

**Durham Staff Working Group**  
**August 20, 2025**  
**MEETING NOTES**

The Durham Staff Working Group met on Wednesday, August 20, 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:

Ellen Beckmann (Chair, Voting Member)	Durham County
Colleen McGue (Vice-Chair, Voting Member)	Triangle West TPO
Jenny Green (Voting Member)	City of Durham
Meg Scully* (Voting Member)	GoTriangle
Brandi Minor	Durham County
Brooke Roper*	Durham County
Caroline Lamb	Durham County
Curtis Scarpignato	Durham County
Doug Plachcinski	Triangle West TPO
Thomas Porter*	Triangle West TPO
Bharat Mehta*	City of Durham
Eric Simpson*	City of Durham
Neisha Reynolds	City of Durham
Alvin Gonzalez*	GoTriangle
Austin Stanion*	GoTriangle
Brandon Carey*	GoTriangle
Jay Heikes*	GoTriangle
Kelley Smith	GoTriangle
Logan DiGiacomo*	GoTriangle
Nedra Rodriguez*	GoTriangle
Paul Kingman	GoTriangle
Steven Schlossberg*	GoTriangle

Quorum Count: 4 of 4 Voting Members

\*Attended remotely

**1. Call to Order/Roll Call**

Chair Ellen Beckmann called the meeting to order at 1:03 p.m. All voting members were acknowledged to be in attendance.

**2. Adjustments to the Agenda**

Chair Ellen Beckmann asked if there were any adjustments to the agenda. Brandi Minor stated there were none.

**3. Public Comment**

Chair Ellen Beckmann asked if there were any public comments. Brandi Minor stated there were none.

#### **4. Administration**

##### **a. SWG Administration**

###### **i. Approval of June 2025 Minutes**

Colleen McGue made a motion to approve the SWG June 2025 Meeting Minutes. Ellen Beckmann seconded the motion. The motion passed unanimously.

###### **ii. Voting/Alternate Members Update**

Brandi Minor reviewed the updated voting and alternate members list for Fiscal Year 2025-2026. Meg Scully asked if additional alternate voting members can be added. Brandi replied that she will review the bylaws and follow-up with the SWG at the September meeting.

##### **b. Tax District Administration**

Paul Kingman provided an overview of the new format for quarterly financial reporting. The new format will replace the stoplight report and will show how much funding has been spent YTD on each project. Brandi Minor asked if the quarterly reimbursements deadlines could be sent to the SWG, to which Paul replied yes. Doug Plachcinski asked if the documentation submitted for each quarterly reimbursement is consistent. Paul replied and stated that each partner submits different documentation. Brandi Minor described the process that Durham County follows for their reimbursement submission. Paul reiterated that it is important for all authorized signers to ensure the documentation submitted is accurate. Paul also stated that any partner can request documentation from another partner. There was some discussion on the Transit Tracker and how it relates to the TDA reporting. Meg Scully asked if the metrics from the previous report could be pre-populated, to which Jenny Green agreed this would be helpful. Curtis Scarpignato replied yes, the metrics can be pre-populated. Ellen Beckmann asked if a quarterly reimbursement payment can be held by the TDA if the Q2/Q4 reporting is not submitted. Paul Kingman replied, yes, a reimbursement can be held if the reporting is not submitted as the reporting is required in the Global Agreements. Conversations related to Project Reimbursements and Progress Reporting will continue between TDA, Durham County/Project Implementation Lead Agency, and the SWG. Lastly, Paul stated that the financial liaison group will meet soon to discuss this and other matters.

##### **c. Transit Plan Amendment Update**

Brandi Minor stated that a Transit Plan Amendment was held yesterday. Brandi stated that the next step in the process would be to schedule a follow-up meeting as the group was not able to get through all the slides. Brandi stated that a Doodle poll would be sent to set up the next meeting.

##### **d. Central BRT Presentation**

Neisha Reynolds from the City of Durham, provided a presentation on the Central Durham BRT. The presentation slides were included in the agenda materials, and a summary is below:

The Bus Rapid Transit (BRT) project area will run from the Village Transit Center through Downtown Durham to the VA Medical Center. The corridor will be 5.1 miles with 19 proposed stops. Durham's population has grown by 43% since 2000 and has seen a 15% ridership increase from 2023 which is close to pre-pandemic levels. This project will address population growth, traffic congestion, and high ridership demand, notably on routes 3 and 11, which has 6,000+ daily riders. Route 3 is the highest ridership route in the GoDurham system.

The project has strong public and private sector support (Duke, Greater Durham Chamber of Commerce, Downtown Durham Inc., etc.) and there has been a lot of public engagement, including multiple workshops. The project goals are to boost ridership, enhance transit access, promote economic development, and support community goals. The highest priority goal is to implement a feasible and cost-effective project.

Key features of the project include 20% of the corridor may have transit exclusive lanes, transit signal priority (which is already being implemented), the stations will include shelters, bike racks, and near-level boarding. While working on BRT, the City is hoping to integrate walking/bicycling/intersection improvements in the surrounding area. One of the high points is that they are hoping that through the BRT project, they will be able to implement the construction renovation of the new Village Transit Center that has been in high demand for a very long time. The City is also hoping to upgrade their bus maintenance facilities to accommodate the increasing number of buses and the types of buses they are hoping to have to serve BRT.

There are two sets of alternatives, both that scored similarly for eligibility for the Small Starts (CIG) federal funding. Next steps are to submit the FTA letter requesting support in November or December 2025. The City will continue to work with Kittles & Associates to define the project, prepare for project development through collaboration with FTA and local partners, obtain stakeholder support for Local Preferred Alternative (LPA), and continue to work with FTA to clarify NEPA considerations.

## **5. Work Program**

### **a. FY26 Work Program**

#### **i. Global Agreement Update**

Brandi Minor asked the partners to provide an overview of the status of their Global Agreements. Brandi stated that the Durham Board of County Commissioners approved their agreements last Monday and the agreements are in process of being signed. Doug Plachcinski stated that they are in the process of developing their FY27 budget and will have their agreement finished soon. Jenny Green stated that Tom Devlin is handing the submission of the City's Global Agreements, and they were approved recently by the City Council.

#### **ii. Q2 Amendments**

Brandi Minor stated that the Q2 amendments are due August 29<sup>th</sup>. Brandi also reviewed the submission process, which includes a memo and amendment form. Brandi also briefly reviewed the amendment schedule. Meg Scully asked if Brandi could resend the amendment template, to which Brandi replied yes. Lastly, Brandi stated that she would assemble the amendment packet and distribute in the agenda packet for the September meeting. Jenny Green asked if

the amendments should be sent directly to Brandi or the SWG. Brandi replied to send them directly to her, and she will upload everything to SharePoint.

**b. FY27 Work Program**

**i. Pre-Lists**

Brandi Minor stated the FY27 pre-lists are also due on August 29<sup>th</sup>. The pre-list is a planning tool that allows partners to notify the SWG of any new projects or changes to existing projects. Brandi stated that once she has received each partner's pre-list, she will prepare a consolidated pre-list and share in the September agenda packet. Brandi also stated that the carryover balances for the capital projects were added this year to assist partners in making informed decisions regarding funding requests. Lastly, Brandi stated that if anyone needs assistance, she is available for a 1:1 session.

**ii. Review Schedule and any upcoming tasks for next month**

Brandi Minor provided an overview of the FY27 Work Program development schedule for August – November 2025. There was some discussion on the submission of the project budget sheets, specifically as it relates to when a project budget sheet needs to be submitted as there has been some confusion on this in the past. Generally, a project budget sheet is submitted when there is a new project, or a change in scope of funding of an existing project; and any operating projects receiving the standard 2.5% increase does not need to be submitted. Brandi stated that she would follow-up with the Tax District to ensure the messaging around the submission of project budget sheets is consistent.

Steven Schlossberg mentioned that the Tax District was hoping to streamline the project budget sheets process (such as having an online dashboard tool), which received support in Durham and Orange counties, but not in Wake County. Steve also mentioned that they are working with UNC School of Government and NC State, as the TDA feels the best value may be to give this project to a graduate student to keep it cost-effective. Steve would prefer to have the same system in all three counties, and the TDA will continue to have conversations with Wake and ultimately decide if this process will be worth the cost.

Lastly, Brandi continued her overview of the upcoming due dates and stated that she will continue to keep the SWG updated as we move through the Work Program development process.

**6. Project Sponsor Updates**

**a. City of Durham**

Eric Simpson provided his updates in the attached memo. Jenny Green mentioned that a service change will begin on Saturday on Route 3. They are adding service at night and on Sundays. For GoDurham Connect, they are currently promoting on social media that you can take GoDurham Connect to Wheels, Merrick-Moore Park, or the Museum of Life and Science. The Senior Shuttle ridership has increased 25% compared to this same time last year. For Bus Speed and Reliability, they are getting transponders installed at all of the intersections along transit routes to get signals ready for TSP (transit signal priority).

**b. GoTriangle**

Meg Scully mentioned that the RUS Bus is now open serving the public and that it was on time and under budget. It serves several routes including DRX and lots of other connections. There has been some increased frequency on the Route 400. Chapel Hill transit has also seen an uptick in their ridership with classes resuming. For the East Town stop (not in Durham but near 15-501 across I-40) that GoTriangle received funding for 2-3 years ago, it is going out for bid this week or next, and the expected completion is early 2026 (right after the new year) and will be a major stop along the Route 405, which is right in front of the old Blue Cross and Blue Shield building.

**c. Durham County**

Ellen Beckmann stated that the BRT Vision Plan has officially begun. There was a leadership team meeting a couple weeks ago. Curtis Scarpignato stated that the first technical advisory committee meeting will be scheduled next month and then there will be a second leadership committee meeting in October, along with starting public engagement. Brandi Minor stated that Durham County has a new website, and she encourages everyone to take a look when they have a chance. Steven Schlossberg asked if there was data on how many views the Durham Transit Tracker receives. Curtis replied and said he doesn't have the data available right now, but he can look into getting it.

**d. Triangle West TPO**

Colleen McGue stated that the State Prioritization is going on right now. They currently have 17 submittals for transit projects and 17 each for all modes. The TPO Board will adopt the final list at their September meeting. The MPO is updating their ADA Transition Plan. A draft is currently available and will be open for public comment next month. The Language Access Plan is also being updated as there are a lot of Spanish and Chinese speakers in their area. The MTP (Metropolitan Transportation Plan) preferred option will be released for a 45-day public comment period and are expecting the Board to approve it in November.

**e. Tax District Administration**

Steven Schlossberg provided an update on the FY24 audit. The audit was completed and presented at the GoTriangle board meeting. There were four findings, one that was related to the late submission and another regarding capital asset reporting. Steve mentioned that the figures he presented for revenues, expenses, and cash balances back in November are pretty consistent with the figures that will be shared next month. Steve asked Brandi Minor to add this as an agenda item for next month's SWG meeting.

**7. Next Meeting Date – September 17, 2025**

Ellen Beckmann announced the next Durham County SWG meeting will be on Wednesday, September 17, 2025.

**8. Adjournment**

With no further items to discuss, the meeting was adjourned at 3:00 p.m.