

GoTriangle
Operations & Finance Committee
Wed, December 13, 2017 11:15 am-12:30 pm

I. Call to Order and Adoption of Agenda

ACTION REQUESTED: Adopt agenda.
(1 minute)

II. Oath of Office
(3 minutes Sig Hutchinson)

III. Draft Minutes - October 30, 2017

ACTION REQUESTED: Approve minutes.
(1 minute Michelle Dawson)

IV. Process for Amending the Annual Wake Transit Work Plan and Capital and Operating Fund Ordinances of the Triangle Tax District

Action Requested: Recommend Board approval of the Wake Transit Plan Work Plan Amendment Process.
(10 minutes Jennifer Keep)

Wake Transit Work Plan Amendment Process

Wake Transit Plan Project Amendment Request Form

V. Revised Travel Policy

Action Requested: Recommend Board approval of the revised Travel Policy.
(10 minutes Sandra Freeman)

Travel and Business Related Expense Policy - Revised

Reference A

VI. Wake Transit Q1 Report
(10 minutes Adam Howell, Wake Transit Administrator)

FY 2018 Q1 Report - Executive Summary

VII. Wake Transit Bus Plan Service Standards
(15 minutes Jennifer Green)

VIII. FY 2017 Comprehensive Annual Financial Report (CAFR)
(20 minutes Ren Wiles)

IX. Adjournment

GoTriangle Board of Trustees
Operations & Finance Committee Meeting Minutes
October 30, 2017

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

Committee Members Present:

William V. "Bill" Bell (arr. 11:40 am)
Ed Harrison, Committee Chair
Sig Hutchinson

Barry Jacobs
Ellen Reckhow

Committee Chair Ed Harrison called the meeting to order at 10:37 am.

I. Adoption of Agenda

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

II. Approval of Minutes

Action: On motion by Reckhow and second by Hutchinson the Committee approved the minutes of the September 27, 2017, meeting. The motion was carried unanimously.

III. 2018 Medical and Ancillary Benefits Package

Janet Carter's presentation is attached and hereby made a part of these minutes.

Committee members offered suggestions on options for improving overall wellness and insurance rates based on their experiences.

Action: On motion by Reckhow and second by Hutchinson the Committee voted to recommend that the Board approve the 2018 medical and ancillary benefits package. The motion was carried unanimously.

IV. Construction Management Consultant

Dave Charters presented.

Dave Charters explained that five teams responded to the Request for Qualifications (RFQ) for the Construction Management Consultant (CMC) contract, which were narrowed to two by the evaluation committee. The two short-listed firms gave presentations and were interviewed. The committee recommends the Gannett Fleming/WSP Joint Venture team. A list of the sub consultants included on the team is attached and hereby made a part of these minutes. Charters added that the team has committed to a 16% DBE ratio. He added that the cost is still being negotiated, with a range of \$4-6 million.

Reckhow asked about termination and that the Board be given a copy of the draft contract to review. The draft contract was provided and is attached and hereby made a part of these minutes.

Action: On motion by Reckhow and second by Hutchinson the Committee voted to recommend that the Board authorize the GM to execute Phase 1 of an incrementally funded Contract for Construction Management Consultant (CMC) Services with Gannett Fleming/WSP Joint Venture (GF/WSP) for the Engineering (Final Design), Construction, Testing and Start-up Phases of the Durham-Orange (D-O) Light Rail Transit (LRT) Project for a term of up to thirty-two (32) months in an amount not to exceed \$TBD. The motion was carried unanimously.

V. FY17 Financial Results

A. GoTriangle

Harriet Lyons presented the GoTriangle FY17 annual financial results, which are attached and hereby made a part of these minutes.

B. Durham-Orange

Sharita Seibles presented the Durham-Orange FY17 annual financial results, which are attached and hereby made a part of these minutes.

Reckhow asked if the Boards of County Commissioners would receive this information. Freeman responded that GoTriangle has committed to do so.

B. Jacobs asked that this document along with a one sentence explanation of how the data compares to projected be sent to each of the county commissioners.

C. Wake County Transit

Sandra Freeman presented the Wake County Transit FY17 annual financial results, which are attached and hereby made a part of these minutes.

VI. GoTransit Regional Information Center FY 2017 Annual Performance Report

Juan Alencastro presented the FY17 annual performance report for the GoTransit Regional Information Center.

Bell arrived.

VII. Annual Bus Service Performance Report

Matthew Frazier's presentation is attached and hereby made a part of these minutes.

VIII. Adjournment

Action: On motion by Hutchinson second by Reckhow the meeting was adjourned at 12:12 pm.

Ed Harrison, Committee Chair

Attest:

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

Draft

MEMORANDUM

TO: GoTriangle Board of Trustees
FROM: Finance
DATE: December 1, 2017
SUBJECT: **Process for Amending the Annual Wake Transit Work Plan and the Wake Capital and Operating Fund Ordinances of the Triangle Tax District**

Strategic Objective or Initiative Supported

This recommendation comes out of the work on the initiative to implement the Wake Transit Plan with Transit Planning Advisory Committee (TPAC).

Action Requested

Staff requests that the Board approve the recommended Wake Transit Plan Work Plan Amendment Process.

Background and Purpose

In June 2017, the governing boards of GoTriangle and CAMPO adopted the Wake County Transit Plan, which guides the ongoing planning, funding, expansion and construction of the Plan. TPAC is charged with producing a recommended annual Wake Transit Work Plan, which includes annual operating and capital budgets. During the fiscal year, there may be changes in scope or budget for approved Wake Transit Work Plan projects, or projects may need to be added. In November 2017, the TPAC Process Committee drafted the Wake Transit Plan Work Program Modification Process, a document that will serve as a guideline for project sponsors and TPAC members. At its November meeting, the TPAC recommended the Process with changes (which were incorporated into the attached documents) for approval by the CAMPO Executive Board and GoTriangle Board of Trustees.

Financial Impact

This is a procedural recommendation that does not have any inherent financial impact.

Attachments

- Description of the recommended Wake Transit Plan Work Plan Amendment Process
- Wake Transit Plan Budget Amendment Request Form

Staff Contact(s)

- Jennifer Keep, (919) 485-7418, jkeep@gotriangle.org

Wake Transit Plan Work Plan Amendment Process

During the fiscal year, there may be changes in scope or budget for approved Wake Transit Work Plan projects, or there may need to be projects added during the year. The recommended process is outlined below.

Amendment Requests. Requests are submitted via a work plan amendment form on a schedule to allow for quarterly consideration of amendments. This schedule is generally consistent with the MPO's Transportation Improvement Program (TIP) amendment schedule in the event that Wake Transit project amendments require TIP action.

Amendment Types.

1. Minor amendment – An amendment that requires a transfer between budget ordinance appropriations but requests and requires:
 - a. Less than a 20% change to a budget appropriation for projects equal to or over \$500,000.
 - b. Less than a \$100,000 change to a budget appropriation for projects less than \$500,000.
 - c. Any change that does not meet any criteria of a major amendment.

2. Major amendment – Major amendments are requests that meet any of the following:
 - a. A project requested to be added to the Work Plan.
 - b. A project requested to be removed from the Work Plan.
 - c. A significant change and/or cardinal change, as defined by the Federal Transit Administration, in scope.
 - d. A transfer between budget ordinance appropriations that requests or requires equal to or more than a 20% change to a budget appropriation for projects equal to or over \$500,000.
 - e. A transfer between budget ordinance appropriations that requests or requires equal to or more than a \$100,000 change to a budget appropriation for projects less than \$500,000.
 - f. Any change that requires a change in budgeted reserves or fund balance.

Transfers within the same budget ordinance appropriation and non-significant or non-cardinal scope changes are permitted without amendment. Changes of this type shall be disclosed in reporting as applicable.

The Tax District Administrator, TPAC Administrator or others can ask the Budget and Finance Subcommittee to review any notable scope changes or reported transfers to project allocations above 50% of project appropriation to determine if an amendment is required. Before such a review by the Budget and Finance Subcommittee, the TPAC Administrator or Co-Chair(s) of the Budget and Finance Sub-Committee shall clearly advertise notice of a scheduled review to all TPAC members at least seven (7) days in advance of the scheduled review.

TPAC Administrator Compiles, Publishes and Provides Notice of the Draft Work Plan Amendment List. Work plan amendment request forms should be submitted to the TPAC Administrator on a quarterly basis in accordance with an established deadline identified on the established schedule. The TPAC Administrator shall review the amendment request forms for completeness or technical issues and shall make best efforts to compile an initial quarterly work plan amendment list that includes all of the amendments requested. The TPAC administrator shall open a public comment period of no less than 14 days for minor amendments and no less than 30 days for major amendments. Notice shall be sent to TPAC members and published to the appropriate website. The list shall clearly be grouped by minor and major amendment requests.

Budget and Finance Subcommittee Review. The Budget and Finance Subcommittee shall review the draft quarterly work plan amendment list and the work plan amendment request forms. The Budget and Finance Subcommittee shall develop a disposition noting the choices and tradeoffs potentially required for each request. The requesting agency shall receive a copy of the Budget and Finance Subcommittee's written disposition at least 5 days prior to the TPAC decision.

TPAC Review and Recommendation. The TPAC Administrator will prepare the draft quarterly work plan amendment list, the work plan amendment request forms and the Budget and Finance Subcommittee dispositions for distribution to the TPAC in conformance with the TPAC bylaws and at the direction of the TPAC Chair. The TPAC Administrator will consult with the TPAC Chair regarding placement of amendment requests on the TPAC agenda, in conformance with the published public comment period. The Chair will determine whether to allocate time for specific presentations to the TPAC. The TPAC can choose to re-categorize an amendment from minor to major to allow proper vetting. The TPAC will make recommendations to the GoTriangle and CAMPO boards for approval or disapproval of Work Plan amendment requests. The TPAC shall note and the TPAC administrator shall document specific concerns with amendment requests not recommended.

Board Review and Adoption. The GoTriangle Board of Trustees and the CAMPO Executive Board shall review and consider authorizing amendments as recommended by the TPAC. No amendments are authorized prior to the board actions. The TPAC Administrator will coordinate with CAMPO and GoTriangle to ensure timely placement of amendment recommendations on those Boards' agendas.

Tax District Follow Up. After final action by both Boards, the TPAC Administrator will forward all approvals to the Tax District, along with a list of actions that need to be taken to implement the work plan amendments. These actions could include changes to the ordinance(s), changes to project agreements, or other administrative actions. The TPAC Administrator will maintain a list of amendments to post on the Wake Transit website and other locations to reflect changes made to the annually adopted Work Plan.

Wake Transit Project ID #
Enter Wake Transit Project ID#

**FY 2018
Wake Transit Work Plan
Project Amendment Request Form
Operating and/or Capital**

FY START DATE
7/1/2017

Type of Amendment **Minor** **Major**

Minor amendment – Required when there is:
 Less than a 20% change to budget appropriations for projects equal to or over \$500,000.
 Less than \$100,000 to a budget ordinance appropriation for projects less than \$500,000.
 Any change that does not meet any criteria of a major amendment.

Major amendment - Required when there is:
 A project requested to be added to the Work Plan
 A project requested to be removed from the Work Plan
 A cardinal change in scope as defined by the Federal Transit Administration
 A transfer between budget ordinance appropriations that requests or requires equal to or more than a 20% change to a budget appropriation for projects equal to or over \$500,000
 A transfer between budget ordinance appropriations that requests or requires equal to or more than a \$100,000 change to a budget appropriation for projects less than \$500,000
 Any change that requires a change in budgeted reserves or fund balance

New/Amended Project Name (Brief, descriptive name for the project)	Requesting Agency	Project Contact (Contact Person) contact_person_e-mail@dogwoodnc.gov	Estimated Operating Cost	
			Base Year	\$ -
Estimated Start Date (Estimated Month & Year)	Estimated Completion (Estimated Month & Year)	Notes (Add notes as appropriate)	Estimated Capital Cost	
			Base Year	\$ -
Project Description			Cumulative	\$ -
Enter below a summary of the project amendment and impact on approved plan.				
1. Enter Wake Transit Project ID(s) to Increase				

Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
TOTAL			\$ -	\$ -	

2. Wake Transit Project ID(s) to Reduce					
Project ID	Project	Appropriation Category	Amount	Recurring Amount	Notes
TOTAL			\$ -	\$ -	

3. Impact on Transit Plan Project Costs			
From above, indicate whether amounts impact operating or capital budgets in Wake Transit Plan.	Estimated Operating Cost	Current Year	
		Recurring	
	Estimated Capital Cost	Base Year	
		Cumulative	

Project Justification / Business Case Provide responses to *EACH* of the questions below. Answer the questions as fully as possible. Enter Non-Applicable (N/A) as appropriate.

4. Is this New/Amended project Operating, Capital or Both? **Operating** **Capital** **Both**

5. What is the timeframe for the request? Are you requesting a full year of funds or a partial year to be annualized in future fiscal years?

6. What is the expected outcome(s) if this request is funded? What is the alternative if the request is not funded?

7. List below the Key Performance Indicators (deliverables) while this project is in progress. These performance measures will be reported quarterly. Are these the same measures as currently being reported?

a)

b)

c)

8. List any other relevant information not addressed.

9. Please enter estimated appropriations to support expenses identified above. Enter FY 2018 and the estimated annualized cost in FY 2019 using the 2.5% growth factor, if applicable. The spreadsheet will calculate 2020 and beyond by 2.5%. If your project is not expected to have recurring costs in FY 2020 and/or beyond, delete the calculation(s) in columns E-H.

Cost Break Down of Project Request							
OPERATING COSTS	FY18	FY19	FY20	FY21	FY22	FY23	FY24
Growth Factors		2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Salary & Fringes			-	-	-	-	-
Contracts			-	-	-	-	-
Bus Operations:							
Estimated Hours			-	-	-	-	-
Cost per Hour			-	-	-	-	-
Estimated Operating Cost	-	-	-	-	-	-	-
Bus Leases			-	-	-	-	-
Park & Ride Lease			-	-	-	-	-
Other			-	-	-	-	-
Other			-	-	-	-	-
Subtotal: Bus Operations	-	-	-	-	-	-	-
Other (Describe)			-	-	-	-	-
Other (Describe)			-	-	-	-	-
Other (Describe)			-	-	-	-	-
TOTAL OPERATING COSTS	-	-	-	-	-	-	-

10. Please enter estimated appropriations to support contractual commitments and other expenses related to proposed capital projects identified above.

CAPITAL COSTS	FY19	FY20	FY21	FY22	FY23	FY24	FY25
Design	-	-	-	-	-	-	-
Construction - Implementation	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Land - Right of Way	-	-	-	-	-	-	-
TOTAL CAPITAL COSTS	-	-	-	-	-	-	-

Assumptions for Costs and Revenues Above:

11. Please state any assumption(s) used to calculate the capital and operating dollars and revenues shown above.

MEMORANDUM

TO: GoTriangle Operations & Finance Committee
FROM: Finance and Administrative Services
DATE: December 8, 2017
SUBJECT: Revised GoTriangle Travel Policy ver3.8.1 Adopted 2004

Strategic Objective or Initiative Supported

Action Requested

Staff requests that the Committee recommend Board approval of the revised GoTriangle Travel Policy ver3.8.1 initially adopted by the Board on June 23, 2004.

Background and Purpose

Staff decided to revisit the 2004 Board approved Travel Policy, which identifies the allowable rates for reimbursement by a Board member, staff and consultants. Historically, the General Services Administration (GSA) rate has been used to determine appropriate mileage reimbursement rates for GoTriangle. After a review of our partners' processes, we believe it is appropriate at this time to transition to the IRS mileage reimbursement rates. Staff recommends that GoTriangle begin using IRS rates for mileage reimbursement on the following schedule:

- Consultants – effective January 1, 2018
- Board Members and Staff – effective July 1, 2018

The standard mileage rate to determine deductible costs of operating a vehicle for business purposes will be available January 2018 by the IRS.

Staff also recommends that consideration be given on a case by case basis for a per diem allowance with no itemized receipt requirements for consultants.

Additional recommendations for changes to GoTriangle's Travel Policy will be forthcoming during the fiscal year.

Financial Impact

None.



Attachments

- GoTriangle Travel policy ver3.8.1 Adopted 2004 (mark-up and clean versions)
- Reference A

Staff Contact(s)

- Sandra Freeman, (919) 485-7415, sfreeman@gotriangle.org
- Mitchell Lodge, (919) 485-7550, mlodge@gotriangle.org



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TRAVEL AND BUSINESS RELATED EXPENSE POLICY NUMBER 3.8.1

3.8.1.1 POLICY PURPOSE

The purpose of **TRAVEL AND BUSINESS RELATED EXPENSE POLICY NUMBER 3.8.1** (Policy) is to establish the overview, scope, responsibilities, and guidelines for Travel and Business Related Expenses for the Research Triangle Regional Public Transportation Authority d/b/a GoTriangle (GoTriangle).

3.8.1.2 POLICY OVERVIEWS

- A. This Policy applies to all divisions of GoTriangle, GoTriangle's consultants and contractors, GoTriangle's employees (employees) and the GoTriangle Board of Trustees (Board).
- B. Board members and employees may have their Travel and Business Related Expenses reimbursed by GoTriangle subject to the limitations contained in this Policy. Under no circumstances shall duplicate reimbursement be made for that portion of a Board member's or employee's expenses paid or reimbursed from a non-GoTriangle source.
- C. All travel is contingent upon the availability of funds in the proper budget categories.
- D. A Board member, employee, or GoTriangle consultant traveling on GoTriangle business shall exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Excess costs, circuitous routes, delays, or luxury accommodations and services unnecessary or unjustified in the performance of official business are not acceptable under this Policy. Board members, employees, and GoTriangle consultants shall be responsible for unauthorized costs and any additional expenses incurred due to personal preference or convenience.

3.8.1.2 POLICY PRINCIPLES

- A. All reimbursable Travel and Business Related Expenses must be generated for a business purpose. The purchase of personal items unrelated to related travel expenses will not be reimbursed by GoTriangle (e.g., room service, alcoholic beverages consumed while on company business). The application of this Policy shall be consistent throughout GoTriangle and any exceptions must be reported and reviewed by the Chief Financial Officer.
- B. The timely reporting of Travel and Business Related Expenses is important for GoTriangle to maintain accurate financial records and ensure the items purchased are recorded as expenses in the correct fiscal period. Expenses incurred during the period but not recorded in the financial records may result in the misstatement of GoTriangle's reported financial results or its failure to follow Generally Accepted Accounting Principles (GAAP). The GAAP rules require expenses to be recorded in the period that they were incurred.

3.8.1.4 POLICY SCOPE

- A. With prior approval of Travel and Advance Authorization Form, GoTriangle will pay and/or reimburse for the following expenses:
- A.1 All registration costs, including charges for any meals that are included as part of a registration fee, for a meeting, training, conference, workshop, or seminar.
 - A.2 Round trip train, bus, or coach air fare to destination and cab or transit fare between airports, hotels, and activity sites. The use of economy priced rental cars may be allowed upon prior approval by the Department Manager/Approving Authority when cost effective.
 - A.3.0 Employees on the basis of mileage for the use of a privately owned automobile (POA), providing this cost does not exceed the cost of air travel. Local travel by GoTriangle vehicles is encouraged whenever available.
 - A.3.1 For transportation by a POA, employees and Board members are eligible for reimbursement at the current U.S. General Services Administration rate per mile of travel (as updated or implemented annually by GoTriangle as the “GoTriangle Reimbursable Mileage Rate”; see **Reference A**, which is attached hereto and specifically incorporated by reference) and the actual costs of road, bridge, and ferry tolls paid.
 - A.3.2 [For transportation by a POA, GoTriangle Consultants are eligible for reimbursement at the current U.S. Internal Revenue Service standard business rate per mile of travel \(as updated annually by the IRS; see Reference A\) and the actual costs of road, bridge and ferry tolls paid.](#)
 - A.3.3 *Employees, Consultants, and Board members are cautioned that use of a POA is at their own risk. In the event of an accident, the owner or operator of the vehicle is responsible for losses or damages of any kind. GoTriangle will not be responsible for any further payment other than the reimbursement detailed above.*
 - A.3.4 For transportation by airline, bus, railroad, or other conveyance, the actual coach fare will be reimbursed. Ticket stubs or boarding passes must be included with expense reports.
 - A.4 The actual cost of lodging, including reasonable gratuities as shown in **Reference A**. If an activity is being held at a hotel, the employee may select that hotel for lodging. Itemized receipts are required.
 - A.5 Per Diem for meals including reasonable gratuities as shown in **Reference A**. Itemized receipts are required. ~~However, a per diem allowance for GoTriangle consultants may be considered on a case-by-case basis; any exception(s) to the requirement for itemized receipts shall be expressly approved in writing by the Chief Financial Officer, in consultation with the Office of General Counsel. Exceptions for itemized receipts replaced with a per diem allowance for consultants will be considered on a case by case basis.~~
 - A.6 Meals or banquets that are included in an activity's program or meals where the employee has no practical control over the site or food selection.

- A.7 Lunch expenses only, for day activities. Exceptions due to early arrival or late departure must be approved in advance by the Department Manager/Approving Authority.
 - A.8 Any necessary and reasonable out-of-town laundry costs only if the travel exceeds four (4) business days.
 - A.9 Expenses for extended overnight stay when significant savings may be realized. Such extended stay must be approved in advance by the Department Manager/Approving Authority.
- B. GoTriangle shall not pay for personal expenses that are unrelated to the purpose of the travel activity. Expenses such as, but not limited to, alcoholic beverages, personal telephone calls (exception, reasonable calls, 15-minute maximum), newspapers, magazines, room service (exception, Refer to Travel and Business related Expense Standard Procedure for detail), movies, premium TV channels, and other entertainment shall not be reimbursed.

3.8.1.5 POLICY RESPONSIBILITIES

- A. **A member of the Board** shall approve in advance, all requests to travel on GoTriangle business by the Board Chair, **General Counsel and ~~and~~ General Manager**. Reimbursement for expenses incurred relative to this travel also requires Board member approval. GoTriangle will pay the actual costs of meals for official GoTriangle guests (including GoTriangle and non- GoTriangle employees) when accompanying the GoTriangle Board Chair, **General Counsel or ~~or~~ General Manager** in the course of conducting official GoTriangle business.
- B. **The Board Chair** shall approve in advance, all requests to travel on GoTriangle business by the GoTriangle Board officers, including the Vice-Chair, Secretary, and Treasurer, and other members of the Board. Reimbursement for expenses incurred relative to this travel also requires Board Chair approval. GoTriangle will pay the actual costs of meals for official GoTriangle guests (including GoTriangle and non- GoTriangle employees) when accompanying Board members in the course of conducting official GoTriangle business.
- C. **The Department Manager/Approving Authority** (or equivalent employee performing this function) shall approve, in advance, all requests to travel on GoTriangle business made by those in his or her department. Reimbursement for expenses incurred relative to this travel also requires approval of the Department Manager/Approving Authority. Because of his or her familiarity with the purpose of the travel and the personnel involved, the Department Manager/ Approving Authority shall closely monitor expenses and question any unreasonable charges incurred.
- D. **The Finance Department** shall review all travel related transactions and advise the Department Manager/Approving Authority of any apparent deviations from these procedures.
- E. **The General Manager** shall rule on any differences of opinion in the interpretation of the terms of this Policy that cannot be resolved to the mutual satisfaction of the Department Manager/Approving Authority and the Finance Department.

3.8.1.6 POLICY PRACTICE STATEMENT

- A. Travel and Advance Authorization and Travel and Business related Expense Reports must be

completed in order for an employee to be reimbursed for expenses. Refer to Travel and Business Related Expense Standard Procedure for detail.

- B. Receipts – GoTriangle requires all receipts to be attached to the expense report for reimbursement.
- C. Per Diem Plan – GoTriangle currently provides a per diem plan for travel and entertainment expenses. **See Reference A** and refer to Travel and Business Related Expense Standard Procedure for detail.
- D. Travel and Entertainment Advances – Refer to Travel and Business Related Expense Standard Procedure for detail.
- E. Reimbursement – Refer to Travel and Business Related Expense Standard Procedure for detail.



TRAVEL AND BUSINESS RELATED EXPENSE POLICY NUMBER 3.8.1

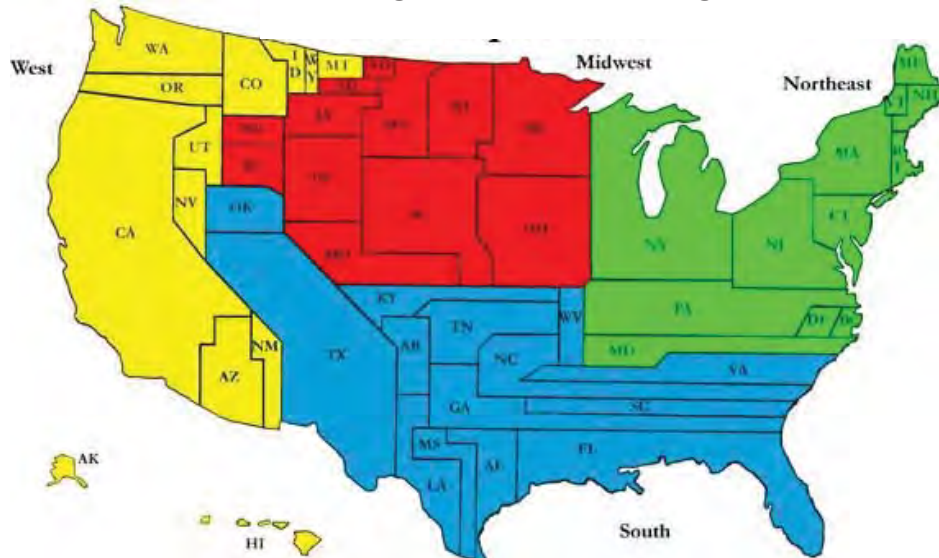
REFERENCE A

3.8.1.7 POLICY SCOPE

- A. The GoTriangle Reimbursable Mileage Rate and the U.S. Internal Revenue Service (IRS) standard business rate per mile of travel are updated annually.
- A.1 The GoTriangle Reimbursable Mileage Rate for Employees, Consultants, and Board members for use of a Personally Operated Automobile (POA) when used for GoTriangle business travel is updated annually.
- B. Gratuities – a reasonable dollar amount per day will be considered for reimbursement. A receipt is optional, unless included with receipt for a meal.
- C. GoTriangle Reimbursable Rates –

Region	MEALS	LODGING	MAX REIMBURSABLE RATE
ZONE 1 - Midwest	\$60	\$175	\$235
ZONE 2 - Northeast	\$70	\$200	\$270
ZONE 3 – South	\$50	\$150	\$200
ZONE 5 –West	\$70	\$200	\$270

GoTriangle Reimbursable Region



MEMORANDUM

TO: GoTriangle Board of Trustees
FROM: Regional Services Development
DATE: December 7, 2017
SUBJECT: Report on FY2018 Quarter 1 Progress Report for Wake Transit Plan Implementation

Strategic Objective or Initiative Supported

This recommendation comes out of the work on the initiative to implement the Wake Transit Plan with Transit Planning Advisory Committee (TPAC).

Action Requested

Staff requests that the Board receive this report and provide comments on the report format to guide future reports.

Background and Purpose

Per the Wake Transit Governance Interlocal Agreement, GoTriangle shall issue quarterly reports on the financial performance and project implementation progress will be generated and shared with the Transit Planning Advisory Committee (TPAC) member organizations. GoTriangle staff worked together with CAMPO staff and the TPAC in the development of the reporting templates. CAMPO's Administrator for the TPAC led the collection of the project progress updates and is presenting this first quarter report.

Financial Impact

None.

Attachments

- Summary of FY2018 Work Plan First Quarter Report

Staff Contact(s)

- John Tallmadge, (919) 485-7430, jtallmadge@gotriangle.org

FY 2018 Work Plan

First Quarter Report



FY 2018 Q1 Report - Highlights

WAKE OPERATING

Tax District Administration

GoTriangle as Tax District Administrator hired a senior financial analyst (Steven Schlossberg) to provide Financial Oversight of the Tax District. The position was fulfilled on September 18, 2017. Mr. Schlossberg has been coordinating tasks as related to audit processes over the Wake Operating and Capital Funds. 50% of the audit process for FY18 was completed by September 30, 2017. Mr. Schlossberg has also been coordinating and managing the financial advisory services (through PFM Financial Advisors) in preparation of debt issuance and the development of a financial model for Wake Transit needs.

Transit Plan Administration

There are numerous planning studies supported through Wake Transit funds in FY18. The City of Raleigh has prepared for its Downtown Raleigh Operations Plan, which will be evaluating how all transportation modes function to facilitate a cohesive and effective network in the Downtown area. As of September 30, the City has received proposals and scoring completed. Staff has been negotiating the scope and pricing with a preferred consultant.

NOTE: The Multi-Year Bus Service Implementation Plan was included in the FY18 work plan. This item will be removed upon a recommended and approved amendment request. Funds were provided for this initiative in FY17 through a separate funding mechanism.

To support on-going studies, projects and public engagement, several full-time equivalent (FTE) staffing positions were approved and fulfillment nearly complete by then of this quarter. GoTriangle sought the continuation of 3.5 FTE's. 2.5 FTE positions were created at the end of FY17 and are continuing through FY18. 1.5 FTE's to manage aspects of public outreach and communication (Juan Carlos Erickson & Ashley Hooper); 1.0 FTE for the Multi-Year Bus Service Implementation Plan (Jennifer Green). 1.0 FTE for a BRT Project Engineer is expected to be filled on or after January 2, 2018. CAMPO was approved for an FTE to support the important need of TPAC Administration. The TPAC Administrator (Adam Howell) was fulfilled on August 21, 2017. The Town of Cary was approved for an FTE to support project management and coordination on all Wake Transit initiatives with respect to the Town's interests. Solicitations for the new position with the Town were posted and interviews were being conducted as of the end of the first quarter in FY18.

Bus Operations

In an effort to provide new services in a timely manner, the Plan was prioritized to fund services that were implementable with the use of existing resources. All three (3) fixed route operating agencies implemented new levels of service in a coordinated effort on August 6, 2017. GoRaleigh expanded service span for Route 7, which included Sunday. With that expansion, GoRaleigh was able to add nearly

16,000 passengers over the same timeframe in 2016. GoCary added new Sunday service as well, which had never been offered before in Cary. 1,759 trips were provided on GoCary fixed route services with the new Sunday service expansion. GoCary also increased midday frequencies on four (4) of their six (6) routes Monday-Saturday. On Saturdays, GoCary was able to increase their total ridership over the 2016 base year comparison by nearly 1,000 trips. GoTriangle also provided some improvements to existing services, including the Route 300 (segment between Raleigh & Cary). With new frequencies and span expansion, Route 300 was able to provide over 100 additional trips a day as compared to the same time in the 2016 base year. A comprehensive set of statistics can be found in the index of project quarterly reports.

WAKE CAPITAL

Capital Planning

One major capital planning study funded through FY18 is the Major Investment Study (MIS). The MIS is programmed to review corridor travel markets, conceptual alignments for bus rapid transit and infrastructure/coordination needs for commuter rail. This study kicked off in the first quarter of FY18, and the study's coordinating technical team has discussed bus rapid transit corridor alternatives for data analyses as a part of the study.

Also, Triangle J Council of Governments (TJCOG), on behalf of GoTriangle, began the first phase of a two-year study for Bus and Rail Station Land Use & Affordable Housing Plan. A list of quarterly activity details has been provided by TJCOG to supplement the required quarterly report and is included in the comprehensive document of FY18 first-quarter reports.

Bus Infrastructure

Many large bus infrastructure projects were adopted with the FY18 Wake Transit Work Plan. One prominent one experiencing progress in the first quarter of this fiscal year is GoRaleigh's CNG Fueling Station. As of the end of quarter one, the City of Raleigh had an RFQ posted with a deadline for proposal submission by November 1. GoTriangle is taking the lead in partnership with the City of Raleigh for the bus component of Raleigh Union Station. GoTriangle has hired a consultant and hosted a kick off meeting that occurred towards the end of the first quarter. The consultant will initially advise on positioning of the property parcel for joint development.

Bus Acquisition

The City of Raleigh was approved to purchase eight (8) 40-foot Gillig compressed natural gas (CNG) buses to start with expansion services that will be brought forward for approval in the FY19 work plan. A purchase order for these eight (8) vehicles was issued to Gillig in September 2017 by the City. GoTriangle was also originally approved to procure eight (8) 40-foot low-floor-transit buses to support new services in FY19.



Triangle Tax District
For the Quarter ending September 30, 2017 (Q1)
For the Fiscal Year Ending June 30, 2018

<i>Cash Balances</i>			
Wake County Operating Account	\$20,180,526.53	Accounts Receivable	\$ 11,053,832.75
Wake County Capital Account	\$ -	Accounts Receivable	\$ -

**WAKE OPERATING
REVENUES, BUDGET TO ACTUAL, CASH BASIS**

	Current Year	Prior Year	Difference
1/2 ¢ Sales Tax			
Budget	\$ 82,852,000	\$ 18,893,000	63,959,000
Actual YTD	-	20,177,575	(20,177,575)
Percentage Rec'd	0.00%	106.80%	-31.55%
Vehicle Rental Tax			
Budget	\$ 3,877,000	\$ 877,519	2,999,481
Actual YTD	-	-	-
Percentage Rec'd	0.00%	0.00%	0.00%
\$7 Vehicle Registration Tax			
Budget	\$ 5,419,000	\$ -	5,419,000
Actual YTD	-	-	-
Percentage Rec'd	0.00%	-	0.00%
\$3 Vehicle Registration Tax			
Budget	\$ 2,111,000	\$ 621,000	1,490,000
Actual YTD	-	-	-
Percentage Rec'd	0.00%	0.00%	0.00%
Other Revenue			
Actual YTD	\$ 5,035	\$ 360	4,675

Totals Summary	FY 18	FY 17	Difference
Total Budgeted Wake Operating Revenues	\$ 94,259,000	\$ 20,391,519	73,867,481
Total Actual Revenues Received (Cash Basis)	5,035	20,177,935	(20,172,899)
Percentage of Budget Realized	0.01%	98.95%	-27.31%

Notes:

Amounts are shown on a cash basis. Some revenues are not received in the month earned because of State Agency processing time. Tax revenues are generally distributed three months after receipt by the State. Adjustments for these timing differences will be made at year end.



Triangle Tax District --- Wake Operating
For the Quarter ending September 30, 2017 (Q1)
For the Fiscal Year Ending June 30, 2018

OPERATING EXPENDITURES, BUDGET TO ACTUAL, CASH BASIS¹

		Current Year Budget	Actual YTD	Percent Spent YTD	Budget Remaining	Progress Report
Tax District Administration						
GoTriangle	Salaries & Benefits	\$ 153,750	\$ -	0%	\$ 153,750	●
GoTriangle	Contracted Services, Tax District Audit	\$ 19,333	\$ -	0%	\$ 19,333	●
GoTriangle	Contracted Services, Financial Consultants	\$ 200,000	\$ -	0%	\$ 200,000	●
Total Tax District Administration		\$ 373,083	\$ -	0%	\$ 373,083	
Transit Plan Administration						
CAMPO	Salaries & Benefits, TPAC Administration	\$ 150,000	\$ -	0%	\$ 150,000	●
Cary	Marketing and Public Outreach	\$ 35,000	\$ -	0%	\$ 35,000	●
Cary	Salaries & Benefits, Capital Project Coordination Staff	\$ 147,413	\$ -	0%	\$ 147,413	●
GoTriangle	Salaries & Benefits, 3.5 FTE	\$ 538,125	\$ -	0%	\$ 538,125	●
GoTriangle	Administrative Expenses, Travel & Training	\$ 10,720	\$ -	0%	\$ 10,720	●
GoTriangle	Outside Legal Counsel	\$ 50,000	\$ -	0%	\$ 50,000	●
GoTriangle	Outreach/Marketing/Communications for Transit Plan Implementation	\$ 97,000	\$ -	0%	\$ 97,000	●
GoTriangle	Incidental Expenses for Systemwide Studies	\$ 20,000	\$ -	0%	\$ 20,000	●
GoTriangle	Transit Customer Surveys	\$ 125,000	\$ -	0%	\$ 125,000	●
GoTriangle	Multi-Year Bus Service Implementation Plan	\$ 1,292,000	\$ -	0%	\$ 1,292,000	●
GoTriangle	Utilities for Raleigh Satellite Office, for Wake Transit purposes	\$ 25,000	\$ -	0%	\$ 25,000	●
GoTriangle	Property Maintenance, Repairs & Property Appraisals	\$ 50,057	\$ -	0%	\$ 50,057	●
GoTriangle	Customer Feedback Management System	\$ 35,000	\$ -	0%	\$ 35,000	●
GoTriangle	Community Funding Areas Program Management Plan	\$ 175,000	\$ -	0%	\$ 175,000	●
Raleigh	Downtown Operations Plan	\$ 875,000	\$ -	0%	\$ 875,000	●
Raleigh	Salaries & Benefits, Service Planning Staff	\$ 150,000	\$ -	0%	\$ 150,000	●
Reserve	Staffing Reserve	\$ 370,000	\$ -	0%	\$ 370,000	●
Total Transit Plan Administration		\$ 4,145,315	\$ -	0%	\$ 4,145,315	
Bus Operations						
Cary	Sunday Service, all routes	\$ 476,182	\$ -	0%	\$ 476,182	●
Cary	Increase Midday Service, Selected Routes	\$ 362,340	\$ -	0%	\$ 362,340	●
Cary	Lease Two New Expansion Vehicles	\$ 100,000	\$ -	0%	\$ 100,000	●
GoTriangle	Continuation of Fuquay-Varina Express Route	\$ 406,220	\$ -	0%	\$ 406,220	●
GoTriangle	Route 100 Frequency Improvements	\$ 433,080	\$ -	0%	\$ 433,080	●
GoTriangle	Route 300 Frequency Improvements	\$ 265,833	\$ -	0%	\$ 265,833	●
GoTriangle	Route 300 Night and Sunday Service	\$ 231,813	\$ -	0%	\$ 231,813	●
GoTriangle	Continuation of Route 300 Peak Service	\$ 412,644	\$ -	0%	\$ 412,644	●
Knightdale	Continuity of Knightdale-Raleigh Express Contribution	\$ 43,000	\$ -	0%	\$ 43,000	●
Raleigh	Increase Frequency on Route 7	\$ 193,875	\$ -	0%	\$ 193,875	●
Raleigh	Increase Sunday Service Span	\$ 1,357,045	\$ -	0%	\$ 1,357,045	●
TRACS (Wake County)	Countywide Rural General Public Demand Response Service	\$ 175,000	\$ -	0%	\$ 175,000	●
Wendell	Continuity of Contribution for Zebulon-Wendell Express Park & Ride Lease	\$ 4,200	\$ -	0%	\$ 4,200	●
Zebulon	Continuity of Contribution for Zebulon-Wendell Express Park & Ride Lease	\$ 5,516	\$ -	0%	\$ 5,516	●
Total Bus Operations		\$ 4,466,748	\$ -	0%	\$ 4,466,748	
Total Operating Expenses		\$ 8,985,146	\$ -	0%	\$ 8,985,146	
Transfer to Triangle Tax District - Wake Capital		\$ 83,693,000	\$ -	0%	\$ 83,693,000	
Allocation to Wake Operating Fund Balance		\$ 1,580,854	\$ -	0%	\$ 1,580,854	
Total Wake Transit Operating		\$ 94,259,000	\$ -	0%	\$ 76,288,708	

¹ Represents Expenditures Reimbursed at End of Quarter

- Not Started
- In Progress
- Completed



*Triangle Tax District --- Wake Capital
For the Quarter ending September 30, 2017 (Q1)
For the Fiscal Year Ending June 30, 2018*

CAPITAL EXPENDITURES, BUDGET TO ACTUAL, CASH BASIS¹

		Total Budget	Progress Report
Capital Planning			
GoTriangle	Major Investment Study	\$ 2,000,000	
GoTriangle	Bus & Rail Station Land Use, with TJCOG	\$ 42,000	
Reserve	Future Fixed Guideway Study	\$ 2,300,000	
Total Capital Planning		\$ 4,342,000	
Bus Infrastructure			
Cary	ADA Bus Stop Improvements	\$ 495,000	
Cary	Bus stop sign replacement	\$ 43,000	
Cary	Design, GoCary Ops & Maint. Facility	\$ 1,000,000	
Cary	Downtown multi-modal study	\$ 300,000	
GoTriangle	RUS Bus Design	\$ 2,700,000	
GoTriangle	BOMF Expansion study	\$ 200,000	
Raleigh	Poole Road Park & Ride Facility	\$ 1,140,000	
Raleigh	CNG Refueling Station	\$ 1,500,000	
Raleigh	Bus shelters & stop improvements	\$ 500,000	
Total Bus Infrastructure		\$ 7,878,000	
Bus Acquisition			
GoTriangle	Bus Purchases	\$ 4,000,000	
Raleigh	Bus Purchases	\$ 4,000,000	
Total Bus Acquisition		\$ 8,000,000	
Allocation to Wake Capital Fund Balance		\$ 63,473,000	
Capital Fund Totals		\$ 83,693,000	

¹ Represents Expenditures Reimbursed at End of Quarter

- Not Started
- In Progress
- Completed

MEMORANDUM

TO: GoTriangle Operations & Finance Committee
FROM: Regional Services Development
DATE: December 8, 2017
SUBJECT: Wake Transit Bus Plan Service Standards and Performance Measures

Strategic Objective or Initiative Supported

This item supports the Strategic Initiative, “Establish joint service standards/performance standards with transit agencies across region. Ensure all contracts for transit service requirements to meet our service quality and vehicle standards.”

Action Requested

Staff requests that the Committee receive the presentation at the meeting.

Background and Purpose

Wake County voters approved funding for the Wake Transit Plan in November 2016. The Transit Planning Advisory Committee is developing a multi-year plan to guide the implementation of bus services as defined in the Wake Transit Plan. Service guidelines and performance measures are being developed to facilitate the implementation of a cost effective network of services funded through Wake Transit revenues.

While the Wake Transit Bus Plan Service Standards and Performance Measures apply to Wake Transit funded services only, GoTriangle may consider applying the guidelines, measures and standards for the entire GoTriangle service area of Wake, Durham and Orange counties.

Details of the proposed service guidelines and performance measures will be provided at the meeting.

Financial Impact

There is not a direct financial impact related to this item.

Attachments

- None

Staff Contact(s)

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CAFR OVERVIEW

Operations &
Finance
Committee

December 2017



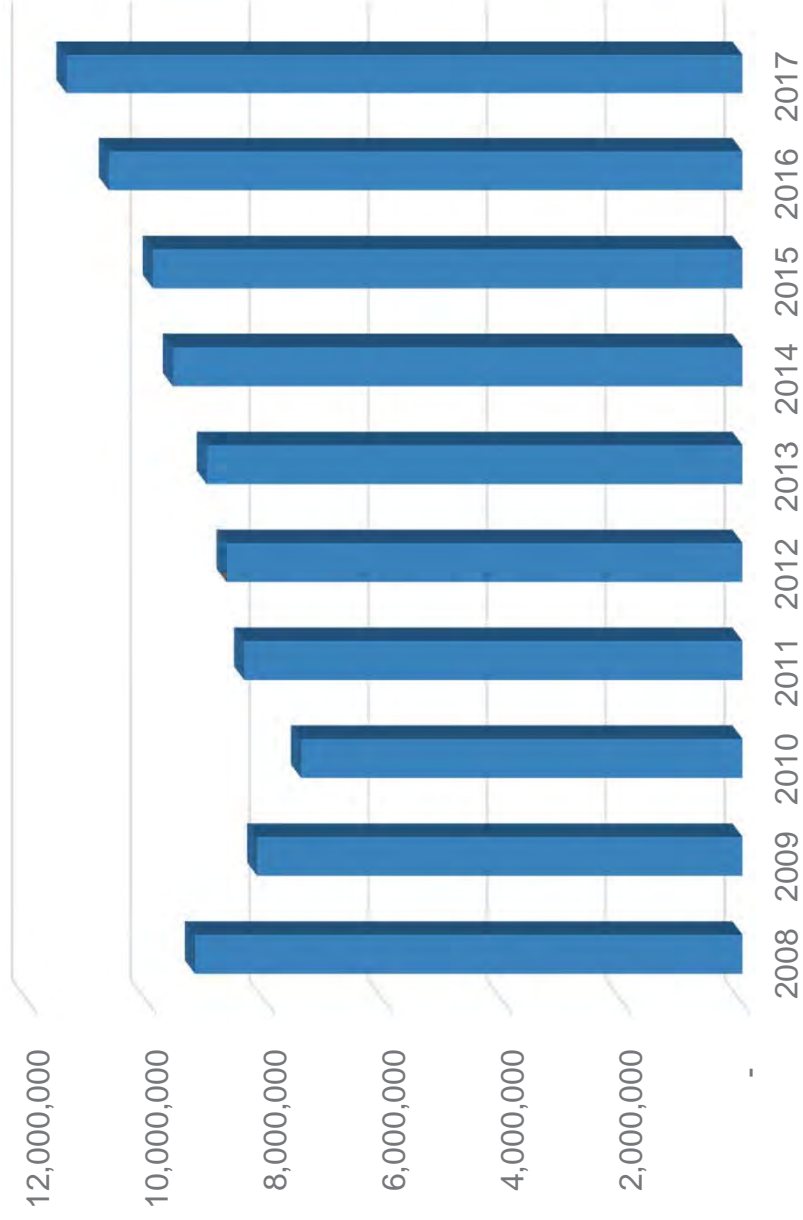
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Triangle

Financial Highlights

- Assets exceeded liabilities at the close of the fiscal year by \$300,011,128 (net position), an increase of \$55,982,303.
- Vehicle rental car tax revenue for the year was \$11,378,047, an increase of \$712,875 (6.7%) over FY16's total. Allocations to Wake County, \$1,011,235, began in FY17 Q4.

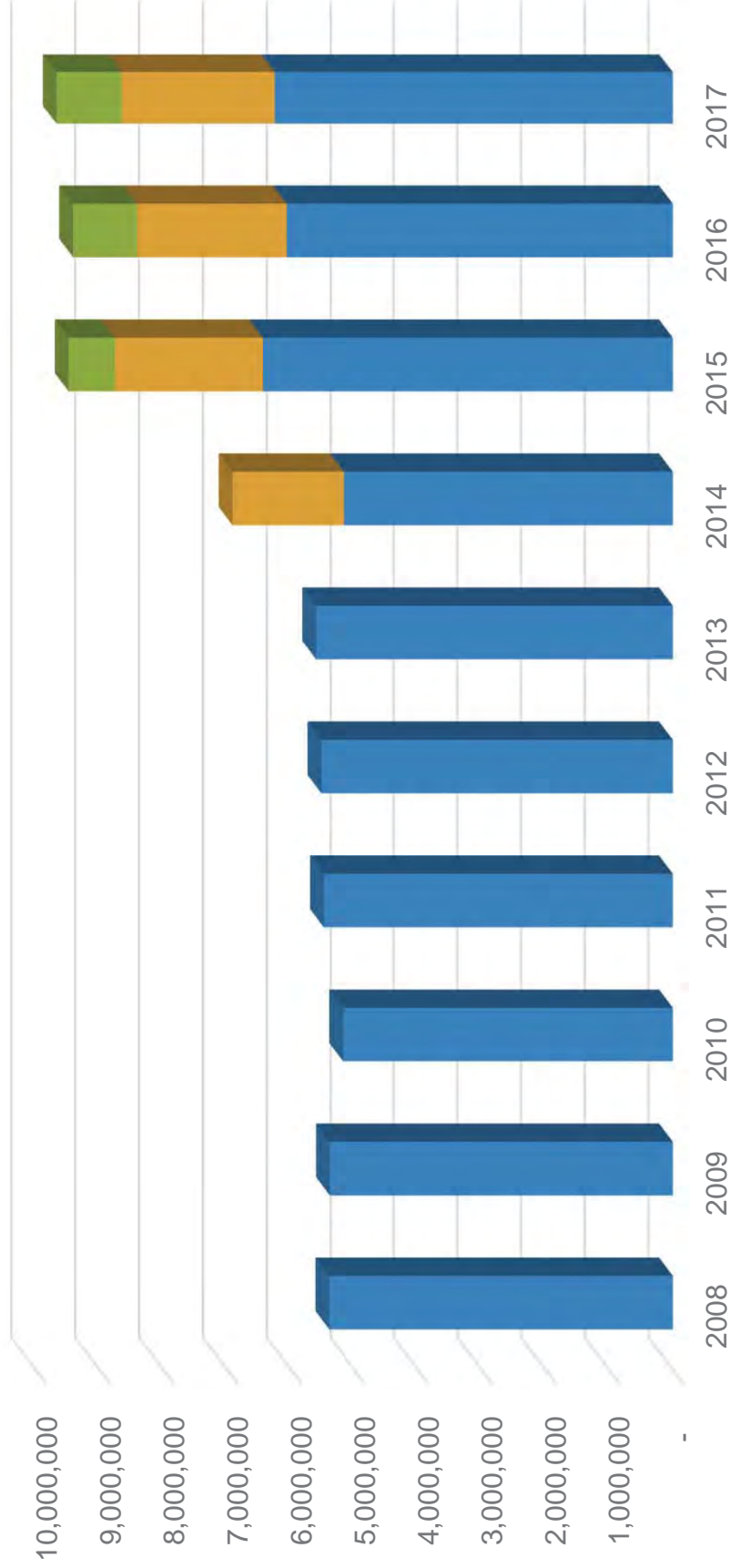
Vehicle Rental Taxes



Financial Highlights, Vehicle Registration Tax

- FY16 Registration Tax was \$9,413,400 in total.
- FY17 Registration Tax was \$9,671,756 in total, an increase of 2.7%.

Vehicle Registration Taxes



Financial Highlights, continued.

- Vanpool Fares were \$291,226 in FY17 and \$343,319 in FY16, a decrease of 15.2%.
- Bus Fares and Consignment revenue were \$2,124,875 in FY17 and \$2,136,442 in FY16, a decrease of 0.5%.



Financial Highlights, continued.

- 1/2¢ Sales Tax revenue was \$54,179,262 in FY17, \$31,536,121 for FY16, an increase of 71.8%.
- 1/2¢ Sales Tax collection began in Wake County April 1, 2017, accounting for \$20,177,574 (89.1%) of the \$22,643,141 overall increase.

Financial Highlights, continued.

- 1/2¢ Sales Tax revenue for Durham Co. was \$27,147,291 in FY17 and \$25,539,604 for FY16, an increase of 6.3%.
- 1/2¢ Sales Tax collection for Orange Co. was \$6,854,396 in FY17 and \$6,241,176 for FY16, an increase of 9.8%

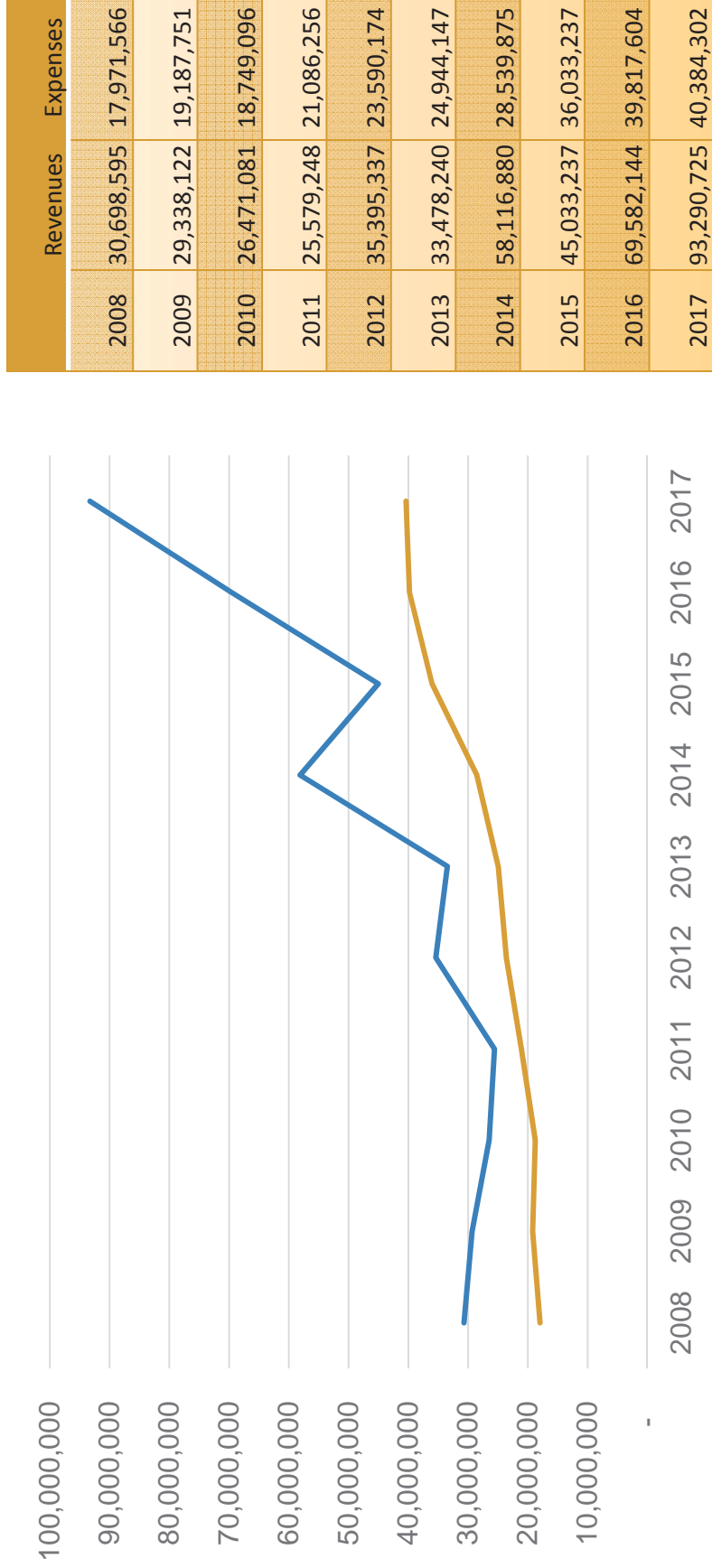
Financial Highlights

- Ending GoTriangle Net Position for FY17 is \$300,011,128. Net Position is the term for financial equity, on a business like basis.
- This is \$55,982,303 higher than last year because:
 - Wake County added \$20.9M
 - Durham/Orange added \$25.7M
 - Change in accounting methodology added \$3.2M
 - The remaining \$6.2M is a combination of Bus and General Government activities.

Capital Assets (Net of Depreciation)

	Governmental Activities		Business-Type Activities		Total	
	2017	2016	2017	2016	2017	2016
Land	\$ 37,054,344	\$ 38,758,467	\$ 748,068	\$ 748,068	\$ 37,802,412	\$ 39,506,535
Buildings & Improvements	6,615,977	7,434,563	6,364,561	6,424,562	12,980,538	13,859,125
Equipment & Vehicles	559,765	574,755	7,035,492	8,531,859	7,595,257	9,106,614
Construction in Progress	58,022,629	49,360,903	-	-	58,022,629	49,360,903
Totals	\$ 102,252,715	\$ 96,128,688	\$ 14,148,121	\$ 15,704,489	\$ 116,400,836	\$ 111,833,177

Total GoTriangle Revenues and Expenditures + Capital Purchases (Does not include prior years' CIP write off)



FY 2016 Cash & Investment Balances

	General Fund & Other Gov't Funds	Tax Districts	Proprietary Funds	Total
Cash	\$11,567,260	\$23,521,446	\$---	\$35,088,706
Short Term Investments (NCCMT)	15,807,491	43,160,099	12,434	58,980,024
Long Term Investments (SunTrust)	37,417,485	22,189,162	1,576,149	61,182,796
Total	\$64,792,236	\$88,870,707	\$1,588,583	\$155,251,526

AUDIT FINDINGS & ACCOUNTING ADJUSTMENTS



Financial Statement Findings

- **Auditor finding:** Certain sub-ledgers did not agree to the general ledger and accruals were not made properly.

Some grants receivable at year end were not recorded on a timely basis in the Accounts Receivable module. Accrual adjustments were made directly through the General Ledger module. This created a difference between the sub-ledger and the General Ledger.

Preventative Action: Additional reviews of the balances in the Accounts Receivable module are being done. Monthly reports on Accounts Receivable collections and accruals are now required.

Accounting Adjustments

- **An adjustment was made for bus scheduling software purchased in the Advanced Technology Fund.** The Advanced Technology Fund records assets bought for general GoTriangle purposes, and this software purchase was posted to this fund. Since this software was for a bus-related technology asset, it should have been posted to the Regional Bus Fund.
 - **An adjustment to correct local grant revenue that was misrecorded.** Some grant revenue was not recorded as a receivable at year end. The correcting adjustments were made through the General Ledger rather than through the Accounts Receivable subsidiary ledger.
- Preventative Action.** All grant revenue accruals will be made through the accounts receivable sub-ledger.

Accounting Adjustments

- **Adjust receivables for an invoice that was subsequently voided after year-end.** An error was made in calculating the amount due to GoTriangle. The error was discovered and corrected after providing the trial balance to the auditors.
- **Preventative Action.** A review of the Accounts Receivable items will become part of the monthly financial status meetings.
- **An adjustment to record prior period adjustment for disposal of 3 buses in FY 2016.** At the time of the transfer, the Senior Accountant of less than 4 months had been injured in an accident and did not recognize the bus transfer in the correct fiscal year.

Passed Accounting Adjustments

“Passed Adjustments” is an auditing term for potential adjustments noted during an audit, ultimately determined to be too small or insignificant to formally make. Passed entries included:

- Two entries based on estimated information for construction in progress, revenue due to GoTriangle and accounts payable. The auditors considered adjusting to actual information.
- Adjustment for payroll covering end of FY16 and beginning of FY17 and the treatment of Holiday pay.

Passed Accounting Adjustments, continued

Other Passed Adjustments included,

- The difference related to the receivable correction made after audit work began.
- Adjustments for future pension obligations.

Again, these are minor adjustments not made, but disclosed for transparency purposes.

Schedule of Findings and Questioned Costs

Section II – Financial Statement Findings

- Accounts receivable records did not agree to the general ledger.
- Three buses were transferred to the City of Raleigh in June 2016 and were not properly recorded on the capital asset records.

Section III – Federal Award Findings and Questioned Costs

None noted

Section IV – State Award Findings and Questioned Costs

None noted

Accounting Adjustments

- No write off of older Construction in Progress assets.
- Sales Tax methodology modified.
Methodology changed so distributions are recognized as revenue if received within 90 days of year-end.

Audit Improvements for FY2018

- Implement a month-end closing reporting schedule for peer-review.
- Create a detailed checklist (step by step) planning for fiscal year close and audit preparation.
- Modify the CAFR report structure to automatically link working papers straight into the report.

Next Steps

- Continued refinement of interim and year-end checklists.

Questions

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