



GoTriangle
Board of Trustees
September 27, 2023
12:00 pm-2:30 pm Eastern Time

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

Microsoft Teams meeting | Join on your computer or mobile app

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*Or call in (audio only) +1 252-210-4099
Phone Conference ID: # 630 947 572#*

Oath of Office - Patrick Hannah

I. Call to Order and Adoption of Agenda
(1 minute Sig Hutchinson)

ACTION REQUESTED: Adopt agenda with any changes requested.

II. Public Comment
(Sig Hutchinson)

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

III. Consent Agenda
(1 minute Sig Hutchinson)

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

ACTION REQUESTED: Approve consent agenda.

A. Approval of Minutes

- 1. Regular Session | August 23, 2023
- 2. Closed Session | August 23, 2023

B. Unsealing of Closed Session Minutes

C. Interlocal Agreement | Wake Transit Program Baseline Policy Development

O&F RECOMMENDATION: Authorize the President/CEO to enter into the Interlocal Agreement between CAMPO and GoTriangle.

Agreement

D. FY2023 Q4 Durham and Orange Operating Ordinance

ACTION REQUESTED: Approve the FY2023 Q4 Triangle Tax District Durham and Orange operating fund budget ordinance amendments.

O 2023 0023 Durham Operating Fund

O 2023 0024 Orange Operating Fund

IV. General Business Agenda

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

A. Items Removed from the Consent Agenda

(1 minute Sig Hutchinson)

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

B. Nominating Committee Report

COMMITTEE RECOMMENDATION: Elect slate of officers presented by the Nominating Committee.

C. Operations & Finance Committee Report

(2 minutes Michael Parker)

D. Planning & Legislative Committee Report

(2 minutes Vivian Jones)

E. New Business

V. Other Business

A. President & CEO's Report

(5 minutes Charles Lattuca)

Contracts

New Hires & Promotions

1. Communications Update

(5 minutes Eric Curry)

2. Operations Update

(5 minutes Vinson Hines)

3. Capital Projects Status Report

Presentation - Major Projects Update
(10 minutes Katharine Eggleston)

B. General Counsel's Report

(5 minutes Byron Smith)

C. Chair's Report

(5 minutes Sig Hutchinson)

D. Board Member Reports

1. CAMPO Executive Board Representative

(5 minutes Sig Hutchinson)

2. Regional Transportation Alliance (RTA) Rep.

(5 minutes Sig Hutchinson)

3. DCHC MPO Board Representative

(5 minutes Michael Parker)

VI. Closed Sessions

A. Advice of Counsel

ACTION REQUESTED: Enter into closed session pursuant to NCGS §143 318.11.(a) (3) to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged.

Attachment 1

Attachment 2

Attachment 3

Attachment 4

B. Employee Performance

ACTION REQUESTED: Enter into closed session pursuant to NCGS §143 318.11.(a) (6) to consider the performance of an employee.

Return from closed session

ACTION REQUESTED: Adopt the FY2024 work plans/goals for the President/CEO, General Counsel and Clerk to the Board.

VII. Adjournment

(Sig Hutchinson)



**BOARD OF TRUSTEES
MEETING MINUTES**

4600 Emperor Boulevard
Suite 100
Durham, NC 27703

Wednesday, August 23, 2023

12:00 p.m.

GoTriangle Board Room

Board members present | Sig Hutchinson, Vivian Jones, Elaine O'Neal, Michael Parker, Sally Greene, Jennifer Robinson [left 1:57 p.m.]

Board members attending remotely | Brenda Howerton [arr. 12:18 p.m., left 12:59 p.m.], Stelfanie Williams [arr. 12:33 p.m., left 1:57 p.m.]

Board members absent | Mary-Ann Baldwin [excused], Corey Branch, Michael Fox, Valerie Jordan

Chair Sig Hutchinson officially called the meeting to order at 12:14 p.m. A quorum was present.

I. Adoption of Agenda

Chair Hutchinson requested to add a closed session to discuss employee performance pursuant to NCGS §143 318.11.(a) (6) and approval of employees' work plans following the closed session.

Action: On motion by Jones and second by O'Neal the agenda was adopted with the additions as requested. Upon vote the motion was carried unanimously.

II. Public Comment

No comments.

III. Consent Agenda

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

The following consent agenda items were approved:

- June 28, 2023 | Regular Session Minutes.
- June 28, 2023 | Closed Session A Minutes.
- June 28, 2023 | Closed Session B Minutes.
- June 28, 2023 | Closed Session C Minutes.
- Adopted the FY2025-2030 Wake Bus Plan.*
- Authorized staff to conduct property coordination, outreach and acquisition for GoDurham bus stop improvements at locations identified in Table 1 for bus stop improvements on behalf of the City of Durham.*
- Approved the FY2023 Q4 Wake Transit Work Plan period of performance amendments.*
- Approved an amendment to the Board of Trustees' Rules of Procedure related to committees and boards.*

*These documents are attached and hereby made a part of these minutes.

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

None.

B. Appointment of Nominating Committee

Chair Hutchinson recommended that Elaine O'Neal [Durham], Michael Parker [Orange] and Sig Hutchinson [Wake] serve on the Nominating Committee.

Action: A motion was made by Robinson and seconded by Greene to appoint the members as named to the Nominating Committee. Upon vote the motion was carried unanimously.

C. Operations & Finance Committee Report

Michael Parker stated that several items were approved on the board's consent agenda: Durham bus stop right-of-way acquisition, Wake Transit work plan period of performance amendments and an amendment to the Rules of Procedure related to the new committee structure. He added the committee also received updates on the newly established transit ambassador program and the internal review of Bret Martin's letter.

D. Planning & Legislative Committee Report

Vivian Jones reported that the committee meeting was canceled due to lack of quorum.

Howerton joined.

E. Regional Rail and BRT Next Steps

The presentation by Katharine Eggleston and Paige Cureton is attached and hereby made a part of these minutes.

Eggleston reminded the board that the MPOs have appointed subcommittees to discuss next steps for rail and regional transit. Feedback received to date suggests that regional leaders are interested in a future that includes both planning for bus rapid transit and continuing to pursue federal funding opportunities to support a longer term vision for passenger rail. She stated that there are BRT projects underway and in development within the region; however, no one is working on regional connectivity.

Cureton said transit integration - the coordination of infrastructure and planning for all modes - is essential in delivering a seamless transit experience for riders, not just between local and regional transit services, but integration with other modes of transportation within the regional network. She said GoTriangle's role as the regional transit agency is to ensure the regional transit system is well integrated and connected to deliver high quality transit services in coordination with local, regional and state partners.

Cureton stated that GoTriangle can build upon the FAST 2.0 study being led by RTA and NCDOT and the region's 2050 Metropolitan Transportation Plan and other county planning efforts to conduct a regional BRT and bus study. The study would evaluate

GoTriangle's existing and future regional transit routes to identify candidates for regional BRT consistent with the vision of the 2050 Metropolitan Transportation Plan and the potential for converting routes to regional BRT.

Cureton discussed features of BRT systems, corridors, service and routes as well as station examples:

Bus Rapid Transit [BRT] Features

- Bus lanes
- Transit priority signals
- Convenient, all-day service
- Convenient boarding
- Real-time rider information
- Comfortable enhanced stations
- Unique branding
- Dedicated fleet with specialized vehicles

BRT Corridors

- Dedicated running ways – exclusive bus lanes and transitways, dedicated access [ramps, bus on shoulder]
- Transit signal prioritization/queue jumps
- Managed lanes
- Intersection treatments

BRT Service

- Frequent, all-day service
- Short headways [15 minutes or better]
- Wide station stop spacing

BRT Route Structure

- Simple routes
- Convenient transfers
- Integrated station locations with land use
- Service to major activity centers

BRT Stations

- Freeway – allow buses to stop within freeway right of way to quickly pickup/unload riders
- Arterial – located along roadways with convenient access to neighborhoods
- Transit Center – multi-modal mobility centers with connections to other forms of transit

Williams arrived.

Cureton then highlighted examples of freeway-based BRT systems in the Puget Sound, Washington and Los Angeles, California. She noted several considerations for BRT:

- Integrated as part of the overall regional transit network
- Incremental, scalable delivery
- Typically lower capital cost than light or heavy rail

- More exclusivity, higher quality means higher costs
- Shared ownership of project goals by all partners
- Resource commitment by project partners

Action: A motion was made by Jones and seconded by Parker to direct staff to engage with partners to develop a regional BRT and Bus Study. Upon vote the motion was carried unanimously.

Eggleston shared that there are several grant opportunities now and next year through the USDOT. The Reconnecting Communities and Neighborhoods Regional Partnership Challenge has been identified by staff to help with the incremental, strategic and programmatic approach of investment in a passenger rail program in the Triangle. The program is up to \$450 million, with three to five grants being awarded that would provide up to 80% federal funds for projects to incentivize stronger partnerships between local and state governments, MPOs and other community partners. The application must consist of a partnership between two or more eligible agencies.

Action: A motion was made by Jones and seconded by Robinson the board endorsed a long term vision for regional passenger rail and pursue grant opportunities to support that vision including the Reconnecting Communities and Neighborhoods Regional Partnerships Challenge. Upon vote the motion was carried unanimously.

Hutchinson pointed out that the GoTriangle board has not endorsed the 37-mile commuter rail corridor. He suggested that action should be taken before this grant application is made.

Action: On motion by Parker and second by Robinson the board voted to endorse the 37-mile regional rail corridor in Durham and Wake counties with potential future extension into Johnston and Orange counties. Upon vote the motion was carried unanimously.

F. New Business

None.

V. Other Business

A. President and CEO's Report

A list of contracts approved by the president and CEO and the capital projects status report are attached and hereby made a part of these minutes.

Lattuca reported on the following items:

- Announced the hiring of Director of Human Resources, Michelle Ally-Crosby.
- The joint MPO regional rail subcommittee will be meeting in the next few weeks.
- GoTriangle is scheduling a meeting with the airport authority and other partners to discuss improving transit to the airport.
- Discussions continue with CAMPO about the vehicle rental tax. Wake County is now taking lead on the issue.

Due to concern about losing quorum, Hutchinson asked to rearrange the agenda to move into closed session at this time.

VII. Closed Session | RUS Bus

Action: A motion by O'Neal and seconded by Parker to enter into closed session at 1:37 p.m. pursuant to NCGS §143-318.11.(a) (3) to consult with an attorney employed or retained by the public body in order to preserve the attorney client privilege between the attorney and the public body, which privilege is hereby acknowledged and NCGS §143-318.11.(a) (5) to establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease. Upon vote the motion was carried unanimously.

Action: The board voted to return to open session at 1:49 p.m.

V. Other Business

A. President and CEO's Report

1. Capital Project status

Katharine Eggleston updated board members on RUS Bus, a joint development project with planned mixed-use high-rise and ground floor transit facility funded through a federal grant. The funding for the public component is comprised of a \$20 million federal BUILD grant, \$8.8 million allocated in the State's TIP and \$9 million from the Wake Transit Plan and GoTriangle. Phase two construction on the public component is planned to begin in the fall.

The private component of the facility is undergoing design changes due to rising construction costs and challenges in the private financing market. The project now includes 385 residential units, with 10% or 39 units affordable, a private parking garage and ground floor retail. The developer is working with the City of Raleigh on approval of this revised program and will need additional time to obtain financing. To mitigate a schedule delay on the transit facility and provide more time for the developer to obtain approval and financing, staff is recommending that the board authorize a reimbursement arrangement for early private overbuild activities. Approximately \$10.8 million in the private overbuild, including foundations, some structural elements on the ground floor and the parking garage ramp adjacent to the transit facility, are integral with the public facility and need to commence when the public facility construction starts. In the proposed reimbursement arrangement, GoTriangle would provide funding for those activities up front and the developer would reimburse GoTriangle when financing is in place. An initial \$3 million for foundations activities would go into effect in September and require commitment of an additional \$8 million by November 30 for the other integral private overbuild activities to occur concurrently.

Action: On motion by Parker and second by Jones the board voted to authorize the President/CEO to execute an amendment to the development agreements with RB

Infrastructure LLC an RB Vertical LLC, special purpose entities owned and controlled by Hoffman & Associates in order to maintain the transit project schedule and allow additional time for private overbuild financing, including the allocation of \$3 million for initial foundations activities and a commitment of an additional \$8 million by November 30 for other early private overbuild activities that have been determined to be integrated with the ground-floor transit facility, requiring concurrent construction. Upon vote the motion was carried unanimously.

Robinson left.

V. Other Business

A. President and CEO's Report

1. Capital Project status

Katharine Eggleston reported that staff continues to pursue grant opportunities for the regional bus capital program. In September Representative Ross will present an award for a Community Project to support the bus stop program in Wake County. An application also was submitted for the Federal Highway Administration PROTECT Program for green infrastructure planning at the Nelson Road Bus Operations and Maintenance Facility. Staff is preparing multiple applications for programs to support the relocation of the Regional Transit Center, now the Triangle Mobility Hub, to the site owned by Research Triangle Foundation at NC 54 and Miami Blvd in Research Triangle Park. Staff is conducting public engagement on a short range transit plan in Durham and Orange counties.

1. Operations Update

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

Lattuca stated the chair asked us to contact the City of Raleigh to talk about the issues they are experiencing with the unhoused. Vincent Hines reached out to David Eatman and was told they are seeking funds for additional security. Hines added that the Downtown Raleigh Alliance and various city departments are working together to address the issue.

Vinson Hines shared the following statistics:

- FY2023 ridership: 1.5 million, down from 1.6 million in FY2019
- FY2023 average weekday boardings: 5,310, up 7.7% from FY2022, down 12.6% from FY2019
- FY2023 average Saturday ridership: 2,535, up 54% from FY2019 and up 7.7% from FY2022
- FY2023 average Sunday ridership: 1,822, up 91.4% from FY2019 and up 15% from FY2022
- July average weekday ridership: 5,177, up .5% from 2022 but down 9.9% from 2019
- July average Saturday ridership: 2,443, up 11.5% from 2022 and up 58.4% from 2019

- July average Sunday ridership: 1,824, up 8.2% from 2022 and up 106% from 2019
- Applications: 95 for bus operator received month-to-date.
- Operators: 63, including 6 trainees
- The next training class is scheduled for September 11th.
- There were 4 safety and security incidents in July. The catalytic converters were stolen from ten paratransit vehicles in July. An operator was assaulted by a passenger in July as well.

Parker asked if weekend riders are commuting to work or using the bus for recreation or shopping purposes. Hines responded that there are more non-destination riders on weekends. Eggleston stated that an onboard survey was recently completed and staff will investigate to try and answer that question.

B. General Counsel's Report

General Counsel Byron Smith stated that he has been working on a regional cost sharing agreement for rail and BRT.

C. Chair's Report

Hutchinson noted efforts by the City of Raleigh to add a Transit Overlay District along the New Bern Avenue bus rapid transit corridor and stated his desire for GoTriangle to support these efforts. He stated that he had asked staff to prepare a letter of support. The board will have another round of small group meetings on August 30. He noted that this is the last meeting for Stelfanie Williams and expressed his appreciation for her contributions to a very significant impact on this board. Other board members echoed their appreciation

Mayor O'Neal stated that Durham attorney Patrick Hannah has been recommended to fulfill the remainder of her term. Durham County has voted and the City Council will take action in September.

D. Board Member Reports

1. CAMPO Executive Board Representative

Hutchinson stated that the CAMPO executive board held public hearings on the Locally Administered Projects Program [LAPP], the 2050 Metropolitan Transportation Plan [MTP] amendment and the Transportation Improvement Program [TIP]. An update was given on the 2020 Urbanized Area and MPO boundary, which is required every ten years, with expected expansion into Chatham, Harnett and Johnston counties.

2. Regional Transportation Alliance (RTA) Representative

Hutchinson reported on the RTA annual transportation breakfast.

3. DCHC MPO Board Representative

Parker stated that he did not attend; however, the agenda included a review of SPOT 7 projects and the scope of work for a new 15-501 corridor study.

VII. Closed Sessions

A. RUS Bus Update

Covered earlier in the meeting.

B. Performance Evaluations

Deferred to September meeting.

VII. Adjournment

Action: Chair Hutchinson adjourned the meeting at 2:19 p.m.

Sig Hutchinson, Chair

Attest:

Michelle C. Dawson, CMC
Clerk to the Board

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MEMORANDUM

TO: GoTriangle Board of Trustees
FROM: Michelle Dawson, Clerk to the Board of Trustees
DATE: September 18, 2023
SUBJECT: Unsealing Closed Session Minutes

Action Requested

Staff requests that the board unseal the minutes listed below.

Background and Purpose

Pursuant to board policy, all closed session minutes are sealed immediately upon preparation, with a periodic review of sealed closed session minutes and recommendation to the board for unsealing. The Board last took action to unseal closed session minutes in February 2023.

Pursuant to policy, and in consultation with the General Counsel, the following minutes are recommended to be unsealed (minutes through June 30, 2023, were reviewed).

Board / Committee	Date	G.S. Reference	Agenda Topic
Board of Trustees	11/28/2018	143-318.11(a)(3)	NCRR negotiations
Board of Trustees	02/27/2019	143-318.11(a)(3)	NCRR negotiations
Board of Trustees	06/15/2022 A	143-318.11(a)(3)	GoDurham legal contract discussion
Board of Trustees	08/24/2022	143-318.11(a)(1) & (3)	Rigsbee v. GoDurham et al
Board of Trustees	02/22/2023 B	143-318.11(a)(3)	Garvey v. Durham Access et al

Financial Impact

None

Attachments

- None

Staff Contacts

- Michelle Dawson, 919-485-7438, mdawson@gotriangle.org
- Byron Smith, 919-485-7561, bsmith@gotriangle.org

MEMORANDUM

TO: GoTriangle Board of Trustees Operations & Finance Committee
FROM: Capital Development
DATE: August 29, 2023
SUBJECT: **Interlocal Agreement for Wake Transit Program Baseline Policy Development**

Strategic Objective or Initiative Supported

3.2 Strengthen community and institutional partnerships

Action Requested

Staff requests that the Operations & Finance Committee recommend that the board authorize the President/CEO enter into the Interlocal Agreement between CAMPO and GoTriangle.

Background and Purpose

An Interlocal agreement has been developed between CAMPO and GoTriangle in order to co-sponsor a Wake Transit initiative. The initiative includes procuring a consultant to develop a policy regarding the use of baseline service information from transit providers in correlation with Wake Transit reimbursements. The consultant will work with CAMPO, GoTriangle, and other transit providers in Wake County to develop the policy, and the policy will be reviewed by TPAC and presented to CAMPO and GoTriangle Boards for approval.

Financial Impact

None

Attachments

- Interlocal Agreement

Staff Contacts

- Michelle Peele, 919.485.7434, mpeelee@gotriangle.org
- Katharine Eggleston, 919.485.7564, keggleston@gotriangle.org



**INTERLOCAL AGREEMENT FOR WAKE TRANSIT PROGRAM BASELINE POLICY
DEVELOPMENT**

BETWEEN THE

RESEARCH TRIANGLE PUBLIC TRANSPORTATION AUTHORITY (GoTriangle)

and the

**CAPITAL AREA METROPOLITAN
PLANNING ORGANIZATION (CAMPO)**

THIS INTERLOCAL AGREEMENT, is made and entered into on the last date executed below by and between the Research Triangle Public Transportation Authority, (“GoTriangle”) and the Capital Area Metropolitan Planning Organization, a metropolitan transportation planning organization, (“CAMPO”) (collectively, the “Parties”).

BACKGROUND AND RECITALS:

WHEREAS, the U.S. Congress has mandated the establishment of Metropolitan Planning Organizations (MPOs) to encourage and promote the safe and efficient management and operation of surface transportation systems. 23 U.S.C. § 134 (a) (1), to wit:

“It is in the national interest to encourage and promote the development of transportation systems embracing various modes of transportation in a manner which will efficiently maximize mobility of people and goods within and through an urbanized area and minimize transportation related fuel consumption and air pollution. To accomplish this objective, metropolitan planning organizations, in cooperation with the State, shall develop transportation plans and programs for urbanized areas of the State. Such plans and programs shall provide for the development of transportation facilities (including pedestrian and bicycle transportation facilities) which will function as an intermodal transportation system for the State, the metropolitan area, and the Nation. The process for developing such plans and programs shall provide for consideration of all modes of transportation and shall be continuing, comprehensive and cooperative to the degree appropriate, based on the complexity of the transportation system;”

23 U.S.C. § 134 (a) (1)

WHEREAS, CAMPO has been established and exists under the authority and mandate of Article 16 of Chapter 136 of the North Carolina General Statutes; and

WHEREAS, pursuant to the above referenced federal and State laws, CAMPO has the authority and responsibility for development of multi-modal transportation plans; and

WHEREAS, CAMPO will enter into a contract with Cambridge Systematics, Inc., in partnership with GoTriangle, to perform work that will result in development of a Wake Transit Program Baseline Policy that will be considered by the Wake Transit Transit Planning Advisory Committee (TPAC) to forward to the Wake Transit Governing Boards for approval (“Program Policy Work”). The Program Policy Work will evaluate the existing and desired practices, policies and projects related to Baseline Funding and Baseline Transit Service provisions as part of the Wake Transit Program; and

WHEREAS, the Program Policy Work contract will be entered into for FY 24 and submitted in final form to CAMPO and GoTriangle; and

WHEREAS, CAMPO and GoTriangle have made funding commitments to the Program Policy Work, and they desire to formally acknowledge their respective funding commitments and assignment of coordination and implementation responsibility to CAMPO.

NOW, THEREFORE, in consideration of the Background Statement and Recitals, the mutual agreements set forth below, and other good and valuable consideration, the Parties agree as follows:

I. BACKGROUND AND PURPOSE.

The Parties acknowledge their mutual support for obtaining consultant services to work toward development of a sustainable policy to guide Wake Transit work pertaining to baseline funding and baseline transit service provisions. To this end, the parties desire to affirm their respective financial and other commitments to the Program Policy Work, and to agree upon responsibility for further planning, coordination, and management activities.

II. PROGRAM POLICY WORK

The Parties acknowledge and agree that the Program Policy Work contract entered into between Cambridge Systematics, Inc. and CAMPO should include the work elements set forth below and, further, shall serve as a guide for implementing the recommendations resulting from this work.

The proposed contract for the Program Policy Work, including the scope of work contained therein is hereby incorporated into the terms of this Agreement, as Exhibit 1, attached. As set forth in the contract for

the Study, the Consultant's fee for the Study shall be the sum of sixty thousand dollars (\$60,000.00). Pursuant to terms of the contract, this cost shall cover 100% of the Study's elements, including the following:

- Project management and coordination
- Gap analysis
- Interviews with agency staff
- Recommendations

The Contract Scope is summarized, and costs broken down according to category in Exhibit 1.

III. CAMPO AS LEAD AGENCY FOR PROJECT PLANNING AND COORDINATION

CAMPO and GoTriangle acknowledge and agree that, due to the regional nature of the Program Policy Work, and considering CAMPO's Lead Agency responsibilities, CAMPO should be the entity to coordinate and manage consultant work on the Program Policy Work. CAMPO acknowledges and agrees that, subject to approval by the CAMPO Executive Board, it is willing to serve as the lead agency for the contract management and consultant guidance for the Program Policy Work, closely coordinating with GoTriangle on scope elements.

IV. FINANCIAL PROJECT COMMITMENTS BY THE TOWN OF MORRISVILLE.

In recognition of the Program Policy Work's cost of \$60,000.00, GoTriangle and CAMPO are willing to make the following funding commitments in support of planning costs identified in the Study as follows:

- As approved by formal action of its Board of Trustees, GoTriangle agreed to commit the sum of thirty thousand dollars (\$30,000.00) to contribute to the costs of the Program Policy Work contract.
- As approved by formal action of its Executive Board, CAMPO agreed to commit the sum of thirty thousand dollars (\$30,000.00) to contribute to the costs of the Program Policy Work contract.

VI. COMMUNICATIONS; CONTACTS

CAMPO will regularly communicate with GoTriangle regarding the Program Policy Work, including contracts entered into, progress made, and work performed on the specific project elements enumerated in Article II hereof.

For purposes of such communications, including notices to be given under terms of the Agreement, the parties have designated the following contact persons and/or entities:

FOR CAMPO:

Ben Howell
 Wake Transit Program Manager
 One Main St. Fenton, Suite 201
 Cary, NC 27511

FOR GOTRIANGLE:

Michelle Peele
 Wake Transit Program Coordinator
 GoTriangle
 4600 Emperor Blvd.
 Durham, NC 27703

VII. SCOPE OF SERVICES AND RESPONSIBILITY OF PARTIES

Anticipating that a contract for the Study will be entered into between the parties and Cambridge Systematics, Inc., it is acknowledged and agreed as follows:

A. CAMPO has ensured that a qualified firm is obtained through an equitable selection process, so that the prescribed work is properly accomplished, in a timely manner, and at a just and reasonable cost.

B. CAMPO will take appropriate steps to ensure that, with respect to the Study contract and performance of all work associated therewith, Title 2 Code of Federal Regulations Part 200; Title 23 of the Code of Federal Regulations, Part 172; Title 40 United States Code, Chapter 11, Section 1101-1104; and the Department's Policies and Procedures for Major Professional or Specialized Services Contracts, will be adhered to. Said policies and standards are incorporated in this Agreement by reference at www.fhwa.dot.gov/legsregs/legislat.html and www.ncleg.net/gascripts/Statutes/Statutes.asp.

C. CAMPO is responsible for the administration of all agreements, contracts, and work orders entered into or issued for this Project.

D. CAMPO and its agents shall maintain all books, documents, papers, accounting records, and such other evidence as may be appropriate to substantiate costs and financial obligations incurred under this AGREEMENT. Further, CAMPO shall make such materials available at its office and shall require its agent to make such materials available at its office at all reasonable times during the contract period, and for three (3) years from the date of payment of the final vouchers for services or other expenses incurred by CAMPO in fulfillment of the Project. All funds received by CAMPO for, and to be applied to costs of, the Project shall be maintained in a designated Project fund balance. All such funds will be held and managed in accordance with the budgeting, fiscal control, and accounting standards applicable to units of local government in the State, including compliance with requirements for annual, or more frequent, audits.

VIII. FUNDING PROCEDURES

A. CAMPO shall bill GoTriangle at the conclusion of the Program Policy Work for eligible project costs by submitting an itemized invoice to the GoTriangle (invoice@gotriangle.org). Proper supporting documentation shall accompany each invoice as may be required by the Town. Billing will occur at the end of the Program Policy Work, no later than the end of FY 2024.

B. GoTriangle shall reimburse CAMPO for all invoices within thirty (30) days of receipt of invoice by CAMPO.

IX. TERM OF AGREEMENT; AMENDMENT; APPOINTMENT OF PERSONNEL

A. Term. This Agreement shall be effective as of the date it is duly executed by all the Parties. Unless terminated sooner, it shall expire on June 30, 2024, or at the conclusion of the Program Policy Work, including payment of final invoices, whichever is earlier. This Agreement may be terminated by any party after such notice is given, upon six months' notice given in writing prior to the start of the fiscal year in which termination is effective. Notwithstanding the termination date heretofore established, if the jurisdictions have not indicated their intent to terminate this Agreement, this Agreement shall continue after the termination date indicated above unless any Party indicates in writing, through its respective duly authorized officer, that the Agreement is terminated.

B. Amendments. This AGREEMENT may be amended from time to time upon mutual consent of the respective governing bodies of the Parties expressed in writing.

C. Appointment of Personnel. It is agreed that the duly authorized officer executing this Agreement on behalf of his or her respective Party, shall designate persons to carry out the respective Party's obligations under this Agreement.

X. MISCELLANEOUS

A. Available Funds Condition. All terms and conditions of this Agreement are dependent upon, and subject to, the allocation of funds for the purpose set forth in the Agreement, and the Agreement shall automatically terminate if funds cease to be available.

B. Acknowledgment of Authority. All Parties hereby respectively confirm that the individuals executing the Agreement are authorized to execute this Agreement and to bind the respective entities to the terms contained herein. All Parties confirm they have read this Agreement, conferred with counsel, and fully understand its contents.

C. Merger and Severability. This Agreement supersedes any and all prior agreements or understandings, oral or written, among the Parties, and shall comprise the whole agreement regarding any agreements or undertakings with respect to the subject matters addressed hereunder. In the event any provision hereof shall be adjudicated to be invalid or unenforceable, in whole or in part, the remaining provisions hereof shall remain in full force and effect, and this Agreement is accordingly declared to be Severable.

D. Governing Law. This Agreement shall be interpreted under the laws of the State of North Carolina, with venue in Wake County, resolving any ambiguities and questions regarding the validity of specific provisions, so as to give maximum effect to the values and purposes sought to be set forth herein.

E. E-Verify. The parties herein have complied 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 the parties' knowledge, any subcontractor employed by a 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.

F. IRAN DIVESTMENT ACT CERTIFICATION. The parties herein certify that, as of the date listed below, it is not on the Final Divestment List as created by the State Treasurer pursuant to

N.C.G.S. § 147-86.55, et seq. In compliance with the requirements of the Iran Divestment Act and N.C.G.S. § 147-86.59, the parties shall not utilize in the performance of the contract any subcontractor that is identified on the Final Divestment List.

CAMPO

By: _____
Chris Lukasina, Executive Director

Attestation

GOTRIANGLE

ADD SIGNATURE BLOCK

EXHIBIT 1, (Attachment)

MEMORANDUM

TO: Board of Trustees
FROM: Tax District Administration
DATE: September 21, 2023
SUBJECT: **FY23-Durham and Orange Operating Ordinance Follow-up**

Strategic Objective or Initiative Supported

Implementation of the Durham and Orange Transit Work Plans

Action Requested

Staff requests that the board approve the FY2023 Q4 Durham Operating Fund Ordinance and the FY23 Q4 Orange Operating Fund Ordinance.

Background and Purpose

During the May 24, 2023, Board of Trustees meeting, the FY2023 Q4 Durham and Orange Work Plan amendments were presented in detail and approved by the Board of Trustees. In review of the final documentation, it was identified that the corresponding operating ordinances were inadvertently omitted from the agenda package.

As a part of the packet presented with this memorandum, the Board will find:

- Triangle Tax District – Durham Operating Ordinance 2023 00XX
- Triangle Tax District – Orange Operating Ordinance 2023 00XX

Financial Impact

The amendments were previously approved. This request to include the inadvertently omitted ordinances have zero financial impact.

Attachments

- Ordinance 2023 000x Triangle Tax District – Durham Operating
- Ordinance 2023 000x Triangle Tax District – Orange Operating

Staff Contacts

- Steven Schlossberg, sschlossberg@gotriangle.org, 919-485-7590
- Sandra Freeman, sfreeman@gotriangle.org, 919-485-7415

2023 0023

**GO TRIANGLE FY2023 BUDGET ORDINANCE AMENDMENT
TRIANGLE TAX DISTRICT – DURHAM OPERATING FUND**

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:

	Original	Revised
Article 43 ½ Cent Local Option Sales Tax	\$ 8,226,711	\$ 8,315,020
Vehicle Rental Tax	1,201,500	1,201,500
\$7 Vehicle Registration Tax	1,737,085	1,737,085
\$3 Vehicle Registr Transfer from Durham/Orange Special Tax District	\$ <u>744,444</u>	\$ <u>744,444</u>
Total	\$ 11,909,740	\$ 11,998,049

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:

	Original	Revised
Tax District Administration – GoTriangle	\$ 423,675	\$ 423,675
Transit Plan Administration	0	0
DCHC MPO	59,600	59,600
GoTriangle	1,508,695	1,508,695
Durham County	211,100	211,100
Bus Operations	0	0
Durham County ACCESS	201,100	201,100
GoDurham	7,523,523	6,403,550
GoTriangle	<u>1,982,047</u>	<u>3,190,329</u>
Total	\$ 11,909,740	\$ 11,998,049

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 27TH DAY OF SEPTEMBER 2023.

Sig Hutchinson, Board of Trustees Chair

ATTEST:

Michelle C. Dawson, Clerk to the Board

2023 0024

**GO TRIANGLE FY2023 BUDGET ORDINANCE AMENDMENT
TRIANGLE TAX DISTRICT – ORANGE OPERATING FUND**

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:

	Original	Revised
Article 43 ½ Cent Local Option Sales Tax	\$ 3,582,332	3,752,531
Vehicle Rental Tax	586,800	586,800
\$7 Vehicle Registration Tax	818,895	818,895
\$3 Vehicle Registr Transfer from Durham/Orange Special Tax District	<u>350,958</u>	<u>350,958</u>
Total	\$ 5,338,985	\$ 5,509,184

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:

	Original	Revised
Tax District Administration – GoTriangle	\$ 276,850	\$ 276,850
Transit Plan Administration	0	0
DCHC MPO	59,600	59,600
GoTriangle	488,973	488,973
Transit Operations	0	0
Chapel Hill Transit	2,630,328	2,622,453
Orange County Public Transit	778,367	956,441
GoTriangle	<u>1,104,867</u>	<u>1,104,867</u>
Total	\$ 5,338,985	\$ 5,509,184

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 27TH DAY OF SEPTEMBER 2023.

Sig Hutchinson, Board of Trustees Chair

ATTEST:

Michelle C. Dawson, Clerk to the Board



**BOARD OF TRUSTEES
NOMINATING COMMITTEE
MEETING MINUTES**

4600 Emperor Boulevard
Suite 100
Durham, NC 27703

Wednesday, September 23, 2022

1:10 p.m.

GoTriangle Board Room

Committee members present | Sig Hutchinson, Elaine O'Neal, Michael Parker

Sig Hutchinson called the meeting to order at 1:17 p.m. A quorum was present.

Action: A motion was made by Parker and seconded by O'Neal to recommend the slate of officers listed below for 2023 - 2024. Upon vote the motion was carried unanimously.

Office	Board Member
Chair	Brenda Howerton (Durham County)
Vice Chair	Mary-Ann Baldwin (Raleigh)
Secretary	Sally Greene (Orange County)
Treasurer	Vivian Jones (Wake County)

Action: The meeting was adjourned at 1:17 p.m.

Prepared by:

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



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

4600 Emperor Boulevard
Suite 100
Durham, NC 27703

Thursday, September 7, 2023

9:00 a.m.

Remote | Microsoft Teams

Board members present | Brenda Howerton, Michael Parker, Jennifer Robinson

Board members absent | Corey Branch [excused], Sig Hutchinson [excused], Valerie Jordan

Michael Parker called the meeting to order at 9:02 a.m. A quorum was present.

I. Adoption of Agenda

Michael Parker stated that there were two additional updates to add to the agenda: RFP for Financial Process Analysis and Enhancement Services and Review of Bret Martin Allegations.

II. Approval of Minutes

Action: A motion was made by Howerton and seconded by Robinson to adopt the agenda and approve the minutes of August 3, 2023. Upon vote by roll call, the motion was carried unanimously.

III. Interlocal Agreement | Wake County Program Baseline Policy Development

Michelle Peele shared that an Interlocal Agreement has been developed by CAMPO and GoTriangle in order to co-sponsor a Wake Transit initiative to procure a consultant to develop a policy and reimbursement template for baseline service for transit providers in correlation with Wake Transit reimbursements. The draft policy will be reviewed by TPAC and presented to the CAMPO Executive Board and GoTriangle's board for approval.

Parker asked if there are any implications for the other two counties and the cost for the consultant. Peele responded that this is a Wake Transit issue only as baseline methodology has not been incorporated in Durham nor Orange counties. She said the contract amount is \$60,000, split evenly between CAMPO and GoTriangle and funded through the Wake Transit work plan.

Action: A motion was made by Howerton and seconded by Robinson to recommend the board authorize the President/CEO to enter into the Interlocal Agreement between CAMPO and GoTriangle. Upon vote by roll call, the motion was carried unanimously.

IV. Short Range Transit Plan FY2024 – FY2028

Jay Heikes' presentation is attached and hereby made a part of these minutes. He explained that the short range transit plan is GoTriangle's roadmap for our bus service changes and expansion for the next five years. It implements the vision of the county transit plans and identifies ideas for future services. It also includes service standards for evaluating performance.

This plan offers GoTriangle an opportunity to respond to and address changes in travel patterns and regional growth, particularly travel patterns stemming from hybrid and remote work following the pandemic. The FY2022 ridership report shows an increase in weekend ridership, with Sunday ridership about one-third higher than in FY2019. Weekday ridership in FY2022, on the other hand, was approximately two-thirds of FY2019 levels. Overall, GoTriangle's ridership has gone from largely peak commuters prior to the pandemic, to more consistent ridership throughout the day, with an increase in midday trips and less strong peaks.

Parker asked if the decline in peak ridership is due to people working from home or people choosing to drive their cars rather than take transit. Heikes replied that a recent onboard survey should offer an answer that question when the final report is complete. Additionally he said data is available from ITRE, through the Triangle Regional Model Service Bureau, from an annual survey of households about travel habits as well as an onboard origin and destination survey taking place this fall.

Parker asked if information is gathered about people who have stopped riding. He suggested that navigation apps like Waze or street light cameras could determine car volumes at peak hours. Heikes responded that The Triangle Regional Model does use such data sources. Heikes noted that the operator shortage in late 2022 caused reliability issues and GoTriangle reduced service in response to operator availability. This was another contributing factor to the drop in ridership.

Heikes said in FY2023 the majority of ridership was all-day, everyday service on core routes 100 [Raleigh to RTC], 400 [Durham to Chapel Hill], 700 [Durham to RTC] and 800 [Chapel Hill to south Durham to RTC] as well as route 300 [Raleigh to Cary]. He added that FY2023 ridership is up 6-7% from FY2022. Some peak-only routes overlap service in the all-day routes.

Parker commented that looking at the ridership data, the greatest ridership is on service to or from Chapel Hill. Heikes agreed that Chapel Hill is a significant driver of regional transit ridership, due in part to the cost and availability of parking at UNC and planning decisions by the town that support alternative transportation to and from campus. Meg Scully added that ridership in Durham also is very robust relative to population.

Heike reviewed the goals for the short range transit plan:

- ensure reliable service
- respond to ridership trends
 - increase all-day service frequency in higher demand corridors
 - add weekend service
 - increase evening service
- broaden trips purposes served by GoTriangle
 - convert peak-only regional service to consistent all-day service
 - Reorient and strengthen peak-only express routes

Heikes said that service change ideas were brought to the public in August for public engagement. The next steps include reviewing the feedback and refining service concepts

based on that feedback. A second round of public engagement will follow with a draft of the short range plan. The goal is to have a final plan for adoption by the board in January.

V. Low Income Fare Program Update

Michelle Peele's presentation is attached and hereby made a part of these minutes. She stated that earlier this summer GoTriangle procured a consultant to assist with the development of a low income fare program. Staff has begun planning for a return to fares in FY2025 based on the board's direction. The goals for the program included:

- designed with input from the target users
- based on equitable eligibility criteria
- easy to use
- cost-effective to GoTriangle

Staff will continue to work with the consultant to initiate conversations with stakeholders on eligibility criteria and begin work on cost estimation and provide periodic updates to the board.

VI. Financial Reporting Award

Jennifer Hayden announced that GoTriangle received the Certificate of Achievement for Excellence in Financing Reporting from the Government Finance Officers Association for the 29th year. She noted the effort required to achieve this award and congratulated senior accountant Ren Wiles and the finance team. Saundra Freeman added that this is a national award and few achieve it.

Parker offered congratulations and thanked staff for the hard work.

VII. RFP for Financial Process Analysis and Enhancement Services

Saundra Freeman stated that GoTriangle's procurement manager prepared an RFP based on direction from the board. Howerton asked to review the final document before it is issued.

VIII. Bret Martin Allegations

General Counsel Byron Smith said the review is taking longer than anticipated due to the volume of documents being reviewed. He stated interviews are being conducted and some additional information requested. The review should be concluded by the end of the month.

IX. Adjournment

Action: Chair Parker adjourned the meeting at 9:50 a.m.

Prepared by:

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



August 2023

CEO's Monthly Executed Contracts

The CEO shall have the power and authority without Board approval but within budgetary and other limitations established by the Authority, to enter into and execute contracts for and on behalf of the Authority for construction, alterations, supplies, equipment, repairs, maintenance, and services; and for the purchase, sale, or lease of any property. The CEO shall report monthly to the Board the actions taken pursuant to this authority.

GoTriangle Purchasing Threshold Matrix/Approval Levels

Construction/Repair Projects					Professional And Non-Professional Services (Incl. Oper. Leases & IT)				Purchase and Lease/Purchase Apparatus, Supplies, Materials and Equipment			
<u>Cost Threshold</u>	<\$10,000	\$10,000 - <\$50,000	\$50,000 - <\$500,000	\$500,000 and above	<\$10,000	\$10,000 - <\$50,000	\$50,000 - <\$250,000	\$250,000 and above	<\$10,000	\$10,000 - <\$90,000	\$90,000 - <\$250,000	\$250,000 and above
<u>BID AND SOLICITATION PROVISIONS:</u>												
<u>Bid/Proposal Type</u>	N/A	Informal Bid	Formal Bid	Formal Bid	N/A	Informal Quotes/RFP	Formal RFP	Formal RFP	N/A	Informal Bid	Formal Bid	Formal Bid
<u>Number of Bids Required</u>	One or more	Attempt To Get 3 or more bids	Attempt To Get 3 or more bids	3 required on 1st ad, if 2nd ad-no specific requirement	One or more	Attempt To Get 3 or more quotes	Attempt To Get 3 or more proposals	Attempt To Get 3 or more proposals	One or more	Attempt To Get 3 or more bids	Attempt To Get 3 or more bids	Attempt To Get 3 or more bids
<u>Advertisement on Website</u>	No	\$30K and over	\$30K and over	Required 7-full days prior to bid opening	No *** (see NOTES below)	\$30K and over, 14- days prior to due date	14-days prior to due date	14-days prior to due date	No	Yes	Required 7-full days prior to bid opening	Required 7-full days prior to bid opening
<u>CONTRACT HANDLING AND APPROVAL PROVISIONS:</u>												
<u>Contract and Routing Required?</u>	>\$3,500 PO Required	Yes	Yes	Yes	>\$3,500 PO Required	Yes	Yes	Yes	>\$3,500 PO Required	Usually PO	Usually PO	Usually PO
<u>Approval By</u>	Dept / Manager	Dept / Director CEO	Dept / Director CEO	Board	Dept / Manager	Dept / Director CEO	Dept / Director CEO	Board	Dept / Manager	Dept / Director CEO	Dept / Director CEO	Board
<u>Executed By</u>	Dept / Manager	CEO	CEO	CEO	Dept / Manager	CEO	CEO	CEO	Dept / Manager	CEO	CEO	CEO

FUNDING SOURCES

All Federal Funding Procurements Shall Go Through the Procurement Department Regardless Of Dollar Amount

NOTES:

M/WBE/DBE GOOD FAITH EFFORTS ARE REQUIRED FOR ALL OF THE ABOVE.

*** ALL PROFESSIONAL DESIGN SERVICES (architectural, engineering, design, surveying, & construction management at risk) ARE REQUIRED TO BE ANNOUNCED (ADVERTISED AT ANY DOLLAR LEVEL) – Non- Professional Services do not need to be advertised at this dollar amount. (However, for projects where the professional service fee is less than \$50,000, GoTriangle can exempt itself in writing with approval by the CEO for locally funded projects. Submit requests to Procurement Department)

Gasoline, Diesel Fuel, Alcohol Fuel Motor Oil or Fuel Oil	No \$ Limits	Attempt To Get 3 or more quotes	Approval CFO
<i>GS 143-129 Gas, Fuel and Oil- Purchases of Gasoline, Diesel Fuel, Alcohol Fuel, Motor Oil, Fuel Oil or Natural Gas are not subject to the formal bidding requirements. These purchases are subject to the informal procedures of GS 143-131. Informal threshold is \$30,000-\$90,000</i>			

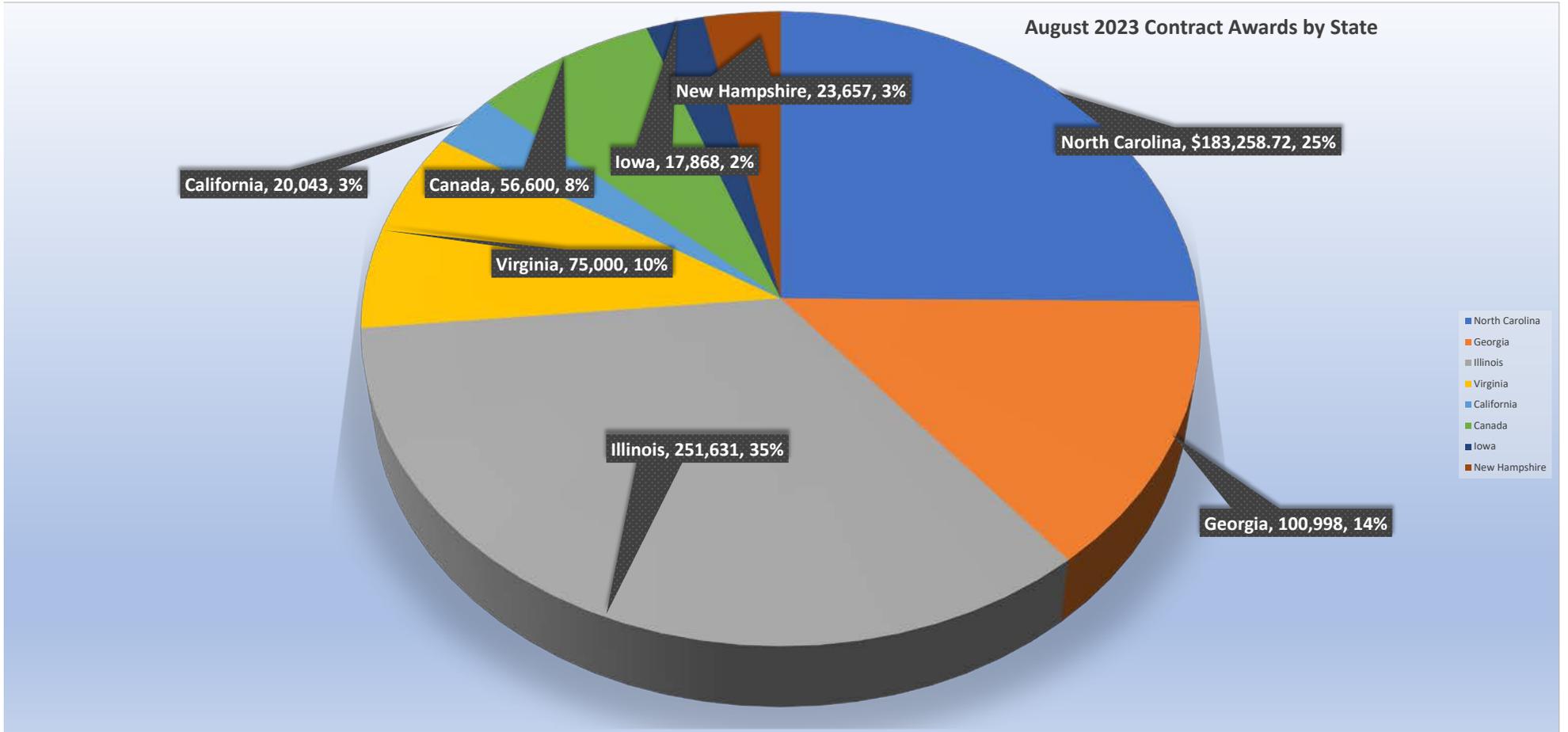
August 2023-Monthly Executed Contracts Report (<250K)



Contract #	Contractor (or subject if no contract listed)	Location	Contract Amount	Subject	DBE/MWBE/HUB Business	COMMENTS	CEO Executed Date
1247	Cherry Bekaert LLP	PO Box 25549 Richmond, VA 23260-5549	\$75,000	Audit	N/A	Professional Services	8/9/2023
21-076C	Kittelson	PO Box 735277 Chicago, IL 60673-5277	\$199,968	On-call Consultants	14.2% Goal	Professional Services	8/14/2023
1248	NS Corporation	235 W. Florence Avenue Inglewood, CA 90301	\$20,043	Facility Repairs	N/A	Repair Services	8/14/2023
1257	Trapeze Software Group Inc	5265 Rockwell Drive NE Cedar Rapids, IA 52402	\$17,868	Software	N/A	Software Services	8/17/2023
1260	Rideshark	2031 Merivale Road Ottawa, ON K2G 1G7	\$56,600	Annual Agreement	N/A	Software Services	8/19/2023
1263	Creative Business Interiors	8720 Fleet Service Drive Raleigh, NC 27617	\$13,581	Bldg. Renovations	N/A	Professional Services	8/22/2023
1264	Creative Business Interiors	8720 Fleet Service Drive Raleigh, NC 27617	\$40,595	Bldg. Renovations	N/A	Professional Services	8/22/2023
23-015	Kimley-Horn	PO Box 932514 Atlanta, GA 31193	\$100,998	On-call Consultants	14% Goal	Professional Services	8/24/2023
19-107	Telics	PO BOX 909 Pineville, NC 28134	\$129,083	Real Estate	N/A	Real Estate Services	8/24/2023
21-076A	STV	PO Box 734714 Chicago, IL 60673	\$51,663	Bus Expansion	N/A	Professional Services	8/28/2023
1274	Skillsoft	300 Innovative Way, Ste. 201 Nashua, NH 03062	\$23,657	License Renewal	N/A	Software Services	8/29/2023

Total

\$729,055.98





Connecting all points of the Triangle

HUMAN RESOURCES BOARD REPORT – SEPTEMBER 2023

NEW HIRES

Lisa Cranford – Transit Operator

James Bailey – Transit Operator

Timothy Blackwell- Transit Operator

Yasmine Crudup- Transit Operator

Laquisha Davis- Transit Operator

Tamesha Freeman- Transit Operator

Mecca Plaskett - Transit Operator

Monica Peoples - Transit Operator

Alvin Gonzalez - Accountant Intern

Michelle Ally-Crosby- Director of Human Resources

Jamila Ormond - Director of Equal Opportunity, Diversity and Inclusion

SERVICE AWARDS

Joe Hutchison, Transit Operator, 30 Years

Jackie Stewart, Dispatcher I/Supervisor, 20 Years

Jimmy Price, Manager of Safety, Security, and Training, 15 Years

Mohamed Elsharkawy, Parts & Inventory Assistant, 10 Years

PROMOTIONS:

Felecia Martin Promotion to Behind the Wheel Trainer

Darrick Harris Promotion to Maintenance Manager

RECRUITING

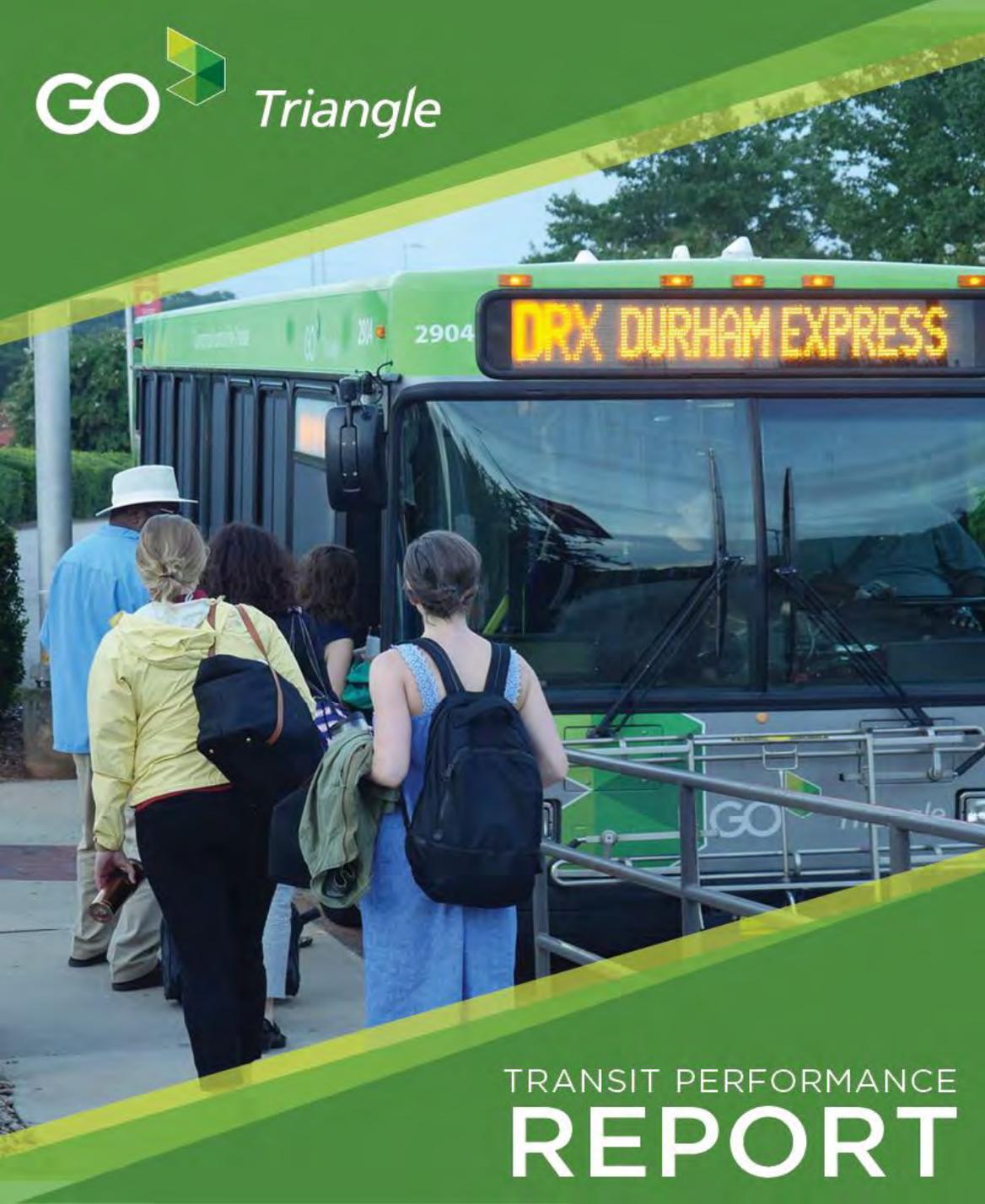
Diesel Mechanic

Paratransit Operator

Service Attendant

Transit Operator





August
2023

TRANSIT PERFORMANCE
REPORT



Fixed Route

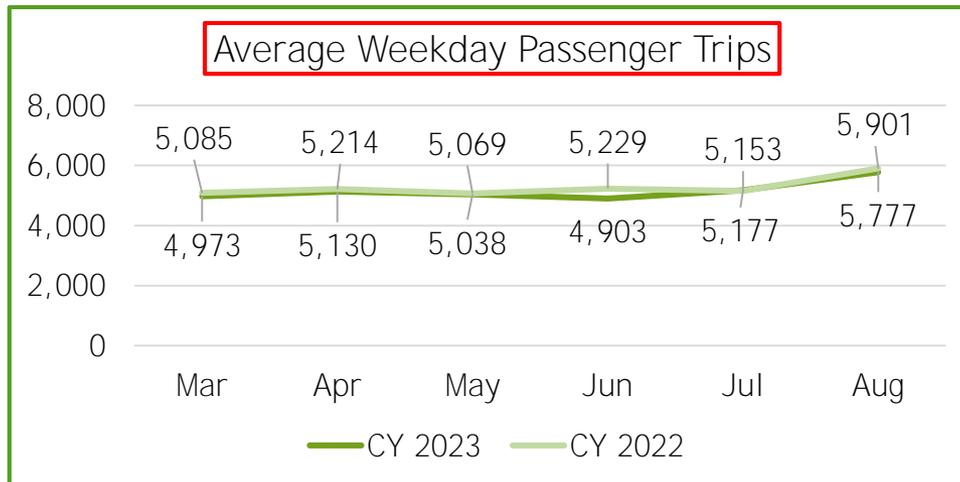
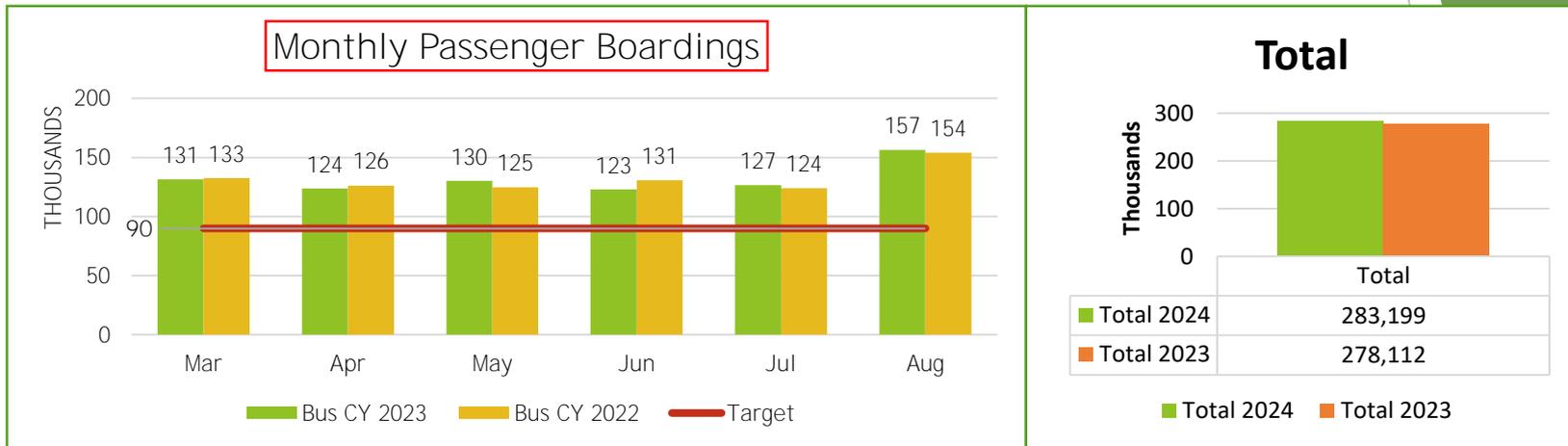
Consists of vehicles operating along a defined route on a consistent schedule

Fixed Route Year-to-Year Summary

	YTD 2024	YTD 2023	Aug 2023	Aug 2022
Passenger Boardings	283,199	278,112	156,501	153,989
Passengers/Revenue Hour	15.3	14.6	15.9	16.9
On-Time Performance	83.3%	86.5%	79.4%	84.0%
Total Mechanical Failures	44	31	26	13
Mean Distance Between Failures	53,952	No failures	48,664	No failures
Bus Total Miles	431,612	375,912	243,321	195,677
Collisions per 100,000 Revenue Miles	0.58	0.25	0.00	0.59
Verified Complaints per 100,000 Passengers	1.4	0.0	0.0	0.0

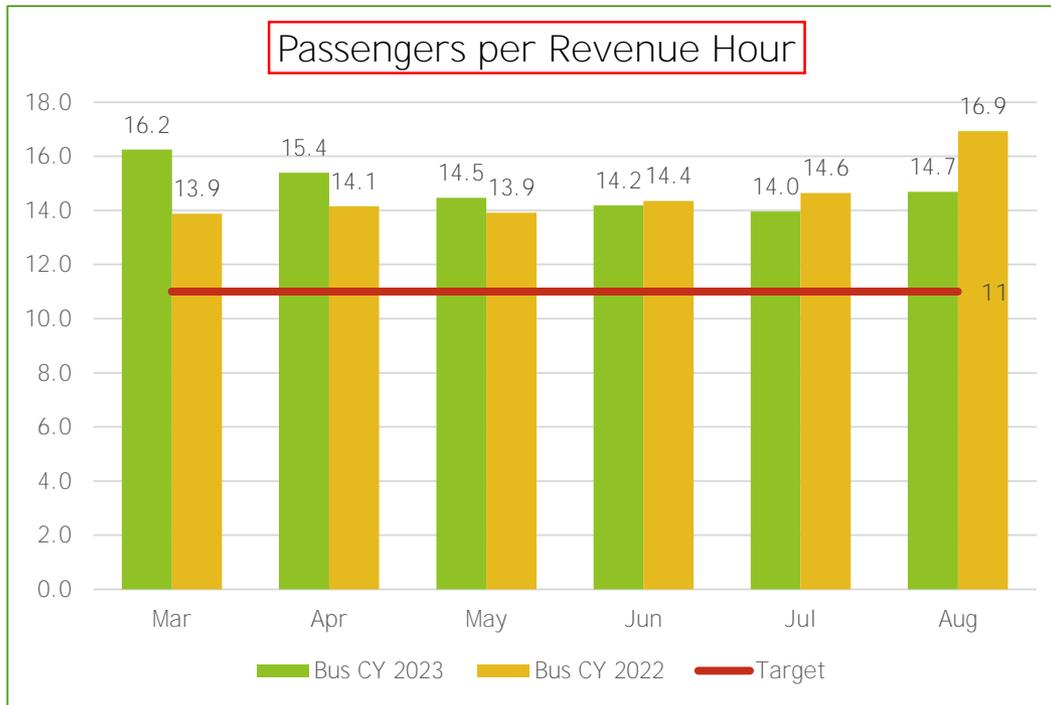
Passenger Boardings

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



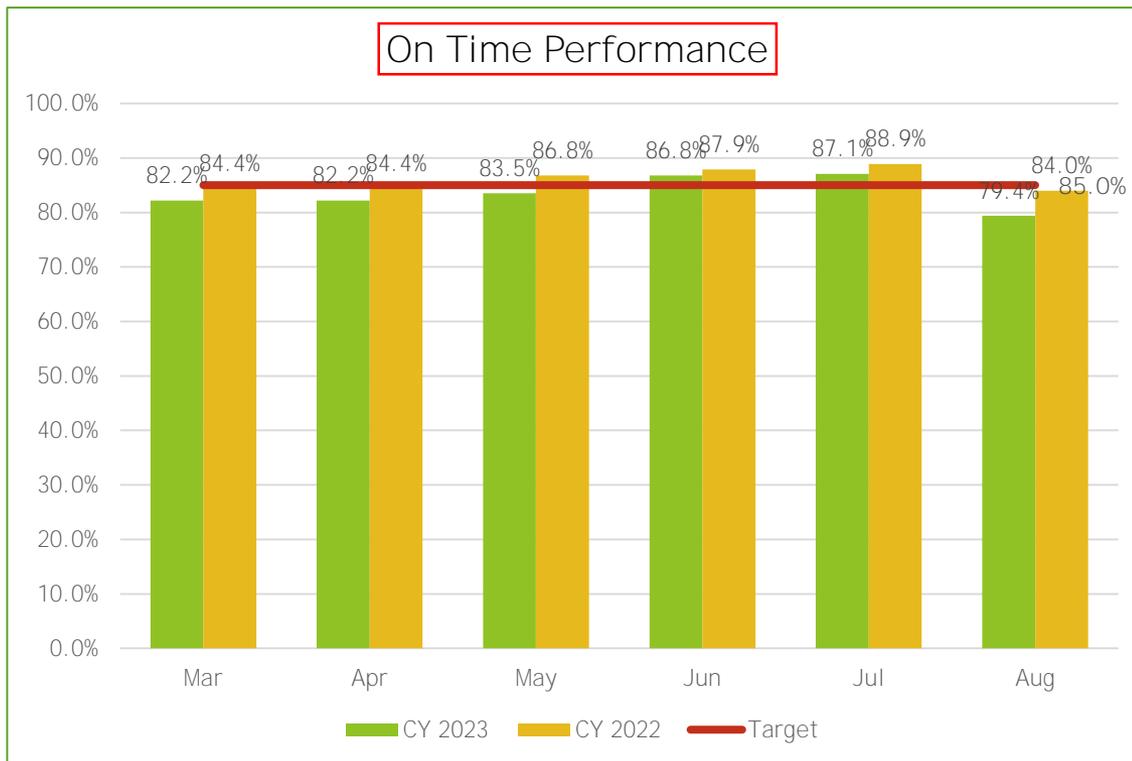
Passengers per Revenue Hour

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



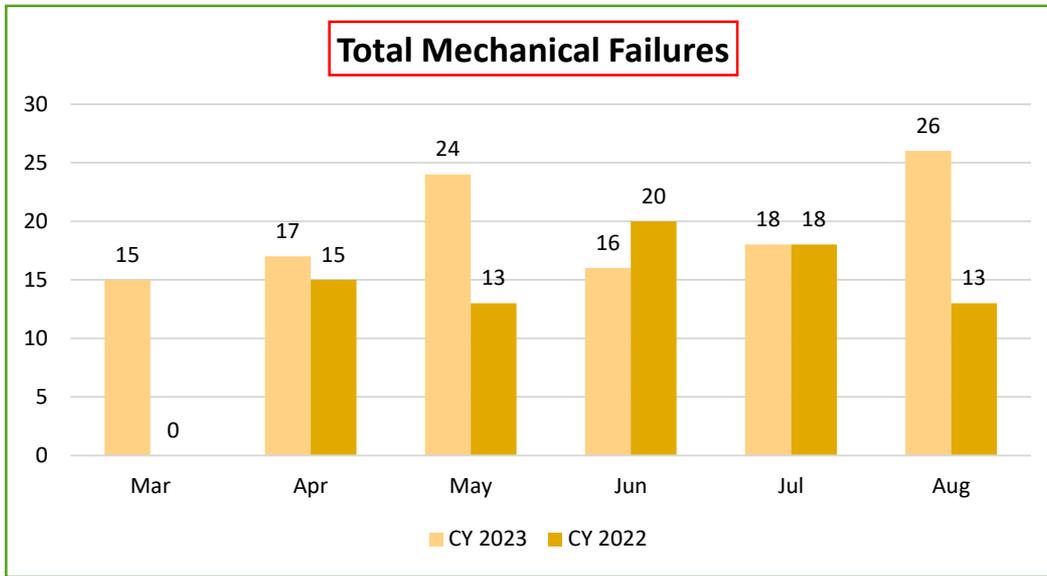
On-Time Performance

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.

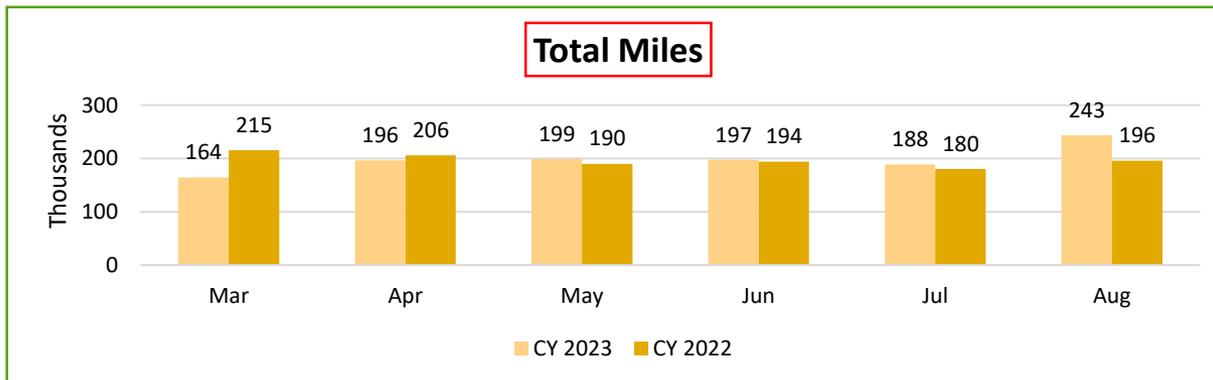
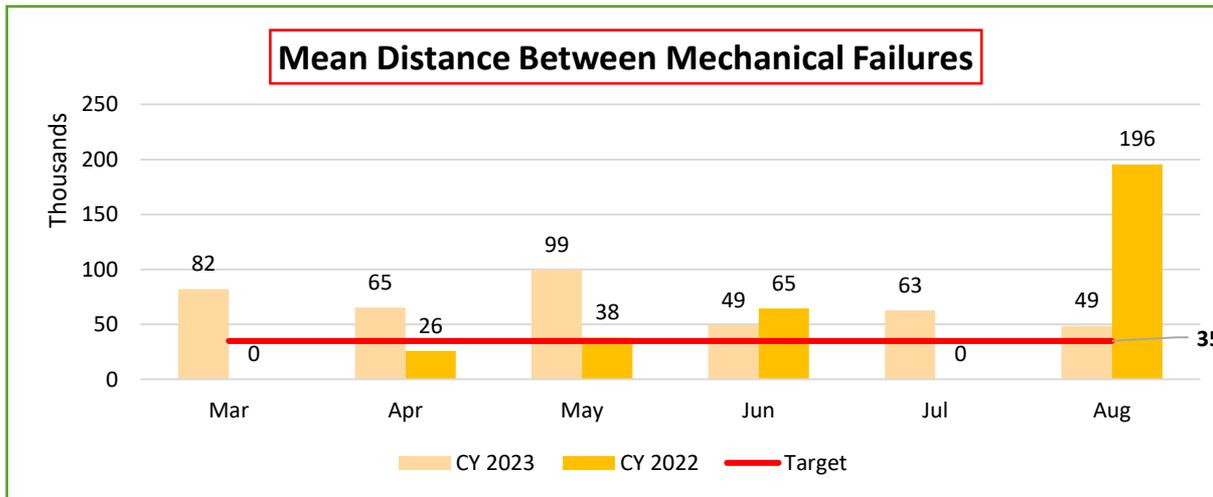


CY 2023						
	Mar	Apr	May	Jun	Jul	Aug
Major	2	3	2	4	3	5
Other	13	14	22	12	15	21
Total	15	17	24	16	18	26

CY 2022						
	Mar	Apr	May	Jun	Jul	Jul
Major		8	5	3	0	1
Other		7	8	17	18	12
Total		15	13	20	18	13

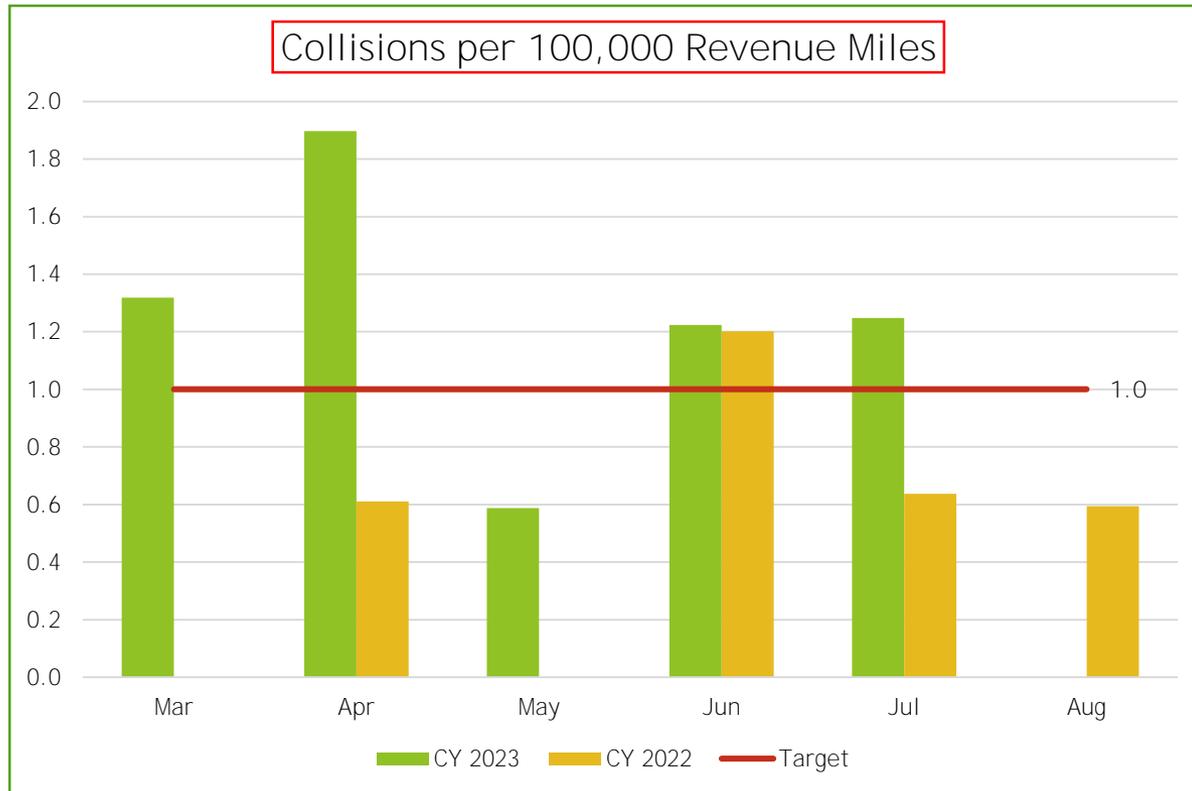
Mean Distance Between Failures

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



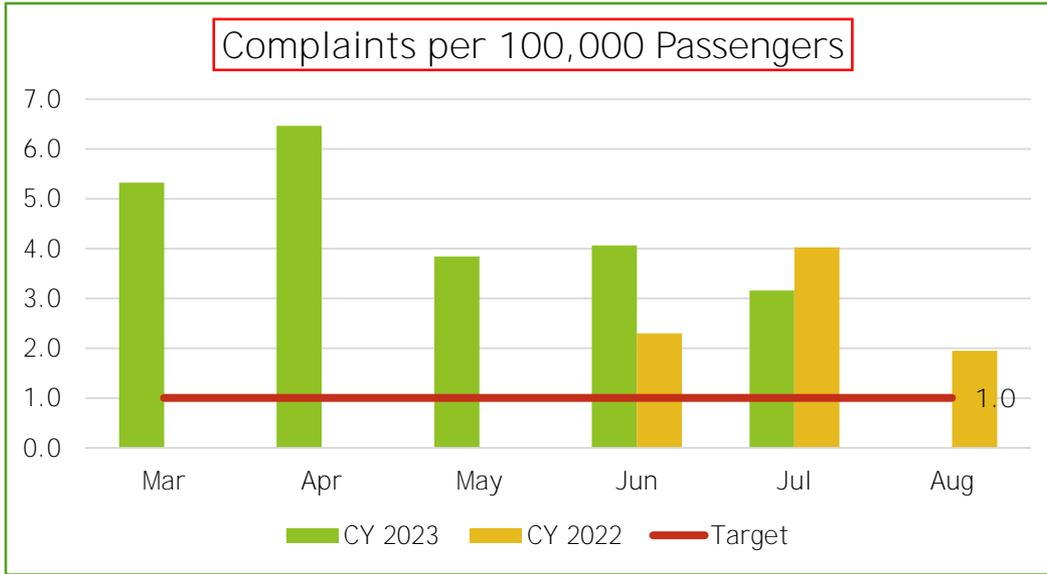
Collisions per 100,000 Revenue Miles

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



Customer Satisfaction

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





Paratransit

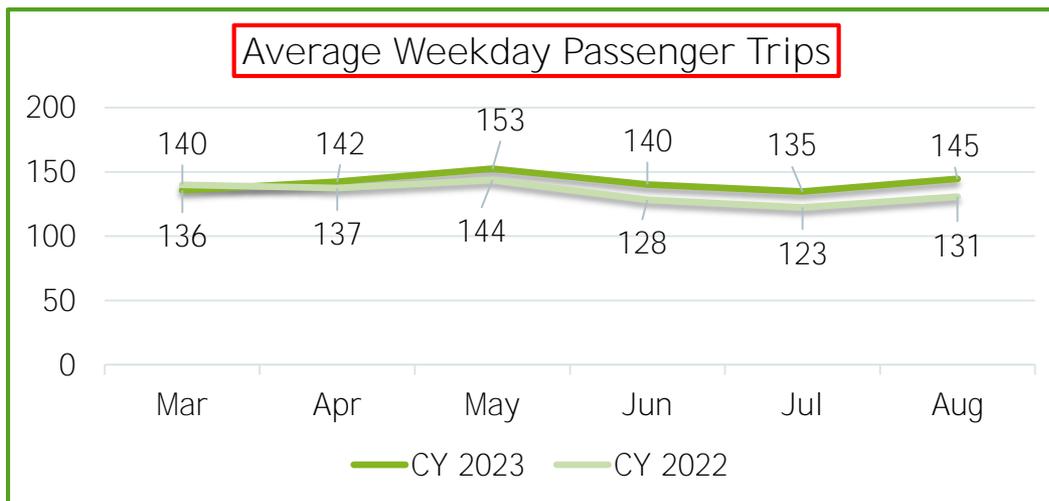
ADA service where passengers request trips and vehicles respond to the request.

Paratransit Year-to-Year Summary

	Aug 2023	Aug 2022	YTD 2024	YTD 2023
Passenger Boardings	3,326	3,283	6,021	5,979
Passengers/Revenue Hour	1.9	2.0	1.7	1.8
On-Time Performance	92.1%	87.7%	91.7%	89.0%
Total Mechanical Failures	0	0	2	0
Mean Distance Between Failures	No failures	No failures	No failures	No failures
ACCESS Total Miles	60,877	52,224	117,125	109,475
Collisions per 10,000 Revenue Miles	1.2	0.0	0.6	0.00
Verified Complaints per 10,000 Passengers	0.0	1.8	0.3	0.00

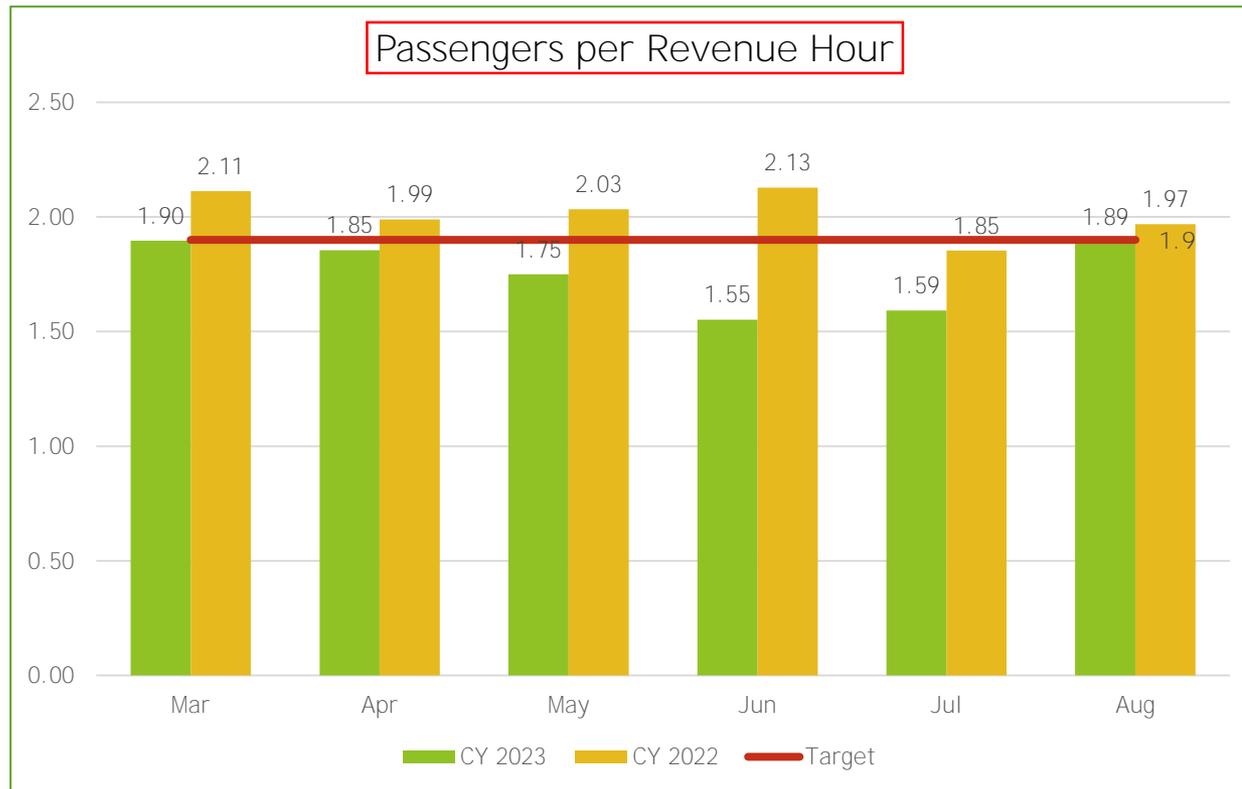
Passenger Boardings

Defined as the number of times passengers board public transportation vehicles



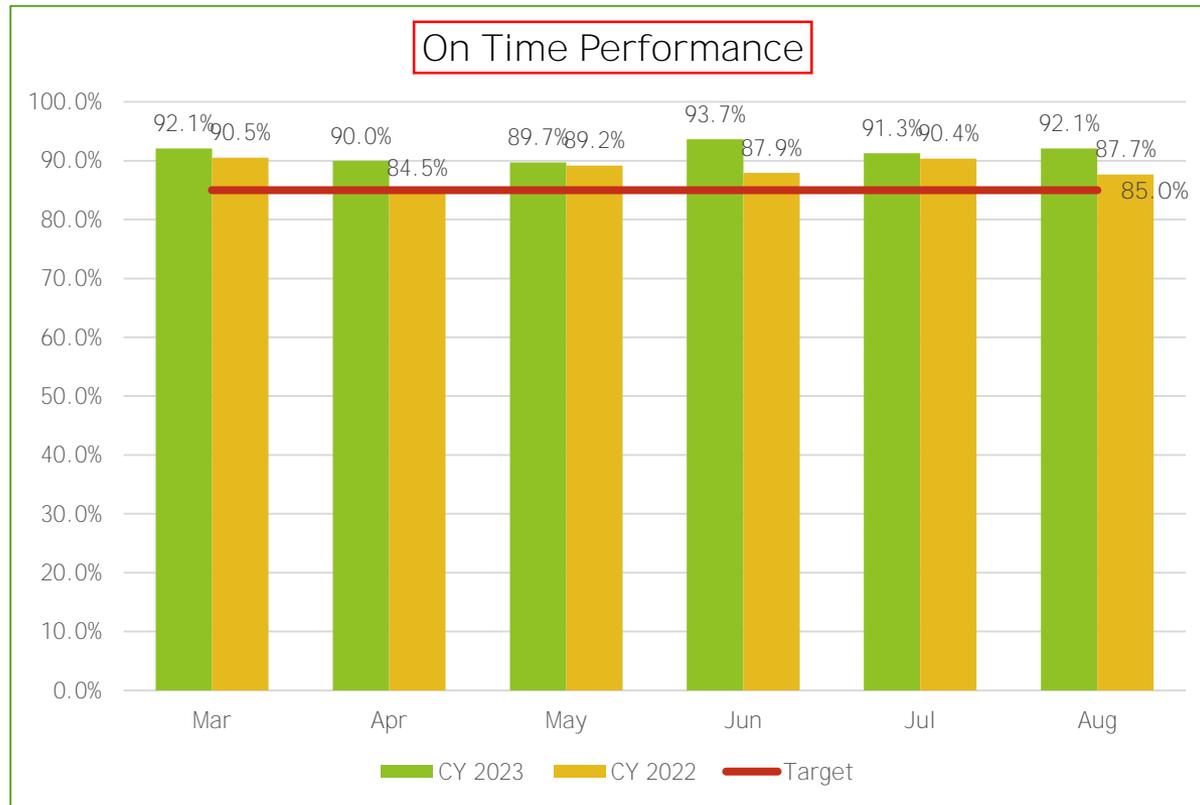
Passengers per Revenue Hour

Measures total ridership, divided by total service hours.



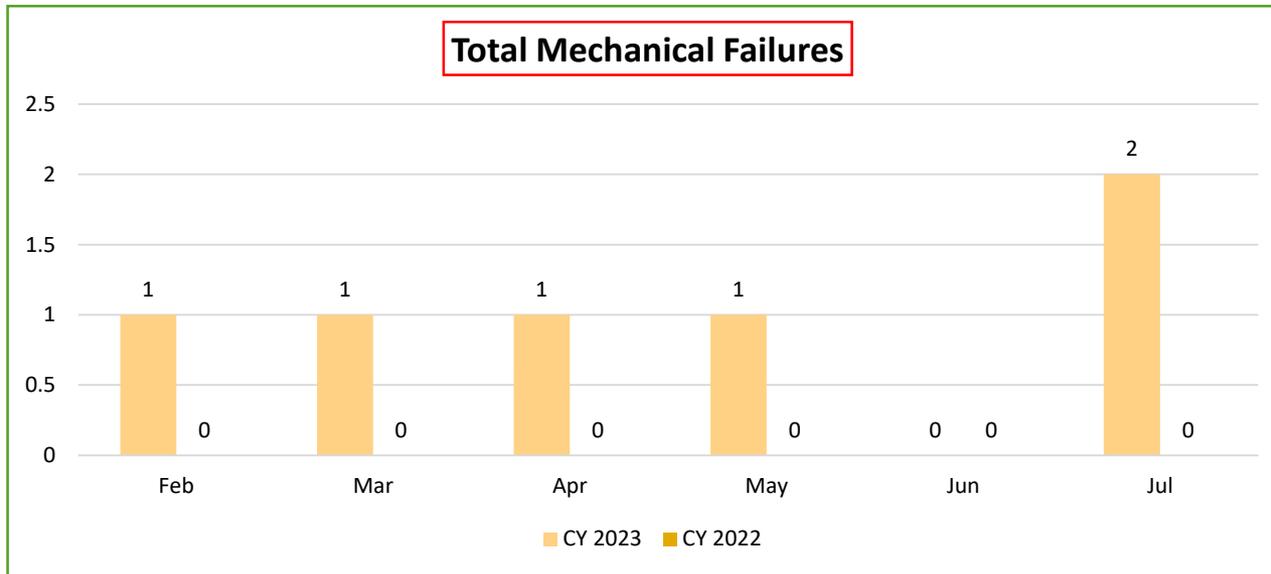
On-Time Performance

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



Mechanical Failures

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

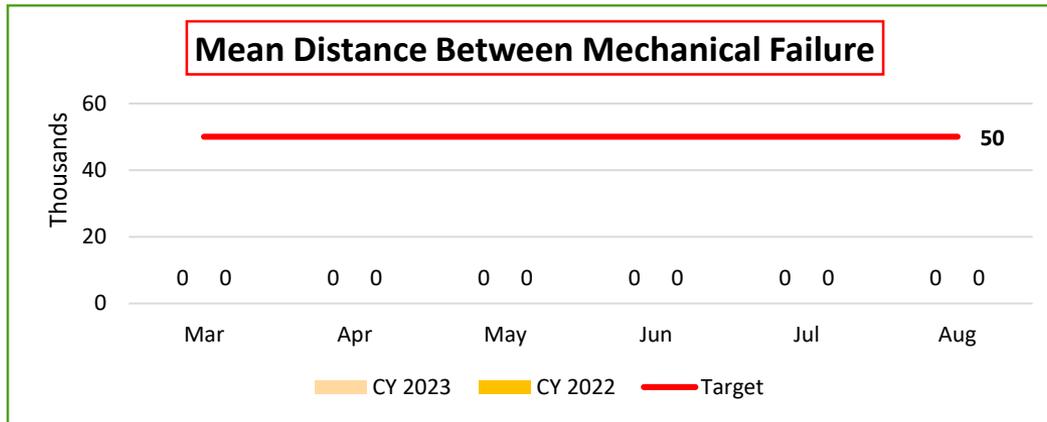


CY 2023						
	Mar	Apr	May	Jun	Jul	Aug
Major	0	0	0	0	0	0
Other	1	1	1	0	2	0
Total	1	1	1	0	2	0

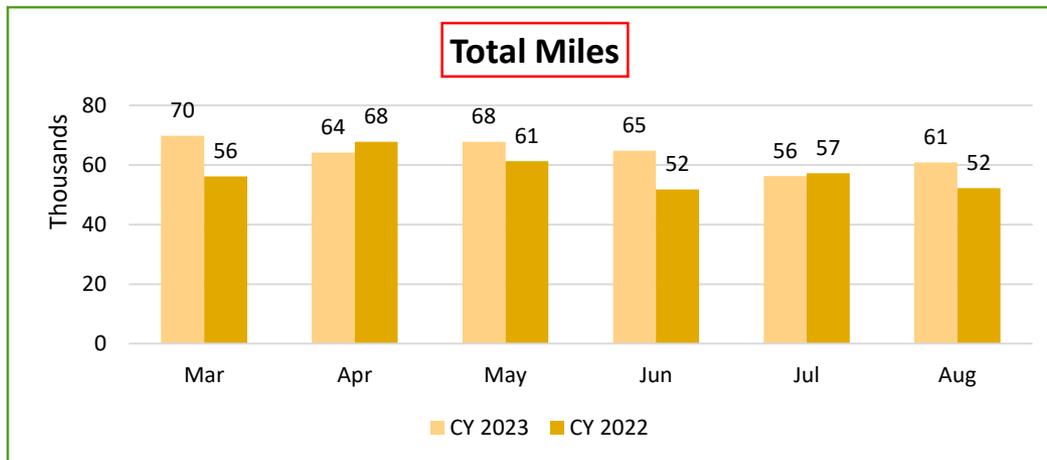
CY 2022						
	Mar	Apr	May	Jun	Jul	Aug
Major	0	0	0	0	0	0
Other	0	0	0	0	0	0
Total	0	0	0	0	0	0

Mean Distance Between Failures

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

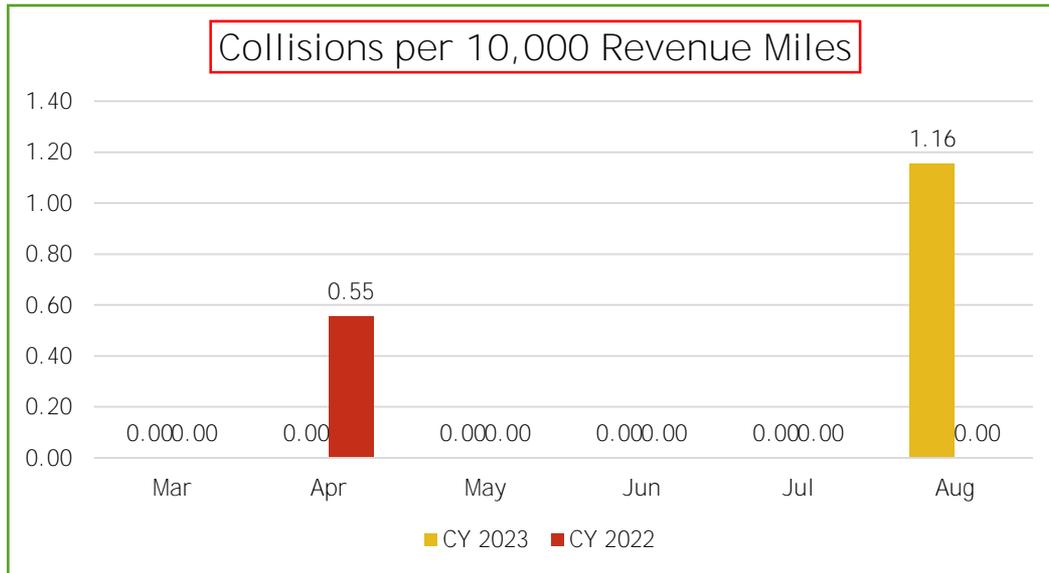


(0 indicates no mechanical failures for the month. There were no failures for July.)



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.

