

Durham Staff Working Group
May 21, 2025
MEETING NOTES

The Durham Staff Working Group met on Wednesday, May 21, 2025, at 1:00pm in the Durham County Admin II Building, Room 128, as well as through the Microsoft Teams platform. The following members and guests were in attendance:

Doug Plachcinski (Chair, Voting Member)	Triangle West TPO
Ellen Beckmann (Vice-Chair, Voting Member)	Durham County
Eric Simpson** (Voting Member)	City of Durham
Meg Scully** (Voting Member)	GoTriangle
Brandi Minor	Durham County
Brooke Roper*	Durham County
Curtis Scarpignato	Durham County
Bharat Mehta*	City of Durham
Neisha Reynolds*	City of Durham
Eric Simpson*	City of Durham
Paul Black*	GoTriangle
Thomas Carey	GoTriangle
Logan DiGiacomo	GoTriangle
Paul Kingman	GoTriangle
Steven Schlossberg*	GoTriangle
Kelley Smith	GoTriangle
Austin Stanion*	GoTriangle
Colleen McGue	Triangle West TPO

Quorum Count: 4 of 4 Voting Members

*Attended remotely

**Alternate voting member

1. Call to Order/Roll Call

Chair Doug Plachcinski called the meeting to order at 1:00 p.m. All voting members were acknowledged to be in attendance.

2. Adjustments to the Agenda

Chair Doug Plachcinski asked if there were any adjustments to the agenda. Brandi Minor stated there were three adjustments to the agenda that were submitted by Meg Scully. The adjustments included the following:

- FY26 Work Program Amendments - GoTriangle is planning to submit a FY26 Q2 Amendment to request a position for service planning to address the expansion of service in Durham.
- Guidelines for Collaboration on Development of Documents for Final Recommended Work Program – A draft document marked as internal by GoTriangle was included in the final Work Program. GoTriangle would like to collaborate with the SWG before sharing materials in the final Work Program.
- Review of bylaws as they relate to official SWG meetings - The April SWG meeting was chaired by the approved Chair alternate (Colleen McGue) instead of the Vice-chair (Ellen Beckmann), which GoTriangle believes may have invalidated actions taken at this meeting. GoTriangle is not

requesting a change to the bylaws; but is requesting all future meetings to be chaired by the Vice Chair in the absence of the Chair, as stated in the bylaws.

3. Public Comment

Chair Doug Plachcinski asked if there were any public comments. There were none.

4. Administration

a. SWG Administration

i. Approval of April 2025 Minutes

The following adjustments were requested by Meg Scully for the April minutes:

- Edit the minutes to state the GoTriangle cost shares included in the Work Program appendix were in draft form; and
- Make a note that a request was made to review and approve the appendix before it was published.

Brandi Minor stated that she will make those adjustments to the April minutes.

Doug Plachcinski made a motion to approve the SWG April 2025 Meeting Minutes. Meg Scully seconded the motion. The motion passed unanimously.

ii. Fare Support Policy Development

Brandi Minor stated that during the BOCC presentation of the final Work Program, there was support from Sean Egan at the City of Durham to begin the development of a Fare Support Policy. The immediate goal is to begin structured discussions through meetings separate from the SWG meetings to define and develop the policy, ideally with the goal of completing the policy by the end of the calendar year. The policy would need to secure endorsements from the governing boards to institutionalize the policy and its financial implications, ideally aligning with an upcoming transit plan amendment or vision plan update. Coordination will be needed across all three counties and agencies to ensure regional consistency and equity. Meg Scully mentioned that a previous draft TAP policy was shared over a year ago that can serve as a starting point. The fare support policy should remain high-level but clearly define the two fare support structures to guide agency transitions or new program adoption. Next steps are for staff to gather current program documents to share with the SWG and Brandi Minor will map out a policy development schedule to share at the next SWG meeting.

iii. FY26 SWG Admin Schedules

1. Meeting Calendar

Brandi Minor stated that the meeting date will remain as the third Wednesday of each month at 1:00 PM. The room location will be announced at a later date, but she will try to secure the same meeting room (Room 128). A Doodle poll was sent out to the SWG to seek feedback on whether we should move up the November and December meeting dates, as we have done in

the prior two years, to accommodate the holiday schedule. Since the holidays fall a little earlier this year, it was decided that we will maintain our standard meeting date and adjust later if needed.

2. Amendment Schedule

Brandi Minor stated that the amendment schedule will remain the same as last fiscal year. There will be three amendment cycles, which will include a 21-day public engagement period. All amendments, whether major or minor will be released for public comment. Brandi asked GoTriangle to confirm the meeting dates of the Audit & Finance Committee and the GoTriangle Board of Trustees so she may finalize the amendment schedule.

3. Work Program Development Schedule

Brandi Minor reviewed the tentative FY27 Work Program Development Schedule. The proposed schedule is tentative but is closely aligned with last year's Work Program schedule. Brandi stated that since the BOCC approval was pushed from April to May this year, this shift will be implemented into the new schedule to allow more time for the SWG to finalize the Work Program based on experience from this year. Brandi noted that all workshops (project budget sheet workshops, Exhibit A workshops) are essential to the process and will remain in the schedule to ensure project sponsors have an opportunity to get help and questions, which will improve collaboration. Brandi expressed an emphasis on making the process smooth and collaborative to present a unified front to the governing boards when it is time to seek approval. Brandi also mentioned that she is planning to host a budget retreat this year, more than likely after the release of the draft for public comment to review and finalize the work program. This will allow time for all partners to review the Work Program before the approval.

GoTriangle initiated a discussion about streamlining project sheets (red and green sheets) by creating a centralized database or data warehouse, ideally hosted on SharePoint for easier uploading, updating, and transparency. The goal is to have project sheets automatically populate data into related documents (like the Exhibit A), reducing manual entry and errors. The new process will also enable refreshing project scopes and budgets more efficiently and support integration with MYOP and CIP. The proposed new system aims to improve consistency, reduce duplication, and allow "slicing and dicing" data for better analysis and reporting. GoTriangle is moving at lightening speed to get this process initiated but they are not promising it will be ready for FY27. Brandi Minor stated that she is in full support of this proposed process. Ellen Beckmann asked if the project budget sheet format would remain in Excel. Paul Black responded that the proof of concept was built in Microsoft Access but moving toward a more robust platform as Access will

not be able to fully support our needs. The goal would be to develop a cloud-based form for ease of project management and reporting.

Ellen Beckmann stated that she would like to consider gathering early feedback from the governing boards on proposed projects before the full draft is released to avoid late-stage concerns or surprises. This could serve as a "vibe check" to gauge support or concern around potential changes, especially for new, costly, or high-impact proposals.

This process would mirror local government practices, where boards give early input during budget development workshops. Brandi Minor replied that we could solicit board feedback after the submission of the pre-lists. Brandi also stated that the pre-list will look a little different from last year in that it will include a list of all projects, the programmed funding, and any carryforward for capital projects. This will improve clarity and allow sponsors to determine if additional funding is needed. Whether a presentation is provided to the board will depend on the scale and nature of any proposed changes.

Eric Simpon asked when the Chair and Vice Chair elections would be held. Brandi Minor stated that it will be at the June meeting, and she will add it to the schedule.

b. Tax District Administration

Steven Schlossberg provided a quick PSA regarding the pre-list, stating that there should be very few new or significantly changed projects in the upcoming Work Program not already included in the MYOP or CIP. Steven stated that he will present the Q3 financial results at the June meeting and that Q4 expenditure estimates are currently being submitted by all partners in preparation for the Finance & Advisory Committee meeting in early June. Steve also reminded the SWG that all three counties will present their Work Program at the upcoming GoTriangle Board of Trustees meeting. The presentations will be given by Brandi Minor, Nish Trivedi, and Steven Mott, from Durham, Orange and Wake Counties, respectively. Lastly, Steve stated that he was working on getting revenue forecasts. A new revenue forecast is being developed in partnership with NC State's Institute for Transportation Research and Education (ITRE). Forecasts will cover Article 43 revenues and registration fees for Durham, Orange, and Wake counties. This work is intended to update the outdated Moody's data and will likely be completed by fall. The cost is manageable and can be absorbed with existing funds.

Ellen Beckmann asked what the outcome would be if the revenue projections were lower. Steven responded that If forecasts show lower revenue, counties may need to adjust their transit plans accordingly. The goal would be to integrate the new forecasts into the Work Program and any vision plan updates before presenting to governing boards. Ellen Beckmann agreed and stated this would more than likely need to be included as a Transit Plan amendment.

c. Public Engagement and Communication

i. Work Program Updates

Brandi Minor stated she did not have any updates.

ii. Transit Tracker Updates

Curtis Scarpignato stated that the tracker is live.

5. Work Program

a. FY25 Work Program

i. FY25 Q4 Amendments

Brandi Minor stated that the Amendments were approved at the May 12th Board of County Commissioners meeting.

b. FY26 Work Program

i. Work Program

Brandi Minor stated that the Work Program was also approved at the May 12th Board of County Commissioners meeting. She also stated that she will be presenting to the GoTriangle Board of Trustees next Wednesday.

ii. Global Agreements

Brandi Minor provided an overview of the Global Agreement signature process. Last year, Brandi filled out the agreement template for each project sponsor along with their associated project sheets (Exhibit A). After the Work Program was approved by governing boards, each project sponsor submitted their agreements to their respective boards or councils for approval and returned signed versions to GoTriangle for final execution. However, once the agreements were sent to GoTriangle's legal department for execution, there were issues with tracking, execution timing, and locating fully executed copies in SharePoint.

GoTriangle prefers to initiate the final signature once local agencies have uploaded signed versions. Therefore, Brandi has suggested the following process for execution of the FY26 Global Agreements:

The SWG Administrator (Brandi Minor) will:

- Create and complete the global agreement templates for each sponsor
- Attach the appropriate exhibit/project sheets
- Distribute the complete packages to each agency and upload each agreement to SharePoint for easy access

The Project Sponsors will:

- Submit the Global Agreement package (agreements and exhibits) to their governing board/council for approval
- Obtain all necessary signatures through their internal process

- Upload the signed agreement to SharePoint

GoTriangle will:

- Send the partially executed uploaded versions of the Global Agreements to their signatories for final signature on their side.
- Upload all fully executed agreements to SharePoint

Agreements should be fully executed by September 30, 2025.

iii. Review Schedule and any upcoming tasks for next month

Brandi Minor stated that the last item for the Work Program is for GoTriangle's Board of Trustees to approve in June. She also stated that the election of the Chair and Vice Chair will occur at the June SWG meeting.

6. Project Sponsor Updates

a. City of Durham

See attached from Eric Simpson and Brian Fahey.

b. GoTriangle

Orange and Durham

- August service changes – 15 min frequency on 400/405 along with RUS Bus.
 - CRX and DRX to serve RUS Bus, retimed to address on-time performance.
 - 30-minute Sunday service on core routes
- Where are we on the 420 schedule for August? When can CHT expect information?
 - GoTriangle is working with CHT to restore service every 30 minutes and address on time performance issues
 - We expect to send CHT a draft schedule within the next week
- Negotiating the bus blueprint with consultants for June approvals. Will any of the transit partners be involved as stakeholders? Can we share final scope?
 - It is likely we would ask CHT and Orange County to be involved as stakeholders, but we also don't want the group to be too big. As for the scope, Bill and I met with Mariate (KHA) this morning and Mariate is working on the scope now. We won't have it ready for the meeting tomorrow.
- TAP evaluation presentation going to Committee/entering second year of enrollment with a few tweaks – decision tree and IDs, as well as reducing requests by ½ of 15% disability passengers and 8% for potential overlap with other GoPass types per our survey
- Triennial Review underway

- New CEO joining first week of June – Brian Smith
- Strategic Plan approved in February. Comms will be working with the CEO for external rollout including sharing with stakeholders.
- TMH: GoTriangle Board approved selection of development team. Negotiations underway
- BOMF: GoTriangle Board will consider selecting a design team in June, CMAR RFP to follow.

Durham - Specific

- On Board Customer Satisfaction Survey development underway
- We appear to be hitting our goals on bus stop improvements – watch our website for updates with images. Currently at 46 in Durham. Packaging straightforward ones for final package.
 - I also sent Rick a list of 55 more stops to potentially add to the design assignments this fiscal year; we are doing an internal data scrub to make sure there are no stops already in process. Once we are done, we'll ask the City to double-check our list, then whatever stops come out the other end will go to design. These stops are the remainder of stops left on routes 1 and 6, plus new stops needed for recent or pending service changes on those routes. (It's why those routes were chosen)
- Essentially done leading engagement, comms and marketing for Durham Transit Plan. May need to coordinate final tasks.
- GoTriangle plans to submit an FY26 amendment for a service planner.

c. Durham County

Curtis Scarpignato stated that the East Durham Grade Crossing Study has an open RFQ that will close on June 10th. For the BRT Vision Plan, he is trying to get it under contract and in front of the Board for approval.

d. Triangle West TPO

Doug Plachinski stated that they are working through their MTP joint process with CAMPO and completing their strategic plan. Doug also stated that he supports Colleen McGue taking over as the MPO representative, which he will formally support via formal email/letter.

7. Next Meeting Date – June 18, 2025

Brandi Minor announced the next Durham County SWG meeting will be on Wednesday, June 18, 2025.

8. Adjournment - With no further items to discuss, the meeting was adjourned at 3:04 p.m.