



GoTriangle
Board of Trustees
June 22, 2022
12:00 pm-2:30 pm Eastern Time

Based on NC Safer At Home executive orders in response to COVID-19, the GoTriangle Board of Trustees will meet remotely on Wednesday, June 22, 2022, at 12:00 pm.

*Click here to: Join Webex Meeting
Or dial: +1 415-655-0003
Access code: 2433 259 3227*

I. Call to Order and Adoption of Agenda

(1 minute Sig Hutchinson)

ACTION REQUESTED: Adopt agenda with any changes requested.

II. Public Hearings

A. FY2023 Proposed Budget

B. Route FRX Elimination

III. 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.

IV. 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 | May 25, 2022

B. Triangle Regional Model Service Bureau Contract

O&F RECOMMENDATION: Authorize the President/CEO to execute Task Order 3 of the master research agreement with ITRE to provide FY2023 management services for the Triangle Regional Model Service Bureau in an amount not to exceed \$225,000.

Task Order

C. Durham Transit FY2022 Q4 Proposed Durham Work Plan and Budget Amendment

O&F RECOMMENDATION: Approve the FY2022 Q4 Durham Transit Work Plan and budget amendments 0008 and 0009.

O 2022 0008

O 2022 0009

Q4 Durham Budget Change Impact

Q4 Durham SWG Agenda

Q4 Durham SWG Amendment Request

D. Orange Transit FY2022 Q4 Proposed Durham Work Plan and Budget Amendment

O&F RECOMMENDATION: Approve the FY2022 Q4 Orange Transit Work Plan and budget amendments 0010 and 0011.

O 2022 0010

O 2022 0011

Q4 Orange Budget Change Impact

Q4 Orange SWG Agenda

Q4 Orange SWG Amendment Request

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

(1 minute Sig Hutchinson)

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

B. FY2022 Reauthorization of Previously Adopted Transit Funds

(10 minutes Jennifer Hayden)

ACTION REQUESTED: Adopt FY2022 budget ordinance reauthorizations 2022 0012 - 2022 0015.

C. Operations & Finance Committee Report

(5 minutes Renee Price)

1. Continuation of 2021 Service Reductions and Proposed Service Changes

(10 minutes Jennifer Green)

ACTION REQUESTED: Approve the continuation of the 2021 service reductions and designate the President/CEO the authority to determine when suspended routes and trips would resume normal service and approve the proposed service changes to the FRX, WRX, 305 and 300.

Presentation

Attachment A | Title VI Service Equity Analysis - Continuation of 2021 Service Reductions

Attachment B | Title VI Service Equity Analysis - Route FRX Elimination

Attachment C

Attachment D

Attachment E

2. FY2023 Board Travel Requests

ACTION REQUESTED: Discuss and approval travel requests for FY2023.

3. FY2023 Budget Ordinances Adoption

(10 minutes Sandra Freeman)

ACTION REQUESTED: Adopt the FY2023 budget ordinances [2022 0016 - 2022 0029] and the three county transit plan annual work programs/plans, including the material changes memo to the Durham Transit Plan FY2023 Annual Work Program and the FY2023 Wake Transit Project agreement structure.

FY2023 Budget Ordinances

FY2023 Durham Work Program

DCHC Memo

FY2023 Orange Work Program

FY2023 Recommended Wake Transit Work Plan

FY2023 Wake Transit Project Agreement Structure

D. New Business

VI. Other Business

A. President & CEO's Report

(5 minutes Charles Lattuca)

Contracts

New Hires & Promotions

1. **Operations Update**
(5 minutes Vinson Hines)
2. **Capital Projects Status Report**
Presentation - Major Projects Update
(20 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)

VII. Adjournment
(Sig Hutchinson)



**BOARD OF TRUSTEES
MEETING MINUTES**

4600 Emperor Boulevard
Suite 100
Durham, NC 27703

Wednesday, May 25, 2022

12:00 p.m.

Virtual | Webex

Board members present | Will Allen III, Brenda Howerton, Sig Hutchinson, Vivian Jones, Michael Parker, Renée Price [left 1:20 p.m.], Jennifer Robinson [arr. 1:03 p.m., left 1:38 p.m.], Stefanie Williams [arr. 12:09 p.m.]

Board members absent | Corey Branch, Michael Fox, Valerie Jordan, Elaine O'Neal [excused]

Chair Sig Hutchinson officially called the meeting to order at 12:01 p.m. A quorum was present.

I. Adoption of Agenda

Action: On motion by Parker and second by Jones the agenda was adopted. Upon vote by roll call, the motion was carried unanimously.

II. Recognition

A. Employee Service Awards

President/CEO Charles Lattuca recognized Aaren Landrum, Majid Mohamed and Bernadette Parrish for 15 years of service and Liston Peoples and Amber Warren for ten.

Williams arrived.

III. Public Hearing | FY2023 Proposed Budget

Chair opened the public hearing at 12:09 p.m. There being no comments, the hearing was closed.

IV. Public Comment

No comments.

V. Consent Agenda

Action: A motion was made by Allen and seconded by Price to approve the consent agenda. Upon vote by roll call, the motion was carried unanimously.

The following consent agenda items were approved:

- May 11, 2022 | Budget Work Session Minutes.
- May 11, 2022 | Special Session Minutes.
- FY2022 Q4 Wake Transit Work Plan amendment and budget ordinance amendment *2022 0007 GoTriangle Fiscal Year 2022 Triangle Tax District – Wake Capital Fund Budget Ordinance Amendment.*
- Authorized the President/CEO to award and execute a contract with Whitley Contracting Inc. for construction, installation of bus stop amenities, and other related bus stop improvements at 11 GoTriangle bus stop locations in the amount of \$368,573.50, plus an additional \$36,426.50 for project contingency.

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

VI. Presentations

A. Orange County Transit Plan Update

Meg Scully introduced Caroline Dwyer, consultant working with Orange County, to give an update on the Orange County Transit Plan process. Her presentation is attached and hereby made a part of these minutes.

Dwyer stated that the update to the plan began in 2020 but was hampered by the pandemic. Following this round of public comment, the final recommended plan will be drafted and is anticipated to be adopted in the fall. The plan includes, with the exception of the D-O LRT project, all projects from the two previous versions of the plan along with new projects funded with unallocated tax revenues, based on financial projections generated by GoTriangle for the tax district. The plan does not include any projects that would require taking on debt.

Potential projects were prioritized considering:

- unfunded priorities for transit service providers
- meets needs expressed by the public
- reflects the values identified by the Project Steering Committee [equity, environmental sustainability, economic prosperity, affordable and attainable quality of life, transportation and access for all in Orange County]
- fills the regional connectivity gap specifically between Orange and Durham counties or supports the conceptual transit vision

Service Improvements in Proposed Plan

- Chapel Hill Transit Route CW [Carrboro-UNC] - Increase weekday midday frequency to 30 minutes
- Chapel Hill Transit Route HS [Morris Grove Elementary-Smith Level Rd] – Add weekend service, one bus to this historically African American community
- Orange County Public Transit – mobility on demand service
- Chapel Hill Transit Route NS [Eubanks Rd-Southern Village] – Increase morning peak frequency to 6 minutes, extend Saturday service to 11 p.m. and Sunday service to 9 p.m.
- 15-501 project bundle – consolidate GoTriangle Route 400/405 with 15 minute midday frequency and improved night and Sunday service; extend service on Chapel Hill Transit Route D to Patterson Place and Saturday service to 9 p.m.; increase morning peak frequency Chapel Hill Transit Route J to 10 minutes and 15 minute frequency until noon, extend Saturday service to 11 p.m. and Sunday service to 9 p.m.

Capital Projects in Proposed Plan

- Improvements to the Fordham Blvd. and Ephesus Church Rd. intersection, including bus stop shelter amenities and pedestrian crossing improvements
- Queue jump for transit vehicles at Fordham Blvd. and Manning Dr. intersection and shoulder running supportive infrastructure for BOSS

B. Durham and Orange Transit Governance Study Update

Jay Heikes introduced Adam Howell whose presentation is attached and hereby made a part of these minutes. Howell stated that the goals of the governance study are to create a clear, operationally efficient governance structure that ensures Durham and Orange counties' priorities are funded and implemented with County transit taxes and fees and form new levels of accountability, including development of an equitable set of processes which seek to gain community trust. To date the process has included stakeholder interviews, a joint elected officials' workshop, peer interviews and joint staff workshops.

Consensus has been reached on several of the recommendations, but a few issues have documented minority perspectives.

- Orange County Staff Working Group membership and voting structure
- Voting on annual work program and budget approval

Tabled for further discussion is a process for conflict mediation and the equitable use of net proceeds. Although consensus has been reached, additional discussion about the amendment process and thresholds for amendments to the multi-year plan and annual work program is needed as well as refinement to the formula for increased cost of existing services.

Durham Outcomes – Staff Working Group

- Durham County, DCHC MPO and GoTriangle are voting members with two votes and signatories
- City of Durham receives one vote and is not a signatory
- Research Triangle Foundation, TJCOG, Duke University, NC Central University, Durham Tech are non-voting members

VII. General Business Agenda**A. Items Removed from Consent Agenda**

None.

B. Operations & Finance Committee Report

Renée Price stated that two items were approved on the consent agenda today. The Committee also discussed bus service and received a third quarter budget update and an update on FY2023 budget development.

C. Planning & Legislative Committee Report

Vivian Jones reported that the Committee received reports on commuter rail ridership and demographics. She stated that several service and fare scenarios were evaluated.

D. New Business

None.

VIII. 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 introduced the new Chief Communications Officer, Melody Hunter-Pillion. He stated that Patrick Stephens retired on May 20 and Vinson Hines is the acting Chief of Operations during the recruitment period.

1. Operations Update

The monthly report is attached and hereby made a part of these minutes. Vinson Hines thanked Lattuca for the opportunity. He highlighted that average weekday boardings last week exceeded 5,000, or 72% of pre-pandemic ridership. Saturday ridership has been flat to the pre-pandemic level at 1,900 trips. Sunday ridership has increased by 18% 1,300 since 2020.

Hines added that staff is monitoring the fuel situation. He said there have been a few supply issues.

2. Capital Projects Status Report

The capital projects status report and presentation on the bus stop improvement program are attached and hereby made a part of these minutes.

Eggleston reviewed the process used for bus stop improvements:

- Assessing existing conditions
- Prioritizing locations based on ridership and other factors
- Preparing construction groups
- Design, permitting and right-of-way acquisition
- Construction

Eggleston then shared maps showing activity in Durham related to GoTriangle's contract for operation of Durham transit services. She said these maps are interactive on website and include photos of completed stop improvements.

- Since FY2020, improvements have been completed at 92 stops
- Currently 142 stops are in design, permitting, right-of-way or construction
- 118 stops are in the planning phase, going through feasibility analysis for prioritization in the coming year

Eggleston said that there are 1,000 bus stops in Durham County between the GoTriangle and GoDurham systems. The Durham Transit Plan has included funding to improve all the stops in Durham County in coming years. A bus stop optimization study has begun to look at all stops in Durham.

Allen stated with funding coming from the Durham Transit Plan this work seems to be outside the contract with the City of Durham for operation of transit services. He asked for a presentation on GoTriangle's roles and responsibilities related to the

contract with the City of Durham. Howerton agreed that this information would be helpful to the Board.

Eggleston then stated that improvements have been completed or are in progress at 35 stops in Wake County to date. Stops within the GoRaleigh and GoCary network are managed by those systems in contrast to the relationship GoTriangle has with Durham. She stated that across the region, funding for bus stop improvements comes from the county transit plans; however, responsibility for implementing the improvements is shared among more entities in Wake and Orange counties.

Eggleston stated similarly in Orange County, there are GoTriangle stops, Chapel Hill Transit stops and some Orange County Public Transportation stops. The funding available for improvements is much more restricted. To date improvements to ten stops have been completed or are in progress. She said there is no future pipeline of funding for stop improvements in Orange County compared to Durham and Wake counties.

Eggleston reported that during the summer GoTriangle will update the field inventory of GoDurham and GoTriangle stops. Increased coordination between the various parties will improve the process for making improvements and reduce the amount of time it takes to move those stops from prioritization to construction.

B. General Counsel's Report

Byron Smith reported that progress continues on RUS Bus negotiations.

C. Chair's Report

Chair Hutchinson congratulated Renée Price on her win in the North Carolina House of Representatives District 50 primary. He also noted that the return to in-person meetings will be based on the completion of renovations to the Board Room.

D. Board Member Reports

1. CAMPO Executive Board Representative

Will Allen III reported that CAMPO also approved the Wake FY2022 Q4 amendments and a Wake Transit financial review. There were public hearings on the strategic plan update and the Wake Transit FY2023 work plan. The first strategic plan update since 2015 was approved. Presentations were received from ITRE on the regional travel survey update and from TJCOG on electric vehicle and infrastructure updates.

2. Regional Transportation Alliance (RTA) Representative

No report.

3. DCHC MPO Board Representative

Report given at May 11 Board of Trustees meeting.

IX. Adjournment

Action: Chair Hutchinson adjourned the meeting at 1:44 p.m.

Sig Hutchinson, Chair

Attest:

Michelle C. Dawson, CMC
Clerk to the Board

DRAFT

MEMORANDUM

TO: GoTriangle Board of Trustees Operations & Finance Committee

FROM: Planning and Capital Development

DATE: May 25, 2022

SUBJECT: **Task Order 3 – Triangle Regional Model Service Bureau (TRMSB) Contract with North Carolina State University (NCSU) Institute for Transportation Research and Education (ITRE)**

Strategic Objective or Initiative Supported

1.2 Pursue service improvements and expansion opportunities

Action Requested

Staff requests that the GoTriangle Board of Trustees authorize the President and CEO to execute Task Order 3 of the agreement master research agreement with North Carolina State University (NCSU) Institute for Transportation Research and Education (ITRE) to provide fiscal year 2023 management services for the Triangle Regional Model Service Bureau in an amount not to exceed \$225,000.

Background and Purpose

The TRM Service Bureau maintains the Triangle region's travel demand forecasting models. Its work is funded through a four-way partnership involving GoTriangle, NCDOT, DCHC-MPO, and CAMPO.

The TRM provides sophisticated data analysis of traffic patterns, volumes, and capacities on the Triangle road network as well as bus ridership and rail ridership forecasts for the future. The model is used by the MPOs as the foundation of their long-range transportation planning efforts included in the Metropolitan Transportation Plans (MTP). The regional STOPS model will be used by GoTriangle, GoRaleigh, and the MPOs to forecast transit ridership on potential major transit investments.

On a recurring/ongoing basis, the model team collects/updated data and makes improvements to the models to better estimate transit ridership now and in the future.

The master research agreement executed in 2021 includes contract terms for work assigned to the TRM Service Bureau for a five year period.

Task Order 3 would fund the GoTriangle portion of the TRM Service Bureau annual work plan for FY23.

Financial Impact

Task Order 3 is proposed to be budgeted across multiple funding sources in FY23. The GoTriangle Major Transit Investment Fund (MTIF) is budgeted to fund 80% (\$180,000) which is planned to be submitted for federal reimbursement, and the 20% local match is split across Wake (22,500), Durham (11,250), and Orange (11,250) workplans. The GoTriangle Board of Trustees is scheduled to consider adoption of the budget for MTIF and the three county transit plans including these values at its June 2022 meeting.

Attachments

- Task Order 3

Staff Contacts

- Katharine Eggleston, CDO, (919) 485-4764, keggleston@gotriangle.org
- Jay Heikes, Senior Transportation Planner, (919) 314-8741, jheikes@gotriangle.org



APPENDIX A
Task Order Template
Master Research Agreement Number 2021-2654
By and Between
GOTRIANGLE and NC STATE UNIVERSITY

Upon execution by the parties below, the Research Project specified herein is funded. The Master Research Agreement is incorporated herein by reference in its entirety throughout the Period of Performance. Any capitalized term not otherwise defined in this Task Order shall have the definition ascribed to it in the Agreement.

TASK ORDER Number: 033

New

Modification No. _____

NC STATE UNIVERSITY		GOTRIANGLE	
2601 Wolf Village Way, Suite 240 Raleigh, NC 27695		Address: PO Box 13787 Research Triangle Park, NC 27709	
For Contract: Sponsored Programs & Regulatory Compliance Services, Box 7514		Phone: 919-485-7455 Email: keggleston@gotriangle.org	
For Remittance: Office of Contracts and Grants Box 7214			
TIN/EIN: 56-6000756 DUNS: 04-209-2122			
Principal Investigator: Leta Huntsinger Email: lfhunsi@ncsu.edu Phone: (919) 515-8625		Project Director: Katharine Eggleston Email: keggleston@gotriangle.org Phone:	
Administrative: Sherrie Settle Email: sps@ncsu.edu Phone: 919-515-2444		Administrative: Tara Johnson Email: tjohnson@gotriangle.org Phone:	
Description/Purpose of This Action: Triangle Regional Model Service Bureau 22-23			
Period of Performance: Start Date: 07/01/2022 (Spending authorized up to 60 days prior to Start Date) End Date: 06/30/2023		Funding Information in United States Dollars:	
		a. Amount Funded This Action	\$ 214,397
		b. Amount Prior Funding	\$0
		c. Total Sponsored Funds To Date	\$ 214,397

Invoicing Frequency: Monthly Quarterly Other Specify:
 A final invoice will be provided to GoTriangle not later than ninety (90) days after Task Order end date.

University shall submit invoices to the following address:
 GoTriangle
 Email: invoices@gotriangle.org

Technical Reporting Requirements: Quarterly; Biannually; Annually; Final (90 days post termination)

Special Terms and conditions: PI may make revisions to the estimated budget as required with no increase in Total Funded amount.

Attachments Incorporated:
 # 1: Statement of Work;
 # 2: Budget;
 # 3: Other:

Each Signatory below certifies that they are authorized to execute legally binding commitments on behalf of their named party.

<p>For: NORTH CAROLINA STATE UNIVERSITY</p> <p>Signature: _____</p> <p>Printed Name: Wendy J Moore</p> <p>Title: Assistant Director, Contract & Subaward Negotiations</p> <p>Date: _____</p>	<p>For: GO TRIANGLE</p> <p>Signature: _____</p> <p>Printed Name: _____</p> <p>Title: _____</p> <p>Date: _____</p>
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Attachment 1

Statement of Work

The following scope of work is presented as the proposed work plan for the TRM Model Team including the TRM Service Bureau (TRMSB) for the budget year July 1, 2022 – June 30, 2023. The primary efforts outlined in this scope are intended to focus work efforts on model investigations and explorations to inform future model enhancements, and on data development and preparation related to modeling needs for the 2055 MTP.

Several assumptions are made within the context of this scope.

1. Signatory agencies will commit one-half FTE per agency to support data development for the model, and to advance their knowledge and understanding of the TRM, with the exception of GoTriangle who will provide in kind funding to cover a one-half FTE.
2. All intermediate and final products of this work program belong to the four stakeholders (NCDOT, CAMPO, DCHC, and GoTriangle) and these will be delivered in a form and via media acceptable to each stakeholder at the end of the contract year or before. The products include: model files including input files; scripts and program source code; all technical memoranda; estimation data file inputs and outputs; and technical reports and user guides.

The following version name will be used in this scope of work.

TRMG2: The TRM Generation 2 best practice trip-based model was developed by Caliper Corporation through contracted services with ITRE. TRMG2 includes:

- improved network management and reporting capabilities
- travel choices informed by parking cost and availability
- a university model
- a non-motorized model
- a nested mode choice model with capabilities of evaluating multiple modes of transit including express bus, bus rapid transit, light rail transit, and commuter rail

TRMG2 was estimated, calibrated and validated to an initial 2016 validation year using the 2016 and 2018 household travel survey data and the most recent transit on-board survey. The final TRMG2 was validated to 2020, and as such, the official validation year is 2020 (pre-pandemic).

1 Project Management

ITRE will provide overall project administration which includes tasks such as:

- Review and monitor the project schedule
- Coordinate and communicate with the project stakeholders and model team members
- Provide quarterly invoices and reports tracking the progress towards specific tasks
- Provide monthly status reports tracking task progress and any outstanding issues impacting task completion
- Develop and maintain project files (on a TRM team drive that mirrors the work program structure)

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- Enforce established procedures and protocols related to model development, model maintenance, and model application
- Fulfill various project management special requests from the Executive Committee

Deliverable(s):

- Quarterly invoices and progress reports.
- Monthly status reports.
- Tracking and adjustments, as necessary, to scope, schedule, and budget.

2 Coordination and Communication

This task covers the coordination and communication necessary to keep the TRMSB program operating effectively.

Executive Committee meetings will take place once per quarter and will be attended by the agency designated Executive Committee member and ITRE's Associate Director responsible for TRMSB oversight. Agency managers responsible for the TRM work program, TRM Team members as designated by their respective agencies, or others may also be invited to participate by the Executive Committee or by ITRE's Associate Director. The focus on these meetings is high level decision making required to advance the TRM work program, providing information related to technical TRM work tasks, and the discussion of important issues related to funding, staffing, and administration of the TRM work program. TJCOG is responsible for scheduling, facilitating, and documenting these meetings. The work program assumes four (4) meetings per year.

TRM Team meetings will take place monthly and will be attended by Tech Team and Model Team members, where Model Team members are defined as agency managers responsible for overseeing the TRM. They will focus on brainstorming and problem solving related to TRM development and application and decision making related to key work tasks in the TRM work program. ITRE is responsible for scheduling, facilitating, and documenting these meetings. Scope assumes ten (10) meetings per year.

TRM Technical Team meetings will take place monthly and will be attended by Tech Team members. They will provide a forum to build team camaraderie, share technical findings from data explorations and model applications, conduct problem solving around specific technical issues and to discuss technical matters. ITRE is responsible for scheduling, facilitating, and documenting these meetings. Scope assumes twelve (12) meetings per year.

Meetings related to any work undertaken by sub-consultants or contractors is covered under the specific task related to that work.

Deliverable(s):

- Documentation and materials as requested by the Executive Committee.
- Monthly team meeting notes and action item tracker.

3 Model Development

3.1 TRMG2

With the completion of TRMG2, model development tasks in FY23 will focus on preparing data structures to support the TRM expansion prior to when the model is needed to support the 2055 MTP (June 2024 draft, September 2024 final). The model validation year for the 2055 MTP will be Fall 2023.

This year's work program will include meetings and conversations associated with expanding the TRM boundary. The decision on the expanded model boundary needs to be made no later than the first quarter of the fiscal year, otherwise delivery of the model for the 2055 MTP could be impacted. An earlier decision is preferred. Once the boundary is set, new TAZs will be established and coded. This plan assumes that ITRE will make recommendations on the TAZ structure to the sponsor agencies, but that the sponsor agencies will make the final decision. CAMPO and DCHC will code the new TAZs into the official 2055 MTP TAZ file. Sponsor agencies are also responsible for reviewing the existing TAZ structure and making recommendations to the Team for modifications. Once approved, the sponsor agencies are responsible for making these edits.

Validation year and future year land use and zonal data will be required for the expanded area. CAMPO and DCHC are responsible for providing this data in the required TRMG2 format. ITRE will provide support and collaboration on this effort.

The transportation network for the expanded region will need to be identified and coded, including the all streets network, modeled roadways, and modeled transit routes. ITRE will take the lead on adding in the all streets network. ITRE will make recommendations on the roadways to include in the expanded region. This recommendation will be balanced with the agreed upon zone configuration. CAMPO, DCHC and NCDOT will approve the final modeled roadways. CAMPO, DCHC and NCDOT are responsible for collecting attribute data for the modeled roadways in the expanded region. ITRE, CAMPO, DCHC and NCDOT will collaborate on coding this data. CAMPO, DCHC and NCDOT are responsible for identifying and coding any new roadways for the existing modeled region.

The sponsor agencies are responsible for identifying any transit routes in the expanded region that need to be included. ITRE will take the lead on adding these routes to the new 2050 MTP master. Following the adoption of the Orange and Durham transit plans, the TRM route system will be reviewed to identify and document inconsistencies between the coded routes and the adopted transit plans. Pending adoption of these new transit routes into the MTP through an amendment, these routes will be coded into the TRMG2 model. ITRE, CAMPO and DCHC will collaborate on coding this data. This task will also cover oversight and coordination related to incorporating any model enhancements or modifications deemed critical to using TRMG2 to support model applications work for the member agencies.

Caliper will provide on-call technical support on the TRMG2 model. This may cover additional targeted training, developing reporting tools, modifications to address specific technical issues or to incorporate important enhancements, and assistance with managing the GitHub repository.

Deliverable(s):

- Updated TAZs including expanded model regions and sponsor requested edits.

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- Land use and zonal data for expanded region.
- Updated all streets layer, highway network and transit route system for expanded region and modifications within the existing region, including all necessary attribute data.
- Revised TRMG2, as necessary, to include any critical enhancements or modifications.

4 Model Maintenance and Applications

4.1 Model Maintenance

Ontgoing model maintenance activities are an important part of any modeling program. This task covers:

- Ongoing review of highway networks, centroid connectors, transit networks, and TAZs in order to identify areas where improvements or modifications are needed. This is a shared responsibility between ITRE and sponsor agencies.
- Ongoing review of all model related input data, including network attributes and socioeconomic data for validation year and future year scenarios. This is a shared responsibility between ITRE and sponsor agencies.
- Script modifications, as needed, to address any errors or inconsistencies discovered during model application. All requested modifications must go through the issue identification, discussion and tracking process.
- Requested model modifications as identified through applying the model, by either agency or consulting staff, to support agency planning work programs. Requested modifications will be documented and considered for future model modification or enhancement.
- Documentation of any process related issues identified through the applying the model to support agency planning work programs.

Model maintenance activities completed under this task will be documented, including all requests for future modifications or enhancements.

Deliverable(s):

- Documentation that supports all maintenance activities including data management, script modifications, and model modification/enhancement requests.

4.2 Model Application Support

For FY23 this task will cover focused applications of TRMG2 designed to answer specific questions that are important to the agencies, or to inform future model enhancements. The results will be presented and discussed at the Tech Team meetings with the goal of informing application tools, modifications, or enhancements to TRMG2. Tech Team recommendations will be presented to the full TRM Team and the Executive Committee.

ITRE will take the lead on investigating how the non-motorized model can be used to inform decision making, and how the reduced peak periods impact both transit ridership forecasts and peak period auto demand. ITRE and sponsor agency team members are encouraged to work collaboratively on these two evaluations. Sponsor agency team members are also encouraged to work collaboratively with their member agencies to identify other important applications.

To facilitate the sponsor agencies' goal of technical expertise of the TRM, this task includes Model Jam Sessions. These sessions will cover a full day of focused model activities 4 times per year, with two half-

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day sessions on different model components. Each team member (ITRE and agency) will take a turn at leading a half-day session which will include: 1) leading the discussion, 2) taking team members through a deep exploration of the assigned component, 3) designing an exercise for other team members to follow, and 4) leading the exercise and a discussion of the activity/results.

Deliverable(s):

- Technical memorandum documenting the findings from the non-motorized model investigation.
- Technical memorandum documenting the findings from the peak period investigation.
- Training materials from Model Jam Sessions.

5 Model Enhancements

5.1 Reporting Tools

This task will focus on implementing four pre-specified reporting tools for TRMG2, as identified below. The budget also covers developing four additional tools as requested by sponsor agencies.

- A tool to automate the MTP calculations for congestion, delay and access for Communities of Concern.
- A tool to report the average auto and transit commute times and distance by MPO for low-income, minority and zero-car households.
- A tool to summarize data related to VMT, parking, tolling and mode share that can inform policy related questions.
- A tool that looks at travel time savings over the life of a project, summarizing direct project benefits, subarea benefits, and system wide benefits.

Agency team members are responsible for evaluating tools and providing feedback.

Deliverable(s):

- Eight tools added to TRMG2 Utilities or Reporting Toolbox.

5.2 Innovations

Given the focus on understanding the capabilities of TRMG2 and possible model enhancements emerging from that activity, no innovations are identified for the FY23 work program.

5.3 Investigations

This task covers parallel investigations intended to provide insight into future model enhancements or process improvements.

The following investigations are included in the FY23 work program.

5.3.1 Focused investigation

As the sponsor agencies move more towards considering equity in their transportation planning programs, it is ever more important to have analytical methods tied to measuring or assessing equity related outcomes. ITRE will investigate using model data to support methods for assessing equity. The task will include a peer agency review, literature review, and data review. Given that this is an emerging topic, the findings from these sources may be limited. As such, in addition to documenting the findings from these sources, gaps will also be identified and documented. The gaps will provide a reference point

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for where future reviews may be needed. Analytical methods will then be identified and proposed. The most promising methods will be evaluated, and final recommendations will be developed for consideration in a future work program. This task includes regular progress meetings, and updates to the TRM Model Team.

Deliverable(s):

- Peer review.
- Literature review.
- Data review.
- Brief on potential analytical methods.
- Methods evaluation and recommendations.

5.3.2 Sponsor identified emerging issues

This task covers developing and testing scenarios designed to evaluate the model's ability to support potential policy questions for the 2055 MTP. ITRE will take the lead on investigating the responsiveness of the model to changes that influence VMT, transit ridership, and mode share. Included in this analysis will be an investigation of the model's sensitivity to changes in the location and density of homes, workplaces, and activity centers. ITRE will coordinate with TJCOG and their application of CommunityViz as needed. This investigation will be used to develop scalable reporting tools that will be incorporated into the model. ITRE and sponsor agency team members are encouraged to work collaboratively.

Deliverable(s):

- Summary of findings.
- Methods and scalable reporting tools related to VMT, transit ridership, and mode choice.

6 Data Management

6.1 TRM Data Repository

This task covers the ongoing management, maintenance and documentation of data in the repository. This task also includes archiving the official version of TRMv6.2. The Data Repository will be used to house model setup and input files. Given the file size of a full model run, other methods will be explored and implemented for archiving fully adopted MTP model runs. The repository will be updated with 2016 zonal data, traffic counts, and the latest wave of household survey data.

Deliverable(s):

- Year-end report on any data changes.

6.2 Traffic Count Data

This task will focus on the traffic count data needed to support the 2023 validation year of the TRM. ITRE will work with agency team members to identify count locations for the new model cordon, expanded screenlines, new cutlines and new coverage counts for the expanded region. Existing count locations will be reviewed and modified as necessary. ITRE will inform NCDOT of the need to collect special counts during the Fall of 2023. ITRE will work with agency team members to prepare a data request per NCDOT standards, and will submit the request prior to the NCDOT established deadline.

Attachment 3

Deliverable(s):

- Revised traffic count point data layer.

6.3 Household Travel Survey

This task covers the oversight and management of the next wave of household travel survey data collection, including participation in meetings and review of materials. See scope of work from RSG for details on the household survey effort; this separate 2-year contract covers survey design, sampling, data collection, and processing. This task covers team participation in that effort.

6.4 Transit On-Board Survey

This task covers participation in the next transit on-board survey that will be administered by GoRaleigh and the City of Raleigh. Specifically, this task includes participation in meetings, review of survey design and sampling plan, review of survey instruments, data collection monitoring, and data checking and analysis of key data metrics.

Deliverable(s):

- High level data summaries for key metrics.

7 Data Tools and Analytics

The purpose of this task is to use available data and tools to describe travel and travel metrics in the Triangle region in a way that provides useful insights for informing the public and transportation planners and guiding future actions or decisions. Analytics will be performed, and fact sheets developed on two topics to be decided at a later date. Given the expected completion of new transit on-board surveys in the Fall of 2022, it is recommended one of the fact sheets focus on the results of that survey effort, and the “new normal” in transit ridership trends.

Deliverable(s):

- Two public facing fact sheets.

8 Technical Support, Training and Outreach

This task covers technical support, training, and outreach in support of the transportation planning and analysis programs of stakeholder agencies.

8.1 Stakeholder Planning Program Support

To better understand the region’s needs for travel model development, enhancement, applications, and analytics, it is important for the TRMSB to be involved, on some level, in the planning programs for the Stakeholder agencies. The purpose of this task to breakdown the silos between the TRMSB and its work program and the TRM Stakeholders and their work program through regular and purposeful interactions with the Stakeholder’s planning programs, and to provide active engagement and technical expertise as needed. This could include making presentations to the MPO Technical Committees, MPO Policy Boards, and GoTriangle and NCDOT boards or committees as requested. This task could cover participation in key project meetings, as requested by Stakeholders, to serve as a technical representative or to provide TRM technical expertise. Meetings organized by ITRE to help local planning professionals better utilize

Attachment 3

the model could also be included in this task. Lastly, this also includes regular one-on-one meetings with Executive Committee members.

8.2 TRM User Forum

Under this task, the TRMSB will facilitate the TRM User Forum in order to create a space where model users (consultants and agency staff) can share ideas and views related to the TRM. The format of the forum may include elements such as panel discussions, lightning round presentations on modeling topics, a focused presentation around a small number of recent TRM applications along with lessons learned and suggested improvements, or a facilitated conversation around a specific question or topic. Following each User Forum meeting, TRM Tech Team members will discuss what was learned during the forum, and will identify ways to integrate that into the existing or future work program.

This scope assumes meeting planning, preparation, post-forum discussion, and documentation for two (2) meetings during FY23.

Deliverable(s):

- User Forum material and documentation of meeting outcomes.

9 Regional STOPS Model

The Triangle region has several key transit planning initiatives underway, including corridor studies, county transit plans, and Commuter Rail using FTA's STOPS model. As a result of these efforts the regional stakeholders would like to standardize on one regional STOPS model that can be used to support transit project analysis in the region. The stakeholders have identified ITRE as the custodian of that model. This task covers custodial activities related to model oversight and facilitation, data and model management, help desk activities, and working closely with transit providers, especially as it relates to data.

Model Oversight and Facilitation

ITRE will participate in STOPS project meetings and FTA coordination meetings, and meetings with agency and consultant staff as necessary to build relationships with STOPS model developers in order to better understand how they are using and/or modifying the regional STOPS model.

Data and Model Management

ITRE will manage and track data files related to the Triangle STOPS model, including maintaining official Triangle STOPS model files and documentation, TRM official MTP inputs including TAZ level households and jobs and peak hour travel times by highway link, a log of model requests, a log of model changes between model versions, a complete backup of STOPS model files, and managing access to the model via FTP or other file exchange medium. At a minimum, ITRE will code the FTA horizon year transit projects from the adopted 2050 MTP.

*Attachment 3***Help Desk Activities**

ITRE will provide help desk services, including providing technical assistance, and answering questions about the regional STOPS model related to key model inputs such as background transit networks and appropriate representation of the adopted transit plans, characteristics of the build alternatives, and other key data assumptions.

Transit Agency Coordination

ITRE will coordinate with local transit agencies to better understand their policies and procedures related to general transit feed specification (GTFS), automated passenger count (APC) data, and other data necessary to support the regional STOPS model. Any data collected to support stops will be catalogued and maintained by ITRE.

Attachment 3

FY23 Summary of Hours by Task*

Task No.	Task Description	Task Hours
1.0	Project Management	336
2.0	Coordination and Communication	292
3.0	Model Development	612
3.1	TRMG2	612
4.0	Model Maintenance and Applications	1174
4.1	Model Maintenance	284
4.2	Model Application Support	890
5.0	Model Enhancements	2508
5.1	Reporting Tools	600
5.2	Innovations	0
5.3	Investigations - Grad Student Research (Equity)	1308
5.4	Investigations - VMT, transit ridership, mode share	600
6.0	Data Management	522
6.1	TRM Data Repository	56
6.2	Traffic Count Data	170
6.3	Household Travel Survey	132
6.4	Transit On-Board Survey	164
7.0	Data Tools and Analytics	336
7.1	Topic TBD	168
7.2	Transit Travel in the New Normal	168
8.0	Technical Support, Training and Outreach	272
8.1	Stakeholder Planning Program Support	172
8.2	TRM Users Forum	100
9.0	Regional STOPS Model	364
	Total Hours	6416

*Hours provided above are estimates only for the overall project. Sponsor invoices will reflect dollar value only as shown on individual sponsor budgets.

Attachment 3

FY23 TRM Work Schedule

Task No.	Task Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1.0	Project Management												
2.0	Coordination and Communication												
3.0	Model Development												
3.1	TRMG2												
4.0	Model Maintenance and Applications												
4.1	Model Maintenance												
4.2	Model Application Support												
5.0	Model Enhancements												
5.1	Reporting Tools												
5.2	Innovations (NA for FY23)												
5.3	Investigations - Graduate Student Research												
5.4	Investigations - VMT, transit ridership, mode share												
6.0	Data Management												
6.1	TRM Data Repository												
6.2	Traffic Count Data												
6.3	Household Travel Survey												
6.4	Transit On-Board Survey												
7.0	Data Tools and Analytics												
7.1	Topic (TBD)												
7.2	Transit Travel in the New Normal												
8.0	Technical Support, Training and Outreach												
8.1	Stakeholder Planning Program Support												
8.2	TRM Users Forum												
9.0	Regional STOPS Model												

Attachment 2

Budget

GO TRIANGLE STAKEHOLDER BUDGET TRIANGLE REGIONAL MODEL SERVICE BUREAU BUDGET FOR FY 2023: July 1, 2022 to June 30, 2023		
Budget Items	Description of Level of Effort	Budget
		FY 2020-21
Salaries and Wages (Personnel) *		
ITRE Associate Director	25% of 55 % effort for 12 mo	\$ 22,501
Program Manager	NA	\$ -
Senior Research Scholar	25% of 100% effort for 12 mo	\$ 24,720
Senior Research Associate	62.5 % of 85% effort for 12 mo	\$ 41,039
Graduate Student	50 % /sem; 100 % summer	\$ 8,034
Temp/Biweekly	50 % /sem; 100 % summer	\$ 7,500
SUBTOTAL PERSONNEL		\$ 103,794
Staff Benefits		
Staff (31.34%+\$7,019 ea. Health Insurance)		\$ 35,031
Graduate Student (8.45%+\$2,701 Health Insurance)		\$ 1,354
Temp/Biweekly (8.45%)		\$ 158
SUBTOTAL STAFF BENEFITS		\$ 36,543
TOTAL PERSONNEL & BENEFITS		\$ 140,337
Supplies and Materials		
(Supplies, plotter paper, plotter ink)		\$ 100
Computer replacements (2)		\$ 1,750
Travel		
In State		\$ 75
Out of State		\$ -
Training		\$ 1,000
Current Services		
Communications (long distance)		\$ 37
Printing and Binding		\$ -
Contracted Services		
On-Call Contract		\$ -
		\$ 12,500
		\$ -
Fixed Charges		
TransCAD (\$2,250/ea)		\$ 2,813
Software (Tableau, MS Project, etc.)		\$ 256
Student Aid / Tuition Remission		
		\$ 3,738
Subcontract		
		\$ -
Rental of Office Facilities		
Rent 6.6% of MTDC		\$ 10,485
TOTAL OTHER DIRECT COSTS		\$ 32,754
Facilities & Administrative Costs		
26% of MTDC **		\$ 41,306
TOTAL BUDGET		\$ 214,397

* Uses a 3% growth factor/yr

** GoTriangle contributes 0.5 FTE plus 25% of remaining 0.5 FTE

*** 26% based on one contract through the Master Agreement between NCSU-ITRE and NCDOT.



Connecting all points of the Triangle

MEMORANDUM

TO: GoTriangle Board of Trustees Operations & Finance Committee
FROM: Finance & Administrative Services
DATE: May 20, 2022
SUBJECT: **FY2022 Q4 Durham Tax District Budget Amendment**

Strategic Objective or Initiative Supported

This item supports initiative 1.2, "Pursue service improvements and expansion opportunities."

Action Requested

Staff requests that the Committee recommend the Board approve FY2022 budget amendments for the Durham Tax District Work Plan Budget. These amendments were recommended for approval by the Durham County Staff Working Group on May 12, 2022.

Background and Purpose

The Durham Operating Ordinance Amendments listed below have been submitted for approval:

1. Per the terms of the Durham County Implementation Agreement, GoDurham's Increased Cost of Existing Service (ICES) budget line item needs to be increased from \$815,000 to \$868,542
2. The FY22-Q3 amendment, which was subsequently approved by the GoTriangle Board of Trustees, to move \$225,000 from the Fare Collection Improvements project to Transit Plan Development. However, payment of Engagement Ambassadors was not included in that calculation. Therefore, to ensure there is sufficient funding for Engagement Ambassadors, the Durham-Chapel Hill-Carrboro Metropolitan Planning Organization (DCHC MPO) requests that \$5,000 be transferred from the Staff Working Group Administrator line item (19MPOAD1) to the Transit Plan Development line item (20MPOAD1) in the FY22 budget.

Financial Impact

The proposed amendment, if approved by the Board of Trustees, will increase the FY22 Durham Tax District Work Plan operating expenses by \$53,542 when compared to the current FY22 amended budget.

Attachments

- FY2022 Budget Change Impact – Durham Transit Plan
- Durham Staff Working Group May 12, 2022, meeting agenda
- Durham Staff Working Group Work Plan Amendment Request

Staff Contacts

- Jennifer Hayden, 919-485-7418, jhayden@gotriangle.org
- Sandra Freeman, 919-485-7415, sfreeman@gotriangle.org



2022 0008

**GOTRIANGLE
FISCAL YEAR 2022
TRIANGLE TAX DISTRICT – DURHAM OPERATING FUND
BUDGET ORDINANCE AMENDMENT**

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 Operating Fund** for the fiscal year beginning July 1, 2021, and ending June 30, 2022:

	Original	Revised
Article 43 ½ Cent Sales Tax	\$ 22,051,715	\$ 6,971,342
Vehicle Rental Tax	885,300	885,300
\$7 County Vehicle Registration Tax	1,654,500	1,654,500
\$3 Vehicle Registr Transfer from Dur/Orange Special Tax District	<u>709,500</u>	<u>709,500</u>
Total	\$ 25,301,015	\$ 10,220,642

Section 2. The following amounts hereby are appropriated in the **Triangle Tax District Durham Operating Fund** for the fiscal year beginning July 1, 2021, and ending June 30, 2022:

	Original	Revised
Tax District Administration	\$ 415,800	\$ 415,800
Transit Plan Administration	0	0
DCHC MPO	58,200	53,200
GoTriangle	1,607,500	1,607,500
Durham County	205,900	205,900
Bus Operations	0	0
Durham County Access	196,100	196,100
GoDurham	5,914,300	5,742,842
GoTriangle	1,999,300	1,999,300
Transfer to Triangle Tax District - Durham Capital Fund Balance	14,903,915	0
Allocation to Durham Operating Fund Balance	<u>0</u>	<u>0</u>
Total	\$ 25,301,015	\$ 10,220,642

Section 3. The FY22 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 FY22 Durham Transit Work Program as priorities are identified in the new Transit Plan.

Section 4. 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 22ND DAY OF JUNE 2022.

Sig Hutchinson, Board of Trustees Chair

ATTEST:

Michelle C. Dawson, Clerk to the Board

2022 0009

**GOTRIANGLE
FISCAL YEAR 2022
TRIANGLE TAX DISTRICT – DURHAM CAPITAL FUND
BUDGET ORDINANCE AMENDMENT**

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, 2021, and ending June 30, 2022:

	Original	Revised
Article 43 ½ Cent Local Option Sales Tax	\$9,129,685	\$24,210,058
Allocation from Durham Capital Fund Balance	<u>0</u>	<u>0</u>
Total	\$ 9,129,685	\$ 24,210,058

Section 2. The following amounts hereby are appropriated in the **Triangle Tax District – Durham Capital Fund** for the fiscal year beginning July 1, 2021, and ending June 30, 2022:

	Original	Revised
Transit Infrastructure	\$ 0	\$ 0
GoTriangle	3,776,685	4,126,685
City of Durham/GoDurham	436,000	436,000
Vehicle Purchase	0	0
GoTriangle	1,445,000	1,445,000
City of Durham/GoDurham	3,222,000	3,222,000
Capital – Planning	0	0
GoTriangle	250,000	250,000
DCHC MPO	0	259,000
Allocation to Durham Capital Fund Balance	<u>0</u>	<u>14,471,373</u>
Total	\$ 9,129,685	\$ 24,210,058

Section 3. The FY22 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 FY22 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 General Statutes of North Carolina; therefore, appropriations do not lapse at the end of the fiscal year and are available for 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 22ND DAY OF JUNE 2022.

Sig Hutchinson, Board of Trustees Chair

ATTEST:

Michelle C. Dawson, Clerk to the Board

FY22 Budget Change Impact - Durham Transit Plan

	<u>Revenue</u>	<u>Expenditures</u>	<u>Reserve/Cash Impact</u>	<u>Fund Affected</u>	<u>Comments</u>
FY22 Approved Budget	\$ 58,559,708	\$ 43,655,796	\$ 14,903,912		
Amended FY22 Budget (Nov 2021)	\$ 58,559,708	\$ 44,005,796	\$ 14,553,912		
Amended FY22 Budget (Dec 2021)	\$ 58,559,708	\$ 44,034,796	\$ 14,524,912		
Amended FY22 Budget (Mar 2022)	\$ 58,559,708	\$ 43,809,796	\$ 14,749,912		
GoDurham (Bus Operations)	0	53,542	(53,542)	41	Administrative adjustment of ICES to match the terms of the ILA between transit providers and the performance of \$7 Vehicle Registration Tax* FY22 budget will increase from \$815,000 to \$868,542.
DCHC MPO (Transit Plan Administration)	0	(5,000)	5,000	41	Payment of Engagement Ambassadors was not included in the FY22-Q3 Amendment. To ensure there is sufficient funding for Engagement Ambassadors, the Durham-Chapel Hill-Carrboro Metropolitan Planning Organization (DCHC MPO) will repurpose operating savings to the capital transit plan project.
DCHC MPO (Capital Planning)	0	5,000	(5,000)	41	Payment of Engagement Ambassadors was not included in the FY22-Q3 Amendment. To ensure there is sufficient funding for Engagement Ambassadors, the Durham-Chapel Hill-Carrboro Metropolitan Planning Organization (DCHC MPO) will repurpose operating savings to the capital transit plan project.
Amended FY22 Budget (Jun 2022)	\$ 58,559,708	\$ 44,088,338	\$ 14,471,370		
Changes from Amendments	0	\$ 53,542	\$ (53,542)		

* Durham County Implementation agreement terms: The maximum allocation of Increased Cost of existing Service (ICES) should equal 50% of the prior year Durham County local vehicle registration tax of \$7.00 permitted by Article 52 of NCGS 105



Durham Staff Working Group

Meeting Agenda

May 12, 2022

- 1. Call to Order/Roll Call**
- 2. Approval of April 2022 Meeting Notes (MPO)**
- 3. Plan Updates**
 - a. Durham County Transit Plan (MPO)
 - b. Transit Governance Study (Durham County)
 - c. Wake-Durham Bus Plan (GoTriangle)
- 4. FY22 Budget Amendments**
 - a. Increased Cost of Existing Services (ICES) (GoTriangle)
 - b. Transfer from DCHC MPO SWG Admin (19MPOAD1) to Transit Plan Development (20MPOAD1) (MPO)
- 5. FY23 Draft Annual Transit Work Program – Issues Tabled from April Meeting**
 - a. GoTriangle Tax District Administration
 - b. City of Durham Staff Requests
 - c. Transit Emphasis Corridors
- 6. Next Meeting – May 26 – Recommendation of Final Work Program**
- 7. Adjournment**





Connecting all points of the Triangle

To: Durham County Staff Working Group
From: GoTriangle
Date: May 12, 2022
Subject: FY22 Durham County Tax District Work Plan Amendment

This memo addresses the customary FY22 Durham County Tax District Work Plan amendment for Increased Cost of Existing Service (ICES) with a description and financial impact.

FY22 Work Plan Amendments:

Durham County Tax District proposed work plan adjustment for Increased Cost of Existing Service (ICES) as per the terms of the Durham County Implementation Agreement is as follows:

- i. GoDurham ICES
18DCI_TS9 – Increased Cost of Existing Service
Increase FY22 allocation by \$53,542 to \$868,542

Durham County FY22 Work Plan budget impact = \$53,542

Action - Recommend release of \$53,542 from the unbudgeted reserve fund for the GoDurham Increased Cost of Existing Service in the FY22 Work Plan budget.



MEMORANDUM

TO: Sean Egan, City of Durham
Tom Devlin, City of Durham

CC: Sandra Freeman, GoTriangle
Steve Schlossberg, GoTriangle
Katie Urban, GoTriangle
Priscilla Bond, GoTriangle
Aaron Cain, DCHC MPO

FROM: Jennifer Hayden, GoTriangle

DATE: April 19, 2022

RE: FY2022 Final and FY2023 Estimated Increased Cost of Existing Services (ICES)

The ICES allocation for FY2022 has been recalculated per the ICES agreement. The ICES budget was originally based on 50% of the *prior year's budgeted* \$7 vehicle registration tax. The ICES budget was recalculated to equal 50% of the *prior year's actual* \$7 vehicle registration tax.

The original FY2022 ICES budget for GoDurham was \$815,000, which was calculated at 50% of the FY2021 budgeted \$7 vehicle registration tax, which totaled \$1,630,000. The FY2022 ICES budget for GoDurham will be amended to equal 50% of the FY2021 *actual* \$7 vehicle registration tax, which was \$1,737,085. Thus, the revised FY2022 ICES allocation for GoDurham increased by \$53,542 to \$868,542.

At this time, the FY2023 proposed \$7 vehicle registration tax budget is \$1,737,085. Based on that, the FY2023 ICES allocation will be budgeted at \$868,542 (\$1,737,085 x 50%). The final FY2023 ICES allocation will be reviewed and amended as needed mid-year FY2023.

If you have any questions, please let me know. I can be reached at 919-485-7418 or jhayden@gotriangle.org.



**DURHAM • CHAPEL HILL • CARRBORO
METROPOLITAN PLANNING ORGANIZATION**

101 City Hall Plaza • Durham, NC 27701 • Phone (919) 560-4366 • dchcmpo.org



To: Durham Staff Working Group
From: Aaron Cain, Planning Manager, DCHC MPO
Date: May 12, 2022
Re: FY22 Budget Amendment Request – Transfer of Funds from Staff Working Group Administrator (19MPOAD1) for Development of Durham Transit Plan (20MPOAD1)

Summary. On February 10, the Durham Staff Working Group (SWG) recommended approval of a budget amendment, which was subsequently approved by the GoTriangle Board of Trustees, to move \$225,000 from the Fare Collection Improvements project to Transit Plan Development. However, payment of Engagement Ambassadors was not included in that calculation. Therefore, to ensure there is sufficient funding for Engagement Ambassadors, the Durham-Chapel Hill-Carrboro Metropolitan Planning Organization (DCHC MPO) requests that \$5,000 be transferred from the Staff Working Group Administrator line item (19MPOAD1) to the Transit Plan Development line item (20MPOAD1) in the FY22 budget.

Background. The original budget for the development of a new Durham Transit Plan was \$750,000 in the FY21 Work Program. At the time that funding was considered sufficient, and a portion of those funds was approved for use on a Comprehensive Operational Analysis for the GoDurham and the City of Durham. However, several factors have led to cost increases on the project, such as additional meetings that were previously anticipated, additional requested community outreach, and disagreements on financial modelling and assumptions that have led to additional required work.

The consultant working with DCHC MPO and Durham County on the development of the Durham Transit Plan, Kimley-Horn and Associates (KHA), originally provided an estimate of \$218,043 to complete the project through to adoption by the three governing boards. However, due to City of Durham contracting rules, rather than be a standalone contract, the scope of services for outreach and Engagement Ambassadors will need to be incorporated into the KHA contract. Therefore, additional funds need to be included in that contract to cover the payment to Engagement Ambassadors.

Due to the current SWG Administrator having several other duties beyond work on transit, DCHC MPO does not currently request the full amount budgeted for the SWG Administrator. Therefore, the transfer of \$5,000 will not negatively affect the ability of the SWG Administrator to provide services. This amendment is neutral to the overall FY22 Durham Transit Tax budget.

Alternatives. Should the Durham Staff Working Group choose not to recommend this budget amendment, or should the GoTriangle Board of Trustees decline to approve this requested budget amendment, the full amount of compensation for Engagement Ambassadors anticipated for the next phase of public engagement for the transit plan may need to be curtailed.

Recommendation. Recommend approval of transfer of \$5,000 from SWG Administrator (19MPOAD1) to Transit Plan Development (20MPOAD1).

Staff Contact. Aaron Cain, Planning Manager, DCHC MPO, aaron.cain@durhamnc.gov, 919-560-4366

MEMORANDUM

TO: GoTriangle Board of Trustees Operations & Finance Committee
FROM: Finance & Administrative Services
DATE: May 202, 22
SUBJECT: **FY2022 Q4 Orange Tax District Budget Amendment**

Strategic Objective or Initiative Supported

This item supports initiative 1.2, "Pursue service improvements and expansion opportunities."

Action Requested

Staff requests that the Committee recommend the Board approve FY2022 budget amendments for the Orange Tax District Work Plan Budget. These amendments were recommended for approval by the Orange County Staff Working Group on May 26, 2022.

Background and Purpose

Orange Operating Ordinance Amendments listed below have been submitted for approval:

1. Per the terms of the Orange County Implementation Agreement, Increased Cost of Existing Service (ICES) budget line items need to be adjusted as follows:
 - i. Orange County Public Transit ICES will decrease from \$62,270 to \$58,702
 - ii. Chapel Hill Transit ICES will increase from \$687,911 to \$735,374

Financial Impact

The proposed amendments, if approved by the Board of Trustees, will increase the FY22 Orange Tax District Work Plan operating expenses by \$43,895 when compared to the current FY22 amended budget.

Attachments

- FY 2022 Budget Change Impact – Orange Transit Plan
- Orange Staff Working Group May 26, 2022 meeting agenda
- Orange Staff Working Group Work Plan Amendment Request

Staff Contacts

- Jennifer Hayden, 919-485-7418, jhayden@gotriangle.org
- Sandra Freeman, 919-485-7415, sfreeman@gotriangle.org

2022 0010

**GOTRIANGLE
FISCAL YEAR 2022
TRIANGLE TAX DISTRICT – ORANGE OPERATING FUND
BUDGET ORDINANCE AMENDMENT**

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 Orange Operating Fund** for the fiscal year beginning July 1, 2021, and ending June 30, 2022:

	Original	Revised
Article 43 ½ Cent Local Option Sales Tax	\$4,411,600	\$3,465,195
Vehicle Rental Tax	432,400	432,400
\$7 County Vehicle Registration Tax	786,600	786,600
\$3 Vehicle Registr Transfer from Dur/Orange Special Tax District	<u>337,000</u>	<u>337,000</u>
Total	\$ 5,967,600	\$ 5,021,195

Section 2. The following amounts hereby are appropriated in the **Triangle Tax District Orange Operating Fund** for the fiscal year beginning July 1, 2021, and ending June 30, 2022:

	Original	Revised
Tax District Administration	\$ 251,800	\$ 251,800
Transit Administration	0	0
DCHC MPO	58,200	58,200
GoTriangle	479,100	479,100
Bus Operations	0	0
Chapel Hill Transit	2,377,565	2,425,028
Orange County Public Transit	759,935	756,367
GoTriangle	1,050,700	1,050,700
Transit to Triangle Tax District – Orange Capital Fund	990,300	0
Transfer to Orange Operating Fund Balance	<u>0</u>	<u>0</u>
Total	\$ 5,967,600	\$ 5,021,195

Section 3. The FY22 Orange 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

Orange County will consider amendments to the FY22 Orange Transit Work Program as priorities are identified in the new Transit Plan.

Section 4. 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 22ND DAY OF JUNE 2022.

Sig Hutchinson, Board of Trustees Chair

ATTEST:

Michelle C. Dawson, Clerk to the Board

2022 0011

**GOTRIANGLE
FISCAL YEAR 2022
TRIANGLE TAX DISTRICT – ORANGE CAPITAL FUND
BUDGET ORDINANCE AMENDMENT**

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 – Orange Capital Fund** for the fiscal year beginning July 1, 2021, and ending June 30, 2022:

	Original	Revised
Article 43 ½ Cent Local Option Sales Tax	<u>\$2,990,500</u>	<u>\$3,936,905</u>
Total	\$ 2,990,500	\$ 3,936,905

Section 2. The following amounts hereby are appropriated in the **Triangle Tax District – Orange Capital Fund** for the fiscal year beginning July 1, 2021, and ending June 30, 2022:

	Original	Revised
Transit Infrastructure		
Town of Carrboro	\$205,000	\$490,000
GoTriangle	20,000	20,000
Town of Hillsboro	50,000	50,000
Vehicle Purchase	0	0
GoTriangle	903,000	903,000
BRT	0	0
Chapel Hill Transit – NS-BRT	1,812,500	1,812,500
Allocation to Orange Capital Fund Balance	<u>0</u>	<u>661,405</u>
Total	\$ 2,990,500	\$ 3,936,905

Section 3. The FY22 Orange 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 Orange County will consider amendments to the FY22 Orange Transit Work Program as priorities are identified in the new Transit Plan.

Section 4. 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 22ND DAY OF JUNE 2022.

Sig Hutchinson, Board of Trustees Chair

ATTEST:

Michelle C. Dawson, Clerk to the Board



Connecting all points of the Triangle

FY22 Budget Change Impact - Orange Transit Plan

	<u>Revenue</u>	<u>Expenditures</u>	<u>Reserve/Cash Impact</u>	<u>Fund Affected</u>	<u>Comments</u>
FY22 Approved Budget	\$ 14,211,271	\$ 13,220,973	\$ 990,298		
Amended FY22 Budget (Jan 2022)	\$ 14,211,271	\$ 13,505,973	\$ 705,298		
Orange County Public Transit	0	(3,568)	3,568	42	Administrative adjustment of ICES to match the terms of the ILA between transit providers and the performance of \$7 Vehicle Registration Tax* The FY22 budget will decrease from \$62,270 to \$58,702.
Chapel Hill Transit	0	47,463	(47,463)	42	Administrative adjustment of ICES to match the terms of the ILA between transit providers and the performance of \$7 Vehicle Registration Tax* The FY22 budget will increase from \$687,911 to \$735,374.
Amended FY22 Budget (Jun 2022)	\$ 14,211,271	\$ 13,549,868	\$ 661,403		
Changes from Amendments	\$ -	\$ 43,895	\$ (43,895)		

* Orange County Implementation agreement terms: The maximum allocation of Increased Cost of existing Service (ICES) should equal the prior year Orange County local vehicle registration fee of \$7.00 permitted by Article 52 of NCGS 105

The determination of the ICES allocations for Chapel Hill Transit and Orange County Public Transit are made each year based upon their most recently audited annual expenditures for bus services



Orange Staff Working Group

Meeting Agenda

May 26, 2022

- 1. Call to Order/Roll Call**
- 2. Officer Elections**
- 3. Approval of April 2022 Meeting Notes (MPO)**
- 4. Plan/Project Updates**
 - a. Orange County Transit Plan (Orange County)**
 - b. Transit Governance Plan (Orange County)**
 - c. Hillsborough Park and Ride (GoTriangle)**
- 5. FY22 Budget Amendment – Increased Cost of Existing Services (ICES) (GoTriangle)**
- 6. FY23 Draft Annual Transit Work Program – Recommendation for Approval**
- 7. New Business**
- 8. Adjournment**





Connecting all points of the Triangle

To: Orange County Staff Working Group

From: GoTriangle

Date: May 26, 2022

Subject: FY22 Orange County Tax District Work Plan Amendments

This memo addresses the customary FY22 Orange County Tax District Work Plan amendments for Increased Cost of Existing Service (ICES) with a description and financial impact.

FY22 Work Plan Amendments:

Orange Transit Tax District proposed work plan adjustments for Increased Cost of Existing Service (ICES) as per the terms of the Orange County Implementation Agreement are as follows:

- i. Chapel Hill Transit ICES
19CHT_TS2 – Increased Cost of Existing Service
Increase FY22 allocation by \$47,463 to \$753,428
- ii. Orange County Public Transit ICES
19OPT_TS2 – Increased Cost of Existing Service
Decrease FY22 allocation by \$3,568 to \$65,467

Orange County FY21 Work Plan budget impact = \$43,895

Action - Recommend release of \$43,895 from the unbudgeted reserve fund for the Orange County Increased Cost of Existing Service in the FY22 Work Plan budget.





Connecting all points of the Triangle

MEMORANDUM

TO: Nicholas Pittman, CHT
Theo Letman, OPT

CC: Travis Myron, Orange County
Rick Shreve, CHT
Saundra Freeman, GoTriangle
Steven Schlossberg, GoTriangle
Katie Urban, GoTriangle
Priscilla Bond, GoTriangle
Aaron Cain, DCHC MPO

FROM: Jennifer Hayden, GoTriangle

DATE: April 19, 2022

RE: FY2022 Final and FY2022 Estimated Increased Cost of Existing Services (ICES)

Please find attached the FY2022 Final Increased Cost of Existing Services (ICES) calculations. The FY2022 ICES calculation was updated to reflect the actual FY2021 \$7 registration fee and each Partner's contribution to transit services.

The FY2022 final ICES allocation is as follows:

CHT = \$753,428
OPT = \$65,467

GoTriangle will prepare a budget amendment.

Please also find the FY2023 Estimated Increased Cost of Existing Services (ICES) calculations. At this time, the FY2023 estimated ICES will be used in the FY2023 work plan. The FY2023 estimated ICES allocation is as follows:

CHT = \$753,428
OPT = \$65,467

If you have any questions, please let me know. I can be reached at 919-485-7418 or jhayden@gotriangle.org.

Enclosures

PO Box 13787
Research Triangle Park, NC 27709
P: 919.485.7510 | F: 919.485.7547

www.gotriangle.org



FY2022 ICES Original Budget Calculation

Original Budget Calculation (3/9/2021)	FY21 Local Funding for Transit	FY21 Share of County Total
Chapel Hill	\$ 7,610,365	91.09%
Orange County	\$ 744,206	8.91%
Total	\$ 8,354,571	
FY21 Estimated \$7 Tax	\$ 775,000	
	FY2022 Original	
CHT FY22 Share (Original)	\$ 705,965	
OPT FY22 Share (Original)	\$ 69,035	

FY2022 ICES Mid-Year Budget Calculation

Mid-Year Revision (4/19/2022)	FY22 Local Funding for Transit	FY22 Share of County Total
Chapel Hill	\$ 7,739,981	92.01%
Orange County	\$ 672,544	7.99%
Total	\$ 8,412,525	
FY21 Actual \$7 Tax	\$ 818,895	
	FY2022 Final	
CHT FY22 Share (Revised)	\$ 753,428	
OPT FY22 Share (Revised)	\$ 65,467	

FY2022 ICES Mid-Year Budget Adjustment

Partner Agency	Adjustment Amount
CHT	\$ 47,463
OPT	\$ (3,568)



2022 0012

**GOTRIANGLE
FISCAL YEAR 2022
TRIANGLE TAX DISTRICT – DURHAM CAPITAL FUND
REAUTHORIZATION 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, 2021, and ending June 30, 2022:

Article 43 ½ Cent Local Option Sales Tax	Reauthorized \$ <u>23,435,779</u>
Total	\$ 23,435,779

Section 2. The following amounts hereby are appropriated in the **Triangle Tax District – Durham Capital Fund** for the fiscal year beginning July 1, 2021, and ending June 30, 2022:

	Reauthorized
Transit Infrastructure	\$ 0
GoTriangle	4,698,590
City of Durham/GoDurham	10,848,487
Vehicle Purchase	0
GoTriangle	376,912
City of Durham/GoDurham	2,881,255
Capital – Planning	0
GoTriangle	2,589,954
DCHC MPO	225,333
Durham County ACCESS	75,000
Commuter Rail Transit	0
GoTriangle	<u>1,740,248</u>
Total	\$ 23,435,779

Section 3. The FY22 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 FY22 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 22ND DAY OF JUNE 2022.

Sig Hutchinson, Board of Trustees Chair

ATTEST:

Michelle C. Dawson, Clerk to the Board

2022 0013

**GOTRIANGLE
FISCAL YEAR 2022
TRIANGLE TAX DISTRICT – ORANGE CAPITAL FUND
REAUTHORIZATION 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 – Orange Capital Fund** for the fiscal year beginning July 1, 2021, and ending June 30, 2022:

	Reauthorized
Article 43 ½ Cent Local Option Sales Tax	\$ <u>5,257,567</u>
Total	\$ 5,257,567

Section 2. The following amounts hereby are appropriated in the **Triangle Tax District – Orange Capital Fund** for the fiscal year beginning July 1, 2021, and ending June 30, 2022:

	Reauthorized
Transit Infrastructure	\$ 0
Town of Carrboro	880,085
Chapel Hill Transit / Town of Chapel Hill	586,705
GoTriangle	359,633
Orange County Public Transit	924,458
Vehicle Acquisition	0
GoTriangle	214,968
BRT	0
Chapel Hill Transit – NS-BRT	1,061,796
Capital Planning	0
GoTriangle	686,849
Orange County Public Transit	<u>543,073</u>
Total	\$ 5,257,567

Section 3. The FY22 Orange 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 Orange County will consider amendments to the FY22 Orange Transit Work Program as priorities are identified in the new Transit Plan.

Section 4. Triangle Tax District – Orange 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 22ND DAY OF JUNE 2022.

Sig Hutchinson, Board of Trustees Chair

ATTEST:

Michelle C. Dawson, Clerk to the Board

2022 0014

**GOTRIANGLE
FISCAL YEAR 2022
TRIANGLE TAX DISTRICT -- WAKE OPERATING FUND
REAUTHORIZATION 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 - Wake Operating Fund** for the fiscal year beginning July 1, 2021, and ending June 30, 2022:

Allocation from Operating Fund Balance	Reauthorized \$ <u>478,256</u>
Total	\$ 478,256

Section 2. The following amounts hereby are appropriated in the **Triangle Tax District - Wake Operating Fund** for the fiscal year beginning July 1, 2021, and ending June 30, 2022:

	Reauthorized
Tax District Administration - GoTriangle	\$ 80,000
Transit Plan Administration	0
GoTriangle	203,500
City of Raleigh	<u>194,756</u>
Total	\$ 478,256

Section 3. The GoTriangle President/CEO, or his or her designee, is hereby authorized to transfer funds within appropriations under the following conditions:

- A) No transfer may be made that changes the adopted allocations to fund balance.
- B) All budget transfers will be reported to the Transit Planning Advisory Committee.
- C) All increases to an appropriation, and all transfers between appropriations, must be reviewed by the Transit Planning Advisory Committee and approved by the CAMPO and GoTriangle governing boards.

Section 4: Triangle Tax District – Wake Operating Funds encumbered as of June 30, 2021, by GoTriangle as the Tax District Administrator are hereby appropriated to this budget.

Section 5. Copies of the Budget Ordinance shall be furnished to the Clerk, to the Board of Trustees, to the Finance Officer, and to the Budget Officer of this Authority to be kept on file for their direction in the disbursement of funds. Copies also shall be furnished to representatives of the Agencies under Section 2. The Budget Ordinance shall be entered into the Board minutes.

ADOPTED THIS THE 22ND DAY OF JUNE 2022.

Sig Hutchinson, Board of Trustees Chair

ATTEST:

Michelle C. Dawson, Clerk to the Board

2022 0015

**GOTRIANGLE
FISCAL YEAR 2022
TRIANGLE TAX DISTRICT - WAKE CAPITAL FUND
REAUTHORIZATION ORDINANCE**

BE IT ORDAINED by the Research Triangle Regional Public Transportation Authority Board of Trustees, that pursuant to section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following project ordinance is hereby adopted:

Section 1. It is estimated that the following revenues will be available in the **Triangle Tax District - Wake Capital Fund** for the fiscal year beginning July 1, 2021, and ending June 30, 2022:

Allocation from Wake Capital Fund Balance	Reauthorized
	\$ <u>133,935,372</u>
Total	\$ 133,935,372

Section 2. The following amounts hereby are appropriated in the **Triangle Tax District - Wake Capital Fund** for the fiscal year beginning July 1, 2021, and ending June 30, 2022:

	Reauthorized
Capital Planning	
GoTriangle	\$ 1,495,823
CAMPO	481,816
City of Raleigh	70,474
Community Funding Area	0
Town of Apex	207,000
Town of Fuquay-Varina	4,750
Town of Garner	2,218
Town of Morrisville	202,807
Town of Rolesville	4,983
Bus Infrastructure	0
GoTriangle	12,644,934
City of Raleigh	10,611,896
Town of Cary	5,755,753
Town of Holly Springs	38,727
Commuter Rail Transit	0
GoTriangle	3,979,818
Reserve	38,260,371
Bus Acquisition	0
City of Raleigh	11,657,452
GoTriangle	4,828,523
Bus Rapid Transit	0
City of Raleigh	<u>43,688,027</u>
Total	\$ 133,935,372

Section 3. The GoTriangle President/CEO, or his or her designee, is hereby authorized to transfer funds within appropriations under the following conditions:

- A) No transfer may be made that changes the adopted allocations to fund balance.
- B) All budget transfers will be reported to the Transit Planning Advisory Committee.
- C) All increases to an appropriation, and all transfers between appropriations, must be reviewed by the Transit Planning Advisory Committee and approved by the CAMPO and GoTriangle governing boards.

Section 4: Triangle Tax District – Wake Capital Funds are appropriated pursuant to section 13.2 of Chapter 159 of the General Statutes of North Carolina; therefore, appropriations do not lapse at the end of the fiscal year and are available for duration of the project unless subsequently recommended for reallocation by the Transit Planning Advisory Committee and approved by the CAMPO and GoTriangle governing boards, or as specified in Section 5.

Section 5: GoTriangle Finance Department has authority to close projects and/or programs and reduce appropriations upon notification of project completion by the project sponsor. When actual revenues are available in projects to be closed or which are substantially complete, GoTriangle Finance may transfer savings to Triangle Tax District Wake Capital fund balance. These funds will be then available for future appropriations which require recommendation by the Transit Planning Advisory Committee and approval by the CAMPO and GoTriangle governing boards. This section applies to current and prior year appropriations. A list of project closeouts shall be provided quarterly to the Transit Planning Advisory Committee.

Section 6. If received, Small Starts Funding from the FTA in support of the New Bern Avenue project will be awarded directly to the City of Raleigh. Expenditures funded by these federal funds will be budgeted by the City of Raleigh in their respective Transit Grant Fund. Dollars budgeted above are the local funds budgeted by the tax district and allocated to the City of Raleigh in support of this project.

Section 7. Copies of the Budget Ordinance shall be furnished to the Clerk, to the Board of Trustees, to the Finance Officer, and to the Budget Officer of this Authority to be kept on file for their direction in the disbursement of funds. Copies also shall be furnished to representatives of the Agencies under Section 2. The Budget Ordinance shall be entered into the Board minutes.

ADOPTED THIS THE 22ND DAY OF JUNE 2022.

Sig Hutchinson, Board of Trustees Chair

ATTEST:

Michelle C. Dawson, Clerk to the Board



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

4600 Emperor Boulevard
Suite 100
Durham, NC 27703

Thursday, June 2, 2022

8:30 a.m.

Remote | Microsoft Teams

Committee members present | Corey Branch [arr. 8:37 a.m.], Sig Hutchinson, Renée Price, Jennifer Robinson, Stelfanie Williams

Other members present | Will Allen

Committee members absent | Valerie Jordan

Committee Chair Renée Price called the meeting to order at 8:30 a.m. The agenda was considered out of order due to scheduling conflicts.

VII. Regional Fleet and Facilities Study Update

Jay Heikes' presentation is attached and hereby made a part of these minutes.

Robinson and Williams arrived. A quorum is now present.

Heikes explained this study is the result of GoTriangle's current bus operations and maintenance facility [BOMF] being at capacity and the expectation of expanded service in the future. Study goals include creating additional capacity for operations and maintenance of the fixed-route and demand response services, maintaining or reducing non-revenue miles, improving the physical environment for staff and adopting an achievable plan for the facility.

Key findings to date

- Existing facility on Nelson Rd is optimally located for existing and future services.
- Expected growth to a 120 vehicle fleet by 2050 warrants a single facility.
- Expanding and renovating the existing facility to accommodate existing and future needs is the most cost effective approach.
- Maintenance and servicing of paratransit vehicle would need to be relocated.

Branch arrived.

Heikes shared the concept design and rendering for the renovation and expansion of the current facility. The project would add a second servicing lane for buses, create a larger parts storage area and additional areas for specialty maintenance shops. New employee areas for locker rooms, day room, break room and exercise space would be added along with training and dispatch areas. This renovation would add approximately 11,000 square feet.

Staff has requested \$500,000 for the next design phase in the FY2023 county transit plans. Work will continue on a feasibility analysis and cost estimate, determining the phasing of the improvements for programming into capital improvement plans. Additionally, GoTriangle will

be coordinating with NCDOT for property they own adjacent to the Nelson Road facility as well as coordinating with the Bus Plan Capital Plan. Staff hopes to secure federal funding for the initial construction.

Heikes also noted other components to this study. GoTriangle and GoDurham are looking at fleet composition and assessing fleet and maintenance needs to transition more of the fleet to battery electric or other alternative fuels. There also is a regional electric charging infrastructure assessment to support the charging needs for multiple transit agencies to transition to battery electric vehicles. GoTriangle, Chapel Hill Transit, GoDurham and GoCary are conducting a cost benefit analysis for a regional paint and body shop. GoTriangle also will be evaluating its paratransit facility needs.

I. Adoption of Agenda

II. Approval of Minutes

Action: A motion was made by Hutchinson and seconded by Branch to adopt the agenda and to approve the minutes of May 5, 2022. Upon vote by roll call, the motion was carried unanimously.

VI. Continuation of 2021 Service Reductions and Proposed Service Changes

Jennifer Green's presentation is attached and hereby made a part of these minutes. She shared information regarding GoTriangle service reductions put in place last year due to limited operator staffing. She explained that any change lasting more than 12 months is considered permanent by the FTA, requiring GoTriangle to complete the service change process. Staff projects that GoTriangle will not be able to restore any of the services previously reduced based on recent staffing trends.

2021 service reductions due to operator shortages

- Route 300 - Minor schedule changes
- Route 301 - Suspended until further notice
- Route 305 - Revised schedule
- Route 310 - Revised schedule with service every 60 minutes all day
- Route 800 - Minor schedule changes; all short trips between UNC-CH and Streets at Southpoint mall (Route 800S) suspended until further notice
- Route 805 - Service reduced to every 60 minutes
- Routes CRX and DRX - Minor schedule changes with some trips suspended until further notice
- Route DRX - Suspended two AM and two PM blocks
- Saturday service - Reduced to hourly on routes 100, 400, 700 and 800
- Route 300 Saturday - End at 10 pm at Cary Depot
- Route 420 - Suspended one AM and one PM block

Green stressed that service remains within all of the corridors within the network and the reductions made were identified based on ridership to limit impact to customers. The required Title VI service equity analysis did not identify a disparate impact to minority riders nor

disproportionate burden to low income riders. At the Route level, there were some impacts to minority riders.

2022 proposed service changes

- FRX | Fuquay-Varina to Raleigh express
Eliminate from GoTriangle system [currently operated by GoRaleigh and assigned to GoRaleigh in the FY2023 Wake Transit recommended work plan]
 - No immediate service impacts to riders
 - Minor impacts to GoTriangle finances [\$25,000 annually] based on how federal funding is disbursed
 - No Title VI impacts
 - Public hearing scheduled for June 22, 2022
- WRX | Wake Forest to Raleigh express
Route change to serve relocated park-and-ride location [lease held by Town of Wake Forest]
- 305 | Holly Springs-Apex to Raleigh
Schedule adjustments to allow for transfers to/from GoApex Route 1; two additional trips with consistent hourly service
- 300 | Cary to Raleigh [weekdays only]
Schedule changes to improve on-time performance; increases allotted time and changes departure times from Raleigh and Cary; connections to/from GoCary would have increase trip time of 15 minutes

Green stated that public engagement on these proposals is currently underway and staff will bring a summary of the public engagement to the Board meeting.

Allen asked about the request to authorize the President/CEO to determine when suspended routes and trips would resume and how this has been handled in the past. Green stated it would normally be the responsibility of the Board. Eggleston added that prior to the pandemic GoTriangle had never had a situation where service was reduced temporarily and then made permanent because it lasted longer than 12 months and pre-pandemic all service changes went to board for review and approval. This request is for restoration of service previously approved by the Board and why staff is requesting that the President/CEO be able to make these decisions when staffing returns without further board action. Allen stated that he would prefer a time limit on this authority.

Committee members discussed specifics about continued and recommended service changes. Price suggested that no recommendation be made by the committee today, but hold the public hearing, review the public input received and allow the full Board to weigh in on this item.

Action: A motion was made by Hutchinson and seconded by Robinson to bring this item to the full board for discussion following a public hearing scheduled for June 22, 2022. Upon vote by roll call, the motion was carried unanimously.

III. Triangle Regional Model Service Bureau Contract

Jay Heikes presented a recommendation for a task order related to GoTriangle's multi-year agreement with the Triangle Regional Model Service Bureau for maintaining the regional travel demand models.

Action: A motion was made by Hutchinson and seconded by Robinson to recommend that the Board of Trustees authorize the President/CEO to execute Task Order 3 of the agreement master research agreement with ITRE to provide FY2023 management services for the Triangle Regional Model Service Bureau in an amount not to exceed \$225,000. Upon vote by roll call, the motion was carried unanimously.

IV. Durham Transit FY2022 Q4 Proposed Durham Work Plan and Budget Amendment

V. Orange Transit FY2022 Q4 Proposed Orange Work Plan and Budget Amendment

Jennifer Hayden presented budget amendments for the Durham and Orange tax district work plans. Both counties have amendments related to increase cost of existing services: a decrease of \$3,568 for Orange County Public Transit, an increase to Chapel Hill Transit of \$47,463 and an increase for GoDurham of \$53,542. The Durham Staff Working Group also recommended transferring \$5,000 to the transit plan development budget from another line item to fund the cost of the engagement ambassadors.

Action: A motion was made by Hutchinson and seconded by Robinson to recommend that the Board of Trustees approve the FY2022 Q4 Durham and Orange Transit Work Plan and budget amendments. Upon vote by roll call, the motion was carried unanimously.

IX. FY2023 Budget Update

Sandra Freeman reviewed updated information on the FY23 proposed budget, which is attached and hereby made a part of these minutes. She said the transfer from reserves remains at \$4 million, no CARES funding is anticipated, fares remain suspended and the vehicle rental tax continues to be shared with the county transit plans. She noted that cost per hour had been miscalculated using authorized service hours rather than the reduced service hours GoTriangle is operating currently. It is projected at \$148/hour.

Freeman discussed the specific changes since the last budget review and reviewed the three transit plan budgets. She said the senior financial analyst position that had been requested was recommended for inclusion in the Orange and Wake Transit work plans for FY2023, but has been removed from the Durham work plan. Once approved for Durham this position will be hired.

Allen reiterated that the vehicle rental tax should be retained by GoTriangle in FY2024 and he had communicated this message to the CAMPO Executive Board. Robinson agreed.

Lattuca pointed out that keeping fares suspended is equivalent to about half of the budget deficit for FY2023.

Freeman stated that staff would continue to review expenses in the proposed budget and opportunities for additional adjustments. She added that there is the potential for the sale of some real property that could reduce the amount of needed from reserves.

Price noted that this is a systemic problem that needs to be addressed, not a one-time issues. GoTriangle operates in a deficit and that needs to be fixed. She proposed using the GoPass and asking employers to help fund the service. Robinson stated that is an innovative approach that should be considered.

Freeman reiterated that the vehicle registration tax should be indexed to inflation. She said GoTriangle had lost about \$43 million in potential revenue without an inflationary adjustment. Lattuca said that he is talking with the Secretary of Transportation about including legislation in his department requests for next year.

VIII. Recommended Update to Bylaws and Rules of Procedure

Byron Smith stated that he and the Clerk to the Board have undertaken a review of the bylaws and rules of procedures and plan to bring recommendations for consideration in August.

Williams stated that she had been online for the meeting but her microphone was muted.

X. Adjournment

Action: Chair Price adjourned the meeting at 9:49 a.m.

Prepared by:

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

MEMORANDUM

TO: GoTriangle Board of Trustees Operations and Finance Committee

FROM: Planning and Capital Development

DATE: June 16, 2022

SUBJECT: Continuation of the 2021 Service Reductions and Proposed Service Changes

Strategic Objective Supported

The item supports the following objectives from the Strategic Plan:

- 1.2 Pursue service improvements and expansion opportunities
- 2.2 Deliver reliable service

Action Requested

Staff requests that the Operations & Finance Committee recommend that the Board of Trustees:

1. Approve the continuation of the 2021 service reductions and designate the President/CEO the authority to determine when suspended routes and trips would resume normal service,
2. Schedule a public hearing for June 22nd related to the Route FRX elimination and
3. Approve the proposed service changes to the FRX, WRX, 305, and 300.

Background and Purpose

Continuation of 2021 Service Reductions due to Operator Shortages

In 2021, GoTriangle suspended service on several routes and trips due to the bus operator shortage. The reductions were put in place so that customers would not experience missed trips and to ensure a safe work environment for transit operations staff. The routes and trips were identified with the goals to maintain service coverage and continue to serve the highest number of customers. The reductions were implemented as an emergency response to the reduced staffing levels and are not supported by other planning documents approved by the Board of Trustees.

Summary of Service Reductions in June 14, 2021, due to operator shortage:

- **Route 300:** Minor schedule changes
- **Route 301:** Suspended until further notice
- **Route 305:** Revised schedule
- **Route 310:** Revised schedule with service every 60 minutes all day
- **Route 800:** Minor schedule changes with all short trips between UNC-CH and Streets at Southpoint mall (Route 800S) suspended until further notice
- **Route 805:** Service reduced to every 60 minutes
- **Routes CRX and DRX:** Minor schedule changes with some trips suspended until further notice

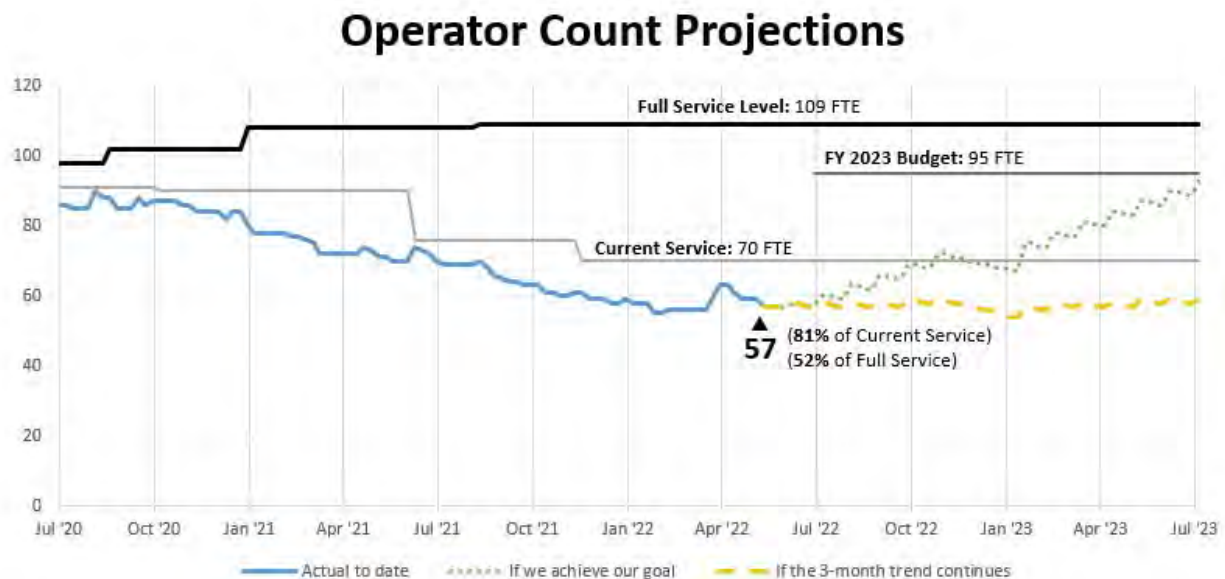
Summary of Service Reductions in November 2021 due to operator shortage:

- **Route DRX:** Suspend two AM and two PM blocks
- Reduce **Saturday service** to hourly on routes 100, 400, 700 and 800
- **Route 300 Saturday:** End at 10pm at Cary Depot
- **Route 420:** Suspend one AM and one PM block

Per FTA guidance provided on COVID-19¹, any temporary service change approved by GoTriangle lasting more than 12 months is considered a permanent change and must comply with federal regulations. GoTriangle is required to complete a Title VI service equity analysis, conduct public engagement, and obtain the Board approval.

As of May 2022, the 3-month operator staffing trend remains flat (see Figure 1), which indicates that GoTriangle will not be able to restore the suspended service before June or November of 2022. As such, GoTriangle is required to conduct public engagement on the suspended service, complete a Title VI service equity analysis, and request Board approval for continuation of the suspended service.

Figure 1: Operator Staffing Trend created May 17, 2022, by Matthew Frazier, Quality Assurance, GoTriangle Transit Operations



There are other GoTriangle routes that are suspended: 311 and North Raleigh Express (NRX). The Board of Trustees has previously delegated authority to the President and CEO to determine when to resume normal service on these routes.

GoTriangle service is currently being evaluated in the Wake and Durham Bus Plan and in the development of the short range transit plan for FY24-27. Planning staff anticipates having a draft of the FY24-27 projects to share with the public and the Board by the end of 2022.

¹ <https://www.transit.dot.gov/frequently-asked-questions-fta-grantees-regarding-coronavirus-disease-2019-covid-19>

Key points related to the proposal to continue the 2021 service reductions:

- *Public Engagement:* The public engagement plan is included as Attachment E. Staff will provide an update on the comments received at the Board of Trustees meeting.
- *Title VI Service Equity Analysis:* See Attachment A for details. The analysis of the service reductions as a whole did not identify a disparate impact to minority riders nor a disproportionate burden to low income riders. On a route level, minority riders are impacted more than the average for the Route 310 frequency reduction, route 800S suspension and the Route 700 Saturday frequency reduction. Low income riders carry a disproportionate burden than average for Route 400 Saturday frequency reduction. Service continues to be provided in these corridors, but less often.
- *Financial Impact:* Anticipated to be within the FY23 budget.
- *Effective date:* Immediate upon Board of Trustees approval

Proposed Service Changes

Service changes on the following routes are being brought forward for the following reasons:

- To align with a proposal included in the FY 2023 Wake Transit Recommended Work Plan (Fuquay-Varina to Raleigh Express)
- To adjust service to a new park and ride location identified by the Town of Wake Forest (Wake Forest to Raleigh Express)
- To facilitate transfers between regional route and a local route that is anticipated to begin service in July or August 2022 (Route 305)
- To improve on time performance (Route 300)

The following sections provide details on the proposed service changes.

Route FRX: Fuquay-Varina to Raleigh Express

The GoTriangle Fuquay-Varina to Raleigh Express (FRX Route) is operated by GoRaleigh. In the FY23 Wake Transit Recommended Work Plan, the route is proposed to be as being eliminated from the GoTriangle system and assigned to the GoRaleigh system. The excerpt from the work plan associated with this proposal is included as Attachment C.

- *Customer Impacts:* Since GoRaleigh currently operates the service, no impacts to the service to the customer are anticipated to occur immediately with this change.
- *Funding:* Minor impacts to GoTriangle. The FRX route is funded 100% by Wake Transit Plan. It is estimated that elimination of this route from the GoTriangle network could result in a reduction of approximately \$25,000 in federal formula funding.
- *Details:* Marketing, lease agreement, amenities, and planning responsibilities will be transitioned to GoRaleigh.
- *Public engagement:* In accordance with the Regional Bus Service Standards adopted by the GoTriangle Board of Trustees in December 2008, GoTriangle will hold a public hearing at the beginning of the June 22nd Board of Trustees meeting. In addition, GoTriangle held a public meeting in Fuquay-Varina on June 20th. The public engagement plan is included as Attachment E. Staff will provide an update on the comments received by email, phone, and from the public meeting at the Board of Trustees meeting.



- *Title VI Service Equity Analysis:* See Attachment B for details. The analysis did not identify any disparate impacts to minority populations or a disproportionate burden to low income populations due to this change.
- *Effective date:* July 1, 2022

Route WRX: Wake Forest to Raleigh Express

The Town of Wake Forest has identified park and ride spaces at the Northern Wake Senior Center on Holding Ave to replace the existing park and ride facility at Elm St at White St (430 S White St). The existing park and ride lease agreement held by the Town will be terminated at the end of FY 2022. The new park and ride location has 23 parking spaces and a sidewalk connection to the bus stop.

- *Funding:* No financial impact
- *Public engagement:* The public engagement plan is included as Attachment E. Staff will provide an update on the comments received at the Board of Trustees meeting.
- *Title VI Service Equity Analysis:* No impacts to the schedule are required. An analysis is not required for a minor service change
- *Effective date:* July 1, 2022

Route 305: Holly Springs-Apex to Raleigh

The route operates between Holly Springs, Apex and Raleigh on weekdays during peak hours. The proposed change includes schedule adjustments that will allow customers to transfer between the local service on GoApex Route 1 and the regional service on Route 305 to Cary and Raleigh. GoApex Route 1 is anticipated to start service in July/August 2022 and is funded by the Wake Transit Plan. The proposed schedule change will also provide two additional trips between Apex and Raleigh and will provide hourly service during peak commute hours.

- *Funding:* The additional service hours on the Route 305 will be funded through the FY23 Wake Transit Work Plan. This service change increases the daily weekday revenue hours from 14.34 to 17.38. The increase of 3.04 daily revenue hours will be funded by the FY23 Wake Transit Work Plan. As a result, the Wake Transit contribution towards the route will increase from 2.51 daily revenue hours to 5.55 daily revenue hours, which is within the daily revenue hours (30.34) included in the FY23 Wake Transit Recommended Work Plan.
- *Details:*
 - Adds an inbound morning trip and outbound afternoon trip between Apex and Raleigh
 - Provides consistent hourly departures to make schedule easier to understand
 - Remove “reverse commute” options in Holly Springs – arrival in the morning and departures in the afternoon *highlight ridership*
 - Schedule adjustments provide for connections with the GoApex Route 1 that is anticipated to begin service in summer/fall 2021
- *Public engagement:* The public engagement plan is included as Attachment E. Staff will provide an update on the comments received at the Board of Trustees meeting.
- *Title VI Service Equity Analysis:* The proposed service change adds 3.04 revenue hours to the existing 14.34 revenue hours. This represents a 21% increase in revenue hours to the route,



which does not meet the criteria of a major service change as defined by the 2014 Major Service Change Policy. As such, this is a minor service change that does not require a service equity analysis.

- *Effective date:* August 7, 2022

Route 300: Cary to Raleigh

Route 300 operates between Cary Depot and GoRaleigh Station in downtown Raleigh. It has long standing issues with on-time performance. In the last four weeks, Route 300 had an overall on-time performance of 74%, with the route being late 25% of the time. The proposed schedule adjusts the departures from downtown Raleigh and Cary Depot and adds 10 minutes to the round trip running time (currently 50 minutes) without increasing operating cost. While customers would continue connections with many routes at GoRaleigh Station, the proposed schedule sacrifices the timed transfer at Cary Depot and leads to longer travel times for those connecting to and from GoCary routes.

- *Funding:* No impacts
- *Details:*
 - Add 10 minutes to the round trip running time (increase from 50 min to 60 min)
 - Shifts arrivals/departures at Cary Depot to the :15 and :45 between 9:45am and 6:15pm
- *Public engagement:* The public engagement plan is included as Attachment E. Staff will provide an update on the comments received at the Board of Trustees meeting.
- *Title VI Service Equity Analysis:* An analysis is not required for a minor service change.
- *Effective date:* August 7, 2022

Financial Impact

- The continuation of the 2021 service reductions are anticipated to be within the FY23 budget.
- *Route 305:* The increase in service will increase the Wake Transit contribution towards the route from 2.51 daily revenue hours to 5.55 daily revenue hours, which is within the daily revenue hours (30.34) included in the FY23 Wake Transit Recommended Work Plan.
- *WRX and 300:* No financial impacts are anticipated.
- *FRX:* Minimal financial impact is anticipated from the transfer of the FRX to GoRaleigh. It is estimated that elimination of this route from the GoTriangle network could result in a reduction of approximately \$25,000 in federal formula funding.



Attachments

- Attachment A: Title VI Service Equity Analysis – Continuation of the 2021 Service Reductions
- Attachment B: Title VI Service Equity Analysis – FRX
- Attachment C: Excerpt from FY 2023 Recommended Wake Transit Work Plan
- Attachment D: Regional Bus Service Standards (2008)
- Attachment E: GoTriangle Service Changes 2022 Engagement Summary

Staff Contacts

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Title VI Service Equity Analysis – 2021 Service Reductions due to Operator Shortages

June 2, 2021

Report compiled by David Jerrido, Transit Service Planner

Introduction

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. This analysis was conducted in compliance with Federal Transit Administration (FTA) Circular 4702.1B, which requires any FTA recipient serving a population of 200,000 or greater to evaluate any fare change and any major service change at the planning and programming stages to determine whether those changes have a discriminatory impact. This document is an analysis of GoTriangle's service reductions between October 2020 and November 2021.

Key Findings

- GoTriangle reduced service on several routes due to low operator staffing levels in Jan and Nov 2021. This analysis is provided to the Board of Trustees within 12 months of the temporary service changes.
- Per the 2014 approved policy, the changes implemented on the Routes 301, 310, 800S, 805, and Saturday service on 100/400/700/800 qualify as major service changes
- The changes altogether do not have a disparate impacts to minorities nor do they impose a disproportionate burden on low-income riders in the GoTriangle system
- Individually, minority riders are impacted more than the average for the Route 310 frequency reduction, route 800S suspension and the Route 700 Saturday frequency reduction. Low income riders carry a disproportionate burden than average for Route 400 Saturday frequency reduction. Service continues to be provided in these corridors, but less often.

Title VI Definitions and Policies

Definition of Minority and Low-Income Populations

Minority Population

According to FTA Circular 4702.1B, a minority person is defined as an individual identifying as:

- American Indian and Alaska Native, Asian, Black or African American, Hispanic or Latino, and Native Hawaiian or Other Pacific Islander.

Minority populations are defined by FTA as any readily identifiable group of minority persons who live in geographic proximity, or who may be geographically dispersed, but who may be similarly affected by a proposed action.

Low-Income Population

According to the FTA circular, low-income means a person whose median household income is at or below the U.S. Department of Health and Human Services poverty guidelines or within a locally developed income threshold that is at least as inclusive as these guidelines. For these policies, persons with household incomes below 150 percent of the federal poverty level for a regionally average household size are determined to be low income.

Low-income population is defined by FTA as any readily identifiable group of low-income persons who live in geographic proximity or who may be geographically dispersed, but who may be similarly affected by a proposed action.

The FTA circular on Title VI compliance states that while low-income populations are not a protected class under Title VI there is an "...inherent overlap of environmental justice principles in this area, and because it is important to evaluate the impacts of service and fare changes on passengers who are transit-dependent, FTA requires transit providers to evaluate proposed service and fare changes to determine whether low-income populations will bear a disproportionate burden of the changes."

GoTriangle Policies

The GoTriangle Board of Trustees adopted three policies in June 2014 related to Title VI that guide this analysis:

- Major Service Change Policy
- Disparate Impact Policy, and
- Disproportionate Burden Policy.

The requirement for these policies comes from Federal Transit Administration (FTA) Circular 4702.1B, "Title VI Requirements and Guidelines for Federal Transit Administration Recipients" which became effective October 1, 2012. The Circular requires any FTA recipient that operates 50 or more fixed route vehicles in peak service and serving a population of 200,000 persons or greater to evaluate any fare change and any major service change at the planning and programming stages to determine whether those changes have a discriminatory impact.

Major Service Change Policy

A "major service change" is defined as follows:

- The addition or elimination of a route
- A change in at least 25 percent of an existing route's pattern, measured in route-miles
- The expansion or reduction in the span of service or frequency of service on any route by at least 25 percent, measured in revenue vehicle hours
- The expansion or reduction in regular days of service on any route

The following types of activities are not classified as "major service changes" and shall not require that a Service Equity Analysis be conducted:

- Service for special events
- Routing changes to address construction or road closures
- Added service operated during emergencies

Disparate Impact Policy for Major Service Changes

The FTA circular identifies disparate impacts as a "facially neutral policy or practice that disproportionately affects members of a group identified by race, color, or national origin, where the recipient's policy or practice lacks a substantial legitimate justification and where there exists one or

more alternatives that would serve the same legitimate objectives but with less disproportionate effect on the basis of race, color, or national origin.”

These disparate impact policies establish thresholds for determining when impacts of major service changes disproportionately affect minority populations. The thresholds apply to the difference in impacts of the proposed service change between minority populations and non-minority populations, measured by using the service population or ridership of the affected route(s) compared with the service population or ridership of the system.

For Service Equity Analyses, a threshold of *10 percent* shall be used by GoTriangle to determine if the effects of a proposed service change are borne disproportionately by minority populations.

Disproportionate Burden Policy for Major Service Changes

Disproportionate burden addresses impacts to low-income populations. The FTA circular defines disproportionate burden as “a neutral policy or practice that disproportionately affects low-income populations more than non-low-income populations.”

These disproportionate burden policies establish thresholds for determining when impacts of major service changes disproportionately affect low-income populations. The thresholds apply to the difference in impacts of the proposed service change on low-income populations compared to the impacts on other populations, measured by using service population or ridership of the affected route(s) compared with the service population or ridership of the system.

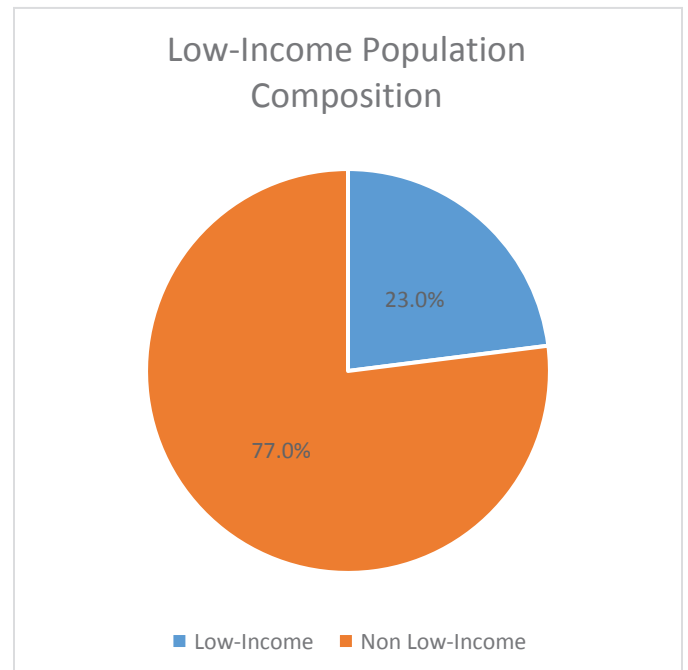
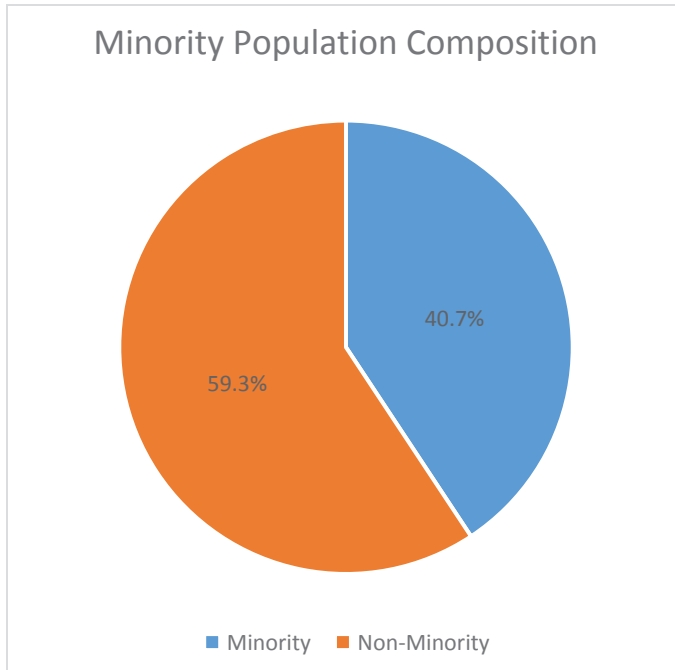
For Service Equity Analyses, a threshold of *10 percent* shall be used by GoTriangle to determine if the effects of a proposed service change are borne disproportionately by low-income populations.

GoTriangle System Profile

GoTriangle provides service to Wake, Durham, and Orange counties. The entire area within these counties is considered the GoTriangle service area.

Race, Ethnicity, and Low Income

According to data provided by Remix*, 40.7% of the population within ¼ mile of a GoTriangle bus stop identifies as minority and 23% of the population living within ¼ mile of a GoTriangle bus stop is considered low income as defined by the FTA Circular 4702.1A.



*2015-2019 ACS 5-year estimates

Description of Service Change

In June and November of 2021, GoTriangle reduced service on several routes due to low operator staffing levels. The suspended routes and trips were identified so as to minimize impact to customers. Ridership, trends in worker commutes, and university class schedule changes were taken into consideration when developing these changes.

The service changes included adjustments or reductions on the following services:

- **Route 300:** Minor schedule changes and ending service at 10pm at Cary Depot on Saturdays
- **Route 301:** Suspended until further notice
- **Route 305:** Revised schedule
- **Route 310:** Revised schedule with service every 60 minutes all day
- **Route 420:** Suspend one AM and one PM block
- **Route 800:** Minor schedule changes
- **Route 800S:** Suspended until further notice
- **Route 805:** Service reduced to every 60 minutes
- **Route CRX:** Minor schedule changes with some trips suspended
- **Route DRX:** Suspend two AM and two PM blocks
- Reduce **Saturday service** to hourly on routes 100, 400, 700 and 800

Major Service Changes

Per the approved GoTriangle major service change policy, the following service reductions are considered a major service change and trigger a service equity analysis:

- **Route 301:** Suspended until further notice

- **Route 310:** Revised schedule with service every 60 minutes all day
- **Route 800S:** Suspended until further notice
- **Route 805:** Service reduced to every 60 minutes
- Reduce **Saturday service** to hourly on routes 100, 400, 700 and 800

Methodology

Staff utilized the following methodology listed below to determine the impacts of the changes altogether and of each of the major service changes individually:

1. Identify the alignments before and after the service changes in Remix
 - The alignments used to calculate the Title VI impacts were the networks from October 2020 and November 2021.
2. Capture the populations surrounding each route, including the low-income and minority populations of each route.
 - Remix provides the low-income and minority population percentages for the buffers surrounding each alignment both before and after the service change.
3. Use Remix to calculate the change borne by low-income and minority populations
 - The Remix Title VI engine is capable of calculating the differences in low-income and minority populations within ¼ mile of the current and proposed alignments. Remix can also calculate the total people-trips, low-income people-trips, and minority people-trips as well as the differences of all people-trips between current and proposed alignments.
4. Aggregate the total populations and low-income/minority percentages of current alignments
 - The average of total populations served by each pattern and sum of total annual trips made by all patterns were taken to represent the total population and total annual trips for the route. The route's low-income and minority averages within ¼ mile were provided by Remix.
5. Calculate low-income and minority people-trips and find the difference before and after service changes
 - After making the correct aggregations, the average ¼ mile population and the total number of annual trips per route were automatically calculated, the final pieces needed before calculating people trips. People-trips are calculated by multiplying the population living with ¼ mile of bus stops by the number of trips taken by a route.
6. Determine the Delta for each route and the system overall
 - The Delta is calculated by subtracting the area average of low-income and minority populations from the 'change borne' percentage of each category. If the Delta exceeds +/-10%, that means there is a disparate or disproportionate impact.

Service Change Analysis

For proposed service changes, the percentages of impacted minority and low-income populations is calculated and evaluated according to the disparate impact policy and disproportionate burden policy. If the percentage of impacted minority and low-income populations differs by more than 10% from the current routes, the recommended service change will be considered disparate to minority and disproportionate to low-income populations. Since this is an overall analysis of service reductions in 2021, the system will be analyzed before and after the service reductions in 2021.

Disparate Impact and Disproportionate Burden Analysis

System-wide Impacts

The system reductions as a whole did not identify a disparate impact amongst minority riders nor a disproportionate burden on low-income riders. The Delta for Minority riders is -0.9%, and the Delta for low-income riders is 0.6% (see Table 1). Neither of these numbers exceed the +/-10% threshold to determine a disparate or disproportionate impact.

Table 1: System-wide service equity analysis

	Low-income	Disproportionate Burden?	Minority	Disparate Impact?
Change Borne (Delta)	23.6% (0.6%)	No	39.8% (-0.9%)	No
Service Area Average	23%		40.7%	

Route-level impacts

When looking at each of the major service changes individually, the impacts on riders vary by route (see Table 2). The percentages shown in parentheses indicate the Delta from the system area averages.

Table 2: Route level service equity analysis

	Low-income change borne (Delta)	Disproportionate Burden?	Minority change borne (Delta)	Disparate Impact?
301	25.2% (2.2%)	No	39.6% (-1.1%)	No
310	3% (-20%)	Yes	57.3% (16.6%)	Yes
800S	23.5% (0.5%)	No	29.5% (-11.2%)	Yes
805	17.6% (-5.4%)	No	43.5% (2.8%)	No
100 Sat	26.7% (3.7%)	No	25.8% (-14.9%)	Yes
400 Sat	42.9% (19.9%)	Yes	41.7% (1%)	No
700 Sat	12.4% (-10.6%)	Yes	60% (19.3%)	Yes
800 Sat	22.3% (0.7%)	No	35.7% (-5%)	No

A discussion on the impacts of the service reductions with either or both a disparate impact to minorities or a disproportionate burden to low-income riders is provided below:

Route 310

The service reduction on Route 310 results in a 20% below average disproportionate burden on low-income riders and a 16.6% above average disparate impact on minority riders. While low-income riders are less impacted by the loss in service, minority riders are more impacted by the frequency reduction.

Route 800S

The suspension of route 800S results in an 11.2% below average disparate impact on minority riders. This means the suspension affects minority riders much less than average. Route 800 continues to provide service within the corridor, albeit less frequently.

Reduction of Saturday frequency on Routes 100, 400 and 700

The service reduction of **route 100** results in a 14.9% below average disparate impact amongst minorities meaning that minorities are much less impacted by the loss of service frequency.

The service reduction of **route 400** results in a 19.9% above average disproportionate burden amongst low-income riders. The loss of service frequency impacts low-income riders more than average.

The service reduction of **route 700** results in a 10.6% below average disproportionate burden on low-income riders and a 19.3% above average disparate impact on minority riders. Route 700's change has a much greater impact on minority riders than average, but a below average impact on low-income riders.

Conclusions

Collectively, the service reductions implemented in 2021 due to the operator shortage do not put a disproportionate burden on low-income riders and do not disparately impact minority riders.

There are some notable impacts when looking at these changes on the route-level. Some of the reductions impact minorities and/or low income riders greater than the system area average:

- Minority riders are impacted more than the average for the Route 310 frequency reduction, route 800S suspension and the Route 700 Saturday frequency reduction.
- Low income riders carry a disproportionate burden than average for Route 400 Saturday frequency reduction

Service continues to be available in these corridors although less often.

GoTriangle continues to monitor the operator shortage and works to provide the most equitable and adequate service given the limited resources.



Title VI Service Equity Analysis – Fuquay-Varina to Raleigh Express (Route FRX)

Service Elimination

May 20, 2022

Report compiled by David Jerrido, Transit Service Planner

Introduction

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. This analysis was conducted in compliance with Federal Transit Administration (FTA) Circular 4702.1B, which requires any FTA recipient serving a population of 200,000 or greater to evaluate any fare change and any major service change at the planning and programming stages to determine whether those changes have a discriminatory impact.

This document provides an analysis of the impacts to minority and low income populations due to the elimination of Route FRX from the GoTriangle system as it the route is transitioned to GoRaleigh.

Key Findings

- This service equity analysis examines the impact of the proposed change to eliminate the Fuquay-Varina to Raleigh Express Route (FRX) from the GoTriangle system on minority and low income populations. The route is proposed to be transitioned to be administered by GoRaleigh per the FY23 Wake Transit Recommended Work Plan.
- The analysis did not identify a disparate impact amongst minorities nor a disproportionate burden amongst low-income riders.

Title VI Definitions and Policies

Definition of Minority and Low-Income Populations

Minority Population

According to FTA Circular 4702.1B, a minority person is defined as an individual identifying as:

- American Indian and Alaska Native, Asian, Black or African American, Hispanic or Latino, and Native Hawaiian or Other Pacific Islander.

Minority populations are defined by FTA as any readily identifiable group of minority persons who live in geographic proximity, or who may be geographically dispersed, but who may be similarly affected by a proposed action.

Low-Income Population

According to the FTA circular, low-income means a person whose median household income is at or below the U.S. Department of Health and Human Services poverty guidelines or within a locally developed income threshold that is at least as inclusive as these guidelines. For these policies, persons with household incomes below 150 percent of the federal poverty level for a regionally average household size are determined to be low income.

Low-income population is defined by FTA as any readily identifiable group of low-income persons who live in geographic proximity or who may be geographically dispersed, but who may be similarly affected by a proposed action.

The FTA circular on Title VI compliance states that while low-income populations are not a protected class under Title VI there is an "...inherent overlap of environmental justice principles in this area, and because it is important to evaluate the impacts of service and fare changes on passengers who are transit-dependent, FTA requires transit providers to evaluate proposed service and fare changes to determine whether low-income populations will bear a disproportionate burden of the changes."

GoTriangle Policies

The GoTriangle Board of Trustees adopted three policies in June 2014 related to Title VI that guide this analysis:

- Major Service Change Policy
- Disparate Impact Policy, and
- Disproportionate Burden Policy.

The requirement for these policies comes from Federal Transit Administration (FTA) Circular 4702.1B, "Title VI Requirements and Guidelines for Federal Transit Administration Recipients" which became effective October 1, 2012. The Circular requires any FTA recipient that operates 50 or more fixed route vehicles in peak service and serving a population of 200,000 persons or greater to evaluate any fare change and any major service change at the planning and programming stages to determine whether those changes have a discriminatory impact.

Major Service Change Policy

A "major service change" is defined as follows:

- The addition or elimination of a route
- A change in at least 25 percent of an existing route's pattern, measured in route-miles
- The expansion or reduction in the span of service or frequency of service on any route by at least 25 percent, measured in revenue vehicle hours
- The expansion or reduction in regular days of service on any route

The following types of activities are not classified as "major service changes" and shall not require that a Service Equity Analysis be conducted:

- Service for special events
- Routing changes to address construction or road closures
- Added service operated during emergencies

Disparate Impact Policy for Major Service Changes

The FTA circular identifies disparate impacts as a "facially neutral policy or practice that disproportionately affects members of a group identified by race, color, or national origin, where the recipient's policy or practice lacks a substantial legitimate justification and where there exists one or more alternatives that would serve the same legitimate objectives but with less disproportionate effect on the basis of race, color, or national origin."

These disparate impact policies establish thresholds for determining when impacts of major service changes disproportionately affect minority populations. The thresholds apply to the difference in

impacts of the proposed service change between minority populations and non-minority populations, measured by using the service population or ridership of the affected route(s) compared with the service population or ridership of the system.

For Service Equity Analyses, a threshold of *10 percent* shall be used by GoTriangle to determine if the effects of a proposed service change are borne disproportionately by minority populations.

Disproportionate Burden Policy for Major Service Changes

Disproportionate burden addresses impacts to low-income populations. The FTA circular defines disproportionate burden as “a neutral policy or practice that disproportionately affects low-income populations more than non-low-income populations.”

These disproportionate burden policies establish thresholds for determining when impacts of major service changes disproportionately affect low-income populations. The thresholds apply to the difference in impacts of the proposed service change on low-income populations compared to the impacts on other populations, measured by using service population or ridership of the affected route(s) compared with the service population or ridership of the system.

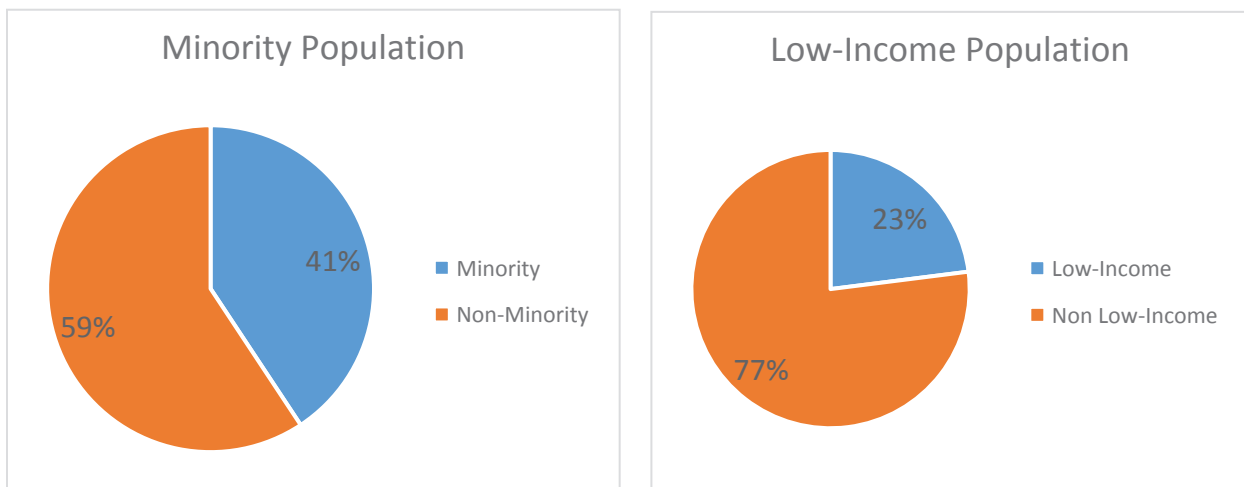
For Service Equity Analyses, a threshold of *10 percent* shall be used by GoTriangle to determine if the effects of a proposed service change are borne disproportionately by low-income populations.

GoTriangle System Profile

GoTriangle provides service to Wake, Durham, and Orange counties. The entire area within these counties is considered the GoTriangle service area.

Race, Ethnicity, and Low Income

According to data provided by Remix*, 41% of the population within ¼ mile of a GoTriangle bus stop identifies as minority and 23% of the population living within ¼ mile of a GoTriangle bus stop is considered low income as defined by the FTA Circular 4702.1B.



*2015-2019 ACS 5-year estimates

Description of Service Change

The proposed service change includes the elimination of Route FRX from GoTriangle's network. The FY23 Wake Transit Recommended Work Plan identifies that the Route FRX will be transitioned GoRaleigh. Since GoRaleigh will continue operating the route, it is important to note that the service will not change as a result of the service elimination from GoTriangle.

Methodology

GoTriangle uses the Title VI equity analysis tool provided by Remix to assess the impacts:

1. Identify the alignments before and after the service change in Remix
 - The alignment of the current FRX and a 'control' map with no routes displayed were used in the comparison
2. Capture the populations surrounding each route, including the low-income and minority populations of each route.
 - Remix provides the low-income and minority population percentages for the buffers surrounding each alignment both before and after the service change.
3. Use Remix to calculate the change borne by low-income and minority populations
 - The Remix Title VI engine is capable of calculating the differences in low-income and minority populations within $\frac{1}{4}$ mile of the current and proposed alignments. Remix can also calculate the total people-trips, low-income people-trips, and minority people-trips as well as the differences of all people-trips between current and proposed alignments.
4. Aggregate the total populations and low-income/minority percentages of current alignments
 - The average of total populations served by each pattern and sum of total annual trips made by all patterns were taken to represent the total population and total annual trips for the route. The route's low-income and minority averages within $\frac{1}{4}$ mile were provided by Remix.
5. Calculate low-income and minority people-trips and find the difference before and after service changes
 - After making the correct aggregations, the average $\frac{1}{4}$ mile population and the total number of annual trips per route were automatically calculated, the final pieces needed before calculating people trips
6. Determine the Delta for each route and the system overall
 - The Delta is calculated by subtracting the area average of low-income and minority populations from the 'change borne' percentage of each category. If the Delta exceeds 10%, that means there is a disparate or disproportionate impact.

Service Change Analysis

For proposed service change, the percentages of impacted minority and low-income populations is calculated and evaluated according to GoTriangle's disparate impact policy and disproportionate burden policy. If the percentage of impacted minority and low-income populations differs by more than 10% from the current routes, the recommended service change will be considered disparate to minority and disproportionate to low-income populations.

Disparate Impact and Disproportionate Burden Analysis

The service equity analysis does not identify a disparate impact amongst minority riders nor a disproportionate impact amongst low-income riders. The minority and low income population served by the Route FRX is less than 10% different from the GoTriangle service area average.

Impact Analysis Table	Low Income	Disproportionate Burden?	Minority	Disparate Impact?
FRX (Delta)	17.2% (-5.8%)	No	39% (-2%)	No
Service Area Average	23%		41%	

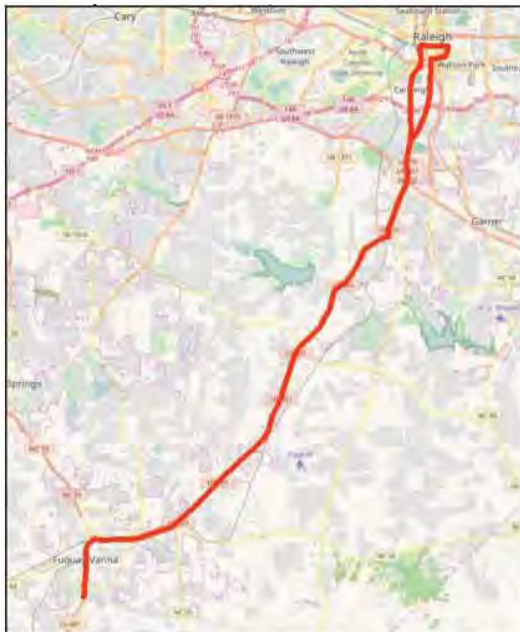
Conclusions

This analysis does not identify that the proposed service elimination of the Fuquay-Varina Express (Route FRX) causes a disparate impact nor a disproportionate burden to minority and low income populations. The -2.0% minority Delta and -5.8% low-income Delta does not meet the +/-10% threshold which determines disparate or disproportionate impacts.

In addition, the administration of the service is proposed in the FY23 Wake Transit Recommended Work Plan to transition to GoRaleigh. The route is proposed to continue to be operated and maintained by GoRaleigh as the route is eliminated from the GoTriangle system. Thus, there will not be an immediate change to Route FRX from a rider's perspective.

Attachment C: Excerpt from FY 2023 Recommended Wake Transit Work Plan

Project ID	TO003-A	Project Category	Bus Operations	Project Subcategory	Bus Service																								
Project Description:			Project at a Glance																										
<p>GoTriangle served as the project sponsor for the FRX from FY18 through FY22. In FY23, the City of Raleigh will begin serving as the project sponsor for the route, which provides peak-period express service between Fuquay-Varina and Downtown Raleigh. The FRX started out as a provision to mitigate congestion during North Carolina Department of Transportation's Fortify construction project on I-40 and was funded by the State. As the Fortify project ended, the service was funded using Wake Transit tax proceeds.</p> <p>The frequency for the service will continue at every 60 minutes during peak periods (M-F, 6-9 AM; 4-6:45 PM).</p>			<table border="1"> <tr> <td>Project Title</td> <td>Fuquay-Varina Express Route</td> </tr> <tr> <td>Agency</td> <td>City of Raleigh</td> </tr> <tr> <td>FY 2023 Costs</td> <td>\$471,547</td> </tr> <tr> <td>FY 2024 Programmed Cost</td> <td>\$490,409</td> </tr> <tr> <td>Funding Source</td> <td>Wake Transit Tax Proceeds</td> </tr> <tr> <td>Start Date</td> <td>July 2017</td> </tr> <tr> <td>Service Span</td> <td>Monday - Friday: 6:00 AM - 9:00 AM, 4:00 PM - 6:45 PM</td> </tr> <tr> <td>Off-Peak Frequency</td> <td>N/A</td> </tr> <tr> <td>Peak Frequency</td> <td>60 minutes</td> </tr> <tr> <td>Assets</td> <td>GoRaleigh Fleet</td> </tr> <tr> <td>Major Destinations</td> <td>Downtown Raleigh, Fuquay-Varina</td> </tr> <tr> <td>Transit Centers</td> <td>GoRaleigh Station</td> </tr> </table>			Project Title	Fuquay-Varina Express Route	Agency	City of Raleigh	FY 2023 Costs	\$471,547	FY 2024 Programmed Cost	\$490,409	Funding Source	Wake Transit Tax Proceeds	Start Date	July 2017	Service Span	Monday - Friday: 6:00 AM - 9:00 AM, 4:00 PM - 6:45 PM	Off-Peak Frequency	N/A	Peak Frequency	60 minutes	Assets	GoRaleigh Fleet	Major Destinations	Downtown Raleigh, Fuquay-Varina	Transit Centers	GoRaleigh Station
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Regional Bus Service Standards

Adopted September 24, 2003
Amended September 22, 2004
Amended December 17, 2008

Introduction: What Are Service Standards?

Service standards are performance goals set by a transit agency that define where transit service is performing at inadequate, adequate, or superb levels. By comparing the performance of individual routes to appropriate service standards, Triangle Transit staff can determine if a route is performing well or poorly in some dimension of the service. While there are many ways to measure performance against service standards, virtually all traditional transit service standards seek to answer one or more of these three questions:

- How many units of service are being provided? (units of measure: hours or miles)
- How many units of travel are being consumed? (units of measure: trips or passengers)
- How many units of cost are being incurred? (units of measure: dollars and cents)

Purpose: Why Have Service Standards?

The Triangle Transit Board and General Manager have set a goal of a 25% **Cost Recovery Ratio** for the Triangle Transit System, to be achieved by July 2006. In order to reach this goal, Triangle Transit staff will need to continually monitor the performance of Triangle Transit services to identify ways in which productivity can be improved on all routes. Having an established method of measuring performance and well-defined **indicators** that can be tracked over time will also allow Triangle Transit to make planning decisions based on solid data. By using service standards over a long period of time, Triangle Transit will be able to monitor changes in route performance, determine which operating practices lead to higher levels of ridership and revenue, and then apply those practices to areas of the system that are underperforming. Furthermore, having clearly-defined goals enumerated in a set of service standards will help guide Triangle Transit when the data gathered prompts staff and the Board to make difficult decisions. Finally, sharing information about performance data and service standards with the public will allow Triangle Transit to display greater transparency and accountability as a steward of public funds.

Key Service Evaluation Terminology

This document refers at several times to “indicators” and “standards,” and it is critical to understand the difference between the two. Each term is defined below as it is used in this document. *Additional terms pertaining to service standards that are not commonly used by non-transit experts are listed in the attached Glossary. These terms have been placed in **BOLD** upon their first appearance in the document.*

Indicator: An indicator is a measurable characteristic of some attribute of Triangle Transit service or local transportation phenomenon. The number of passengers per hour on an individual route is an indicator of transit service productivity. The average travel speed on I-40 at 5:00 P.M. is an indicator of the phenomenon of roadway performance. Indicators tell us “what is going on” by objectively quantifying and measuring the attributes of whatever it is we want to study.

Standard: A standard is a goal set by Triangle Transit staff to make judgments about where service is performing adequately and inadequately. An example of a standard would be: “All Routes that Have a University As Part of Their **Route Pattern** Carrying Less Than 10 Passengers per Hour Should Be Studied for Potential Adjustments or Improvements.” Standards tell us “what is good” by using indicators to set performance thresholds, which helps define whether service is performing superbly, adequately, fairly, or poorly. Some standards tell us “how things should be” but do not use indicators. An example would be “All Triangle Transit Routes Will Follow the Same Route Pattern Throughout the Day.”

Service Evaluation Standards: An Overview

Earlier, staff noted that transit service standards seek to answer one or more of three primary questions:

- How many units of service are being provided? (units of measure: hours or miles)
- How many units of travel are being consumed? (units of measure: trips or passengers)
- How many units of cost are being incurred? (units of measure: dollars and cents)

These three questions are often addressed by transit agencies by examining one of these questions against another. For example, a transit agency may wish to know how many units of travel (i.e. trips) are occurring per every unit of service (i.e. hours) being provided. The indicators that are produced by comparing two of the above questions can be broadly divided into three categories: Service Effectiveness, Cost Effectiveness, and Cost Efficiency. The next section explains each of these terms, how they differ from each other, and why they are important to determining system performance.

A Note on “Effectiveness” Versus “Efficiency” – while these terms seem very similar, they refer to different measurements. Specifically, any time we are measuring passenger TRAVEL against another service attribute, we are talking about *effectiveness*. When we are not measuring passenger TRAVEL, our comparison is focused on TIME and MONEY, or DISTANCE and MONEY, where the relationship is expressed using the term *efficiency*.

SERVICE EFFECTIVENESS

What Is It: Service Effectiveness measures how much travel is obtained per unit of service. Imagine we have two buses, A and B, and each is in service for two hours. Bus A carries 40 passengers in that time period, and Bus B carries 20 passengers. We can then say that Bus A, carrying an average of 20 passengers per hour, has greater *service effectiveness* than Bus B, which only carries 10 passengers per hour.

Why Measure Service Effectiveness: This dimension of service evaluation is the one that is most focused on the ability to meet the customers’ needs. A 37-seat bus costs the same to run whether it carries 2 or 37 passengers. Identifying which routes, or portions of routes, or times of day that have the greatest Service Effectiveness allows us to figure out what it is about those routes that make them the most attractive ones, and then to try to, where possible, add those characteristics to other routes. We can say that the Triangle Transit route with the greatest Service Effectiveness is the route that meets the needs of the largest number of people per unit of service.

Examples of Service Effectiveness:

- Passengers Per **Vehicle Revenue Mile**
- **Unlinked Passenger Trips Per Vehicle Revenue Hour**

COST EFFECTIVENESS

What Is It: Cost Effectiveness measures how much cost is incurred per unit of travel. Imagine we have two buses, C and D, and each carries 50 passengers per day. The operations manager has also determined that it costs \$100 per day to run either bus. On Bus C, each passenger pays the hypothetical fare of \$1. On bus D, which serves a senior citizens’ center, each passenger pays a reduced fare of \$.50.

Bus C receives \$50 in revenue, but incurs \$100 in costs, producing a 50% cost recovery ratio. Bus D receives \$25 in revenue, but also incurs \$100 in costs, producing a 25% cost recovery ratio. We can then say that Bus C, recouping one half of its operating cost through fares, has greater *cost effectiveness* than Bus D, which only recovers one quarter of its operating cost through fares.

Why Measure Cost Effectiveness: This dimension of service evaluation is the one that is most focused on the value we are getting for the dollars we invest in transit. Cost effectiveness indicators are, literally- the “bang for your buck” measures. As a public agency, citizens and politicians will want to see that Triangle Transit is spending money wisely, and people will want to know- “How much will it cost us to get the desired number of trips we want Triangle Transit to produce?” or “How many trips do we get for the money we invest in Triangle Transit?”

Examples of Cost Effectiveness:

- Cost Recovery Ratio
- Operating Cost Per Passenger Mile
- Operating Cost Per Unlinked Passenger Trip

COST EFFICIENCY

What Is It: Cost Efficiency measures how much cost is incurred per unit of service. Imagine we have two buses, E and F, and each operates for 12 Vehicle Revenue Hours each day. The route that Bus E follows is relatively straight and flat, and its first stop is 1 mile from the garage and its most distant stop is 5 miles from the garage. The route that Bus F follows winds through very hilly terrain on the outskirts of the city, and then brings people all the way back to a downtown transit center. Its first stop is 10 miles from the garage and its most distant stop is 20 miles from the garage at an elevation 800 feet above that of the city. While both buses serve passengers for the same number of daily hours, Bus F will burn significantly more fuel and brake pads driving up and down the hills. Additionally, the **deadhead** miles- miles traversed while not serving passengers, will add up. Assuming the transit agency operates 250 days a year, like Triangle Transit, by the end of the year, Bus F will have driven 4500 miles more than Bus E while covering the deadhead miles before and after completing a route. With the increased fuel and maintenance costs, we can clearly say that Bus F is less *cost effective* than Bus E.

Why Measure Cost Efficiency: This dimension of service evaluation is the one that is most focused on the productivity of our operations. The example above demonstrates that some bus routes can be significantly more expensive than others to operate. Knowing our cost structures on different routes helps us determine if there are operational decisions we can make to keep costs as low as possible while adhering to safety and operating rules. Additionally, while Triangle Transit may discern demand for service in an area, it is important to understand what that service might cost before providing. The more we study the cost efficiency of existing routes, the better we will be able to predict the cost consequences of adding new services or changing existing ones.

Examples of Cost Efficiency:

- Operating Cost Per Vehicle Revenue Hour
- Operating Cost Per Vehicle Revenue Mile

ENVIRONMENTAL SUPPORT

What Is It: Environmental Support measures the degree to which land use patterns and the policies that shape urban form in the region encourage or discourage the use of transit. Triangle Transit may run superb services that are always on time, but people may still not ride due to a variety of land use conditions and policies over which Triangle Transit has no jurisdiction.

Why Measure Environmental Support: Citizens of the Triangle are already investing in transit through vehicle registration taxes, but some of the most profound improvements to the regional transit system may have to do with investments not in the transit system itself, but in the environment in which it operates. Not many transit agencies measure this fourth dimension that addresses the important transportation-land use connection. However, by doing so, there is a strong

likelihood that Triangle Transit will learn a great deal more about why its routes perform the way they do, and measuring Environmental Support will help Triangle Transit recommend targeted infrastructure investments to municipalities that will enhance the usefulness of transit in their communities. An example would be identifying streets in a town along Triangle Transit routes where sidewalks are not continuous so that the town could focus repairs or sidewalk installation on those streets.

Examples of Environmental Support:

Land Use Characteristics that Affect the Environmental Support of Transit (desired outcome)

- The quality and quantity of pedestrian facilities (more)
- The degree of interconnectivity among pedestrian facilities (more)
- The degree of separation of land uses (commercial/office, retail, residential, industrial, etc.) (less)
- The amount of free parking at major activity centers (less)
- The quality and quantity of bicycle facilities (more)
- Number of bicycle or pedestrian paths that connect to transit stops (more)
- Number of bicycle racks or lockers at or near transit stops (more)
- Walking distance from major residential areas to the transit system (less)
- Number of people living within a ½ mile walk of the system (more)

Policies that Affect the Environmental Support of Transit Include:

- Local, State, and Federal Gasoline taxes
- Required parking ratios for new buildings
- Costs of parking at major activity centers
- Road tolls
- Requirements or lack thereof for pedestrian amenities in new developments
- Requirements or lack thereof for placing public facilities (government offices, stadia, etc.) near transit routes or major transit stops

System Characteristics Standards: An Overview

In addition to the questions that service performance standards address, many transit agencies also use standards to define the nature of their transit system. Some questions that system characteristics standards seek to answer include:

- Where should we provide service? (units of measurement: square miles, density, population)
- When should the service operate? (units of measurement: daily service span)
- How should the benefits and costs of service provision be distributed? (units of measurement: **service hours** by county)
- Which processes ensure that service changes occur in a rational and just manner? (public involvement and other standards)

Establishing the Service Area and Service Jurisdiction

One of the most critical questions for any transit agency that must be answered before providing service is: Where are we allowed to put services? Within that are in which we are allowed to put services, where will they actually run? Accordingly, what is our sphere of influence?

The service jurisdiction is usually the area of a region in which transit services can be provided by the transit agency's chartering documents. In Triangle Transit's case, Wake, Durham and Orange counties are in the service jurisdiction while Chatham, Johnston and Alamance county are not. The portions of Durham County that are within ½ mile of Triangle Transit routes are considered to be part of the

service area. Defining the service area as such helps focus marketing and researching efforts on the areas of the region most likely to use existing services.

Determining Service Span

Transit agencies must also determine when services should operate- from time A in the morning until time B at night. Some transit agencies specify a minimum service span as one of their service standards, others do not.

Equity in Service Provision

System characteristics that deal with equity are also of great importance to transit agencies. Civil rights guidelines stipulate that transit services be provided in an equitable manner among communities with varying socioeconomic backgrounds and racial composition. System characteristics standards can determine whether or not minority-population communities are being served as well as non-minority communities. Equity can also be studied from the point of view of those who pay for services, more specifically- do those who contribute a certain portion of the funds for Triangle Transit services receive a reasonably proportional amount of service in return? These equity standards may be further developed by the Triangle Transit Board.

Rational and Fair Service Adjustments

While performance standards help guide service evaluation by identifying high and low-performing routes as targets for changes, having policies which describe the *process* by which routes can be introduced, altered, or eliminated ensures that decisions are made on a rational and equitable basis. These types of standards are particularly useful for ensuring public participation in the process of planning and adjusting service.

Triangle Transit Service Performance Indicators

To assess the performance of its transit service, Triangle Transit will use the following indicators:

- Unlinked Passenger Trips Per Vehicle Revenue Hour
- Cost Recovery Ratio
- Operating Cost Per Unlinked Passenger Trip
- Subsidy Per Passenger Trip
- Unlinked Passenger Trips Per Vehicle Revenue Mile

Before explaining why these particular indicators were chosen for Triangle Transit, the following paragraphs provide an overview of which indicators are used throughout the transit industry, and why they are useful.

Which Indicators Have Other Agencies Used to Develop Standards, and Why Do They Use Them?

In preparing this document, staff reviewed the service standards of other agencies for guidance. Here are some findings:

Several agencies, including agencies as diverse as Milwaukee and Chapel Hill Transit used “Unlinked Passenger Trips Per Vehicle Revenue Hour” as an indicator to develop absolute minimum standards of productivity for operating a route. For example, Milwaukee will not operate a route carrying fewer than 22 passengers per hour.

The Maryland Mass Transit District (MTD), which encompasses bus service, light rail in Baltimore, and the Baltimore/Washington Corridor MARC Commuter Rail, state in their evaluation policy: “Staff shall use as the critical performance measure for service evaluation: Unlinked Passenger Trips Per Vehicle Revenue Hour. This measure is a direct indicator of service effectiveness and a strong

indicator of cost effectiveness (e.g. hours are the primary determinant of cost effectiveness, and passengers are the primary determinant of fare revenue). Further passengers per hour is directly measurable with a high level of accuracy.”

A study conducted by Booz Allen Hamilton for Triangle Transit listed the following potential indicators:

- Cost Recovery Ratio
- Operating Cost Per Unlinked Passenger Trip
- Operating Cost Per Vehicle Revenue Mile
- Unlinked Passenger Trips Per Vehicle Revenue Mile
- Unlinked Passenger Trips Per Vehicle Revenue Hour
- Subsidy Per Passenger
- Peak Load Factor

The recent 5-Year Transit Plan completed by Urbitran for Raleigh’s Capital Area Transit used Cost Recovery Ratio, Unlinked Passenger Trips Per Hour, Unlinked Passenger Trips Per Mile, and Operating Cost Per Unlinked Passenger Trip as their 4 major indicators for analysis.

Why Will Triangle Transit Use the Indicators Listed at the Beginning of This Section?

Triangle Transit staff agrees with the rationale supplied above by Maryland MTD, and of the indicators listed at the beginning of this section, staff recommends that the primary indicator of Triangle Transit route performance be Unlinked Passenger Trips per Vehicle Revenue Hour.

The individual rationales for tracking other indicators are as follows:

Cost Recovery Ratio- With the goal of the Triangle Transit Board of a 25% Cost Recovery Ratio, tracking this figure is imperative to measure progress. It is also a primary way to measure whether or not our fare policy is working in an appropriate manner.

Operating Cost Per Unlinked Passenger Trip- Like Cost Recovery Ratio, this helps measure “bang for the buck.” However, this measure also helps demonstrate whether or not more costly services with long deadhead periods are worth the number of trips they attract.

Subsidy Per Passenger- There are times when knowing the subsidy per passenger along with the Cost Recovery Ratio has important ramifications. A route where the Cost Recovery Ratio and Subsidy per passenger are both declining means two things: more people are riding, but the bus is taking in less revenue. This can occur during promotional periods when many free passes are distributed. Subsidy per rider helps specify routes with poor Cost Recovery Ratios that may improve when a promotional period ends. Also, if cost recovery is stagnant, falling subsidy per passenger (perhaps due to more people riding but mostly using passes) is a way to show that Triangle Transit is increasing the value of taxpayer money invested in the system.

Unlinked Passenger Trips Per Vehicle Revenue Mile- The length of Triangle Transit’s routes tend to make these numbers extremely small, and thus, hard to compare to other systems. However, this metric is very helpful in determining the numbers of Vehicle Miles Traveled (VMT) by Triangle Transit passengers, and the potential air quality benefits that accrue to the region by those passengers not driving.

Of the indicators recommended by Booz Allen Hamilton, Triangle Transit will not track Peak Load Factor, since none of our buses are near capacity, nor will Triangle Transit track Operating Cost Per Vehicle Revenue Mile, since Triangle Transit Bus Operations Staff have stated that hours, not miles, are the primary determinant of cost for Triangle Transit.

Which Environmental Support Indicators Will be Used?

Every effort should be made to evaluate the performance of the environment within the **service area** using several of the following characteristics. The indicators below will be measured (where possible) at the Census tract level along Triangle Transit routes.

The following two indicators were chosen because they describe the quality of the pedestrian environment immediately adjacent to the route. All transit trips incorporate walking at some point, so the pedestrian environment is important to the success of transit.

- Miles of Sidewalk per mile of roadway directly on the route
- Interruptions in the Sidewalk network per mile directly on the route

This indicator was chosen to identify areas of transit dependency. Those without cars will show a far greater propensity to ride transit than those who can choose to drive.

- Vehicle ownership along the route

These two indicators related to land use planning were chosen to help describe the urban form along the route. Research has shown that areas with mixed-use development near transit stops support transit use because of the ability to conduct multiple errands on foot.

- Land use patterns or zoning along the route (from municipal planning departments)
- Residential Density along the route

Other indicators that may be useful include:

- Miles of Sidewalk per miles of streets within a ½ mile walk of the system (as the crow flies)
- Number of ticket and pass sales outlets within ½ mile walk
- Number of paid parking spaces within ½ mile walk
- Number of grocery stores within ½ mile walk

*Nota Bene: we would prefer to measure the ½ mile walk according to actual sidewalk availability, but this is currently very difficult to do. Until better data is available, “as the crow flies” distance will have to suffice.

Finally, while Triangle Transit staff will work diligently to acquire this data, other public agencies may not have it to share in the first place. For example, Durham currently lacks a single geographic resource for its sidewalk network. Hopefully, as Triangle Transit explains the value of this data to partner agencies, its maintenance will receive higher priority and Triangle Transit will be able to conduct more precise analyses.

For now, recognizing the limits of data availability, Triangle Transit will focus the study of environmental support variables on areas in close proximity to major transit stops, and other stops that have the potential to be major stops. Wherever possible, Triangle Transit will identify stops that have strong environmental support to use as successful examples for municipalities to emulate as they plan land uses in conjunction with the transportation system.

Triangle Transit Service Performance Standards

The most important measurements taken by Triangle Transit are those that evaluate system and route performance. Each route will be measured using the five indicators described earlier, with the primary indicator being Unlinked Passenger Trips per Vehicle Revenue Hour.

After these indicators have been measured, the following averages will be determined for each indicator.

- Systemwide Performance Averages
- **Peak Period** (6:00-8:45 A.M. ; 3:15-6:15 P.M), Daytime (9:00 – 3:00 P.M.), Evening (6:30 – 10:30 P.M.), or Weekend Averages

Once the averages have been calculated, each route will be classified as Low-Performing, Average, or High-Performing for each indicator. Each classification is defined below.

- **Low-Performing:** Indicator value is less than 25% of system or category average
- **Average:** Indicator value is equal to or greater than 25% of system or category average but less than or equal to 125%
- **High-Performing:** Indicator value is greater than 125% of system or category average

This type of evaluation quickly identifies the weakest portions of the Triangle Transit system, and allows staff to respond with appropriate actions.

Actions to Address Low-Performing Routes

Routes that are Low-Performing according to one or two indicators:

- These routes should be studied to find small adjustments that may improve timing, reliability, or access to new or existing geographic areas, while generally preserving the format and major destinations of the route.
- These routes should be targeted by specific marketing actions, including referral incentives (i.e. T-shirt giveaways, \$15 mall gift certificate, etc. when you introduce a new rider to Triangle Transit and the new rider buys a monthly pass) to raise awareness of the route among employers, employees, and other beneficiaries near the route.

Routes that are Low-Performing according to three to five indicators:

- These routes are a significant drain on Triangle Transit’s resources and should be studied to find potential major adjustments, re-routings, or time changes that may improve performance.
- If the route has been low-performing across three or more indicators for 9 months or more, Triangle Transit should strongly consider elimination of the route.

Actions to Address High-Performing Routes

Routes that are High-Performing according to 1 or more indicators:

- These routes demonstrate Triangle Transit’s value to the community, and consistently attract riders. Therefore, Triangle Transit should place principal stops on these routes at the top of the list for passenger amenity improvements such as shelters, passenger information systems, benches, trashcans, etc.
- Marketing programs tied to these routes should concentrate on leveraging the loyal riders of these routes to attract new riders. Programs such as referral incentives should be considered, “Why Transit Works For Me” stories on Triangle Transit website, etc.
- Any changes to these routes should be small and focus on delivering the same product passengers like in a more reliable, comfortable, or attractive manner.

Absolute Versus Relative Standards

At this time, it is difficult to find peer services in the U.S. for Triangle Transit. Our multi-centered region and wide service area do not allow for many useful comparisons to other bus operators to adopt absolute standards. Additionally, many Triangle Transit routes do not currently meet the minimum operating standard for agencies in more monocentric regions. Therefore, for the next few years, Triangle Transit should work from relative standards to improve existing routes. As

benchmarking improves from the application of the service standards, it will be easier for Triangle Transit to develop appropriate absolute standards.

Difficulty of Deadhead Miles on Regional Services

Another facet of Triangle Transit service that supports the current use of relative standards is the large number of **deadhead** miles covered by Triangle Transit services, which as commuter routes, cover much longer distances than most transit systems. Unlike DATA or CAT, with one garage located near the airport and some routes that begin 30 or 40 miles away, Triangle Transit is sure to have routes that travel thousands of miles annually that cannot generate revenue in order to provide revenue miles across the region. In comparisons within the Triangle Transit system and against other systems, Triangle Transit should track revenue and deadhead miles separately by route in order to determine what types of cost savings can come from reduced deadhead miles, and compare cost recovery ratios to systems with similar amounts of deadhead miles.

Triangle Transit Service Change Standards

The selected indicators will be measured at the system, route, and **route segment** level. Route segment-level analysis will be used to evaluate minor route pattern or timing changes. If over 25 percent of an existing route's pattern, measured in route-miles, are to be changed in this process—Triangle Transit should hold at least one public meeting to gather input on comment on how this change would affect riders and the community. Changes in which less than 25 percent of a route pattern is changed at one time can be made by Triangle Transit staff without a public meeting.

How Will Triangle Transit's Routes be Classified for Comparison Purposes When Examining Whether or not Routes Should be Changed?

Comparing diverse services to each other is not the best method of performance evaluation, as commuter routes that only run 5 hours daily are very different from buses that run from 6 A.M. to 10 P.M. Therefore, all Triangle Transit routes will be classified according to the following characteristics to make comparisons to "peer" routes as well as comparisons to systemwide averages:

- Peak Period, Daytime, Evening, or Weekend Routes (see previous page for hours)
- New Routes (operating less than 6 months) or Regular Routes (operating 6 months or more)

Different times of day exhibit different travel patterns, and services that run at the same time can also be grouped together. As it is deemed necessary by staff, new categories may be developed for further route classification.

Based on the comparison of routes to their peers and the Triangle Transit system, Triangle Transit staff will recommend changes to improve the Service Effectiveness, Cost Effectiveness, or Cost Efficiency (or any combination thereof) of each route.

Triangle Transit System Characteristics Standards

Each year, the Triangle Transit Board approves the total number of **service hours** to be provided in the coming fiscal year. Hours of annual service should reflect a commitment to providing quality service within and between Triangle communities. Hours of service should also be supported by a financial plan for providing service that is based on sustainable and predictable revenues that moves Triangle Transit closer to its farebox recovery ratio goal.

- In terms of regional equity, regional bus service provision in individual counties should reasonably reflect the counties' percentages of vehicle registration revenue contributed to the Triangle Transit General Fund. Recommended indicators to determine regional equity include total service hours, peak period service hours, and **service span** in each county. Triangle Transit should also consider the cost and productivity of services provided in each county.
- While Triangle Transit provides both fixed-route and demand response services, other non-traditional services may be appropriate in certain portions of the **service jurisdiction**, and should be given the greatest consideration in areas where Triangle Transit staff analysis projects traditional fixed-route transit service to yield low cost recovery ratios. Some non-traditional service concepts Triangle Transit may consider are listed below (locations where implemented in parentheses).
 - Evening General Public Dial-A-Ride (Lubbock, TX)
 - Volunteer Driver Trip Reimbursement (Riverside County, CA)
 - Deviated Fixed-Route Services (Healdsburg, CA)
 - Flex-Route within Specified Corridor (Potomac/Rappahanock Transit, VA)
 - Feeder Services (Monterey, CA)
 - On-call Shared Taxi (Linz, Austria)
 - Postal Bus (Colfax, WA)
 - School Bus-Based Public Transit (Mason County, WA)
- Triangle Transit should also regularly evaluate its services in terms of compliance with Title VI regulations in order to ensure that minority and socioeconomically disadvantaged populations are treated equally in the provision of Triangle Transit service. Specific measures that should be used to help determine Triangle Transit compliance with Title VI are specified in the Urban Mass Transit Administration Circular 4702.1, pages III-3 to III-8 under "Program Specific Requirements."

Most importantly, Triangle Transit will evaluate Title VI compliance by developing appropriate Geographic Information System (GIS) maps to analyze service provision. UMTA 4702.1 specifies "maps of demographic and transit service profile of the service area, including service level overlay, minority population overlay, population and racial distribution charts; vehicle load, vehicle assignment, and headway data; data on distribution of transit amenities; and access to the transit system (measured in minutes needed to walk to access the system)"

In addition to the maps specified above, as many of the following indicators as possible will be used to further assess Triangle Transit's compliance with Title VI. The primary method for most of these indicators involves comparing predominantly minority census tracts with predominantly non-minority census tracts, and looking for disparities to see if there are areas in which Triangle Transit is not distributing resources and service in an equitable manner. The additional indicators are:

- Impact on minority communities and minority-owned businesses during and after construction for transit
- Environmental impacts such as noise, air, or water pollution
- Impacts that may be felt in minority communities including increased traffic, amount of available parking
- Description of any relocation program to mitigate impacts of construction projects
- Load factor (number of seats on bus divided by number of passengers carried at peak hour) comparison of minority and non-minority census tracts
- Vehicle assignment comparison (age of vehicle, level of repair, types of vehicles assigned) of minority and non-minority census tracts

- Vehicle headway comparison (time between buses) in minority and non-minority census tracts
- Distribution of amenities comparison (benches, shelters, etc.) in minority and non-minority census tracts
- Transit access comparison (distribution of transit service, number of people within ½ mile walking distance to the system) in minority and non-minority census tracts

Additional System Characteristics Priorities

Triangle Transit operates across a three-county region with many other transit providers. Every effort should be made to integrate services effectively with those of other systems to minimize transfers across the region.

Furthermore, Triangle Transit's services do not exist in a vacuum— transit service tends to be most successful where land use decisions support the use of transit through a variety of factors, including but not limited to urban design, pedestrian amenities, parking pricing, and other policies related to the built environment. Therefore, in distributing service, Triangle Transit should seek to provide service to jurisdictions that have encouraged transit-supportive development patterns before providing service to jurisdictions that have not done so.

Triangle Transit Service Area/Service Jurisdiction Standards

- Triangle Transit's service jurisdiction for Regional Bus service is defined by the three governmental units that empowered Triangle Transit to operate regional transportation services in the Triangle region: Orange, Durham and Wake counties. Any existing or proposed service that operates within the limits of these three counties shall be considered to be operating within the service jurisdiction.
- The complete operation of a route within the service jurisdiction is a necessary, but not sufficient condition to initiate a new fixed route regional bus service. If part or all of a proposed route travels on roads outside the presently defined service jurisdiction, it cannot be initiated without a decision by the Triangle Transit Board to expand the service jurisdiction.
- Within the service jurisdiction, Triangle Transit defines its service area as all the area within ½ mile of all existing Triangle Transit fixed route bus service.

Triangle Transit Service Evaluation Frequency

How often will service be evaluated?

Triangle Transit staff will evaluate fixed-route performance on a routine and ongoing basis in a format similar to the reports the board currently receives. However, staff will also prepare two reports of a more detailed nature throughout the year. One of these two performance reports will be an Annual Report- an extensive look at Triangle Transit services as part of the Route Planning and service change recommendations process, which will measure route performance at the route segment level- the most detailed analysis we can currently perform. The second report will be more detailed than the monthly versions, but will only analyze data at the route level.

In order to implement service changes in mid-August prior to the opening of college classes, the following schedule makes sense:

2003-2004 Service Year

September 8, 2003	New Service Implemented
December 2003	Semi-Annual Report on Individual Route Performance
January to April 2004	Route Planning Committee conducts detailed segment-level analysis of all routes
April 2004	Annual Report and Fall service recommendations
May 2004	Triangle Transit Board Adopts Service Changes
August 16, 2004	New Service Implemented

2004-2005 Service Year

August 16, 2004	New Service Implemented
November 2004	Semi-Annual Report
January to April 2005	Route Planning Committee conducts detailed segment-level analysis of all routes
April 2005	Annual Report and Fall service recommendations
May 2005	Triangle Transit Board Adopts Service Changes
August 15, 2005	New Service Implemented

Triangle Transit Service Introduction Standards

In addition to studying the performance of existing services, Triangle Transit should have standards that dictate whether or not a new service should be initiated. In the past, new fixed-route services have been rolled out with little research to determine whether or not the conditions in a specific portion of the Triangle warrant fixed-route bus service. These mistakes can best be avoided by requiring standards to introduce new services. Currently, Triangle Transit provides fixed-route bus service throughout the Triangle and deviated fixed-route shuttle service within Research Triangle Park.

Density Analysis

Transit is usually supported by a concentration of employment or population. In terms of density, new fixed-route service should not be initiated unless:

- All the municipalities with stops on the route have a population density of over 1600 people per square mile
- OR —
- All the municipalities with stops on the route have a population density of over 1350 people per square mile AND one portion of the route accesses one of Triangle Transit's current top trip attractors according to the Triangle Regional Model (RTP, Duke Hospital, UNC, NCSU, Downtown Durham, Downtown Raleigh), or future top trip attractors.

Demand Analysis

In addition to traversing areas of notable density, potential new routes should exhibit:

- Demand expressed in terms of requested travel through the Triangle Transit customer service line or website
- Demand expressed in terms of attendance and comments at public meetings held about the potential route

New Service Requests

Requests for new service should be routed to planning staff to study whether the potential service warrants holding public hearings to gather more information. If staff analysis suggests a proposed service merits further study, staff should project the costs, revenues, and ridership of new service based on the best empirical information available.

Recognizing that certain portions of the service jurisdiction are far more supportive of fixed-route transit than others due to a variety of variables, a locality should not receive fixed-route bus service simply because it is included within the service jurisdiction. However, all localities within the service jurisdiction should be considered for appropriate transit service concepts when conditions in the Service Introduction standards are met.

Provision for Key Destinations

In addition to the circumstances described above, new service concepts may be studied by staff in areas designated "Key Destination" by the Triangle Transit Board, even if those areas do not meet the

qualities described above. Key Destinations may include county seats, hospitals, universities, and other educational centers. Service to Key Destinations that would not meet the criteria described above for new service introduction could then be initiated by the Triangle Transit Board after reviewing staff studies of the proposed Key Destination-oriented service.

New Route Performance Standards

Furthermore, a new service will be judged by “new route” performance standards to determine whether a route is Low-Performing, Average, or High-Performing during its first 6 months of existence. New Route Performance Standards will be set at 75 percent of the regular performance standards. After the introductory 6 month period, the new route will be judged by the regular standards.

There may be circumstances in which it makes sense for Triangle Transit to contract with another public or private entity to provide services in a portion of the service jurisdiction. All such arrangements must be approved by the Triangle Transit Board and should meet any performance criteria developed by staff to ensure that contracted services can be evaluated and monitored as closely as those that are operated by Triangle Transit.

Services Within Wake, Durham, and Orange Counties

Adoption of a new policy by the Triangle Transit Board regarding expansion of bus service shall not require that Triangle Transit seek supplemental financial participation from communities in Triangle Transit’s three-county service area which are currently served by regional bus or ridesharing services for levels of service that exist on July 1, 2008. Existing regional bus and ridesharing services in place as of July 1, 2008, may; however, be evaluated, modified, expanded or eliminated at any time by Triangle Transit in accordance with its overall management of its regional bus services.

Triangle Transit may enter into partnerships with other governmental bodies or with public or private entities to provide new public transportation or ridesharing services pursuant to the requirements set forth below. All decisions to provide new services shall be in the sole discretion of the Triangle Transit Board of Trustees and shall be subject to the fiscal and organizational resources available to Triangle Transit. Under no circumstances shall Triangle Transit be required to provide new or expanded bus services, even where all of the requirements listed below are met.

1. Demand for service as measured by passenger boardings per hour has been estimated to be equal to greater than the system average;
2. There is a direct request for service from the governmental body with jurisdiction for area served by the new service, and/or employment center leadership;
3. Triangle Transit’s partners, including other governmental bodies or public or private entities, commit either to contribute a minimum of \$5,000 each and collectively a minimum of 33% of the net direct operating costs either directly, or through in-kind contributions for a minimum of three years, or to provide local service on one route with hourly timed transfers in the peak direction of travel at one or more designated bus stops along the regional route.
 - a. Net operating costs are to be calculated as the total operating costs less any federal or state grant revenue received for or due to the operation of the service.
 - i. Total operating costs are defined as those expenses that Triangle Transit would incur by either directly operating the service from the Bus Operating and Maintenance Facility (BOMF), or by contracting with a private vendor or public transit agency to operate the service from their BOMF, plus the market rate for leasing park-and-ride locations on the route.

- b. In-kind contributions could include:
 - i. Overnight storage facility for vehicles, including routine servicing, cleaning, and fueling to reduce deadhead miles;
 - ii. Direct operation of the service at a lower rate per vehicle hour;
 - iii. Provision of park-and-ride locations;
 - iv. Maintenance of bus stop amenities, signs, and park-and-ride lots
 - c. Triangle Transit staff would recommend to the Board of Trustees whether each of the offered in-kind contributions meet the needs of the service and should be considered part of the financial partnership.
 - d. After 30 months of operation, Triangle Transit staff would report on the route performance compared against the agency's service standards. If the route performs at or better than the system average for the board-adopted performance indicators, Triangle Transit would assume full financial responsibility for the service. If the route performed below that level, then the route would be discontinued, or a greater share of the costs would be negotiated from partners.
 - e. A bus route will only have stops in a jurisdiction if it is a participant in the financial partnership, according to the terms above.
4. Partner communities have adopted or are making a good-faith effort to adopt requirements in their development ordinances that are supportive of transit ridership, transportation demand management, and transit-oriented development.

Notwithstanding the above-stated policy, but in accordance with principles of fairness, geographic equity, and financial prudence, the Board of Trustees may decide to begin new services without requiring a financial partnership meeting the terms of this policy, if it deems the service to be in the region's best interest.

Triangle Transit Service Elimination Standards

Continued poor performance by routes drags down the financial health of Triangle Transit and should be addressed. Wherever possible, routes should be considered for changes prior to being eliminated. However, there are times when the only sensible course of action is to discontinue a service, provided the following conditions are met:

- Any route active for more than 6 months that is low-performing against the system average for three of the five indicators can be considered for elimination
- Any route that is not a demonstration service requires at least one public meeting in the jurisdiction where the service will be eliminated prior to service termination. Staff should conduct the public meeting prior to recommending elimination to the Triangle Transit Board. After the public meeting, staff will examine the feasibility of other alternatives that may improve ridership, including the potential of new routings, different stop locations, or other strategies. The costs, benefits, and ridership impacts of these alternatives will be included with any service elimination recommendation.
- If Triangle Transit proposes to eliminate more than 25% of the service hours on a route, or eliminates a number of trips on a route that affect more than 25% of the route's ridership, Triangle Transit will hold a public hearing for public comment on the proposed change.

Triangle Transit Special Events/Demonstration Services

A new service concept may be introduced for less than 20 operating days as a demonstration service. A demonstration service is not subject to the regular standards for introduction or elimination. Demonstration services allow Triangle Transit to explore service concepts without a large commitment of funds to a concept for which it is particularly difficult to project ridership. Such services are most likely to be special events services to sporting events, seasonal services, or heavy travel days at the airport.

Research Underway: Triangle Transit Service Quality Indicators

In addition to standards of productivity and cost, Triangle Transit should find ways to measure and address the customer experience. This fall, Triangle Transit will conduct market research to determine which service attributes are most important to customer satisfaction. Once these service attributes are identified, Triangle Transit can begin to develop indicators and later on, standards to measure service quality.

Some potential indicators of Service Quality Include:

- Percentage of Buses Considered “On Time” at Timepoints
- Number of Missed Transfers, by # of Passengers Inconvenienced, Per Vehicle Revenue Hour
- Standard Deviation (in minutes) of time of arrival at individual stops
- Frequency of buses being washed externally
- Frequency of buses being swept internally
- Number of Buses Per Route Held For More Than 5 Minutes Each Day at RTP Transfer Center
- Number of Times that Wheelchair Lifts Function Improperly/Do Not Function
- Indicators derived from safety data

The market research should be complete by December 2003, at which point, staff will report the consultant’s findings to the Board and make recommendations on which indicators and standards should be used to measure service quality.

Sample Analysis Using Proposed Indicators and Standards

The chart on the following page shows how current Triangle Transit services perform according to the 5 proposed indicators, and how they would be classified (red = low-performing; green = high-performing; other = average) using the proposed standards

Triangle Transit Service Standards Glossary

Cost Recovery Ratio: Also referred to as the Farebox Recovery Ratio. This is a measure of how much money a transit service recovers in fares compared to the cost of providing service. If it costs \$100 per hour to provide bus service on a route, and on average, 25 people per hour paid a \$1 fare to ride, that route would recoup \$25 in fares for every \$100 spent in operations. $\$25/\100 yields a 25% Cost Recovery Ratio.

Deadhead: Refers to either vehicle miles or vehicle hours on the bus when the driver is on his or her way from the garage to the route, or vice versa, and is not serving passengers. Routes with greater deadhead miles are more expensive to run because they must travel further before having a chance to gain revenue. The Triangle Transit 102 Garner route is a good example of a bus with high deadhead miles.

Indicator: An indicator is a measurable characteristic of some attribute of service or local transportation phenomenon. The number of passengers per hour on an individual route is an indicator of transit service productivity. The average travel speed on I-40 at 5:00 P.M. is an indicator of the phenomenon of roadway performance. Indicators tell us “what is going on” by objectively quantifying and measuring the attributes of whatever it is we want to study.

Peak Period: A peak period is a time of day when the vast majority of commuters are traveling to and from work. These times of day are usually when transit services experience their greatest ridership demands, and consequently, their maximum level of operation. At Triangle Transit, the morning, or A.M. Peak period is 6:00 to 8:45 A.M. The evening peak period is 3:15 to 6:15 P.M.

Route Pattern: A route pattern is the series of turns followed by a fixed-route bus over and over again throughout the day. Currently, one of Triangle Transit's buses goes to Durham Tech at some times of day but not at others. This route has a changing route pattern. The Apex Route, which makes the same turns at all times, has an unchanging route pattern.

Route Segment: Routes are broken down into smaller pieces called segments for analysis purposes. Currently, Triangle Transit's 400-series routes that travel among RTP, Chapel Hill, and Durham consist of certain segments to track ridership. Examples include RTP to UNC Hospital, UNC Hospital to Downtown Durham, etc. A segment on the Raleigh Route might be Moore Square to RTP. Most routes are segmented at major stops, or at other logical points along the route. Usually the segmentation occurs at the route endpoints, unless the route is circular instead of bidirectional.

Service Area: The specific physical locations in which an agency actually supplies transit service, and the land 1/2 of a mile from the actual roads traveled by the buses.

Service Hours: Also called "revenue hours" or sometimes "platform hours," service hours describes the hours of operation in which buses can actually pick up or drop off passengers.

Service Jurisdiction: The area of the region in which the agency has the authority to provide services and the ability to appropriate funds to pay for services.

Service Span: The hours of the day in which service is provided. Service operated from 6 A.M. to 6 P.M. constitutes a service span of 12 hours. Service operated from 6 A.M. to 10 P.M. constitutes a service span of 16 hours.

Standard or Service Standard: A service standard is a goal set by Triangle Transit staff to make judgments about where service is performing adequately and inadequately. Standards tell us “what is good” by using indicators to set performance thresholds, which helps define whether service is

performing superbly, adequately, or inadequately. An example of a standard would be: “All evening routes should carry at least 10 Passengers Per Vehicle Revenue Hour.” Any evening bus carrying fewer 10 passengers every hour would be considered to be “inadequate” or “low-performing.”

Occasionally, standards tell us “what is good” but do not use indicators. An example would be “All Triangle Transit Routes Will Follow the Same Route Pattern Throughout the Day. ”

Unlinked and Linked Passenger Trips: Passenger trips are often referred to as "linked" or "unlinked," in terms of explaining whether or not a passenger's travel involves a transfer. An "unlinked" passenger trip is one that is counted without any regard to whether or not transfers occurred. A linked trip only occurs when a transfer takes place.

Vehicle Hour: Can refer to any hour of bus operation, from the time it leaves the garage until it returns in the evening.

Vehicle Mile: Can refer to any mile of distance traveled, from the moment the bus leaves the garage until it returns in the evening.

Vehicle Revenue Hour: Refers to an hour of bus operation when the bus is in active service and can pick up or drop off passengers. Time spent driving from the Garage to the first stop on the route, or from the last stop at the end of the day to the garage are NOT Vehicle Revenue Hours.

Vehicle Revenue Mile: Refers to a mile of distance traveled when the bus is in active service and can pick up or drop off passengers. Miles traveled driving from the Garage to the first stop on the route, or from the last stop at the end of the day to the garage are NOT Vehicle Revenue Miles.

ATTACHMENT E: GoTriangle Service Changes: Continuation of 2021 Service Reductions and Proposed Service Changes for July/August

Marketing, Communications & Engagement Summary June 2022

Overview

In 2021, GoTriangle suspended service on several routes and trips due to the bus operator shortage. The reductions were put in place so that customers would not experience missed trips and to ensure a safe work environment for transit operations staff. The routes and trips were identified with the goals to maintain service coverage and continue to serve the highest number of customers. The reductions were implemented as an emergency response to the reduced staffing levels.

Per the Federal Transit Administration guidance provided on COVID-19, any temporary service change approved by GoTriangle lasting more than 12 months is considered a permanent change and must comply with federal regulations. GoTriangle is required to complete a Title VI service equity analysis, conduct public engagement, and obtain the Board of Trustees' approval to allow the GoTriangle President/CEO to reinstate the service at a future date.

The following routes have Service Reductions put in place on in June 14, 2021 due to operator shortage:

- [Route 300](#) | Minor Schedule Changes
- [Route 301](#) | Suspended until further notice
- [Route 305](#) | Revised Schedule
- [Route 310](#) | Revised Schedule with service every 60 minutes all day
- [Route 800](#) | Minor schedule changes with all short trips between UNC-CH and Streets at Southpoint mall (Route 800S) suspended until further notice
- [Route CRX](#) | Minor schedule changes with some trips suspended until further notice
- [Route DRX](#) | Minor schedule changes with some trips suspended until further notice

The following routes have Service Reductions put in place in November 2021 due to operator shortage:

- [Route 100](#) | Reduce Saturday service to hourly
- [Route 300](#) | End at 10pm at Cary Depot
- [Route 400](#) | Reduce Saturday service to hourly
- [Route 420](#) | Reduce Saturday service to hourly
- [Route 700](#) | Reduce Saturday service to hourly
- [Route 800](#) | Reduce Saturday service to hourly
- [Route DRX](#) | Suspend one AM and one PM block

Additionally, community members had the opportunity to provide input on GoTriangle service changes proposed to begin in July/August 2022 for the following routes:

- Route FRX: Fuquay-Varina to Raleigh Express
- Route WRX: Wake Forest to Raleigh Express
- Route 300: Cary to Raleigh
- Route 305: Holly Springs and Apex to Raleigh

Timeline

- The public outreach period occurred from June 6, 2022 to June 22, 2022.

Outreach Approach & Activities

The public engagement team utilized online outreach methods to inform GoTriangle riders and the public of the continued service changes and proposed route changes, meeting the FTA’s requirements for suspensions over 12 months.

Online Engagement	Date
GoTriangle Website Update	6/6
GoTriangle social media posts	6/6
Email Campaigns	Date
Community organizations	
Elected officials	
GoTriangle rider alerts	
Minority community contacts	
Tabling	Date
Cary Depot	6/20
Geotargeted Social Media	Date

Outreach Materials

1. **Social Media Posts and Graphics:** The Marketing & Communications Team created social media language and graphics and schedule posts throughout the comment period.
2. **Email Campaigns:** The Public Engagement team sent an email campaign to community organizations, elected officials, and individuals.
3. **Website Updates:** The GoTriangle website included materials.
4. **Print survey:** The planning team created a print survey, available in English and Spanish. To distribute the survey and collect responses, the planning team rode Route 300 and the public engagement team set up a table at the Cary Depot.

5. **Public Input Method:** The public had the opportunity to submit comments to serviceplanning@gotriangle.org. The planning team also established a phone number for providing input.

Engagement Summary

A summary of the people reached and comments received will be provided during the presentation to the Board of Trustees on June 22, 2022.

Public Comments

The following comments have been received by GoTriangle as of June 15, 2022.

Route	Name	Date	Email	Comment
FRX	Dennis Blair	6/12/22	dgblairjr42@gmail.com	I would like to see the GoRaleigh Route FRX add more bus stops in Fuquay-Varina, plus expand the bus service to an all-day basis, as well as weekend service. There are several shopping centers in Fuquay-Varina that I would like to see served, including Walmart, Sunset Plaza Shopping Center, as well as several residential areas on Judd Parkway. Regarding GoTriangle Route 305, I would like to see the route expanded into Fuquay-Varina from Holly Springs. There are at least several shopping centers and residential areas in Fuquay-Varina and Holly Springs that I would like to see served by public transit, including the Food Lion on Broad Street in Fuquay-Varina, Fuquay-Varina and Holly Springs Walmart, the Holly Springs Target area, and Fuquay-Varina High School. Also, I would like to see the entirety of GoTriangle Route 305 expanded to all-day basis, as well as weekend service.
NRX	Tess Sharpe	6/8/22	tsharpe@email.unc.edu	Please bring back the NRX and something from Wake Forest to Chapel Hill.
310	Christy Brackett	6/11/22	barefootbrackett@gmail.com	I don't think that the 310 bus should run on limited services. The 311 bus has already been completely canceled and the 310 remains the only option to go from the Cary Depot to the Regional Transit Center. I am requesting the 310 route should run on a 7 day per week schedule rather than M-F. With the proposed changes there is no way for riders in Cary to get to Durham or Chapel Hill except by going to Raleigh first. This impacts access to hospitals, shopping centers, parks & recreational facilities, and more. This impacts the potential for internships or college visits for a large portion of the Triangle community. It is essential that the 310 bus route runs 7 days per week. There is no other way to access the regional transit center except with this route. Please let me know your thoughts on this.

DRX	Farrah Khan	6/8/22	farrahsadiq@gmail.com	<p>Unfortunately the reduction in route DRX eliminating the 7:15 pm bus and one (or more) early afternoon services from Durham to Raleigh has seriously effected my commute. I'm having to take my car to work at least once or twice a week, whereas before the reductions it was zero times per week. This causes congestion in the city and on the roads, reducing which was a reason I wanted to use the bus system. Also, with the current price of gas, reducing bus service is a terrible move and negatively affects those who need to use the bus to save money.</p> <p>I feel like, once again, Raleigh Durham is failing its residents. Very disheartening.</p>
305	Amanda Cardoso	6/7/22	amandaavilacardoso@gmail.com	<p>Hi, I am Amanda Cardoso, I live by the Lake Jhonson area (1251 Trillium Circle) and I use the 305 line daily. I have two suggestions:</p> <ol style="list-style-type: none"> 1) There is no live view of the bus position when smaller transportations (not the bus itself) are running. 2) The buses are often late or missing. 3) I suggest including 305 lines at least during Saturdays as no other lines run in some parts of Frankling Johnson Street during the weekend.
CRX	Meredith Fosque	6/7/22	mgfosque@ncsu.edu	<p>We heard and see on the map that the CRX may not come to Eubanks Road Park and Ride if this new plan goes through. Instead we would be asked to go to the Regional Transit Center to catch the CRX. If that were the case, I'd just keep driving into Raleigh. I come 20 minutes to the Park and Ride at Eubanks from Hillsborough, it would not be worth it.</p> <p>This change seems very strange. Many students (standing room only sometimes) go between UNC to NC State; in fact, we have been asking for a midday bus for years. Many other people also ride the CRX from Chapel Hill and west. Who thinks this is a good idea? Don't you want to keep cars off of Rt 40? Numbers may be down because of the pandemic but they will pick up again.</p> <p>Also, Eubanks Road Park and Ride is now very accommodating with a turn around for the buses. I would think you would be expanding the service from there, to the Airport for example, to take advantage of the facility. This proposal for the CRX Route seems backwards, please think again.</p> <p>Best, Meredith Fosque</p>
NRX	Tess Sharpe	6/7/22	tsharpe@email.unc.edu	<p>Please bring back the NRX. 540 is becoming a parking lot again. Thank you</p>

				<p>Tess Sharpe Tess Sharpe, Office Administration Assistant Health Sciences Librarian Health Sciences Library 335 S. Columbia Street, CB #7585 Chapel Hill, NC 27599-7585 The University of North Carolina at Chapel Hill</p>
400	Justin Low	6/6/2022	justin.low@duke.edu	<p>Hello,</p> <p>I realize that operator shortages are resulting in necessary service reductions. I regularly ride the route 400/405 between Duke and Chapel Hill, and occasionally also ride the Robertson Scholars bus. I was wondering if it's possible to collaborate with the Robertson bus to consolidate operations of the GoTriangle and Robertson bus routes, since the route between UNC and Duke is essentially the same. I'd propose ending the Robertson bus as a standalone route and in place the Robertson program would fund additional frequencies for the 405 that mostly runs as an express service between UNC and Duke. The efficiencies of combining forces may allow for more regular service between UNC and Duke with fewer drivers.</p> <p>Thanks for considering this suggestion.</p> <p>Sincerely, Justin Low</p>
300	Carolyn	?	Phone	Inquiring about the changes to the Route 300.



Connecting all points of the Triangle

FY2023 Conference Requests

July 30 – Aug. 2, 2022	APTA Transit Board Members Seminar Salt Lake City, UT	
	1. Brenda Howerton	3,000
	Total	3,000
October 9-12, 2022	APTA TRANSform Conference Seattle, WA	
	1. Renée Price	3,000
	Total	3,000
October 30 – Nov. 2, 2022	Rail~Volution Conference Miami, FL	
	1. Brenda Howerton	3,000
	2. Elaine O'Neal	3,000
	Total	6,000
TBD 2023	Regional Transportation Alliance [RTA] Leadership Briefing & Tour	
	1. Jennifer Robinson [2 nd choice]	2,500
	2. Will Allen [1 st choice]	2,500
	3. Sig Hutchinson	2,500
	4. Brenda Howerton	2,500
	5. Elaine O'Neal	2,500
	6. Corey Branch	2,500
	Total	15,000
TBD 2023	Greater Raleigh Chamber of Commerce Inter-City Visit & Leadership Conference	
	1. Jennifer Robinson [1 st choice]	3,000
	2. Will Allen [2 nd choice]	3,000
	3. Sig Hutchinson	3,000
	Total	9,000
Total Budget		35,000
Total Requests		36,000
Balance Remaining		(1,000)

**Local events such as the RTA Annual meeting and transportation breakfast, State of the Region, Chamber events, etc. also come out of this budget.*



Connecting all points of the Triangle

FY2023 Travel Requests by Member

Jennifer Robinson

- Raleigh Chamber of Commerce Inter-City Visit & Leadership Conference | TBD 2023 \$3,000
- Regional Transportation Alliance [RTA] Leadership Briefing & Tour | TBD 2023 \$2,500

Will Allen III

- Regional Transportation Alliance [RTA] Leadership Briefing & Tour | TBD 2023 \$2,500
- Raleigh Chamber of Commerce Inter-City Visit & Leadership Conference | TBD 2023 \$3,000

Vivian Jones

- No requests

Renée Price

- APTA TRANSform Conference [Seattle] | Oct. 9-12, 2022 \$3,000

Brenda Howerton

- APTA Transit Board Members Seminar [Salt Lake City] | July 30-Aug. 2, 2022 \$3,000
- Rail~Volution [Miami] | Oct. 30 – Nov. 2, 2022 \$3,000
- Regional Transportation Alliance [RTA] Leadership Briefing & Tour | TBD 2023 \$2,500

Sig Hutchinson

- Regional Transportation Alliance [RTA] Leadership Briefing & Tour | TBD 2023 \$2,500
- Raleigh Chamber of Commerce Inter-City Visit & Leadership Conference | TBD 2023 \$3,000

Elaine O'Neal

- Rail~Volution [Miami] | Oct. 30 – Nov. 2, 2022 \$3,000
- Regional Transportation Alliance [RTA] Leadership Briefing & Tour | TBD \$2,500

Corey Branch

- Regional Transportation Alliance [RTA] Leadership Briefing & Tour | TBD 2023 \$2,500

Total Budget	35,000
Total Requests	36,000
Balance Remaining	(1,000)

**Local events such as the RTA Annual meeting and transportation breakfast, State of the Region, Chamber events, etc. also come out of this budget.*

2022 0016

**GOTRIANGLE
FISCAL YEAR 2023
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 **General Fund** for the fiscal year beginning July 1, 2022, and ending June 30, 2023:

Undesignated Fund Balance Appropriated	\$ 2,186,954
Operating Transfer from Major Transit Investment Fund	7,759,569
Vehicle Registration Tax	6,776,000
Investment Earnings	400,000
Prior Year Carryforward	3,025,966
Federal Grant Revenues	121,040
Reimbursements from other local authorities	1,595,987
Reimbursements from other local authorities – Johnston County	141,100
Indirect Cost Credits	<u>1,458,912</u>
Total	\$ 23,465,528

Section 2. The following amounts hereby are appropriated in the **General Fund** for the management of the Authority and its activities for the fiscal year beginning July 1, 2022, and ending June 30, 2023:

Board of Trustees	\$ 192,326
Executive Office	958,348
Communications & Public Affairs	1,038,504
Administration	497,235
Human Resources	835,599
Finance	2,007,193
EEO/DBE	171,929
Legal	953,178
Johnston County	141,049
Real Estate	336,300
Capital Development	273,635
Unemployment Claims	77,000
GoDurham	1,595,987
Plaza	332,100
Operating Transfer to Bus Fund	10,835,924
Operating Transfer to Rideshare Fund	619,895
Operating Transfer to Bus Capital Fund	1,400,281
Operating Transfer to Advanced Technology Fund	<u>1,199,045</u>
Total	\$ 23,465,528

Section 3. It is estimated that the following revenues will be available in the **Ridesharing Fund** for the fiscal year beginning July 1, 2022, and ending June 30, 2023:

Regional TDM grant	\$ 706,362
Reimbursements from other local authorities	966,479
Transfer from General Fund	<u>619,896</u>
Total	\$ 2,292,737

Section 4. The following amounts hereby are appropriated in the **Ridesharing Fund** for the fiscal year beginning July 1, 2022, and ending June 30, 2023:

Regional Services	\$ 164,936
Regional Services - Planning	304,548
Sustainable Travel Services	760,352
Regional Call Center	<u>1,062,901</u>
Total	\$ 2,292,737

Section 5. It is estimated that the following revenues will be available in the **Regional Bus Service Fund** for the fiscal year beginning July 1, 2022, and ending June 30, 2023:

NCDOT Grant Revenue	\$ 2,800,000
Federal Grant Revenue	1,600,000
Transit Service Revenue	7,115,768
Transit Service Revenue – Paratransit	544,881
Bus accident reimbursement	40,000
Paratransit Service Revenue	405,000
Operating Transfer from General Fund	<u>10,835,924</u>
Total	\$ 23,341,573

Section 6. The following amounts hereby are appropriated in the **Regional Bus Service Fund** for the fiscal year beginning July 1, 2022, and ending June 30, 2023:

Bus supervision	\$ 2,737,101
Bus operations	11,317,706
Bus maintenance	5,650,612
Vanpool	257,490
Paratransit services	<u>3,378,664</u>
Total	\$ 23,341,573

Section 7. 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 22ND DAY OF JUNE 2022.

Sig Hutchinson, Board of Trustees Chair

ATTEST:

Michelle C. Dawson, Clerk to the Board

2022 0017

**GOTRIANGLE
FISCAL YEAR 2023
MAJOR CAPITAL PROJECT 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 **Major Capital Project Fund** for the fiscal year beginning July 1, 2022, and ending June 30, 2023:

Rental income	\$ 100,000
Operating Transfer from Major Transit Investment Fund	<u>414,000</u>
Total	\$ 514,000

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

Other Capital Expenses	\$ <u>514,000</u>
Total	\$ 514,000

Section 3. 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 22ND DAY OF JUNE 2022.

Sig Hutchinson, Board of Trustees Chair

ATTEST:

Michelle C. Dawson, Clerk to the Board

2022 0018

**GOTRIANGLE
FISCAL YEAR 2023
REGIONAL BUS CAPITAL PROJECT 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 **Regional Bus Capital Project Fund** for the fiscal year beginning July 1, 2022, and ending June 30, 2023:

Federal Transit Administration	\$ 12,963,504
Reimbursements from Others	8,924,276
Operating Transfer from General Fund	<u>1,400,281</u>
Total	\$ 23,288,061

Section 2. The following amounts hereby are appropriated in the **Regional Bus Capital Project Fund** for the fiscal year beginning July 1, 2022, and ending June 30, 2023:

Capital Outlay	\$ <u>23,288,061</u>
Total	\$ 23,288,061

Section 3. 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 22ND DAY OF JUNE 2022.

Sig Hutchinson, Board of Trustees Chair

ATTEST:

Michelle C. Dawson, Clerk to the Board

2022 0019

**GOTRIANGLE
FISCAL YEAR 2023
ADVANCED TECHNOLOGY PROJECT 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 **Advanced Technology Project Fund** for the fiscal year beginning July 1, 2022, and ending June 30, 2023:

NC Department of Transportation	\$ 43,840
Reimbursements from Others	1,348,214
Operating Transfer from General Fund	<u>1,199,045</u>
Total	\$ 2,591,099

Section 2. The following amounts hereby are appropriated in the **Advanced Technology Project Fund** for the fiscal year beginning July 1, 2022, and ending June 30, 2023:

Capital Outlay	\$ <u>2,591,099</u>
Total	\$ 2,591,099

Section 3. 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 22ND DAY OF JUNE 2022.

Sig Hutchinson, Board of Trustees Chair

ATTEST:

Michelle C. Dawson, Clerk to the Board

2022 0020

**GOTRIANGLE
FISCAL YEAR 2023
MAJOR TRANSIT INVESTMENT 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 **Major Transit Investment Fund** for the fiscal year beginning July 1, 2022, and ending June 30, 2023:

Vehicle Rental Tax	\$ 5,588,235
Investment Earnings	745,000
Undesignated Fund Balance Appropriated	<u>1,840,334</u>
Total	\$ 8,173,569

Section 2. The following amounts hereby are appropriated in the **Major Transit Investment Fund** for the fiscal year beginning July 1, 2022, and ending June 30, 2023:

Operating Transfer to General Fund	\$ 7,759,569
Operating Transfer to Major Capital Project Fund	<u>414,000</u>
Total	\$ 8,173,569

Section 3. 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 22ND DAY OF JUNE 2022.

Sig Hutchinson, Board of Trustees Chair

ATTEST:

Michelle C. Dawson, Clerk to the Board

2022 0021

**GOTRIANGLE
FISCAL YEAR 2023
TRIANGLE TAX DISTRICT – DURHAM OPERATING 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 Operating Fund** for the fiscal year beginning July 1, 2022, and ending June 30, 2023:

Article 43 ½ Cent Sales Tax	\$ 8,226,711
Vehicle Rental Tax	1,201,500
\$7 County Vehicle Registration Tax	1,737,085
\$3 Vehicle Registr Transfer from Dur/Orange Special Tax District	<u>744,444</u>
Total	\$ 11,909,740

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

Tax District Administration - GoTriangle	\$ 423,675
Transit Plan Administration	0
DCHC MPO	59,600
GoTriangle	1,508,695
Durham County	211,100
Bus Operations	0
Durham County Access	201,100
GoDurham	7,523,523
GoTriangle	<u>1,982,047</u>
Total	\$ 11,909,740

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. 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 22ND DAY OF JUNE 2022.

Sig Hutchinson, Board of Trustees Chair

ATTEST:

Michelle C. Dawson, Clerk to the Board

2022 0022

**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:

Article 43 ½ Cent Local Option Sales Tax	\$ 27,273,289
Total	\$ 27,273,289

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:

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

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 22ND DAY OF JUNE 2022.

Sig Hutchinson, Board of Trustees Chair

ATTEST:

Michelle C. Dawson, Clerk to the Board

2022 0023

**GOTRIANGLE
FISCAL YEAR 2023
DURHAM SPECIAL TAX DISTRICT 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 **Durham Special Tax District Fund** for the fiscal year beginning July 1, 2022, and ending June 30, 2023:

\$3 Vehicle Registration Tax	\$ 744,444
Total	\$ 744,444

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

Transfer to Triangle Tax District – Durham Operating Fund	\$ 744,444
Total	\$ 744,444

Section 3. 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 22ND DAY OF JUNE 2022.

Sig Hutchinson, Board of Trustees Chair

ATTEST:

Michelle C. Dawson, Clerk to the Board

2022 0024

**GOTRIANGLE
FISCAL YEAR 2023
TRIANGLE TAX DISTRICT – ORANGE OPERATING 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 Orange Operating Fund** for the fiscal year beginning July 1, 2022, and ending June 30, 2023:

Article 43 ½ Cent Sales Tax	\$ 3,582,332
Vehicle Rental Tax	586,800
\$7 County Vehicle Registration Tax	818,895
\$3 Vehicle Registr Transfer from Dur/Orange Special Tax District	<u>350,958</u>
Total	\$ 5,338,985

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

Tax District Administration – GoTriangle	\$ 276,850
Transit Administration	0
DCHC MPO	59,600
GoTriangle	488,973
Bus Operations	0
Chapel Hill Transit	2,630,328
Orange County Public Transit	778,367
GoTriangle	<u>1,104,867</u>
Total	\$ 5,338,985

Section 3. The FY23 Orange 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 Orange County will consider amendments to the FY23 Orange Transit Work Program as priorities are identified in the new Transit Plan.

Section 4. 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 22ND DAY OF JUNE 2022.

Sig Hutchinson, Board of Trustees Chair

ATTEST:

Michelle C. Dawson, Clerk to the Board

2022 0025

**GOTRIANGLE
FISCAL YEAR 2023
TRIANGLE TAX DISTRICT – ORANGE 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 – Orange Capital Fund** for the fiscal year beginning July 1, 2022, and ending June 30, 2023:

Article 43 ½ Cent Local Option Sales Tax	\$ <u>5,217,668</u>
Total	\$ <u>5,217,668</u>

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

Transit Infrastructure	\$ 0
GoTriangle	240,000
Town of Hillsboro	350,000
Vehicle Purchase	0
GoTriangle	204,000
BRT	0
Chapel Hill Transit – NS-BRT	1,812,500
Allocation to Orange Capital Fund Balance	<u>2,611,168</u>
Total	\$ <u>5,217,668</u>

Section 3. The FY23 Orange 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 Orange County will consider amendments to the FY23 Orange Transit Work Program as priorities are identified in the new Transit Plan.

Section 4. Triangle Tax District – Orange 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 22ND DAY OF JUNE 2022.

Sig Hutchinson, Board of Trustees Chair

ATTEST:

Michelle C. Dawson, Clerk to the Board

2022 0026

**GOTRIANGLE
FISCAL YEAR 2023
ORANGE SPECIAL TAX DISTRICT 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 **Orange Special Tax District Fund** for the fiscal year beginning July 1, 2022, and ending June 30, 2023:

\$3 Vehicle Registration Tax	\$ <u>350,958</u>
Total	\$ 350,958

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

Transfer to Triangle Tax District – Orange Operating Fund	\$ <u>350,958</u>
Total	\$ 350,958

Section 3. 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 22ND DAY OF JUNE 2022.

Sig Hutchinson, Board of Trustees Chair

ATTEST:

Michelle C. Dawson, Clerk to the Board

2022 0027

**GOTRIANGLE
FISCAL YEAR 2023
TRIANGLE TAX DISTRICT -- WAKE OPERATING 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 - Wake Operating Fund** for the fiscal year beginning July 1, 2022, and ending June 30, 2023:

Article 43 ½ Cent Local Option Sales Tax	\$ 15,590,485
Vehicle Rental Tax	3,800,000
\$7 Vehicle Registration Tax	6,940,000
\$3 Vehicle Registration Tax (Transfer from Wake Tax District)	2,970,000
Other/Miscellaneous	<u>497,000</u>
Total	\$ 29,797,485

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

Tax District Administration - GoTriangle	\$ 551,371
Transit Plan Administration	0
GoTriangle	2,432,842
Capital Area Metropolitan Planning Organization (CAMPO)	623,366
City of Raleigh	1,560,406
Town of Cary	862,779
Community Funding Areas	0
Town of Wake Forest	375,235
Town of Apex	408,534
Town of Morrisville	347,270
Reserve	902,963
Bus Operations	0
GoTriangle	4,916,826
City of Raleigh	13,734,165
Town of Cary	2,426,426
Wake County	644,425
Town of Wendell	4,636
Town of Zebulon	<u>6,241</u>
Total	\$ 29,797,485

Section 3. The GoTriangle President/CEO, or his or her designee, is hereby authorized to transfer funds within appropriations under the following conditions:

- A) No transfer may be made that changes the adopted allocations to fund balance.
- B) All budget transfers will be reported to the Transit Planning Advisory Committee.
- C) All increases to an appropriation, and all transfers between appropriations, must be reviewed by the Transit Planning Advisory Committee and approved by the CAMPO and GoTriangle governing boards.

Section 4: Triangle Tax District – Wake Operating Funds encumbered as of June 30, 2022, by GoTriangle as the Tax District Administrator are hereby appropriated to this budget.

Section 5. Copies of the Budget Ordinance shall be furnished to the Clerk, to the Board of Trustees, to the Finance Officer, and to the Budget Officer of this Authority to be kept on file for their direction in the disbursement of funds. Copies also shall be furnished to representatives of the Agencies under Section 2. The Budget Ordinance shall be entered into the Board minutes.

ADOPTED THIS THE 22ND DAY OF JUNE 2022.

Sig Hutchinson, Board of Trustees Chair

ATTEST:

Michelle C. Dawson, Clerk to the Board

2022 0028

**GOTRIANGLE
FISCAL YEAR 2023
TRIANGLE TAX DISTRICT - WAKE CAPITAL FUND BUDGET ORDINANCE**

BE IT ORDAINED by the Research Triangle Regional Public Transportation Authority Board of Trustees, that pursuant to section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following project ordinance is hereby adopted:

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

Article 43 ½ Cent Local Option Sales Tax	\$ <u>91,909,514</u>
Total	\$ 91,909,514

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

Community Funding Area	
Town of Fuquay-Varina	\$ 50,000
Bus Infrastructure	0
GoTriangle	17,141,109
City of Raleigh	16,480,604
Town of Cary	1,000,000
Reserve	1,081,600
Bus Acquisition	0
City of Raleigh	2,652,840
GoTriangle	1,000,000
Bus Rapid Transit	0
City of Raleigh	7,630,000
Allocation to Wake Capital Fund Balance	<u>44,873,361</u>
Total	\$ 91,909,514

Section 3. The GoTriangle President/CEO, or his or her designee, is hereby authorized to transfer funds within appropriations under the following conditions:

- A) No transfer may be made that changes the adopted allocations to fund balance.
- B) All budget transfers will be reported to the Transit Planning Advisory Committee.
- C) All increases to an appropriation, and all transfers between appropriations, must be reviewed by the Transit Planning Advisory Committee and approved by the CAMPO and GoTriangle governing boards.

Section 4: Triangle Tax District – Wake Capital Funds are appropriated pursuant to section 13.2 of Chapter 159 of the General Statutes of North Carolina; therefore, appropriations do not lapse at the end of the fiscal year and are available for duration of the project unless subsequently recommended for reallocation by the Transit Planning Advisory Committee and approved by the CAMPO and GoTriangle governing boards, or as specified in Section 5.

Section 5: GoTriangle Finance Department has authority to close projects and/or programs and reduce appropriations upon notification of project completion by the project sponsor. When actual revenues are available in projects to be closed or which are substantially complete, GoTriangle Finance may transfer savings to Triangle Tax District Wake Capital fund balance. These funds will be then available for future appropriations which require recommendation by the Transit Planning Advisory Committee and approval by the CAMPO and GoTriangle governing boards. This section applies to current and prior year appropriations. A list of project closeouts shall be provided quarterly to the Transit Planning Advisory Committee.

Section 6. Copies of the Budget Ordinance shall be furnished to the Clerk, to the Board of Trustees, to the Finance Officer, and to the Budget Officer of this Authority to be kept on file for their direction in the disbursement of funds. Copies also shall be furnished to representatives of the Agencies under Section 2. The Budget Ordinance shall be entered into the Board minutes.

ADOPTED THIS THE 22ND DAY OF JUNE 2022.

Sig Hutchinson, Board of Trustees Chair

ATTEST:

Michelle C. Dawson, Clerk to the Board

2022 0029

**GOTRIANGLE
FISCAL YEAR 2023
WAKE SPECIAL TAX DISTRICT 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 **Wake Special Tax District Fund** for the fiscal year beginning July 1, 2022, and ending June 30, 2023:

\$3 Vehicle Registration Tax	\$ <u>2,970,000</u>
Total	\$ <u>2,970,000</u>

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

Transfer to Triangle Tax District – Wake Operating Fund	\$ <u>2,970,000</u>
Total	\$ <u>2,970,000</u>

Section 3. 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 22ND DAY OF JUNE 2022.

Sig Hutchinson, Board of Trustees Chair

ATTEST:

Michelle C. Dawson, Clerk to the Board

**DURHAM • CHAPEL HILL • CARRBORO
METROPOLITAN PLANNING ORGANIZATION**

101 City Hall Plaza • Durham, NC 27701 • Phone (919) 560-4366 • dchcmpo.org



June 14, 2022

To: GoTriangle Board of Trustees
 From: Aaron Cain, Staff Working Group Administrator, Durham-Chapel Hill-Carrboro MPO
 Re: Material Changes to the Durham County Transit Plan

Summary. As part of the appropriations process for the Durham Transit Plan (Transit Plan), an annual Work Program is developed which produces a budget for the upcoming fiscal year. During the development of the update to the Durham Transit Plan, several items that are to be incorporated into the preferred scenario are proposed to be incorporated into the FY23 Work Program. Per the interlocal agreement (ILA) that governs the Durham Transit Plan, and/or per the request of the Durham Staff Working Group (SWG), the following items are considered “material changes” and must be approved by all three governing boards of the ILA in order to be incorporated into the FY23 Work Program.

The projects that are deemed to be material changes are:

- North Durham Improvements on GoDurham Routes 9A & 9B and new crosstown service;
- Durham Station Improvements;
- Increased funding for Durham Bus Stop Improvements; and
- New Paratransit Maintenance Facility.

The Durham-Chapel Hill-Carrboro Metropolitan Planning Organization (DCHC MPO) approved these changes unanimously at its June 8, 2022 meeting. The Durham County Board of Commissioners approved these changes unanimously at its June 13, 2022 meeting.

Background. In 2013, the Durham County Board of Commissioners, the DCHC MPO, and GoTriangle adopted an ILA to govern procedures for amending the Bus and Rail Investment Plan, which was originally adopted in 2011. In 2017 a new Durham Transit Plan was adopted by the three partners, and the 2013 ILA remains in effect for that plan. In 2020, after the discontinuation of the Durham-Orange Light Rail Transit (D-O LRT) project, an effort began to create a new Durham County Transit Plan that will address current needs and future financial planning for Durham’s transit tax fund.

While the ILA states that only bus service budget increases of greater than \$500,000 require an amendment to the 2017 Durham Transit Plan in order to be incorporated into an annual Work Program, all of the items listed above were deemed by the Durham SWG to be of enough significance that they should be considered material changes, and therefore subject to approval by the three partner boards. All of the projects selected for review by the three partner boards are included in the draft Durham County Transit Plan, which is planned to be released for public review and comment in June 2022. In addition, all of these projects have undergone financial review and can be afforded within the expected revenues of the FY23 transit tax fund budget. A short description of each project is given below.

North Durham Improvements; GoDurham Routes 9/9A/9B and Crosstown

As a priority from the development of the new Durham County Transit Plan, this project will improve service for neighborhoods in North Durham that are dependent on transit. The proposed improvements include:

- Crosstown service from Duke Regional Hospital to Duke/VA Medical Center; and
- Frequency improvements on GoDurham Routes 9A and 9B to every 30 minutes at night Monday through Saturday as well as on Sundays.

These service improvements are consistent with projects in the Durham Transit Plan. Service is planned to begin in late 2022 or early 2023. These new services will improve access to major employment destinations and make transit a more dependable option at night and on Sundays.

The funding request is for approximately \$1.2 million in FY23. That funding will be for a partial year of service. The funding request increases to \$2.95 million in FY24 for a full year of service, with standard inflationary increases after that.

Durham Station Improvements

GoDurham is planning improvements to Durham Station to expand equitable access to transit, improve station amenities, and increase connections to employment, healthcare and education opportunities. GoDurham's system-wide average daily weekday ridership has increased since Durham Station opened in 2008 from 8,000 to 14,000 riders (21,000 pre-COVID). With this ridership growth, existing conditions at Durham Station do not effectively serve the needs of riders and provide limited opportunities for increased transit service. Improvements will serve a large portion of GoDurham riders, 80% of which are minorities, 90% of which earn less than \$35,000 a year, and 68% of which that do not have access to a personal vehicle.

The existing conditions provide limited seating and covering for passengers. The canopies cover only 30% of the bus island, which can result in passengers standing in poor weather conditions and walking through water. The improvements to the bus island will include expanded canopies to protect 80% of the bus island and host solar panels, additional seating, new restrooms and a customer service security kiosk. These new amenities respond to rider-identified improvements to assist in quick transfers and a better waiting experience.

In addition to passenger amenity improvements, eight additional bus bays, redesigned bus lanes and new pavement will improve transit operations and safety at Durham Station. Space for future electric bus charging will also be provided. The existing site layout is at capacity with existing transit operations and will not be able to accommodate future improvements and service expansion being developed in the Durham County Transit Plan.

The requested \$1.8M will provide a match for a federal grant awarded to the City of Durham to complete this work; thereby leveraging nearly \$10 million in federal funds for this project.

Durham Bus Stop Improvements

GoTriangle has embarked on a multi-year improvement program for GoDurham and GoTriangle bus stops in Durham County. In 2020, GoTriangle conducted a field inventory of existing conditions at all GoDurham and GoTriangle bus stops, which is used to identify where stop improvements are needed. GoTriangle prioritizes stop improvements based on factors such as ridership, safety, environmental justice communities, and access to destinations for youth, seniors, and persons with disabilities.

The Bus Stops Improvement Program connects GoDurham and GoTriangle customers with safe, comfortable, and accessible locations to board and disembark from the bus. The program is for the design and construction of ADA, accessibility, and amenities improvements at stops throughout the GoDurham and GoTriangle systems in Durham. Accessibility improvements can include landing pads, sidewalk connections, curb ramps, and crosswalks. Amenities can include seating, shelters, and lighting. The multi-year program includes the design and construction of approximately 75 additional stop improvements in FY23 at \$10,000 per stop for design and \$40,000 per stop for construction (or as many stops as can be designed and constructed until funds are expended). These cost estimates are based on current work; variation in cost for any particular stops is due to conditions at each stop.

A Durham Transit Plan amendment is requested because of the increase in funding in FY23 compared to FY22. The single-year funding in FY22 was \$3 million; the request here is to increase that annual amount in FY23 to \$3.75 million. GoTriangle is confident in this funding increase request because of efficiencies and economies of scale that have been built within the organization over the last two years and the expediency with which bus stop improvements can now be implemented.

New Paratransit Maintenance Facility

GoTriangle's recent fleet and facilities study is evaluating constraints and needs for maintenance, storage, fueling and servicing capacity as well as work-flow efficiency at the GoTriangle Nelson Road bus operations and maintenance facility. The outcome of this study will include site selection, schematic design, and cost estimates for a new and/or expanded facility. The study includes a regional coordination element to identify opportunities for shared facilities for vehicle storage, servicing and/or repairs.

This project is of critical importance as the region contemplates programming additional bus service as GoTriangle is exceeding the current capacity at its existing bus maintenance facilities. GoTriangle may be limited in their ability to deploy expanded service without bringing additional fleet and maintenance capacity online or identifying other mitigation strategies, and both systems will benefit from planning for passenger facility enhancements and expansion on a timeline that will prepare for construction tied to deployment of expansion of service. The ability to expand at the current Nelson Road facility is problematic. GoTriangle has been working with GoDurham to identify a location for a new facility to service the paratransit programs for both agencies, ensuring that the specific maintenance needs for paratransit vehicles can be addressed and improving efficiency for both agencies.

This FY23 request includes the following:

- Design for a GoTriangle/GoDurham paratransit maintenance facility relocation; and
- Land acquisition for relocated facility.

Given what will likely be multi-phased improvements for both GoDurham and GoTriangle, heightened federal funding opportunities over the next five years, and needs to improve employee spaces to enhance quality of life, initial projects need to advance sooner rather than later. A new coordinated paratransit facility unlocks the ability to expand both GoDurham and GoTriangle maintenance facilities. Relocating the paratransit maintenance facility will also open up expansion and renovation opportunities for GoDurham Fixed Route maintenance.

The funding request is for \$3.3 million in FY23 for site acquisition and design. Future funding for construction is expected to come from federal and/or state sources, with limited requirements for local funding.

Issues. These projects would add approximately \$6.1M in new spending in FY23 from the Durham Transit Tax Fund. A review has been conducted by GoTriangle Finance and DCHC MPO staff and finds that these projects can be added to the FY23 budget and remain within the expected revenues for FY23. In addition, all of these projects will be included in the preferred scenario of the new Durham County Transit Plan that is to be released in June 2022.

Recommendations. On May 12, 2022, the Durham SWG approved the inclusion of all four projects in the Draft FY23 Durham Annual Transit Work Program. On May 25, 2022, the DCHC MPO Technical Committee (TC) unanimously recommended that the DCHC MPO Board approve the material changes to the Durham Transit Plan, which it unanimously approved at its June 8, 2022 meeting. The Durham County Board of Commissioners approved these changes unanimously at its June 13, 2022 meeting.

Contact. Aaron Cain, Planning Manager, DCHC MPO, 919-560-4366 x36443, aaron.cain@durhamnc.gov

FY2023 Wake Transit Work Plan Agreement Groupings and Project Reporting Deliverables

<u>Groupings:</u>	<u>Amount:</u>
General Operating - Bus Operation	22,808,758
General Operating - Transit Plan Admin	5,479,393
General Operating - Tax District Admin	551,371
Special Funding -YGP - GoTriangle	5,000
General Capital - Bus Infrastructure	17,711,713
General Capital - Bus Acquisition - City of Raleigh	2,652,840
General Capital - Bus Acquisition - GoTriangle	1,000,000
General Capital - Community Funding Area - Town of Fuquay-Varina	50,000
Special Capital - Bus Infrastructure- GoRaleigh	7,800,000
Special Capital -Bus Infrastructure - GoTriangle	9,110,000
Special Capital - BRT - GoRaleigh	7,630,000
Special Operating & Capital Technology - Raleigh & Cary	35,000
Special Operating & Capital Technology - GoTriangle	15,000
Total	74,849,075
Reserve Technology	N/A
Community Funding Area Program Project Sppnsor Pending	N/A
Total including Reserve	76,833,638

Bus Operating Agreement: Bus Operations			
3. Passenger boardings per revenue hour			
4. Operating cost per passenger boarding	\$ 471,547		
5. Farebox recovery	\$ 110,369		
6. On-time performance	\$ 1,874,590		
11) Extension of Regional Information Center Hours - TO005-E	\$ 2,251,041		\$ 26,9
Deliverables	\$ 2,956,358		
1. Phone Call Report	\$ 425,002		
2. Results of customer satisfaction survey	\$ 125,024		
12) Short Term Park-and-Ride Leases - TO005-F	\$ 1,510,824		\$ 96,9
Deliverables	\$ 1,514,832		
1. Status of executed lease agreement	\$ 506,171		
2. Utilization of facility (report what is known about utilization on a rolling quarterly basis); if available, measured at each site by applying drive-to access mode percentage to stop ridership based on percentages observed from rider surveys	\$ 1,018,263		
* - <i>Route Reallocation will be assigned to current Wake Transit project in the Bus Operating Agreement</i>	\$ 670,680		
Wendell General Operating Funding Agreement: Bus Operations			
1) Contribution toward Zebulon-Wendell Express Park and Ride - TO003-G			\$ 4,6
Zebulon General Operating Funding Agreement: Bus Operations			
1) Contribution toward Zebulon-Wendell Express Park and Ride - TO003-H	\$ 10,000		\$ 6,2
1. Status of executed lease agreement			
2. Utilization of facility (report what is known about utilization on a rolling quarterly basis); if available, measured at each site by applying drive-to access mode percentage to stop ridership based on percentages observed from rider surveys			
Wake County General Operating Funding Agreement: Bus Operations			
1) Rural General Public and Elderly and Disabled Demand Response Service Expansion - TO005-G1			\$ 607,0
Deliverables			
1. Revenue hours of service			
2. Ridership			
3. Passenger boardings per revenue hour			
4. Operating cost per passenger boarding			
5. Farebox recovery			
6. On-time performance			
2) Demand Response Service Expansion - TO005-G2			\$ 37,4
Deliverables			
1. Status of hire			
2. Quarterly staff highlights (functions, deliverables, or accomplishments that may be provided as			

CAMPO General Operating Funding Agreement: Transit Plan Administration

1) 4.0 FTE -Program Manager - TO002-V -Transit Planner - TO002-W -TPAC Administration - TO002-L -Senior Transit Planner/Analyst - TO002-B Deliverables 1. Status of hire 2. Quarterly staff highlights (functions, deliverables, or accomplishments – may be provided as single report by project sponsor for all staff)	\$ 588,366
GoCary General Operating Funding Agreement: Transit Plan Administration	
1) 5.5 FTE -Transportation Analyst - TO002-AC -Transportation Program Coordinator - TO002-AD -(0.5 FTE) Position Upgrade & Reorganization - Deputy Transit Administrator - TO002 -AE -Coordination/Management of Capital Projects - TO002-N - Transportation Outreach and Communications Coordinator- TO002-AR - Transit Planner - TO002-AV Deliverables 1. Status of hire 2. Quarterly staff highlights (functions, deliverables, or accomplishments – may be provided as single report by project sponsor for all staff) 3) Marketing of New Bus Services - TO002-M Deliverables 1. Report on funded outreach and marketing efforts	\$ 795,584
2) Marketing of New Bus Services - TO002-M Deliverables 1. Report on funded outreach and marketing efforts	\$ 67,195

GoRaleigh General Operating Funding Agreement: Transit Plan Administration

1) 10.0 FTE -Transportation Analyst - TO002-AG -Transit Planner - TO002-AH -Traffic Signal Timing Analyst - TO002-AI -Service Planning - T-0002P -Senior Engineer - TO002-AJ -Procurement Analyst - TO002-AO -Transportation Planning Analyst (Paratransit) - TO002-AP -Fiscal Analyst - TO002-AZ -Engineering & Construction Manager - TO002-BA -Senior Real Estate Analyst - TO002-BB Deliverables 1. Status of hire 2. Quarterly staff highlights (functions, deliverables, or accomplishments – may be provided as single report by project sponsor for all staff) 2) Transit Office Space Lease for Transit Staff - TO002-AS Deliverables 1. Status of executed lease agreement 2. Date of office space occupation 3. General ongoing status update of space utilization 3) Marketing for Bus System Expansion - TO002-AK Deliverables 1. Report on funded outreach and marketing efforts	\$ 1,345,931
CAMPO General Operating Funding Agreement: Transit Plan Administration	
1) Administrative Expenses (Legal, Technical Support, Financial Review Services) Deliverables 1. Summary of specific performance tracker maintenance tasks supported by allocated funds. 2. Report on miscellaneous Administrative Expenses supported by allocated funds.	\$ 35,000

GoTriangle General Operating Funding Agreement: Transit Plan Administration

1) 14.1 Positions FTE - (5.5 FTE) Project Implementation Staff - TO002-AQ - (1.0 FTE) Paralegal - TO002-R - (0.6 FTE) Project Implementation Director - TO002-S - (0.5 FTE) Wake Transit Program Coordinator - TO002-T - (3.5 FTE) Public Engagement Team- TO002-AT - (0.4 FTE) Performance Data Analyst - TO002-U - (6 FTE) Project Manager for Regional Technology Integration - TO002-Y - (1.0 FTE) Transit Service Planner - TO002-A2 - (1.0 FTE) Communications Coordinator - TO002-AU Deliverables 1. Status of hire 2. Quarterly staff highlights (functions, deliverables, or accomplishments – may be provided as single report by project sponsor for all staff) Outside Legal Counsel; Utilities for Wake County Satellite Office - TO002-C / TO002-H Deliverables 1. Report on Miscellaneous Administrative Expenses 2. Report on Outside Legal Counsel 3. Report on satellite office Transit Customer Surveys - TO002-F Deliverables 1. Summary reports of completed surveys 2. Outreach / Marketing / Communications for Transit Plan Administration - TO002-D Deliverables 1. Report on outreach efforts 2. Report on miscellaneous marketing efforts Property Maintenance, Repairs, & Appraisals - TO002-I Deliverables 1. Summary of maintenance efforts 2. Report on appraisal activities Customer Feedback Management System - TO002-J Deliverables 1. Response volume 2. "Themes" or common comments Paratransit Office Space Lease - TO002-AA Deliverables 1. Date of office space occupation 2. General ongoing status update of space utilization 7) Operations & Maintenance Facility for Passenger Amenity Storage - TO002-AL Deliverables 1. Number of shelters, benches, and other transit-related amenities that are stored at the space 2. Cost saving realized by not having to lease or purchase additional space to store and fabricate benches and shelters NCSU Triangle Regional Model Service Bureau Contract Share - TO002-AX Deliverables 1. Quarter Wake Transit Funded share submitted. 2. Report on material activities in regards to the Wake Transit Funded Share (if any)	\$ 1,873,530
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FTE		\$	389,680
0 FTE: Tax District Administration Finance Team - TO001-F			
iverables			
status of hire			
Quarterly staff highlights (functions, deliverables, or accomplishments – may be provided as			
ngle report by project sponsor for all staff)			
ancial Consulting; Overhead Administrative Costs – Tax District Audits - TO001-C / TO001-B	\$	161,691	
iverables			
Report on Debt Issuance			
Audit Progress			

GoTriangle General Operating Funding Agreement: Transit Plan Administration	
1) 14.1 Positions FTE	\$ 1,873,530
- (5.5 FTE) Project Implementation Staff - TO002-AQ - (1.0 FTE) Paralegal - TO002-R - (0.6 FTE) Project Implementation Director - TO002-S - (0.5 FTE) Wake Transit Program Coordinator - TO002-T - (3.5 FTE) Public Engagement Team- TO002-AT - (0.4 FTE) Performance Data Analyst - TO002-U - (6 FTE) Project Manager for Regional Technology Integration - TO002-Y - (1.0 FTE) Transit Service Planner - TO002-A2 - (1.0 FTE) Communications Coordinator - TO002-AU	
Deliverables	
1. Status of hire	
2. Quarterly staff highlights (functions, deliverables, or accomplishments – may be provided as single report by project sponsor for all staff)	
Outside Legal Counsel; Utilities for Wake County Satellite Office - TO002-C / TO002-H	\$ 54,517
Deliverables	
1. Report on Miscellaneous Administrative Expenses	
2. Report on Outside Legal Counsel	
3. Report on satellite office	
Transit Customer Surveys - TO002-F	\$ 137,977
Deliverables	
1. Summary reports of completed surveys	
2. Outreach / Marketing / Communications for Transit Plan Administration - TO002-D	\$ 150,000
Deliverables	
1. Report on outreach efforts	
2. Report on miscellaneous marketing efforts	
Property Maintenance, Repairs, & Appraisals - TO002-I	\$ 55,253
Deliverables	
1. Summary of maintenance efforts	
2. Report on appraisal activities	
Customer Feedback Management System - TO002-J	\$ 25,625
Deliverables	
1. Response volume	
2. "Themes" or common comments	
Paratransit Office Space Lease - TO002-AA	\$ 99,809
Deliverables	
1. Date of office space occupation	
2. General ongoing status update of space utilization	
Operations & Maintenance Facility for Passenger Amenity Storage - TO002-AL	\$ 10,506
Deliverables	
1. Number of shelters, benches, and other transit-related amenities that are stored at the space	
2. Cost saving realized by not having to lease or purchase additional space to store and fabricate benches and shelters	
NCSU Triangle Regional Model Service Bureau Contract Share - TO002-AX	\$ 25,625
Deliverables	
1. Quarter Wake Transit Funded share submitted.	
2. Report on material activities in regards to the Wake Transit Funded Share (if any)	

CAMPO General Operating Funding Agreement: Transit Plan Administration	
1) 4.0 FTE	\$ 588,366
-Program Manager - TO002-V -Transit Planner - TO002-W -TPAC Administration - TO002-L -Senior Transit Planner/Analyst - TO002-BC	
Deliverables	
1. Status of hire	
2. Quarterly staff highlights (functions, deliverables, or accomplishments – may be provided as single report by project sponsor for all staff)	
GoCary General Operating Funding Agreement: Transit Plan Administration	\$ 795,584
Deliverables	
1. Status of hire	
2. Quarterly staff highlights (functions, deliverables, or accomplishments – may be provided as single report by project sponsor for all staff)	
Marketing of New Bus Services - TO002-M	\$ 67,195
Deliverables	
1. Report on funded outreach and marketing efforts	
GoRaleigh General Operating Funding Agreement: Transit Plan Administration	\$ 1,345,931
Deliverables	
1. Status of hire	
2. Quarterly staff highlights (functions, deliverables, or accomplishments – may be provided as single report by project sponsor for all staff)	
Transit Office Space Lease for Transit Staff - TO002-AS	\$ 164,475
Deliverables	
1. Status of executed lease agreement	
2. Date of office space occupation	
3. General ongoing status update of space utilization	
Marketing for Bus System Expansion - TO002-AK	\$ 50,000
Deliverables	
1. Report on funded outreach and marketing efforts	
CAMPO General Operating Funding Agreement: Transit Plan Administration	\$ 35,000
Deliverables	
1. Summary of specific performance tracker maintenance tasks supported by allocated funds.	
2. Report on miscellaneous Administrative Expenses supported by allocated funds.	

GoRaleigh General Capital Funding Agreement: Bus Acquisition		
1) Acquisition of Fixed Route Vehicles (3 buses - 1 new and 2 replacement) - TC001-E & TC001-F	\$	2,061,832
2) Paratransit Replacement Vehicles - TC001-J	\$	411,008
3) Replacement and Expansion of Support Vehicles - TC001-L	\$	180,000
<u>Deliverables</u>		
1. Date of order / release of purchase order, indicating number of vehicles		
2. Date of receipt and date vehicles accepted, indicating number of vehicles		

GoTriangle General Capital Funding Agreement: Bus Acquisition	
1) Purchase/Repower 40-Foot Diesel, CNG, or Electric Vehicles - TC001-D	\$ 1,000,000
<u>Deliverables</u>	
1. Date of order / release of purchase order, indicating number of vehicles	
2. Date of receipt and date vehicles accepted, indicating number of vehicles	

Town of Fuquay-Varina General Capital Funding Agreement: Community Funding	
1) Transit Feasability Plan - TC003-S	\$ 50,000
<u>Deliverables</u>	
1. Billable hours or other costs expended on project by quarter by selected contractor	
2. Scope tasks/phases completed or percentage of scope tasks/phases completed by quarter	

GoTriangle Special Operating Funding Agreement: Youth GoPass	
3) GoTriangle	5,000
<i>Project ID - T0005-L1</i>	
<u>Deliverables</u>	
1. Youth Ridership (ages 13-18) - Totals & By Route	
2. Number of Passes Provided by Transit Provider	
3. Number of Passes Provided by Partner Agency	

\$

GoRaleigh Special Capital Funding Agreement: Bus Infrastructure

1) GoRaleigh / GoWake Access Paratransit Maintenance & Operations Facility - TC002-V	\$	2,000,000
2) Expansion of GoRaleigh Operations Facility - TC002-BI	\$	5,800,000

Deliverables

1. For each project phase (planning, design, land acquisition, construction, etc.):
 - a. Date RFP/RFQ released for professional services or construction
 - b. Date contract awarded for professional services or construction
 - c. Date of completion for each phase
 - d. If land acquisition, date of closing on property
2. . If concurrence framework applies, date of concurrence for established concurrence points/milestones

GoTriangle Special Capital Funding Agreement: Bus Infrastructure	
1) New Raleigh Union Station Bus Facility - TC002-A	9,110,000
<u>Deliverables</u>	
1. For each project phase (planning, design, land acquisition, construction, etc.):	
a. Date RFP/RFQ released for professional services or construction	
b. Date contract awarded for professional services or construction	
c. Date of completion for each phase	
d. If land acquisition, date of closing on property	
2. If concurrence framework applies, date of concurrence for established concurrence points/milestones	
3. Report all deliverables per the Design/Artist Retention Fee policy	

GoRaleigh Special Capital Funding Agreement: BRT Planning	
1) Southern Corridor Bus Rapid Transit Facility - TC005-A2	\$ 7,630,000
<u>Deliverables</u>	
1. Date RFP/RFQ released for project development professional services for each BRT project/corridor	
2. Date contract awarded for project development professional services for each project/corridor	
3. Date of concurrence for established concurrence points/milestones for each project/corridor	
4. Date of completion of 30% design and NEPA for each BRT project/corridor	
5. Date of completion of final design for each BRT project/corridor	
6. Report all deliverables per the Design/Artist Retention Fee policy	

Special Operating Funding Agreement: Web Hosting and Maintenance of Fare Collection Technology		
1) GoRaleigh - Web Hosting and Maintenance of Fare Collection Technology - <i>TO005-U</i>	\$	30,000
GoCary - Annual Maintenance for Fare Collection Technology - <i>TO005-O</i>	\$	5,000
	\$	35,000
<u>Deliverables</u>		
1. Percentage of total trips using mobile ticketing		

Special Operating Funding Agreement: Web Hosting and Maintenance of Fare Collection Technology	
1) GoTriangle -Maintenance of Mobile Ticketing Software - TO005-Y	\$ 15,000
<u>Deliverables</u>	
1. Percentage of total trips using mobile ticketing	

GENERAL OPERATING AGREEMENT
FOR BUS OPERATIONS

WAKE TRANSIT FY 2023

This Operating Agreement ("Agreement") is made by and between Research Triangle Regional Public Transportation Authority, d/b/a GoTriangle ("GoTriangle") and the _____ ("Implementing Party") and the Capital Area Metropolitan Planning Organization ("CAMPO"). The foregoing may collectively be referred to as "Parties."

WHEREAS, the Parties to Agreement, who have or may have specific roles in the implementation of public transit and the support of public transit infrastructure in the Wake County area, have determined that it is in their best interest and the best interest of the constituents they represent to coordinate future public transit planning, funding, expansion and construction; and

WHEREAS, an extensive community driven process was used to develop a strategic transit vision document that set forth an enhanced public transit plan for Wake County, referred to as the "Wake County Transit Plan" ("Wake Transit Plan"), and this plan was unveiled on or about December 8, 2015, and adopted by the GoTriangle Board of Trustees on May 25, 2016, the Capital Area Metropolitan Planning Organization's ("CAMPO") Executive Board on May 18, 2016, and the Wake County Board of Commissioners on June 6, 2016; and was subsequently updated and adopted by the CAMPO Executive Board on April 21, 2021, and the GoTriangle Board of Trustees on April 28, 2021; and

WHEREAS, in conjunction with the Wake Transit Plan, GoTriangle, Wake County, and CAMPO (collectively, "the Governance ILA Parties") adopted the Wake Transit Governance Interlocal Agreement ("Governance ILA") that creates a governance structure for the implementation of the Wake Transit Plan by and through the annual Wake Transit Work Plan; and

WHEREAS, based on Section 5.02 of the Governance ILA, CAMPO has the authority to enter into this Agreement and enforce the provisions thereof and is a necessary Party to this Agreement;

WHEREAS, the Governance ILA specifically created the Transit Planning Advisory Committee ("TPAC") and charged the TPAC with coordinating and recommending the planning and implementation aspects of the Wake Transit Work Plan; and

WHEREAS, the Governance ILA Parties, together with the Implementing Party, numerous Wake County municipalities, and other entities, entered into a

Master Participation Agreement (“Participation Agreement”), which, among other purposes, established standards that govern the Participation Agreement Parties’ eligibility for inclusion of sponsored Implementation Elements in the Wake Transit Work Plan, receipt of funding allocations from Wake County Transit Tax Revenue, and confirmed the Participation Agreement Parties’ roles in carrying out TPAC responsibilities; and

WHEREAS, the FY 2023 Wake Transit Work Plan was developed and recommended by the TPAC, presented for public comment, and adopted, as required, by the Boards of CAMPO and GoTriangle; and

WHEREAS, the FY 2023 Triangle Tax District Wake Operating Ordinance was adopted by the GoTriangle Board of Trustees on **Month Day, Year**; and

WHEREAS, the Parties desire to implement the components of the FY 2023 Wake Transit Work Plan as adopted by GoTriangle and CAMPO; and

WHEREAS, as stated in the Participation Agreement, all Implementation Elements contained in the Wake Transit Work Plan, whether partially or fully funded with Wake County Transit Tax Revenues, will not move forward until Implementation Agreements, which shall include a Capital Funding Agreement and an Operating Agreement, are executed by and between the Implementing Party; GoTriangle, as administrator of the Special District, and CAMPO, if the Implementing Agreement involves federal or state funding that is otherwise under the distribution and program management responsibility of CAMPO or, regardless of funding source, constitutes a regionally significant project as defined in 23 CFR § 450.104; and

WHEREAS, the Parties are authorized to enter into this Agreement pursuant to, inter alia, N.C.G.S. §§ 160A-20.1; 160A-312; 160A-313; 160A-610; 153A-275; 153A-276; and 153A-449.

NOW, THEREFORE, in consideration of the above recitals and the mutual covenants herein contained, the Parties hereto agree as follows:

1. **Term:**

The Agreement shall become effective upon execution by all Parties (“Effective Date”). The term of this Agreement shall be from the Effective Date until December 31, 2023. The Parties may extend the term of this Agreement or may otherwise amend this Agreement as set forth in Section 7.

2. **Purpose:**

The purpose of this Agreement is to outline the details of how the Project(s) listed in Exhibit A attached hereto and incorporated herein by reference, being an approved Project(s) in the Wake County Transit Annual Work Plan, shall be implemented, in accordance with the requirements of the Participation Agreement.

3. **Responsibilities:**

A. **Responsibilities of the Implementing Party.**

- (1) The Implementing Party shall provide the Projects listed in Exhibit A and fund the cost of the Projects on an up-front basis, except as provided herein. The Implementing Party is responsible for ensuring funds are available to pay for the Projects prior to requesting reimbursement from GoTriangle.
- (2) The Wake Transit Work Plan Reimbursement Request and Financial Report Template (“Reimbursement Request Template”) must be submitted by the Implementing Party at least quarterly but may be as often as is efficient and effective for the Implementing Party. The reimbursement request shall be emailed to waketransitreimbursement@gotriangle.org.

All Reimbursement Requests must be made using the Wake Transit Work Plan Reimbursement Request and Financial Report template agreed to by the Parties and must include a signed statement by the Implementing Party’s Finance Officer or designee stating that funds were spent in accordance with the Wake Transit Work Plan and with all applicable laws, rules, and regulations, and that the Reimbursement Request includes items due and payable. All Reimbursement Requests shall be based on actual expenses incurred as recorded in the financial system.

- (3) In special circumstances where an advance payment may be required, Reimbursement Requests must be submitted using the Reimbursement Request Template and with a justification for the advance payment request. Advance payments received by the Implementing Party must be disbursed within 72 hours of receipt from GoTriangle.
- (4) Any performance on which an Implementing Party receives reimbursement must be performed by June 30 of that fiscal year.
- (5) Reimbursement Requests for expenses incurred as of June 30, 2023 shall be submitted by August 10 for the fiscal year in which the work was done.

(6) Further, the Implementing Party shall:

- (a) Ensure that Wake Transit funds provided by GoTriangle are not misappropriated or misdirected to any other account, need, project, or line item, other than as listed in Exhibit A.
- (b) Monitor award activities, to include sub-awards, to provide reasonable assurance that funds are spent in compliance with applicable requirements. Responsibilities include accounting for receipts and expenditures, cash management, maintaining adequate financial records, and refunding disallowed expenditures.
- (c) Maintain a financial management system adequate for monitoring the accumulation of costs.

(7) The Implementing Party shall coordinate with CAMPO to ensure the Project is considered for inclusion in the CAMPO Transportation Improvement Program.

(8) The implementing party agrees to coordinate with the municipality as it relates to transit service that enters the local municipal area. These coordination efforts should include discussions as it relates to, but are not limited to, route planning and development, schedule development, passenger amenities, maintenance and upkeep of passenger amenities, public engagement and advertisement in relation to the new services, etc. These coordination efforts shall occur prior to the execution of the transit services.

B. Responsibilities of GoTriangle.

(1) GoTriangle, as administrator of the Triangle Tax District, shall have the responsibilities and duties as set forth in the Governance ILA, including appropriating funds from the FY 2023 Triangle Tax District Wake Operating Ordinance in accordance with the Governance ILA. The specific appropriation and approved project budgets are further detailed in Exhibit A and in the FY 2023 Wake Transit Work Plan.

(2) GoTriangle, upon receipt of a Reimbursement Request, shall verify within five business days whether the Reimbursement Request is complete; is within the approved budget; is within the annual work plan; and is in accordance with the Wake Transit Billing, Payment, and Reimbursement Policy and Guidelines, adopted by GoTriangle on June 28, 2017 and CAMPO on June 21, 2017 and subsequently amended and adopted by GoTriangle on June 23, 2021 and CAMPO on June 16, 2021. Payment will be remitted within thirty (30) days of verification to the Implementing Party according to the payment instructions on file.

If GoTriangle is unable to verify the Reimbursement Request, GoTriangle

- shall, within two (2) business days, notify the Implementing Party in writing of the deficiencies in the Reimbursement Request. The Implementing Party may thereafter submit a revised Reimbursement Request (“Revised Reimbursement Request”), which shall be verified within five business days of receipt. If the Revised Reimbursement Request is denied, the Implementing Party may place the item on the next TPAC agenda for discussion and a recommendation to GoTriangle and the Implementing Party.
- (3) Where advance payments are requested, GoTriangle, after due consideration of the request, will remit funds via payment instructions on file.
- (4) All disbursements from GoTriangle shall be in accordance with North Carolina General Statute 159 Article 3, known as the North Carolina Budget and Fiscal Control Act, and the Wake Transit Financial Policies and Guidelines, adopted by GoTriangle on June 28, 2017 and CAMPO on June 21, 2017.

C. Responsibilities of CAMPO

- (1) CAMPO shall work with the Implementing Party to have the Project considered for inclusion in the CAMPO Transportation Improvement Program.

4. **Minimum Service Standards:**

For the Projects listed in Exhibit A, the Implementing Party agrees to:

- A. Maintain all vehicles and facilities in accordance with a preventative maintenance program.
- B. Maintain all vehicles and facilities in a safe and dependable condition and clean all vehicles and facilities regularly.
- C. Monitor services and respond to incidents in a timely and professional manner.
- D. Conduct regular reviews of service including: safety, on-time performance, customer satisfaction, accessibility, cleanliness, security, and customer service training.
- E. Conduct public engagement activities in accordance with state and federal guidelines and agency and municipal policies and procedures, if applicable.

5. **Performance Reporting:**

Unless otherwise agreed in writing between Parties, the Implementing Party shall report operating statistics and ridership to the National Transit Database and to the North Carolina Department of Transportation Public Transportation Division.

The Implementing Agency also agrees to provide quarterly and annual reporting per the Master Participation Agreement for the Reported Deliverables as identified in Exhibit A using a Reporting Template agreed to by the Parties. The Implementing Agency shall include in its quarterly reports any details of issues that may impact delivery of the Projects identified in Exhibit A

The Annual Wake Transit Report prepared by GoTriangle shall provide information regarding how strategic public transit objectives have been met and shall include the performance achieved, the strategies being followed, and performance targets and key milestones for capital projects and operating services.

Quarterly Status Reports prepared by GoTriangle and/or CAMPO shall provide information regarding progress toward strategic objectives outlined in the Wake Transit Work Plan and include the performance achieved, the strategies being following, and performance targets and key milestones for Capital Projects and operating services identified in the Wake Transit Work Plan. GoTriangle shall include in its Quarterly Status Reports any details of issues that may impact delivery of funding for the Projects identified in Exhibit A.

The Parties agree to share supporting documentation, if requested, in addition to their quarterly and annual reporting, in a timely manner.

6. **Further Agreements:**

The Parties agree that they will, from time to time, execute, acknowledge and deliver, or cause to be executed, acknowledged and delivered, such supplements hereto and such further instruments as may reasonably be required for carrying out the intention of this Agreement. The Parties agree to work together in good faith and with all due diligence to provide for and carry out the purpose of this Agreement.

7. **Amendment:**

Any extension of the term of this Agreement and/or change to the content of this Agreement shall be by written amendment signed by all Parties.

8. **Breach; Termination:**

In the event that (1) the Implementing Party is not able or fails to provide a Project(s) as required by the Agreement; or (2) GoTriangle is not able or fails to provide funding for a Project(s) as required by the Agreement; or (3) GoTriangle

fails to fulfill its responsibilities and duties as set out in the Governance ILA; or (4) any Party fails to fulfill a responsibility or duty of this Agreement; or (5) any Party withdraws from the Master Participation Agreement (separately each a “breach”), any Party to this Agreement shall notify the Clerk to the TPAC Committee and the other Parties to this Agreement. The Non-Breaching party may place the item on a TPAC agenda for discussion and a non-binding recommendation to the Parties.

The Non-breaching Party may provide the Breaching Party with a period of time to cure the breach to the reasonable satisfaction of the Non-breaching Party. If the breach is not timely cured, or cannot be cured, the Non-breaching Party may (1) elect to terminate this Agreement in full; or (2) elect to terminate this Agreement only as to one or more Projects listed in Exhibit A. In the event of breach of this Agreement, the Parties shall be entitled to such legal or equitable remedy as may be available, including specific performance.

In the event the Agreement is terminated for any reason other than by the end of the Term of the Agreement:

- (a) The Implementing Party shall not be required to continue implementing the Projects, but may elect to continue implementing the Projects using funds from sources other than the Wake Transit Tax.
- (b) GoTriangle shall reimburse the Implementing Party for any expenses for the Projects that have been approved in the annual work plan and made in reliance on this Agreement, whether or not a Reimbursement Request has been made by Implementing Party at the time of termination. The Implementing Party shall have sixty (60) days after the date of termination to submit all Reimbursement Requests.
- (c) The Implementing Party shall report the final status for its deliverable and GoTriangle shall do a final quarterly report and shall issue the annual report required by this Agreement.

9. ADA and Paratransit Requirements:

The Implementing Party shall provide paratransit service as required by law within the ADA-required radius of the all day fixed-route bus services implemented as Projects pursuant to this Agreement.

10. Record Retention:

All parties must adhere to record retention guidelines as set forth in North Carolina General Statutes or federal guidelines as appropriate

11. **Notices:**

Any notice given pursuant to this Agreement shall be deemed given if delivered by hand or if deposited in the United States Mail, postage paid, certified mail, return receipt requested and addressed as follows:

If to GoTriangle:

GoTriangle
Attn: President and CEO
GoTriangle
4600 Emperor Blvd, Suite 100
Durham, NC 27703

And with a copy to:

GoTriangle
Attn: General Counsel
GoTriangle
4600 Emperor Blvd, Suite 100
Durham, NC 27703

If to Clerk to the TPAC Committee:

CAMPO
Attn: Clerk to the TPAC Committee
One City Plaza
421 Fayetteville Street, Suite 203
Raleigh, NC 27601

If to CAMPO:

CAMPO
Attn: Executive Director
One City Plaza
421 Fayetteville Street, Suite 203
Raleigh, NC 27601

Insert Implementing Party Information

12. **Representations and Warranties:**

The Parties each represent, covenant and warrant for the other's benefit as follows:

- A. Each Party has all necessary power and authority to enter into this Agreement and to carry out the transactions contemplated by this Agreement, and the individuals signing this Agreement have the right and power to do so. This Agreement is a valid and binding obligation of each Party.
- B. To the knowledge of each Party, neither the execution and delivery of this Agreement, nor the fulfillment of or compliance with its terms and conditions, nor the consummation of the transactions contemplated by this Agreement, results in a breach of the terms, conditions and provisions of any agreement or instrument to which a Party is bound, or constitutes a default under any of the foregoing.
- C. To the knowledge of each Party, there is no litigation or other court or administrative proceeding pending or threatened against such party (or against any other person) affecting such Party's rights to execute or deliver this Agreement or to comply with its obligations under this Agreement. Neither such Party's execution and delivery of this Agreement, nor its compliance with its obligations under this Agreement, requires the approval of any regulatory body or any other entity the approval of which has not been obtained.
- D. The Parties agree to work together in good faith and with all due diligence to provide for and carry out the purpose of this Operating Agreement.

13. **Merger and Precedence:**

The provisions of this Agreement, including all Exhibits and attachments, constitute the entire agreement by and between the Parties hereto and shall supersede all previous communications, representations or agreements, either oral or written between the Parties hereto with respect to the subject matter hereof. Notwithstanding the foregoing, in the event of any inconsistency or conflict between this Agreement and the Participation Agreement or the Governance ILA, the terms of the Participation Agreement and Governance ILA have precedence.

14. **Dispute Resolution:**

In the event of conflict or default that might arise for matters associated with this Agreement, the Parties agree to informally communicate to resolve the conflict. If any such dispute cannot be informally resolved, then such dispute, or any other matter arising under this Agreement, shall be subject to resolution in a court of competent jurisdiction. Such disputes, or any other claims, disputes or other controversies arising out of, and between the Parties shall be subject to and decided exclusively by the appropriate general court of justice of Wake County, North Carolina.

15. **No Waiver of Non-Compliance with Agreement:**

No provision of this Agreement shall be deemed to have been waived by any Party hereto unless such waiver shall be in writing and executed by the same formality as this Agreement. The failure of any Party hereto at any time to require strict performance by the other of any provision hereof shall in no way affect the right of the other Party to thereafter enforce the same. In addition, no waiver or acquiescence by a Party hereto of any breach of any provision hereof by another Party shall be taken to be a waiver of any succeeding breach of such provision or as a waiver of the provision itself.

16. **Governing Law:**

The Parties intend that this Agreement be governed by the law of the State of North Carolina. Proper venue for any action shall solely be Wake County.

17. **Assignment:**

No Party may sell or assign any interest in or obligation under this Agreement without the prior express written consent of the other Parties.

18. **Independence of the Parties:**

Nothing herein shall be construed to modify, abridge, or deny the authority or discretion of any Party to independently develop, administer, or control transportation projects pursuant to enumerated authority or funding sources separate from those in this Agreement.

19. **Execution in Counterparts/Electronic Version of Agreement:**

This Agreement may be executed in any number of counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument. Any Party may convert a signed original of the Agreement to an electronic record pursuant to a North Carolina Department of Natural and Cultural Resources approved procedure and process for converting paper records to electronic records for record retention purposes. Such electronic record of the Agreement shall be deemed for all purposes to be an original signed Agreement.

20. **No Waiver of Sovereign Immunity:**

Nothing in this Agreement shall be construed to mandate purchase of insurance by any municipality pursuant to N.C.G.S. 160A-485; or to in any other way waive any Party's defense of sovereign or governmental immunity from any cause of action alleged or brought against any Party for any reason if otherwise available as a matter of law.

21. **No Waiver of Qualified Immunity:**

No officer, agent or employee of any Party shall be subject to any personal liability by reason of the execution of this Agreement or any other documents related to the transactions contemplated hereby. Such officers, agents, or employees shall be deemed to execute this Agreement in their official capacities only, and not in their individual capacities. This section shall not relieve any such officer, agent or employee from the performance of any official duty provided by law.

22. **Verification of Work Authorization; Iran Divestment Act:**

All Parties, and any permitted subcontractors, shall comply with Article 2, Chapter 64, of the North Carolina General Statutes. The Parties hereby certify that they, and all permitted subcontractors, if any, are not on the Iran Final Divestment List created by the North Carolina State Treasurer pursuant to N.C.G.S. 147-86.59.

23. **No third-Party Beneficiaries:**

There are no third-party beneficiaries to this Agreement.

24. **E – Verify:**

Contractor shall comply with *E-Verify*, the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law and as in accordance with N.C.G.S. §64-25 *et seq.* In addition, to the best of Contractor's knowledge, any subcontractor employed by Contractor as a part of this contract shall be in compliance with the requirements of E-Verify and N.C.G.S. §64-25 *et seq.* In cases of conflict between this Contract and any of the above incorporated attachments or references, the terms of this Contract shall prevail.

25. **Companies Boycotting Israel Divestment Act Certification:**

Contractor certifies that it has not been designated by the North Carolina State Treasurer as a company engaged in the boycott of Israel pursuant to N.C.G.S. 147-86.81.

SIGNATURE PAGES FOLLOW

<p>RESEARCH TRIANGLE REGIONAL PUBLIC TRANSPORTATION AUTHORITY (d/b/a GoTriangle)</p> <p>By: _____ Charles E. Lattuca President and CEO</p> <p>This, the ___ day of _____, 2022.</p>	<p>This instrument has been preaudited in the manner required by The Local Government Budget and Fiscal Control Act.</p> <p>_____</p> <p>Sandra Freeman, Chief Financial Officer for GoTriangle</p> <p>This, the ___ day of _____, 2022.</p>
	<p>Reviewed and Approved as to legal form.</p> <p>_____</p> <p>T. Byron, Smith, General Counsel</p>

NC CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION "CAMPO"

By: _____
Chris Lukasina, Executive Director

ACKNOWLEDGEMENT by
NC CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION, "CAMPO"

State of North Carolina
County of Wake

I, _____, a Notary Public for said County and State, do hereby certify that Chris Lukasina, Executive Director personally came before me this day and acknowledged the due execution for the foregoing instrument.

Witness my hand and official seal, this the ____ day of _____, 20__.

Notary Public

(Affix notary seal)

My Commission Expires: _____, 20__

<Insert Implementing Party's signature page>

SPECIAL CAPITAL FUNDING AGREEMENT
BUS INFRASTRUCTURE

WAKE TRANSIT FY 2023

This Capital Funding Agreement ("Agreement") is made by and between Research Triangle Regional Public Transportation Authority, d/b/a GoTriangle ("GoTriangle") and the _____ ("Implementing Party"). The foregoing may collectively be referred to as "Parties."

WHEREAS, the Parties to Agreement, who have or may have specific roles in the implementation of public transit and the support of public transit infrastructure in the Wake County area, have determined that it is in their best interest and the best interest of the constituents they represent to coordinate future public transit planning, funding, expansion and construction; and

WHEREAS, an extensive community driven process was used to develop a strategic transit vision document that set forth an enhanced public transit plan for Wake County, referred to as the "Wake County Transit Plan" ("Wake Transit Plan"), and this plan was unveiled on or about December 8, 2015, and adopted by the GoTriangle Board of Trustees on May 25, 2016, the Capital Area Metropolitan Planning Organization's ("CAMPO") Executive Board on May 18, 2016, and the Wake County Board of Commissioners on June 6, 2016; and was subsequently updated and adopted by the CAMPO Executive Board on April 21, 2021, and the GoTriangle Board of Trustees on April 28, 2021; and

WHEREAS, in conjunction with the Wake Transit Plan, GoTriangle, Wake County, and CAMPO (collectively, "the Governance ILA Parties") adopted the Wake Transit Governance Interlocal Agreement ("Governance ILA") that creates a governance structure for the implementation of the Wake Transit Plan by and through the annual Wake Transit Work Plan; and

WHEREAS, the Governance ILA specifically created the Transportation Planning Advisory Committee ("TPAC") and charged the TPAC with coordinating and recommending the planning and implementation aspects of the Wake Transit Work Plan; and

WHEREAS, the Governance ILA Parties, together with the Implementing Party, numerous Wake County municipalities, and other entities, entered into a Master Participation Agreement ("Participation Agreement"), which, among other purposes, established standards that govern the Participation Agreement Parties' eligibility for inclusion of sponsored Implementation Elements in the Wake Transit Work Plan, receipt of funding allocations from Wake County Transit Tax Revenue,

and confirmed the Participation Agreement Parties’ roles in carrying out TPAC responsibilities; and

WHEREAS, the FY 2023 Wake Transit Work Plan was developed and recommended by the TPAC, presented for public comment, and adopted, as required, by the Boards of CAMPO and GoTriangle; and

WHEREAS, the FY 2023 Triangle Tax District Wake Operating Ordinance was adopted by the GoTriangle Board of Trustees on **Month Day, Year**; and

WHEREAS, the Parties desire to implement the components of the 2023 Wake Transit Work Plan as adopted by GoTriangle and CAMPO; and

WHEREAS, as stated in the Participation Agreement, all Implementation Elements contained in the Wake Transit Work Plan, whether partially or fully funded with Wake County Transit Tax Revenues, will not move forward until Implementation Agreements, which shall include Capital Funding Agreements and Operating Agreements are executed by and between the Implementing Party; GoTriangle, as administrator of the Special District, and CAMPO, if the Implementing Agreement involves federal or state funding that is otherwise under the distribution and program management responsibility of CAMPO or, regardless of funding source, constitutes a regionally significant project as defined in 23 CFR § 450.104; and

WHEREAS, the Parties are authorized to enter into this Agreement pursuant to, inter alia, N.C.G.S. §§ 160A-20.1; 160A-312; 160A-313; 160A-610; 153A-275; 153A-276; and 153A-449.

NOW, THEREFORE, in consideration of the above recitals and the mutual covenants herein contained, the Parties hereto agree as follows:

1. **Term:**

The Agreement shall become effective upon execution by all Parties (“Effective Date”). The term of this Agreement shall be from the Effective Date until December 31, 2025. The Parties may extend the term of this Agreement or may otherwise amend this Agreement as set forth in Section 6.

2. **Purpose:**

The purpose of this Agreement is to outline the details of how the Project(s) listed in Exhibit A attached hereto and incorporated herein by reference, being an approved Project(s) in the Wake County Transit Annual Work Plan, shall be

implemented, in accordance with the requirements of the Participation Agreement.

3. **Responsibilities:**

A. Responsibilities of the Implementing Party.

- (1) The Implementing Party shall provide the Projects listed in Exhibit A and fund the cost of the Projects on an up-front basis, except as provided herein. The Implementing Party is responsible for ensuring local funds are available to pay for costs incurred related to Project phases, or invoices, prior to requesting reimbursement from GoTriangle, except in instances where advance payments are requested. Implementing parties may utilize pre-award authority for Capital projects requiring immediate implementation. Pre-award authority may not be exercised until the annual budget has been recommended by the TPAC and adopted by CAMPO and GoTriangle.
- (2) Funding. In the event that there will be funding for the Project from multiple sources, all parties with a financial contribution agree that the cost allocation must be specifically documented.
- (3) Requests for reimbursement (“Reimbursement Requests”) may be submitted by the Implementing Party as often as it is efficient and effective for the Implementing Party. The reimbursement request shall be emailed to waketransitreimbursement@gotriangle.org.

All Reimbursement Requests must be made using a Billing, Payment, and Reimbursement Template agreed to by the Parties and must include a signed statement by the Implementing Party’s Finance Officer or designee stating that funds were spent in accordance with the Wake Transit Work Plan and with all applicable laws, rules, and regulations, and that the Reimbursement Request includes items due and payable. All Reimbursement Requests shall be based on actual expenses incurred as recorded in the financial system.
- (4) In special circumstances where an advance payment may be required, Reimbursement Requests must be submitted using the Template and with a justification for the advance payment request. Advance payments received by the Implementing Party must be disbursed within 72 hours of receipt from GoTriangle.
- (5) Reimbursement Requests for expenses incurred as of June 30 shall be submitted by August 10 for the fiscal year in which the work was done.
- (6) Further, the Implementing Party shall:

- (a) Ensure that Wake Transit Tax Revenue provided by GoTriangle is not misappropriated or misdirected to any other account, need, project, or line item, other than as listed in Exhibit A. The Implementing Party shall have an obligation to return any reimbursed or advanced payments that were misappropriated or expended outside the approved Project(s) listed in Exhibit A.
- (b) Apply any grant funding awarded for and obligated to the Project(s) prior to requesting reimbursement from Wake Transit Tax Revenue. Wake Transit Tax Revenue may be used for any required local match to grant funds, and for the remaining balance of project costs after utilizing grant funds.
- (c) Public Engagement: The Parties agree to follow, at a minimum, engagement standards outlined in the Wake Transit Public Engagement Policy (“Engagement Policy”) adopted by CAMPO and GoTriangle for Wake Transit Plan project implementation, which is incorporated herein by reference.
- (d) Monitor award activities, to include sub-awards, to provide reasonable assurance that funds are spent in compliance with applicable requirements. Responsibilities include accounting for receipts and expenditures, cash management, maintaining adequate financial records, and refunding disallowed expenditures.
- (e) Maintain a financial management system adequate for monitoring the accumulation of costs.
- (f) Follow all applicable Federal procurement and/or property acquisition processes.

B. Responsibilities of GoTriangle.

- (1) GoTriangle, as administrator of the Triangle Tax District, shall have the responsibilities and duties as set forth in the Governance ILA, including appropriating funds from the FY 2023 Triangle Tax District Capital Ordinance in accordance with the Governance ILA. The specific appropriation and approved project budgets are further detailed in Exhibit A and in the FY 2023 Wake Transit Work Plan.
- (2) GoTriangle, upon receipt of a Reimbursement Request, shall verify within five business days whether the Reimbursement Request is complete; is within the approved budget; is within the annual work plan; and is in accordance with the Wake Transit Billing, Payment, and Reimbursement Policy and

Guidelines, adopted by GoTriangle on June 28, 2017 and CAMPO on June 21, 2017 and subsequently amended and adopted by GoTriangle on June 23, 2021 and CAMPO on June 16, 2021. Payment will be remitted within thirty (30) days of verification to the Implementing Party according to the payment instructions on file.

If GoTriangle is unable to verify the Reimbursement Request, GoTriangle shall, within two (2) business days, notify the Implementing Party in writing of the deficiencies in the Reimbursement Request. The Implementing Party may thereafter submit a revised Reimbursement Request ("Revised Reimbursement Request"), which shall be verified within five (5) business days of receipt. If the Revised Reimbursement Request is denied, the Implementing Party may place the item on the next TPAC agenda for discussion and a recommendation to GoTriangle and the Implementing Party.

- (3) Where advance payments are requested, GoTriangle, after due consideration of the request, will remit funds via payment instructions on file.
- (4) All disbursements from GoTriangle shall be in accordance with North Carolina General Statute 159 Article 3, known as the North Carolina Budget and Fiscal Control Act, and the Wake Transit Financial Policies and Guidelines, adopted by GoTriangle on June 28, 2017 and CAMPO on June 21, 2017.

4. **Progress Reporting:**

Unless otherwise agreed in writing between Parties, the Implementing Party agrees to provide quarterly and annual reporting per the Master Participation Agreement for the Reported Deliverables as identified in Exhibit A using a Reporting Template agreed to by the Parties. The Implementing Party shall include in its quarterly reports any details of issues that may impact delivery of the Projects identified in Exhibit A. If the Implementing Party is allocating local funds towards Projects identified in Exhibit A, those expenditures shall be disclosed as part of its quarterly and annual reports.

The Annual Wake Transit Report prepared by GoTriangle shall provide information regarding how strategic public transit objectives have been met and shall include the progress achieved, the strategies being followed, and performance targets and key milestones for capital projects and operating services.

Quarterly Status Reports prepared by GoTriangle shall provide information regarding progress toward strategic objectives outlined in the Wake Transit Work Plan and include the performance achieved, the strategies being followed, and performance targets and key milestones for Capital Projects and

operating services identified in the Wake Transit Work Plan. GoTriangle shall include in its Quarterly Status Reports any details of issues that may impact delivery of funding for the Projects identified in Exhibit A.

The Parties agree to share supporting documentation, if requested, in addition to their quarterly and annual reporting, in a timely manner.

5. **Further Agreements:**

The Parties agree that they will, from time to time, execute, acknowledge and deliver, or cause to be executed, acknowledged and delivered, such supplements hereto and such further instruments as may reasonably be required for carrying out the intention of this Agreement. The Parties agree to work together in good faith and with all due diligence to provide for and carry out the purpose of this Agreement.

6. **Amendment:**

Any extension of the term of this Agreement and/or change to the content of this Agreement shall be by written amendment signed by all Parties.

7. **Breach; Termination:**

In the event that (1) the Implementing Party is not able or fails to provide a Project(s) as required by the Agreement; or (2) GoTriangle is not able or fails to provide funding for a Project(s) as required by the Agreement; or (3) GoTriangle fails to fulfill its responsibilities and duties as set out in the Governance ILA; or (4) any Party fails to fulfill a responsibility or duty of this Agreement; or (5) any Party withdraws from the Master Participation Agreement (separately each a “breach”), any Party to this Agreement shall notify the Clerk to the TPAC Committee and the other Parties to this Agreement. The Non-breaching Party may place the item on a TPAC agenda for discussion and a non-binding recommendation to the Parties.

The Non-breaching Party may provide the Breaching Party with a period of time to cure the breach to the reasonable satisfaction of the Non-breaching Party. If the breach is not timely cured, or cannot be cured, the Non-breaching Party may (1) elect to terminate this Agreement in full; or (2) elect to terminate this Agreement only as to one or more Projects listed in Exhibit A. In the event of breach of this Agreement, the Parties shall be entitled to such legal or equitable remedy as may be available, including specific performance.

In the event the Agreement is terminated for any reason other than by the end of

the term of the Agreement:

- (a) The Implementing Party shall not be required to continue implementing the Projects, but may elect to continue implementing the Projects using funds from sources other than the Wake Transit Tax.
- (b) GoTriangle shall reimburse the Implementing Party for any expenses for the Projects that have been approved in the annual work plan and made in reliance on this Agreement, whether or not a Reimbursement Request has been made by Implementing Party at the time of termination. The Implementing Party shall have sixty (60) days after the date of termination to submit all Reimbursement Requests.
- (c) The Implementing Party shall report the final status for its deliverable and GoTriangle shall do a final quarterly report and shall issue the annual report required by this Agreement.

8. **Record Retention:**

All parties must adhere to record retention guidelines as set forth in North Carolina General Statutes or federal guidelines as appropriate.

9. **Notices:**

Any notice given pursuant to this Agreement shall be deemed given if delivered by hand or if deposited in the United States Mail, postage paid, certified mail, return receipt requested and addressed as follows:

If to GoTriangle:

President and CEO
GoTriangle
4600 Emperor Blvd, Suite 100
Durham, NC 27703

And with a copy to:

General Counsel
GoTriangle
4600 Emperor Blvd, Suite 100
Durham, NC 27703

If to the Clerk to the TPAC Committee

CAMPO
Attn: Clerk to the TPAC Committee
One City Plaza
421 Fayetteville Street, Suite 203

Raleigh, NC 27601

<Implementing Party Information>

10. **Representations and Warranties:**

The Parties each represent, covenant and warrant for the other's benefit as follows:

A. Each Party has all necessary power and authority to enter into this Agreement and to carry out the transactions contemplated by this Agreement, and the individuals signing this Agreement have the right and power to do so. This Agreement is a valid and binding obligation of each Party.

B. To the knowledge of each Party, neither the execution and delivery of this Agreement, nor the fulfillment of or compliance with its terms and conditions, nor the consummation of the transactions contemplated by this Agreement, results in a breach of the terms, conditions and provisions of any agreement or instrument to which a Party is bound, or constitutes a default under any of the foregoing.

C. To the knowledge of each Party, there is no litigation or other court or administrative proceeding pending or threatened against such party (or against any other person) affecting such Party's rights to execute or deliver this Agreement or to comply with its obligations under this Agreement. Neither such Party's execution and delivery of this Agreement, nor its compliance with its obligations under this Agreement, requires the approval of any regulatory body or any other entity the approval of which has not been obtained.

D. Parties agree to work together in good faith and with all due diligence to provide for and carry out the purpose of this Capital Funding Agreement.

E. The Project(s) listed in the attached Exhibit A are not debt funded.

11. **Merger and Precedence:**

The provisions of this Agreement, including all Exhibits and attachments, constitute the entire agreement by and between the Parties hereto and shall supersede all previous communications, representations or agreements, either oral or written between the Parties hereto with respect to the subject matter hereof.

Notwithstanding the foregoing, in the event of any inconsistency or conflict between this Agreement and the Participation Agreement or the Governance ILA, the terms of the Participation Agreement and Governance ILA have precedence.

12. **Dispute Resolution:**

In the event of conflict or default that might arise for matters associated with this Agreement, the Parties agree to informally communicate to resolve the conflict. If any such dispute cannot be informally resolved, then such dispute, or any other matter arising under this Agreement, shall be subject to resolution in a court of competent jurisdiction. Such disputes, or any other claims, disputes or other controversies arising out of, and between the Parties shall be subject to and decided exclusively by the appropriate general court of justice of Wake County, North Carolina.

13. **No Waiver of Non-Compliance with Agreement:**

No provision of this Agreement shall be deemed to have been waived by any Party hereto unless such waiver shall be in writing and executed by the same formality as this Agreement. The failure of any Party hereto at any time to require strict performance by the other Party of any provision hereof shall in no way affect the right of the other Party to thereafter enforce the same. In addition, no waiver or acquiescence by a Party hereto of any breach of any provision hereof by another Party shall be taken to be a waiver of any succeeding breach of such provision or as a waiver of the provision itself.

14. **Governing Law:**

The Parties intend that this Agreement be governed by the law of the State of North Carolina. Proper venue for any action shall solely be Wake County.

15. **Assignment:**

No Party may sell or assign any interest in or obligation under this Agreement without the prior express written consent of the other Parties. Notwithstanding the foregoing, all Parties understand and agree that Implementing Party currently uses an independent contractor to operate its transit system and that such mode of operation is specifically permitted under this Agreement.

16. **Independence of the Parties:**

Nothing herein shall be construed to modify, abridge, or deny the authority or discretion of any Party to independently develop, administer, or control transportation projects pursuant to enumerated authority or funding sources separate from those in this Agreement.

17. **Execution in Counterparts/Electronic Version of Agreement:**

This Agreement may be executed in any number of counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument. Any Party may convert a signed original of the Agreement to an electronic record pursuant to a North Carolina Department of Natural and Cultural Resources approved procedure and process for converting paper records to electronic records for record retention purposes. Such electronic record of the Agreement shall be deemed for all purposes to be an original signed Agreement.

18. **No Waiver of Sovereign Immunity:**

Nothing in this Agreement shall be construed to mandate purchase of insurance by Wake County pursuant to N.C.G.S. 153A-435; or to in any other way waive any Party's defense of sovereign or governmental immunity from any cause of action alleged or brought against any Party for any reason if otherwise available as a matter of law.

19. **No Waiver of Qualified Immunity:**

No officer, agent or employee of any Party shall be subject to any personal liability by reason of the execution of this Agreement or any other documents related to the transactions contemplated hereby. Such officers, agents, or employees shall be deemed to execute this Agreement in their official capacities only, and not in their individual capacities. This section shall not relieve any such officer, agent or employee from the performance of any official duty provided by law.

20. **Verification of Work Authorization; Iran Divestment Act:**

All Parties, and any permitted subcontractors, shall comply with Article 2, Chapter 64, of the North Carolina General Statutes. The Parties hereby certify that they, and all permitted subcontractors, if any, are not on the Iran Final Divestment List created by the North Carolina State Treasurer pursuant to N.C.G.S. 147-86.58.

21. **No Third-Party Beneficiaries:**

There are no third-party beneficiaries to this Agreement.

22. **E – Verify:**

Contractor shall comply with *E-Verify*, the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law and as in accordance with N.C.G.S. §64-25 *et seq.* In addition, to the best of Contractor's knowledge, any subcontractor employed by Contractor as a part of this contract shall be in compliance with the

requirements of E-Verify and N.C.G.S. §64-25 *et seq.* In cases of conflict between this Contract and any of the above incorporated attachments or references, the terms of this Contract shall prevail.

23. **Companies Boycotting Israel Divestment Act Certification:**

Contractor certifies that it has not been designated by the North Carolina State Treasurer as a company engaged in the boycott of Israel pursuant to N.C.G.S. 147-86.81.

SIGNATURE PAGES FOLLOW

<p>RESEARCH TRIANGLE REGIONAL PUBLIC TRANSPORTATION AUTHORITY (d/b/a GoTriangle)</p> <p>By: _____ Charles E. Lattuca, President and CEO</p> <p>This, the ___ day of _____, 2022.</p>	<p>This instrument has been preaudited in the manner required by The Local Government Budget and Fiscal Control Act.</p> <p>_____</p> <p>Sandra Freeman, Chief Financial Officer for GoTriangle</p> <p>This, the ___ day of _____, 2022.</p>
	<p>Reviewed and Approved as to legal form.</p> <p>_____</p> <p>T. Byron Smith, General Counsel</p>

<Implementing Party signature page>

GENERAL CAPITAL FUNDING AGREEMENT
FOR BUS INFRASTRUCTURE

WAKE TRANSIT FY 2023

This Capital Funding Agreement ("Agreement") is made by and between Research Triangle Regional Public Transportation Authority, d/b/a GoTriangle ("GoTriangle") and the _____ ("Implementing Party"). The foregoing may collectively be referred to as "Parties."

WHEREAS, the Parties to Agreement, who have or may have specific roles in the implementation of public transit and the support of public transit infrastructure in the Wake County area, have determined that it is in their best interest and the best interest of the constituents they represent to coordinate future public transit planning, funding, expansion and construction; and

WHEREAS, an extensive community driven process was used to develop a strategic transit vision document that set forth an enhanced public transit plan for Wake County, referred to as the "Wake County Transit Plan" ("Wake Transit Plan"), and this plan was unveiled on or about December 8, 2015, and adopted by the GoTriangle Board of Trustees on May 25, 2016, the Capital Area Metropolitan Planning Organization's ("CAMPO") Executive Board on May 18, 2016, and the Wake County Board of Commissioners on June 6, 2016; and was subsequently updated and adopted by the CAMPO Executive Board on April 21, 2021, and the GoTriangle Board of Trustees on April 28, 2021; and

WHEREAS, in conjunction with the Wake Transit Plan, GoTriangle, Wake County, and CAMPO (collectively, "the Governance ILA Parties") adopted the Wake Transit Governance Interlocal Agreement ("Governance ILA") that creates a governance structure for the implementation of the Wake Transit Plan by and through the annual Wake Transit Work Plan; and

WHEREAS, the Governance ILA specifically created the Transit Planning Advisory Committee ("TPAC") and charged the TPAC with coordinating and recommending the planning and implementation aspects of the Wake Transit Work Plan; and

WHEREAS, the Governance ILA Parties, together with the Implementing Party, numerous Wake County municipalities, and other entities, entered into a Master Participation Agreement ("Participation Agreement"), which, among other purposes, established standards that govern the Participation Agreement Parties' eligibility for inclusion of sponsored Implementation Elements in the Wake Transit Work Plan, receipt of funding allocations from Wake County Transit Tax Revenue,

and confirmed the Participation Agreement Parties’ roles in carrying out TPAC responsibilities; and

WHEREAS, the FY 2023 Wake Transit Work Plan was developed and recommended by the TPAC, presented for public comment, and adopted, as required, by the Boards of CAMPO and GoTriangle; and

WHEREAS, the FY 2023 Triangle Tax District Wake Operating Ordinance was adopted by the GoTriangle Board of Trustees on **Month Day, Year**; and

WHEREAS, the Parties desire to implement the components of the 2023 Wake Transit Work Plan as adopted by GoTriangle and CAMPO; and

WHEREAS, as stated in the Participation Agreement, all Implementation Elements contained in the Wake Transit Work Plan, whether partially or fully funded with Wake County Transit Tax Revenues, will not move forward until Implementation Agreements, which shall include Capital Funding Agreements and Operating Agreements are executed by and between the Implementing Party; GoTriangle, as administrator of the Special District, and CAMPO, if the Implementing Agreement involves federal or state funding that is otherwise under the distribution and program management responsibility of CAMPO or, regardless of funding source, constitutes a regionally significant project as defined in 23 CFR § 450.104; and

WHEREAS, the Parties are authorized to enter into this Agreement pursuant to, inter alia, N.C.G.S. §§ 160A-20.1; 160A-312; 160A-313; 160A-610; 153A-275; 153A-276; and 153A-449.

NOW, THEREFORE, in consideration of the above recitals and the mutual covenants herein contained, the Parties hereto agree as follows:

1. **Term:**

The Agreement shall become effective upon execution by all Parties (“Effective Date”). The term of this Agreement shall be from the Effective Date until December 31, 2025. The Parties may extend the term of this Agreement or may otherwise amend this Agreement as set forth in Section 6.

2. **Purpose:**

The purpose of this Agreement is to outline the details of how the Project(s) listed in Exhibit A attached hereto and incorporated herein by reference, being an approved Project(s) in the Wake County Transit Annual Work Plan, shall be

implemented, in accordance with the requirements of the Participation Agreement.

3. **Responsibilities:**

A. Responsibilities of the Implementing Party.

- (1) The Implementing Party shall provide the Projects listed in Exhibit A and fund the cost of the Projects on an up-front basis, except as provided herein. The Implementing Party is responsible for ensuring local funds are available to pay for costs incurred related to Project phases, or invoices, prior to requesting reimbursement from GoTriangle, except in instances where advance payments are requested. Implementing parties may utilize pre-award authority for Capital projects requiring immediate implementation. Pre-award authority may not be exercised until the annual budget has been recommended by the TPAC and adopted by CAMPO and GoTriangle.
- (2) The Wake Transit Work Plan Reimbursement Request and Financial Report Template (“Reimbursement Requests”) must be submitted by the Implementing Party at least quarterly but may be as often as it is efficient and effective for the Implementing Party. The reimbursement request shall be emailed to waketransitreimbursement@gotriangle.org.

All Reimbursement Requests must be made using the Wake Transit Work Plan Reimbursement Request and Financial Report Template agreed to by the Parties and must include a signed statement by the Implementing Party’s Finance Officer or designee stating that funds were spent in accordance with the Wake Transit Work Plan and with all applicable laws, rules, and regulations, and that the Reimbursement Request includes items due and payable. All Reimbursement Requests shall be based on actual expenses incurred as recorded in the financial system.

- (3) In special circumstances where an advance payment may be required, Reimbursement Requests must be submitted using the Reimbursement Request Template and with a justification for the advance payment request. Advance payments received by the Implementing Party must be disbursed within 72 hours of receipt from GoTriangle.
- (4) Any work for which an Implementing Party receives reimbursement must be performed by June 30 of that fiscal year.
- (5) Reimbursement Requests for expenses incurred as of June 30 shall be submitted by August 10 for the fiscal year in which the work was done.

(6) Further, the Implementing Party shall:

- (a) Ensure that Wake Transit funds provided by GoTriangle are not misappropriated or misdirected to any other account, need, project, or line item, other than as listed in Exhibit A. The Implementing Party shall have an obligation to return any reimbursed or advanced payments that were misappropriated or expended outside the approved Project(s) listed in Exhibit A.
- (b) Monitor award activities, to include sub-awards, to provide reasonable assurance that funds are spent in compliance with applicable requirements. Responsibilities include accounting for receipts and expenditures, cash management, maintaining adequate financial records, and refunding disallowed expenditures.
- (c) Maintain a financial management system adequate for monitoring the accumulation of costs.

(7) The implementing party agrees to coordinate with the municipality as it relates to transit service that enters the local municipal area. These coordination efforts should include discussions as it relates to, but are not limited to, route planning and development, schedule development, passenger amenities, maintenance and upkeep of passenger amenities, public engagement and advertisement in relation to the new services, etc. These coordination efforts shall occur prior to the execution of the transit services.

B. Responsibilities of GoTriangle.

- (1) GoTriangle, as administrator of the Triangle Tax District, shall have the responsibilities and duties as set forth in the Governance ILA, including appropriating funds from the FY 2023 Triangle Tax District Capital Ordinance in accordance with the Governance ILA. The specific appropriation and approved project budgets are further detailed in Exhibit A and in the FY 2023 Wake Transit Work Plan.
- (2) GoTriangle, upon receipt of a Reimbursement Request, shall verify within five business days whether the Reimbursement Request is complete; is within the approved budget; is within the annual work plan; and is in accordance with the Wake Transit Billing, Payment, and Reimbursement Policy and Guidelines, adopted by GoTriangle on June 28, 2017 and CAMPO on June 21, 2017 and subsequently amended and adopted by GoTriangle on June 23, 2021 and CAMPO on June 16, 2021. Payment will be remitted within thirty (30) days of verification to the Implementing Party according to the payment instructions on file.

If GoTriangle is unable to verify the Reimbursement Request, GoTriangle

shall, within two (2) business days, notify the Implementing Party in writing of the deficiencies in the Reimbursement Request. The Implementing Party may thereafter submit a revised Reimbursement Request (“Revised Reimbursement Request”), which shall be verified within five (5) business days of receipt. If the Revised Reimbursement Request is denied, the Implementing Party may place the item on the next TPAC agenda for discussion and a recommendation to GoTriangle and the Implementing Party.

- (3) Where advance payments are requested, GoTriangle, after due consideration of the request, will remit funds via payment instructions on file.
- (4) All disbursements from GoTriangle shall be in accordance with North Carolina General Statute 159 Article 3, known as the North Carolina Budget and Fiscal Control Act, and the Wake Transit Financial Policies and Guidelines, adopted by GoTriangle on June 28, 2017 and CAMPO on June 21, 2017.

4. **Progress Reporting:**

Unless otherwise agreed in writing between Parties, the Implementing Party agrees to provide quarterly and annual reporting per the Master Participation Agreement for the Reported Deliverables as identified in Exhibit A using a Reporting Template agreed to by the Parties. The Implementing Party shall include in its quarterly reports any details of issues that may impact delivery of the Projects identified in Exhibit A. If the Implementing Party is allocating local funds towards Projects identified in Exhibit A, those expenditures shall be disclosed as part of its quarterly and annual reports.

The Annual Wake Transit Report prepared by GoTriangle shall provide information regarding how strategic public transit objectives have been met and shall include the progress achieved, the strategies being followed, and performance targets and key milestones for capital projects and operating services.

Quarterly Status Reports prepared by GoTriangle and/or CAMPO shall provide information regarding progress toward strategic objectives outlined in the Wake Transit Work Plan and include the performance achieved, the strategies being followed, and performance targets and key milestones for Capital Projects and operating services identified in the Wake Transit Work Plan. GoTriangle shall include in its Quarterly Status Reports any details of issues that may impact delivery of funding for the Projects identified in Exhibit A.

The Parties agree to share supporting documentation, if requested, in addition

to their quarterly and annual reporting, in a timely manner.

5. **Further Agreements:**

The Parties agree that they will, from time to time, execute, acknowledge and deliver, or cause to be executed, acknowledged and delivered, such supplements hereto and such further instruments as may reasonably be required for carrying out the intention of this Agreement. The Parties agree to work together in good faith and with all due diligence to provide for and carry out the purpose of this Agreement.

6. **Amendment:**

Any extension of the term of this Agreement and/or change to the content of this Agreement shall be by written amendment signed by all Parties.

7. **Breach; Termination:**

In the event that (1) the Implementing Party is not able or fails to provide a Project(s) as required by the Agreement; or (2) GoTriangle is not able or fails to provide funding for a Project(s) as required by the Agreement; or (3) GoTriangle fails to fulfill its responsibilities and duties as set out in the Governance ILA; or (4) any Party fails to fulfill a responsibility or duty of this Agreement; or (5) any Party withdraws from the Master Participation Agreement (separately each a “breach”), any Party to this Agreement shall notify the Clerk to the TPAC Committee and the other Parties to this Agreement. The Non-breaching Party may place the item on a TPAC agenda for discussion and a non-binding recommendation to the Parties.

The Non-breaching Party may provide the Breaching Party with a period of time to cure the breach to the reasonable satisfaction of the Non-breaching Party. If the breach is not timely cured, or cannot be cured, the Non-breaching Party may (1) elect to terminate this Agreement in full; or (2) elect to terminate this Agreement only as to one or more Projects listed in Exhibit A. In the event of breach of this Agreement, the Parties shall be entitled to such legal or equitable remedy as may be available, including specific performance.

In the event the Agreement is terminated for any reason other than by the end of the term of the Agreement:

- (a) The Implementing Party shall not be required to continue implementing the Projects, but may elect to continue implementing the Projects using funds from sources other than the Wake Transit Tax.

- (b) GoTriangle shall reimburse the Implementing Party for any expenses for the Projects that have been approved in the annual work plan and made in reliance on this Agreement, whether or not a Reimbursement Request has been made by Implementing Party at the time of termination. The Implementing Party shall have sixty (60) days after the date of termination to submit all Reimbursement Requests.
- (c) The Implementing Party shall report the final status for its deliverable and GoTriangle shall do a final quarterly report and shall issue the annual report required by this Agreement.

8. **Record Retention:**

All parties must adhere to record retention guidelines as set forth in North Carolina General Statutes or federal guidelines as appropriate.

9. **Notices:**

Any notice given pursuant to this Agreement shall be deemed given if delivered by hand or if deposited in the United States Mail, postage paid, certified mail, return receipt requested and addressed as follows:

If to GoTriangle:

GoTriangle
Attn: President and CEO
4600 Emperor Blvd, Suite 100
Durham, NC 27703

And with a copy to:

GoTriangle
Attn: General Counsel
4600 Emperor Blvd, Suite 100
Durham, NC 27703

If to the Clerk to the TPAC Committee

CAMPO
Attn: Clerk to the TPAC Committee
One City Plaza
421 Fayetteville Street, Suite 203
Raleigh, NC 27601

<Insert Implementing Party's Information>

10. **Representations and Warranties:**

The Parties each represent, covenant and warrant for the other's benefit as follows:

A. Each Party has all necessary power and authority to enter into this Agreement and to carry out the transactions contemplated by this Agreement, and the individuals signing this Agreement have the right and power to do so. This Agreement is a valid and binding obligation of each Party.

B. To the knowledge of each Party, neither the execution and delivery of this Agreement, nor the fulfillment of or compliance with its terms and conditions, nor the consummation of the transactions contemplated by this Agreement, results in a breach of the terms, conditions and provisions of any agreement or instrument to which a Party is bound, or constitutes a default under any of the foregoing.

C. To the knowledge of each Party, there is no litigation or other court or administrative proceeding pending or threatened against such party (or against any other person) affecting such Party's rights to execute or deliver this Agreement or to comply with its obligations under this Agreement. Neither such Party's execution and delivery of this Agreement, nor its compliance with its obligations under this Agreement, requires the approval of any regulatory body or any other entity the approval of which has not been obtained.

D. Parties agree to work together in good faith and with all due diligence to provide for and carry out the purpose of this Capital Funding Agreement.

E. The Project(s) listed in the attached Exhibit A are not debt funded.

11. **Merger and Precedence:**

The provisions of this Agreement, including all Exhibits and attachments, constitute the entire agreement by and between the Parties hereto and shall supersede all previous communications, representations or agreements, either oral or written between the Parties hereto with respect to the subject matter hereof.

Notwithstanding the foregoing, in the event of any inconsistency or conflict between this Agreement and the Participation Agreement or the Governance ILA, the terms of the Participation Agreement and Governance ILA have precedence.

12. **Dispute Resolution:**

In the event of conflict or default that might arise for matters associated with this Agreement, the Parties agree to informally communicate to resolve the conflict. If any such dispute cannot be informally resolved, then such dispute, or any other matter arising under this Agreement, shall be subject to resolution in a court of competent jurisdiction. Such disputes, or any other claims, disputes or other controversies arising out of, and between the Parties shall be subject to and decided exclusively by the appropriate general court of justice of Wake County, North Carolina.

13. **No Waiver of Non-Compliance with Agreement:**

No provision of this Agreement shall be deemed to have been waived by any Party hereto unless such waiver shall be in writing and executed by the same formality as this Agreement. The failure of any Party hereto at any time to require strict performance by the other Party of any provision hereof shall in no way affect the right of the other Party to thereafter enforce the same. In addition, no waiver or acquiescence by a Party hereto of any breach of any provision hereof by another Party shall be taken to be a waiver of any succeeding breach of such provision or as a waiver of the provision itself.

14. **Governing Law:**

The Parties intend that this Agreement be governed by the law of the State of North Carolina. Proper venue for any action shall solely be Wake County.

15. **Assignment:**

No Party may sell or assign any interest in or obligation under this Agreement without the prior express written consent of the other Parties.

16. **Independence of the Parties:**

Nothing herein shall be construed to modify, abridge, or deny the authority or discretion of any Party to independently develop, administer, or control transportation projects pursuant to enumerated authority or funding sources separate from those in this Agreement.

17. **Execution in Counterparts/Electronic Version of Agreement:**

This Agreement may be executed in any number of counterparts, each of which shall be an original and all of which shall constitute but one and the same

instrument. Any Party may convert a signed original of the Agreement to an electronic record pursuant to a North Carolina Department of Natural and Cultural Resources approved procedure and process for converting paper records to electronic records for record retention purposes. Such electronic record of the Agreement shall be deemed for all purposes to be an original signed Agreement.

18. **No Waiver of Sovereign Immunity:**

Nothing in this Agreement shall be construed to mandate purchase of insurance by any municipality pursuant to N.C.G.S. 160A-485; or to in any other way waive any Party’s defense of sovereign or governmental immunity from any cause of action alleged or brought against any Party for any reason if otherwise available as a matter of law.

19. **No Waiver of Qualified Immunity:**

No officer, agent or employee of any Party shall be subject to any personal liability by reason of the execution of this Agreement or any other documents related to the transactions contemplated hereby. Such officers, agents, or employees shall be deemed to execute this Agreement in their official capacities only, and not in their individual capacities. This section shall not relieve any such officer, agent or employee from the performance of any official duty provided by law.

20. **Verification of Work Authorization; Iran Divestment Act:**

All Parties, and any permitted subcontractors, shall comply with Article 2, Chapter 64, of the North Carolina General Statutes. The Parties hereby certify that they, and all permitted subcontractors, if any, are not on the Iran Final Divestment List created by the North Carolina State Treasurer pursuant to N.C.G.S. 147-86.58.

21. **No Third-Party Beneficiaries:**

There are no third-party beneficiaries to this Agreement.

22. **E – Verify:**

Contractor shall comply with *E-Verify*, the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law and as in accordance with N.C.G.S. §64-25 *et seq.* In addition, to the best of Contractor’s knowledge, any subcontractor employed by Contractor as a part of this contract shall be in compliance with the requirements of E-Verify and N.C.G.S. §64-25 *et seq.* In cases of conflict between

this Contract and any of the above incorporated attachments or references, the terms of this Contract shall prevail.

23. **Companies Boycotting Israel Divestment Act Certification:**

Contractor certifies that it has not been designated by the North Carolina State Treasurer as a company engaged in the boycott of Israel pursuant to N.C.G.S. 147-86.81.

SIGNATURE PAGES FOLLOW

<p>RESEARCH TRIANGLE REGIONAL PUBLIC TRANSPORTATION AUTHORITY (d/b/a GoTriangle)</p> <p>By: _____ Charles E. Lattuca, President and CEO</p> <p>This, the ___ day of _____, 2022.</p>	<p>This instrument has been preaudited in the manner required by The Local Government Budget and Fiscal Control Act.</p> <p>_____</p> <p>Sandra Freeman, Chief Financial Officer for GoTriangle</p> <p>This, the ___ day of _____, 2022.</p>
	<p>Reviewed and Approved as to legal form.</p> <p>_____</p> <p>T. Byron Smith, General Counsel</p>

<Insert Implementing Party's signature page>

Contract Work Orders – May 2022 (< \$100K)

Contract #	Contractor (or subject if no contractor listed)	Contract Amount	Subject	Comments	President & CEO Date Executed
20-025	Motorola Solutions, Inc.	\$1,394,467.79	MCC7500E Console System	The term of deliverables for this agreement is from the execution date to Sep 30, 2022.	05/05/2022
22-009	Cintas Corporation	\$56,000	Transit Operations Uniforms	The Term for this agreement shall be for five (5) years or until either party terminates.	05/12/2022
22-028	Seaboard Station III LLC	\$0	First Amendment to Agreement of Purchase & Sale	Sell and Purchase entered into that certain Agreement of Purchase and Sale, dated Mar 17, 2022, concerning the purchase and sale of approximately 1.05 acres of land located adjacent to the north parking lot of Seaboard Station in Raleigh, NC.	05/16/2022
17-044	City of Raleigh	\$0	Amendment Two	General Capital Agreement for Bus Infrastructure-Bus Shelters. The budget is outlined in Exhibit A. The term of this Agreement shall be from the Effective Date until Dec 31, 2022.	05/23/2022
18-078	City of Raleigh	\$0	Amendment One	General Capital Funding Agreement for Bus Infrastructure. The budget is outlined in Exhibit A. The term of this Agreement shall be from the Effective Date until Sep 30, 2022.	05/23/2022
18-079	City of Raleigh	\$0	Amendment One	General Capital Funding for Bus Acquisition. The budget is outlined in Exhibit A. The term of this Agreement shall be from the Effective Date until Sep 30, 2022.	05/23/2022
18-084	City of Raleigh / CAMPO	\$0	Amendment One	Special Capital Funding for Bus Acquisition. The budget is outlined in Exhibit A. The term of this Agreement shall be from the Effective Date until Sep 30, 2022.	05/26/2022
20-053	City of Raleigh / CAMPO	\$0	Amendment Two	Special Capital Funding Agreement for Bus Rapid Transit. The budget is outlined in Exhibit A. The term of this Agreement shall be from the Effective Date until Sep 30, 2023.	05/26/2022
21-074	City of Raleigh / CAMPO	\$0	Amendment One	Special Capital Funding Agreement for Bus Rapid Transit Planning. The budget is outlined in Exhibit A. The term of this Agreement shall be from the Effective Date until Sep 30, 2024.	05/26/2022
18-085	City of Raleigh / CAMPO	\$0	Amendment One	Special Capital Funding for Capital Planning. The budget is outlined in Exhibit A. The term of this Agreement shall be from the Effective Date until Sep 30, 2022.	05/29/2022
18-073	City of Raleigh	\$0	Amendment Three	General Operating Agreement for Transit Plan Administration. The budget is outlined in Exhibit A. The term of this Agreement shall be from the Effective Date until Sep 30, 2022.	05/29/2022

HR Board Report – June 2022

NEW HIRES

Melissa Petit Jean, Engineering Intern
Suvir Venkatesh, Integrated Mobility Division Intern
Mary Bakre, Engineering Intern
Melody Hunter-Pillion, Chief Communications Officer
Judith Wagner, Bus Operator I
Chesnee Williams, Bus Operator I
Juqwan Riley, Bus Operator I

PROMOTIONS

Chris Clark – Senior Data Reporting Specialist

SERVICE AWARDS

No Service Awards

RECRUITING

Building Custodian
Bus Operator I
Compliance Specialist – EEO/DBE/Title VI
Customer Information Specialist
Diesel Mechanic
Director of Regional Partnership
Maintenance Supervisor (Electronics)
Paratransit Operator I
Principal Planner
Public Engagement Supervisor
Senior Financial Analyst
Service Attendant
Transit Service Planner
Travel Services Associate – Bilingual Spanish



TRANSIT PERFORMANCE REPORT

May 2022



Fixed Route

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

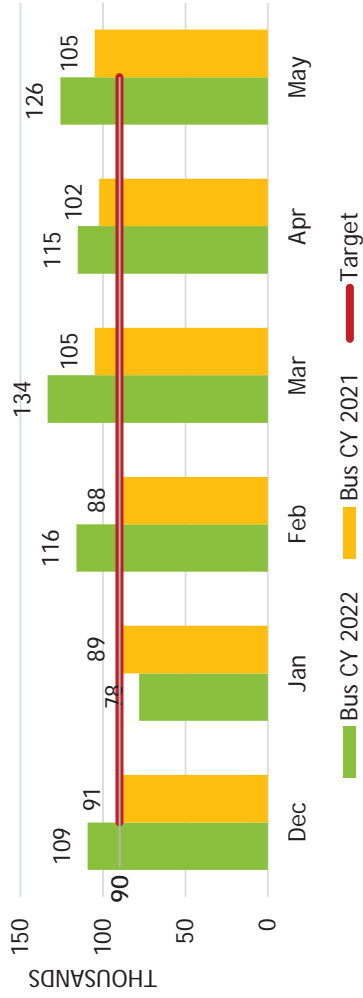
Fixed Route Year-to-Year Summary

	YTD 2022	YTD 2021	May 2022	May 2021
Passenger Boardings	1,295,692	1,062,715	125,903	104,980
Passengers/Revenue Hour	12.8	7.6	13.9	9.6
On-Time Performance	85.9%	92.1%	86.8%	90.9%
Total Mechanical Failures	161	251	13	27
Mean Distance Between Failures	52,847	55,501	37,972	47,596
Bus Total Miles	2,166,726	2,886,059	189,859	237,981
Collisions per 100,000 Revenue Miles	0.69	0.47	0.00	0.51
Verified Complaints per 100,000 Passengers	1.4	0.7	0.0	0.0

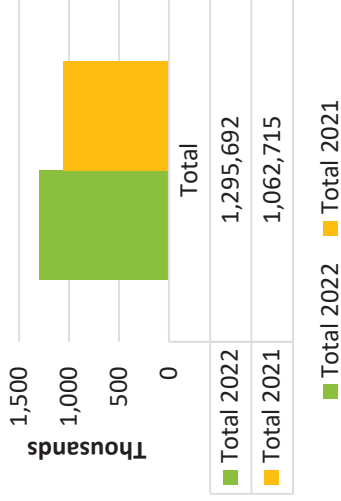
Passenger Boardings

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

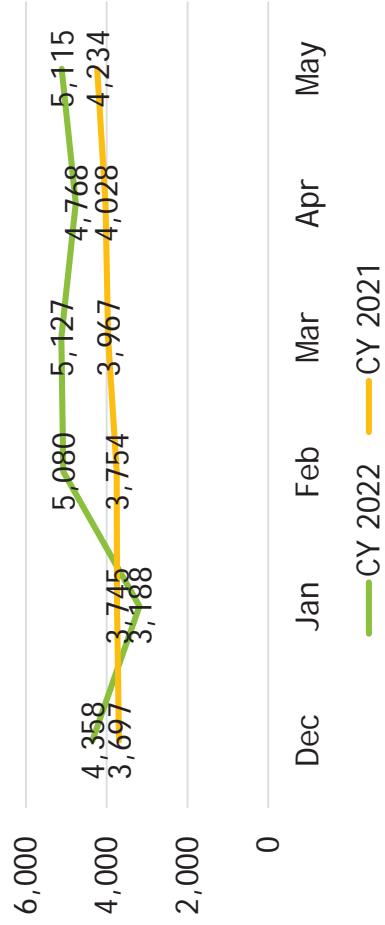
Monthly Passenger Boardings



Total

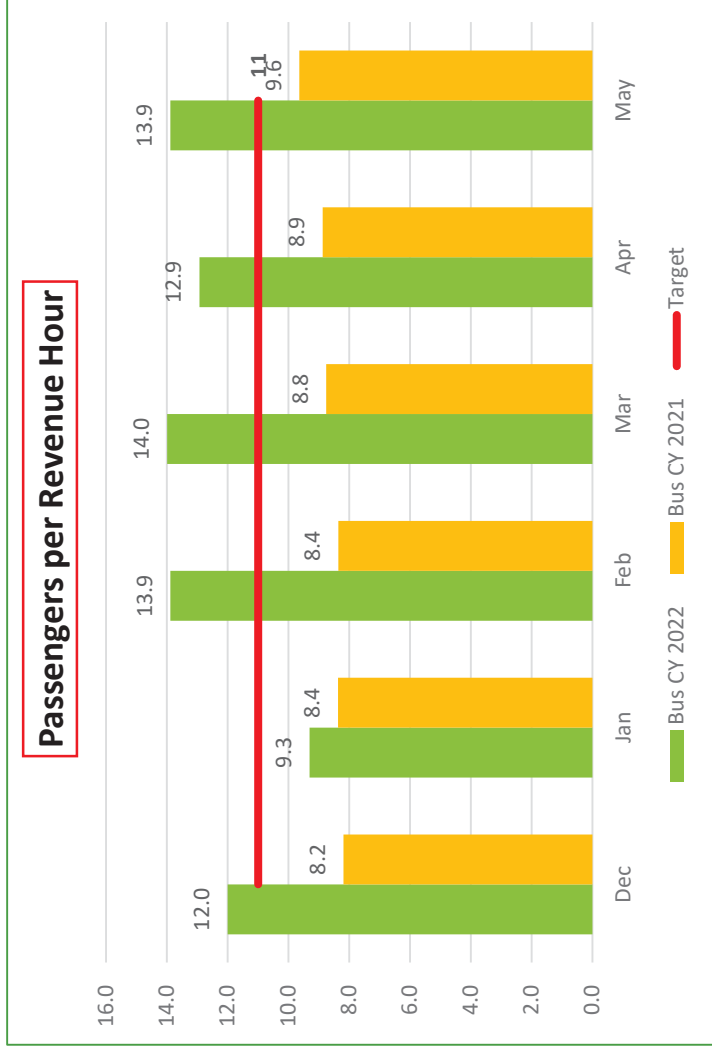


Average Weekday Passenger Trips



Passengers per Revenue Hour

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



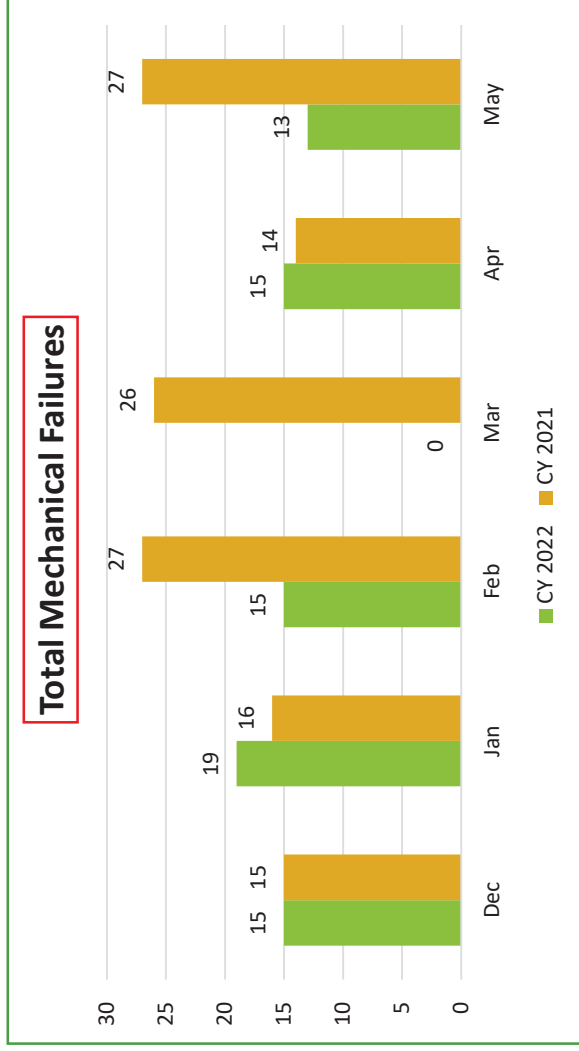
On-Time Performance

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.

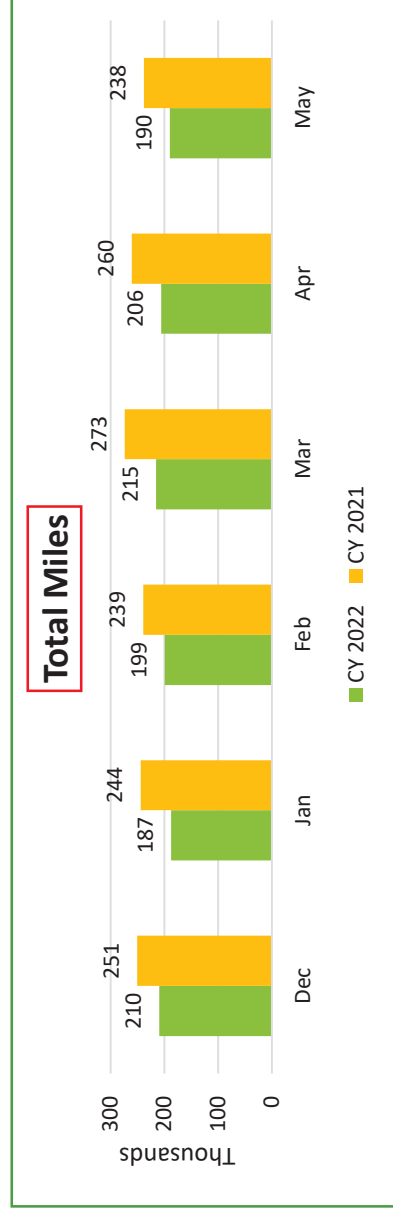
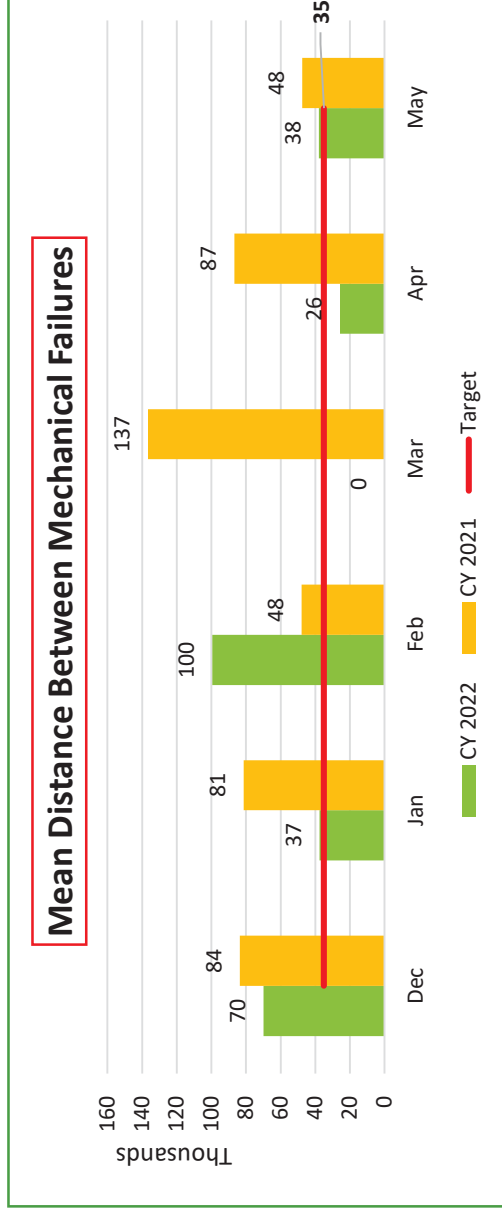


CY 2022						
	Dec	Jan	Feb	Mar	Apr	May
Major	3	5	2		8	5
Other	12	14	13	7	7	8
Total	15	19	15	15	15	13

CY 2021						
	Dec	Jan	Feb	Mar	Apr	May
Major	3	3	5	2	3	5
Other	12	13	22	24	11	22
Total	15	16	27	26	14	27

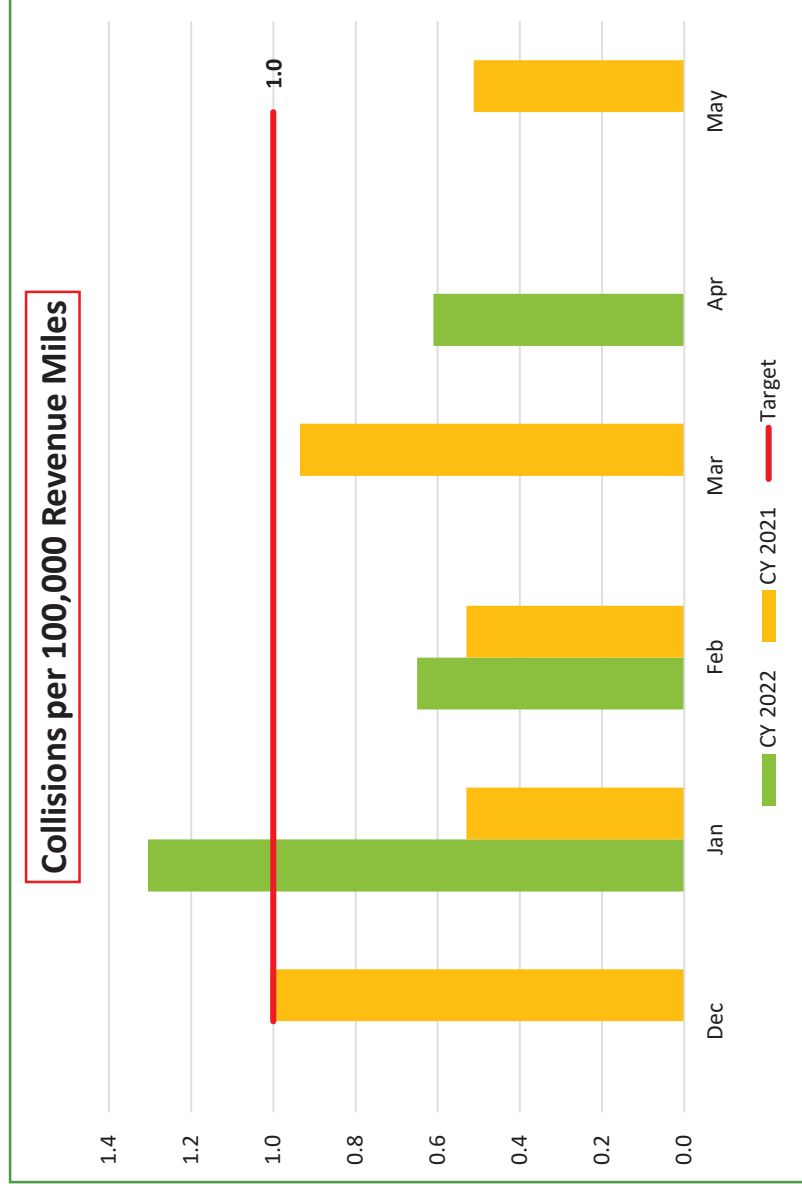
Mean Distance Between Failures

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



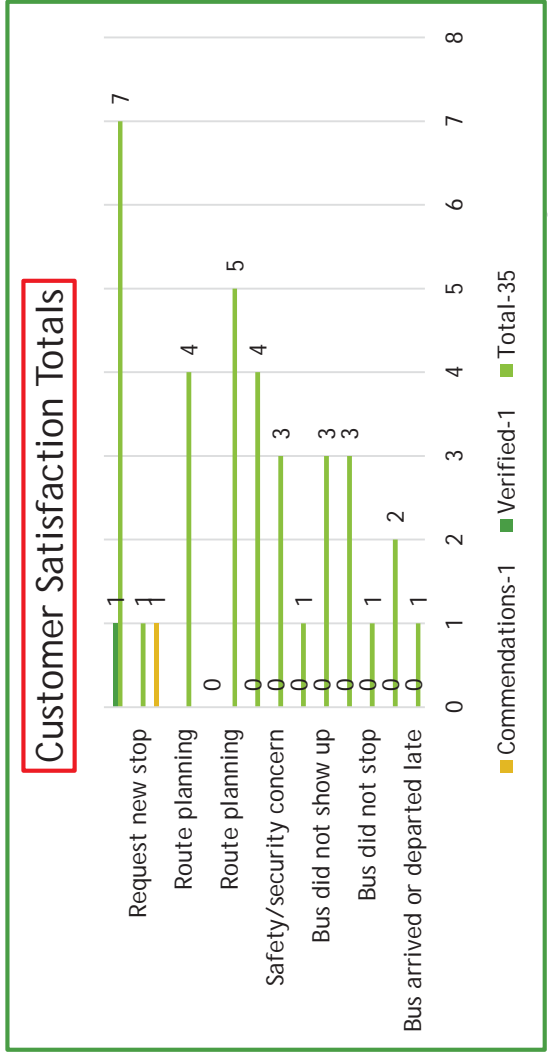
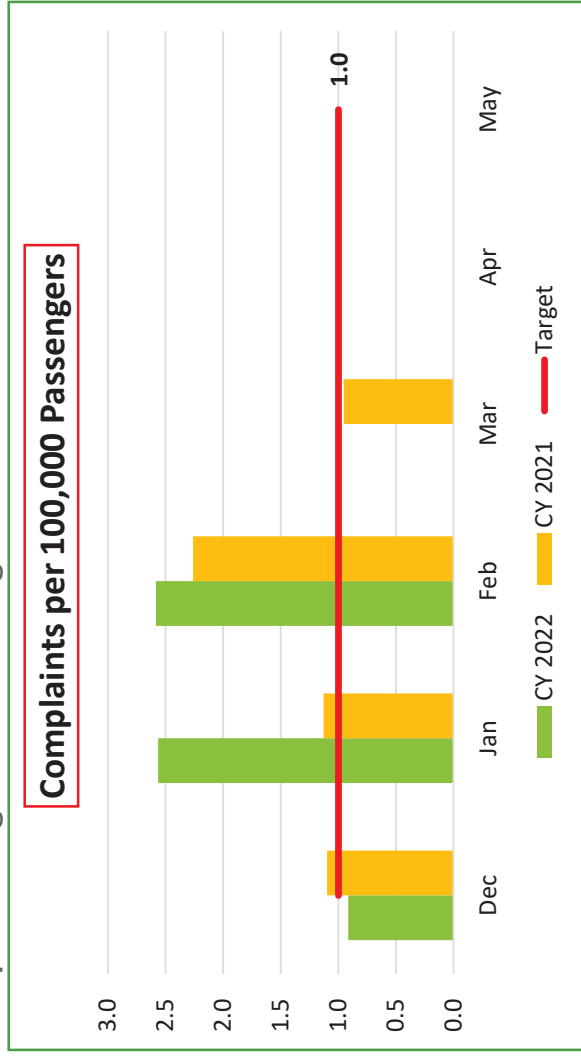
Collisions per 100,000 Revenue Miles

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.

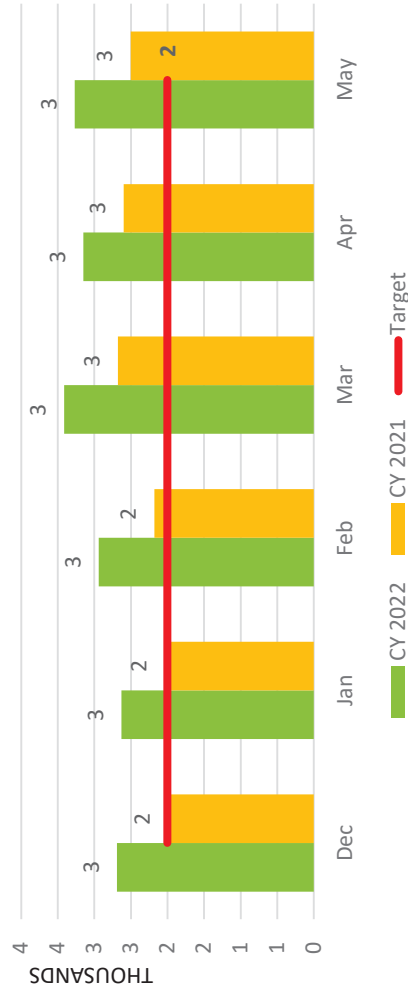
Paratransit Year-to-Year Summary

	May 2022	May 2021	YTD 2022	YTD 2021
Passenger Boardings	3,266	2,503	32,317	25,205
Passengers/Revenue Hour	2.0	2.1	2.1	2.1
On-Time Performance	89.2%	93.3%	88.6%	93.7%
Total Mechanical Failures	0	0	1	0
Mean Distance Between Failures	No failures	No failures	No failures	No failures
ACCESS Total Miles	61,305	39,286	567,817	475,603
Collisions per 10,000 Revenue Miles	0.0	0.0	0.1	0.00
Verified Complaints per 10,000 Passengers	0.0	0.0	0.1	0.00

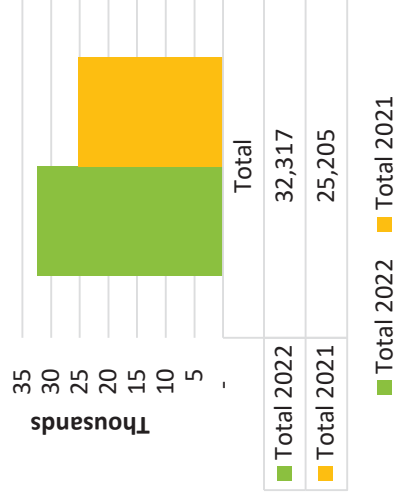
Passenger Boardings

Defined as the number of times passengers board public transportation vehicles

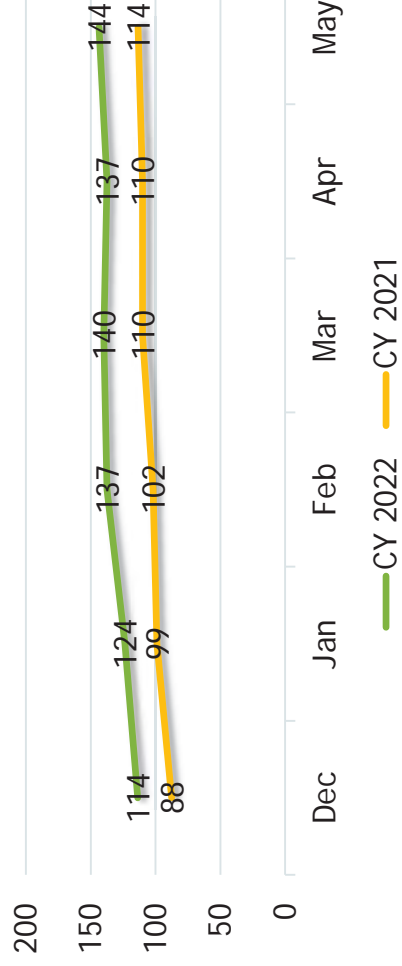
Monthly Passenger Boardings



Total



Average Weekday Passenger Trips



Passengers per Revenue Hour

Measures total ridership, divided by total service hours.



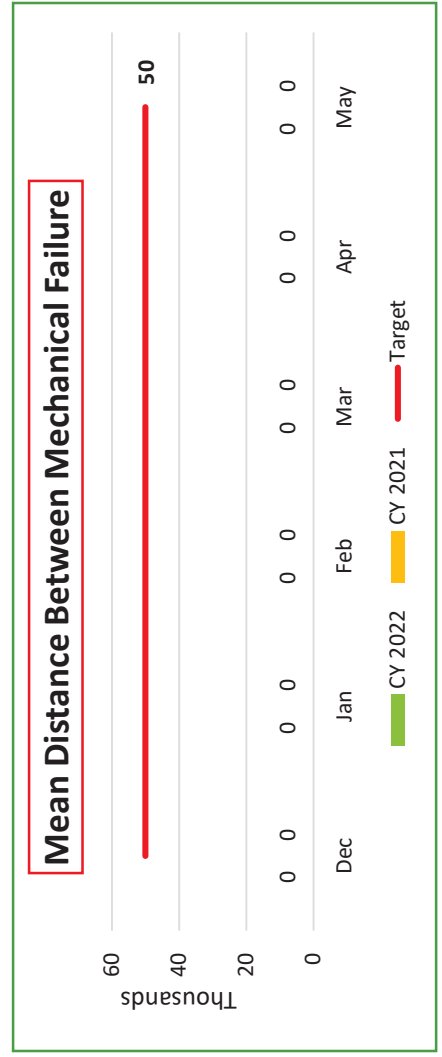
On-Time Performance

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

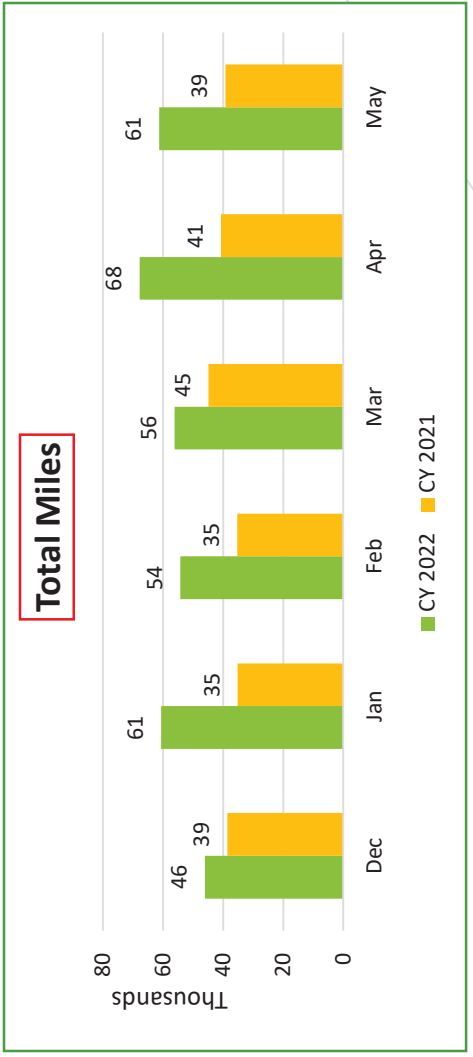


Mean Distance Between Failures

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

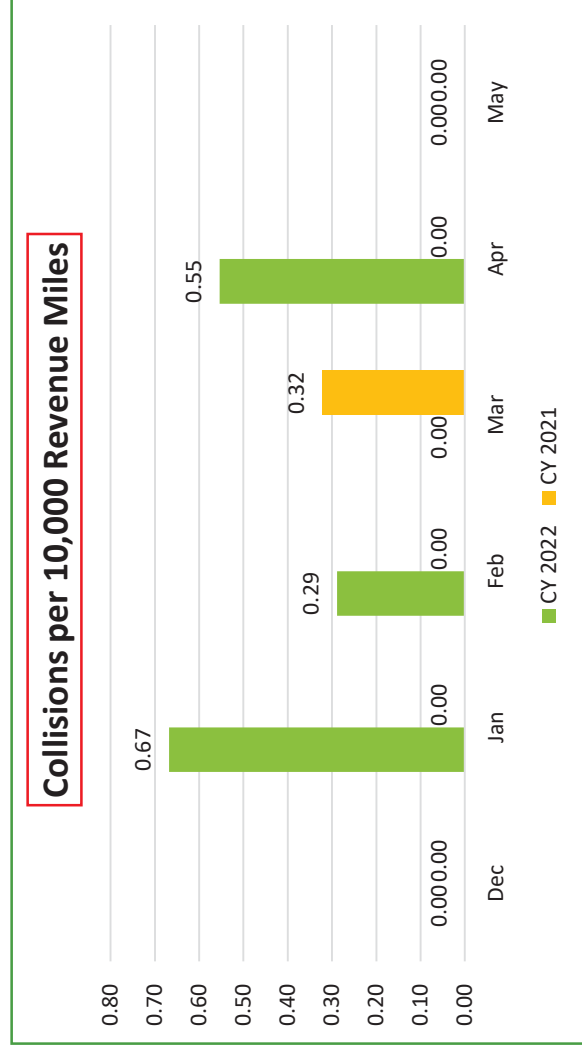


(0 indicates no mechanical failures for the month. There were no failures for November.)



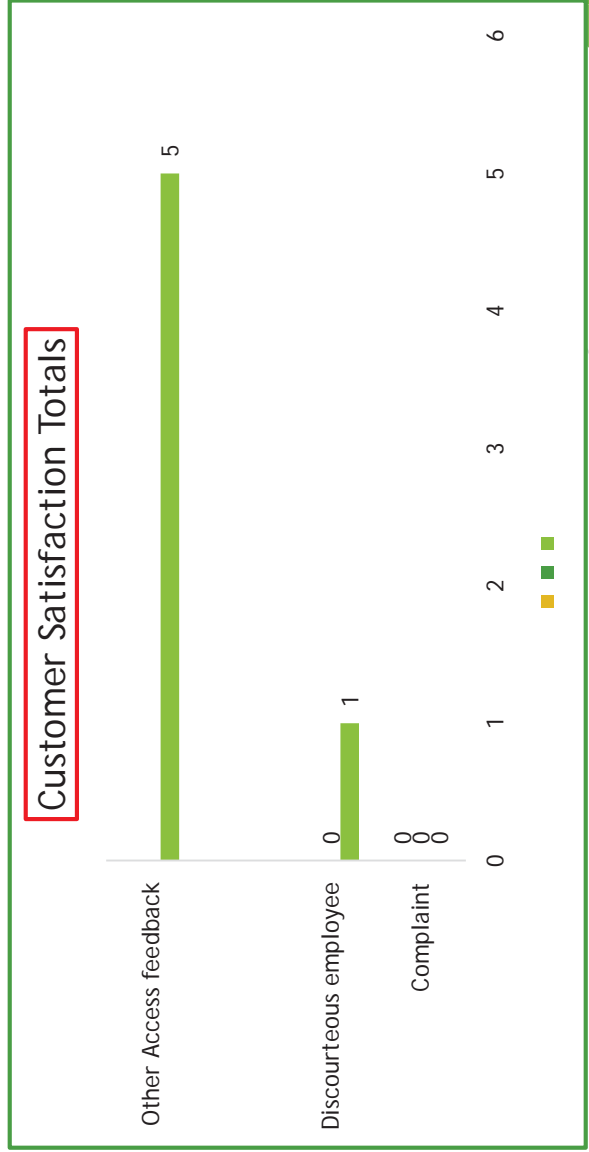
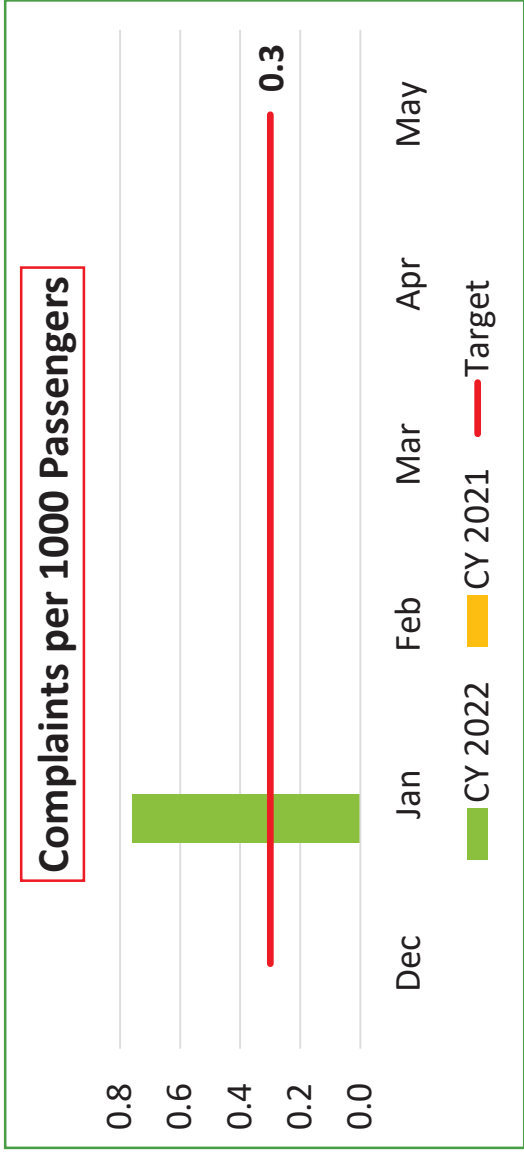
Collisions per 10,000 Revenue Miles

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: June 15, 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

Katharine Eggleston, 919-485-7564, keggleston@gotriangle.org

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, and is proceeding with design, permitting, and construction of an additional [176](#). Feasibility analysis for prioritization is underway for a further [118](#) 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 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 [14](#) stops, and is proceeding with design, permitting, and construction of an additional [13](#). 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; site plan has been submitted to the City and is under review.

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 – Early construction activities are underway on the site. The [initial](#) ASR process with the City is complete; [a supplemental process to obtain approval for design changes will be required](#). The NEPA/Section 106 process is complete. The developer agreements have been executed with a limited notice to proceed for design progression and early construction, and FTA review of the joint development application is nearing completion which will allow full authorization of the JDSA and JDA. Coordination with FTA, City of Raleigh, SHPO, NCDOT and other stakeholders is ongoing to confirm third-party requirements affecting the project definition. GoTriangle [is preparing to submit a final](#) white paper to FTA describing proposed modifications to the grant scope, schedule, and budget breakdown. Monthly federal oversight meetings are continuing with the PMOC assigned to the project, and the third quarterly meeting with FTA was held on May 3, 2022. The Environmental Management Plan has been approved by NCDEQ and a brownfields agreement is being developed.

Upcoming Activities – [Continued progression of Phase 1 construction](#), completion of the [subsequent amendment to the Joint Development Services and Joint Development agreements](#), design progression and additional submittals to the City of Raleigh, coordination activities, and management meetings. Formal request for grant agreement modification will be submitted to FTA. The project schedule and cost estimates continue to be evaluated and updated.

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, joint development project structure and negotiations, design details, and materials and labor price fluctuations.

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 – GoTriangle staff is coordinating with NCDOT on design of adjacent project. Concurrence has been obtained for GoTriangle projects scope including extent and location of sidewalk, preference for a signalized diagonal crossing of NC 54 at Falconbridge, and improvements to the bus stops. Consultant is proceeding with design and related activities; [a change order will be required to incorporate scope elements agreed to with NCDOT and City of Durham including traffic signal warrant analysis](#).

Upcoming Activities – Consultant will continue to coordinate with NCDOT and GoTriangle and advance design.



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 – [Consultant is preparing concept design for a potential new Wake Forest park-and-ride location.](#)

Upcoming Activities – [Consultant will complete feasibility analysis and documentation.](#)

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 – GoTriangle resubmitted the project RAISE grant application in April, with consideration for a site either north or south of NC 54. [GoTriangle is reviewing](#) drafts of documentation necessary for FTA environmental review and the Wake Transit Concurrence process.

Upcoming Activities – GoTriangle and the consultant will continue to progress pre-design activities.

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 preparing updated procurement documents.](#)

Upcoming Activities – [The opportunity will be resolicited later this summer.](#)

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 – Construction is underway with a 140-calendar-day period of performance ending June 23, 2022. As of the end of [May](#), overall work was [nearing completion, with floor tile installation at 80% completion, painting of interior spaces ongoing, cabinet installation underway, and final electrical and mechanical work nearing completion.](#) Coordination with operations, IT, and facilities is ongoing to prepare for occupancy.

Upcoming Activities – GoTriangle staff will continue to monitor construction progress. Project is on schedule for completion of construction in June, with turnover to facilities to prepare for occupancy this summer.



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 – Consultant is progressing Schematic Design on the Nelson Road and Fay Street renovation and expansion components. [Consultant prepared analysis for paratransit facility site search; staff and stakeholder review is underway. Consultant prepared, stakeholders reviewed, and staff and consultant revised interim fleet transition plan for GoDurham Fixed Route Fleet.](#) Consultant is performing analysis for regional paint and body shop cost-benefit analysis and site feasibility task and regional on-route charging analysis.

Upcoming Activities – GoTriangle and the consultant will continue stakeholder engagement to review and finalize study work products.

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 (NCR) corridor in Durham, Wake, and Johnston counties, and will refine the project definition; engage community members, municipalities, and institutional stakeholders; 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 NCR 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.](#)
- Technical Work Products – Work products from the technical tasks are continuing to be completed, [with primary findings being assembled in a draft summary report for circulation to staff partners in June/July and underlying technical documentation being completed for review and finalization in the coming months.](#)
- 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. Review of the downtown Cary technical memorandum by Town of Cary Staff is complete. Development of the downtown

Durham technical memorandum is underway by the consultant in response to recently-received comments from City of Durham.

- Community Engagement – The project website launched in late April 2021, and the website is being updated based on user feedback. Staff is engaged in education-focused public involvement throughout the project area. Planning for engagement activities in 2022 is underway.
- Schedule Management – Efforts are currently organized around final completion of feasibility study scope by October 2022. This schedule may require extension to capture follow-on activities such as additional modeling by Norfolk Southern.

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; it is currently expected that the parties will vote on next steps within this 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 draft 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.

