

GoTriangle
Board of Trustees
August 23, 2017 12:00 pm-2:30 pm

I. Call to Order and Adoption of Agenda

ACTION REQUESTED: Adopt agenda with any changes requested.

(1 minute Jennifer Robinson)

II. Recognition

A. Introduction of GoDurham General Manager

(3 minutes Laurie Barrett)

B. Introduction of New Hires

(1 minute Jeff Mann)

C. Announcement of Promotions

(1 minute Jeff Mann)

D. Staff Recognition

(5 minutes Jeff Mann)

III. Public Comment

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.

(5 minutes Jennifer Robinson)

IV. Consent Agenda

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.

(1 minute Jennifer Robinson)

A. Approval of Minutes: July 26, 2017

V. 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

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

(1 minute Jennifer Robinson)

B. Operations & Finance Committee Report

(10 minutes Ed Harrison)

C. Planning & Legislative Committee Report

(5 minutes Will Allen III)

VI. Other Business

A. Appointments to Board of Directors for GoTransit Partners

ACTION REQUESTED: Appoint the initial members of the Board of Directors for the nonprofit corporation, GoTransit Partners, which has been incorporated by GoTriangle.

(10 minutes Shelley Blake)

B. Sustainable Travel Services Program Update

(10 minutes Shelley Parker)

C. General Manager's Report

(5 minutes Jeff Mann)

GM Contracts

1. Bus Operations Report

(5 minutes Vinson Hines)

2. D-O LRT Update

(15 minutes Danny Rogers)

3. Communications Update

(10 minutes Mike Charbonneau)

D. General Counsel's Report

E. Chair's Report

(5 minutes Jennifer Robinson)

F. Board Member Reports

1. CAMPO Executive Board Representative

(5 minutes Will Allen III)

2. DCHC MPO Board Representative
(5 minutes Ed Harrison)
3. Regional Transportation Alliance (RTA) Representative
(5 minutes Will Allen III)

VII. Adjournment
(Jennifer Robinson)

GoTriangle Board of Trustees

Meeting Minutes

July 26, 2017

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

Board Members Present:

Will Allen III

Mary-Ann Baldwin

William V. "Bill" Bell

Ed Harrison

Sig Hutchinson

Barry Jacobs

Wendy Jacobs

Vivian Jones

Ellen Reckhow

Jennifer Robinson

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

I. Adoption of Agenda

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

II. Recognition

A. Introduction of New Hires

B. Announcement of Promotions

III. Public Comment

No comments.

IV. Consent Agenda

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

The following consent agenda item was approved:

- June 28, 2017 – Regular Session Minutes.

V. General Business Agenda

A. Items Removed from Consent Agenda

None.

B. Operations & Finance Committee Report

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

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

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

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

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

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

C. Planning & Legislative Committee Report

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

1. Design Change Approval Policy

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

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

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

VI. Other Business

A. General Manager's Report

General Manager Jeff Mann highlighted the following items:

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

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

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

1. Bus Operations Report

No report.

2. Durham-Orange Light Rail Transit Program Update

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

3. Communications Update

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

B. General Counsel's Report

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

C. Chair's Report

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

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

No report.

2. DCHC MPO Board Representative

No report.

3. Regional Transportation Alliance (RTA) Representative

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

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

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

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

VIII. Adjournment

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

Jennifer Robinson, Chair

Attest:

Michelle C. Dawson, CMC
Clerk to the Board

**GoTriangle Board of Trustees
Planning & Legislative Committee Meeting Minutes
July 26, 2017**

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

Committee Members Present:

Will Allen III, Committee Chair
Mary-Ann Baldwin
Wendy Jacobs

Vivian Jones
Jennifer Robinson (arr. 2:11 pm)

Other Board Members Present:

Ellen Reckhow

Committee Chair Will Allen III called the meeting to order at 1:58 p.m.

I. Adoption of Agenda

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

II. Approval of Minutes

Action: On motion by W. Jacobs second by Jones the minutes of the June 28, 2017, meeting were approved. The motion was carried unanimously.

III. Proposed Transit-Oriented Development (TOD) Policy Framework

Patrick McDonough presented an assessment of GoTriangle's transit-oriented development (TOD) program based on various attributes. He categorized GoTriangle's program as between hybrid and conventional, with aspirations for an expansive program. He stated that currently three individuals work regularly on TOD, spending between .75 and 1.25 of a full-time equivalent employee over a year. He added that there are others across the agency that also contribute at times. McDonough said a full-time TOD planner would be added in FY18. He added that upon the completion of the TOD grant work, a second TOD position would be added in FY19.

The Committee discussed bringing back the planners group at TJCOG that regularly met to discuss land use issues.

McDonough then presented a revised TOD policy framework.

Action: On motion by W. Jacobs and second by Jones the Committee voted to recommend Board adoption of the TOD Policy Framework. The motion was carried unanimously.

IV. Guidelines for Transit Citizens Advisory Committee

General Manager Mann distributed updated Operating and Protocols Guidelines for Transit Citizen Advisory Committee. He reviewed the guidelines on behalf of General Counsel Blake. Committee members discussed various aspects of the guidelines and how the committee would operate in theory.

Reckhow suggested additional language under “Terms and Removal of Members” to clarify that half of the members are nominated by the three Boards of County Commissioners and half are solicited by GoTriangle.

Reckhow also suggested including language from GoTriangle’s Strategic Plan to explain the goal of the committee.

The Committee discussed an annual report from the group and whether a specific timeframe should be given.

Action: Chair Allen called for a brief recess at 2:49 p.m. The meeting was reconvened at 3:00 p.m.

General Manager Mann stated discussions about this committee have taken place with citizens in Wake County, and their feedback has been considered. He said no such conversations have been held in Durham and Orange counties and he requested an opportunity to do so prior to approval of the guidelines.

Robinson suggested that staff collect samples of annual reports from area municipalities and counties in response to the discussion about an annual report.

Baldwin asked that this item come back to the Committee, with the expectation it would go to the Board in October.

W. Jacobs stated that in Durham County, advisory boards are given very specific and defined roles and duties, more so than the list included under “Committee’s Roles and Responsibilities.” General Manager Mann stated that he would work on identifying potential areas. W. Jacobs also suggested including a statement that staff would provide an update or report at each meeting of the advisory committee to make sure they are informed and to solicit their feedback on a specific topic.

V. Adjournment

Action: Chair Allen adjourned the meeting at 3:07 p.m.

Will Allen III, Committee Chair

Attest:

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

Draft

MEMORANDUM

TO: GoTriangle Board of Trustees
FROM: Shelley Blake, General Counsel
DATE: August 15, 2017
SUBJECT: **Appointments to Board of Directors for GoTransit Partners**

Strategic Objective or Initiative Supported

This item relates to the Strategic initiative, "Establish a non-profit organization to pursue grants that require a 501(c)(3) status."

Action Requested

Appoint the initial members of the Board of Directors for the nonprofit corporation, GoTransit Partners, which has been incorporated by GoTriangle.

Background and Purpose

GoTriangle has established a nonprofit corporation, GoTransit Partners, in accordance with NCGS 159-42.1 which states that: A public authority may establish, control, and operate a nonprofit corporation that is created under Chapter 55A of the General Statutes and is a tax-exempt organization under the internal Revenue Code to further the authorized purposes of the public authority.

GoTriangle would like to now establish an initial five-member Board of Directors for the nonprofit. GoTriangle will present a recommendation to the GoTriangle Board of Trustees and request appointment of those members.

Financial Impact

None

Attachments

- None

Staff Contact(s)

- Shelley Blake, 919.485.7561, sblake@gotriangle.org

July 2017 Approved Contracts Log (< than \$100K)

Contract #	Contractor (or subject if no contractor listed)	Contract Amount	Subject	Comments	JM Signed	General Counsel Signed
17-049	Zendesk	\$41,748.00	Support Professional Annual Service Agreement	Provides for Zendesk Professional. Contract is net amount for Annual Service Contract. Terms of agreement: Jun 29, 2017 – Jun 29, 2018	7/1/2017	7/1/2017
18-01-5527	NCDOT	\$26,900.00	FY18 Surface Transportation Block Grant Program (Section 5307 NCDOT state match)	State funds from NCDOT to match GoT's grant NC-2017-028, FY15 Surface Transportation Block Grant Program (STBGP) funds from Durham-Chapel Hill-Carboro MPO.	7/5/2017	7/6/2017 (signed by KP)
17-050	Consulting Services	\$1,680.00	Consulting Services	Provides for employee training for Account Payable process. A billable rate contract not to exceed contract amount. Term agreement: Jul 6-Aug 3, 2017.	7/7/2017	7/6/2017
17-018	300 Express Service	-		Agreement made between GoT, Town of Cary and MV to operate, fund and maintain a public bus service operating between City of Cary Depot at 211 N. Academy St and downtown Raleigh Station at Wilmington and Martin Streets on weekends.	7/7/2017	7/7/2017
17-030	GIS	\$45,000	Planning and GIS Services	Provides for planning and Geographic Information System (GIS) services necessary to support long-range transit planning. Contract is billable rate not to exceed contract amount. Term agreement: Jul 1, 2017 – Jun 30, 2018.	7/10/2017	7/10/2017
17-051	Consulting Services	\$12,500.00	Consulting Services	Provides for consultant expertise regarding the establishment of a new nonprofit organization. Contract is billable rate not to exceed contract amount. Term agreement: Jul 7 – Oct 1, 2017.	7/10/2017	7/10/2017
17-056	Interior Design for Project Office	\$5,135.00		Interior design works for Project Office in Raleigh	7/27/2017	7/24/2017