



GoTriangle
Board of Trustees
March 25, 2020
12:00 pm-2:30 pm Eastern Time

Due to extenuating circumstances related to the ongoing COVID-19 pandemic, the GoTriangle Board of Trustees will meet on Wednesday, March 25, 2020, at 12:00 pm, via audio/video conference. We encourage interested members of the public to listen or view remotely. Instructions can be found at this link: <https://gotriangle.org/board-of-trustees>.

I. Call to Order and Suspension of By-laws

For the duration of the Executive Orders attached, and any future Executive Orders related to Coronavirus Disease 2019, staff requests the Board suspend those provisions of the By-Laws that would require physical attendance of any Board or committee member at meetings for the transaction of business.

GoTriangle By-laws

State of NC Executive Order No. 116

State of NC Executive Order No. 117

II. Adoption of Agenda

(1 minute Michael Parker)

ACTION REQUESTED: Adopt agenda with any changes requested.

III. Recognition

New Hires & Promotions

IV. Public Comment

(Michael Parker)

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.

For the March 25th meeting, the GoTriangle Board of Trustees will receive public comment by e-mail at this address: mdawson@gotriangle.org. Comments related to the agenda should be submitted no later than 11 am on Wednesday, March 25, 2020.

V. Consent Agenda

(1 minute Michael Parker)

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. **Minutes - February 21, 2020 closed session**
- B. **Minutes - February 26, 2020 regular session**
- C. **Minutes - February 26, 2020 closed session**
- D. **Minutes - March 11, 2020 special session**

VI. 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 Michael Parker)

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

B. **Commuter Rail Transit MOU**

(5 minutes Katharine Eggleston)

ACTION REQUESTED: Adopt resolution approving MOU in support of continued development of the GTCR project.

Resolution 2020 0001

Memorandum of Understanding

C. **FY20 Work Plan Amendments**

(15 minutes Jay Heikes)

ACTION REQUESTED: Approve FY20 county transit tax work plan amendments and accompanying budget ordinance amendments for Orange, Durham, and Wake counties.

Presentation

Orange County Request

O 2020 0006

O 2020 0007

Durham County Request

O 2020 0008

O 2020 0009

Wake County Request

O 2020 0010

D. **Suspension of Fares & Service Change Standards**

(5 minutes Shelley Blake Curran)

ACTION REQUESTED: Delegate to the President/CEO the authority to make fare-collection and service-change decisions as necessary to respond to the Coronavirus emergency and suspend existing GoTriangle by-laws, resolutions, and policies related to the establishment of fares and service changes to the extent such provisions might conflict with this delegation of authority.

VII. Other Business

A. President & CEO's Report

(5 minutes Shelley Blake Curran)

Contracts

Capital Projects Status Report

B. Chair's Report

(5 minutes Michael Parker)

C. Board Member Reports

1. CAMPO Executive Board Representative

(5 minutes Will Allen III)

2. DCHC MPO Board Representative

(5 minutes Ellen Reckhow)

3. Regional Transportation Alliance (RTA) Rep.

(5 minutes Will Allen III)

4. Chatham/Orange Joint Planning Task Force Rep.

(5 minutes Mark Marcoplos)

VIII. Adjournment

(Michael Parker)

MEMORANDUM

TO: GoTriangle Board of Trustees

FROM: Michelle Dawson, Clerk to the Board of Trustees

DATE: March 16, 2020

SUBJECT: **Suspension of By-Laws to Respond to Coronavirus Disease 2019**

Action Requested

For the duration of the Executive Orders listed below and attached, and any future Executive Orders related to Coronavirus Disease 2019, staff requests the Board suspend those provisions of the By-Laws that would require physical attendance of any Board or committee member at meetings for the transaction of business. This action includes Article II (Section 6, 7, and 9) and Article X. Notwithstanding the suspension of such provisions of the By-Laws, GoTriangle will fulfill the requirements of N.C.G.S. 143-318.13 ("Electronic Meetings"), and attendance and quorum requirements may be secured by a member's presence attained through telephone conference, video conference, or other electronic means. This suspension of the physical attendance provisions will remain in effect for the duration of the referenced Executive Orders, but will be automatically terminated upon rescission of the Declaration of a State of Emergency related to Coronavirus Disease 2019.

Background and Purpose

On March 10, 2020, Governor Roy Cooper issued Executive Order No. 116, Declaration of a State of Emergency to Coordinate Response and Protective Actions to Prevent the Spread of COVID-19. On March 14, 2020, Governor Cooper issued Executive Order No. 117, Prohibiting Mass Gatherings and Directing the Statewide Closure of K-12 Public Schools to Limit the Spread of COVID-19.

GoTriangle leadership recommends that necessary meetings be held via audio/video conference during the duration of these and any future Executive Orders related to Coronavirus Disease 2019, and that the *By-Laws of the Research Triangle Regional Public Transportation Authority*, adopted April 18, 1991, and revised most currently December 18, 2019, be suspended to allow for meetings by use of conference telephone, video conference, or other electronic means, provided the public continues to receive the required advance notice of the meeting and is apprised of the electronic means by which the public may listen to the meeting.

GoTriangle shall make available on its website and to media outlets, individuals on its regular notification list, and any others making a request, information on how to listen to the meeting via telephone or online. GoTriangle discourages in-person attendance, but will provide space for listening to the meeting in its regular meeting space, GoTriangle Administrative offices, 4600 Emperor Blvd., Durham, NC 27703. In order to achieve “social distancing” of six feet between persons, the number of people allowed to gather in this space may be less than 50 persons.

Financial Impact

None.

Attachments

- By-Laws of the Research Triangle Regional Public Transportation Authority
- State of North Carolina Executive Order No. 116
- State of North Carolina Executive Order No. 117

Staff Contacts

- Michelle Dawson, 919-485-7438, mdawson@gotriangle.org
- Thomas Henry, 919-485-7589, thentry@gotriangle.org



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

www.gotriangle.org

**BY-LAWS OF THE RESEARCH TRIANGLE REGIONAL
PUBLIC TRANSPORTATION AUTHORITY**

Adopted by the Board of Trustees April 18, 1991

Revised: August 28, 1996; January 27, 1999; February 24, 1999; June 25, 2003; September 24, 2003;
December 15, 2004; November 28, 2012; August 28, 2013; July 25, 2018; December 18, 2019

Preamble

This public body corporate, having been created pursuant to the Regional Public Transportation Authorities Act, North Carolina General Statutes Chapter 160A, Article 26 (the "Act"), and by resolutions of the Boards of Commissioners of Durham, Wake and Orange counties, endorsed by the municipalities of Raleigh, Durham, Chapel Hill and Cary, and as chartered by the Secretary of State on December 1, 1989, is named the Research Triangle Regional Public Transportation Authority (the "Authority"); and pursuant to Section 610 of the Act, the Authority's Board of Trustees (the "Board") has the power to make such by-laws for its government as it may deem appropriate, not inconsistent with the Act. The by-laws of the Board are as follows:

ARTICLE I

Offices

The principal executive offices and the principal operating offices of the Authority shall be located within the counties of Durham, Orange or Wake, State of North Carolina. The Authority may have offices at such other places within the State of North Carolina as the business of the Authority may require or make desirable as determined by the Board.

ARTICLE II

Board of Trustees

Section 1. General Powers. The property, affairs, and business of the Authority shall be managed by or under the direction of the Board to the extent of the powers and authority granted or delegated to the Board by the Act.

Section 2. Number, Tenure, and Qualifications. The Board shall be composed of thirteen (13) members (ten voting and three non-voting) whose qualifications, appointments and terms of office shall be as provided in NC GS 160A-605 and -606(c), each as amended from time to time.

Section 3. Regular Meetings. Regular monthly meetings of the Board shall be held at such places and at such times as the Board may from time to time determine. Notice of such meetings shall be given in accordance with Section 5 of Article II.

Section 4. Special Meetings. Special meetings of the Board may be called by the Chair of the Board or any two Board members. Such request shall state the purpose of the proposed special meeting. The person or persons authorized to call special meetings of the Board may fix any time and place as the time and place for holding any special meeting of the Board called by them, and such time and place shall be stated in the notice of the special meeting required by Section 5 of this Article II, provided that the place shall be within the territorial jurisdiction of the Authority unless a different place for the special meeting has been approved by the Board. The Clerk to the Board shall be informed of the call of such special meetings sufficiently in advance to enable him/her to give the notice required by Section 5 of this Article II.

Section 5. Notice. Written notice of any Board meeting shall be given by the Clerk to the Board to all Board members at least five working days prior to the scheduled date of the meeting and to any interested or affected party in accordance with the North Carolina Open Meetings laws. The notice may be delivered personally, mailed to each Board member at his/her last known business address, delivered by telegram, delivered via electronic mail, or delivered via facsimile machine. If mailed, such notice shall be deemed to have been delivered when deposited in the United States Mail, properly addressed, with sufficient first class postage thereon prepaid. If notice is given by telegram, such notice shall be deemed to have been delivered when the telegraph is delivered to the telegraph company and the proper delivery fee is paid. If notice is given by electronic mail, such notice shall be deemed to have been delivered when the message is sent to the electronic mail address on record. If telecopied, such notice shall be deemed to have been delivered when sent via facsimile machine, to the proper name and facsimile number. Notice of any Board meeting may be waived by instrument in writing executed before or after the meeting. Attendance of a Board member at, or his/her participation in, any meeting shall constitute a waiver of notice of such meeting by such Board member, except when a Board member attends a meeting solely for the purpose of objecting to the holding of the meeting or the transacting of any business and does not thereafter vote for or assent to action taken at the meeting, when objection shall be voiced at the beginning of the meeting (or promptly upon said Board member's arrival), and such objection shall be entered into the minutes of the meeting. Neither the business to be transacted at, nor the purpose of, any regular meeting of the Board need be specified in the notice or waiver of notice of such meeting except in the event of a regular Board meeting at which a proposed resolution for the issuance of revenue bonds of the Authority will be considered and except as otherwise required by these by-laws. Notice of any special meeting of the Board shall state the purpose or purposes for which such meeting is called. Together with the notice of any regular Board meeting, each Board member shall be provided with an agenda listing each and every item upon which action is to be taken at such meeting. By verbal or written notice to the Clerk to the Board made three days in advance of said meeting, any Board member may have any item placed on said agenda. Any matter may be proposed, discussed, or debated at

a regular meeting of the Board, but no item may be acted upon unless listed in the aforesaid agenda or unless the matter is first placed upon said agenda by the vote of a majority of the members of the Board present at such regular meeting.

Section 6. Quorum. Six (6) voting members of the Board of Trustees shall constitute a quorum for the transaction of business. Once a quorum is established for the transaction of business, a Board member who has withdrawn from a meeting without being excused by a majority of the remaining Board members present shall be counted as present for purposes of determining whether or not a quorum is present. If a quorum shall not be present at any meeting of the Board, a majority of the Board members present may adjourn the meeting to another time and place. Notice of any such adjourned meeting shall be given to all Board members in accordance with Section 5 of this Article II. "Present" as used in Sections 5, 6, and 7 of this Article II shall mean physical attendance or attendance via telephone or video conferencing provided that at least the Chair or Vice-Chair, one other officer, and two other voting members of the Board are physically present at the meeting. In any fiscal year a voting or non-voting member may attend no more than two meetings via telephone or video conferencing.

Section 7. Manner of Acting. On any question presented, the number of members present shall be recorded by the Clerk to the Board. Except as provided by NC GS 160A-605(a)(4) as amended from time to time, each member shall have one vote; however, the three members of the Board of Transportation appointed by the Secretary of Transportation serve as ex-officio non-voting members. Provided that the act receives a minimum of four affirmative votes, the act of a majority of the Board members with the power to vote present or deemed present pursuant to Section 6 of this Article II at any properly called meeting at which there is a quorum shall be the act of the Board. Board members entitled to vote who are attending a meeting via telephone or video conferencing may vote orally as long as clearly heard and recorded by the Clerk. No person shall be entitled to exercise a proxy vote for any Board member. Except as provided in Section 5 of this Article II, any member attending a meeting may abstain from voting only if he or she has a conflict of interest as determined pursuant to law or the Authority's ethics code approved by the Board from time to time. A non-vote by an attending Board member, or by a Board member who has withdrawn without being excused by a majority vote of the remaining members present, shall be counted as an affirmative vote, except when a Board member attends a meeting solely for the purpose of objecting to the holding of the meeting or the transacting of any business as prescribed in Section 5 of this article, or unless the Board member has been excused by Board action pursuant to Section 6 of this Article II or he or she abstains pursuant to this Section 7.

Section 8. Vacancies. Any vacancy occurring among the members of the Board by reason of death, resignation, disqualification, incapacity to serve, removal from office in accordance with law, or otherwise, shall be filled in the manner provided for by the Act. No vacancies on the Board shall impair the power of the Board to transact any and all business of the Authority and perform all its duties as provided for by the Act.

Section 9. Compensation. Each appointed member of the Board shall be paid by the Authority the sum of fifty (\$50.00) dollars for each official meeting of the Board of Trustees and each duly appointed committee he/she physically attends as an appointed member. The minutes of each official meeting of the Board or a committee shall reflect each member of the Board in attendance. Each member of the Board may also be reimbursed for actual expenses necessarily incurred by him/her in the performance of his/her duties, as authorized by the Board.

Section 10. Parliamentary Rules. Except where inconsistent with the Act or these by-laws, the current adopted version of the Triangle Transit Authority Board of Trustees Rules of Procedure shall govern the proceedings of the Board and its committees.

Section 11. Removal. Each member of the Board may be removed with or without cause by his/her appointer(s) pursuant to NC GS 160A-606. If the appointment was made jointly by two boards, the removal must be concurred with by both.

ARTICLE III

Officers, Agents, and Employees

Section 1. Number.

A. **Officers of the Board.** The Board shall annually elect a Chair, a Vice-Chair, a Secretary, and a Treasurer. The Chair and Vice-Chair shall be elected from among the voting members of the Board, and shall have been appointed to the Board by appointing authorities within different counties of the Authority's jurisdictional counties pursuant to NC GS 160A-605(a). The Secretary and Treasurer also shall be elected from among the voting members of the Board. A Board member may hold only one office on the Board at any one time. Each newly elected Chair shall have been appointed by an appointing authority pursuant to NC GS 160A-605(a) within a county different from his/her predecessor except, if the outgoing Vice-Chair of the Board at the time of said election is unwilling or unable for any reason to serve as said newly elected Chair, then said newly elected Chair may be elected from among the voting members of the Board and may have been appointed by an appointing authority within the same county as the appointing authority that appointed the predecessor Chair.

B. **Non-Board Member Officers.** A President and Chief Executive Officer (CEO) of the Authority shall be appointed and employed, as needed by the Board as an officer of the Authority. Such President and CEO of the Authority shall not be a member of the Board. A General Counsel of the Authority shall be appointed and employed, as needed by the Board as an officer of the Authority. Such General Counsel of the Authority shall not be a member of the Board. A Clerk to the Board shall be appointed and employed, as needed by the Board as an officer of the Authority. Such Clerk to the Board shall not be a member of the Board. The Board at any time and from time to time may also appoint such other Non-Board officers as it shall deem necessary, including but not limited to, an Assistant Secretary and an Assistant Treasurer, who shall hold their offices for such terms as shall be

determined by the Board and who shall exercise such powers and perform such duties as shall be determined from time to time by the Board: provided, however, that while any bonds issued by the Authority remain outstanding, the powers, duties, or existence of its officers, employees, or agents shall not be diminished or impaired in any manner that will affect adversely the interest and the rights of the holders of such bonds. Non-Board member officers shall not be members of the Board or related to any Board member.

Section 2. Election and Term of Office.

A. **Board Member Officers.** The officers of the Board shall be elected annually at a September meeting of the Board for terms to expire on September 30 of the following year. The Chair of the Board may not serve successively more than the greater of two successive full one year terms or thirty-six months including portions of unexpired terms. The Board shall name three of its members, one voting member from each of the counties within the Authority's jurisdiction to serve as a nominating committee for officers of the Board at a July meeting of the Board. The nominating committee shall not be a standing committee or an ad hoc committee under the provisions of these by-laws. The Chair of the Board, or another member designated by the Chair, shall preside at the election. If the election of officers shall not be held at a September meeting, such election shall be held as soon thereafter as is convenient to the Board. Each officer of the Board shall hold office until his/her successor shall have been duly elected or until his/her earlier death, resignation, disqualification, incapacity to serve, or removal in accordance with law.

B. **Non-Board Member Officers.** The Non-Board Member officers of the Authority shall be appointed by the Board and shall hold office for such term or period of time as the Board may prescribe or contract.

Section 3. Removal. Any officer, agent, or employee of the Authority appointed or employed by the Board may be removed by the Board whenever in its judgment the best interest of the Authority will be served thereby, but such removal shall not prejudice the contract rights, if any, of the person so removed. Appointment or employment of an officer, agent, or employee shall not of itself create any contract rights.

Section 4. Vacancies. A vacancy in any office of the Authority because of death, resignation, disqualification, incapacity to serve, removal from office in accordance with law, or otherwise, may be filled by the Board, such appointment by the Board to continue until the expiration of the current term of office which has become vacant.

Section 5. Duties.

A. **Board Member Officers.**

1. **Chair of the Board.** The Chair of the Board shall have the following powers and duties:
 - (a) He/she shall preside, when present, at all meetings of the Board.
 - (b) He/she may suspend or remove any officer of the Authority, subject to ratification or reinstatement by the Board, whenever in his/her judgment the best interest of the Authority would be served thereby.
 - (c) He/she shall determine by inspection and investigation if all orders and resolutions promulgated by the Board are being carried into effect, and he/she shall report from time to time his/her findings to the Board.

(d) He/she may sign and execute, for and on behalf of the Authority, all contracts of insurance, bonds, deeds, mortgages, debentures, contracts, or any other instruments of whatever nature which the Board has authorized to be executed; and he/she may adopt a facsimile signature to be utilized for such purposes.

(e) He/she shall perform, in general, all duties incident to the office of Chair of the Board and such other duties as may be prescribed by these by-laws or assigned to him/her by the Board from time to time.

2. Vice-Chair of the Board. The Vice-Chair of the Board shall have the power and authority of the Chair, shall perform the duties of the Chair in case of disability or absence of the Chair, or when requested to perform such duties by the Chair, and shall perform such other duties as may from time to time be assigned to him/her by the Chair or by the Board.

3. Secretary of the Authority. The Secretary of the Authority shall have the following powers and duties:

(a) He/she shall, as may be necessary or appropriate, execute or affix the seal of the Authority to all contracts of insurance, bonds, deeds, mortgages, debentures, contracts, or any other instruments or documents of whatever nature which the Board has authorized to be executed or which any Board member, officer, or staff member of the Authority has authority to execute, and attest to same. The Secretary may adopt a facsimile signature to be utilized for such purposes.

(b) He/she shall perform, in general, all the duties incident to the office of the Secretary, and such other duties as may from time to time be assigned to him/her by the Board.

(c) An Assistant Secretary of the Authority shall have the authority when appointed to perform all the duties and exercise all the powers of the Secretary in case of the absence or disability of the Secretary, or upon request of the Chair or the Secretary.

4. Treasurer of the Authority. The Treasurer of the Authority shall have the following powers and duties:

(a) He/she shall give a corporate surety bond for the faithful performance of his/her duties as Treasurer in such sum and with such security or securities as the Board shall determine.

(b) He/she shall perform, in general, all the duties incident to the office of Treasurer, and such other duties as may from time to time be assigned to him/her by the Board.

(c) An Assistant Treasurer of the Authority shall have the authority when appointed to perform all the duties and exercise all the powers of the Treasurer in case of the absence or disability of the Treasurer, or upon request of the Chair or the Treasurer.

B. President and Chief Executive Officer (CEO). The President and CEO of the Authority shall be a full-time employed officer of the Authority who shall not be a member of the Board. The President and CEO shall have all the power and authority delegated to him/her in accordance with law, including but limited to, the following:

1. He/she shall have general and active supervision of the business and affairs of the Authority; and he/she shall be responsible for the administration of the Authority, including general supervision of the policies of the Authority and general and active supervision of the financial affairs of the Authority.

2. He/she shall have the power and authority to employ and discharge all personnel, he/she shall have general superintendence and direction of all employees of the Authority, and he/she shall see that their respective duties are properly performed. However this power and authority does not apply to the Clerk to the Board, the General Counsel, or to the employees of the General Counsel.

3. He/she may enter into and execute, for and on behalf of the Authority, all contracts of insurance, bonds, deeds, debentures, contracts, or any other instruments or documents of whatever nature which require Board approval and which the Board has authorized to be executed without designating an authorized signatory therefor.

4. He/she 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. He/she shall report monthly to the Board the actions taken pursuant to this authority.

5. He/she shall have the power and authority to approve and execute change orders and to enter into and execute such amendments to any contract to which the Authority is a party as may be necessary or convenient to meet the Authority's needs, so long as the expenditures under any such contract as amended do not exceed the amount authorized by the Board for expenditure with respect to any such contract.

6. He/she shall have the power and authority to accept and approve performance by any contractor under any contract with the Authority, except with respect to final acceptance of construction contracts.

7. He/she shall have the power and authority to adopt procedures and guidelines to administer, supervise, and coordinate all projects developed by the Authority; and he/she shall have general supervisory control over all relationships between the Authority and its contractors.

8. He/she shall have the power, authority, and duty to coordinate the development of all data, plans, and information with regard to the development, utilization, and improvement of mass transportation in the service area of the Authority as defined by NC GS 160A-609, as amended from time to time.

9. He/she shall have the power and authority to sign on behalf of the Authority any and all checks, drafts, notes, or other orders for the payment of money issued in the name of the Authority and to adopt a facsimile signature to be utilized for such purposes.

10. He/she shall have the power and authority to establish, transfer, or discontinue petty cash, capital grant, payroll, and any other special accounts as he/she deems necessary and convenient to the sound management of the Authority's financial affairs. Bank depositories shall be selected by the Board pursuant to specific resolutions from time to time.

11. He/she shall have such other powers and perform such other duties as are specifically imposed upon him/her by law.

12. He/she shall perform, in general, all duties incident to the office of President and CEO, and such other duties as may from time to time be prescribed by the Board.

13. In addition to and not in limitation of the foregoing, the President and CEO shall have the power and authority to enter into and execute any and all instruments of whatever nature for and on behalf of the Authority in furtherance of the Authority's obligations and powers under the Act within budgetary and other limitations established by the Authority.

14. Whenever the term President and CEO appears in these by-laws, it shall include his/her designee who shall have, within the limits of the authority delegated to him/her in writing by the President and CEO, the same power and authority to act as the President and CEO. The President and CEO shall maintain a permanent record of all such delegations of authority and power.

C. General Counsel. The Authority may retain a General Counsel who shall not be a member of the Board. The General Counsel of the Authority shall be a full-time employed officer of the Authority and shall have all the power and authority delegated to him/her in accordance with law, including but limited to, the following:

1. The General Counsel shall be ultimately responsible for all legal proceedings and affairs of the Authority and shall have general supervisory professional responsibility for all the Authority's legal affairs, except as limited by the Authority. The General Counsel shall advise and consult with the Authority on legal matters in all areas of concern to the Authority as required from time to time.

2. The General Counsel shall perform, in general, all the duties necessary to assure that the Authority acts within its legal and fiduciary responsibilities and such other duties as may from time to time be required in order to fulfill its responsibilities.

D. Clerk to the Board of Trustees. The Authority may hire a Clerk to the Board of Trustees who shall not be a member of the Board. The Clerk to the Board shall have all the power and authority delegated to him/her in accordance with law, including but not limited to, the following:

1. He/she shall give notice, attend, and keep a journal of the proceedings of all meetings of the Board of Trustees, its committees and the Special Tax Board.

2. He/she shall be the custodian of all Authority records.

3. He/she shall perform any other duties that may be prescribed by the Board of Trustees.

ARTICLE IV
Committees

Section 1. Standing Committees.

- A. Establishment. The Authority shall have the following standing committees: Operations & Finance Committee, Planning & Legislative Committee and Personnel Committee. The Operations & Finance Committee and the Planning & Legislative Committee shall consist of three or more members of the Board as may be appointed by the Chair of the Board. The Authority's secretary shall serve as chair of the Planning & Legislative Committee. The Authority's treasurer shall serve as chair of the Operations & Finance Committee. In the event the Authority's secretary or treasurer is unable or unwilling to serve as committee chair, the Chair of the Board shall appoint another voting member of the Board as committee chair. In making committee assignments, the Chair shall balance committee assignments consistent with jurisdictional representation. The Personnel Committee shall be comprised of the officers of the Board of Trustees plus additional members as may be appointed by the Chair of the Board, with the Vice-chair of the Board serving as chair of the Personnel Committee.
- B. Term of Office. The initial members of each standing committee shall serve from the time of appointment until the end of the calendar year of their appointment and members thereafter shall serve by appointment of the Chair for terms of one calendar year each, unless such member is disqualified, dies, resigns, or is removed from such committee or his/her regular office by an act of the Board.
- C. Duties. Each standing committee shall conduct official meetings to approve its reports and recommend action to the Board. Each such committee shall have the responsibility to become informed of, and report from time to time to the Board with regard to, the activities of that division of the Authority set opposite the name of the committee below:

Committee	Areas of Responsibility
Operations & Finance	Special Tax Board (the composition and duties of which shall be governed by NCGS 160A-607.1 notwithstanding anything to the contrary contained in the by-laws) Budget Audit and Accounting Financing Short-range planning System start-up Service planning reviews Bus routes Bus purchases

Facility design
 Bus fares
 Marketing
 Ridesharing
 By-laws
 Contracts
 Employee benefits

Planning & Legislative

Long range and strategic planning
 Intergovernmental relations (federal, state and local)
 Land use issues
 Authority goals
 Transit corridor planning
 Regional transit plan

Personnel

Personnel issues

Nothing in this Section 1 of this Article IV shall be deemed in any way to diminish or otherwise interfere with the responsibility of the President and CEO for the selection, supervision and discharge of employees of the Authority.

D. Ex officio Members. All voting and non-voting members of the Board shall be ex officio members of each standing committee, entitled to all privileges thereof except for the right to vote.

Section 2. Ad Hoc Committees.

A. Establishment. The Chair may designate one or more ad hoc committees, each of which shall consist of three or more members of the Board, one of whom shall be designated as chair, and such other persons as the Chair shall determine. Each ad hoc committee shall have the powers, authority, and duties as provided by the Chair and shall report to the Board any action taken by the committee. Each ad hoc committee shall hold official meetings to approve its reports and make its recommendations to the Board. The Clerk to the Board shall cause the minutes of the meeting at which the Chair designates any such ad hoc committee to reflect the establishment thereof, its powers, duties, membership and such other instructions and information stated by the Chair to be included therein.

B. Term of Office. Unless a different term is established by the Chair, each member of an ad hoc committee shall continue from the time of his/her appointment as such until the end of the calendar year of his/her appointment or reappointment as the case may be, and until his/her successor is appointed, or until the committee

shall be sooner terminated, or until such member is disqualified, dies, resigns, or is removed from such committee by the Chair or from his/her regular office in accordance with law.

C. Term of Existence. Each ad hoc committee shall be terminated and dissolved at the end of the calendar year, unless the term thereof shall be extended by the Chair.

D. Ex officio Members. All voting and non-voting members of the Board shall be ex officio members of each ad hoc committee, entitled to all privileges thereof except for the right to vote.

Section 3. Miscellaneous Provisions.

A. Quorum and Manner of Acting. A quorum of a standing committee or ad-hoc committee shall mean three voting Board members appointed by the Chair of the Board and in accordance with Section 1 (A) or Section 2 (A) of this Article IV, provided that at least two of said members shall be physically present as opposed to attending via telephonic participation, and provided that one of said members may attend via telephonic participation. In any fiscal year a voting or non-voting committee member may attend no more than three of all actual committee meetings via telephone or video conferencing. Once a quorum is established for the transaction of business, a committee member who has withdrawn from a meeting without being excused by a majority vote of the remaining committee members physically present or attending via telephonic participation shall be counted as present for purposes of determining whether or not a quorum is present. The affirmative vote of the majority of regular committee members, whether present or attending by telephonic participation, at a properly called meeting as which there is a quorum shall be the act of the committee. Except when a committee member attends a committee solely for the purpose of objecting to the holding of the meeting for the transacting on any business due to improper notice thereof as provided below, committee members may abstain from voting only if he or she has a conflict of interest as determined pursuant to law or the Authority's ethics code approved by the Board from time to time. A non-vote by an attending committee member or by a committee member who has withdrawn without being excused by a majority vote of the remaining committee members physically present or attending via telephonic participation, shall be counted as an affirmative vote, except when a committee member attends a committee meeting solely for the purpose of objecting to the holding of the meeting for the transacting of any business and does not thereafter vote for or assent to action taken at the meeting and when said objection is voiced at the beginning of the meeting (or promptly upon said committee member's arrival), in which event such objection shall be entered into the minutes of the meeting, or unless, pursuant to this Subsection A, the committee member has been excused or the committee member's abstention is pursuant to this Subsection A.

B. Meetings. Meetings of standing and ad hoc committees shall be held as frequently as may be required for the proper discharge of each respective committee's duties. The Clerk to the Board shall give at least two working days written notice of regularly scheduled or special committee meetings in the manner prescribed in Article II, Section 5 of these by-laws. Except with respect to meetings, which under applicable law may be held in closed session, the public shall be entitled to attend. Members of standing and ad hoc committees may attend

regularly scheduled or special committee meetings telephonically, although said members shall not be counted toward the quorum except pursuant to Subsection A of this Section 3.

C. Responsibility. The designation and establishment of any standing or ad hoc committee and the delegation thereto of authority shall not operate to relieve the Board, or any individual Board member, of any responsibility imposed upon it or him/her by law or these by-laws.

D. Rules. Each standing and ad hoc committee may make such rules for the conduct of its affairs as it may deem appropriate, not inconsistent with the Act, these by-laws, or the directives of the appointing authority.

ARTICLE V Special Tax Board

Section 1. General Powers. The Special Tax Board shall have the powers and authority granted by the General Assembly (NC GS 160A-607.1) or delegated to the Special Tax Board by the Board of Trustees.

Section 2. Number, Tenure, and Qualifications. The Special Tax Board shall be composed of six (6) members, whose qualifications, appointments and terms of office shall be as provided in NC GS 160A-607.1 as amended from time to time.

Section 3. Meetings. The Special Tax Board shall meet regularly, and not less than annually, at such places and on such dates as are determined by the Special Tax Board. Notice of such meetings shall be given in accordance with Section 5 of Article V.

Section 4. Special Meetings. Special meetings of the Special Tax Board may be called by the Chair of the Special Tax Board on his/her own initiative or by any two members of the board. Such request shall state the purpose of the proposed special meeting. The person or persons authorized to call special meetings of the Special Tax Board may fix any time and place as the time and place for holding any special meeting of the Special Tax Board called by them, and such time and place shall be stated in the notice of the special meeting required by Section 5 of this Article V, provided that the place shall be within the territorial jurisdiction of the Authority unless a different place for a special meeting has been approved by the Special Tax Board. The Clerk to the Board shall be informed of the call of such special meetings sufficiently in advance to enable him/her to give the notice required by Section 5 of this Article V.

Section 5. Notice. Written notice of any Special Tax Board meeting shall be given by the Clerk to the Board to all Special Tax Board members at least five working days prior to the scheduled date of the meeting and to any interest or affected party in accordance with North Carolina Open Meetings laws. The notice may be delivered personally, mailed to each Special Tax Board member at his/her last known business address, delivered by telegram, delivered via electronic mail, or delivered via facsimile machine. If mailed, such notice shall be deemed to have been delivered when deposited in the United States Mail, properly addressed, with sufficient first class postage thereon prepaid. If notice is given by telegram, such notice shall be deemed to have been delivered when

the telegraph is delivered to the telegraph company and the proper delivery fee is paid. If notice is given by electronic mail, such notice shall be deemed to have been delivered when the message is sent to the electronic mail address on record. If telecopied, such notice shall be deemed to have been delivered when sent via facsimile machine, to the proper name and facsimile number. Notice of any Special Tax Board meeting may be waived by instrument in writing executed before or after the meeting. Attendance of a Special Tax Board member at, or his/her participation in, any meeting shall constitute a waiver of notice of such meeting by such Special Tax Board member, except when a Special Board member attends a meeting solely for the purpose of objecting to the holding of the meeting or the transacting of any business and does not thereafter vote for or assent to action taken at the meeting, when objection shall be voiced at the beginning of the meeting (or promptly upon said Special Tax Board member's arrival), and such objection shall be entered into the minutes of the meeting. Neither the business to be transacted at, nor the purpose of, any regular meeting of the Special Tax Board need be specified in the notice or waiver of notice of such meeting except in the event of a regular Special Tax Board meeting at which a proposed resolution for the issuance of revenue bonds of the Authority will be considered and except as otherwise required by these by-laws. Notice of any special meeting of the Special Tax Board shall state the purpose or purposes for which such meeting is called. Together with the notice of any regular Special Tax Board meeting, each Special Tax Board member shall be provided with an agenda listing each and every item upon which action is to be taken at such meeting. By verbal or written notice to the Clerk to the Board made three days in advance of said meeting, any Special Tax Board member may have any item placed on said agenda. Any matter may be proposed, discussed, or debated at a regular meeting of the Special Tax Board, but no item may be acted upon unless listed in the aforesaid agenda or unless the matter is first placed upon said agenda by the vote of a majority of the members of the Special Tax Board present or deemed present pursuant to Section 6 of this Article V at such regular meeting.

Section 6. Quorum. Four (4) members of the Special Tax Board shall constitute a quorum for the transaction of business. Once a quorum is established for the transaction of business, a Special Tax Board member who has withdrawn from a meeting without being excused by a majority vote of the remaining Special Tax Board members present shall be counted as present for purposes of determining whether or not a quorum is present. If a quorum shall not be present (interpreted to mean physically present) at any meeting of the Special Tax Board, a majority of the Special Tax Board members present may adjourn the meeting to another time and place. Notice of any such adjourned meeting shall be given to all Special Tax Board members in accordance with Section 5 of this Article V.

Section 7. Manner of Acting. On any question presented, the number of members present (interpreted to mean physically present) shall be recorded by the Clerk to the Board. Each member shall have one vote. No action, other than an action to recess or adjourn, shall be taken except upon affirmative vote of four or more members of the Special Tax Board. No person shall be entitled to exercise a proxy vote for any Special Tax Board member. Except as provided in Section 5 of this Article V, any member attending a meeting may abstain from voting only if he or she has a conflict of interest as determined pursuant to law or the Authority's ethics code

approved by the Board from time to time. A non-vote by an attending Special Tax Board member, or by a Special Tax Board member who has withdrawn without being excused by a majority vote of the remaining members physically present, shall be counted as an affirmative vote, except when a Special Tax Board member attends a meeting solely for the purpose of objecting to the holding of the meeting or the transacting of any business as prescribed in Section 5 of this article, or unless the Special Tax Board member has been excused by Special Tax Board action or his or her abstention is approved pursuant to this Section 7.

Section 8. Vacancies. Any vacancy occurring among the members of the Special Tax Board by reason of death, resignation, disqualification, incapacity to serve, removal from office in accordance with law, or otherwise, shall be filled in the manner provided for by the Act. No vacancies on the Board shall impair the power of the Board to transact any and all business of the Authority and perform all its duties as provided for by the Act.

Section 9. Parliamentary Rules. Except where inconsistent with the Act or these by-laws, Robert's Rules of Order, as from time to time revised, shall govern the proceedings of the Special Tax Board and its committees.

Section 10. Removal. Each member of the Special Tax Board may be removed with or without cause by his/her appointer(s) pursuant to NC GS 160A-607.1.

Section 11. Officers. The Special Tax Board shall elect annually in January from among its members a chair, vice-chair, secretary and treasurer

ARTICLE VI

Contracts, Loans, Checks, Deposits, and Audits

Section 1. Contracts and Instruments. The Board may authorize any officer or officers, or agent or agents of the Board or of the Authority, to enter into any contract or execute and deliver any instrument for and on behalf of the Authority, and such authorization may be general or confined to specific instances; provided, however, that nothing contained in this Article VI, Section 1 of these by-laws shall in any way limit the power and authority conferred on the President and CEO by Article III, Section 5.B of these bylaws or on any other officers by Article III of these by-laws.

Section 2. Loans. No loans shall be contracted on behalf of the Authority, and no evidence of indebtedness shall be issued in its name, unless authorized by resolution of the Board.

Section 3. Checks, Drafts, Etc. All checks, drafts, notes, or other orders for the payment of money issued in the name of the Authority shall be signed by such officer or officers, agent or agents of the Authority and only in such manner as prescribed in these by-laws or as shall be determined from time to time by resolution of the Board; provided, however, that nothing contained in this Article VI, Section 3 of these by-laws shall in any way limit the power and authority conferred on the President and CEO by Article III, Section 5.B of these by-laws.

Section 4. Deposits. All funds of the Authority, except petty cash, shall be deposited from time to time to the credit of the Authority in such banks, trust companies, or other depositories approved by the Board as the

Board or President and CEO of the Authority may direct in accordance with applicable law and these by-laws, or such funds of the Authority may be invested from time to time in such securities as the Board or President and CEO may direct and prescribe.

Section 5. Audits. On or before the last day of the first month of the fiscal year, the Board shall annually employ a firm of independent certified public accountants licensed to practice in the State of North Carolina as auditors to make a continuous audit of the financial books, records, and accounts of the Authority. Such auditors shall have no personal interest directly or indirectly in the fiscal affairs of the Authority and shall be experienced and qualified in the accounting and auditing of public bodies. In accordance with the NC GS 159 Local Government Finance Act, a contract of employment shall be executed with such auditors describing their duties, the audit period to be covered, the professional fees to be paid, the responsibility of the Authority, and other appropriate matters. The contract shall be awarded on the basis of professional competence in the field of accounting and auditing for public bodies and subject to the rules of ethics of the American Institute of Certified Public Accountants.

ARTICLE VII

Indemnification

Section 1. General. Under the circumstances prescribed in Section 3 and 4 of this Article VII, the Authority shall indemnify and hold harmless, to the extent such person is not insured by a policy or policies of insurance, any person who was or is a party or is threatened to be made a party to any threatened, pending, or completed action, suit, or proceeding, whether civil, criminal, administrative, or investigative (other than an action by or in the right of the Authority) by reason of the fact that he/she is or was a member of the Board or officer of the Authority ("officer of the Authority" for purposes of this Article VII and wherever mentioned herein shall include statutory officers, and staff in the employ, of the Authority and General Counsel, except that General Counsel shall not be indemnified against damages resulting from negligence in performance of services for the Authority) against expenses (including attorney's fees), judgments, fines, and amounts paid in settlement actually and reasonably believed to be in or not opposed to the best interests of the Authority, and, with respect to any criminal action or proceeding, has no reasonable cause to believe his/her conduct was unlawful. The termination of any action, suit, or proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent shall not, of itself, create a presumption that the person did not act in a manner which he/she reasonably believed to be in or not opposed to the best interests of the Authority, and, with respect to any criminal action or proceeding, had reasonable cause to believe that his/her conduct was unlawful, notwithstanding the foregoing provisions, the Authority shall not indemnify or agree to indemnify any person against liability or for litigation expense he/she may incur as a result of any improper benefit realized by such person.

Section 2. Action by the Authority. Under the circumstances prescribed in Sections 3 and 4 of this Article VII, the Authority shall indemnify and hold harmless, to the extent such person is not insured by a policy or policies

of insurance, any person who was or is a party or is threatened to be made a party to any threatened, pending, or completed action or suit by or in the right of the Authority to procure a judgment in its favor by reason of the fact he/she is or was a member of the Board or officer of the Authority against expenses (including attorneys' fees) actually and reasonably incurred by him/her in connection with the defense or settlement of such action or suit if he/she acted in good faith and in a manner he/she reasonably believed to be in or not opposed to the best interests of the Authority; except that no indemnification shall be made in respect of any claim, issue, or matter as to which such person realized an improper benefit or shall have been adjudged to be liable for intentional malfeasance, misappropriation, or fraud in the performance of his/her duty to the Authority, unless and only to the extent that the court in which such action or suit was brought shall determine upon application that, despite the adjudication of liability but in view of all the circumstances of the case, such person is fairly and reasonably entitled to indemnity for such expenses as the court shall deem proper.

Section 3. Successful Defense. To the extent that a member of the Board or officer of the Authority has been successful on the merits or otherwise in defense of any action, suit, or proceeding referred to in Sections 1 and 2 of this Article VII, or in defense of any claim, issue, or matter therein, he/she shall be indemnified and held harmless against expenses (including attorneys' fees) actually and reasonably incurred by him/her in connection therewith.

Section 4. Award by the Board. Except as provided in Section 3 of this Article VII and except as may be ordered by a court, any indemnification under Sections 1 and 2 of this Article VII shall be made by the Authority only as authorized in the specific case upon a determination by the Board that indemnification of the member of the Board or officer of the Authority is proper in the circumstances because he/she has met the applicable standard of conduct set forth in Sections 1 and/or 2. Such determination shall be made (1) by the Board by a majority vote of a quorum consisting of members who were not parties to such action, suit, or proceeding, or (2) if such a quorum of disinterested members so directs, pursuant to an opinion written by the firm of independent legal counsel then employed by the Authority. If a person claiming a right to indemnification obtains a non-appealable judgment against the Authority requiring it to pay substantially the amount claimed, the claimant shall be entitled to recover from the Authority the reasonable expense (including reasonable attorneys' fees) of prosecuting the action against the Authority to collect the claim.

Section 5. Advance Payment. Expenses incurred in defending a civil or criminal action, suit, or proceeding as authorized by the Board in the specific case shall be paid by the Authority in advance of the final disposition of such action, suit, or proceeding, upon receipt of an undertaking by or on behalf of the member of the Board or officer of the Authority to repay such amount provided it shall ultimately be determined that he/she is entitled to be indemnified by the Authority as authorized in this Article VII.

Section 6. Not Exclusive. The indemnification provided by this Article VII shall not be deemed exclusive of any other right to which the person described hereunder shall be entitled; nor shall it limit or restrict the right of the Board under circumstances it deems fit to indemnify employees of the Authority not expressly covered herein.

Section 7. Insurance. The Authority may purchase and maintain insurance on behalf of any person who is or was a member of the Board or officer of the Authority against any liability asserted against him/her and incurred by him/her in any such capacity, or arising out of his/her status as such.

Section 8. Benefit. The indemnification provided herein shall inure to the benefit of the heirs, executors, and administrators of such members of the Board and officers of the Authority.

ARTICLE VIII

Seal

The Board shall adopt a seal which shall be circular in form and which shall have inscribed thereon the name of the Authority and the words "Corporate Seal."

ARTICLE IX

Fiscal Year

The fiscal year of the Authority shall be a fiscal year beginning on the first (1st) day of July of each year and ending on the thirtieth (30th) day of June of the next ensuing year.

ARTICLE X

Amendments to By-Laws

Except as otherwise provided by the Authority's Charter or by-laws, these by-laws may be altered, amended, or repealed and new by-laws may be adopted by the affirmative vote of not less than six voting members of the Board present at any regular or special Board meeting at which there is a quorum. At least five (5) days' written notice in accordance with the provisions of Article II, Section 5 of these by-laws shall be given of intention to alter, amend, repeal, or adopt new by-laws at any Board meeting; and notice of the general nature of the proposed change in the by-laws shall be given in the notice of meeting.

ARTICLE XI

Equal Opportunity Employer

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



State of North Carolina

ROY COOPER
GOVERNOR

MARCH 10, 2020

EXECUTIVE ORDER NO. 116

DECLARATION OF A STATE OF EMERGENCY TO COORDINATE RESPONSE AND PROTECTIVE ACTIONS TO PREVENT THE SPREAD OF COVID-19

WHEREAS, COVID-19 is a respiratory disease that can result in serious illness or death by the SARS-CoV-2 virus, which is a new strain of coronavirus previously unidentified in humans and which can spread from person to person; and

WHEREAS, the World Health Organization declared COVID-19 a Public Health Emergency of International Concern on January 30, 2020; and

WHEREAS, the Centers for Disease Control and Prevention ("CDC") has warned of the high public health threat posed by COVID-19 globally and in the United States and has deemed it necessary to prohibit or restrict travel to areas designated by the CDC; and

WHEREAS, on January 31, 2020, the United States Department of Health and Human Services Secretary declared a public health emergency in the United States for COVID-19 under Section 319 of the Public Health Service Act; and

WHEREAS, the North Carolina Department of Health and Human Services ("NCDHHS") confirmed multiple cases of COVID-19 in North Carolina as of March 10, 2020; and

WHEREAS, NCDHHS has organized a Public Health Incident Management Team to manage the public health impacts of COVID-19 in this state; and

WHEREAS, health insurance companies have begun to waive the costs for COVID-19 testing and are encouraged to continue to ensure ease of access to health care for diagnostics and treatment without regard to the issue of cost or a patient's ability to pay; and

WHEREAS, first responders and health care professionals remain integral to ensuring the state is best situated to respond to and mitigate the threat posed by COVID-19 and such first responders and health care professionals should have the availability of all necessary personal protective equipment and continue to follow all necessary response protocols; and

WHEREAS, N.C. Gen. Stat. §§ 166A-19.10 and 166A-19.20 authorize the undersigned to declare a state of emergency and exercise the powers and duties set forth therein to direct and aid in response to, recovery from, and mitigation against emergencies; and

WHEREAS, pursuant to N.C. Gen. Stat. § 166A-19.30(b)(3), the undersigned, with the concurrence of the Council of State, may regulate and control the flow of vehicular traffic and the congregation of persons in public places or buildings; and

WHEREAS, pursuant to N.C. Gen. Stat. § 166A-19.30(b)(4), the undersigned, with the concurrence of the Council of State, may waive a provision of any regulation or ordinance of a state agency which restricts the immediate relief of human suffering; and

WHEREAS, pursuant to N.C. Gen. Stat. § 166A-19.30(b)(5), the undersigned, with the concurrence of the Council of State, may perform and exercise other such functions, powers and duties as are necessary to promote and secure the safety and protection of the civilian population; and

WHEREAS, pursuant to N.C. Gen. Stat. § 166A-19.10(b)(7), the undersigned has authority to requisition state property and state resources to utilize state services, equipment, supplies and facilities in response to a state of emergency; and

WHEREAS, pursuant to N.C. Gen. Stat. § 166A-19.70, the undersigned may declare that the health, safety, or economic well-being of persons or property requires that the maximum hours of service for drivers prescribed by N.C. Gen. Stat. § 20-381 and similar rules should be waived for essentials, as defined in N.C. Gen. Stat. § 166A-19.70(f)(3), for assisting in the restoration of utility services; and

WHEREAS, pursuant to N.C. Gen. Stat. § 166A-19.70(g), upon the recommendation of the North Carolina Commissioner of Agriculture and the existence of an imminent threat of severe economic loss of livestock, poultry or crops ready to be harvested, the Governor shall direct the North Carolina Department of Public Safety (“DPS”) to temporarily suspend weighing vehicles used to transport livestock, poultry or crops to include timber ready to be harvested; and

WHEREAS, 49 C.F.R. § 390.23 allows the governor of a state to suspend the rules and regulations under 49 C.F.R. §§ 390-399 for up to thirty (30) days if the governor determines that an emergency condition exists; and

WHEREAS, the undersigned, in consultation with the Secretary of NCDHHS, has determined it is necessary and appropriate to act to ensure that COVID-19 remains controlled and that residents and visitors in North Carolina remain safe and secure; and

WHEREAS, the undersigned has sought and obtained concurrence from the Council of State consistent with the Governor’s emergency powers authority in N.C. Gen. Stat. § 166A-19.30.

NOW, THEREFORE, by the authority vested in me as Governor by the Constitution and the laws of the State of North Carolina, **IT IS ORDERED**:

Section 1. State of Emergency

I hereby declare a State of Emergency, as defined in N.C. Gen. Stat. §§ 166A-19.3(6) and 166A-19.3(19) for the State of North Carolina based on the public health emergency posed by COVID-19.

The emergency area, as defined in N.C. Gen. Stat. §§ 166A-19.3(7) and 166A-19.20(b) is the State of North Carolina (the “Emergency Area”).

Section 2. Application

All state and local government entities and agencies are ordered to cooperate in the implementation of the provisions of this declaration and the provisions of the North Carolina Emergency Operations Plan (the “Plan”).

Section 3. Delegation of Authority

I delegate to Erik A. Hooks, the Secretary of the North Carolina Department of Public Safety (“DPS”), or his designee, the power and authority granted to and required of me by Article 1A of Chapter 166A of the North Carolina General Statutes for the purpose of implementing the Plan and deploying the State Emergency Response Team to take the appropriate actions necessary to promote and secure the safety and protection of the populace in North Carolina.

Secretary Hooks, or his designee, shall implement the Plan in coordination with the Secretary of the Department of Health and Human Services, Dr. Mandy Cohen, and the State Health Director, Dr. Elizabeth Tilson.

Section 4. Exercise of Powers

Further, Secretary Hooks, as Chief Coordinating Officer for the State of North Carolina, shall exercise the powers prescribed in N.C. Gen. Stat. §§ 143B-602 and 166A-19.11.

Section 5. Maximum Hours of Service

In order to ensure adequacy and location of supplies and resources to respond to COVID-19, DPS, in conjunction with the North Carolina Department of Transportation (“DOT”), shall waive the maximum hours of service for drivers prescribed by DPS pursuant to N.C. Gen. Stat. § 20-381, if the driver is transporting medical supplies and other equipment in support of the Plan or other efforts to address the public health threat posed by COVID-19, through the duration of the State of Emergency or until further notice.

Section 6. Height and Weight Restrictions

DPS, in conjunction with DOT, shall waive certain size and weight restrictions and penalties arising under N.C. Gen. Stat. §§ 20-116, 20-118, and 20-119, certain registration requirements and penalties arising under N.C. Gen. Stat. §§ 105-449.45, 105-449.47, and 105-449.49 for vehicles throughout the Emergency Area involved in transporting medical supplies and other equipment in support of the Plan or other efforts to address the public health threat posed by COVID-19. Furthermore, pursuant to N.C. Gen. Stat. § 20-118.1, DPS shall temporarily suspend weighing vehicles throughout the Emergency Area used to transport medical supplies and other equipment in support of the Plan or other efforts to address the public health threat posed by COVID-19. Furthermore, pursuant to N.C. Gen. Stat. § 20-118.1, DPS shall temporarily suspend weighing vehicles used to transport livestock, poultry, or crops to include timber ready to be harvested and feed to livestock and poultry in the Emergency Area.

Section 7. Unwaived Size and Weight Restrictions

- I. Notwithstanding the waivers set forth above in Section 6, size and weight restrictions and penalties have not been waived under the following conditions:
 - a. When the vehicle weight exceeds the maximum gross weight criteria established by the manufacturer (GVWR) or 90,000 pounds gross weight, whichever is less.
 - b. When the tandem axle weight exceeds 42,000 pounds and the single axle weight exceeds 22,000 pounds.
 - c. When a vehicle and vehicle combination exceed twelve (12) feet in width and the total overall vehicle combination's length exceeds seventy-five (75) feet from bumper to bumper.
 - d. Vehicles and vehicle combinations subject to exemptions or permits by authority of this Executive Order shall not be exempt from the requirement of having (i) a yellow banner on the front and rear that is seven (7) feet long and eighteen (18) inches wide and bears the legend “Oversized Load” in ten (10) inch black letters, 1.5 inches wide and (ii) red flags measuring eighteen (18) inches square on all sides at the widest point of the load. When operating between sunset and sunrise, a certified escort shall be required for loads exceeding eight (8) feet 6 inches in width.
- II. Vehicles subject to this Executive Order shall adhere to the following conditions:
 - a. The size and weight exemption for vehicles will be allowed on all DOT designated routes, except those routes designated as light traffic roads under N.C. Gen. Stat. § 20-118. This Order shall not be in effect on bridges posted pursuant to N.C. Gen. Stat. § 136-72.
 - b. The waiver of regulations under Title 49 of the Code of Federal Regulations (“Federal Motor Carrier Safety Regulations”) does not apply to the Commercial Drivers’ License and Insurance Requirements. This waiver shall be in effect for thirty (30) days or the duration of the emergency, whichever is less.
 - c. Upon request by law enforcement officers, exempted vehicles must produce documentation sufficient to establish that their loads are limited to medical supplies and other equipment to be used in support of the Plan or other efforts to address the public health threat posed by COVID-19.
- III. The North Carolina State Highway Patrol shall enforce the conditions set forth in Sections 5 through 8 of this Executive Order in a manner that does not endanger North Carolina motorists.

Section 8. Additional Transportation Waivers

Vehicles subject to this Executive Order shall be exempt from the following registration requirements:

- a. The requirement to obtain a temporary trip permit and pay the associated \$50.00 fee listed in N.C. Gen. Stat. § 105-449.49.
- b. The requirement of filing a quarterly fuel tax return as the exemption in N.C. Gen. Stat. § 105-449.45(b)(1) applies.
- c. The registration requirements under N.C. Gen. Stat. § 20-382.1 concerning intrastate for hire authority and N.C. Gen. Stat. § 20-382 concerning interstate for-hire authority; however, vehicles shall maintain insurance as required as required by law.
- d. Non-participants in North Carolina's International Registration Plan and International Fuel Tax Agreement will be permitted to enter North Carolina in accordance with the exemptions identified by this Executive Order.

Section 9. Consumer Protection

Pursuant to N.C. Gen. Stat. § 166A-19.23, this declaration triggers the prohibition against excessive pricing as provided in N.C. Gen. Stat. §§ 75-37 and 75-38.

I further hereby encourage the North Carolina Attorney General to use all resources available to monitor reports of abusive trade practices towards consumers and make readily available opportunities to report price gouging as well as unfair and deceptive trade practice under Chapter 75 of the North Carolina General Statutes to the public.

Section 10. Task Force

I hereby memorialize the establishment of the Governor's Novel Coronavirus Task Force on COVID-19 ("Task Force"). The Director of Emergency Management and the State Health Director shall continue to serve as co-chairs of the Task Force. The Task Force shall continue to work with state, local, and federal partners in responding to challenges posed by COVID-19.

Section 11. State Employee Policy Guidance

- a. I hereby authorize hiring of temporary employees and contractors to support NCDHHS and local health departments in responding to the threats posed by COVID-19.
- b. I hereby authorize the State Health Director to monitor areas of concentration of COVID-19 and make recommendations regarding travel restrictions for travel of state employees conducting state business. Agencies shall have the authority to cancel, restrict or postpone travel of state employees as needed to protect the wellbeing of others. Agencies are urged to cancel travel to restricted areas (as defined by the Division of Public Health of NCDHHS and the CDC). Exceptions to travel restrictions may be needed based on the unique circumstances or job duties of state employees.

Section 12. Public Health Surveillance and Control Measures

Notwithstanding the public health authorities in place under Chapter 130A of the North Carolina General Statutes, I hereby order the State Health Director to work with local health directors to implement public health surveillance and control measures where appropriate for individuals who have been diagnosed with or are at risk of contracting COVID-19 in order to control or mitigate spread of the disease. I hereby order the State Health Director to utilize all authorities under N.C. Gen. Stat. Chapter 130A to obtain information and records necessary to prevent, control, or investigate COVID-19.

Section 13. Laboratory Testing

I hereby order the State Health Director to work with the State Laboratory of Public Health to maximize the availability of laboratory testing for COVID-19.

I further encourage private laboratories and universities to take all reasonable steps to expand COVID-19 testing capacity.

Section 14. Right of Entry and Disinfection for Local Health Departments and NCDHHS Secretary

With the concurrence of the Council of State and notwithstanding the public health authorities in place under Chapter 130A of the North Carolina General Statutes, I hereby grant local health departments, the Secretary of NCDHHS, and Division of Public Health employees serving the Secretary of NCDHHS' agents, and on her direction, a right of entry into public places for the purposes of assisting with or investigating potential COVID-19 cases or exposure and requiring cleaning and disinfecting measures to help control transmission of COVID-19.

Section 15. Cleaning of Regulated Facilities

With the concurrence of the Council of State, I hereby waive restrictions related to the type of product or chemical concentration used to control COVID-19 at facilities whose sanitation is regulated by NCDHHS, if conducted and handled in a safe manner and approved by the local health department in consultation with the Division of Public Health of NCDHHS. The State Health Director may issue additional orders or regulations consistent with the state's Public Health Law to regulate the sanitation of public facilities regulated by NCDHHS or local health departments.

Section 16. Out of State Health Care Licensure and Additional Testing Resources

With the concurrence of the Council of State, I hereby temporarily waive North Carolina licensure requirements for health care and behavioral health care personnel who are licensed in another state, territory, or the District of Columbia to provide health care services within the Emergency Area.

With the concurrence of the Council of State, and in the interest of alleviating immediate human suffering, nothing in Subchapters 32B, 32M, or 32S of Article 21 of the North Carolina Administrative Code shall be interpreted to prevent physicians, nurse practitioners, and physician assistants from issuing a standing order for qualified agents or employees who are working under the direct supervision of a physician, physician assistant or nurse practitioner to collect throat or nasopharyngeal swab specimens from individuals suspected of suffering from a COVID-19 infection, for purposes of testing.

Section 17. Federal Support

I further direct Secretary Hooks, or his designee, to seek assistance from any and all agencies of the United States Government as may be needed to address the emergency and seek reimbursement for costs incurred by the state in responding to this emergency.

Section 18. Local County Public Health Aid Funding Formula

With the concurrence of the Council of State, I hereby grant the Secretary of NCDHHS, or her designee, the authority to waive the formula requirements of 15A NCAC 18A .2901 and adjust aid-to-county funding, if a local health department's resources are diverted in response to COVID-19.

Section 19. Access to State Funds

I hereby order access to the State Emergency Response and Disaster Relief Fund to the extent necessary to cover costs associated with responding to this State of Emergency as provided in N.C. Gen. Stat. § 166A-19.42, including but not limited to the substance of this Executive Order.

Section 20. Purchase and Contract Regulation Waivers

With the concurrence of the Council of State, I hereby temporarily waive Sections .0301 through .0317 of Chapter 5B in Title 1 in the North Carolina Administrative Code to the extent necessary to permit NCDHHS, DPS, and local governmental entities to enter into contracts to secure resources and equipment needed to respond to COVID-19.

In addition to the provisions in Section 11, I further order all components of state government to expedite and prioritize the leasing of real property, including but not limited to, laboratories and health care facilities in order to provide the state with the resources needed to address COVID-19.

Section 21. Cost Sharing Reduction

Pursuant to N.C. Gen. Stat. § 166A-19.30(a)(1), I hereby direct NCDHHS and the North Carolina Department of Insurance to immediately work with health insurance plans operating in the state to identify any burdens for testing for COVID-19 as well as access to prescription drugs and telehealth services, as needed, in order to reduce cost-sharing (including, but not limited to, co-pays, deductibles, or coinsurance) to zero for all medically necessary screening and testing for COVID-19.

Section 22. Clinical Coverage Policy

With the concurrence of the Council of State, and in order to provide the immediate relief of human suffering, I hereby temporarily waive the regulatory requirements and suspend the enforcement of the statutory requirements under N.C. Gen. Stat. § 108A-54.2 for modifications of Medicaid Clinical Coverage Policy.

I order the NCDHHS, Division of Health Benefits to create coverage policies necessary for Medicaid and Health Choice Beneficiaries to receive medically necessary services for testing and treatment of COVID-19 and to create coverage policies or modify existing policies that will allow beneficiaries to continue to receive necessary services without disruption during the State of Emergency.

Section 23. Inapplicability of Section 166A-19.30(c)

This Executive Order does not prohibit or restrict lawfully possessed firearms or ammunition or impose any limitation on the consumption, transportation, sale or purchase of alcoholic beverages as provided in N.C. Gen. Stat. § 166A-19.30(c).


Section 24. Distribution

I hereby order that this Executive Order be: (1) distributed to the news media and other organizations calculated to bring its contents to the attention of the general public; (2) promptly filed with the Secretary of DPS, the Secretary of State, and the superior court clerks in the counties to which it applies, unless the circumstances of the State of Emergency would prevent or impede such filing; and (3) distributed to others as necessary to ensure proper implementation of this Executive Order.

Section 25. Effective Date

This Executive Order is effective immediately and shall remain in effect until rescinded.

IN WITNESS WHEREOF, I have hereunto signed my name and affixed the Great Seal of the State of North Carolina at the Capitol in the City of Raleigh, this 10th day of March in the year of our Lord two thousand and twenty.


 Roy Cooper
 Governor

ATTEST:


 Elaine F. Marshall
 Secretary of State





State of North Carolina

ROY COOPER

GOVERNOR

March 14, 2020

EXECUTIVE ORDER NO. 117

PROHIBITING MASS GATHERINGS AND DIRECTING THE STATEWIDE CLOSURE OF K-12 PUBLIC SCHOOLS TO LIMIT THE SPREAD OF COVID-19

WHEREAS, the undersigned issued Executive Order No. 116 on March 10, 2020, which declares a State of Emergency to coordinate the State's response and protective actions to address the Coronavirus Disease 2019 ("COVID-19") public health emergency and to provide for the health, safety, and welfare of residents and visitors located in North Carolina ("Declaration of a State of Emergency"); and

WHEREAS, the undersigned established the Novel Coronavirus Task Force on COVID-19 to work with state, local, and federal partners in responding to challenges posed by COVID-19; and

WHEREAS, the World Health Organization declared COVID-19 a global pandemic on March 11, 2020; and

WHEREAS, on March 11, 2020, the President of the United States took executive action to restrict travel from Europe into the United States of America; and

WHEREAS, on March 13, 2020, the President of the United States declared the ongoing COVID-19 a pandemic of sufficient severity and magnitude to warrant an emergency declaration for all states, tribes, territories, and the District of Columbia pursuant to Section 501(b) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. § 5121-5207 (the "Stafford Act"); and

WHEREAS, on March 13, 2020, the President of the United States pursuant to Sections 201 and 301 of the National Emergencies Act, 50 U.S.C. § 1601, *et seq.* and consistent with Section 1135 of the Social Security Act, as amended (42 U.S.C. § 1320b-5), declared a national emergency that the COVID-19 outbreak in the United States constitutes a national emergency beginning March 1, 2020; and

WHEREAS, the North Carolina Department of Health and Human Services ("NCDHHS") confirmed the number of cases of COVID-19 in North Carolina continues to rise; and

WHEREAS, Executive Order No. 116 invoked the Emergency Management Act, and authorizes the Governor to exercise the powers and duties set forth therein to direct and aid in the response to, recovery from, and mitigation against emergencies; and

WHEREAS, NCDHHS has organized a Public Health Incident Management Team to manage the public health impacts of COVID-19 in this state; and

WHEREAS, first responders and health care professionals remain integral to ensuring the state is best situated to respond to and mitigate the threat posed by COVID-19 and such first responders and health care professionals should have the availability of all necessary personal protective equipment and continue to follow all necessary response protocols; and

WHEREAS, pursuant to N.C. Gen. Stat. § 166A-19.30(b)(3), the undersigned, with the concurrence of the Council of State, has the power to regulate and control the congregation of persons in public places or buildings; and

WHEREAS, pursuant to N.C. Gen. Stat. § 166A-19.30(b)(4), the undersigned, with the concurrence of the Council of State, may waive a provision of any regulation or ordinance of a state agency which restricts the immediate relief of human suffering; and

WHEREAS, pursuant to N.C. Gen. Stat. § 166A-19.30(b)(5), the undersigned, with the concurrence of the Council of State, may perform and exercise other such functions, powers and duties as are necessary to promote and secure the safety and protection of the civilian population; and

WHEREAS, further action is necessary to protect the health and safety of the residents of North Carolina, slow the spread of the COVID-19 outbreak, reduce the number of people infected, and avoid strain on our health care system; and

WHEREAS, the undersigned has sought and obtained concurrence from the Council of State consistent with the Governor's emergency powers authority in N.C. Gen. Stat. § 166A-19.30.

NOW, THEREFORE, by the authority vested in me as Governor by the Constitution and the laws of the State of North Carolina, **IT IS ORDERED**:

Section 1. Prohibition of Mass Gatherings

Pursuant to N.C. Gen. Stat. § 166A-19.30(b)(3), which allows for the undersigned to regulate and control the congregation of persons in public places or buildings and with the concurrence of the Council of State, to help protect the health and well-being of North Carolinians, I hereby prohibit mass gatherings in the State of North Carolina.

- a. A mass gathering is defined as any event or convening that brings together more than one hundred (100) persons in a single room or single space at the same time, such as an auditorium, stadium, arena, large conference room, meeting hall, theater, or any other confined indoor or outdoor space. This includes parades, fairs and festivals.
- b. A mass gathering does not include normal operations at airports, bus and train stations, medical facilities, libraries, shopping malls and centers, or other spaces where more than one hundred (100) persons are gathered. It also does not include office environments, restaurants, factories, grocery stores or other retail establishments.
- c. Pursuant to N.C. Gen. Stat. § 166A-19.30(a)(2), the provision of this section shall be enforced by state and local law enforcement officers.
- d. Violations of this section or orders issued pursuant to N.C. Gen. Stat. § 166A-19.30 may be subject to prosecution pursuant to N.C. Gen. Stat. § 166A-19.30(d) and is punishable as a Class 2 misdemeanor in accordance with N.C. Gen. Stat. § 14-288.20A.

Section 2. School Closures

- a. Pursuant to N.C. Gen. Stat. § 166A-19.30(b)(5) which allows the undersigned to perform and exercise such other functions, powers and duties as are necessary to promote and secure the safety and protection of the civilian population, and with the concurrence of the Council of State, I hereby direct that all public schools close for students effective Monday, March 16, 2020 until March 30, 2020, unless extended beyond that date.
- b. Pursuant to N.C. Gen. Stat. § 166A-19.30(a)(1), I hereby direct NCDHHS, the North Carolina Department of Public Instruction, and the North Carolina State Board of Education to immediately work together to implement measures to provide for the health, nutrition, safety, educational needs and well-being of children during the school closure period.

Section 3. Social Distancing

In coordination with the State Health Director and alignment with guidance from the Centers for Disease Control and Prevention, all persons are urged to maintain social distancing (approximately six feet away from other people) whenever possible and to continue to wash hands, utilize hand sanitizer and practice proper respiratory etiquette (including coughing into elbow).

Section 4. Distribution

I hereby order that this Executive Order be: (1) distributed to the news media and other organizations calculated to bring its contents to the attention of the general public; (2) promptly filed with the Secretary of the North Carolina Department of Public Safety, the Secretary of State, and the superior court clerks in the counties to which it applies, unless the circumstances of the State of Emergency would prevent or impede such filing; and (3) distributed to others as necessary to ensure proper implementation of this Executive Order.

Section 5. Effective Date

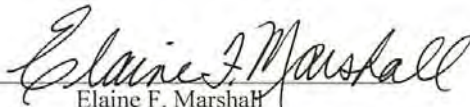
With the exception of section 2, this Executive Order is effective immediately and shall remain in effect for thirty (30) days or until rescinded or superseded by another applicable Executive Order. An Executive Order rescinding the Declaration of a State of Emergency will automatically rescind this Executive Order.

IN WITNESS WHEREOF, I have hereunto signed my name and affixed the Great Seal of the State of North Carolina at the Capitol in the City of Raleigh, this 14th day of March in the year of our Lord two thousand and twenty.



Roy Cooper
Governor

ATTEST:



Elaine F. Marshall
Secretary of State



March 2020**NEW HIRES:**

- Onkarnarine Roy Singh – Diesel Mechanic
- Assegid Haile - Bus Operator
- Patricia Crane – Commuter Program Specialist
- Timothy Cross – Gasoline Mechanic
- Milton Rose – Paratransit Operator
- Crystal Banks – Paratransit Operator
- Morris Binion III – Paratransit Operator

PROMOTIONS:

- Isiah Ewing – Bus Operator II to Bus Operator III
- Jay Heikes – Transportation Planner to Sr. Transportation Planner

ANNIVERSARIES:

- None To Report

RECRUITING:

- Gasoline Mechanic
- Paratransit Operator I
- Bus Operator I
- Diesel Mechanic
- Chief Communications Officer
- Regional Data Technician

This page intentionally left blank.

This page intentionally left blank.

**GoTriangle Board of Trustees
Meeting Minutes
February 26, 2020**

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

Board Members Present:

Will Allen III	Michael Parker, Chair
Corey Branch	Ellen Reckhow
Sig Hutchinson (arr. 1:37 pm)	Jennifer Robinson
Vivian Jones	Steve Schewel (arr. 1:13 pm)
Valerie Jordan (arr. 12:21 pm)	Nina Szlosberg-Landis
Mark Marcoplos	

Board Members Absent:

Michael Fox (excused)	Wendy Jacobs (excused)
-----------------------	------------------------

Chair Michael Parker officially called the meeting to order at 12:05 p.m.

I. Adoption of Agenda

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

II. Recognition

A. Introduction of New Hires

President and CEO Curran announced the hiring of Margaret Scully, Manager of Planning and Transit-Oriented Development and Anesia McMillan, Bus Operator.

B. Announcement of Promotions

Curran then announced the promotion of Christal DeCastro from Operations Supervisor to Quality Assurance Manager.

III. Public Comment

No comments.

IV. Consent Agenda

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

The following consent agenda items were approved:

- January 22, 2020 – Regular Session Minutes;
- Amendment to Operating and Protocols Guidelines for Transit Advisory Committee;

- Wake Transit FY20 Q3 proposed amendments and Budget Ordinance Amendment 2020 0005;
- Durham Transit FY20 proposed amendments and Budget Ordinance Amendments 2020 0001 and 2020 0002; and
- Orange Transit FY20 proposed amendments and Budget Ordinance Amendments 2020 0003 and 2020 0004.

The Operating and Protocols Guidelines, a summary of the individual transit plan amendments and the budget ordinance amendments are attached and hereby made a part of these minutes.

V. Presentations

A. Raleigh BRT Update

Mila Vega's presentation is attached and hereby made a part of these minutes.

Jordan arrived.

B. Community Survey

Mike Charbonneau introduced Dr. Hugh Clark whose presentation is attached and hereby made a part of these minutes.

Schewel arrived.

VI. General Business Agenda

A. Items Removed from Consent Agenda

None.

B. Operations & Finance Committee Report

1. Contract for Vehicle Video Technology System

Action: On motion by Allen and second by Reckhow the Board approved a contract for the purchase of video technology systems for eighteen (18) buses from Apollo Video Technology for a maximum dollar amount of \$193,769. The motion was carried unanimously.

2. Contract for Vehicle Purchase

Action: On motion by Branch and second by Reckhow the Board approved a contract for the purchase of four (4) light transit vehicles from Creative Bus Sales for demand response service with a maximum dollar amount of \$318,022. The motion was carried unanimously.

3. Contract for Design Services for Paratransit Upfit

Action: On motion by Allen and second by Reckhow the Board approved the execution of a task order for architectural design services under GoTriangle Contract #18-041G, Master Agreement between Clark Patterson Lee and GoTriangle for On-Call Architectural and Engineering Consultant Services for an amount not to exceed \$175,000. The motion was carried unanimously.

C. Planning & Legislative Committee Report

Committee Chair Will Allen III reported that last month's committee meeting was dedicated to commuter rail risk assessment. Monica Barrow and Katharine Eggleston reviewed risks in the categories of: railroad coordination and buy in, impact of project definition on project cost and schedule, federal funding eligibility and funding commitments among regional partners.

D. President and CEO Search Committee Report

Committee Chair Nina Szlosberg-Landis stated that the Board will discuss the status of the search in closed session. She thanked all the members of the search committee for their work, adding that it was an example of collaboration and shared talent. Parker added his thanks to Szlosberg-Landis. Szlosberg-Landis also recognized the support of staff throughout the process.

VII. Other Business

A. GoPass Program Evaluation

Mary Kate Morookian's presentation is attached and hereby made a part of these minutes.

Hutchinson arrived.

She presented the goals of streamlining the GoPass program and simplifying the process in order to expand the program quickly. Her recommendations include:

- Designating a full time or part time GoPass Program Manager.
- Removing the minimum employee requirement for participation.
- Charge for all routes, but apply fare capping.
- Develop an easy to communicate pricing structure (55% or 60% suggested).
- Offer first year spending cap to new customers.
- Offer one-year contract to new customers so they are not locked in. After the first year, longer term contracts will make administration simpler.
- Create standard marketing materials once the pricing structure has been made easier to communicate.
- Develop a standard marketing plan for customers that includes email and flier templates.
- Charge for the passes ordered.
- Remove logos on GoPasses to make the ordering and proofing quicker.

- Determine if University IDs are compatible with validators.
- Establish standard invoicing frequency (quarterly is recommended).
- Create standard contract form for new customers to speed up the process.

B. Fare Free System

Removed from agenda.

C. 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.

Curran highlighted the following items:

- The FY21 draft Wake Transit work plan is available for public comment through February 29th.
- The media event for the Wake Tech GoPass was held March 2nd.
- The stakeholder engagement study will be concluded soon with a recommendation to follow.
- The Board will hold a work session on March 11th about commuter rail.
- The first electric bus is on the street; the second is being used for training.
- A request to authorize Hoffman & Associates to begin the design for RUS Bus will be coming to the Board next month.

D. General Counsel's Report

General Counsel Tom Henry noted the following items:

- The Farrington Road rezoning case was dismissed in late January; the imminent domain case is proceeding. There are four additional active cases in various stages.
- The commuter rail MOU was provided in the agenda and will be discussed at the work session on March 11th.

E. Chair's Report

No report.

F. Board Member Reports

1. CAMPO Executive Board Representative

Will Allen III stated CAMPO received a report on the Commuter Corridors Study.

2. DCHC MPO Board Representative

Mark Marcoplos said the group received an update on commuter rail and discussed bike and pedestrian improvements in the Highway 54 corridor west of Chapel Hill near Carrboro.

3. Regional Transportation Alliance (RTA) Representative

No report.

VIII. Closed Session - Personnel

Action: On motion by Robinson and second by Branch the Board adjourned into closed session at 2:11 p.m. pursuant to and NCGS §143-318.11 (a) (6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of a prospective employee 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 (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract. The motion was carried unanimously.

IX. Adjournment

Action: Chair Parker the meeting was adjourned the meeting at 2:34 p.m.

Michael Parker, Chair

Attest:

Michelle C. Dawson, CMC
Clerk to the Board

This page intentionally left blank.

This page intentionally left blank.

GoTriangle Board of Trustees
Meeting Minutes
March 11, 2020 – Work Session
Board Room, The Plaza, 4600 Emperor Blvd., Suite 100
Durham, NC

Board Members Present:

Corey Branch (left 2:15 pm)	Mark Marcoplos
Michael Fox (by telephone, left 3:02 pm)	Michael Parker, Chair
Sig Hutchinson	Ellen Reckhow
Wendy Jacobs	Steve Schewel
Vivian Jones	Nina Szlosberg-Landis (left 1:55 pm)
Valerie Jordan (arrived 1:06 pm, left 2:40 pm)	

Board Members Absent:

Will Allen III (excused)	Jennifer Robinson (excused)
--------------------------	-----------------------------

Chair Michael Parker officially called the meeting to order at 1:03 p.m.

I. Adoption of Agenda

Action: On motion by Branch and second by Hutchinson the agenda was adopted, removing the closed session. The motion was carried unanimously.

II. Closed Session - Personnel

Removed from the agenda.

III. Hiring of President and CEO and Approval of Employment Agreement

Reckhow thanked Nina Szlosberg-Landis for chairing the search committee, as well as the other committee members and the staff support.

Jordan arrived.

Action: On motion by Reckhow and second by Schewel the Board approved the hiring of Charles E. Lattuca at a starting salary of \$235,000 with a start date on or about April 13, 2020, and approved the proposed employment agreement. The motion was carried unanimously. The employment agreement is attached and hereby made a part of these minutes.

Lattuca thanked that Board and stated he looks forward to working with each Board member and taking on all the challenges ahead.

Reckhow also thanked Shelley Curran and Tom Henry in their interim positions.

IV. Commuter Rail Transit

The presentation is attached and hereby made a part of these minutes. Katharine Eggleston, Jay Heikes, Thomas Henry and Shelley Curran led the discussion.

Curran reported that the Memorandum of Understanding in Support of Continued Development of the Greater Triangle Commuter Rail Project was approved by Durham County this week; DCHC, today and NCDOT, March 5th. Parker asked when NCRR would consider it. Szlosberg-Landis responded tomorrow, but stated that she would not be able to attend.

Fox joined the meeting by telephone.

Eggleston stated the goals for the meeting: to bring everyone up to speed on the commuter rail project and its history, explain the proposed upcoming phase of study, and review critical successful factors. The Board will be asked to consider approval of the MOU at its March 25th meeting.

V. Adjournment

Action: Chair Parker the meeting was adjourned the meeting at 3:49 p.m.

Michael Parker, Chair

Attest:

Michelle C. Dawson, CMC
Clerk to the Board

MEMORANDUM

TO: GoTriangle Board of Trustees
FROM: Capital Development
DATE: March 17, 2020
SUBJECT: **Memorandum of Understanding in Support of Continued Development of the Greater Triangle Commuter Rail (GTCR) Project**

Strategic Objective or Initiative Supported

1.2 Pursue service improvements and expansion opportunities

Action Requested

Staff requests that the Board adopt a resolution authorizing the President & CEO and Board Chair to execute a memorandum of understanding to express the roles, responsibilities, and cost share of the project management partners for the next phase of study for the Greater Triangle Commuter Rail project.

Background and Purpose

Two recent high-level studies have been conducted on a potential Greater Triangle Commuter Rail (GTCR) project indicating the feasibility of the project and its potential eligibility for federal funding. For the project to proceed, additional work is required to further define the project including; engage community members, municipalities, and institutional partners; better understand critical project success factors; and build consensus among, and seek formal endorsements from, funding partners, municipalities, railroads, and institutional partners. For this next phase of commuter rail study, with an estimated duration of 18 months and cost of up to \$9,200,000, staff recommends that all partner agencies adopt a Memorandum of Understanding (MOU) to outline the roles and responsibilities of each party. The MOU is attached.

The first recent study, the Major Investment Study (MIS), looked at the feasibility of commuter rail from Durham to Garner, as well as four Bus Rapid Transit corridors in Wake County. That study, completed in spring 2019, concluded that commuter rail in the North Carolina Railroad (NCRR) corridor from Durham to Garner warranted further study. Subsequent to the MIS, a second recent study, the GTCR Study and Alternatives Analysis Update, found that there are two potential scenarios that may be eligible for federal funding, pending additional analysis: 1) Durham to Garner and 2) Durham to Clayton scenarios. This study also refined ridership estimates based on the STOPS model and the Triangle Regional Model, provided more definitive, but still planning-level, infrastructure assumptions, and planning-level cost estimates for eight potential scenarios.

For GTCR to proceed, further study is required to refine the project definition; engage community members, municipalities, and institutional stakeholders; and better understand critical project success factors. This study would 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.

The attached MOU has been reviewed and approved by the technical and legal staffs of each party to the MOU. The document outlines the roles, responsibilities, and cost share of each party pertaining to specific objectives included in the next phase of study, which includes, but is not limited to:

- Developing a preliminary project management plan
- Preparing and implementing a community engagement plan
- Preparing and implementing an agency coordination plan
- Initiating consultations with federal agencies
- Performing a detailed screening of the North Carolina Railroad Company (NCRR) corridor to confirm engineering and constructability risks
- Completing field survey and preliminary engineering design for areas of key engineering and construction risk
- Identifying sites for park-and-rides and maintenance and layover facilities
- Developing updated schedule and cost estimates
- Defining and evaluating project metrics including equity measures
- Perform rail network capacity modeling, including use of the Rail Traffic Controller tool to determine operating plans and necessary infrastructure improvements
- Engaging with local land use authorities and major institutions
- Facilitating a cost sharing negotiation among funding parties and securing local government commitment of funds

The next phase of commuter rail study would occur concurrently with the ongoing updates to county transit plans in Wake and Durham counties. Community engagement efforts and resources would be coordinated between the county transit plan updates and this study. The commuter rail study would provide information regarding commuter rail financial costs, benefits, and impacts that will be helpful in weighing and balancing the tradeoffs of a commuter rail project against other potential projects in the county transit plan update as a part of community engagement.

Staff recommends approximately 18 months to address these items and prepare the project for a subsequent decision on whether to pursue project design and implementation, in addition to initiating the federal New Starts process.



This MOU has been approved or is under consideration for approval by the following boards:

- North Carolina Board of Transportation, approved March 5
- Durham Board of County Commissioners, approved March 9
- Durham-Chapel Hill-Carrboro Metropolitan Planning Organization Policy Board, approved March 11
- Wake Board of County Commissioners, approved March 16
- Capital Area Metropolitan Planning Organization (CAMPO) Board, scheduled to consider on consent agenda on March 18
- North Carolina Railroad Company Board of Directors, scheduled to consider on consent agenda on March 19
- Johnston Board of County Commissioners, scheduled to consider on April 6

Financial Impact

The estimated cost of this next phase of study, as detailed in the MOU is estimated to be an amount not to exceed \$9,200,000. The MOU includes the following cost share:

- Wake County: \$6,000,000
- Durham County: \$2,700,000
- North Carolina Railroad Company: \$250,000
- Johnston County: \$250,000

This impact is discussed in greater detail in the accompanying agenda items for the FY20 work plan amendments and budget ordinance amendments for the Durham and Wake county transit plans. A decision on the work plan amendments and budget ordinance amendment is requested as a separate action.

Separate actions committing use of this budget to professional services contracts and interlocal agreements would be brought separately to the board at future meetings, consistent with GoTriangle policy.

Attachments

- Resolution
- Memorandum of Understanding

Staff Contacts

- Katharine Eggleston, 919-485-7564, keggleston@gotriangle.org
- Thomas Henry, 919-485-7589, thenry@gotriangle.org
- Jay Heikes, 919-314-8741, jheikes@gotriangle.org



2020 0001

**RESOLUTION OF THE GOTRIANGLE BOARD OF TRUSTEES APPROVING A
MEMORANDUM OF UNDERSTANDING IN SUPPORT OF CONTINUED
DEVELOPMENT OF THE GREATER TRIANGLE COMMUTER RAIL PROJECT**

WHEREAS, the Wake Transit Plan was adopted in May and June of 2016 by the Capital Area Metropolitan Planning Organization, the GoTriangle Board of Trustees, and the Wake Board of County Commissioners; and

WHEREAS, the Durham Transit Plan was adopted in April 2017 by the Durham-Chapel Hill-Carrboro Metropolitan Planning Organization, the GoTriangle Board of Trustees, and the Durham Board of County Commissioners; and

WHEREAS, the Wake and Durham transit plans identify projects to be funded by their respective Wake and Durham transit taxes, including the commuter rail project between Garner and Durham, also known as the Durham-Wake Commuter Rail project and the Greater Triangle Commuter Rail project; and

WHEREAS, preliminary, planning-level studies conducted to date have indicated the project's feasibility and potential eligibility for federal funding; and

WHEREAS, the commuter rail project management partners, including Durham County, Wake County, Johnston County, the Durham-Chapel Hill-Carrboro Metropolitan Planning Organization, the Capital Area Metropolitan Planning Organization, the North Carolina Department of Transportation, the North Carolina Railroad Company, and GoTriangle, have expressed an interest in additional study of alternatives from Durham to Garner and from Durham to Clayton; and

WHEREAS, additional study would further define the project; engage community members, municipalities, and institutional partners; Increase the understanding of critical project success factors; build consensus among and seek formal endorsements from funding partners, municipalities, railroads, and institutional partners; and prepare the project for a subsequent decision whether to proceed with project design and implementation following the additional study; and

WHEREAS, the commuter rail project management partners have drafted a Memorandum of Understanding in support of continued project development of the Greater Triangle Commuter Rail Project that expresses the roles, responsibilities, and cost share of the project management partners for the next phase of study.

NOW, THEREFORE, BE IT RESOLVED, by the GoTriangle Board of Trustees that the Memorandum of Understanding in Support of Continued Development of the Greater Triangle Commuter Rail Project is approved.

ADOPTED THIS 25th DAY OF MARCH 2017.

Michael Parker, Board of Trustees Chair

ATTEST:

Michelle C. Dawson, Clerk to the Board

**MEMORANDUM OF UNDERSTANDING
IN SUPPORT OF CONTINUED DEVELOPMENT OF
THE GREATER TRIANGLE COMMUTER RAIL PROJECT**

THIS MEMORANDUM OF UNDERSTANDING (“MOU”) is entered into as of the date last executed below by and among the following parties (individually, a “Party”, and collectively, the “Parties”):

1. Research Triangle Regional Public Transportation Authority d/b/a GoTriangle (“GoTriangle”), a public body and body politic and corporate of the State of North Carolina; and
2. North Carolina Railroad Company (“NCRR”), a North Carolina private business corporation that owns and controls real property running approximately 317 miles from Charlotte to Morehead City which is used for passenger and freight rail operations (“NCRR Corridor”); and
3. North Carolina Department of Transportation (“NCDOT”), an agency of the State of North Carolina; and
4. Capital Area Metropolitan Planning Organization (“CAMPO”), a metropolitan planning organization (“MPO”) with jurisdiction in Wake and portions of Granville, Franklin, Harnett and Johnston counties; and
5. Durham-Chapel Hill-Carrboro Metropolitan Planning Organization (“DCHC MPO”), a metropolitan planning organization (“MPO”) with jurisdiction in Durham and portions of Orange and Chatham counties; and
6. Wake County (“Wake”), a public body and body politic and corporate of the State of North Carolina; and
7. Durham County (“Durham”), a public body and body politic and corporate of the State of North Carolina; and
8. Subject to Section III.A below, Johnston County (“Johnston”), a public body and body politic and corporate of the State of North Carolina.

I. BACKGROUND

With over 80 new residents daily, the Greater Triangle Region of North Carolina is one of the fastest growing regions in the United States. A robust local and regional transit network is essential to maintaining mobility, economic prosperity, and quality of life.

Recognizing the need for regional mobility, GoTriangle, NCRR, and NCDOT have individually or in partnership conducted multiple studies of potential commuter rail service in the Greater Triangle Region over the past twenty years. Previous studies or development efforts have included regional rail initiatives, ridership studies, capacity assessment, and planning for long-term infrastructure expansion.

The current project being advanced is known as the Greater Triangle Commuter Rail (“GTCR”) project (the “Project”). The Project envisions the introduction of commuter rail service, with GoTriangle

as the Project Sponsor, on a segment of the NCRR Corridor that lies within GoTriangle's territorial jurisdiction and within the planning jurisdictions of CAMPO and DCHC MPO (the "Commuter Rail Segment"). Commuter rail is a public transportation system designed to primarily serve peak travel demand and operate on the same tracks, as improved, used by freight and intercity passenger rail operations. The Project has been identified in the Wake County Transit Plan, the Durham County Transit Plan, and the CAMPO and DCHC MPO 2045 Metropolitan Transportation Plans.

Building upon prior study efforts, GoTriangle, in coordination with the other Parties, has undertaken a feasibility assessment to update ridership estimates, develop planning-level capital and operations and maintenance ("O&M") cost estimates, and position the Project for further evaluation and potential entry into the Federal Transit Administration's ("FTA") Capital Investment Grants ("CIG") Program with GoTriangle as the intended Project Sponsor. This MOU is intended to identify the Parties' mutual goals, objectives, tasks and expectations for the Project and to establish a preliminary framework for mutual cooperation and coordination among the Parties with respect to the same, as further described below.

Given the large scope and complex nature of the Project, many constituencies will play a role in shaping its development and, ultimately, determining its fate. Significant engagement with municipal partners, institutions, business organizations, community organizations, and the general public will be necessary. While the Parties recognize the diverse array of interests touched by the Project, the Parties also recognize that – individually and collectively – they are uniquely positioned to influence and direct the Project's implementation, as follows:

GoTriangle is the Project Sponsor and a regional public transportation authority, organized under state law for the purpose of financing, providing, operating, and maintaining an inter-county public transportation system. GoTriangle is also a Funding Party (as described herein), along with Durham and Wake and the MPOs, as these parties share a collective responsibility for the expenditure of transit revenues pursuant to state law and interlocal agreements. GoTriangle will also lead the facilitation of a cost-sharing negotiation among the Funding Parties for the Project.

NCRR, as owner of the NCRR Corridor, has agreements for access to and use of its corridor by passenger and freight rail operators. Introduction of commuter rail service in the NCRR Corridor is not possible without NCRR's consent, cooperation with current users of the corridor, and compliance with NCRR's agreements. Additionally, NCDOT and the freight rail operators have their own agreements with Amtrak. NCRR, although not a Funding Party, agrees to contribute one-third (1/3), up to \$250,000 (not to exceed), of the cost of the rail freight and passenger Rail Traffic Controller ("RTC") modeling costs relating to study of scenarios for additional rail infrastructure, facilities, and systems within the NCRR Corridor in order to accommodate commuter rail.

NCDOT has a principal role in the Project because it sponsors intercity passenger rail operated by Amtrak on some segments of the NCRR Corridor; has standing powers and responsibilities under existing agreements with NCRR and freight rail operators related to the Amtrak-operated passenger service; has special statutory responsibilities related to safety and oversight of rail fixed guideway public transportation systems; has responsibility for level and grade-separated crossings on the State highway system; and administers state funding that may be available for non-highway modes, including commuter rail.

The MPO Parties – CAMPO and DCHC MPO – are vital to the Project’s implementation because they are responsible under federal and state requirements to execute the Triangle region’s core transportation planning functions, including development of the region’s federally required metropolitan transportation plans and transportation improvement programs and the consideration and adoption of locally preferred alternatives for regionally significant transportation projects. The MPOs are also Funding Parties (as described herein), along with Durham and Wake and GoTriangle, as these parties share a collective responsibility for the expenditure of transit revenues pursuant to state law and interlocal agreements. The MPOs will also support the facilitation of a cost-sharing negotiation among the Funding Parties for the Project.

The primary county Parties – Durham and Wake – are integral to the Project’s development. Durham and Wake have authorized advisory referenda for local option sales taxes supporting implementation of their transit plans, adopted financial plans, and entered into interlocal agreements that outline planning, funding, expansion, construction, and operations of the county transit plans. Durham and Wake are also Funding Parties (as described herein), along with GoTriangle and the MPOs, as these parties share a collective responsibility for the expenditure of transit revenues pursuant to state law and interlocal agreements. The counties will also support the facilitation of a cost-sharing negotiation among the Funding Parties for the Project. If Johnston County becomes a Party to this MOU, Johnston’s role will be similar to Durham’s and Wake’s.

The “Funding Parties” are defined as GoTriangle, DCHC MPO, CAMPO, Wake County, and Durham County, as these parties share a collective responsibility for the expenditure of transit revenues pursuant to state law and interlocal agreements. Johnston County may be determined as an additional Funding Party pursuant to other provisions herein.

II. PURPOSES OF MOU

The purposes of this MOU are the following:

1. Express the Parties’ mutual understanding regarding roles and responsibilities during Early Project Development (“EPD”) as described in Section III.C below and **Exhibit A** attached hereto.
2. Express the Parties’ mutual understanding regarding priority activities, tasks, and decisions to be achieved during EPD in order to identify a commuter rail service system on the Commuter Rail Segment that will be technically, financially, legally, and politically achievable.
3. Express the Parties’ mutual intention to work in good faith to further the EPD phase of the Project in a manner that is timely, representative, collaborative, responsive, open and transparent, fiscally responsible, and informed by objective and measurable success factors.
4. Express the Parties’ mutual intention to lay a strong foundation for potential future implementation of the Project, if the Project enters the CIG phase, including future agreements for project development, construction, operations, and maintenance.

III. AGREEMENTS

A. Effective Date

This MOU will become effective as of the last date indicated on the signature pages below, when executed by all of the following parties: GoTriangle, NCR, NCDOT, CAMPO, DCHC MPO, Wake, and Durham. This MOU will not be effective with respect to Johnston, nor will Johnston be considered a Party to this MOU, until (i) Johnston has executed this MOU and (ii) all of the other Parties have also executed this MOU. The deadline for Johnston's approval and execution of this MOU, which must be supported by a vote of its Board of County Commissioners, is April 15, 2020.

B. Project Sponsor and Other Parties' Roles

This MOU describes roles and responsibilities that, in some cases, belong to one Party alone and, in others, are shared among multiple Parties. The Parties intend for their roles and responsibilities under this MOU to be construed consistently with their respective innate powers, purposes, and functions.

GoTriangle is the Project Sponsor and is the anticipated applicant for purposes of the CIG Program if the Project advances into the federal program. As Project Sponsor, GoTriangle is responsible for general management of the Project in accordance with this MOU. The remaining Parties are responsible for facilitating in good faith GoTriangle's management of the Project in accordance with this MOU.

Neither GoTriangle's designation as Project Sponsor, nor any other provision of this MOU, is intended to restrain or diminish any Party's otherwise lawful powers or prerogatives.

C. Early Project Development

Early Project Development, or EPD, means a range of tasks, as described and assigned in **Exhibit A** attached hereto, to be undertaken upon the effective date of this MOU and projected to require approximately 18 months of work. This 18-month estimate depends on timely cooperation from third parties such as the freight operators (Norfolk Southern and CSX) that currently use the NCR Corridor. While there is no set date for concluding EPD, the Parties agree that the conclusion of EPD will be marked by either (i) FTA's decision on whether to admit the Project into the CIG Program or (ii) the termination or indefinite suspension of the Project without achieving entry into the CIG Program.

The purposes of EPD are to determine whether a commuter rail service system on the Commuter Rail Segment is likely to be technically, financially, legally, and politically achievable, and also to identify the characteristics of such a system.

D. Scenarios for Early Project Development

In order to begin EPD with a set of common understandings about the Project, the Parties acknowledge the need to identify and define scenarios to be evaluated. As EPD progresses, these scenarios may evolve in response to testing and new information. A priority task in EPD is to further refine these scenarios and achieve consensus among the Parties on a "Project Concept" that reflects information about termini, station number and location, grade separations, street closures, number and location of additional tracks and improvements (e.g., bridges, signals, other infrastructure), frequency of trains, fleet

size and composition, and train storage and maintenance requirements. For purposes of initiating the necessary RTC modeling and other EPD tasks, the following scenario(s) will be tested:

- Scenario 1: West Durham to Auburn, 14 stations, 20 daily round trips (8 each in the morning and evening peak periods, and 2 each in the mid-day and late evening off-peak periods), one additional track.
- Scenario 2: Scenario 1 with seven of the 20 daily round trips (3 each in the morning and evening peak periods, and 1 in the mid-day) serving an additional proposed station in Clayton.
- Other scenarios: in response to data and findings obtained through testing of Scenarios 1 and 2, the Parties may identify and evaluate other scenarios to inform a “Project Concept.”

If Johnston does not approve and execute this MOU, also committing its funding share described in Section III.F, by April 15, 2020, Scenario #2 may be discarded from further evaluation during EPD without amendment or modification of this MOU.

E. Priority Tasks for Early Project Development

The Parties agree that the priority tasks, as described and assigned in **Exhibit A** attached hereto, will need to be accomplished to support a decision to apply for entry into the CIG Program. The Parties, individually and collectively, agree to use their best efforts to facilitate completion of these priority tasks. If any Party discovers reason to believe that completion of a priority task may be either infeasible or likely delayed beyond the 18-month period described above in Section III.C, then the Party will promptly inform all other Parties in writing, explaining the basis for the Party’s belief.

F. Budget and Cost Sharing for Early Project Development

The Funding Parties’ existing approvals for the development of the GTCR Project are not adequate to accomplish the EPD tasks described and assigned in **Exhibit A**. Accordingly, the governing boards managing the requisite appropriation of funding for EPD will consider, in accordance with regular processes, the following funding commitments and any applicable work plan or budgetary amendments by April 15, 2020:

Wake Transit Plan:	\$6 million
Durham Transit Plan:	\$2.7 million
Johnston County:	\$250,000

The total, aggregate not-to-exceed amount for EPD is \$9.2 million, including the cost of RTC rail infrastructure modeling as described in Section I. Each amount represented above is a not-to-exceed amount for the respective Party indicated. Actual expenses incurred will be billed to the respective Parties by the same percentage proportion as shown above.

By approval of this MOU, the Funding Parties acknowledge the cost share for EPD. The cost share for EPD is not intended to be indicative of a final cost share agreement for the design, financing, construction, insurance, operations, and maintenance of the Project in a state of good repair.

Notwithstanding anything to the contrary herein, this MOU will not be effective unless the funding commitments from the Wake and Durham Transit Plans are approved by the relevant governing boards by April 15, 2020. This MOU will not be effective as to Johnston unless Johnston's funding commitment is approved by its Board of County Commissioners by April 15, 2020.

G. General Responsibilities during Early Project Development

1. Further Refinement of Commuter Rail Project

Each Party will cooperate with each other in the formation of the commuter rail project, based on consensus among the parties, that can effectively function with appropriate infrastructure in a shared corridor with existing and future freight and passenger trains and is cost-beneficial to the residents of the region.

2. Local Government Engagement

Local government engagement is a priority task identified in **Exhibit A**, and will be managed as provided in **Exhibit A**. Parties not assigned lead or support responsibilities will participate in such engagement to the extent necessary to be responsive to local government interests. As part of EPD, GoTriangle will seek support from each local government potentially impacted by construction of the Project, with regard to the Project's anticipated physical and operational characteristics.

3. Stakeholder Engagement

Community and institutional engagement are priority tasks identified in **Exhibit A**, and will be managed as provided in **Exhibit A**. Parties not assigned lead or support responsibilities will participate in such engagement to the extent necessary to be responsive to stakeholders' interests. As part of EPD, GoTriangle will seek support from major institutional property owners whose lands are potentially impacted by construction of the Project, with regard to the Project's anticipated physical and operational characteristics.

4. Official Meetings

As necessary to facilitate information-sharing and decision-making, any Party may request another Party to attend official meetings of the requesting Party's governing board when Project-related approval items are on the agenda. The invited Party, through staff or other representatives, will use best efforts to attend the appointed meeting and communicate the Party's positions on, and interests in, the Project. GoTriangle will be responsible for identifying such meetings and for coordinating advance notice, preparation and plans among the relevant Parties to fulfill the stated goals of information-sharing and decision-making.

H. Party-specific Responsibilities during Early Project Development

The Parties agree to the following assignment of responsibilities, in addition to or in further elaboration of the responsibilities set forth in **Exhibit A**:

1. Funding Parties

During EPD, the Funding Parties of the proposed “Project Concept” will jointly develop a cost-sharing agreement that authorizes GoTriangle to allocate and disburse the transit plans’ respective shares of the estimated cost (after EPD) to plan, design, finance, construct, insure, operate, and maintain the Project in a state of good repair. GoTriangle will lead the facilitation of negotiations and drafting related to the proposed cost-sharing agreement. The purpose of such an agreement is to demonstrate the local financial commitment needed to secure “matching” potential future federal funding under the requirements of the CIG Program and to document a methodology (or methodologies) for sharing of construction and operating costs of a regional project. In addition, the Funding Parties will collaborate to seek state funding to complement local and federal funding.

2. GoTriangle

GoTriangle will be considered the Project Sponsor and lead coordinator for all pre-CIG activity. With input and collaboration from the other Parties, GoTriangle will continually monitor the status of the EPD priority tasks. Upon agreement among all MOU Parties that readiness for CIG Project Development has been achieved, GoTriangle will submit the Project to FTA for entry into the federal program.

3. MPOs

The MPOs will work collaboratively with all MOU Parties to identify and consider for adoption a Locally Preferred Alternative (including mode, alignment, and termini) for the CIG Program phase using a mutually-acceptable concurrence process. The MPOs will work collaboratively with all MOU Parties to facilitate consideration of adoption of the Project in all applicable Metropolitan Transportation Plans, Transportation Improvement Programs, State Transportation Improvement Program, and county transit plans.

4. NCRR

NCRR will contribute and work with the other Parties to assist in the determination of the feasibility of the Project within the Commuter Rail Segment, including but not limited to:

- i. providing information about existing conditions
- ii. review and comment related to capacity expansion requirements and required and related capital investments
- iii. review and comment related to designs and plans
- iv. identification of legal parameters and issues within NCRR’s purview and strategies for addressing these
- v. encouraging and facilitating discussions with freight operators on the NCRR Corridor when needed by the Project Sponsor

5. NCDOT

With consideration for passenger and freight needs, including but not limited to its obligations and responsibilities incurred pursuant to the Definitive Service Outcomes Agreement dated March 21, 2011, NCDOT will be responsible for working with the other Parties to contribute to determining a feasible project on the NCRR-owned railroad line to be improved, including but not limited to:

- i. supporting identification of existing conditions

- ii. review, comment, and make a determination related to operating plans for RTC modeling
- iii. review and comment related to safety plans
- iv. review and comment related to roadway crossing plans
- v. review and comment related to capacity expansion requirements and plans
- vi. identification of legal parameters and issues within NCDOT's purview and strategies for addressing these
- vii. encouraging and facilitating discussions with Amtrak and freight operators when needed by the Project Sponsor
- viii. working with MOU Parties to facilitate the Project's adoption in the Statewide Transportation Improvement Program

IV. TERMINATION

A. Conference of the Parties

If mutual agreement among the MOU Parties on readiness for CIG Project Development is not achieved and GoTriangle does not apply to FTA within 24 months of the effective date of this MOU, the Parties agree to confer and use best efforts to determine by mutual agreement a response to the circumstances. The Parties agree to negotiate, as necessary and in good faith, for a period of up to 6 months. If the Parties are unable to negotiate an extension of the MOU or if the MOU is no longer needed, the MOU will terminate at the end of the 6-month period, and in any event the MOU will terminate no later than December 31, 2022.

B. CIG Project Development

If the CIG Project Development application is submitted to and approved by FTA, it is contemplated that the Parties will enter into other agreements for the Parties' roles and responsibilities regarding project development, construction, operations and maintenance.

IN WITNESS WHEREOF, the Parties have caused this Memorandum of Understanding to be executed by their duly authorized representatives on the dates indicated below.

[SIGNATURES ON PAGES FOLLOWING]

EXHIBIT A

MEMORANDUM OF UNDERSTANDING IN SUPPORT OF CONTINUED DEVELOPMENT OF THE GREATER TRIANGLE COMMUTER RAIL PROJECT

Goal	Activity	Lead*	Support**
A. Build a foundation for sustained regional cooperation and meaningful stakeholder engagement necessary for development of a successful Project Concept	1. Prepare and begin implementing a community engagement plan, defining roles and responsibilities of each Party and how stakeholders will be invited to participate meaningfully in the activities outlined in this exhibit.	GoTriangle	MPO Parties, County Parties
	2. Prepare and begin implementing an agency coordination plan, defining roles and responsibilities of each Party. GoTriangle and the MPO Parties will seek to develop and obtain concurrence for the plan with each affected local government and major institution within 60 days of execution of this MOU.	GoTriangle	MPO Parties
	3. Initiate necessary consultation with federal regulatory agencies to confirm anticipated requirements for approvals, identify the National Environmental Policy Act (NEPA) lead and cooperating agencies, obtain a class of action determination, and initiate environmental scoping.	GoTriangle	MPO Parties
	4. Prepare an agreement work plan, including exhibit of draft matrix of critical agreements, permits, and approvals, including purpose, proposed parties, and timeline for approval for each item.	GoTriangle	NCR, MPO Parties
	5. Secure resolutions of support for moving forward with the Project Concept from boards of all affected local governments and major institutions.	GoTriangle	MPO Parties
	6. Facilitate consideration of the Project in all applicable metropolitan transportation plans, Transportation Improvement Programs, State Transportation Improvement Program, and county transit plans.	MPO Parties	GoTriangle
	7. Facilitate consideration of rail corridor setback standards by local land use authorities.	GoTriangle	MPO Parties, NCR
B. Further refine and achieve consensus among Parties on Project Concept [project definition for purposes of initiating CIG Project Development (termini, station number and locations, grade separations, street	8. Perform detailed corridor screening to confirm key engineering and constructability risk areas, including geographic areas with complex roadway interface, topography, encroachments, adjacent structures, critical utilities, and other environmental features.	GoTriangle	NCR, NCDOT
	9. Evaluate rolling stock and station design considerations to develop conceptual approach to address applicable federal performance standards for rolling stock accessibility.	GoTriangle	NCR, NCDOT
	10. Obtain field survey and perform preliminary engineering design for key engineering and constructability risk areas to determine viable design	GoTriangle	NCR, NCDOT

EXHIBIT A

MEMORANDUM OF UNDERSTANDING IN SUPPORT OF CONTINUED DEVELOPMENT OF THE GREATER TRIANGLE COMMUTER RAIL PROJECT

Goal	Activity	Lead*	Support**
closures, number and location of additional tracks and improvements, frequency of trains, fleet size and composition, train storage and maintenance requirements)]	concepts in consultation with authorities having jurisdiction including NSR and CSX.		
	11. In consultation with local governments, assess land availability for park-and-rides, and reach determination on whether sufficient park-and-ride spaces can be established to support adequate ridership.	GoTriangle	NCR, NCDOT
	12. In consultation with local governments, identify site(s) for maintenance and layover facilities, and reach determination on whether sufficient available land exists for an affordable facility.	GoTriangle	NCR, NCDOT
	13. Develop and begin implementing a project concurrence plan progressing to a recommendation of a locally preferred mode, alignment and termini.	GoTriangle	MPO Parties
C. Provide a basis for evaluation of monetary costs, non-monetary costs, and benefits	14. Prepare updated schedule and cost estimates (timeline and costs to plan, design, build, finance, operate, and maintain the project in a state of good repair) in consultation with NSR.	GoTriangle	NCR, NCDOT
	15. Define and evaluate project metrics including equity measures informed by community engagement.	GoTriangle	MPO Parties
D. Obtain buy-in for the Project Concept from the operating railroads and agree on the requirements and design criteria	16. Engage with NSR and CSX to perform RTC modeling and determine alternate operating plans and associated infrastructure improvements that will be approved by the railroad owners and operators and GoTriangle.	GoTriangle	NCR, NCDOT
	17. Determine the necessary requirements of the railroad owners and operators, including capacity, infrastructure, operating, and legal and financial requirements (such as fees, indemnification, and insurance) to the mutual satisfaction of GoTriangle and the railroad owners and operators.	GoTriangle	NCR, NCDOT
E. Build adequate management capacity and capability to advance the project	18. Develop a preliminary Project Management Plan with well-developed sponsor management capacity and capability documents and project delivery and procurement plan.	GoTriangle	All Other MOU Parties
	19. Procure consultant support necessary to manage and perform Project Development activities.	GoTriangle	All Other MOU Parties
F. Monitor risks related to likelihood of federal funding eligibility	20. Continue to perform ridership modeling as the project definition is refined to mitigate risk of unforeseen drop in projected Project Justification ratings.	GoTriangle	MPO Parties

EXHIBIT A

MEMORANDUM OF UNDERSTANDING IN SUPPORT OF CONTINUED DEVELOPMENT OF THE GREATER TRIANGLE COMMUTER RAIL PROJECT

Goal	Activity	Lead*	Support**
	21. Engage with local land use authorities, affected major institutions and agency partners to evaluate and consider strategies to bolster Land Use and Economic Development ratings and increase project benefits.	GoTriangle	MPO Parties, County Parties
G. Obtain commitment of 100% of non-CIG funds to codify local funding partner commitment and mitigate a range of project risks, in particular risks that are exacerbated by uncertainty of project viability	22. Facilitate cost-sharing negotiation and secure a local government commitment of funds for 100% of the non-federal share of estimated costs for project design, management, financing, construction, and operation and maintenance in a state of good repair.	GoTriangle	MPO Parties, County Parties

* The Lead agency or organization will take necessary steps to plan and execute each activity.

**The support agency(s) or organization(s) will facilitate the lead agency's or organization's actions.

MOU in Support of Continued Development of the Greater Triangle Commuter Rail Project

RESEARCH TRIANGLE REGIONAL PUBLIC TRANSPORTATION AUTHORITY D/B/A GOTRIANGLE

BY: _____ this _____ day of _____, 2020
Michael G. Parker, Chair, Board of Trustees

BY: _____ this _____ day of _____, 2020
_____ [name], President and Chief Executive Officer

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

Saundra Freeman
Chief Financial Officer

Reviewed and approved as to legal form by GoTriangle.

_____ [name], General Counsel

MOU in Support of Continued Development of the Greater Triangle Commuter Rail Project

NORTH CAROLINA RAILROAD COMPANY

BY: _____ this _____ day of _____, 2020
William V. Bell, Chairman, Board of Directors

BY: _____ this _____ day of _____, 2020
Scott M. Saylor, President

MOU in Support of Continued Development of the Greater Triangle Commuter Rail Project

NORTH CAROLINA DEPARTMENT OF TRANSPORTATION

BY: _____ this _____ day of _____, 2020
Michael S. Fox, Chairman, Board of Transportation

BY: _____ this _____ day of _____, 2020
Julie White, Deputy Secretary for Multimodal Transportation

MOU in Support of Continued Development of the Greater Triangle Commuter Rail Project

NC CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION, "CAMPO"

BY: _____ this _____ day of _____, 2020
Sig Hutchinson, Chair, CAMPO Executive Board

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 Sig Hutchinson, Chair, CAMPO Executive Board 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 _____, 2020.

Notary Public

(Affix notary seal)

My Commission Expires: _____, 20__

BY: _____ this _____ day of _____, 2020
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 _____, 2020.

Notary Public

(Affix notary seal)

My Commission Expires: _____, 20__

MOU in Support of Continued Development of the Greater Triangle Commuter Rail Project

DURHAM-CHAPEL HILL-CARRBORO METROPOLITAN PLANNING ORGANIZATION, "DCHC-MPO"

BY: _____ this _____ day of _____, 2020
Wendy Jacobs, Chair, DCHC-MPO Board

ACKNOWLEDGEMENT by DURHAM-CHAPEL HILL-CARRBORO MPO

State of North Carolina
County of Durham

I, _____, a Notary Public for said County and State, do hereby certify that Wendy Jacobs, Chair, DCHC-MPO Board 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 _____, 2020.

Notary Public

(Affix notary seal)

My Commission Expires: _____, 20__

BY: _____ this _____ day of _____, 2020
Felix Nwoko, Executive Director

ACKNOWLEDGEMENT by DURHAM-CHAPEL HILL-CARRBORO MPO

State of North Carolina
County of Durham

I, _____, a Notary Public for said County and State, do hereby certify that Felix Nwoko, 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 _____, 2020.

Notary Public

(Affix notary seal)

My Commission Expires: _____, 20__

MOU in Support of Continued Development of the Greater Triangle Commuter Rail Project

COUNTY OF WAKE

BY: _____ this _____ day of _____, 2020
Greg Ford, Chair, Board of Commissioners

BY: _____ this _____ day of _____, 2020
David Ellis, County Manager

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

Emily Lucas
Chief Financial Officer

MOU in Support of Continued Development of the Greater Triangle Commuter Rail Project

COUNTY OF DURHAM

BY: _____ this _____ day of _____, 2020
Wendy Jacobs, Chair, Board of Commissioners

BY: _____ this _____ day of _____, 2020
Wendell M. Davis, County Manager

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

Susan Tezai
Chief Financial Officer

MOU in Support of Continued Development of the Greater Triangle Commuter Rail Project

COUNTY OF JOHNSTON

BY: _____ this _____ day of _____, 2020
Ted G. Godwin, Chair, Board of Commissioners

BY: _____ this _____ day of _____, 2020
Rick Hester, County Manager

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

J. Chad McLamb
Finance Director

MEMORANDUM

TO: GoTriangle Board of Trustees
FROM: Capital Development and Finance & Administration
DATE: March 18, 2020
SUBJECT: **FY20 County Transit Tax Annual Work Plan Amendments**

Strategic Objective or Initiative Supported

1.2 Pursue service improvements and expansion opportunities

Action Requested

Staff requests that the Board approve amendments to the FY20 county transit tax work plans for Orange, Durham, and Wake counties and enact accompanying budget ordinance amendments.

Background and Purpose

This memo consolidates ten requested amendments to the FY20 county transit tax work plans. These include:

1. Orange: Mobility on demand vehicles: *net impact* (\$229,500)
2. Durham: Five amendments related to January 25, 2020 service changes: *net impact* \$0
3. Durham: Prior year GoDurham bus stop closeout: *net impact* (\$250,000)
4. Durham: Next phase of Greater Triangle Commuter Rail study: *net impact* (\$2,235,000)
5. Wake: Next phase of Greater Triangle Commuter Rail study: *net impact* \$0

1. Orange: Mobility and on demand vehicles (Orange County Public Transit)

Purchase of five vans equipped with wheelchair lifts to support the Mobility on Demand service at a cost of \$249,800. This includes an additional FY20 allocation of \$229,500 to this project from the Orange Transit Tax fund, through re-allocation of prior year operating and capital carryovers to this project. This amendment request is necessary to provide enough vehicles to meet the demand that this service will create. This amendment was recommended for approval by the Orange staff work group on March 16, 2020.

Orange County FY20 work plan budget impact = \$229,500

2. Durham: Five amendments related to January 25, 2020 service changes (GoDurham)

This amendment request reflects service changes implemented on January 25, 2020, in accordance with the GoDurham Short Range Service Plan. There is no financial impact to the work plan budget from this amendment, although funding amounts are adjusted between projects. This amendment was recommended for approval by the Durham staff work group on March 16, 2020.

3. Durham: Prior year GoDurham bus stop closeout (GoTriangle)

Construction of three remaining bus stop sites from the original scope of transit plan project 18DCI_CD4, "GoDurham Better Bus Stops," including Glenview Station Walmart, which is the fourth busiest GoDurham stop, at a cost of \$250,000. This new request is necessary to allocate funding to GoTriangle, on behalf of GoDurham, to complete construction of the bus stops identified in that transit plan project's original scope. This amendment was recommended for approval by the Durham staff work group on March 16, 2020.

Durham County FY20 work plan budget impact = \$250,000

4-5. Durham and Wake: Next phase of Greater Triangle Commuter Rail study (GoTriangle)

For the Greater Triangle Commuter Rail (GTCR) project to proceed, additional study is required to further define the project including; engage community members, municipalities, and institutional partners; evaluate critical project success factors; and build consensus among, and seek formal endorsements from, funding partners, municipalities, railroads, and institutional partners. Additional information is provided in the memo of the accompanying agenda item for the memorandum of understanding in support of continued development of the GTCR project.

Durham County's cost share for the next phase of GTCR study is an amount not to exceed \$2,700,000. This includes an additional FY20 allocation request of approximately \$2,235,000 from the Durham Transit Tax fund. The Durham staff work group recommended approval of the amendment on January 29, 2020. The Durham Board of County Commissioners approved the amendment on March 9, 2020 and the Durham-Chapel Hill-Carrboro Metropolitan Planning Organization Board approved the amendment on March 11, 2020.

Durham County FY20 Work plan budget impact = \$2,235,000

Wake County's cost share for the next phase of GTCR study is an amount not to exceed \$6,000,000. This includes a carry-over of \$333,333 previously allocated for rail traffic controller modeling and a re-allocation of \$5,666,667 that was previously encumbered for commuter rail project development and held in reserve. The Wake Transit Planning Advisory Committee recommended approval of the amendment on February 12, 2020. The Capital Area Metropolitan Planning Organization Board approved the amendment on March 18, 2020.

Wake County FY20 Work plan budget impact = \$0

Financial Impact

The FY20 county transit tax annual work plan amendments have the following net impacts:

- Orange County Public Transit mobility on demand vehicles (Orange): \$229,500
- Prior year GoDurham bus stop closeout (Durham): \$250,000
- Next phase of Greater Triangle Commuter Rail study (Durham): \$2,235,000



The above figures are net impacts to the county transit tax funds. The total dollar value of the next phase of study for the GTCR project is \$9,200,000. The MOU includes the following cost share:

- Wake County: \$6,000,000
- Durham County: \$2,700,000
- North Carolina Railroad Company: \$250,000
- Johnston County: \$250,000

Attachments

- Orange Transit Plan Amendment Request
- Orange Budget Ordinance Amendments
- Durham Transit Plan Amendment Requests
- Durham Budget Ordinance Amendments
- Wake Transit Plan Amendment Request
- Wake Budget Ordinance Amendment

Staff Contacts

- Jay Heikes, 919-314-8741, jheikes@gotriangle.org;
- Katharine Eggleston, 919-314-8741, keggleston@gotriangle.org
- Jennifer Hayden, 919-485-7415, jhayden@gotriangle.org
- Steven Schlossberg, 919-485-7590 sschlossberg@gotriangle.org,





COUNTY TRANSIT PLANS FY20 WORK PLAN AMENDMENTS

GoTriangle Board of Trustees
March 25, 2020

ORANGE WORK PLAN AMENDMENT REQUEST

Project	Description	Cost Impact
1. Vehicle Purchase	Five Vehicles for Mobility on Demand Purchase (Orange County Public Transit)	<u>\$229,500</u>
TOTAL		\$229,500

DURHAM WORK PLAN AMENDMENT REQUESTS

Project	Description	Cost Impact
2. Jan 2020 Service Changes	Adjust project sheets to account for January service changes (GoDurham)	\$0
3. GoDurham Better Bus Stops	Funding to construct final three bus stops from original FY20 scope. (GoTriangle on behalf of GoDurham)	\$250,000
4. Commuter Rail – Durham	Next phase of Greater Triangle Commuter Rail Study (GoTriangle)	<u>\$2,235,000</u>
TOTAL		\$2,485,000

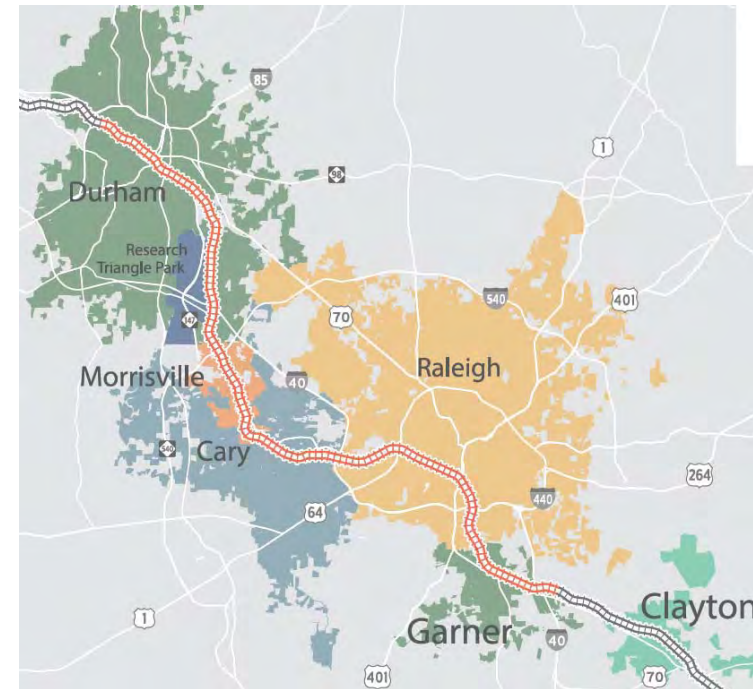
COMMUTER RAIL – DURHAM COUNTY

Current FY20 Work Plan:

Project	Current FY20 Budget	Budget Unspent
Commuter Rail Study	\$ 715,373	\$465,000

Proposed FY20 Work Plan:

Commuter Rail Study	Budget Amount
Remaining FY20 Budget	\$ 465,000
FY20 Budget Amendment	\$ 2,235,000
Total	\$ 2,700,000

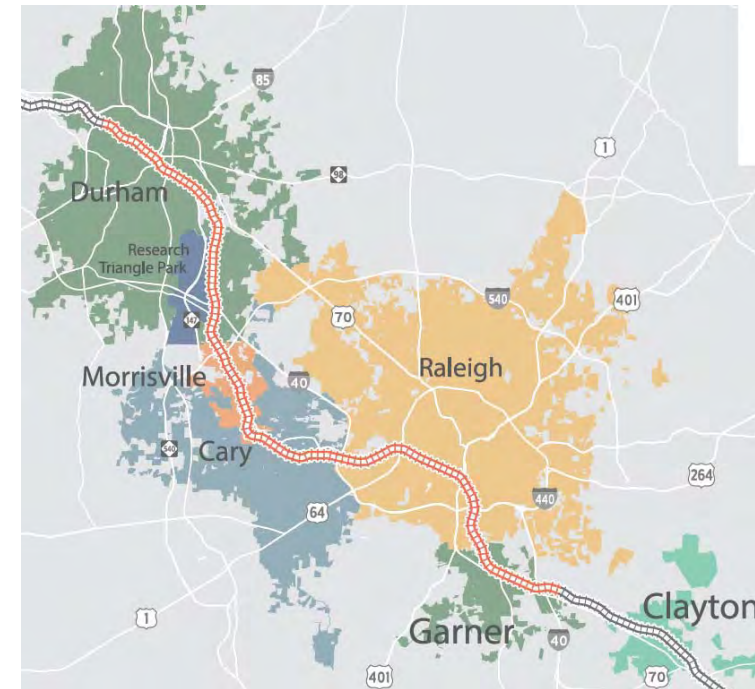


FY20 Durham Work Plan Budget Impact = \$2,235,000

GO FORWARD
A COMMUNITY INVESTMENT IN TRANSIT

COMMUTER RAIL – WAKE COUNTY

5. Wake CRT Funding Source	Budget Amount
Re-allocate FY18 reserve funds encumbered for CRT	\$ 2,303,038
Re-allocate FY20 reserve funds encumbered for CRT	\$ <u>3,363,629</u>
<i>Sub Total funds re-allocated from reserve:</i>	\$ 5,666,667
Carry-over FY19 funds for Rail Traffic Controller modeling	\$ <u>333,333</u>
Total	\$ 6,000,000



FY20 Wake Work Plan Budget Impact = \$0



TO: AARON CAIN
FROM: ALLYSON COLTRANE
SUBJECT: FY20 BUDGET AMENDMENT: VEHICLE PURCHASES
DATE: MARCH 9, 2020
CC: THEO LETMAN, TELEISHIA HOLLOWAY

Orange County is requesting a budget transfer for the FY20 vehicle purchases budget line item. The request would transfer the available funds from both the 2020 estimated vehicle purchases carryover and 2020 estimated operating carryover into the 2020 approved vehicles purchases budget. The need for this transfer in the current year is to implement the new Mobility on Demand service that requires five vans equipped with wheelchair lifts. The success of this program depends on having enough vehicles to meet the demand that this service will create.

Funding Breakdown:

\$20,327 (Unspent 2020 approved vehicle purchases budget)

\$85,032 (2020 Total estimated vehicle purchases carryover) – To be added to OPT’s vehicle budget

\$144,441 (2020 Estimated operating carryover) – To be added to OPT’s vehicles budget

\$249,800

Unique Project ID#	Triangle Tax District Orange Transit Work Plan Project Request Form Capital	FY START DATE	7/1/2019	
20OPT_TS7		FY 2020		
Unique Request ID: (FY Project Start year)		20		
(Three letter Agency)		OPT		
(Project Type)		TS		
(Unique Number)	007			

Project Business Case

Project Name	Requesting Agency	Project Contact	TTD Estimated Cost	
Mobility on Demand Vehicles	Orange Public Transit\OC	Theo Letman	Current Year	\$ 249,783
Estimated Start Date	Estimated Completion	Notes		
		(Add notes as appropriate)		
Project Description	<i>Enter below a summary of the project that may later be used for the Transit Work Plan.</i>			
Funding will be used to purchase 5 vans for mobility on demand service				

Project Profile

Where is this project located, who will this project serve and what are the key benefits? (Ex. Improve Transit efficiency, levels of service, etc.)

Project Location?	Who will this Project serve?	What are the key benefits?
Orange County, NC	Orange County resident	Service expansion to increase mobility and connectivity to residents.

Project Monitoring Details

Quantitative and Qualitative Outcomes ****Please list up to 3 Quantitative metrics and 1 Qualitative**

Increased connectivity	Providing transportation to underserved communities	Improve transit efficiency	Qualitative	Decrease passenger ride time by 5%
------------------------	---	----------------------------	-------------	------------------------------------

List any other relevant information not addressed.

Finance Estimates

Estimated Project Revenues:

If there are other revenues besides Transit Tax Revenue to support this request, please enter the anticipated revenue amounts next to the appropriate funding source for each fiscal year shown below.

Revenue	FY19 (Actuals)	FY20 (Budget)	FY21	FY22	FY23	FY24	Total
Tax Revenue							
Durham County Tax Revenue	-	249,783	-	-	-	-	249,783
Other Revenue							
Federal							-
State							-
Other:							-
Subtotal Other	-	-	-	-	-	-	-
TOTAL REVENUE	-	249,783	-	-	-	-	249,783

Transit Capital Development: Estimated appropriations to support contractual commitments and other expenses related to proposed capital projects.

Cost Break Down of Project Request

CAPITAL COSTS	FY19 (Actuals)	FY20 (Budget)	FY21	FY22	FY23	FY24	Total
Feasibility or Other Studies							\$ -
Land - Right of Way							\$ -
Design & Engineering							\$ -
Construction - Implementation							\$ -
Equipment		\$ 249,783					\$ 249,783
Other (Describe)							\$ -
TOTAL CAPITAL COSTS	-	249,783	-	-	-	-	249,783

Assumptions for Costs and Revenues Above:

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

The funding amount is based on quote from vendor

2020 0006

**GOTRIANGLE
FISCAL YEAR 2020
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, 2019, and ending June 30, 2020:

	Original	Amended
Article 43 ½ Cent Sales Tax	\$ 7,769,295	\$ 7,769,295
Vehicle Rental Tax	680,347	680,347
\$7 County Vehicle Registration Tax	863,801	863,801
\$3 Vehicle Registr Transfer from Dur/Orange Special Tax District	370,223	370,223
Grants/Others	<u>231,660</u>	<u>231,660</u>
Total	\$ 9,915,326	\$ 9,915,326

Section 2. The following amounts hereby are appropriated in the **Triangle Tax District Orange Operating Fund** for the fiscal year beginning July 1, 2019, and ending June 30, 2020:

	Original	Amended
Transit Administration		
GoTriangle	\$ 962,510	\$ 814,302
DCHC MPO	555,364	55,364
Bus Operations	0	0
Chapel Hill Transit	1,983,907	1,940,152
Orange County Public Transit	743,018	710,393
GoTriangle	909,307	918,032
Transfer to Triangle Tax District - Orange Capital Fund	3,305,257	4,429,669
Allocation to Orange Operating Fund Balance	<u>1,455,963</u>	<u>1,047,414</u>
Total	\$ 9,915,326	\$ 9,915,326

Section 3. GoTriangle staff is directed to meet with staff from Orange County and Durham County, in consultation with other transit partners including Chapel Hill and the City of Durham, to:

- Consider any revisions to direct and indirect support allocations for Durham and Orange counties;
- Discuss possible transition of small capital projects to local project sponsors;

- Discuss cost allocations between the partners; and
- Present a budget amendment reflecting any proposed changes supported by Durham and Orange County staffs by November 1, 2019.

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 25TH DAY OF MARCH 2020.

Michael Parker, Board of Trustees Chair

ATTEST:

Michelle C. Dawson, Clerk to the Board

2020 0007

**GOTRIANGLE
FISCAL YEAR 2020
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, 2019, and ending June 30, 2020:

	Original	Amended
Allocation from Orange Capital Fund Balance	\$ 5,329,313	\$ 5,329,313
Transfer from Triangle Tax Dist – Orange Operating Fund	<u>3,305,257</u>	<u>4,200,213</u>
Total	\$ 8,634,570	\$ 9,529,526

Section 2. The following amounts hereby are appropriated in the **Triangle Tax District – Orange Capital Fund** for the fiscal year beginning July 1, 2019, and ending June 30, 2020:

	Original	Amended
Vehicle Purchase		
Chapel Hill Transit	\$ 1,693,192	\$ 1,693,192
Orange County Public Transit	79,657	309,113
Transit Infrastructure	0	0
Town of Carrboro	997,734	1,026,734
Chapel Hill Transit/Town of Chapel Hill	586,705	586,705
Chapel Hill Transit – NSBRT	2,513,215	2,513,215
GoTriangle	1,389,027	725,527
Town of Hillsborough	434,897	434,897
Orange County Public Transit	182,531	982,531
Capital – Other	0	0
GoTriangle	239,152	239,152
DCHC MPO	0	500,000
D-O LRT Wind-Down	<u>518,460</u>	<u>518,460</u>
Total	\$ 8,634,570	\$ 9,529,526

Section 3. GoTriangle staff is directed to meet with staff from Orange County and Durham County, in consultation with other transit partners including Chapel Hill and the City of Durham, to:

- Consider any revisions to direct and indirect support allocations for Durham and Orange counties;
- Discuss possible transition of small capital projects to local project sponsors;
- Discuss cost allocations between the partners; and
- Present a budget amendment reflecting any proposed changes supported by Durham and Orange County staffs by November 1, 2019.

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 25TH DAY OF MARCH 2020.

Michael Parker, Board of Trustees Chair

ATTEST:

Michelle C. Dawson, Clerk to the Board



Connecting all points of the Triangle

March 5, 2020

To: Durham – Staff Working Group
 From: GoTriangle on behalf of GoDurham
 Subject: GoDurham FY20 Workplan Amendments

1. Background

This memo covers a proposed FY20 Workplan amendment with a brief introduction and financial impact.

1.1 GoDurham

i. Amendments related to approved service changes

On January 25, 2020, GoDurham made service changes in accordance with the approved GoDurham Short Range Transit Plan. This amendment request is in response to these approved changes. The overall funding request does not change, but funding levels are adjusted between projects. The following is a summary of the changes by project:

- Route 3 Tripper (18DCI_TS3) – This project funded tripper service on Route 3 at night and Sundays. Starting 1/25/2020, Route 3 Tripper was replaced by the Route 3B. This amendment includes amounts from July 1, 2019 until Route 3 Tripper was eliminated on January 25, 2020.
- Route 12 & 14 Frequency Improvements (18DCI_TS4) – This project funded additional trips on Route 12B and 14. This amendment incorporates service previously allocated to Route 14 which was eliminated on January 25, 2020 and allocates additional funds for new service coverage to RTP on Route 12B. The amendment changes the ID to 20DCI_TS4.
- Route 15 – Span Improvements (18DCI_TS5) – This project funded increased span of service to Brier Creek. Starting 1/25/2020, Route 15 was incorporated into the Route 2. This amendment includes amounts from July 1, 2019 until January 24, 2020.
- Route 2 – Improvements (20DCI_TS12) – Starting 1/25/2020, Route 2 provides service to Brier Creek. This amendment request supports service that was previously allocated to the Route 15 to the Route 2 from January 25, 2020 until June 30, 2020.
- Route 20 – New Commuter Service (18DCI_TS6) – Seven (7) trips were eliminated from the Route 20 per the approved Short Range Transit Plan in order to improve productivity. This amendment reduces the funding request for the fiscal year.





Connecting all points of the Triangle

Table 1: Summary of Project Requests (Administration and Operations)

		<u>FY20 Approved</u>	<u>FY20 Amendment Request</u>	<u>Difference</u>
18DCI_TS1	Route 5 - Frequent Service Corridor	\$ 680,049	\$ 680,049	\$ -
18DCI_TS2	Route 10 - Frequent Service Corridor	\$ 490,582	\$ 490,582	\$ -
18DCI_TS3	Route 3 - Tripper for Crowding Relief	\$ 65,280	\$ 37,400	\$ (27,880.00)
18DCI_TS4	Route 12 & 14 - Frequency Improvements	\$ 267,495	\$ -	\$ (267,495.00)
20DCI_TS4	Route 12B Improvements	\$ -	\$ 324,785	\$ 324,785
18DCI_TS5	Route 15 - Span Improvements	\$ 324,445	\$ 184,025	\$ (140,420.00)
18DCI_TS6	Route 20 - New Commuter Service	\$ 299,285	\$ 269,875	\$ (29,410.00)
18DCI_TS7	System-Wide - Later Sunday Service	\$ 170,510	\$ 170,510	\$ -
18DCI_TS8	System-Wide - New Year's Eve Service	\$ 7,480	\$ 7,480	\$ -
18DCI_TS9	Increased Cost of Existing Services	\$ 815,217	\$ 815,217	\$ -
20DCI_TS12	Route 2 Improvements	\$ -	\$ 140,420	\$ 140,420
Total Operating Requests		\$ 3,120,343	\$ 3,120,343	\$ -



Unique Project ID#	Triangle Tax District Durham Transit Work Plan Project Request Form Transit Services	FY START DATE	7/1/2019	
18DCI_TS3		FY 2020		
Unique Request ID: [FY Project Start Year]		18		
[Three letter Agency]		DCI		
[Project Type]		TS		
[Unique Number]	003			

Project Business Case

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

Project Name	Requesting Agency	Project Contact	TTD Estimated Operating Cost	
Route 3 - Tripper for Crowding Relief	GoDurham	Erik Landfried	Current Year	\$ 37,400
Estimated Start Date	Estimated Completion	Notes	TTD Estimated Capital Cost	
Already implemented	N/A		Current Year	\$ -

Project Description Enter below a summary of the project that may later be used for the FY 2020 Durham - Orange Transit Work Plan.

Since all GoDurham routes operate only once per hour at night and on Sunday, Route 3 was experiencing overcrowding on certain night and Sunday trips. A tripper bus was added which runs the same schedule as Route 3 on the most overcrowded trips. The approved short range transit plan implemented service on Route 3B at night/Sunday, thus making the additional tripper service unnecessary. Route 3 tripper was eliminated on 1/25/2020.

Project Profile

Where is this project located, who will this project serve and what are the key benefits? (Ex. Improve Transit efficiency, levels of service, etc.)

Project Location?	Who will this Project serve?	What are the key benefits?
Holloway St, Hardee St, Geer St	Transit riders who travel between downtown, the Village, and Glenview Station at night and on Sunday	Less overcrowding on Route 3

Project Monitoring Details

Operating Projects

For bus operating projects, please provide:

a) Target Start Date	7/1/2019-1/24/2020
b) Span	7:42 PM - 8:55 PM, Monday-Saturday and 12:42 PM - 7:26 PM Sunday
c) Frequency	Every 60 minutes
d) Assets Used	GoDurham vehicles
e) Geographic Termini	Durham Station - Glenview Station
f) Major Market Destinations Served	Holloway St, The Village
g) Revenue Hours	1.22 Mon-Sat, 6.73 Sunday (starting 7/1/2019); 0 hours (starting 1/25/2020)

Finance Estimates

Revenue

Tax Revenue	FY19	FY20	FY21	FY22	FY23	FY24	Total
Durham - Orange County Tax Revenue	63,648	37,400	-	-	-	-	101,048
Other Revenue							
Federal							-
State							-
Farebox	11,232	6,600	-	-	-	-	17,832
Subtotal Other	11,232	6,600	-	-	-	-	17,832
TOTAL REVENUE	74,880	44,000	-	-	-	-	118,880

Cost Break Down of Project Request

OPERATING COSTS	FY19	FY20	FY21	FY22	FY23	FY24	Total
Growth Factors		2.50%	2.50%	2.50%	2.50%	2.50%	
Salary & Fringes			\$ -	\$ -	\$ -	\$ -	\$ -
Contracts			\$ -	\$ -	\$ -	\$ -	\$ -
Bus Operations:							
Estimated Hours	768.00	440.00					
Cost per Hour	\$ 97.50	\$ 100.00	\$ 103.00	\$ 106.00	\$ 109.00	\$ 112.00	
Estimated Operating Cost	\$ 74,880.00	\$ 44,000.00	\$ -	\$ -	\$ -	\$ -	\$ 118,880.00
Bus Leases			\$ -	\$ -	\$ -	\$ -	\$ -
Park & Ride Lease			\$ -	\$ -	\$ -	\$ -	\$ -
Other -Bus (Describe)			\$ -	\$ -	\$ -	\$ -	\$ -
Other -Bus (Describe)			\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal: Bus Operations	\$ 74,880.00	\$ 44,000.00	\$ -	\$ -	\$ -	\$ -	\$ 118,880.00
Other (Describe)			\$ -	\$ -	\$ -	\$ -	\$ -
Other (Describe)			\$ -	\$ -	\$ -	\$ -	\$ -
Other (Describe)			\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL OPERATING COSTS	\$ 74,880.00	\$ 44,000.00	\$ -	\$ -	\$ -	\$ -	\$ 118,880.00

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

253 weekdays, 53 Saturdays, and 59 Sundays in FY 2019; 144 weekdays, 29 Saturdays, and 34 Sundays in FY 2020 (updated following 1/25/2020 service change)

Unique Project ID#	Triangle Tax District Durham Transit Work Plan Project Request Form Transit Services	FY START DATE	7/1/2019	
20DCI_TS4		FY 2020		
Unique Request ID: (FY Project Start year)		18		
(Three letter Agency)		DCI		
(Project Type)		TS		
(Unique Number)	004			

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

Project Name	Requesting Agency	Project Contact	TTD Estimated Cost	
Route 12B Improvements	GoDurham	Erik Landfried	Current Year	\$ 324,785
Estimated Start Date	Estimated Completion	Notes		
Already implemented	N/A			

Project Description *Enter below a summary of the project that may later be used for the Transit Work Plan.*

Route 12B has additional trips added departing Durham Station at :30 past the hour and returning at :25 past, Monday through Saturday before 7:00 PM. Along with Route 12, this provides 30 minute frequency on NC-55, Riddle Rd, and Cornwallis Rd between NC-147 and NC-54. Route 12B provides additional service along NC 54 between NC 55 and the Regional Transit Center. The project incorporates service previously allotted to the Route 14, which was eliminated with the 1/25/2020 service change.

Project Profile
Where is this project located, who will this project serve and what are the key benefits? (Ex. Improve Transit efficiency, levels of service, etc.)

Project Location?	Who will this Project serve?	What are the key benefits?
NC-55, Riddle Rd, Cornwallis Rd from NC-147 to NC-54	Transit riders who live or work along NC-55, including NCCU students and staff	More frequent service, which leads to more flexible trip times and less crowding

Project Monitoring Details
Operating Projects

For bus operating projects, please provide:

a) Target Start Date	Already implemented
b) Span	6:00 AM - 7:00 PM, Monday - Saturday
c) Frequency	Every 30 minutes between NC 54 and Durham Station
d) Assets Used	GoDurham vehicles
e) Geographic Termini	Durham Station - RTC
f) Major Market Destinations Served	NCCU, Hillside HS, Triangle Square, RTC
g) Revenue Hours	15.19 on weekdays and Saturdays (10.32 hrs from prior to 1/25/2020 plus 4.87 after 1/25/2020 service change)

Finance Estimates

Revenue							
Tax Revenue	FY19	FY20	FY21	FY22	FY23	FY24	Total
Durham - Orange County Tax Revenue	260,808	324,785	449,166	462,244	474,096	485,948	2,457,047
Other Revenue							
Federal							-
State							-
Farebox	46,025	57,315	79,265	81,572	83,664	85,756	433,597
Subtotal Other	46,025	57,315	79,265	81,572	83,664	85,756	433,597
TOTAL REVENUE	306,833	382,100	528,431	543,816	557,760	571,704	2,890,644

Cost Break Down of Project Request							
OPERATING COSTS	FY19	FY20	FY21	FY22	FY23	FY24	Total
Growth Factors		2.50%	2.50%	2.50%	2.50%	2.50%	
Salary & Fringes			\$ -	\$ -	\$ -	\$ -	\$ -
Contracts			\$ -	\$ -	\$ -	\$ -	\$ -
Bus Operations:							
Estimated Hours	3,147.00	3,821.00	4,648.00	4,648.00	4,648.00	4,648.00	
Cost per Hour	\$ 97.50	\$ 100.00	\$ 113.69	\$ 117.00	\$ 120.00	\$ 123.00	
Estimated Operating Cost	\$ 306,832.50	\$ 382,100.00	\$ 528,431.12	\$ 543,816.00	\$ 557,760.00	\$ 571,704.00	\$ 2,890,643.62
Bus Leases			\$ -	\$ -	\$ -	\$ -	\$ -
Park & Ride Lease			\$ -	\$ -	\$ -	\$ -	\$ -
Other -Bus (Describe)			\$ -	\$ -	\$ -	\$ -	\$ -
Other -Bus (Describe)			\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal: Bus Operations	\$ 306,832.50	\$ 382,100.00	\$ 528,431.12	\$ 543,816.00	\$ 557,760.00	\$ 571,704.00	\$ 2,890,643.62
Other (Describe)			\$ -	\$ -	\$ -	\$ -	\$ -
Other (Describe)			\$ -	\$ -	\$ -	\$ -	\$ -
Other (Describe)			\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL OPERATING COSTS	\$ 306,832.50	\$ 382,100.00	\$ 528,431.12	\$ 543,816.00	\$ 557,760.00	\$ 571,704.00	\$ 2,890,643.62

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

Unique Project ID#	Triangle Tax District Durham Transit Work Plan Project Request Form Transit Services	FY START DATE	7/1/2020	
20DCI_TS12		FY 2020		
Unique Request ID: (FY Project Start Year)		21		
(Three letter Agency)		DCI		
(Project Type)		TS		
(Unique Number)	002			

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

Project Name	Requesting Agency	Project Contact	TTD Estimated Cost	
Route 2 Improvements	GoDurham	Erik Landfried	Current Year	\$ 140,420
Estimated Start Date	Estimated Completion	Notes		
Already implemented	N/A			

Project Description *Enter below a summary of the project that may later be used for the Transit Work Plan.*
 In the service change that occurred on January 25, 2020, Route 2 subsumed the former Route 15. A previous operating project increased the span of service to Brier Creek to provide span comparable to other GoDurham local routes: 6:30 AM to 12:30 AM Monday - Saturday, and 6:30 AM - 7:30 PM Sunday (later extended again to 9:30 PM by project 18DCI_TS7). Previously it did not operate on Sundays, and operated only during the AM peak, PM peak, and part of the evening on Monday - Saturday.

Project Profile
 Where is this project located, who will this project serve and what are the key benefits? (Ex. Improve Transit efficiency, levels of service, etc.)

Project Location?	Who will this Project serve?	What are the key benefits?
Route 2 serves a corridor between Durham Station, East Durham, and Brier Creek.	Current and future riders	Route 2 subsumes the former Route 15. Service was added to Route 15 using Transit Tax revenue to make it hourly at all times of day.

Project Monitoring Details

Operating Projects
 For bus operating projects, please provide:

a) Target Start Date	1/24/2020
b) Span	5:30 AM - 12:30 AM, Monday - Saturday and 6:30 AM - 9:30 PM, Sunday
c) Frequency	Every 60 minutes
d) Assets Used	GoDurham vehicles
e) Geographic Termini	Durham Station - WakeMed Brier Creek
f) Major Market Destinations Served	Brier Creek, LabCorp, PBM Graphics
g) Revenue Hours	10.00 hours weekday/Sat, 13.00 on Sun (2 additional hours on another project)

Finance Estimates

Revenue							
Tax Revenue	FY19	FY20	FY21	FY22	FY23	FY24	Total
Durham - Orange County Tax Revenue		140,420	368,572	379,302	389,028	398,754	1,676,076
Other Revenue							
Federal							-
State							-
Farebox		24,780	65,042	66,936	68,652	70,368	295,778
Subtotal Other	-	24,780	65,042	66,936	68,652	70,368	295,778
TOTAL REVENUE	-	165,200	433,614	446,238	457,680	469,122	1,971,854

Cost Break Down of Project Request							
OPERATING COSTS	FY19	FY20	FY21	FY22	FY23	FY24	Total
Growth Factors		2.50%	2.50%	2.50%	2.50%	2.50%	
Salary & Fringes		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contracts		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bus Operations:							
Estimated Hours		1,652.00	3,814.00	3,814.00	3,814.00	3,814.00	
Cost per Hour		\$ 100.00	\$ 113.69	\$ 117.00	\$ 120.00	\$ 123.00	
Estimated Operating Cost	\$ -	\$ 165,200.00	\$ 433,613.66	\$ 446,238.00	\$ 457,680.00	\$ 469,122.00	\$ 1,971,853.66
Bus Leases		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Park & Ride Lease		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other -Bus (Describe)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other -Bus (Describe)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal: Bus Operations	\$ -	\$ 165,200.00	\$ 433,613.66	\$ 446,238.00	\$ 457,680.00	\$ 469,122.00	\$ 1,971,853.66
Other (Describe)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other (Describe)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other (Describe)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL OPERATING COSTS	\$ -	\$ 165,200.00	\$ 433,613.66	\$ 446,238.00	\$ 457,680.00	\$ 469,122.00	\$ 1,971,853.66

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

Unique Project ID#	Triangle Tax District Durham Transit Work Plan Project Request Form Transit Services	FY START DATE	7/1/2019	
18DCI_T55		FY 2020		
Unique Request ID: [FY Project Start Year]		18		
[Three letter Agency]		DCI		
[Project Type]		TS		
[Unique Number]	005			

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

Project Name	Requesting Agency	Project Contact	TTD Estimated Operating Cost	
Route 15 - Span Improvements	GoDurham	Erik Landfried	Current Year	\$ 184,025
Estimated Start Date	Estimated Completion	Notes	TTD Estimated Capital Cost	
Already implemented	N/A		Current Year	\$ -
Project Description		Enter below a summary of the project that may later be used for the FY 2020 Durham - Orange Transit Work Plan.		
Route 15 was expanded to provide span comparable to other GoDurham local routes: 6:30 AM to 12:30 AM Monday - Saturday, and 6:30 AM - 7:30 PM Sunday (later extended again to 9:30 PM by project 18DCI_T57). Previously it did not operate on Sundays, and operated only during the AM peak, PM peak, and part of the evening on Monday - Saturday.				

Project Profile
Where is this project located, who will this project serve and what are the key benefits? (Ex. Improve Transit efficiency, levels of service, etc.)

Project Location?	Who will this Project serve?	What are the key benefits?
NC-147, TW Alexander Dr, Brier Creek	Transit riders who live or work along TW Alexander Dr or in the Brier Creek area	More options for traveling to and from Brier Creek, including for nontraditional work shifts or short appointments

Project Monitoring Details

Operating Projects
For bus operating projects, please provide:

a) Target Start Date	1/24/2020
b) Span	5:30 AM - 12:30 AM, Monday - Saturday and 6:30 AM - 9:30 PM, Sunday
c) Frequency	Every 60 minutes
d) Assets Used	GoDurham vehicles
e) Geographic Termini	Durham Station - WakeMed Brier Creek
f) Major Market Destinations Served	Brier Creek, LabCorp, PBM Graphics
g) Revenue Hours	19.00 per weekday/Sat (10.00 from project), 15.00 on Sun (13.00 from project)

Finance Estimates

Revenue							
Tax Revenue	FY19	FY20	FY21	FY22	FY23	FY24	Total
Durham - Orange County Tax Revenue	316,334	184,025	-	-	-	-	500,359
Other Revenue							
Federal							-
State							-
Farebox	55,824	32,475	-	-	-	-	88,299
Subtotal Other	55,824	32,475	-	-	-	-	88,299
TOTAL REVENUE	372,158	216,500	-	-	-	-	588,658

Cost Break Down of Project Request							
OPERATING COSTS	FY19	FY20	FY21	FY22	FY23	FY24	Total
Growth Factors		2.50%	2.50%	2.50%	2.50%	2.50%	
Salary & Fringes			\$ -	\$ -	\$ -	\$ -	\$ -
Contracts			\$ -	\$ -	\$ -	\$ -	\$ -
Bus Operations:							
Estimated Hours	3,817.00	2,165.00	-	-	-	-	
Cost per Hour	\$ 97.50	\$ 100.00	\$ 103.00	\$ 106.00	\$ 109.00	\$ 112.00	
Estimated Operating Cost	\$ 372,157.50	\$ 216,500.00	\$ -	\$ -	\$ -	\$ -	\$ 588,657.50
Bus Leases			\$ -	\$ -	\$ -	\$ -	\$ -
Park & Ride Lease			\$ -	\$ -	\$ -	\$ -	\$ -
Other -Bus (Describe)			\$ -	\$ -	\$ -	\$ -	\$ -
Other -Bus (Describe)			\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal: Bus Operations	\$ 372,157.50	\$ 216,500.00	\$ -	\$ -	\$ -	\$ -	\$ 588,657.50
Other (Describe)			\$ -	\$ -	\$ -	\$ -	\$ -
Other (Describe)			\$ -	\$ -	\$ -	\$ -	\$ -
Other (Describe)			\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL OPERATING COSTS	\$ 372,157.50	\$ 216,500.00	\$ -	\$ -	\$ -	\$ -	\$ 588,657.50

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

253 weekdays, 53 Saturdays, and 59 Sundays in FY 2019; 255 weekdays, 52 Saturdays, and 58 Sundays in FY 2020.

Unique Project ID#	Triangle Tax District Durham Transit Work Plan Project Request Form Transit Services	FY START DATE	7/1/2019	
18DCI_T56		FY 2020		
Unique Request ID: (FY Project Start Year)		18		
(Three letter Agency)		DCI		
(Project Type)		TS		
(Unique Number)	006			

Project Business Case

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

Project Name	Requesting Agency	Project Contact	TTD Estimated Operating Cost	
Route 20 - New Commuter Service	GoDurham	Erik Landfried	Current Year	\$ 269,875
Estimated Start Date	Estimated Completion	Notes	TTD Estimated Capital Cost	
Already implemented	N/A		Current Year	\$ -

Project Description
Enter below a summary of the project that may later be used for the FY 2020 Durham - Orange Transit Work Plan.

A new Route 20 was implemented, which provides peak-hour, limited-stop service between south Durham and the Duke & VA Medical Centers. It serves two Park-and-Rides (Hope Valley Commons and Parkway Plaza), apartments and shopping centers in the South Square area, and Jordan HS. **7 trips were eliminated in January 2020.**

Project Profile

Where is this project located, who will this project serve and what are the key benefits? (Ex. Improve Transit efficiency, levels of service, etc.)

Project Location?	Who will this Project serve?	What are the key benefits?
Garrett Rd, NC-751, University Dr, Duke University Campus	People who commute from South Durham to Duke and had an indirect service before, as well as students at Jordan HS	A more direct connection between south Durham and Duke & VA Medical Centers, without having to travel downtown and transfer

Project Monitoring Details

Operating Projects

For bus operating projects, please provide:

a) Target Start Date	Already implemented
b) Span	6:20 AM - 9:50 AM and 3:00 PM - 7:10 PM, Monday - Friday
c) Frequency	Every 30-60 minutes
d) Assets Used	GoDurham vehicles
e) Geographic Termini	Duke & VA Medical Centers - Hope Valley Commons
f) Major Market Destinations Served	South Square, Jordan HS
g) Revenue Hours	13.92 per day (starting 7/1/2019); 10.55 per day (starting 1/25/2020)

Finance Estimates

Revenue

Tax Revenue	FY19	FY20	FY21	FY22	FY23	FY24	Total
Durham - Orange County Tax Revenue	291,803	269,875	235,510	242,369	249,229	256,088	1,544,873
Other Revenue							
Federal							-
State							-
Farebox	51,495	47,625	41,561	42,771	43,982	45,192	272,625
Subtotal Other	51,495	47,625	41,561	42,771	43,982	45,192	272,625
TOTAL REVENUE	343,298	317,500	277,070	285,140	293,210	301,280	1,817,498

Cost Break Down of Project Request

OPERATING COSTS	FY19	FY20	FY21	FY22	FY23	FY24	Total
Growth Factors		2.50%	2.50%	2.50%	2.50%	2.50%	
Salary & Fringes			\$ -	\$ -	\$ -	\$ -	\$ -
Contracts			\$ -	\$ -	\$ -	\$ -	\$ -
Bus Operations:							
Estimated Hours	3,521.00	3,175.00	2,690.00	2,690.00	2,690.00	2,690.00	
Cost per Hour	\$ 97.50	\$ 100.00	\$ 103.00	\$ 106.00	\$ 109.00	\$ 112.00	
Estimated Operating Cost	\$ 343,297.50	\$ 317,500.00	\$ 277,070.00	\$ 285,140.00	\$ 293,210.00	\$ 301,280.00	\$ 1,817,497.50
Bus Leases			\$ -	\$ -	\$ -	\$ -	\$ -
Park & Ride Lease			\$ -	\$ -	\$ -	\$ -	\$ -
Other -Bus (Describe)			\$ -	\$ -	\$ -	\$ -	\$ -
Other -Bus (Describe)			\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal: Bus Operations	\$ 343,297.50	\$ 317,500.00	\$ 277,070.00	\$ 285,140.00	\$ 293,210.00	\$ 301,280.00	\$ 1,817,497.50
Other (Describe)			\$ -	\$ -	\$ -	\$ -	\$ -
Other (Describe)			\$ -	\$ -	\$ -	\$ -	\$ -
Other (Describe)			\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL OPERATING COSTS	\$ 343,297.50	\$ 317,500.00	\$ 277,070.00	\$ 285,140.00	\$ 293,210.00	\$ 301,280.00	\$ 1,817,497.50

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

253 weekdays, 53 Saturdays, and 59 Sundays in FY 2019; 255 weekdays, 52 Saturdays, and 58 Sundays in FY 2020.



Connecting all points of the Triangle

March 12, 2020

To: Durham – Staff Working Group
From: GoTriangle
Subject: GoDurham Bus Stop Closeout

1. Background

This memo covers a proposed FY20 Workplan amendment with a brief introduction and financial impact.

1.1 GoTriangle, on behalf of GoDurham

Construction of three remaining bus stop sites from the original scope of transit plan project 18DCI_CD4, "GoDurham Better Bus Stops," including Glenview Station Walmart, at a cost of \$250,000. This new request is necessary to allocate funding to GoTriangle, on behalf of GoDurham, to complete construction of the bus stops identified in that transit plan project's original scope.

Durham County FY20 work plan budget impact = \$250,000



Project ID#	Durham Transit Plan- Project Request Form				FY START	7/1/2019	
20GOT_CD5	Capital				FY 2020		
Project Business Case							
Provide responses to <i>EACH</i> of the questions below. Answer the questions as fully as possible. Enter Non-Applicable (N/A) as appropriate.							
Project Name	Requesting Agency	Project Contact	TTD Estimated Capital Cost				
Prior Year GoDurham Bus Stops	GoTriangle	Katharine Eggleston	FY 20	\$ 250,000			
Estimated Start Date	Estimated Completion	Notes					
April 1, 2020	September 30, 2020						
Project Description							
Construction of three remaining bus stop sites from original scope of 18DCI_CD4, including Glenview Station Walmart.							
Project Profile							
Project Area	Direct or Indirect Beneficiaries	Key benefits (Transit Plan)	Transit Plan Section	Map of Area			
Durham City / County	City of Durham, Durham County, Citizens in Durham County, GoDurham and GoTriangle customers	Improved bus stop amenities	4.3.3	N/A			
Project Info							
Which fund is this project being proposed for?							
Durham County - Capital							
Was this project evaluated in the Adopted Durham or Orange Transit Plans?							
Yes.							
What is your plan if the request is not funded?							
If the request is not funded, GoTriangle will not proceed with construction of these three sites.							
List below the Key Performance Indicators (deliverables) while this project is in progress. These performance measures will be reported quarterly.							
CD-Construction Completion							
Project Monitoring Details							
List any other relevant information not addressed.							
Finance Estimates							
Estimated Project Revenues:							
Revenue							
Tax Revenue	FY 19 and Prior	FY20	Funding to Date	FY21	FY22	FY23	Total
Durham County Tax Revenue	\$ -	\$ 250,000	\$ 250,000	-	-	-	250,000
Other Revenue							
Federal	\$ -	\$ -	\$ -	\$ -			-
State	\$ -	\$ -	\$ -				-
Other -	\$ -	\$ -	\$ -	\$ -			-
Subtotal Other	\$ -	\$ -	\$ -	-	-	-	-
TOTAL REVENUE	\$ -	\$ 250,000	\$ 250,000	-	-	-	250,000
Multi-Year Capital - Funding through FY 2020							
Revenue	Durham County Tax Revenue through FY 2020 (Funding to Date)					\$	250,000
Expenses	FY18 and Prior Year Reimbursements					\$	-
Expenses	FY19 Budgeted					\$	-
Net	Durham County Tax Revenue Available					\$	250,000
Project Request						\$	250,000
Balance						\$	-
Cost Break Down of Project Request							
CAPITAL COSTS	FY 19 and Prior	FY20	FY21	FY22	FY23	FY24	Total
Feasibility or Other Studies	\$ -	\$ -					\$ -
Land - Right of Way	\$ -	\$ -					\$ -
Design & Engineering	\$ -	\$ -					\$ -
Construction - Implementation	\$ -	\$ 250,000					\$ 250,000
Equipment	\$ -	\$ -					\$ -
Other (Describe)	\$ -	\$ -					\$ -
TOTAL CAPITAL COSTS	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000
Please state any assumption(s) used to calculate the capital and operating dollars and revenues shown above.							

Project ID#	Durham Transit Plan- Project Request Form				FY START	7/1/2019	
19GoT_C02	Capital				FY 2020		
Planning and Feasibility Studies							
Project Business Case							
Project Name	Requesting Agency	Project Contact	TTD Estimated Operating Cost				
Commuter Rail from Garner to Durham (Durham County Share)	GoTriangle for GoDurham	Jay Heikes	Current Year	\$ -			
Estimated Start Date	Estimated Completion	Notes	TTD Estimated Capital Cost				
July 1, 2018	ongoing		Current Year	\$ 2,235,000			
Project Description							
<p>The Durham to Garner Commuter Rail project is presently funded at \$850,000 from FY18-20. Work funded to date includes the Commuter Rail Major Investment Study, completed in May 2019 and the ongoing Alternatives Analysis update which is refreshing planning-level infrastructure assumptions, cost estimates, ridership projections for alternatives between Durham and Garner and evaluating those same elements for alternatives between Mebane and Selma. Preliminary results from this study, due to be finalized later this spring, identify the need to evaluate key project risks through additional study, public engagement, and coordination prior to a decision on whether to proceed with project implementation and design. This additional study effort, referred to as "early project development activities" has an estimated cost \$9,200,000, of which \$2,700,000 would be Durham County's expected share. \$465,000 is available from the original FY20 budgeted amount of \$715,373; the amended FY20 Budget request is \$3,085,000; an increase of \$2,235,000.</p> <p>As a part of this Transit Plan Amendment, elected officials have a decision on whether or not to proceed with these "early project development activities" to evaluate and address key project risks and prepare the project for design and implementation activities. Upon completion of "early project development activities, including reaching preliminary agreements with funding partners, railroads, and municipalities, elected officials would have a future decision of whether or not to proceed with project design and implementation, including requesting entry into the Federal New Starts process, the first step in applying for federal funding. Related to the this current Transit Plan Amendment is a separate decision by elected officials to authorize a Memorandum of Understanding to govern the project management partner's roles and responsibilities during "early project development activities."</p> <p>GoTriangle is the presumptive Project Sponsor in DCHC MPO and will use the funds to pursue additional study to resolve key items prior to elected officials being presented with a decision on whether to proceed with project design and implementation and whether to request entry into the Federal Transit Administration's New Starts process within the Capital Investment Grants (CIG) program. Activities may include but are not limited to the following: land survey; utility investigation; preliminary engineering and environmental study for key risk areas; assessment of land availability for park-and-rides; identification of site options for maintenance facility; railroad coordination; community engagement planning and initiating community engagement; stakeholder engagement planning and advancing stakeholder engagement activities; additional assessment of project feasibility for CIG; development of a project management plan; and preparation to engage project development consultants. These activities are necessary to evaluate key project risks.</p>							
Project Profile							
Project Area	Direct or Indirect Beneficiaries	Key benefits (Transit Plan)	Transit Plan Section	Map of Area			
Durham County	Durham Residents, Visitors, and employees of companies located in Durham	Providing Connections to other Regional Cities	4.5				
Project Monitoring Details							
Capital Projects							
Quantitative Outcomes	**Please list up to 3 Quantitative metrics and 1 Qualitative						
1. Increased Access to Jobs	2. Improved Mobility in Area	3. Increased Ridership	Qualitative	Improved Customer Satisfaction through increased reliability			
List any other relevant information not addressed.							
Project can complete early project development activities, as currently defined, with requested funds							
Finance Estimates							
Revenue							
Tax Revenue	FY 19 and Prior	FY20	Funding to Date	FY21	FY22	FY23	Total
Durham County Tax Revenue	\$ 850,000	\$ 2,235,000	\$ 3,085,000	-	-	-	3,085,000
Other Revenue							
Federal				\$ -			-
State							-
Other - City of Durham funds				\$ -			-
Subtotal Other	\$ -	\$ -	\$ -	-	-	-	-
TOTAL REVENUE	\$ 850,000	\$ 2,235,000	\$ 3,085,000	-	-	-	3,085,000
Multi-Year Capital - Revenue Funding through FY 2021							
Revenue	Durham County Tax Revenue through FY 2020 (Funding to Date)			\$	850,000		
Expenses	FY19 Reimbursement:			\$	134,627		
Expenses	FY20 Budgeted			\$	715,373		
Net	Durham County Tax Revenue Available			\$	850,000		
Project Request				\$	2,235,000		
Balance Available for Future Request							
Cost Break Down of Project Request							
CAPITAL COSTS	FY 19 and Prior	FY20	FY21	FY22	FY23	FY24	Total
Feasibility or Other Studies	\$ 134,627	\$ 2,950,373	\$ -				\$ 3,085,000
Land - Right of Way							\$ -
Design & Engineering			TBD	TBD	TBD	TBD	TBD
Construction - Implementation							\$ -
Equipment							\$ -
Other (Describe)							\$ -
TOTAL CAPITAL COSTS	\$ 134,627	\$ 2,950,373	\$ -	\$ -	\$ -	\$ -	\$ 3,085,000
Please state any assumption(s) used to calculate the capital and operating dollars and revenues shown above.							
<p>An additional \$2,235,000 is requested in FY2020 to initiate and complete early project development activities for Commuter Rail Transit between West Durham and Garner, with a possible inclusion of a scenario that extends to Clayton. \$465,000 of the original FY20 budget is available and the additional \$2,235,000 is requested for a total FY20 Amended request of 3,085,000. FY20 originally included a carryover of \$715,737 from FY19; the current feasibility study, titled "The Greater Triangle Commuter Rail Study" is has an estimated budget at completion (Durham County share only) of \$250,373. This leaves \$465,000 available from FY19 the next phase of study. Additional funding, beyond the \$465,000 is necessary to conduct additional planning-level study to evaluate key project risks, begin developing agreements with critical project partners and stakeholders, and prepare the project and elected officials for a decision on whether to proceed with project design and implementation. Details of amended budget request for Durham County share of "early project development activities" to evaluate key project risks are as follows:</p> <ul style="list-style-type: none"> • Rail Traffic Controller Model • Preliminary engineering to evaluate critical design risks only (e.g. Downtown Durham grade crossings) • Additional ridership modeling • Public engagement, integrated with local plan updates • Agreements with funding partners, municipalities, and railroads. 							

2020 0008

**GOTRIANGLE
FISCAL YEAR 2020
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, 2019, and ending June 30, 2020:

	Original	Amended
Article 43 ½ Cent Sales Tax	\$ 31,710,219	\$ 31,710,219
Vehicle Rental Tax	1,393,091	1,393,091
\$7 County Vehicle Registration Tax	1,727,124	1,727,124
\$3 Vehicle Registr Transfer from Dur/Orange Special Tax District	<u>740,156</u>	<u>740,156</u>
Total	\$ 35,570,590	\$ 35,570,590

Section 2. The following amounts hereby are appropriated in the **Triangle Tax District Durham Operating Fund** for the fiscal year beginning July 1, 2019, and ending June 30, 2020:

	Original	Amended
Transit Administration		
GoTriangle	\$ 1,935,006	\$ 1,902,547
DCHC MPO	805,364	55,364
Durham County	0	196,000
Bus Operations		0
Durham County Access	187,329	187,329
GoDurham	2,933,725	3,338,637
GoTriangle	1,535,500	1,558,007
Transfer to Triangle Tax District - Durham		
Capital Fund	5,946,698	10,424,322
Allocation to Durham Operating Fund Balance	<u>22,226,968</u>	<u>17,908,384</u>
Total	\$ 35,570,590	\$ 35,570,590

Section 3. GoTriangle staff is directed to meet with staff from Orange County and Durham County, in consultation with other transit partners including Chapel Hill and the City of Durham, to:

- Consider any revisions to direct and indirect support allocations for Durham and Orange counties;
- Discuss possible transition of small capital projects to local project sponsors;
- Discuss cost allocations between the partners; and
- Present a budget amendment reflecting any proposed changes supported by Durham and Orange County staffs by November 1, 2019.

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 25TH DAY OF MARCH 2020.

Michael Parker, Board of Trustees Chair

ATTEST:

Michelle C. Dawson, Clerk to the Board

2020 0009

**GOTRIANGLE
FISCAL YEAR 2020
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, 2019, and ending June 30, 2020:

	Original	Amended
Allocation from Durham Capital Fund Balance	\$ 3,217,791	\$ 3,217,791
Transfer from Triangle Tax Dist – Durham/Orange Operating Fund	<u>5,946,698</u>	<u>10,424,323</u>
Total	\$ 9,164,489	\$ 13,642,114

Section 2. The following amounts hereby are appropriated in the **Triangle Tax District – Durham Capital Fund** for the fiscal year beginning July 1, 2019, and ending June 30, 2020:

	Original	Amended
Vehicle Purchase		
GoDurham	\$ 72,850	\$ 72,850
Durham County Access	541,333	541,333
Transit Infrastructure	0	0
City of Durham/GoDurham	3,620,020	3,191,272
GoTriangle	866,376	2,882,376
Durham-Wake Commuter Rail	810,000	2,950,373
Capital – Other	0	0
GoTriangle	906,438	906,438
DCHC MPO	0	750,000
D-O LRT Wind-Down	<u>2,347,472</u>	<u>2,347,472</u>
Total	\$ 9,164,489	\$ 13,642,114

Section 3. GoTriangle staff is directed to meet with staff from Orange County and Durham County, in consultation with other transit partners including Chapel Hill and the City of Durham, to:

- Consider any revisions to direct and indirect support allocations for Durham and Orange counties;

- Discuss possible transition of small capital projects to local project sponsors;
- Discuss cost allocations between the partners; and
- Present a budget amendment reflecting any proposed changes supported by Durham and Orange County staffs by November 1, 2019.

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 25TH DAY OF MARCH 2020.

Michael Parker, Board of Trustees Chair

ATTEST:

Michelle C. Dawson, Clerk to the Board

FY 2020, Quarter 3, Requested Wake Transit Work Plan Amendments

REQUESTED MAJOR AMENDMENTS

Project ID #	Agency	Project Title	FY19 Original Funding Allocation	FY 20 Original Funding Allocation	FY20 Requested Funding Allocation	FY 20 Funding Impact	Reason for Major Amendment Status
Capital Budget Amendment Requests							
TC002-BC	GoTriangle	I-540 Bus on Shoulder Improvements	\$ -	\$ -	\$ 156,000.00	\$ 156,000.00	Amendment request reprograms funding from FY 22 to FY 20 and increases total project cost from \$43,264 to \$156,000. This amendment request requires a change in budgeted reserves or fund balance.
TC004-A	GoTriangle	Project Development for commuter rail from Garner to Western Durham (Wake County Share)	\$ -	\$ 42,724,000.00	\$ 6,000,000.00	\$ -	The original \$42,724,000 allocation for project TC004-A was allocated to reserves in the Adopted FY 2020 Wake Transit Work Plan. This amendment request requires a change in budgeted reserves to allocate the requested funding to a specific project sponsor.
TC005-A, TC005-A2	City of Raleigh	Project Development for Bus Rapid Transit - Southern Corridor	\$ -	\$ 20,368,545.00	\$ 6,539,515.00	\$ -	Amendment request is to add projects to the Work Plan. The requested projects disaggregate project TC005-A into individual corridor-based BRT projects.
TC005-A, TC005-A3	City of Raleigh	Project Development for Bus Rapid Transit - Western Corridor	\$ -		\$ 8,289,515.00		
TC005-A, TC005-A4	City of Raleigh	Project Development for Bus Rapid Transit - Northern Corridor	\$ -		\$ 5,539,515.00		
Operating Budget Amendment Request							
TO005-R	City of Raleigh	New Route/Route Realignment - 20/20L Garner	\$ -	\$ 1,977,573.00	\$ 1,977,573.00	\$ -	Amendment request involves a significant change in scope that causes a major deviation to the outcome of the project as contemplated when the project scope was included in the FY 2020 Work Plan. The request involves an increase in frequency on the route that advances an implementation element in the Work Plan originally programmed in FY 24.

Distributed for Public Comment on 12/13/2019

Public Comments Accepted Through 1/12/2020

Submit all comments to Bret Martin, Wake Transit Program Manager - Bret.Martin@campo-nc.us or 919-996-4410

Wake Transit Project ID #
TC004-A

**FY 2020
Wake Transit Work Plan
Project Amendment Request Form
Operating and/or Capital**

FY START DATE
2/1/2020

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

Minor amendment – Required when there is:
 A transfer of funds between budget ordinance appropriations but requires less than a 20% change to a project appropriation for projects equal to or greater than \$500,000
 A transfer of funds between budget ordinance appropriations but requires less than a \$100,000 change to a project appropriation for projects less than \$500,000
 Any change that does not meet any criteria of a major amendment

Major amendment - Required when there is:
 A project requested to be added to the Work Plan
 A project requested to be removed from the Work Plan
 Significant changes in scope of funded project
 A transfer between budget ordinance appropriations that requires equal to or greater than a 20% change to a project appropriation for projects greater than \$500,000
 A transfer between budget ordinance appropriations that requires equal to or greater than a \$100,000 change to a project appropriation for projects less than \$500,000
 Any change that requires a change in budgeted reserves or fund balance

New/Amended Project Name	Requesting Agency	Project Contact	Estimated Operating Cost	
Commuter Rail from Garner to West Durham (Wake County Share)	GoTriangle	Sharon Chavis	Base Year	\$ -
		Schavis@gotriangle.org	Recurring	\$ -
Estimated Start Date	Estimated Completion	Notes	Estimated Capital Cost	
02/2020	12/31/2020	Transfer funds from reserve to a specific project sponsor to advance pre-project development.	Base Year	\$ 6,000,000
			Cumulative	\$ 6,000,000

Project Description Enter below a summary of the project amendment and impact on approved plan.

\$45,027,038 (\$42,724,000 - FY20 / \$2,303,038 - FY19) is included in previous years Adopted Wake Transit Work Plan for commuter rail project development. The request is to use \$6,000,000 of those previously approved funds. The funds are currently in reserve. GoTriangle was invited to be the Project Sponsor and will use the funds to pursue additional study to resolve key items prior to making a decision to request entry into the Capital Investment Grants (CIG) pipeline. Activities may include but not be limited to the following: land survey; utility investigation; preliminary engineering and environmental study for key risk areas; assessment of land availability for park-and-rides; identification of site options for maintenance facility; railroad coordination; community engagement planning and initiating community engagement; stakeholder engagement planning and advancing stakeholder engagement activities; additional assessment of project feasibility for CIG; development of a project management plan; and preparation to engage project development consultants.

1. Enter Wake Transit Project ID(s) to Increase

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

2. Wake Transit Project ID(s) to Reduce

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

3. Impact on Transit Plan Project Costs

From above, indicate whether amounts impact operating or capital budgets in Wake Transit Plan.	Estimated Operating Cost	Current Year	\$ -
		Recurring	\$ -
	Estimated Capital Cost	Base Year	\$ 6,000,000
		Cumulative	\$ 6,000,000

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

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

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

The request is for allocation of a portion of the funds from previous years adopted Wake Transit Plans to be expended for a full-year of additional study.

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

The funds will allow GoTriangle to pursue additional study to resolve key items on the commuter rail project prior to making a decision to request entry into the Capital Investment Grants (CIG) pipeline.

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

- a) Date RFP/RFQ released for project development professional services
- b) Date contract awarded for project development professional services
- c) Date of concurrence for established concurrence points/milestones
- d) Date of completion of 30% design and NEPA
- e) Date of completion of final design

8. List any other relevant information not addressed.

9. Please enter estimated appropriations to support expenses identified above. Enter FY 2020 and the estimated annualized cost in FY 2021 using the 2.5% growth factor, if applicable. The spreadsheet will calculate 2021 and beyond by 2.5%. If your project is not expected to have recurring costs in FY 2021 and/or beyond, delete the calculation(s) in columns E-H.

Cost Break Down of Project Request							
OPERATING COSTS	FY20	FY21	FY22	FY23	FY24	FY25	FY26
Growth Factors		2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Salary & Fringes			-	-	-	-	-
Contracts			-	-	-	-	-
Bus Operations:							
Estimated Hours			-	-	-	-	-
Cost per Hour			-	-	-	-	-
Estimated Operating Cost	-	-	-	-	-	-	-
Bus Leases			-	-	-	-	-
Park & Ride Lease			-	-	-	-	-
Other			-	-	-	-	-
Other			-	-	-	-	-
Subtotal: Bus Operations	-	-	-	-	-	-	-
Other: Administrative							
Other: Database Hosting			-	-	-	-	-
Other: Supplies and Materials			-	-	-	-	-
TOTAL OPERATING COSTS	-	-	-	-	-	-	-

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

CAPITAL COSTS	FY20	FY21	FY22	FY23	FY24	FY25	FY26
Design/NEPA	\$ 6,000,000	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Land - Right of Way	-	-	-	-	-	-	-
TOTAL CAPITAL COSTS	6,000,000	-	-	-	-	-	-

Assumptions for Costs and Revenues Above:

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

Cost projections for future fiscal year budgets will be developed once the Project Sponsor completes the additional studies detailed above.

WAKE COUNTY TRANSIT PLAN

Transit Planning Advisory Committee

Joint Disposition and Voting Record from the Joint Meeting of the Budget & Finance and Planning & Prioritization Subcommittees January 2nd, 2020 · CAMPO, 1:00-3:00pm

Per the Wake Transit Plan Amendment Policy, The TPAC Budget & Finance and Planning & Prioritization Subcommittees are tasked with jointly reviewing the quarterly Work Plan draft amendment list and amendment request forms when a Major Amendment requests are submitted. The subcommittees consider appropriateness of changes in scope and, if applicable, financial choices and tradeoffs associated with the proposed amendments, creating a disposition for TPAC consideration. Upon review of the disposition and related amendment request, the TPAC will make recommendations to the GoTriangle Board of Trustees and CAMPO Executive Board for approval or disapproval of requested amendments to the Work Plan. Following is the voting record and review disposition from the joint meeting of the Budget & Finance and Planning & Prioritization Subcommittees held on January 2nd, where the 3rd quarter requested amendments to the FY20 Work Plan were reviewed.

Voting Members for Budget & Finance

CAMPO, Bret Martin	Wake County, Nicole Kreiser	Raleigh, Shavon Tucker
Cary, Michelle Brooks	Wake Forest, Suzette Morales	GoTriangle, Steven Schlossberg
Fuquay-Varina, Allyssa Stafford		

Voting Members for Planning & Prioritization

CAMPO, Bret Martin	Wake County, Nicole Kreiser	Cary, Kevin Wyrauch
Raleigh, David Walker	Garner, Gaby Lontos-Lawlor	GoTriangle, Andrea Neri
Wake Forest, Suzette Morales	Fuquay-Varina, Allyssa Stafford	

Other Attendees

TPAC, Stephanie Plancich	Raleigh, Megan Finnegan	Raleigh, Het Patel
Raleigh, Mila Vega	TJCOG, John Hodges-Copple	Wake County, Anita Davis
Cary, Antony Wambui	CAMPO, Evan Koff	

There were six (6) 3rd quarter Major Amendment requests to the FY2020 Wake Transit Work Plan submitted for consideration.

1. I-540 Bus on Shoulder Improvements (GoTriangle)

Brief Description: This amendment request is to move the project from FY 22 to FY 20 and to provide \$156,000 to cover design of a signage plan, fabrication and installation of signage, and traffic management along I-540. The current programmed amount for the project in FY 2022 is \$43,264. This project supports the existing NRX route by providing a mechanism to improve on-time performance and reliability for users.

Recommendation to the TPAC is to recommend approval to the Wake Transit governing boards of the amendment request for FY20 and the full \$156,000 being requested.

Discussion: Additional discussion noted that this project has been identified as a potential LAPP-funded project. Until funding is approved by the CAMPO Executive Board, the subcommittees will continue planning as if there are no additional funds allocated to the project. However, should the project be funded, it is expected that the Wake Transit funds attributed to the project would be reduced to cover the 20% federal match requirement. It was also noted that there is still some question as to whether awarding and expending Wake Transit funds now and receiving LAPP funds in October would cause any unforeseen challenges. Staff is looking into any potential issues and will advise the subcommittees as needed.

It was noted that there is a one-time financial impact from transferring \$156,000 in funds held by the tax district in capital fund balance to the project sponsor. No scope issues were identified with this amendment request, as it is expected that

WAKE COUNTY TRANSIT PLAN

Transit Planning Advisory Committee

Joint Disposition and Voting Record from the Joint Meeting of the Budget & Finance and Planning & Prioritization Subcommittees January 2nd, 2020 · CAMPO, 1:00-3:00pm

allowing the project to proceed earlier than originally programmed would more immediately support travel time and reliability improvements to the NRX Route, which was initiated earlier in FY 2020.

2. Early Project Development Activities for Commuter Rail from Garner to Western Durham (Wake County Share) (GoTriangle)

Brief Description: Preliminary results of the Commuter Rail Alternatives Analysis provide guidance for needed next steps to further study feasibility and options for a regional rail line. This amendment request is to move previously allocated commuter rail funds from reserves and allocate them to GoTriangle for early project development activities including, but not limited to, the following: land survey; utility investigation; preliminary engineering and environmental study for key risk areas; assessment of land availability for park-and-rides; identification of site options for maintenance facility; railroad coordination; community engagement planning and initiating community engagement; stakeholder engagement planning and advancing stakeholder engagement activities; additional assessment of project feasibility for the FTA Capital Investment Grant program; development of a project management plan; and preparation to engage project development consultants.

Recommendation to the TPAC is to recommend approval to the Wake Transit governing boards of the amendment request to allocate \$6 million of Commuter Rail reserve funds to GoTriangle for early project development work, with the condition that no funds may be expended until a cost-share MOU with all necessary project partners is approved by the applicable Boards.

Discussion: Preliminary results of the Commuter Rail Alternatives Analysis study were discussed at the CAMPO TCC meeting on January 2nd and will be presented to the TPAC at its meeting on January 15th. It was shown that additional study is needed before entering the federal project development process and to continue the feasibility discussion. This \$6 million will fund an additional phase of study and feasibility determination, including preliminary engineering and environmental study for key risk areas and community engagement planning.

It was noted that there is a one-time financial impact from transferring \$6 million from previously approved reserves for commuter rail project development, which reduces the remaining reserves allocated in FY 2020 to \$36,724,000. No scope issues were identified with this amendment request, except that it may be premature to authorize spending from an approved \$6 million allocation until a cost-share agreement is approved by the applicable boards that details the share of early project development costs for which the Wake fund of the Triangle Tax District will take responsibility. The funds for commuter rail project development were allocated in the FY 2020 Wake Transit Work Plan under the assumption that project development activities would begin following the conclusion of the alternatives analysis.

3. **Project Development for Bus Rapid Transit – Southern Corridor (City of Raleigh)**
4. **Project Development for Bus Rapid Transit – Western Corridor (City of Raleigh)**
5. **Project Development for Bus Rapid Transit – Northern Corridor (City of Raleigh)**

Brief Description: The current work plan combines the three remaining planned Bus Rapid Transit (BRT) corridors into a single line item within the Wake Transit budget. Amendments 3, 4 & 5 reflect the disaggregation of that project/budget line into individual projects/budget lines within the work plan. This allows project development to progress and associated tracking and reporting to move forward for each corridor independently of the others. This amendment was listed as a condition that must be satisfied for project development to move forward on the remaining BRT corridors.

Recommendation to the TPAC is to recommend approval to the Wake Transit governing boards of the three (3) amendment requests to create separate projects and budgets for the Southern, Western and Northern BRT corridors.

WAKE COUNTY TRANSIT PLAN

Transit Planning Advisory Committee

Joint Disposition and Voting Record from the Joint Meeting of the Budget & Finance and Planning & Prioritization Subcommittees January 2nd, 2020 · CAMPO, 1:00-3:00pm

Discussion: It was clarified that the funds included for the corridors came from already allocated BRT funds. They were dispersed in accordance with known project scopes. Consequently, there is no financial impact associated with the amendment request. No scope issues were identified with the amendment request. However, refinement of specific scope information to tie to these implementation elements is needed before board approval of the amendment requests.

6. New Route/Realignment – 20/20L Garner (City of Raleigh)

Brief Description: There is not a financial impact to the FY 2020 operating budget associated with this amendment request. However, it involves a scope change and shift in implementation year. GoRaleigh, within the existing budget for the work plan project, is requesting to increase frequency from 60 to 30 minutes on Route 20 in Garner. This implementation element is currently programmed in the FY 2020 Work Plan to occur in FY 2024.

Recommendation to the TPAC is to recommend approval to the Wake Transit governing boards of the amendment request to implement the proposed service improvements on Route 20/20L in FY20.

Discussion: Route 20 was launched in FY 2020. However, users have provided feedback about the lack of convenience associated with the current frequency of the route and the current unidirectional service design in Garner. GoRaleigh is able to add a bus providing reverse circulation on the route. These frequency enhancements were not planned until FY 2024, so this implementation element of the Work Plan is proposed to be shifted forward as part of this amendment request.

SUMMARY

Both the Budget & Finance and Planning & Prioritization Subcommittees voted unanimously to recommend that the TPAC accept the six (6) 3rd quarter FY20 Work Plan Major Amendment requests. All amendments are being recommended to the TPAC as submitted, with the exception of a condition added to the Early Project Development Activities for Commuter Rail request that requires a cost-share MOU with all necessary project partners to be approved by the applicable boards prior to any of the allocated funds being expended. The recommendations from the joint subcommittee meeting will be presented to the TPAC at its regular meeting on January 15th, 2020.

2020 0010

**GOTRIANGLE
FISCAL YEAR 2020
TRIANGLE TAX DISTRICT - WAKE CAPITAL FUND BUDGET ORDINANCE AMENDMENT**

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, 2019, and ending June 30, 2020:

	Original	Amended
Allocation from Wake Capital Fund Balance	\$30,757,331	\$ 31,293,331
Transfer from Wake Operating	<u>82,114,525</u>	<u>82,114,525</u>
Total	\$ 112,871,856	\$ 113,407,856

Section 2. The following amounts hereby are appropriated in the **Triangle Tax District - Wake Capital Fund** for the fiscal year beginning July 1, 2019, and ending June 30, 2020:

	Original	Amended
Capital Planning		
GoTriangle	\$ 458,333	\$ 458,333
CAMPO	340,000	340,000
Community Funding Area	0	0
Garner	50,000	50,000
Fuquay-Varina	13,750	13,750
Rolesville	16,500	16,500
Commuter Rail Transit	0	0
GoTriangle	0	5,666,667
Reserve	42,724,000	37,057,333
Bus Rapid Transit	0	0
City of Raleigh	21,000,000	21,000,000
Bus Infrastructure	0	0
GoTriangle	9,737,000	9,893,000
City of Raleigh	7,828,119	7,828,119
Town of Cary	2,454,110	2,454,110
Bus Acquisition	0	0
City of Raleigh	8,364,808	8,744,808
Allocation to Wake Capital Fund Balance	<u>19,885,236</u>	<u>19,885,236</u>
Total	\$ 112,871,856	\$ 113,407,856

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 shall also be furnished to representatives of the Agencies under Section 2. The Budget Ordinance shall be entered into the Board minutes.

ADOPTED THIS 25TH DAY OF MARCH 2020.

Michael Parker, Board of Trustees Chair

ATTEST:

Michelle C. Dawson, Clerk to the Board

MEMORANDUM

TO: GoTriangle Board of Trustees

FROM: Shelley Blake Curran, President and CEO

DATE: March 24, 2020

SUBJECT: **Suspension of Fares and Service Change Procedures**

Action Requested

For the duration of the Executive Orders listed below, staff requests that the Board delegate to the President and CEO the authority to make fare-collection and service-change decisions as necessary to respond to the rapidly-unfolding Coronavirus emergency in the manner that best serves public health and the health of GoTriangle's customers and employees. Staff further requests that the Board suspend existing GoTriangle by-laws, resolutions, and policies related to the establishment of fares and service changes to the extent such provisions might conflict with this delegation of authority. This delegation will be automatically terminated upon rescission of the Declaration of a State of Emergency related to Coronavirus Disease 2019, unless rescinded earlier by vote of the GoTriangle Board of Trustees.

Background and Purpose

On March 10, 2020, Governor Roy Cooper issued Executive Order No. 116, Declaration of a State of Emergency to Coordinate Response and Protective Actions to Prevent the Spread of COVID-19. On March 14, 2020, Governor Cooper issued Executive Order No. 117, Prohibiting Mass Gatherings and Directing the Statewide Closure of K-12 Public Schools to Limit the Spread of COVID-19. On March 23, 2020, Governor Cooper issued Executive Order No. 120, Additional Limitations on Mass Gatherings, Restrictions on Venues and Long Term Care Facilities, and Extension of School Closure Date.

Executive Order No. 117 urges all persons to maintain social distancing (approximately six feet away from other people), and as the typical boarding and fare collection process places passengers and operators in closer contact than the recommended six feet, numerous transit systems in North Carolina and across the country are suspending fare collection. GoTriangle leadership, in recognition that the safety and health of passengers and operators will always be the top priority, recommends that the President and CEO have the authority to make appropriate decisions related to the collection of fares during the Coronavirus emergency, including to forego fare collection.

Similarly, GoTriangle staff anticipates that there may be a need to react to the rapidly-unfolding Coronavirus emergency by implementing route, schedule or other service changes upon short notice. Accordingly, GoTriangle leadership recommends that the President and CEO have the authority to make appropriate decisions related to the implementation of service changes in sup-



port of public health and the State's response to the Coronavirus emergency. Staff will use existing service alert notification and social media channels to communicate changes to riders and the public

Financial Impact

The estimated impact due to foregoing fare collection from March 23rd through June 30th is \$600,000. This total includes loss from customer fares, GoPass and Paratransit revenue.

Attachments

- None

Staff Contacts

- Shelley Blake Curran, 919-485-7561, sblake@gotriangle.org



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

www.gotriangle.org

CONTRACT WORK ORDERS – FEBRUARY 2020 (< \$100K)

Contract #	Contractor (or subject if no contractor listed)	Contract Amount	Subject	Comments	Pres/CEO (S Curran) Date Executed	GC (T Henry) Date Executed
18-041G	Clark Patterson Lee	\$9,500	A/E On-Call Task Order 5 Lane Street	Provides for electrical design services. Lump sum contract of \$9,500.	2/4/20	3/3/20
19-069	Durham Technical Community College		Durham Tech GoPass	Customer responsible for paying 55% of all boardings on regional and express routes. Term: 07/01/2019-06/30/2022.	2/12/20	2/11/20
20-008	MOU for RUS Bus Preliminary Activities		RUS Bus	RUS Bus Preliminary Activities with Hoffman & Associates. The only financial liability will be for the payment of costs specifically allocated between the parties in this MOU and the Predevelopment Addendum. Hoffman's Exclusive Right commence 1/17/20 and expire 10/1/20 unless earlier terminated.	2/19/20	2/19/20
16-068	Cushman and Wakefield U.S., Inc.	\$99,675	Amendment One Property and Lease Management	Provides for the modification of the terms and conditions of the Property and Lease Management agreement. New expiration 01/31/2021.	2/23/20	2/20/20
19-101	TELICS	Exhibit B Attached	On-Call Real Estate Services	On-Call Real Estate Services. Term: 03/01/2020-02/29/2024. Paid with local funds.	2/27/20	2/25/20

MEMORANDUM

TO: GoTriangle Board of Trustees
FROM: Capital Development
DATE: March 18, 2020
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

Financial Impact

None

Attachments

- None

Staff Contact

- Katharine Eggleston, 919-485-7564, keggleston@gotriangle.org

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

Bus Passenger Facilities

Projects Under Construction

GoDurham Bus Stop Improvements (18DCI_CD4)

Description – This project includes site selection, design, and construction of passenger amenities at 22 bus stops in the GoDurham system.

Status – Site selection and design are complete. Construction is divided into five packages. Construction of the first package of eight stops, second package of five stops, and third package of six stops is complete. Procurement preparation for the Glenview Station Walmart in Northern Durham (the third-busiest stop in the GoDurham system) is underway, [with the Invitation-for-Bids scheduled for release by March 27](#). Right-of-way acquisition activities for the remaining stops are underway by the City of Durham.

Upcoming Activities – Right-of-way acquisition and preparation for construction procurement for the remaining stops are scheduled to be completed prior to the spring construction season.

Schedule Risks – The project is programmed to be completed this fiscal year, and is currently expected to be complete by Spring 2020. The primary risk to completion in the Spring is further procedural delay related to obtaining necessary right-of-way [and potential construction delay related to COVID-19](#).

Cost Risks – The project is currently under budget. The total project budget is approximately \$1.5 million, and the current estimate-at-completion is \$1.31 million. The primary risk to completion on budget is construction market volatility. Bids for the most recent package of six stops (third package) were higher than expected, and other local government partners are reporting similar higher-than-expected costs, primarily due to significant shortages in the local and regional construction labor market. The current estimate-at-completion includes upward adjustments to estimated construction costs for the fourth and fifth packages to account for this.

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 construction; this project includes relocating the existing park-and-ride at the Hilltop Shopping Center in Fuquay-Varina to Wake Tech’s campus. This will allow FRX passengers to access Wake Tech directly. This project is budgeted in the Wake Transit Plan for FY20.

Status – [GoTriangle has identified the contractor to perform the work for installing the amenities](#).

Upcoming Activities – GoTriangle will install amenities per agreement with Wake Tech, and will begin communicating with riders about the upcoming change to park-and-ride location.

Projects in Design

Southpoint Transit Center (18GOT_CD2)

Description and Status – On a typical weekday, nearly 375 riders board the bus at the existing transfer point and park-and-ride at Southpoint, which is served by GoTriangle routes 800 and 800S and GoDurham routes 5 and 14. The Durham County Transit Plan includes funding for increased passenger amenities at this location. Southpoint has recently submitted a site plan to the City of Durham to move the stop from the current on-site location out to an on-street location by building a two-bay bus stop on the westbound side of Renaissance Parkway and shifting the park-and-ride spaces to be adjacent to the new location. For an on-street transfer center to function safely and efficiently, the westbound bay would need to accommodate three buses (not two, as proposed by the developer). If appropriate on-street facilities are built, service on the GoDurham Route 5 could be doubled from 30 minutes to 15 minutes all day as proposed in the GoDurham Short Range Service Plan without adding new buses, due to the savings of eliminating the time-consuming routing within the mall property. As of November 30,



Southpoint had begun constructing a bus stop on Renaissance Parkway for two buses, which is not adequate for the service at this location. [As of mid-March, Southpoint's construction is still underway.](#) The City of Durham has proposed conversion of the westbound lane of Renaissance Parkway to a bus-only lane to provide for safe and adequate bus operations and avoid the additional cost of modifying the bus bay under construction by Southpoint.

Upcoming Activities – Southpoint expects to complete construction in early 2020 and City of Durham is proceeding with design of the bus-only lane conversion.

Schedule Risks – The delivery schedule for this project will be determined by City of Durham, it is currently anticipated that this effort is on track for delivery in FY20. [The primary risks to completion in the Spring are continued lack of progress by Southpoint's contractor and potential construction delay related to COVID-19.](#)

Patterson Place Improvements (18GOT_CD4)

Description – Nearly 200 riders per day board buses at the existing transfer point and park-and-ride at Patterson Place, which is served by GoTriangle route 400 and GoDurham routes 10 and 10A. This project includes new/additional concrete shelter pads and shelters on Witherspoon Boulevard and McFarland Drive in Patterson Place, landscaping improvements, and a 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 – Design is underway. GoTriangle staff met with the property owner in late November to discuss the design of the passenger waiting amenities and associated property needs, and is current proceeding with conceptual design to support further coordination with the property owner.

Upcoming Activities – Design completion and plan approval is expected in early 2020. Construction is scheduled for mid-2020.

Schedule Risks – Engagement with the property owner to agree on a design for the passenger waiting amenities may take longer than anticipated and could affect the delivery schedule. GoTriangle staff is taking a proactive and accommodating approach to coordinate with the affected owner.

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 – The design is currently advancing through the plan approval process with Orange County. 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, and are currently coordinating with Orange county staff to evaluate the procedural steps and time required to resolve.

Upcoming Activities – Plan approval is expected within 60 days following resolution of the real estate issue. Orange County will schedule a Neighborhood Information Meeting when final plans are available, to inform neighbors of the upcoming construction project.

Schedule Risks – As noted above, a need for additional real estate agreements was identified during site plan review. Coordination with Orange County and NCDOT staff 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 10 bus stops in the GoTriangle system within Orange County.

Status – Designs for four stops is complete and have been turned over to Orange County for permitting and construction. Coordination with Orange County and Town of Chapel Hill to identify location and scope of improvements for additional stops is underway. [Chapel Hill Transit and NCDOT have agreed to the location and scope of four additional stops. Staff continues to coordinate with UNC Chapel Hill on the location and scope of a fifth stop improvement on campus.](#)

Upcoming Activities – GoTriangle will initiate design of additional stop improvements pending completion of scoping.

GoDurham Bus Stop Improvements (20GOT_CD2)

Description – This project includes site selection, design, and construction of passenger amenities at 50 bus stops in the GoDurham system.

Status – [Construction drawings for the first package of 10 stops were approved by the City of Durham in early March. Design of the remaining stops is underway.](#)

Upcoming Activities – GoTriangle and City of Durham staff are coordinating to streamline the plan review and approval process for these stops, [with review of the second group of 10-15 designs planned for early April. Preparation for construction procurement for the first group of 10 is underway.](#)

GoTriangle Bus Stop Improvements In Wake County [Existing Stops] (TC002-Y)

Description – The Wake Transit Plan includes funding for improvements at existing GoTriangle bus stops throughout Wake County.

Status – Designs for two stops in Morrisville are under review by NCDOT. [Design procurement for eight additional stops is underway.](#)

Upcoming Activities – [Design completion is expected in mid-2020.](#)

GoTriangle Bus Stop Improvements In Wake County [New Connections] (TC002-M)

Description – The Wake Transit Plan includes funding for improvements at bus stops along new and realigned routes throughout Wake County.

Status – [Design procurement for fifteen stops is underway.](#)

Upcoming Activities – [Design completion is expected in mid-2020.](#)

Projects in the Planning Phase**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 privately-funded mixed-use air rights development above the bus facility. The project was awarded a \$20 million BUILD grant from the US Department of Transportation (USDOT).

Status – Coordination with the preferred developer is underway. GoTriangle and FTA Region IV staff are coordinating grant paperwork. Coordination with City of Raleigh and NCDOT is underway to confirm third-party requirements affecting the project definition.

Upcoming Activities – Due diligence activities and early negotiations will continue in early 2020.

Schedule Risks – The next major milestone for delivery of the project is obtaining an executed grant agreement with FTA by summer 2020, to meet the obligation deadline for federal BUILD grant funds. Key activities that must be completed prior to that milestone include engaging a development partner and negotiating the grant agreement with FTA and USDOT. The structure of the delivery approach for the project is complex, and will require coordination and partnership with FTA region and headquarters staff to ensure grant requirements are appropriately met and documented as the contracting process

with the development partner progresses. As such, a detailed schedule with realistic durations for each task will be developed and actively managed going forward.

Cost Risks – Engagement with a development partner is critical to begin advancing design 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, uncertain historic preservation requirements, final rezoning commitments, and design details.

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

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

Status – [GoTriangle engaged with the Town of Wake Forest on March 5 to discuss the proposed stop location and the number of street parking spaces available for a short term solution for the park and ride.](#)

Upcoming Activities – [In coordination with GoRaleigh and Wake County, GoTriangle is evaluating an additional proposed option on Capital Blvd.](#)

Schedule Risks – Confirmation of viable sites is proving difficult, with multiple preferred sites proving to be impractical. Management staff is engaging to identify strategies to bring this to resolution or modify the project approach.

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 – The existing conditions assessment was completed in December. Engagement planning [is nearing completion. Draft operational requirements and site evaluation criteria are under review by GoTriangle staff.](#)

Upcoming Activities – Staff and the consulting team will finalize operational requirements and site evaluation criteria, [finalize the stakeholder and community engagement plans, identify alternatives for improvements, initiate community engagement, and conduct stakeholder interviews.](#)

Schedule Risks – [The primary risk to continued progress is potential postponement of community/riders engagement related to COVID-19.](#)

Wake Transit Long-Term Park-and-Ride Feasibility Study (TC002-O)

Description – This feasibility study will assess potential locations for park-and-ride facilities throughout Wake County. Many municipalities within the county have expressed a desire for a park and ride facility to meet the long-term needs of residents. While many communities currently lease space in existing lots, mainly within commercial developments, their locations lack amenities and proximity to major thoroughfares. This study will determine the best location for park-and-ride lots in the county.

Status – The Existing Park-and-Ride Current Conditions and Needs Assessment Report is complete. Engagement planning [is nearing completion.](#)

Upcoming Activities – The consultant and GoTriangle staff will [finalize](#) developing criteria for park-and-ride lots, which the consultant will use to screen potential new park –and-ride parcels [and will initiate community engagement.](#)

Schedule Risks – [The primary risk to continued progress is potential postponement of community/riders engagement related to COVID-19.](#)



Bus Operations and Maintenance Facilities

Projects in Construction

Lane Street Building Renovations

Description – GoTriangle’s building at 324 W. Lane Street is being used for storage and fabrication of bus passenger amenities. This project will add electrical service and remove a defunct office space within the building to increase its usefulness for on-site fabrication activities.

Status – [Office demolition is complete. The construction contract was awarded for the electrical upfit in early March.](#)

Upcoming Activities – [Construction is expected to be complete within two months.](#)

Schedule Risks – [The primary risk to completion in FY20 is potential construction delay related to COVID-19.](#)

Projects in the Planning Phase

BOMF Expansion Feasibility Study (TC002-B)

Description – The Nelson Road BOMF was originally constructed in 1998. In 2006, the facility was updated to add space for administrative functions. GoTriangle maintains a fleet of 97 fixed-route buses, which exceeds the capacity of the current site. The site does not have sufficient maintenance bays and administrative space and is unable to accommodate GoTriangle’s service vans fleet (66 vehicles). This feasibility study is evaluating options to expand the current facility to extend its useful service life.

Status – The consultant submitted an initial report in August. Staff is evaluating the recommendations.

Upcoming Activities – Staff will develop a plan for next steps aligned with the FY21 budget process.



Rail Transit Infrastructure Development

Greater Triangle Commuter Rail Study (19GOT_CO2/20GOT_CD1/TC004-A)

Description – This study is evaluating operational requirements, infrastructure needs, capital and operating cost estimates, and ridership modeling for potential commuter rail service between Mebane and Selma within the existing North Carolina Railroad Company corridor. This study is intended to result in infrastructure recommendations for evaluation and validation by Norfolk Southern Railway (NSR) and CSX, to define a commuter rail infrastructure project that is viable and competitive for federal funding.

Status – The study is nearing completion; preliminary results are now available and briefings for funding partner boards are underway.

Upcoming Activities – GoTriangle and the consultant team are coordinating to develop and finalize documentation for the current phase of study, and to begin scoping and scheduling the next phase of effort. The PMC team [has developed](#) a draft Memorandum of Understanding documenting roles, responsibilities, and next steps [to be considered by boards in March and early April](#).

Schedule Risks – It is unlikely that the overall project will continue to progress toward preliminary engineering and environmental review within this fiscal year as currently scheduled in the Wake Transit FY20 work plan. Development of a revised project schedule is underway, with a target for completion of activities identified as next steps in the MOU within 18 months of MOU execution. To date, it appears that 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.

Cost Risks – To date, it appears that primary risks to setting a budget within the range of \$1.4B to \$1.8B identified during this phase of study for the Durham-Garner project concept are related to the infrastructure requirements resulting from rail network modeling and related negotiation, design for engineering solutions to engineering constraints in downtown Durham and downtown Cary, and quantification of necessary levels of contingency required to address FTA risk management guidelines. These are key priorities with the next steps defined in the MOU.

