service in other parts of the corridor. [Based on stakeholder input to date, the options for an initial phase of service that are being evaluated include: \(1\) West Durham to RTP, \(2\) Ellis Road or RTP to Raleigh Union Station, and \(3\) Raleigh Union Station to Auburn.](#)

