



GoTriangle
Board of Trustees
October 28, 2020
12:00 pm-2:30 pm Eastern Time

Based on NC Executive Order No. 121 Stay at Home Order in response to COVID-19, the GoTriangle Board of Trustees will meet remotely on Wednesday, September 23, 2020, at 12:00 pm.

Click here to: Join Webex Meeting
Meeting Number / Access code: 171 485 3127 #
Password: 1234
Or dial: +1 415-655-0003

I. Call to Order and Adoption of Agenda

(1 minute Michael Parker)

ACTION REQUESTED: Adopt agenda with any changes requested.

II. Recognition

A. Employee Service Awards

(5 minutes Charles Lattuca)

III. Public Comment

(Michael Parker)

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, October 28, 2020.

IV. 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 - September 23, 2020
- B. Adoption of 2021 Meeting Calendar
- C. Authorize MOU with Burlington-Graham MPO
BGMPO MOU

V. General Business Agenda

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

A. Items Removed from the Consent Agenda

(1 minute Michael Parker)

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

B. 2021 Benefits Package Recommendation

(10 minutes Christy Winstead)

ACTION REQUESTED: Approve the 2021 Health Benefits Package and revised Wellness Policy (210) as proposed.

Medical Premium Analysis - Current Strategy

Medical Premium Analysis - Proposed Strategy

Dental Premium Analysis

Employee Wellness Policy

C. Operations & Finance Committee Report

(5 minutes Vivian Jones)

1. FY21 Q1 Budget Performance Update

(10 minutes Sandra Freeman)

VI. Other Business

A. President & CEO's Report

(15 minutes Charles Lattuca)

Contracts

New Hires & Promotions

2020 3rd Quarter EEO Workforce Analysis Report

1. Operations Update

(10 minutes Eric Bergstraesser)

2. Capital Projects Status Report

Presentation - CRT Update

(10 minutes Katharine Eggleston)

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 Michael Parker)

3. **Regional Transportation Alliance (RTA) Rep.**

(5 minutes Will Allen III)

VII. Closed Session - Employee Evaluation

(30 minutes Michael Parker)

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

VIII. Adjournment
(Michael Parker)

GoTriangle Board of Trustees
Meeting Minutes
September 23, 2020
Held Remotely via Webex

Board Members Present Remotely:

Will Allen III
Corey Branch
Michael Fox
Sig Hutchinson
Wendy Jacobs
Vivian Jones

Mark Marcoplos
Michael Parker, Chair
Jennifer Robinson
Steve Schewel (arr. 12:05 pm)
Stelfanie Williams (arr. 12:05 pm)

Board Members Absent:

Valerie Jordan (excused)

Chair Michael Parker officially called the meeting to order at 12:01 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. Employee Service Awards

President/CEO Lattuca recognized Gerard Cuthbert for 10 years' service and Randy Johnson for 15 years' service.

B. Recognition of Nina Szlosberg-Landis

Chair Parker recognized Nina Szlosberg-Landis, former NCBOT representative. To commemorate her service, she will receive a crystal bowl engraved with the current and past logos of GoTriangle. Board members offered words of appreciation.

III. Public Comment

No comments.

Jacobs noted an email she had received from a Durham resident noting concerns about COVID-19 policies and procedures on GoTriangle buses. She stated that she would share the comments during the COVID-19 report.

IV. Consent Agenda

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

The following consent agenda items were approved:

- August 26, 2020 – Regular Session Minutes and
- Approved the unsealing of closed session minutes: January 24, 2018; February 28, 2018; and October 30, 2019.

V. General Business Agenda

A. Items Removed from Consent Agenda

None.

B. Election of Board Officers 2020-21

Chair Parker reminded board members of the Nominating Committee's recommendation for current officers to serve a second, one-year term:

Chair	Michael Parker (Chapel Hill)
Vice Chair	Sig Hutchinson (Wake County)
Secretary	Steve Schewel (Durham)
Treasurer	Vivian Jones (Wake County)

Action: On motion by Allen and second by Marcoplos the Board approved the Nominating Committee's recommendation for current officers to serve a second, one-year term. The motion was carried unanimously.

Parker thanked the members of the Nominating Committee - Jennifer Robinson, Wendy Jacobs and Mark Marcoplos.

VI. Other Business

A. President and CEO's Report

A list of contracts approved by the President and CEO is attached and hereby made a part of these minutes. He recognized Jennifer Green to provide information about temporary service adjustments.

Green stated that the service changes are in response to ridership changes related to COVID-19. She said beginning October 11th, in conjunction with other scheduled service changes, Route 100 will serve the airport only after 6:30pm and all day Sunday. An RDU shuttle will provide service between the RTC and the airport every 30 minutes Monday through Saturday. This changes is intended to improve travel times between Raleigh and the RTC to better serve our ridership. Staff estimates of the 650 daily trips between Raleigh and the RTC, only 22 of them are to the airport directly. The Research Triangle Foundation has informed us that many of its employers will not be bringing employees back to the Park until spring or sometime in 2021; therefore, the NRX and Route 311 will remain suspended along with a temporary suspension of Route 105.

Lattuca stated that airport traffic is about 24% of its pre-COVID level and it could take as long as four years to return to the former level. He said all these changes would be revisited in 90 days. Lattuca added that staff is trying to respond appropriately to ridership and GoTriangle's resources.

Lattuca then highlighted the following items:

- A GoTriangle bus was in a fatal accident on Sunday, colliding with a truck near the Streets at Southpoint. The truck driver was killed in the accident and it is under investigation by Durham police. Our driver and the three passengers were transported to the hospital and evaluated with no severe injuries. The driver is resting at home. Hutchinson asked about resources for the driver's psychological health. Lattuca responded that services are offered through the Employee Assistance Program (EAP) and all employees have been reminded of and encouraged to use this service if needed.
- Have spoken with several firms about doing the governance review as requested by the Board. He stated that it may require a Request for Proposals (RFP). He asked board members to share any comments about the scope of work.

1. COVID-19 Update

Eric Bergstraesser reported that ridership is still around 50% of pre-COVID ridership on weekdays and 75-80% on weekends. GoTriangle will be participating in APTA's Health and Safety Commitments Program.

Jacobs shared the concerns she received by email from a GoTriangle rider:

- signs requiring masks are not very visible due to window tinting
- face coverings being offered are of poor quality
- operators are not consistently wearing face coverings
- location of the mask dispenser on buses is not convenient
- audio announcements requiring masks are difficult to hear

Bergstraesser replied that he would look into these concerns and see if any changes could be made.

Schewel asked what staff feels is the rate of compliance with mask wearing by riders is. Bergstraesser said it is very high, 90% or above.

2. Capital Projects Status Report

Katharine Eggleston's update on the commuter rail project is attached and hereby made a part of these minutes. She stated that technical work continues and discussions are underway with NCR and NS about the network modeling. Staff also is starting public engagement.

Lattuca noted that NCRR's new president Carl Warren is a good partner in this project and that small group meetings of NCRR and GoTriangle technical staff are occurring.

Jacobs suggested an opportunity in Durham for community engagement at the Streeter on Friday and Saturday nights.

B. Chair's Report

Chair Parker reported that the O&F Committee will begin meeting regularly starting in October. The committee will meet on the first Thursday of each month, virtually for now, in order to have any questions addressed before a Board vote.

C. Board Member Reports

1. CAMPO Executive Board Representative

Will Allen III stated that VMT is reported to be down 25%, with a commensurate reduction in gas tax revenue. The group also received a presentation of the Freeway and Street-based Transit (FAST) report. The locally preferred alternative (LPA) for the Wake Transit BRT western corridor was announced as Western Boulevard in Raleigh to Cary Town Boulevard and Maynard Road. Allen also explained that the Triangle East portion of I-540 is being accelerated due to federal financial advantages of an approximate 3% lower interest rate.

2. DCHC MPO Board Representative

Michael Parker reported that DCHC is planning a governance study and work has begun on the 2050 MTP with a considerable update to the goals and objectives to address climate change and social and racial equity and approval of the public engagement plan. The MPO also received a report on the 15-501 corridor study, which is being released for public comment. He said the board expressed concern that the study is too car-centric and not focused enough on alternative means of transit to move people faster and better.

3. Regional Transportation Alliance (RTA) Representative

No report.

VII. Adjournment

Action: Chair Parker adjourned the meeting at 1:22 p.m.

Michael Parker, Chair

Attest:

Michelle C. Dawson, CMC
Clerk to the Board

Draft



Triangle

Board of Trustees

2021 Meeting Calendar

PROPOSED

The GoTriangle Board of Trustees meets regularly on the 4th Wednesday of each month, except as noted (*). [Special meetings](#) are scheduled periodically. Committee meetings are as noted:

- Operations & Finance Committee (**O&F**), 1st Thursday of each month, 8:30 am
- Planning & Legislative Committee (**P&L**), *as needed*, immediately following Board meeting

All meetings will take place in the Board Room at the GoTriangle Administrative Offices, 4600 Emperor Boulevard, Suite 100, Durham, NC unless otherwise stated.

January 7, 2021	O&F, 10:30 am	June 23, 2021	BOT, 12:00 pm P&L, immediately following BOT
January 20, 2021	BOT special meeting, 12:00 pm <i>Strategic planning, visioning</i>	July 1, 2021	O&F, 10:30 am
January TBD, 2021	Special Tax Board	July 28, 2021	BOT, 12:00 pm P&L, immediately following BOT
January 27, 2021	BOT, 12:00 pm P&L, immediately following BOT	August 5, 2021	O&F, 10:30 am
February 4, 2021	O&F, 10:30 am	August 25, 2021	BOT, 12:00 pm P&L, immediately following BOT
February 24, 2021	BOT, 12:00 pm P&L, immediately following BOT	September 2, 2021	O&F, 10:30 am
March 4, 2021	O&F, 10:30 am	September 22, 2021	BOT, 12:00 pm P&L, immediately following BOT
March 24, 2021	BOT, 12:00 pm P&L, immediately following BOT	September 29, 2021	BOT special meeting, 12:00 pm
April 1, 2021	O&F, 10:30 am	October 7, 2021	O&F, 10:30 am
April 21, 2021	BOT special meeting, 12:00 pm <i>FY22 budget workshop</i>	October 27, 2021	BOT, 12:00 pm P&L, immediately following BOT
April 28, 2021	BOT, 12:00 pm P&L, immediately following BOT	November 4, 2021	O&F, 10:30 am
May 6, 2021	O&F, 10:30 am	*November 17, 2021	BOT, 12:00 pm P&L, immediately following BOT
May 26, 2021	BOT, 12:00 pm P&L, immediately following BOT	December 2, 2021	O&F, 10:30 am
June 3, 2021	O&F, 10:30 am	*December 15, 2021	BOT, 12:00 pm P&L, immediately following BOT
June 16, 2021	BOT special meeting, 12:00 pm <i>Employee evaluations</i>		



Connecting all points of the Triangle

MEMORANDUM

TO: GoTriangle Board of Trustees
FROM: Planning and Capital Development
DATE: October 7, 2020
SUBJECT: **Memorandum of Understanding with Burlington-Graham Metropolitan Planning Organization**

Strategic Objective or Initiative Supported

1.1 Increase number of customers served with sustainable transportation services

Action Requested

Staff requests that the Board of Trustees authorize the President and CEO to execute the Subarea Allocation Agreement Memorandum of Understanding between the Burlington-Graham Metropolitan Planning Organization (BGMPO) and the Alamance County Transportation Authority, GoTriangle, Link Transit, Orange County Public Transportation, and the Piedmont Authority for Regional Transportation.

Background and Purpose

Federal legislation requires MPOs to work cooperatively with public transportation operators with the development of Metropolitan Transportation Plans (MTPs) and Transportation Improvement Programs (TIPs). The State of North Carolina has designated BGMPO as the agency responsible for carrying out the federally-mandated transportation planning process within the Burlington-Graham Urbanized Area (UZA).

A small portion of GoTriangle's service area lies within the Burlington-Graham UZA, specifically the Mebane terminus of the Orange-Durham Express bus route (ODX). Through BGMPO's federal funding apportionment process, GoTriangle has applied for and received an allocation of funding in federal fiscal year 2021 to support planning activities for a potential relocation of the Mebane park-and-ride to a location that will provide a larger number of spaces and/or longer-term property use arrangement than is available at the current site.

In order to access these funds, GoTriangle must be a party to the MOU between BGMPO and eligible transit agencies specifying procedures for programming and use of the funds.



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www.gotriangle.org

Financial Impact

Execution of this MOU will allow GoTriangle to access \$40,000 in federal Section 5307 funds awarded to GoTriangle by BGMPO this fiscal year for the Mebane park-and-ride study. The required local match of \$10,630 is budgeted in the FY21 Orange County Transit Workplan.

Attachments

- Memorandum of Understanding

Staff Contact(s)

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



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A RESOLUTION ENDORSING THE SUBAREA ALLOCATION AGREEMENT MEMORANDUM OF UNDERSTANDING
BETWEEN

THE BURLINGTON – GRAHAM METROPOLITAN PLANNING ORGANIZATION (BGMPO)

AND THE

ALAMANCE COUNTY TRANSPORTATION AUTHORITY, GOTRIANGLE, LINK TRANSIT, ORANGE COUNTY PUBLIC
TRANSPORTATION, AND THE PIEDMONT AUTHORITY FOR REGIONAL TRANSPORTATION

"Regarding the Coordination of Ongoing Transit Planning and Programming of Federal Funds in order to Support the Ongoing and Future Deployment of Transit Services affecting the Burlington - Graham Urbanized Area."

A motion was made by TAC Member Monti Allison and seconded by TAC Member Mike Fox for the adoption of the following Memorandum of Understanding and upon being put to a vote was duly adopted.

This Memorandum of Understanding (MOU) is entered into between the BURLINGTON – GRAHAM METROPOLITAN PLANNING ORGANIZATION and the ALAMANCE COUNTY TRANSPORTATION AUTHORITY, GOTRIANGLE, LINK TRANSIT, ORANGE COUNTY PUBLIC TRANSPORTATION, AND THE PIEDMONT AUTHORITY FOR REGIONAL TRANSPORTATION, hereinafter referred to as the (Transit Agencies), and collectively as (Parties) as of this 19th day of May, 2020. This MOU is supplementary to Burlington – Graham Metropolitan Planning Organization MOU and does not intend to replace or supersede any other MOU or Master Agreement that may be in existence between the Parties.

WHEREAS, the Moving Ahead for Progress in the 21st Century Act (MAP-21) and Fixing America's Surface Transportation (FAST ACT) requires MPOs to work cooperatively with public transportation operators with the development of Metropolitan Transportation Plans (MTPs) and Transportation Improvement Programs (TIPs) through performance-based planning and programming which are intended to improve the safety of the nation's public transportation systems, ensure that those systems are in a state of good repair, and provide increased transparency into agencies' budgetary decision-making processes; and

WHEREAS, the Burlington-Graham MPO has been designated by the State of North Carolina as the agency responsible for carrying out the federally-mandated transportation planning process within the Burlington-Graham Urbanized Area (UZA) and is the responsible legal entity for coordinating the planning and implementation of federally funded highway and public transportation projects and for carrying out the provision of Section 134 Title 23 U.S. Code and Sections 5303-06 Title 49 U.S. code; and,

WHEREAS, the Transit Agencies are public transportation operators in the BGMPO UZA and are eligible to apply for and receive FTA and/or Federal Highway Administration (FHWA) transit funding for capital, operating, and planning assistance for the delivery of public transportation; and



WHEREAS, the BGMPO and the Transit Agencies rely upon a cooperative relationship to foster comprehensive regional transit planning with a Transit Committee structure to advise the BGMPO Transportation Advisory Committee on all planning and policy questions, including transit issues of regional concern; and

WHEREAS, the FTA in 23 CFR Section 450.314(a), requires a Memorandum of Understanding (MOU) between the BGMPO and Transit Agencies receiving FTA Section 5307 funds to specify the procedures for carrying out transportation planning and fund programming; and

WHEREAS, the Federal Register and North Carolina Department of Transportation Public Transportation Division (NCDOT PTD) through the Governor's Apportionment (GA) provides a combined BGMPO allocation; and

WHEREAS, the determination of subarea apportionments accomplished by local agreement and the split of the GA is essential to the development of the Unified Planning Work Program (UPWP) and TIP; and

WHEREAS, the Transit Committee will meet annually, or more frequent as required, to discuss the list of proposed projects and jointly develop an annual Transit Program of Projects (POP) for which funds under 23 U.S.C. or 49 U.S.C. Chapter 53 are obligated in the program year; and

WHEREAS, the process and criteria to be used in the subarea apportionments and development of the POPs are set forth in Exhibit A, which is incorporated herein;

NOW, THEREFORE, in consideration of the mutual benefits to the Parties hereto, and in consideration of the covenants and conditions herein contained, the Parties agree as follows:

SECTION 1: Cooperative Relationship

1.1. MOU Purpose

The purposes of this MOU are to:

- a) Foster a cooperative and mutually beneficial working relationship between the Parties for the provision of comprehensive, effective, and coordinated transit planning between each public transportation system; and
- b) Identify the regional transit planning responsibilities, in coordination with the NCDOT PTD, for programming federal funds within the Metropolitan Transportation Improvement Program (TIP) developed by the BGMPO; and
- c) Codify the process and the criteria for selection of transit projects and sub-allocation of federal funds in the BGMPO urbanized area (UZA); and
- d) Ensure that federal transit funds are distributed in the region in compliance with federal and state requirements.



1.2 Representation on BGMPO Transit Committee (BGMPO Urbanized Area)

All Parties except for BGMPO shall provide one (1) representative and one (1) alternate to serve as a voting member on BGMPO Transit Committee on matters that pertain to this MOU, or shall identify a Transit Committee representative to serve as their representative. BGMPO shall coordinate and facilitate activities related to the Transit Committee.

1.3 Communication and Agreements

A critical component of coordination involves open and productive communication. The BGMPO is required to update the TIP every two years (or as determined by the BGMPO and NCDOT) and the MTP every five (5) years. Responsive communication between the Parties is imperative in order to meet this mandate.

1.4 Annual Certifications and Assurances Regarding FTA Grant Programs

By signing this Agreement, each Party, and its sub-recipients, certifies to comply with the applicable Annual Certifications and Assurances for FTA Grant Programs, including the Urbanized Area Formula Grants (5307), published annually in the Federal Register, and agree to forward to the BGMPO a signed copy of the Certifications and Assurances form for each year prior to the time the Transit Agencies receive its first FTA Urbanized Area Formula Grants (5307) grant award for the year.

FTA Public Involvement Process

To receive a FTA grant, a grant applicant must meet certain public participation requirements in development of the FTA programs. Per FTA Circular 9030.1D, Chapter IV, FTA considers a grantee to have met the public participation requirements associated with the annual development of the Program of Projects (POP). The BGMPO will follow the public involvement process outlined in the BGMPO Public Involvement Plan and FHWA/FTA planning regulations for the MTP, TIP and UPWP.

National Transit Database

The NTD is FTA's primary source for information and statistics collected from transit systems that receive FTA formula funding under the Urbanized Area Formula Program (Section 5307). Transit operators receiving funds from these programs are required by statute and FTA guidance to submit annual reports to the National Transit Database. (FTA Circular C 9030.1 E, Section V-2.) Service factors reported in the Urbanized Area determines the amounts of FTA Section 5307 funds generated in the region.

SECTION 2: Transit Planning

2.1 Planning Documents

Transit Agencies in compliance with MAP-21 mandates such as development of Transit Asset Management Plans and targets and Transit Agency Safety Plans and targets and final copies of transit planning documents, will be forwarded by each Party to the BGMPO. This will assist the BGMPO in overall transit planning



coordination as well as ensuring that FTA and FHWA transit funds are used as planned, as per FTA and FHWA requirements.

2.2 Regional Planning

The BGMPO will provide a forum that will foster partnerships and coordination in the development of public transit services throughout the BGMPO region. The BGMPO will continue the cooperative and coordinated planning of the regional transit network within the regional transportation system. The BGMPO is responsible for the development of regional long and short range planning documents developed such as the MTP, TIP and UPWP. Each Party will provide technical information during the development of these regional planning documents through the BGMPO Transit Committee structure. The MTP will assess the transportation needs of the region and set forth improvements necessary to address those needs over a minimum twenty (20) year period. Examples of the type of information required to be provided to BGMPO by Transit Agencies include, but are not limited to, the following:

- a) An overview of key performance measures of existing transit systems;
- b) Transit demand projections;
- c) Anticipated fleet replacement and expansion needs;
- d) Transit Asset Management Plan and targets and Agency Safety Plans and targets;
- e) Anticipated equipment replacement and rehabilitation needs;
- f) Anticipated facility needs;
- g) System improvement strategies with time frames for action;
- h) A financial plan, including expected revenues, planned expenditures; and
- i) Documentation of the public participation process used to develop the local inputs to the MTP. To the extent that a current, adopted short-range Transit Plan (transit planning and programming for a five- to seven-year period) required by FTA for direct receipt of federal transit funding, includes the above information, then providing the BGMPO with a copy of the Transit Agencies' Transit Plan will be deemed compliance with the MTP information submittal requirements.

SECTION 3: Programming of Federal Funds

3.1 Federal Funds Sub-Allocation Process

To sub-allocate FTA Section 5307 program funds, the BGMPO, in cooperation and coordination with the Transit Agencies, developed a methodology documented in Exhibit A of this MOU. Changes to this methodology that are approved by the Parties through regular Transit Committee meetings will be reflected in future updates of Exhibit A and do not require a full MOU amendment. The Parties agree that it is desirable to ensure that a stable funding stream will allow the operators to carry out coordinated services throughout the urbanized area. All Parties agree to work in good faith to develop consistent programming, documentation, and funding requests in a manner consistent with NCDOT, FT A or FHW A requirements.

As part of the TIP process, projects are programmed in the TIP on behalf of all Transit Agencies receiving federal funds. The BGMPO and Transit Agencies shall meet annually to use the locally-developed sub-



allocation process and recommend a prioritized list of projects for the allocation of Section 5307 funds apportioned to the BGMPO UZA, plus additional federal funds that may be available for distribution from the NCDOT, FTA and FHWA. The project list advances to the BGMPO Transportation Advisory Committee (TAC) for approval. The BGMPO TAC shall have the final decision on the recommended Program of Projects.

SECTION 4: TIP Project Monitoring & Maintenance

4.1 Progress Reporting

The BGMPO is responsible for tracking the overall progress of all projects in the TIP and is required to produce an annual list of projects for which federal funds have been obligated and will ensure that it is made available for public review.

4.2 TIP Amendments

The BGMPO processes TIP modifications and amendments periodically. Parties must submit a formal request to the BGMPO for changes in project funding, cost, scope, or schedule in order for those changes to be incorporated in an amendment. TIP amendments may be needed to address issues such as funding shortfalls, delays in project implementation and/or new projects that need to be included in the TIP. Amendments may require anywhere from four (4) weeks to three (3) months for approval, depending on the TAC meeting schedule, type and complexity of the change.

SECTION 5: Additional Terms and Conditions of the MOU

Participation in this MOU is required for the receipt of Federal FTA and/or FHWA funds, specifically the FTA Section 5307 grant funds.

5.1 MOU Amendments

This MOU may be amended by the written consent of all Parties. Amendments must be approved by the BGMPO TAC and the Transit Agencies delegated representative.

5.2 MOU Withdrawal; MOU Termination

Any Party, upon ninety (90) days advance written notice to all other Parties, may withdraw its participation in this MOU. Any Party that withdraws from the MOU forfeits its eligibility to receive FTA Urbanized Area Formula Grants (Section 5307) for the Burlington – Graham UZA. Withdrawal by any single Party does not affect the continuing validity of the MOU for the remaining Parties. Should a majority of the Parties withdraw from the MOU, the remaining Parties shall meet and confer to determine how best to continue the purpose and intent of this MOU.

5.3 Notice

Any notice under this MOU shall be in writing via email or sent by First Class U.S. Mail, postage pre-paid.



5.4 MOU Authorization

By our signature below, we certify that our respective TAC, Boards of Directors, Board of Commissioners and/or City Councils have authorized the Parties to enter into this MOU on behalf of our respective agencies:


Signature

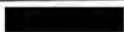

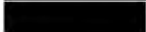

6-22-2020
Date

Scott Rhine
Executive Director
Piedmont Authority for Regional Transportation
107 Arrow Rd.
Greensboro, NC 27409
(o) 336-662-0002 / (f) 336-662-9253
Direct 336-291-4316
www.partnc.org


Signature

8/4/20
Date

Theo Letman
Transit Director
Orange County Public Transportation
600 Hwy 86 N
P.O. Box 8181
Hillsborough, NC 27278
Phone: (919) 245-2007
tletman@orangecountync.gov





 Signature

 Date

Charles Lattuca, President and CEO
 Research Triangle Regional Transportation Authority d/b/a/ GoTriangle
 4600 Emperor Boulevard Suite 100
 Durham, NC 27703
 (919) 485-7474
 clattuca@gotriangle.org

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

 Signature

 Date

Saundra Freeman
 Chief Financial Officer, GoTriangle

Reviewed and approved as to legal form by GoTriangle.

 Signature

 Date

Shelley Curran
 General Counsel, GoTriangle



Ralph Gilliam
Signature

7/7/2020
Date

Ralph Gilliam
Executive Director
Alamance County Transportation Authority
(336) 222-0565
actaexec@triad.twcbc.com

Mike Nunn
Signature

6/10/2020
Date

Mike Nunn, AICP
Director of Planning and Transportation
City of Burlington
Burlington, North Carolina 27215
Phone: 336-222-7350 BDOT
munn@burlingtonnc.gov

CERTIFICATE: The undersigned certifies that the foregoing is a true and correct copy of a resolution adopted by the voting members of the Burlington – Graham Metropolitan Planning Organization Transportation Advisory Committee on

Date: 5-21-20

By: Leonard Williams

TAC Chair

STATE of: North Carolina
County of: Alamance

I, Gina M. Griffith, Notary Public of Guilford County, North Carolina do hereby certify that Leonard Williams personally appeared before me on the 21 day of May, 2020 to affix his signature to the foregoing document.

Gina M. Griffith

Notary Public

My Commission expires: 9-26-21





EXHIBIT A

Burlington - Graham Metropolitan Planning Organization Draft Section 5307 Formula Fund Allocation Plan

Purpose: To establish policies and procedures for the fair and equitable distribution among public transportation operators of FTA Section 5307 urbanized area formula apportionment funds within the Burlington-Graham Urbanized Area (UZA).

In lieu of explicit federal and state guidance regarding sub-allocation methodology, the Burlington – Graham Metropolitan Planning Organization (MPO) developed a strategy to fund public transportation operations deemed most essential to the region and consistent with short and long range transportations plans and objectives. The objectives are to:

- Maintain reasonable fairness to all operators;
- Consistency with federal and state requirements, regionally adopted transportation plans, and public transportation agency financial, public transportation asset management and safety plans; and,
- Funding basic operational needs and capital requirements based upon prior year allocation and identified needs.

Background: The Federal Public transportation Administration (FTA) Section 5307 Urbanized Area Formula Funding Program is a formula-based program that provides funding for public transportation in urbanized areas as designated by the U.S. Bureau of the Census. The program has distinct eligibility requirements for UZAs above and below 200,000 in population. FTA allocates Section 5307 funds to each UZA with the expectation that these funds will be shared equitably among public transportation operators within the UZA. The Section 5307 program is the primary source of financial support for capital, preventative maintenance and other eligible public transportation expenses for Burlington – Graham MPO public transportation operators. The following are eligible types of Section 5307 projects:

- Planning Projects
- Capital Projects
- Employee Training Expenses
- Operating Assistance
- Job Access and Reverse Commute Projects (JARC)
- Interest and Debt Financing as an Eligible Cost

Federal funding apportionments for small UZAs (under 200,000 population) rely on operations, population, population density and low-income population data. As the Burlington – Graham MPO region has experienced tremendous growth in recent years, the gap between the regional apportionment and ability to fund regional public transportation needs to sustain and expand services has widen.



Allocation Plan: The Burlington-Graham MPO, NCDOT-PTD, and regional public transportation operators developed a needs based allocation plan for Section 5307 funds to address the financial needs of our growing regional public transportation systems. The Burlington – Graham MPO Transit Providers Subcommittee consist of the following regional recipients of FTA Section 5307 federal formula funds - Alamance County Transportation Authority (ACTA), Link Transit, GoTriangle, Orange County Public Transportation (OCPT) and the Piedmont Authority for Regional Transportation (PART). Other members include Burlington – Graham MPO and the NCDOT – Public Transportation Division. NCDOT - PTD is responsible for administering and maintaining the distribution formula and sub-allocation schedule in partnership with the Burlington – Graham MPO.

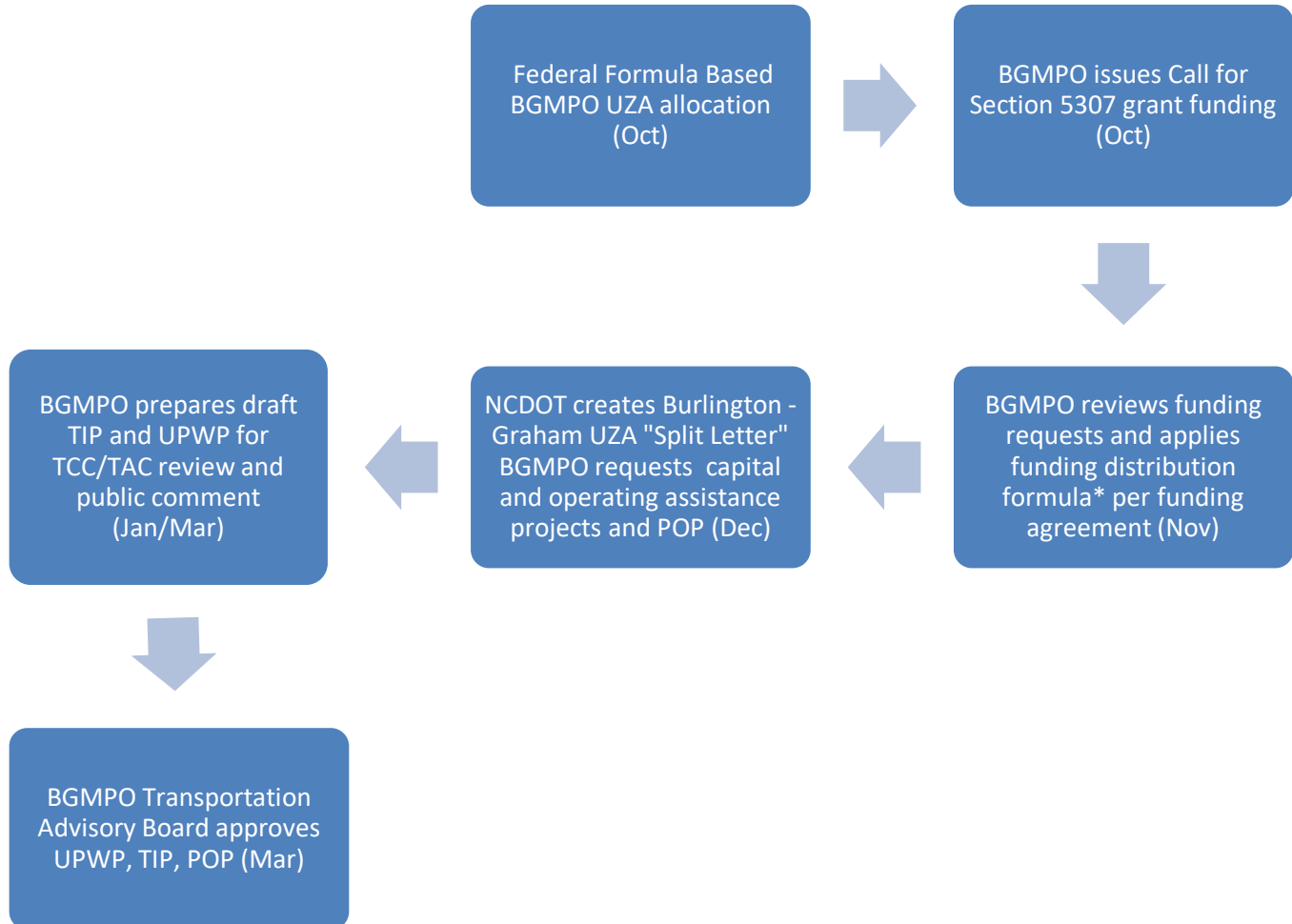
The Burlington – Graham MPO sub-allocation distribution process (Figure 1) begins with notification of the regional apportionment and issuing a Call for Section 5307 funding requests; sub-allocating funds based on recreating the FTA program distribution formula with priority given to funding operating needs; and developing the Transportation Improvement Program (TIP) and list of draft projects (Program of Projects) funded from the region’s Section 5307 apportionment. The Burlington – Graham MPO has determined that operating assistance would be limited to 80% of the expected urban area apportionment with 20% reserved for capital. Capital funding will be allocated based on consistency with adopted plans and the capital needs identified by each system and that system’s ability to match the federal funding. When the operational and capital needs exceed the available funding then funding be will prorated based on the identified and projected needs of each system.

Section 5307 projects listed in the Metropolitan Transportation Improvement Program must contain sufficient detail to identify each project or phase of project, including a brief project description, total project costs, federal share for each project, and other expected resources to carry out the project. Public transportation operators will provide the list of proposed projects to the Burlington – Graham MPO TAC for consideration and public review prior to applying for the Section 5307 funding. As part of Burlington – Graham MPO’s transportation planning requirements (specified in 49 CFR part 613 and 23 CFR part 450), projects will be reviewed for:

- Consistency with adopted planning documents (regional plans, TIP, STIP, MTP, CTP, etc.)
- Budget accuracy (high level), including local match capacity
- Coordination of public transportation services



Figure 1



*Circumstances may arise when deviations from the above methodology become necessary or desirable. Deviations from the sub-allocation distribution formula must be approved by the Burlington-Graham TAC.



Connecting all points of the Triangle

MEMORANDUM

TO: GoTriangle Board of Trustees
FROM: Talent Services/Human Resources
DATE: October 21, 2020
SUBJECT: 2021 Benefits Package Recommendation

Strategic Objective or Initiative Supported

Action Requested

Staff requests that the Board approve the 2021 Health Benefits Package and revised Wellness Policy (210) as proposed.

Background and Purpose

Medical: GoTriangle has received an offer from Blue Cross & Blue Shield of North Carolina to renew the existing Medical policy with a 16.8% premium reduction for 2021. Estimated premium savings of \$552,442.

Our medical rates have been flat or trending downwards for the last three plan years; in 2019 we had a 2.7% reduction and in 2020 we had a flat renewal. Based on ongoing review of our claims experience data, we anticipate this trend to continue, placing GoTriangle in a unique position to make needed enhancements to our benefits package. Staff acknowledges that there is always the possibility that rates can go up again. We have written in flexibility, particularly with the Wellness Reimbursement, to position ourselves to be able to reevaluate our rates in the future if the need arises. We have a rare opportunity with our savings this year to make investments in our wellness program and to adjust contributions for the coverages that have been out of line with the market for some time. We recommend the following:

- Adjust dependent contributions to strengthen strategic alignment and to make the family coverage more market competitive. This includes a change to the percentage GoTriangle contributes towards the Family and Employee + Child(ren) tiers. With this recommendation, GoTriangle will still see a net decrease of \$449,492 (-15.3%) in annual estimated premiums. The new rates are stated in the attached documents.



- Remove the waiting period for new hires. This recommendation will ease the burden of transitioning to a new job for new hires. Worst-case projection based upon the number of 2019 hires times the estimated cost of the new premium structure: \$43,962.00/year. Based on current and projected hiring trends, we anticipate an actual cost of at least half that amount.

Dental: GoTriangle has received an offer from Delta Dental to renew the existing Dental policy with a 14.8% premium reduction, for an estimated \$23,119 in annual premiums savings. Our current contributions are market competitive. We are recommending very small adjustments to streamline biweekly employee contributions. The new rates are stated in the attached documents.

Wellness Reimbursement: We recommend revising the Employee Wellness Policy (210) from our current “one size fits all” Gym Membership Reimbursement to a Wellness Reimbursement that offers flexibility based on varied employee needs and demographics. The expanded wellness option could potentially result in an additional \$28,800 in reimbursements over current budgeted amount. Staff also requests that the Board approve a temporary relaxation of the 6-month gym membership requirement for 2020 and 2021 due to the impacts of COVID-19. The new policy recommendation is in the attached documents.

Financial Impact

The 2021 total estimated premium reduction for GoTriangle and employees is \$552,442 (medical) + \$23,119 (dental) = \$575,561. The estimated budget impact of the above recommendations accounting for the employer ONLY contributions in premiums results in a net reduction:

Medical	\$ (449,492.00)
Dental	\$ (14,971.00)
No-Wait Period	\$ 43,962.00
<u>Wellness</u>	<u>\$ 28,800.00</u>
Total	(\$ 391,701.00)

Attachments

- Medical premium analysis
- Dental premium analysis
- Revised Wellness Policy (210)

Staff Contact(s)

- Christy Winstead, Benefits & Rewards Mgr., 919.485.7473, cwinstead@gotriangle.org



GoTriangle

Medical - Current Contribution Strategy

January 1, 2021

		Total Employer Costs				Total Employee Costs		
	Total Subs	Monthly Rate	Monthly Cost	Contribution (%)	\$ Change from Current	Monthly Cost	Contribution (%)	\$ Change from Current
CURRENT								
BCBSNC #5434923								
Employee Only	177	\$969.89	\$926.56	95.5%	-	\$43.33	4.5%	-
Employee + Spouse	14	\$2,017.12	\$1,511.83	75.0%	-	\$505.29	25.0%	-
Employee + Child(ren)	28	\$1,682.95	\$1,261.21	74.9%	-	\$421.74	25.1%	-
Family	12	<u>\$2,929.45</u>	<u>\$1,976.07</u>	<u>67.5%</u>	-	<u>\$953.38</u>	<u>32.5%</u>	-
Total (Annual)	231	\$3,386,235	\$2,930,315	86.5%	-	\$455,920	13.5%	-
Total (PEPM)		\$1,221.59	\$1,057.11	86.5%	-	\$164.47	13.5%	-
RENEWAL								
BCBSNC #5434923								
Employee Only	177	\$811.66	\$768.33	94.7%	(\$158.23)	\$43.33	5.3%	(\$0.00)
Employee + Spouse	14	\$1,688.04	\$1,265.19	75.0%	(\$246.65)	\$422.85	25.0%	(\$82.43)
Employee + Child(ren)	28	\$1,408.38	\$1,055.44	74.9%	(\$205.76)	\$352.94	25.1%	(\$68.81)
Family	12	<u>\$2,451.53</u>	<u>\$1,653.69</u>	<u>67.5%</u>	<u>(\$322.38)</u>	<u>\$797.84</u>	<u>32.5%</u>	<u>(\$155.54)</u>
Total (Annual)	231	\$2,833,793	\$2,437,245	86.0%	(\$493,070)	\$396,548	14.0%	(\$59,372)
Total (PEPM)		\$1,022.29	\$879.24	86.0%	(\$177.88)	\$143.05	14.0%	(\$21.42)

Notes:

1. This analysis is for illustrative purposes only, and is not a proposal for coverage or a guarantee of future expenses, claims costs, managed care savings, etc. There are many variables that can affect future health care costs including utilization patterns, catastrophic claims, changes in plan design, health care trend increases, etc. This analysis does not amend, extend, or alter the coverage provided by the actual insurance policies and contracts. See your policy

GoTriangle

MEDICAL - Proposed 2021 Rate Structure

January 1, 2021

		Total Employer Costs				Total Employee Costs		
	Total Subs	Monthly Cost	Monthly Cost	Contribution (%)	\$ Change from Current	Monthly Cost	Contribution (%)	\$ Change from Current
CURRENT								
BCBSNC #5434923								
Employee Only	177	\$969.89	\$926.56	95.5%	-	\$43.33	4.5%	-
Employee + Spouse	14	\$2,017.12	\$1,511.83	75.0%	-	\$505.29	25.0%	-
Employee + Child(ren)	28	\$1,682.95	\$1,261.21	74.9%	-	\$421.74	25.1%	-
Family	12	\$2,929.45	\$1,976.07	67.5%	-	\$953.38	32.5%	-
Total (Annual)	231	\$3,386,235	\$2,930,315	86.5%	-	\$455,920	13.5%	-
Total (PEPM)		\$1,221.59	\$1,057.11	86.5%	-	\$164.47	13.5%	-
RENEWAL								
BCBSNC #5434923								
Employee Only	177	\$811.66	\$768.33	94.7%	(\$158.23)	\$43.33	5.3%	(\$0.00)
Employee + Spouse	14	\$1,688.04	\$1,254.71	74.3%	(\$257.12)	\$433.33	25.7%	(\$71.96)
Employee + Child(ren)	28	\$1,408.38	\$1,126.72	80.0%	(\$134.49)	\$281.66	20.0%	(\$140.08)
Family	12	\$2,451.53	\$1,801.53	73.5%	(\$174.54)	\$650.00	26.5%	(\$303.38)
Total (Annual)	231	\$2,833,793	\$2,480,722	87.5%	(\$449,592)	\$353,070	12.5%	(\$102,850)
Total (PEPM)		\$1,022.29	\$894.92	87.5%	(\$162.19)	\$127.37	12.5%	(\$37.10)

Notes:

1. This analysis is for illustrative purposes only, and is not a proposal for coverage or a guarantee of future expenses, claims costs, managed care savings, etc. There are many variables that can affect future health care costs including utilization patterns, catastrophic claims, changes in plan design, health care trend increases, etc. This analysis does not amend, extend, or alter the coverage provided by the actual insurance policies and contracts. See your policy or contact us

GoTriangle

DENTAL

January 1, 2021

	Total Subs	Total Employer Costs			Total Employee Costs		
		Monthly Cost	Contribution (%)	\$ Change from Current	Monthly Cost	Contribution (%)	\$ Change from Current
CURRENT							
Delta Dental							
Employee Only	144	\$32.27	100.0%	-	\$0.00	0.0%	-
Employee + Spouse	30	\$40.86	61.4%	-	\$25.74	38.6%	-
Employee + Child(ren)	36	\$45.41	53.5%	-	\$39.41	46.5%	-
Family	28	\$54.00	45.3%	-	\$65.15	54.7%	-
Total (Annual)	238	\$108,232	69.2%	-	\$48,183	30.8%	-
Total (PEPM)		\$37.90	69.2%	-	\$16.87	30.8%	-
RENEWAL							
Delta Dental							
Employee Only	144	\$27.50	100.0%	(\$4.77)	\$0.00	0.0%	\$0.00
Employee + Spouse	30	\$35.10	61.8%	(\$5.76)	\$21.66	38.2%	(\$4.08)
Employee + Child(ren)	36	\$39.78	55.0%	(\$5.63)	\$32.50	45.0%	(\$6.91)
Family	28	\$47.38	46.7%	(\$6.62)	\$54.16	53.3%	(\$10.99)
Total (Annual)	238	\$93,261	70.0%	(\$14,971)	\$40,035	30.0%	(\$8,148)
Total (PEPM)		\$32.65	70.0%	(\$5.24)	\$14.02	30.0%	(\$2.85)

Notes:

1. This analysis is for illustrative purposes only, and is not a proposal for coverage or a guarantee of future expenses, claims costs, managed care savings, etc. There are many variables that can affect future health care costs including utilization patterns, catastrophic claims, changes in plan design, health care trend increases, etc. This analysis does not amend, extend, or alter the coverage provided by the actual insurance policies and



EMPLOYEE WELLNESS POLICY # 210

STATEMENT	PURPOSE	HOW IT AFFECTS YOU
GoTriangle broadens the philosophy of wellness by making it into an overall philosophy of support for the whole employee. We promote physical, financial, emotional and retirement wellness.	To keep employees informed regarding how to live and work better.	Wellness promotes self-confidence; it encourages employees to set and accomplish goals, and it makes employees more engaged in activities that promote the health and welfare of the organization.

POLICY GUIDELINES

Regular full and part time active **employees who are on the payroll as of July 1** are eligible to participate in the wellness reimbursement benefit. GoTriangle will reimburse employees for items and/or memberships that promote a healthy lifestyle for the benefit of the employee. Employees are to note that the amount is subject to change contingent upon the budget.

- Eligible Activities and Reimbursable Expenses
Employees have two options to choose from: the Physical Fitness/Gym Reimbursement or the Wellness Reimbursement. Below are examples of what is covered for each option and what is not covered. This is not an exhaustive list. Human Resources will make final decisions on eligible items based on the following: request is for the benefit of the employee and assists in maintaining an active and/or healthy lifestyle.

Physical Fitness/Gym Reimbursement: \$300 maximum as an incentive for joining and maintaining a fitness membership in order to facilitate physical activity.

ELIGIBLE EXPENSES	EXAMPLES
Memberships	Gym memberships, health center fees, bike share, swim clubs
Classes or Personal Training	Swim lessons, yoga, martial arts, dance, personal training (in person or online)

Wellness Reimbursement: \$150 maximum to promote maintaining a healthy lifestyle.

ELIGIBLE EXPENSES	EXAMPLES
Equipment	Athletic shoes (for any sport), bicycles, treadmills, yoga mats, weights
Smart Devices	Fitbit or similar wearables, glucometers, blood pressure cuffs
Wellness Services	Weight Watchers, smoking cessation, nutrition consultation
Appliances and Devices	Air purifiers, juicers, smoothie makers
Ergonomic Equipment	Lumbar support, office chair, foot/monitor risers

INELIGIBLE EXPENSES
Medical and/or cosmetic treatment or procedures
Health spa treatments and products
Cell phones, tablets, camping equipment
Tournament fees, social clubs
Video games not related to exercise or health
Vitamins & supplements, groceries

- The Wellness Reimbursement Request Form, attached with an invoice and/or receipts, should be sent to Human Resources. **Employees may only request reimbursement from ONE category listed above.** Reimbursement requests will be accepted once per year, to be announced by Human Resources, typically in November. For Membership reimbursements, employees must maintain an active and sustained membership for at least six months to be eligible for gym reimbursement, proration applies. Reimbursement checks are paid according to Accounts Payable procedures.

GoTriangle sponsors “health and wellness” events throughout the calendar year. Events planned promote the overall goal of having a fit and well-informed work force.

GoTriangle leaders and employees are encouraged to participate in the full complement of wellness initiatives offered by GoTriangle and its provider partners.

GoTriangle Board of Trustees
Operations & Finance Committee Meeting Minutes
October 1, 2020
Held Remotely via Webex

Committee Members Present:

Corey Branch
Vivian Jones, Committee Chair (arr. 8:52 am)
Michael Parker

Jennifer Robinson

Steve Schewel (left 9:57 am)

Committee Members Absent:

Valerie Jordan (excused)

Stelfanie Williams (excused)

Other Board Members Present:

Will Allen III

Mark Marcoplos

Will Allen called the meeting to order at 8:32 a.m. on behalf of the committee chair.

I. Adoption of Agenda

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

II. Approval of Minutes

Action: On motion by Parker and second by Branch the Committee approved the minutes of the February 26, 2020, meeting. The motion was carried unanimously.

III. Railroad Capacity Modeling Reimbursement Agreement

Katharine Eggleston reminded the Committee that this agreement will determine the operating plans and associated infrastructure improvements needed to implement commuter rail in the corridor. She stated that it is expected to come to the Board for approval in the next few months. Norfolk Southern will perform the capacity modeling and GoTriangle will reimburse associated costs.

Lattuca stated that issues around indemnity and liability are not part of this agreement but both NCRR and GoTriangle are setting up a team to talk about these issues in parallel with the capacity modeling study with the hope that Norfolk Southern will agree to this strategy.

Allen asked if there are issues beyond indemnification and liability that have been raised. Lattuca responded that the location of the maintenance facility and non-revenue moves that are contemplated have been requested. Eggleston added that this technical information has been provided in advance as assumptions, including station locations. She emphasized that these locations have not been

defined. Lattuca further added that Norfolk Southern also raised concern about protecting their confidential projections which they consider proprietary information. He also noted that a process is being developed for resolving disagreements about model input or results.

Action: On motion by Parker and second by Schewel the Committee voted to recommend that the Board authorize the president and CEO to execute an agreement with NCCR and Norfolk Southern for railroad capacity modeling reimbursement. The motion was carried unanimously.

IV. Classification and Compensation Study Update

V. Employee Benefits and Wellness

The combined presentation for both agenda items is attached and hereby made a part of these minutes. Carolyn Lyons shared information about the department and the organization. Kristen Dixon and Mark Holcombe, Consultant from Evergreen Solutions, offered information on the on-going classification and compensation study.

Jones arrived.

Branch asked about the demographics of the staff. Lyons stated the organization overall is primarily African American, with transit operations approximately 95% African American. Sandra Freeman suggested a report by Sylvester Goodwin on EEO composition.

Christy Winstead from the Human Resources department shared information about GoTriangle's benefits and wellness programs.

Jones shared Wake Forest's practice of doing an annual study of one third of the employees so that every employee is considered every three years. She suggested that GoTriangle consider a similar process.

Marcoplos spoke about an employer who has on staff a trainer/paramedic which has reduced costs and absenteeism for that company.

VI. FY21 Budget Update

Sandra Freeman's presentation is attached and hereby made a part of these minutes.

She stated her concerns with the loss of \$2 million in SMAP money. She noted that there also is uncertainty around the amount of TDM funding from NCDOT. The federal CARES grant of \$7.8 million has been approved and staff will be submitting requests for the drawdown of those funds.

Freeman mentioned that county reimbursements related to the transit plans will be invoiced monthly going forward.

Parker requested a comparison of budget to actual on the financial reports shared with the Board. He asked whether GoTriangle should begin a discussion about the practice of allocating half of the vehicle rental tax to the counties.

Freeman noted that Wake County's half cent sales tax revenues increased by \$10 million in July and August. She said some projects had been deferred based on concerns about sales tax revenues. Freeman reminded the Committee that the full responsibility for billing, collections and auditing of the rental vehicle tax falls on GoTriangle.

Schewel requested that the Durham budget amendments be discussed first.

VIII. Durham Transit Plan Budget Amendments

Jennifer Hayden presented the amendments to the Durham County Transit Plan for a net impact of zero (details are attached and hereby made a part of these minutes).

Action: On motion by Schewel and second by Parker the Committee voted to recommend that the Board approve the proposed budget amendments 2020 0030 - 2020 0031. The motion was carried unanimously.

Schewel left.

VII. GoTriangle Budget Amendments

Jennifer Hayden presented GoTriangle budget amendments related to the loss of SMAP funds and the required grant match for BOSS implementation (details are attached and hereby made a part of these minutes).

Action: On motion by Parker and second by Branch the Committee voted to recommend that the Board approve the proposed budget amendments 2020 0027 - 2020 0029. The motion was carried unanimously.

IX. Adjournment

Action: The meeting was adjourned at 10:08 a.m.

Vivian Jones, Committee Chair

Attest:

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

Draft



**Results for Q1 FY21
(July - September, 2020)**



FINANCIAL OVERVIEW FOR PERIOD ENDING SEPTEMBER 30, 2020

Revenue

Q1 FY21 revenues are 15.7 % of the Total Budget with Year To Date actuals of \$8.2M compared to the full year budget of \$51.7M

- Prior Q1 YTD revenue actuals totaled \$2.3M (Transit service and other reimbursements account for \$5M of the favorability in FY21)
- Q1 FY21 \$5 Registration Tax actuals total \$1.8M (Prior Q1 YTD actuals totaled \$0 due to timing of receipt)
- Q1 FY21 Rental Tax actuals total \$877K (Prior Q1 YTD actuals totaled \$963K)
- CARES ACT GRANT has been approved and first reimbursement is pending
- Revenue budget is under review due to change in assumed fare collection timing and assumptions on building lease

Expenses

Q1 FY21 expenses are 14.5 % of the Total Budget with Q1 Year To Date actuals of \$7.6M compared to the full year budget of \$52.3M

- Prior Q1 YTD expense actuals totaled \$7.5M
- Q1 FY21 Transit Operations Expenses total \$4.7M (Prior Q1 YTD actuals totaled \$5.0M)
- Q1 FY21 Administrative Department Expenses total \$2.1M (Prior Q1 YTD actuals totaled \$2.1M)
- Q1 FY21 Capital Expenditures total \$345K (Prior Q1 YTD actuals totaled \$0.0K)

Cash Balances

Cash balances for GoTriangle and the counties are being monitored for trends but there are no concerns at this point and are trending appropriately

Tax Districts

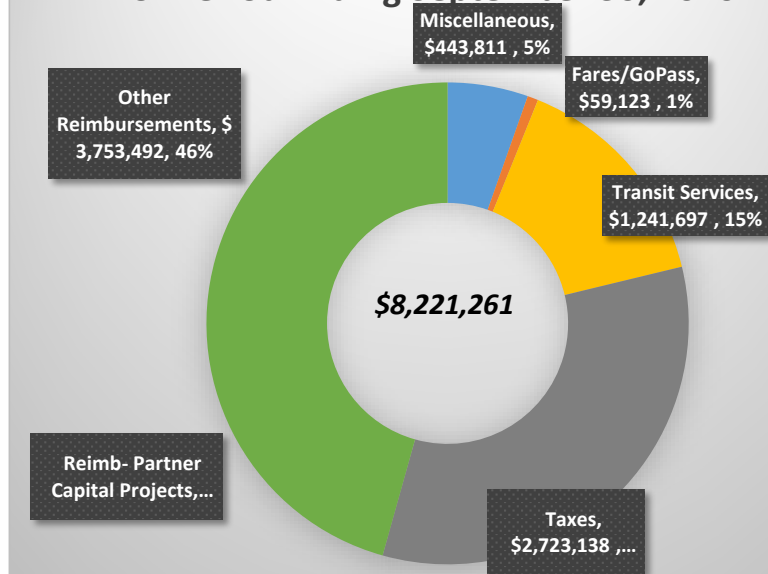
P&Ls are attached and trends are being monitored; no concerns versus budget at this time

Outlook

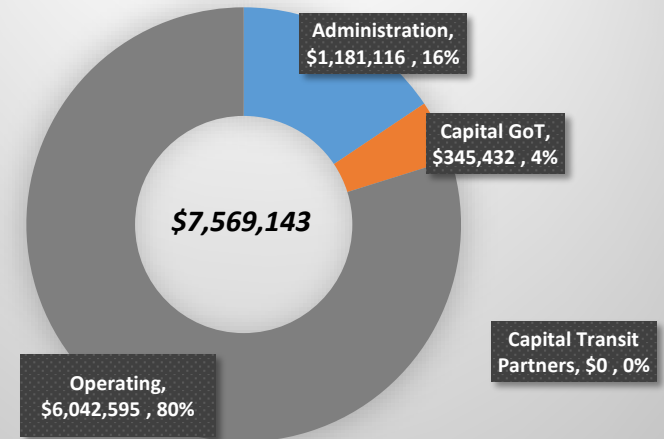
The Finance continues to review and monitor revenue, expenses and cash balances

Budget amendments will be requested if needed; Q2 adjustments are anticipated

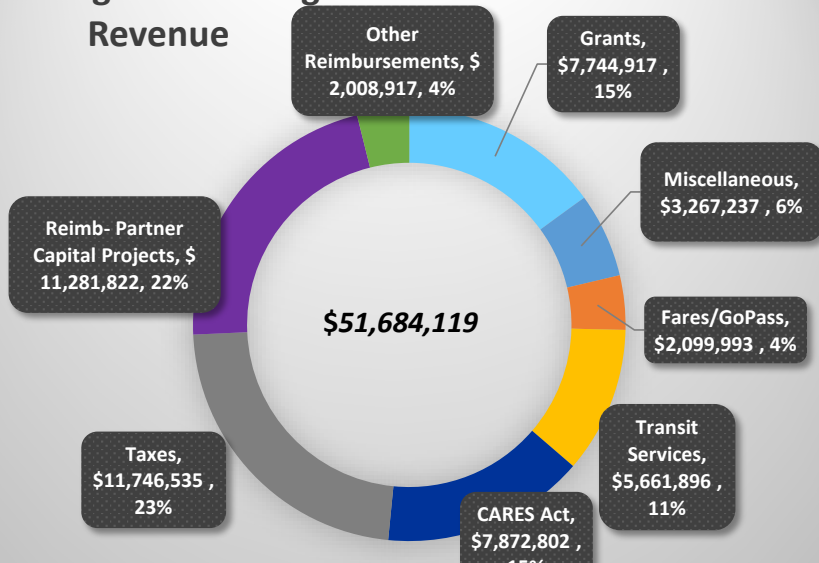
GoTriangle Revenue for Period Ending September 30, 2020



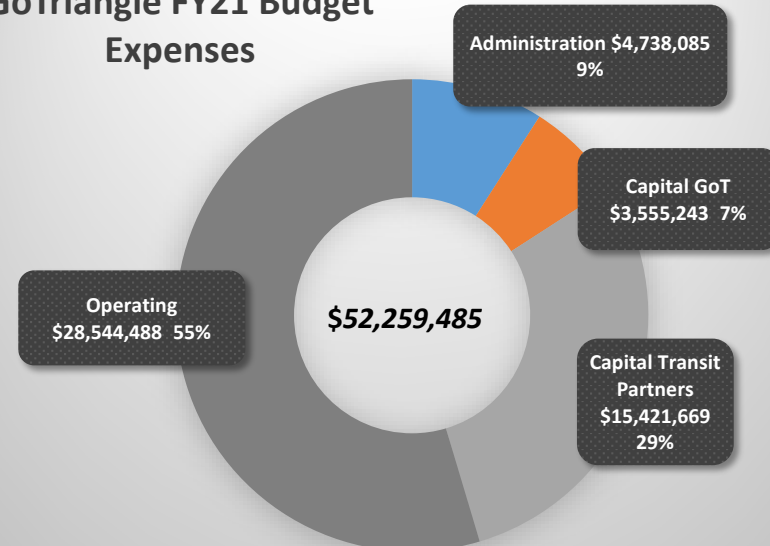
GoTriangle Expenses for period ending September 30, 2020



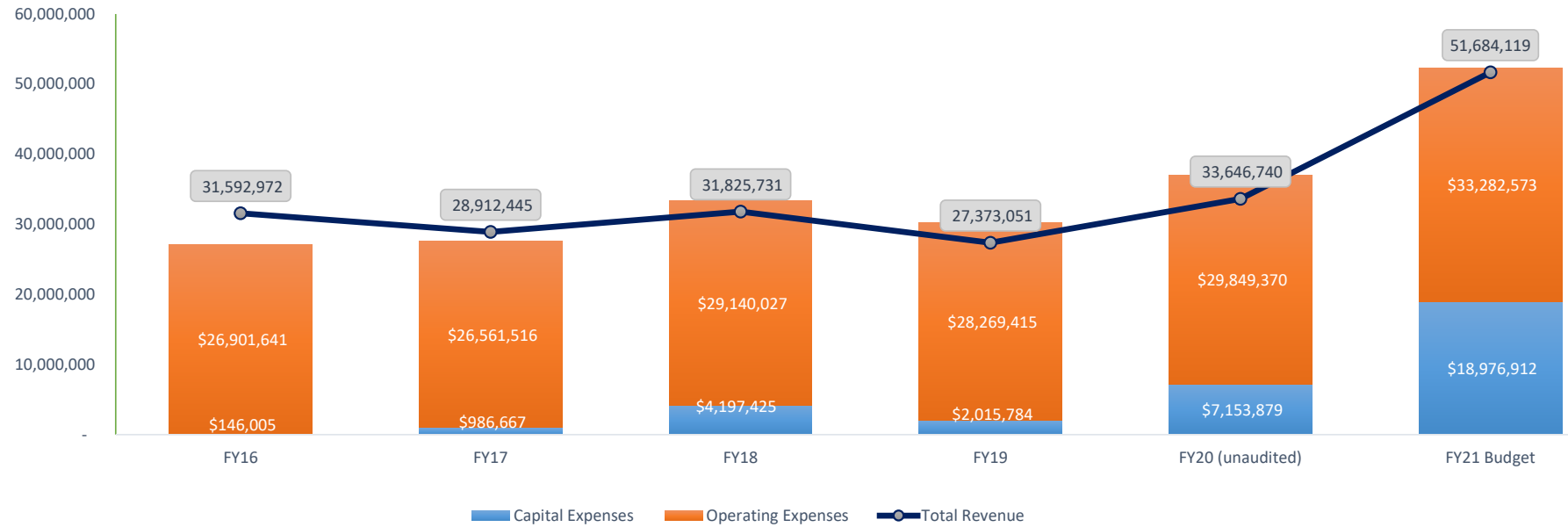
GoTriangle FY21 Budget Revenue



GoTriangle FY21 Budget Expenses



GoTriangle Total Revenue vs Expense Trends

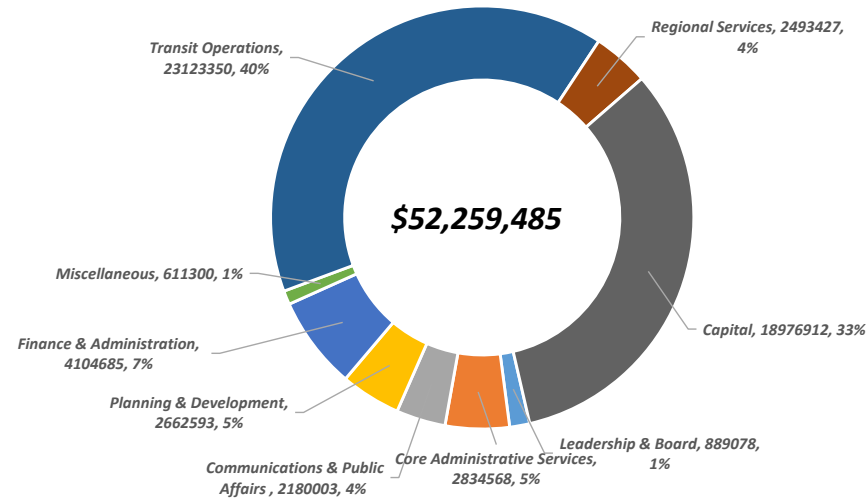


GoTriangle Revenue by Category

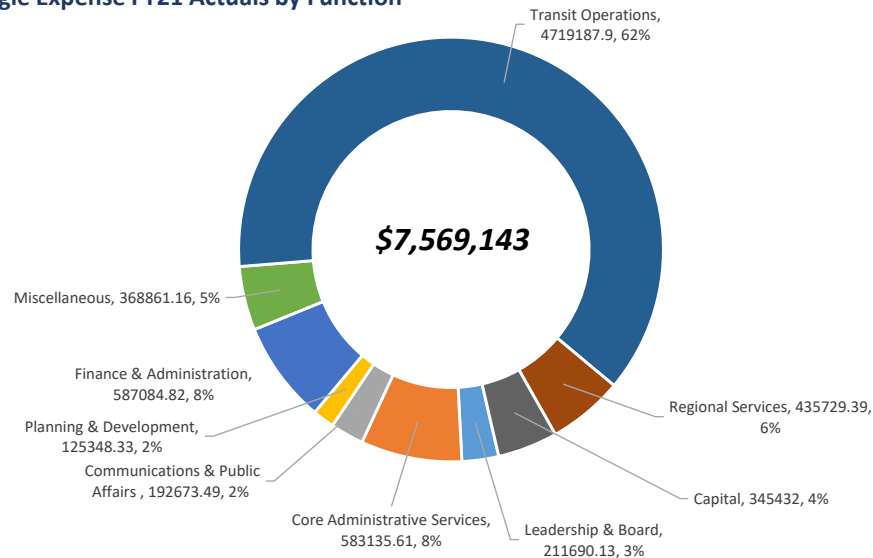
■ FY19 Actuals ■ FY20 Unaudited Actuals ■ FY21 FY Budget ■ FY21 YTD Actuals

	Grants	\$5 Vehicle Registration	Vehicle Rental	Fares/GoPass	Reimburs.	CARES Act	Misc.
FY19 Actuals	2,049,475	6,337,440	6,262,180	2,652,653	6,172,600	-	3,898,703
FY20 Unaudited Actuals	3,306,138	6,186,565	5,770,898	1,826,029	9,770,054	-	6,787,056
FY21 FY Budget	7,744,917	6,562,935	5,183,600	2,099,993	18,912,635	7,872,802	3,307,237
FY21 YTD Actuals	-	1,845,775	877,363	59,123	3,475,492	-	1,963,508

GoTriangle Expense FY21 Budget by Function



GoTriangle Expense FY21 Actuals by Function



Finance Administration - Finance, Administration, IT, DBE/EEO

Core Administrative Services - HR, Legal, Real Estate

Planning & Development - Capital Development, Regional Services - Planning

Transit Operations - Bus Supervision, Bus Operations, Bus Maintenance, Paratransit, Vanpool

FY21 FINANCIAL RESULTS - P&L							
GoTRIANGLE							
For Period Ending September 30, 2020							
	(a) FY2020 GoTriangle Actuals ³	(b) Year GoTriangle Budget	(c) FY2021 YTD GoTriangle Actuals	(c) - (b) FY2021 Budget vs YTD Actuals	(c) / (b) 2021 YTD % of Budget Achieved	(d) FY2020 Period to Date	(c) - (d) FY2021 YTD vs FY2020 YTD
REVENUES				Over/(Under)			Over/(Under)
Inter-governmental revenue:							
Federal Grant Revenues	\$44,454	\$4,859,289	\$0	(\$4,859,289)	0.0%	\$0	\$0
State Grant Revenues	2,655,729	2,069,818 ¹	-	(2,069,818)	0.0%	-	-
Local Grant Revenues (includes TDM)	605,955	815,810	-	(815,810)	0.0%	178,220	(178,220)
Indirect Cost Credits	1,520,695	1,540,837	240,382	(1,300,455)	15.6%	447,133	(206,751)
Misc. Revenue	324,335	-	9,330	9,330	0.0%	6,153	3,177
Bus Accident Damage Reimbursement	51,754	40,000	1,830	(38,170)	4.6%	11,685	(9,855)
Bus Fares	529,545	580,000 ²	554	(579,446)	0.1%	188,994	(188,440)
Transit Service Revenue	6,256,193	5,661,896	1,241,697	(4,420,199)	21.9%	702,193	539,504
Vanpool Fares	952	-	-	-	0.0%	-	-
Paratransit Services Revenue	550,453	654,993 ²	57,218	(597,775)	8.7%	90,653	(33,435)
Consignment	738,936	865,000 ²	1,351	(863,649)	0.2%	156,834	(155,483)
Vanpool Subsidies	6,143	-	-	-	0.0%	5,604	(5,604)
Reimbursement from Others	3,338,339	12,140,346	3,473,662	(8,666,684)	28.6%	-	3,473,662
\$5 Vehicle Registration Taxes	6,186,565	6,562,935	1,845,775	(4,717,160)	28.1%	1,663,550	182,225
COVID-19 Reimbursement	-	7,872,802	-	(7,872,802)	0.0%	-	-
Vehicle Rental Taxes	5,770,898	5,183,600	877,363	(4,306,237)	16.9%	2,003,822	(1,126,459)
Rental Income	104,658	654,427	21,749	(632,678)	3.3%	28,619	(6,870)
GoDurham Reimbursement	1,067,999	1,110,393	278,000	(832,393)	25.0%	353,143	(75,143)
Investment Earnings/Unrealized Gain (Loss)	1,371,473	1,071,973	172,350	(899,623)	16.1%	1,529,205	(1,356,855)
Total Revenues	31,125,076	51,684,119	8,221,261	(43,462,858)	15.9%	7,365,808	855,453

FY21 FINANCIAL RESULTS - P&L GoTRIANGLE For Period Ending September 30, 2020							
	(a) FY2020 GoTriangle Actuals ³	(b) Year GoTriangle Budget	(c) FY2021 YTD GoTriangle Actuals	(c) - (b) FY2021 Budget vs YTD Actuals	(c) / (b) 2021 YTD % of Budget Achieved	(d) FY2020 Period to Date	(c) - (d) FY2021 YTD vs FY2020 YTD
	(a)	(b)	(c)	(b) - (c)	(c) / (b)	(d)	(d) - (c)
EXPENDITURES				(Over)/Under			(Over)/Under
Board	118,423	136,505	27,673	108,832	20.3%	33,114	5,441
Executive Office	841,003	343,462	79,636	263,826	23.2%	189,712	110,077
Chief Operations Office	-	383,711	104,381	279,330	27.2%	-	(104,381)
Human Resources	545,810	767,480	168,207	599,273	21.9%	123,614	(44,592)
Communications & Public Affairs	859,784	1,000,963	192,673	808,290	19.2%	249,691	57,018
Legal	656,226	615,378	153,685	461,693	25.0%	177,899	24,214
Real Estate	-	408,236	228,328	179,908	55.9%	-	(228,328)
Capital Development	357,573	234,651	97,302	137,349	41.5%	115,732	18,430
Finance/IT	1,477,609	1,715,852	469,515	1,246,337	27.4%	397,227	(72,289)
Administration	452,262	506,050	117,570	388,480	23.2%	108,372	(9,198)
EEO/DBE	120,397	133,056	32,916	100,140	24.7%	34,174	1,258
Unemployment Claims	-	77,602	-	77,602	0.0%	-	-
Plaza Building	593,182	442,700	131,915	310,785	29.8%	181,591	49,676
GoDurham	1,053,653	1,110,393	236,946	873,447	21.3%	263,911	26,965
Bus Supervision	1,595,547	2,154,094	426,114	1,727,980	19.8%	474,632	48,518
Bus Operations	6,777,600	11,307,067	2,426,143	8,880,924	21.5%	2,700,091	273,949
Bus Maintenance	3,611,657	5,712,938	1,205,331	4,507,607	21.1%	1,100,470	(104,861)
Vanpool	331,202	511,797	55,019	456,778	10.8%	55,467	448
Paratransit	1,989,462	3,090,375	606,581	2,483,794	19.6%	654,761	48,179
Regional Services - Planning	-	406,319	28,046	378,273	6.9%	-	(28,046)
Regional Services	596,738	342,153	57,824	284,329	16.9%	202,382	144,558
Regional Call Center	965,317	1,013,797	263,019	750,778	25.9%	304,677	41,658
Sustainable Travel Services (TDM)	649,732	867,994 ¹	114,886	753,108	13.2%	171,053	56,167
Capital Outlay	7,153,879	18,976,912	345,432	18,631,480	1.8%	-	(345,432)
Transit Service Partners	6,256,193	-	-	-	0.0%	-	-
Total Expenditures	37,003,249	52,259,485	7,569,143	44,690,342	14.5%	7,538,571	(30,572)
Revenues over Expenditures	(5,878,173)	(575,366)	652,118	(88,153,200)		(172,763)	886,025

¹ Includes TDM revenue and expenses² Fare collections assumed to resume in October, 2020 in original budget³ Unaudited

Tax Districts - Durham, Orange, Wake

TAX DISTRICTS

FINANCIAL OVERVIEW FOR PERIOD ENDING SEPTEMBER 30, 2020

Durham

Q1 FY21 revenues are 20% of the Total Budget with Year To Date actuals of \$8.7M compared to the full year budget of \$43M

- Prior Q1 YTD revenue actuals totaled \$9.3M
- Q1 FY21 \$3 and \$7 Registration Tax actuals total \$691K (Prior Q1 YTD actuals totaled \$620K)
- Q1 FY21 Rental Tax actuals total \$189K (Prior Q1 YTD actuals totaled \$346K)
- Q1 FY21 1/2 Cent Sales Tax actuals total \$8M (Prior Q1 YTD actuals totaled \$7.9M)

Q1 FY21 expenses are 12.1 % of the Total Budget with Q1 Year To Date actuals of \$5.1M compared to the full year budget of \$42.3M

Orange

Q1 FY21 revenues are 17.6% of the Total Budget with Year To Date actuals of \$2.7M compared to the full year budget of \$15.4M

- Prior Q1 YTD revenue actuals totaled \$2.9M
- Q1 FY21 \$3 and \$7 Registration Tax actuals total \$340K (Prior Q1 YTD actuals totaled \$300K)
- Q1 FY21 Rental Tax actuals total \$92K (Prior Q1 YTD actuals \$169K)
- Q1 FY21 1/2 Cent Sales Tax actuals total \$2.3M (Prior Q1 YTD actuals totaled \$2.4M)

Q1 FY21 expenses are 8.1 % of the Total Budget with Q1 Year To Date actuals of \$885K compared to the full year budget of \$11M

Wake

Q1 FY21 revenues are 11.6% of the Total Budget with Year To Date actuals of \$27M compared to the full year budget of \$228M

- Prior Q1 YTD revenue actuals totaled \$28M
- Q1 FY21 \$3 and \$7 Registration Tax actuals total \$2.7M (Prior Q1 YTD actuals totaled \$2.4M)
- Q1 FY21 Rental Tax actuals total \$600K (Prior Q1 YTD actuals totaled \$1.1M)
- Q1 FY21 1/2 Cent Sales Tax actuals total \$23.2M (Prior Q1 YTD actuals totaled \$23.3M)

Q1 FY21 expenses are 1.1 % of the Total Budget with Q1 Year To Date actuals of \$2.4M compared to the full year budget of \$208M

All Budgets are under review for potential release of some projects currently in reserves

FY21 FINANCIAL RESULTS P&L DURHAM TAX DISTRICT For Period Ending September 30, 2020							
	(a) FY2020 Durham Actuals ³	(b) FY2021 Full Year Durham Budget	(c) FY2021 YTD Durham Actuals	(c) - (b) FY2021 Budget vs YTD Actuals	(c) / (b) 2021 YTD % of Budget Achieved	(d) FY2020 Period to Date	(c) - (d) FY2021 YTD vs FY2020 YTD
REVENUES				Over/(Under)			Over/(Under)
Inter-governmental revenue:							
Federal Grant Revenues	\$0	\$0	\$0	\$0	0.0%	\$0	\$0
State Grant Revenues	-	-	-	-	0.0%	-	-
Misc. Revenue	270,737	-	-	-	0.0%	270,737	(270,737)
\$7 Vehicle Registration Taxes	1,606,864	1,630,000	483,924	(1,146,076)	29.7%	434,182	49,742
\$3 Vehicle Registration Taxes	688,626	699,000	207,390	(491,610)	29.7%	186,063	21,327
1/2 Cent Sales Tax	30,229,156	28,539,000	8,022,386	(20,516,614)	28.1%	7,938,065	84,321
Vehicle Rental Taxes	1,155,265	1,114,500	188,633	(925,867)	16.9%	345,502	(156,869)
Prior Year Carryforward	-	11,043,332	-	(11,043,332)	0.0%	-	-
Investment Earnings/Unrealized Gain (Loss)	970,068	-	(239,412)	(239,412)	0.0%	106,337	(345,749)
Total Revenues	34,920,716	43,025,832	8,662,921	(34,362,911)	20.1%	9,280,886	(617,965)
EXPENDITURES	(a)	(b)	(c)	(b) - (c) (Over)/Under	(c) / (b)	(d)	(d) - (c) (Over)/Under
Board	-	1,630,000	-	1,630,000	0.0%	-	-
Human Resources	15,199	19,200	-	19,200	0.0%	-	-
Communications & Public Affairs	182,827	341,300	10,252	331,048	3.0%	19,723	9,471
Legal	248,994	197,400	28,121	169,279	14.2%	-	(28,121)
Real Estate	-	176,000	24,327	151,673	13.8%	182,844	158,517
Capital Development	274,646	518,200	80,308	437,892	15.5%	63,945	(16,363)
Finance/IT	381,478	485,600	20,062	465,538	4.1%	28,718	8,657
Administration	33,841	32,300	5,298	27,002	16.4%	5,663	366
EEO/DBE	3,680	3,700	-	3,700	0.0%	-	-
Plaza Building	60,623	43,500	-	43,500	0.0%	-	-
Regional Services - Planning	-	196,900	-	196,900	0.0%	-	-
Regional Services	295,295	0	(4,187)	4,187	0.0%	32,390	36,577
Capital Outlay	7,069,106	30,875,082	2,197,036	28,678,046	7.1%	57,567	(2,139,469)
Transit Service Partners	757,802	7,761,650	2,753,768	5,007,882	35.5%	166,256	(2,587,512)
Total Expenditures	9,323,490	42,280,832	5,114,984	37,165,848	12.1%	557,107	(4,557,877)
Revenues over Expenditures	25,597,226	745,000	3,547,937	(71,528,759)		8,723,779	3,939,912

¹Unaudited

FY21 FINANCIAL RESULTS P&L
ORANGE TAX DISTRICT
For Period Ending September 30, 2020

	(a) FY2020 Orange Actuals ³	(b) FY2021 Full Year Orange Budget	(c) FY2021 YTD Orange Actuals	(c) - (b) FY2021 Budget vs YTD Actuals	(c) / (b) 2021 YTD % of Budget Achieved	(d) FY2020 Period to Date	(c) - (d) FY2021 YTD vs FY2020 YTD
				Over/(Under)			Over/(Under)
REVENUES							
Inter-governmental revenue:							
Federal Grant Revenues	\$0	\$0	\$0	\$0	0.0%	\$0	\$0
State Grant Revenues	-	-	-	-	0.0%	-	-
Misc. Revenue	48,797	-	-	-	0.0%	48,797	(48,797)
\$7 Vehicle Registration Taxes	755,181	775,000	237,720	(537,280)	30.7%	208,992	28,728
\$3 Vehicle Registration Taxes	323,646	332,000	101,883	(230,117)	30.7%	89,568	12,315
1/2 Cent Sales Tax	7,243,711	7,104,000	2,276,497	(4,827,503)	32.0%	2,374,982	(98,485)
Vehicle Rental Taxes	564,199	544,300	92,123	(452,177)	16.9%	168,733	(76,610)
Prior Year Carryforward	-	6,655,910	-	(6,655,910)	0.0%	-	-
Investment Earnings/Unrealized Gain (Loss)	19,786	-	1,620	1,620	0.0%	3,174	(1,554)
Total Revenues	8,955,320	15,411,210	2,709,843	(12,701,367)	17.6%	2,894,246	(184,403)
EXPENDITURES							
Board	-	3,100	-	3,100	0.0%	-	-
Human Resources	5,635	7,900	-	7,900	0.0%	-	-
Communications & Public Affairs	97,230	83,910	27,544	56,366	32.8%	11,717	(15,827)
Legal	63,728	44,581	32,952	11,629	73.9%	13,038	(19,913)
Real Estate	-	39,810	5,523	34,287	13.9%	-	(5,523)
Capital Development	96,964	153,549	60,050	93,499	39.1%	22,213	(37,838)
Finance/IT	201,684	312,610	72,641	239,969	23.2%	26,550	(46,091)
Administration	27,247	32,139	16,625	15,514	51.7%	5,663	(10,961)
EEO/DBE	1,657	1,500	-	1,500	0.0%	-	-
Plaza Building	23,044	17,900	-	17,900	0.0%	-	-
Regional Services - Planning	-	51,000	-	51,000	0.0%	-	-
Regional Services	68,633	-	13,290	(13,290)	0.0%	6,369	(6,921)
Capital Outlay	3,020,005	6,258,510	95,269	6,163,241	1.5%	128,429	33,161
Transit Service Partners	3,290,937	3,989,250	561,577	3,427,673	14.1%	-	(561,577)
Total Expenditures	6,896,763	10,995,759	885,470	10,110,289	8.1%	213,979	(671,491)
Revenues over Expenditures	2,058,557	4,415,451	1,824,373	(22,811,656)		2,680,267	487,088

¹Unaudited

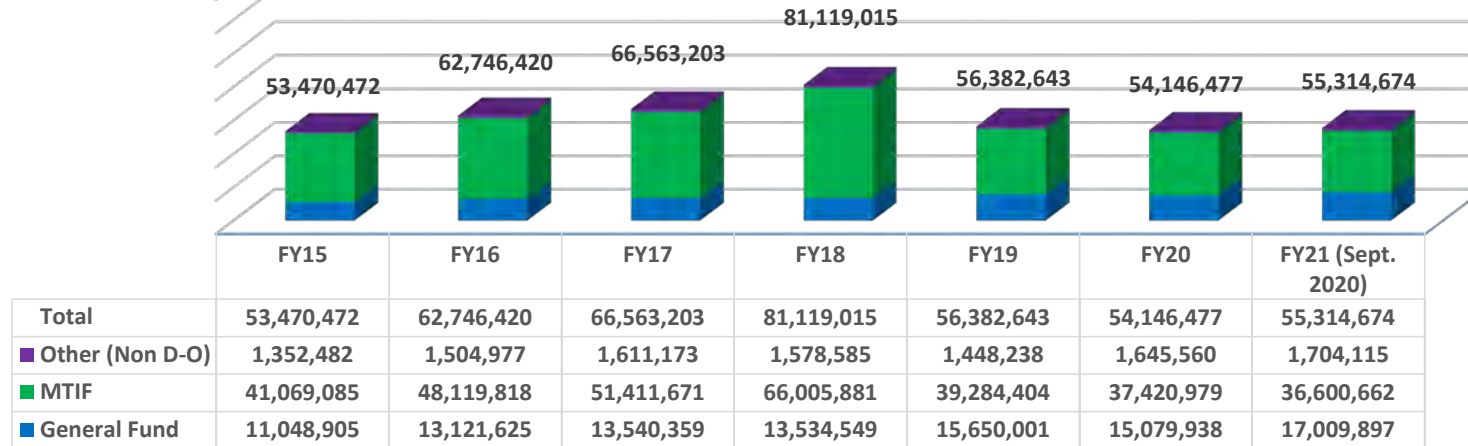
FY21 FINANCIAL RESULTS P&L
WAKE TAX DISTRICT
For Period Ending September 30, 2020

	(a) FY2020 Wake Actuals ³	(b) FY2021 Full Year Wake Budget	(c) FY2021 YTD Wake Actuals	(c) - (b) FY2021 Budget vs YTD Actuals	(c) / (b) 2021 YTD % of Budget Achieved	(d) FY2020 Period to Date	(c) - (d) FY2021 YTD vs FY2020 YTD
				Over/(Under)			Over/(Under)
REVENUES							
Inter-governmental revenue:							
Federal Grant Revenues	\$0	\$35,297,000	\$0	(\$35,297,000)	0.0%	\$0	\$0
Misc. Revenue	134,670	-	-	-	0.0%	134,670	(134,670)
Carryforward - Tax District	-	-	-	-	0.0%	-	-
Contribution from Reserves - Tax District	-	32,085,000	-	(32,085,000)	0.0%	-	-
\$7 Vehicle Registration Taxes	6,300,203	7,088,000	1,862,119	(5,225,881)	26.3%	1,686,510	175,609
\$3 Vehicle Registration Taxes	2,699,127	3,037,000	797,745	(2,239,255)	26.3%	722,556	75,189
1/2 Cent Sales Tax	93,403,840	29,640,139	23,201,847	(6,438,292)	78.3%	23,331,292	(129,445)
Bus Fares	-	161,480	-	(161,480)	0.0%	-	-
Vehicle Rental Taxes	3,653,862	3,524,800	596,607	(2,928,193)	16.9%	1,092,750	(496,143)
Prior Year Carryforward	-	117,261,694	-	(117,261,694)	0.0%	-	-
Investment Earnings/Unrealized Gain (Loss)	3,101,390	-	64,777	64,777	0.0%	979,355	(914,578)
Total Revenues	109,293,092	228,095,113	26,523,095	(201,572,018)	11.6%	27,947,133	(1,424,038)
	(a)	(b)	(c)	(b) - (c) (Over)/Under	(c) / (b)	(d)	(d) - (c) (Over)/Under
EXPENDITURES							
Board	34,329	14,700	1,470	(13,231)	10.0%	353	(1,117)
Human Resources	64,245	37,200	-	(37,200)	0.0%	-	-
Communications & Public Affairs	402,615	638,828	63,108	(575,720)	9.9%	76,800	13,693
Legal	192,650	144,771	28,543	(116,227)	19.7%	42,625	14,081
Real Estate	60,875	211,857	4,694	(207,163)	2.2%	-	(4,694)
Capital Development	301,334	776,949	388,584	(388,365)	50.0%	76,235	(312,349)
Finance/IT	261,670	805,630	60,459	(745,171)	7.5%	72,027	11,568
EEO/DBE	12,090	7,100	-	(7,100)	0.0%	-	-
Plaza Building	51,973	84,200	-	(84,200)	0.0%	-	-
Bus Supervision	-	24,642	114	(24,528)	0.5%	-	(114)
Regional Services - Planning	-	116,058	18,416	(97,642)	15.9%	-	(18,416)
Regional Services	139,620	-	1,831	1,831	0.0%	54,268	52,437
Regional Call Center	-	62,397	-	(62,397)	0.0%	-	-
Capital Outlay	23,313,330	184,797,316	392,438	(184,404,878)	0.2%	284,818	(107,621)
Transit Service Partners	13,476,617	20,517,521	1,395,003	(19,122,518)	6.8%	-	(1,395,003)
Total Expenditures	38,311,348	208,239,169	2,354,660	(205,884,509)	1.1%	607,126	(1,747,535)
Revenues over Expenditures	70,981,744	19,855,944	24,168,435	4,312,490		27,340,007	323,497

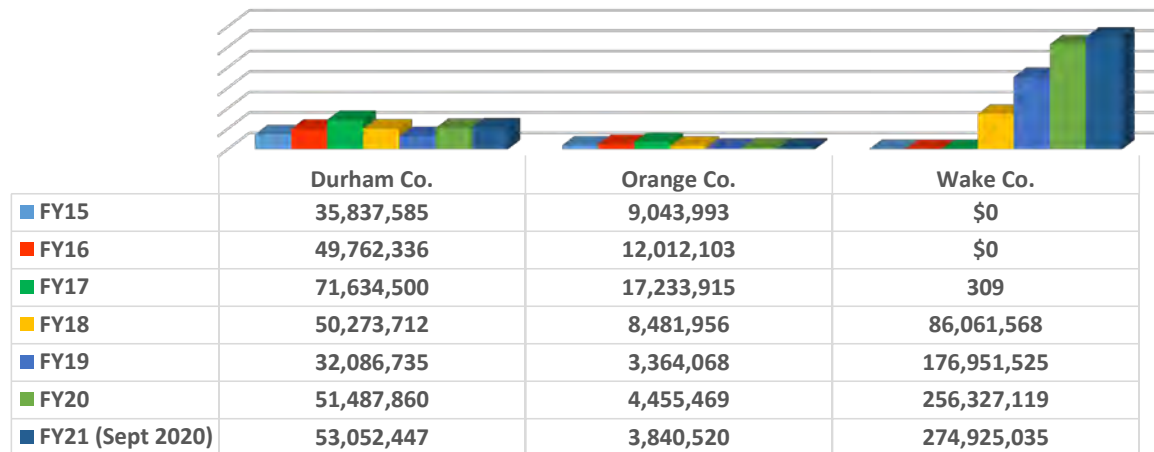
¹Unaudited

Cash and Investments

GoTriangle Cash and Investments



Triangle Tax District (Durham, Orange, and Wake Counties) Cash and Investments



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

Contract #	Contractor (or subject if no contractor listed)	Contract Amount	Subject	Comments	President & CEO (Charles Lattuca) Date Executed	General Counsel (Shelley Curran) Date Executed
17-061	Everbridge,	\$23,079	Mass Alert Notification System Renewal	This contract provides for the Mass Alert Notification System Renewal with Everbridge Inc. This is a three year agreement in the amount of \$23,079.	9/15/20	9/15/20
19-107	TELICS	\$54,950	Durham Bus Stop Improvements	The contract provides Acquisition of Right of Way for bus stops. The total of cost of the project is \$54,950 and will be paid with local funds.	9/16/20	9/16/20
20-068	Norfolk Southern Railroad	\$25,000	Flagging Agreement	This agreement provides for the extension of the MOU to This is a Flagging Agreement that is part of the Right of Way (ROE) agreement attached. This agreement shall not exceed the \$25,000 approved in the Right of Way requisition.	9/21/20	9/21/20
20-042	Town of Wendell	\$4,413	General Operating Agreement for Bus Operations	This Agreement provides funds for Operating Agreement for Bus Operations between GoTriangle and the Town of Wendell. The term of this Agreement shall remain effective until September 30, 2021. The budget amount for FY21 is \$4413.	9/23/20	9/22/20
20-075	NCDOT	\$0	NCDOT Right of Way Encroachment Agreements	This contract provides for the Right of Way Encroachment agreement for Simme Seats Installation. This is a NO COST contract in the amount of \$0.	9/22/20	9/23/20
20-078	Clever Devices	\$24,784	Clever Devices- License Agreement for GoTriangle and GoDurham XML feed for 3rd party integration	This is an Agreement with Clever Devices for the License Agreement for GoTriangle and GoDurham XML feed for 3rd party integration. This is a one-time License Fee for \$24,784.	9/29/20	9/29/20
20-077	Swiftly	\$5,700	Swiftly Agreement for Bus Service Performance Data Processing and Visualization Tool	This is an Agreement with Swiftly, Inc. for the purchase of a Bus Service Performance Data Processing and Visualization Tool. This Agreement is for a term of one (1) year with the option for two (2) one-year renewals. The amount for this one (1) year agreement is in the amount of \$57,000.	9/29/20	9/29/20

HR Board Report - October 2020

NEW HIRES

- Traca Williamson – Chief Executive Assistant

PROMOTIONS

- Jennifer Green – Transit Service Planning Supervisor

ANNIVERSARIES

- 20 Years – Dennis Howard
- 20 Years – Audra Foree
- 10 Years – Sharita Seibles

RECRUITING

- IT Project Manager
- Public Involvement Associate
- Project Engineer - Construction
- Customer Information Specialist (2)

MEMORANDUM

TO: GoTriangle Personnel Committee
FROM: Sylvester Goodwin, Director of EEO/DBE
DATE: October 2, 2020
SUBJECT: EEO Workforce Analysis for Quarter Ending September 30, 2020

The EEO Workforce Report is attached for your review and consideration. It represents a composite view of GoTriangle's recruitment, hiring, promotions and separations for the quarter ending September 30, 2020.

Total Staff - Update

Year	Quarter	Total Staff	New Hires	Term/Resign	Turnover %
2020	July - Sept (3rd)	286	9	10	3.5

Total staff turnover for the 3rd quarter ended at 3.5%, up slightly from 2.8% in the prior quarter.

Bus Operators - Update

Year	Quarter	Total Operators	New Hires	Term/Resign	Turnover %
2020	July - Sept (3rd)	136	8	8	5.8

Bus Operator turnover for the 3rd quarter ended at 5.8%, increasing from 3.1% in the prior quarter.

Separations

- o Total staff turnover totaled 10 employees. Voluntary 7, involuntary 3.
- o African American females 7, African American males, 3.

Promotions

- o There were 7 promotions during the quarter.
- o African American females 4, African American males, 3.

New Hires

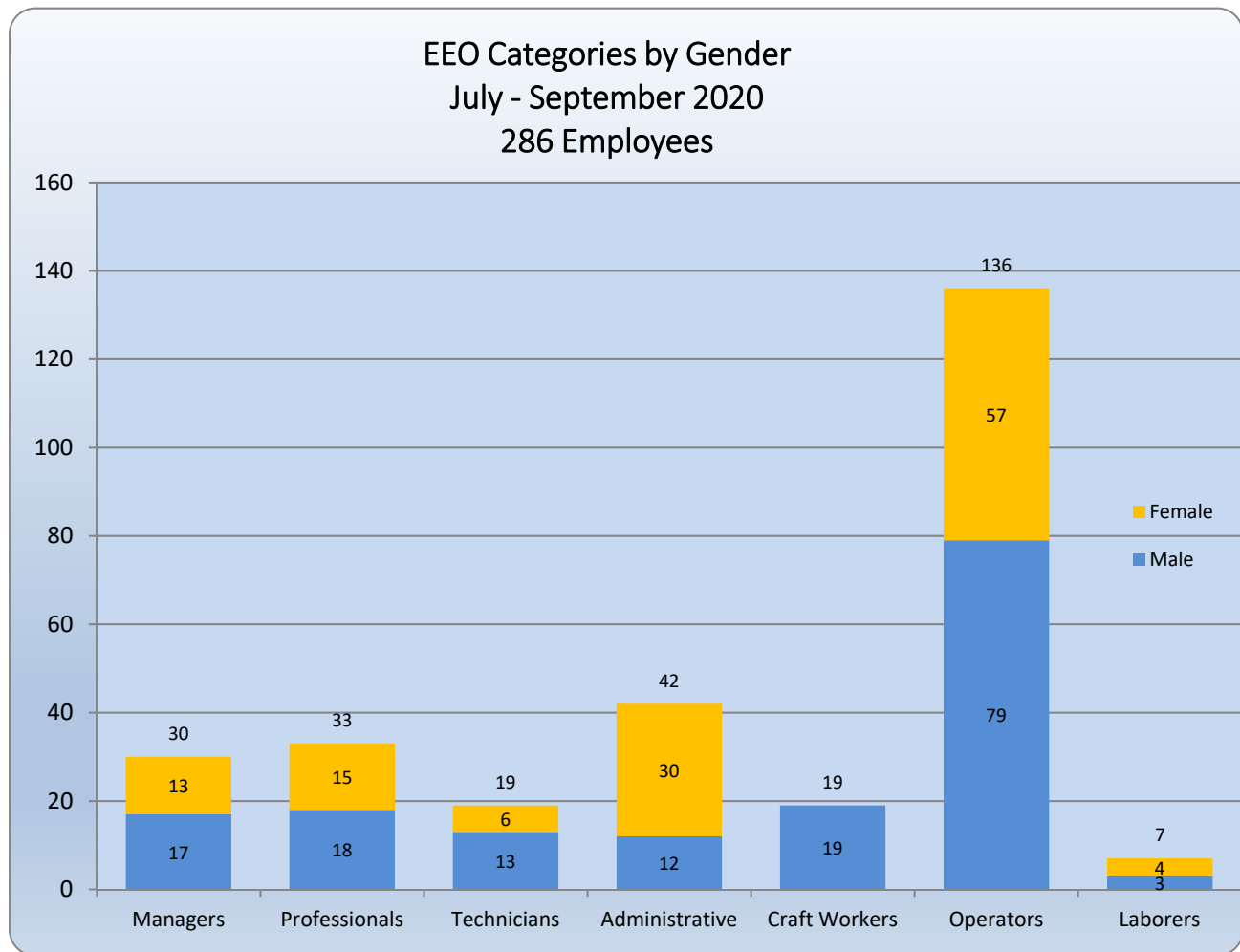
- o There were 9 new hires during the quarter.
- o African American females 3, African American males 4, white males 2.

Diversity of Applicants, New Hires, Separations & Promotions

July – September 2020 3rd Quarter				
Race	Applicants	New Hires	Separations	Promotions
African American	19	7	10	7
AI/AN	0	0	0	0
Asian	9	0	0	0
Hispanic/Latino	2	0	0	0
Multi-Racial	6	0	0	0
NH/PI	0	0	0	0
White	43	2	0	0
Unknown	11	0	0	0
Total	90	9	10	7

Composition of Workforce

July – September 2020 3rd Quarter		
Total Workforce	286	100%
Male	161	56%
Female	125	44%
Race/Ethnicity		
African American	201	70%
American Indian/Alaska Native	0	0%
Asian	3	1%
Hispanic/Latino	15	5%
Multi-Racial	1	1%
NHOPI	0	0%
White	66	23%
Total	286	100%



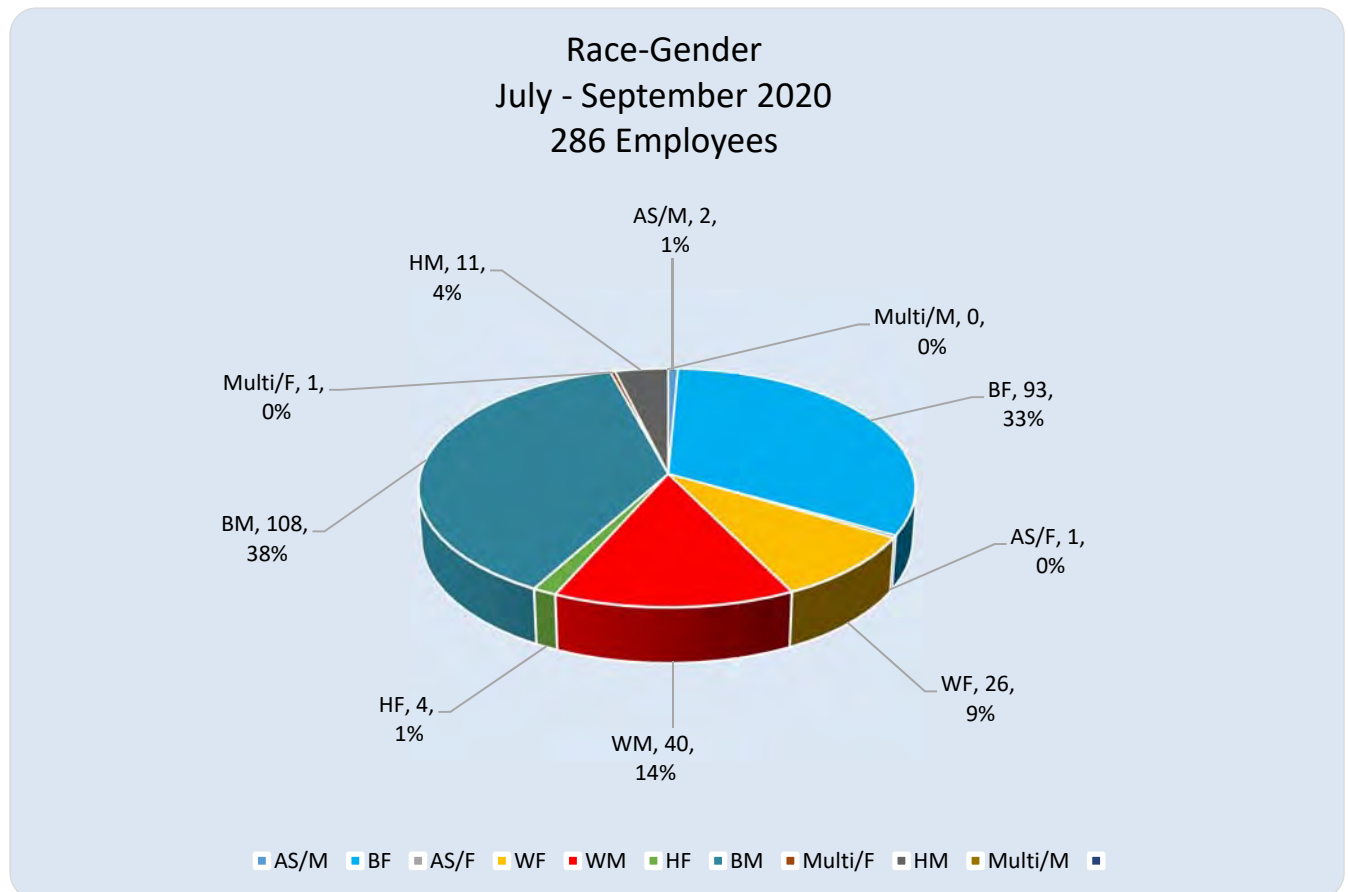
Workforce - EEO Categories 286 Total

EEO Category	BF	WF	BM	WM	HL/M	HL/F	AS/F	AS/M	Multi/F	Multi/M
Managers	5	8	10	6	1	0	0	0	0	0
Professionals	7	6	5	12	0	0	1	1	1	0
Technicians	5	0	10	3	0	1	0	0	0	0
Administrative	16	11	4	6	2	3	0	0	0	0
Craft Workers	0	0	10	4	4	0	0	1	0	0
Operators	56	1	67	9	3	0	0	0	0	0
Laborers	4	0	2	0	1	0	0	0	0	0
Total	93	26	108	40	11	4	1	2	1	0

Managers - Females 43.7% of category – Minority Managers 53.3

July - September 2020
Total Workforce/EEO Categories - Gender and Ethnicity

EEO Category	Male	Female	Total	African American	White	Hispanic Latino	Asian	AI/AN	Multi-Racial
Managers	17	13	30	15	14	1	0	0	0
Professionals	18	15	33	12	18	0	2	0	1
Technicians	13	6	19	15	3	1	0	0	0
Administrative	12	30	42	20	17	5	0	0	0
Craft Workers	19	0	19	10	4	4	1	0	0
Operators	79	57	136	123	10	3	0	0	0
Laborers	3	4	7	6	0	1	0	0	0
Total	161	125	286	201	66	15	3	0	1



Staff Contact: Sylvester Goodwin, 919-485-7518, sgoodwin@gotriangle.org

MEMORANDUM

TO: GoTriangle Board of Trustees
FROM: Planning and Capital Development
DATE: October 15, 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

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

Financial Impact

None

Attachments

- None

Staff Contact(s)

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Bus Passenger Facilities

Projects Under Construction

GoDurham Bus Stop Improvements FY19 (18DCI CD4)

Description – This project includes site selection, design, and construction of passenger amenities at 21 bus stops in the GoDurham system.

Status – Construction at 20 stops is substantially complete. The Glenn View Station stop (pictured) went into service on September 7, and a ribbon-cutting ceremony took place on September 8.

Upcoming Activities – Landscaping [and pavement painting](#) at Glenn View Station and right-of-way acquisition [are scheduled for November](#). Preparation for construction procurement for the remaining stop is scheduled to be completed in the coming months.

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's work on the shelter installation at the Wake Tech Fuquay-Varina campus [and wayfinding sign fabrication and installation are complete](#). [A five-year lease for the site was executed in early October](#). This park-and-ride entered service on October 12. [A ribbon-cutting ceremony was held on October 12, 2020.](#)



GoDurham Bus Stop Improvements FY20 (20GOT_CD2)

Description – This project includes site selection, design, and construction of passenger amenities at 50 bus stops in the GoDurham system for which design began in FY20.

Status – The City of Durham has approved construction drawings for 35 stops, with an additional 14 stops under review. [Shelters, benches, and trash receptacles were delivered the week of October 5. The contractor is preparing to begin construction on November 2 for the first group of 16 stops.](#) Construction preparation is underway for a subsequent group of [17](#) stops, and GoTriangle is mobilizing real estate acquisition resources to prepare for the remainder of the stops.

Upcoming Activities – Completion of design, plan, approval, right-of-way acquisition, and construction procurement for the remaining groups of stops is planned to continue through the remainder of the fiscal year.

Projects in Design**Patterson Place Improvements (18GOT_CD4)**

Description – Nearly 200 riders per day board buses at the existing transfer point and park-and-ride 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 – Owner reviewed and provided feedback on the pocket park concept plan. [Construction drawings are begin finalized for submittal to the City for approval.](#)

Upcoming Activities – [Pending construction drawing approval, necessary right-of-way acquisition will be scheduled.](#)

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, and the design consultant is coordinating resolution of utility conflicts. 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. Coordination with Orange County and NCDOT has been delayed due to COVID-19.



GoTriangle Bus Stop Improvements in Orange County (18GOT CD12)

Description – This project includes site selection, design, and construction of passenger amenities at up to 10 bus stops in the GoTriangle system within Orange County.

Status – Designs for four stops is complete and have been turned over to Orange County for permitting and construction; NCDOT approval for those stops is complete. [Design procurement for an additional six stops is underway.](#)

Upcoming Activities – GoTriangle expects to complete design for six stops in the coming months.

GoTriangle Bus Stop Improvements In Wake County (TC002-L/M/Y)

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

Status – A task order for design of 23 stops was issued in early May, and design and NCDOT permitting is nearly complete.

Upcoming Activities – Preparation for construction will begin this fall.

GoTriangle Bus Stop Improvements in Durham County (18GOT CD7)

Description – This project includes site selection, design, and construction of passenger amenities at up to 10 bus stops in the GoTriangle system within Durham County.

Status – Removal and replacement of the two existing bus shelters along the eastbound side of NC 54 opposite the Boxyard project is complete; coordination with RTP regarding stop improvements at the future HUB site is underway. Planning activities for additional GoTriangle bus stop improvements in Durham County are underway, including coordination with the Durham VA Medical Center and Duke University regarding stops on Erwin Road and on campus. [Design procurement for the additional stops is underway.](#)

Upcoming Activities – GoTriangle will continue to coordinate with RTP regarding the westbound stop at the Boxyard and stops at HUB RTP, and will initiate design of additional stops upon completion of scoping.

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 – The 30 percent design of the Transit Facility is continuing to move forward with good feedback from the development team. The predevelopment agreement has been finalized and work continues to reach the final Joint Development Agreement. Coordination with FTA, City of Raleigh, SHPO, NCDOT and other stakeholders is ongoing to confirm third-party requirements affecting the project definition.

Upcoming Activities – Coordination activities, design progress meetings, and agreement negotiations will continue on the project. The 30 percent design phase of the transit facility is scheduled for completion by the end of this calendar year. [Monthly federal oversight meetings are scheduled to begin in October.](#)

Schedule Risks – The structure of the delivery approach for the project is complex, and will require coordination and partnership with FTA region IV and headquarters staff to ensure grant requirements are appropriately met and documented as the contracting process with the development partner progresses. [Development and execution of the Joint Development Agreement is critical.](#)

Cost Risks – [Continued design advancement](#) 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.



Projects in the Planning Phase

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 signed a lease agreement with the Town of Wake Forest to lease the SunTrust lot until June 30, 2021. A bus stop has been added at this location.

Schedule Risks – Ongoing coordination with GoRaleigh and Wake County to identify a new location off US 1 halted because of COVID 19.

I-540 Bus On Shoulder (TC002-BC)

Description – This project will design, purchase, and install signage along the northwest leg of I-540 to facilitate Bus on Shoulder implementation. GoTriangle's NRX route would benefit by the ability to use the shoulder during times of heavy traffic.

Status – NCDOT has completed sign designs, cost estimates, and plans. [Development of an agreement with NCDOT is underway.](#)

Upcoming Activities – GoTriangle staff is preparing for procurement of sign fabrication and installation.

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 – Initial public engagement, including a web and social media presence and a survey was completed in June as a part of GoTriangle's virtual engagement initiative. Identification of site operational requirements is complete. The consulting team has identified and screened initial alternative sites that meet those criteria and prepared preliminary evaluation criteria for each of those sites in coordination with GoTriangle. [Four](#) virtual workshops with stakeholder groups have been conducted to date. [The site selection evaluation is complete, yielding two final alternative partnership-based relocation sites](#) and stakeholder engagement is ongoing.

Upcoming Activities – Remaining tasks include [further evaluation of two final alternative sites and property owner coordination](#), selection of a preferred site and development of conceptual site layouts for the preferred site. [The Planning and Legislative Committee will receive an update on this study at its October 28, 2020 meeting.](#)

Schedule Risks – The primary risk to continued progress is potential postponement of community/rider and stakeholder 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 – Initial public engagement, including a web and social media presence and a survey was completed in June as a part of GoTriangle's virtual engagement initiative. Search criteria for new park and rides in Northern Wake and West Raleigh, identified in the Wake Bus Plan, have been finalized. The consulting team has identified and screened initial alternative sites for the two new park and rides that meet those criteria and prepared preliminary evaluation criteria for each of those sites in coordination



with GoTriangle. Review of the site selection evaluation [is complete](#) and stakeholder engagement is ongoing.

Upcoming Activities – Remaining tasks for the existing GoTriangle park and ride lots include identification and screening of alternatives for potential park and ride lot expansion, relocation, and or new opportunities. Remaining tasks for the two new park and ride lots in Northern Wake and West Raleigh, selection of a preferred site, and development of a conceptual design for the preferred site.

Schedule Risks – The primary risk to continued progress is potential postponement of community/rider engagement related to COVID-19.

Bus Operations and Maintenance Facilities

Projects in the Design Phase

Paratransit Office Space Upfit (TC002-J)

Description – This project will upfit office space and the parking lot at the Plaza building to facilitate moving Paratransit operations from the Nelson Road Facility.

Status – The consultant has completed a preliminary design and construction cost estimate for the upfit, and the project is proceeding through the Design Development phase. GoTriangle staff is preparing a full-project budget analysis to plan for fixtures, furnishings, equipment, technology and other considerations of the full-project implementation.

Upcoming Activities – GoTriangle and the consultant will update the construction cost estimate and overall project budget at completion of Design Development. Grant funding reporting will begin in the coming months.



Rail Transit Infrastructure Development

Greater Triangle Commuter Rail Study (19GOT CO2/20GOT CD1/TC004-A)

Description – The current phase of study is evaluating the potential for new commuter rail service in the North Carolina Railroad Company (NCRR) corridor in Durham, Wake, and Johnston counties, and will refine the project definition; engage community members, municipalities, and institutional stakeholders; and better understand critical project success factors. In coordination with project partners, GoTriangle will conduct preliminary engineering analysis in areas of concern along the corridor, model rail traffic on the corridor with the inclusion of commuter rail to better define infrastructure needs, and better refine cost and ridership estimates.

Status and Upcoming Activities – As of April 6, all parties to the Memorandum of Understanding in Support of Continued Development of the GTCR Project, including Johnston county, had voted to proceed with further study. Authorizations for additional consultant support were approved by the GoTriangle Board in May. Study activities across a range of tasks were initiated in June and were ongoing through the summer. Priority early activities in this phase of work are as follows:

- Railroad Coordination – [In September, GoTriangle and NCRR jointly provided information requested by Norfolk Southern, with a request for a follow-up meeting in mid-October to resolve any outstanding coordination items necessary to execute the modeling agreement.](#)
- Engagement with “resource partners” including local governments, institutions, and other regional partners – GoTriangle held individual meetings with each municipal partner in June and July to develop coordination plans; continued individual meetings are scheduled to continue throughout the remainder of the study period to facilitate geographic-specific coordination. [Kickoff meetings for the Cary and Durham downtown engineering studies were held in August and September, respectively. GoTriangle convened a second](#) monthly group meeting with local government and institutional partners together in [September](#); this will also be a monthly series of meetings. Direct engagement with economic development practitioners and the real estate development community specific to the economic development component of the study [began](#) in September.
- Community Engagement – [The initial round of community engagement launched on September 25. An input survey will be available online for six weeks, and GoTriangle is coordinating distribution of paper surveys throughout the study corridor over the same period.](#)
- Schedule Management – The initial baseline schedule is complete; [GoTriangle and the consultant are meeting monthly to formally assess progress and manage interfaces between dependent tasks.](#)

Schedule Risks – 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), identification and resolution of competing/conflicting stakeholder goals, and satisfactory engagement with the public under COVID restrictions. 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 the earlier 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.

