

GoTriangle Board of Trustees
Meeting Minutes
April 28, 2021
Held Remotely via WebEx

Board Members Present Remotely:

Will Allen III	Renée Price (arr. 12:05 p.m.)
Brenda Howerton	Jennifer Robinson
Sig Hutchinson	Steve Schewel (arr. 12:07 p.m.)
Vivian Jones	Stelfanie Williams (arr. 12:05 p.m.)
Michael Parker, Chair	

Board Members Absent:

Corey Branch	Valerie Jordan
Michael Fox	

Chair Michael Parker officially called the meeting to order at 12:02 p.m. A quorum was present.

I. Adoption of Agenda

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

II. Recognition

Board Chair Parker recognized the first anniversary of President and CEO Charles Lattuca.

III. Public Comment

No comments.

Price and Williams arrived.

IV. Consent Agenda

Action: On motion by Howerton and second by Allen the consent agenda was approved. Upon vote by roll call, the motion was carried unanimously.

The following consent agenda items were approved:

- March 17, 2021 – Special Session Minutes;
- March 24, 2021 – Regular Session Minutes;
- March 24, 2021 – Closed Session Minutes;
- Wake County Transit Plan Update;
- Sole source purchase and awarded contract to Trapeze Software Group Inc. dba Trip Spark Technologies for CAD/AVL, OPS Workforce/Management, View Point

Business Intelligence and additional modules for the Enterprise Asset Management hardware and software products for a maximum dollar amount of \$2,875,000, which includes installation and annual maintenance, hosting fees and contingency; and

- Continuation of supplement benefits related to the Families First Coronavirus Response Act (FFCRA), retroactive to April 1, 2021, and through June 30, 2021.

The Wake County Transit Plan Update with appendices and the list of supplemental benefits are attached and hereby made a part of these minutes.

V. General Business Agenda

A. Items Removed from Consent Agenda

None.

B. RUS Bus Transit Design Advisory Services

Shelley Curran stated that RK&K has been selected as the preferred design consultant for the RUS Bus project. She stated the firm will be providing project quality and risk management as well as reviewing and analyzing transit facility designs cost estimates. She stated the contract amount is not to exceed \$900,000 and is within the project budget.

Schewel arrived.

Action: On motion by Allen and second by Hutchinson the Board authorized the President/CEO to execute an agreement with RK&K for RUS Bus Transit Design Advisory Services at a cost not to exceed \$900,000. Upon vote by roll call, the motion was carried unanimously.

C. Agreement for Railroad Capacity Modeling Reimbursement

Tom Henry requested Board approval for a reimbursement agreement with Norfolk Southern for railroad network capacity modeling for the Greater Triangle Commuter Rail study. He stated that GoTriangle would pay actual costs of the technical work performed. NCRR has agreed to provide one third of the funding, up to \$250,000. The budget and agreement anticipate \$400,000, but staff is requesting up to \$500,000 to cover unforeseen changes during the course of the study. NCDOT is a technical party to the agreement, but is not sharing in the funding. Henry added that Norfolk Southern could not commit to a prescribed schedule for the study and this agreement does not create any lasting or implementation decisions about the project. He said the study is intended to help refine the project concept to better understand the type of system that integrate with existing freight and Amtrak traffic on the NCRR corridor today. Lattuca added that the goal is to have the capacity study completed by December.

Robinson commented that in recent conversations with Wake County legislators, most of them were unfamiliar with the commuter rail project. She suggested that staff provide updates to them. Lattuca replied that meetings have begun on the county level and will expand to the Legislature.

Action: On motion by Allen and second by Howerton the Board authorized the President/CEO to execute an agreement with Norfolk Southern (NS) for the purpose of reimbursing NS for railroad capacity modeling. Upon vote by roll call, the motion was carried unanimously.

D. Amendment to Operating and Protocols Guidelines for Transit Advisory Committee

Scott Thomas requested approval of an amendment to the operating and protocols guidelines for the TAC related to member terms. Current guidelines state member terms shall not exceed two years and during the pandemic all member terms expired. Curran stated the proposed amendment would extend all terms by one year and provide opportunity to stagger the terms.

Action: On motion by Jones and second by Williams the Board approved the amendment to the Operating and Protocols Guidelines for Transit Advisory Committee. Upon vote by roll call, the motion was carried unanimously. The guidelines are attached and hereby made a part of these minutes.

E. Operations & Finance Committee Report

Vivian Jones reported that the Committee received an update on the RTP Connect pilot program, which is doing very well. She said staff will be bringing a proposal for permanent service design. There also was an update on the FY22 budget work.

1. 2021 Classification and Compensation Pay Plan

Jones presented a recommendation from the Committee for approval of the following steps related to the classification and compensation study, effective July 1, 2021:

- Increase minimum, midpoint and maximum pay ranges by 10%
- Minimum starting wage \$15 per hour; \$17 for operators
- Bring to minimum and realignment based on tenure at GoTriangle for current employees
- New job descriptions and FLSA status
- Increase tuition reimbursement from \$1,000 to \$3,000 annually
- Implement semi-annual \$200 service bonus for operators, service attendants and customer information specialists providing excellent service
- Provide career ladders for some departments

- Review and update benefits and policies (sick/vacation leave payout)
- Adjust operator progression between levels

Action: On motion by Allen and second by Hutchinson the Board approved the recommendations listed above related to the *2021 Classification and Compensation Pay Plan*. Upon vote by roll call, the motion was carried unanimously.

F. Planning & Legislative Committee Report

Will Allen III stated the Committee received presentations at its last meeting on the statewide passenger rail program by Julie White, NCDOT Deputy Secretary for Multimodal Transportation and on 15-501 corridor transit enhancement opportunities from Jay Heikes.

1. Regional Transit Center (RTC) Relocation Strategy

Allen stated the Committee recommends Board approval of the RTC relocation strategy. He recognized Jay Heikes' to make the presentation, which is attached and hereby made a part of these minutes.

Heikes explained that this feasibility study started in late 2019, with regular updates given to the P&L Committee. The first step in the process is to select a site which will enhance functionality, connectivity and mobility for the RTC in the areas of safety and functionality, access and connections and speed and reliability.

The existing Regional Transit Center (RTC) is located near I-40 and I-540, adjacent to GoTriangle's administrative offices. Although intended to serve employers in RTP, the current location is two miles outside of RTP. GoTriangle owns the office building, but leases the park-and-ride and RTC. The location serves ten routes and microtransit, with 1,000 boardings and 100 park-and-ride users daily.

Identified Improvements Needed

- Platform space limited and constrained
- Tight spaces between crosswalks and buses and on the platforms
- Shared driveway between buses and other vehicles
- Limited shelters, Duke Energy easement precludes additional shelters (A survey indicated more shelters is the top priority for riders.)
- Multimodal location for convenient transfers, with shops and services located nearby.
- Location near freeway network to reduce delays and missed transfers and improve bus speeds

Heikes stated the search process involved narrowing the initial 113 identified sites to six, which were evaluated base on these goals:

- Mobility 30% – improve bus speed and reliability
- Community 20% – improved access to goods, services and potential development
- Viability 20% – ease of acquisition and constructability
- Walk access 10% – access to existing employment
- Multimodal 20% – provide connections to BRT, CRT and Triangle bikeway.

Top Scores (out of 5.0)

- HUB – 3.64
- Park Point – 4.02
- TMC – 3.66
- Existing RTC – 1.88

Heikes stated the preferred site, Park Point, is located near the intersection of NC 54 and Miami Boulevard and adjacent to planned investments in commuter rail and BRT and the Triangle Bikeway.

Conceptual program

- Improved access to highway network
- Bus-only driveway and traffic signal at NC 54
- 10 boarding bays, 2 out-of-service bays
- Drop-off loop
- Pass sales and comfort station on platform
- Adjacent space for waiting/meeting/offices
- Potential administration offices on site

Implementation approach

- Begin design and implementation of transit center
- Fund design and land acquisition in FY22 county transit plans
- Continue to evaluate potential relocation of GoTriangle administrative space

Heikes requested Board approval of the relocation strategy including the preferred relocation site, the conceptual program and an implementation approach.

Parker asked how many users the proposed park-and-ride would serve. Heikes responded 200 spaces, with potential to expand to 500. He said there would be potential for structured parking in the future.

Hutchinson stated the rendering is aesthetically pleasing, but suggested a policy for art in capital projects, such as 1% of the project budget. Lattuca stated that there has been discussion about for Wake Transit, but federal grants do not allow for public art and would have to come from state or local funds.

Action: On motion by Allen and second by Price the Board adopted the Regional Transit Center relocation strategy including the preferred relocation site of Park Point, the conceptual program and the implementation approach. Upon vote by roll call, the motion was carried unanimously. The Regional Transit Center Relocation Study Executive Summary is attached and hereby made a part of these minutes.

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.

Lattuca stated that GoTriangle held a virtual Small and Minority Business Conference on March 26th. Sylvester Goodwin shared that participants received information on upcoming opportunities and how to do business with GoTriangle. Tammie Hall, with the State's Historically Underutilized Business office, as well as NCDOT participated in the conference. There were over 150 attendees representing a large variety of business types. Another outreach is being planned for the fall.

1. Capital Projects Status Report

The capital projects status report is attached and hereby made a part of these minutes.

2. Operations Update

Patrick Stephens' monthly report is attached and hereby made a part of these minutes. He highlighted three items:

- Ridership is now at 55-60% pre-Covid levels on weekdays, 80-90% on weekends and there have been Sundays with ridership higher than pre-Covid.
- To date GoTriangle has provided 94 trips for vaccinations.
- 85-90% of transit operations personnel have received at least the first vaccine.
- The department is down approximately 17 fixed route operators and 10 paratransit operators. This is requiring a lot of overtime from operators in addition to supervisors driving routes. Staff is working on recruiting efforts.

3. Commuter Rail Website

Scott Thomas and Liz Raskopf gave a tour of the new commuter rail project website, Readyforrailinc.com. Board members offered suggestions:

- Address the criticisms to commuter rail
- Make the point that commuter rail will be the backbone of a regional transit system that is integrated
- A map that shows the entire system and all modes
- Include information on land use
- Explain the difference between light rail and commuter rail
- PSA to be shared on municipal public access channels to increase public awareness of the project
- Accommodations on the site for the visually impaired
- Highlight the benefits to individuals

B. Chair's Report

- Chair Parker noted that GoTriangle's employer services will offer a webinar tomorrow on the trail system in the Triangle led by Sig Hutchinson.
- GoTriangle, GoDurham and Chapel Hill Transit made a joint funding request to Congressman Price's office for electric buses.
- Fare free transit in the Triangle is proposed to be extended for another year.

C. Board Member Reports

1. CAMPO Executive Board Representative

Will Allen III reported the board received updates on NCDOT's Multimodal Connected Vehicle Pilot Project, the findings and recommendations from the completed Triangle Region ITS Strategic Deployment Plan and the 2050 MTP process. The board also adopted the Wake Transit update, approved recommendations for US House Member Designated Project Funding support and approved and replenished LAP funding.

2. DCHC MPO Board Representative

Michael Parker stated that updates were received on the Wake, Durham and Orange transit plans as well as commuter rail and Chapel Hill's North-South BRT.

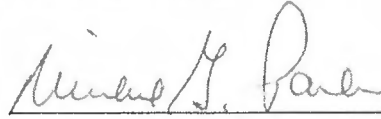
3. Regional Transportation Alliance (RTA) Representative

No report.

Schewel thanked Lattuca for his leadership and stated his confidence. He suggested that plans begin for resuming in-person meetings.

VII. Adjournment

Action: Chair Parker adjourned the meeting at 1:54 p.m.

A handwritten signature in cursive script, appearing to read "Michael G. Parker", written over a horizontal line.

Michael Parker, Chair

Attest:

A handwritten signature in cursive script, appearing to read "Michelle C. Dawson", written over a horizontal line.

Michelle C. Dawson, CMC
Clerk to the Board