

**Durham Staff Working Group  
September 17, 2025  
MEETING MINUTES**

The Durham Staff Working Group met on Wednesday, September 17, 2025, at 1:03pm 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
Jay Heikes (Voting Member)	GoTriangle
Brandi Minor	Durham County
Brooke Roper*	Durham County
Caroline Lamb	Durham County
Curtis Scarpignato	Durham County
Bill Judge*	City of Durham
Brian Fahey*	City of Durham
Eric Simpson*	City of Durham
Neisha Reynolds*	City of Durham
Alvin Gonzalez*	GoTriangle
Beth Roberts*	GoTriangle
Brandon Carey*	GoTriangle
Kelley Smith*	GoTriangle
Logan DiGiacomo*	GoTriangle
Michelle Jeng*	GoTriangle
Nedra Rodriguez*	GoTriangle
Paul Black*	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 initially noted there were no adjustments. However, later in the meeting, Steven Schlossberg pointed out a scheduling conflict between the November and December SWG meetings and the GoTriangle Board of Trustees meetings. To address the issue promptly, Ellen proposed adjusting the agenda to include a vote to revise the FY26 meeting calendar. Jay Heikes made a motion to approve the adjustment to the agenda. Colleen McGue seconded the motion. The motion passed unanimously.

**Prepared by: Brandi Minor  
Staff Working Group Administrator**

### **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 August 2025 Minutes**

Brandi Minor stated that a revision had been requested to the MPO's project sponsor update section of the minutes. With this revision acknowledged, Colleen McGue made a motion to approve the SWG August 2025 Meeting Minutes. Jay Heikes seconded the motion. The motion passed unanimously.

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

At the August SWG meeting, a request was made by Meg Scully (GoTriangle) for the SWG Admin to review the bylaws to determine if additional alternate voting members could be designated for each agency. Upon review of the bylaws, Brandi stated that there are no restrictions on adding alternates beyond the current designation of one alternate for each organization. Brandi also stated that any changes to the bylaws would require an amendment and a unanimous vote. After some discussion, it was determined that allowing two additional alternates would be feasible. This means, each organization would have one (1) primary and up to three (3) alternates. Brandi will prepare an amendment to the bylaws for review and approval by the SWG at the October 2025 meeting.

##### **iii. FY26 Meeting Calendar Updates**

This item was approved as an adjustment to the agenda. Ellen Beckmann asked for a motion to move the November SWG meeting to Monday, November 17<sup>th</sup>, and the December SWG meeting to Monday, December 15<sup>th</sup>, to both begin at 1:00PM. Jay Heikes made a motion to move both of the meetings to the new dates. Collen McGue seconded the motion. The motion passed unanimously.

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

##### **i. FY24 Audit Results**

Steven Schlossberg provided an overview of the FY24 Audit results. He was joined by Nedra Rodriguez, Assistant Director of Finance, and Michelle Jeng, Chief Financial Officer.

Nedra Rodriguez provided an overview of the audit findings. As shown in the presentation, the four audit findings were Restatement of Prior Year Balances, Financial Close and Maintenance of General Ledger Accounts, Reporting of Capital Assets and Related Balances, and Late Audit Submission.

Steven wrapped up the presentation stating that the FY25 audit is underway and that the slides prepared by their new auditors (Mauldin & Jenkins) for the FY24 ACFR/Audit Results are available on the QR code.

There was discussion on the preparation of the annual report. Steven Schlossberg stated that the Tax District Administration will provide a PowerPoint style presentation to fulfill the annual report requirement outlined in the ILA. Steven and/or Paul Kingman plan to submit a preliminary/unaudited recap of FY25 by the November SWG meeting, as the ILA specifies this must occur by December 15, 2025.

**c. Transit Plan Amendment Update**

Brandi Minor stated that the next Transit Plan Amendment meeting will be held on September 29<sup>th</sup> at 10:00AM.

**5. Work Program**

**a. FY26 Work Program**

**i. Global Agreement Update**

Brandi Minor stated that she has received six (6) Global Agreements. Brandi also mentioned that the outstanding agreements include the three (3) Special Capital Agreements and the one (1) MPO Operating Agreement.

**ii. Q2 Amendments**

Brandi Minor provided a summary of the Q2 amendments. Five (5) amendments were submitted during this amendment cycle and included the following:

City of Durham:

GoDurham Transit Planner

Marketing, Communications, and Public Engagement – Support Services

GoDurham Bus Stop Improvements

GoTriangle:

Service Planning Staff

Route 800 Improvements

The proposed amendments would have increased the FY26 budget by \$588,715.

There was a lot of discussion on the amendments. A memo from Durham County staff was submitted and referenced throughout the discussion, which outlined their concerns regarding the amendments.

At the end of the discussion, Jay Heikes made a motion to release the amendments for public comment. The motion was seconded by Jenny Green. Ellen Beckmann and Collen McGue voted no. The motion did not carry.

**b. FY27 Work Program**

**i. Review Consolidated Pre-List**

Brandi Minor reviewed the consolidated pre-list and mentioned that the Project Budget Sheets (“PBS”) would be due on October 10<sup>th</sup>. This prompted a discussion amongst staff regarding the specific circumstances that require a PBS submission.

At the end of the discussion, Brandi stated she would revise and redistribute the PBS Guidance document that outlines the PBS submission process to ensure clarity and consistency across all partners.

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

This section was not covered in the meeting due to limited time.

**6. Project Sponsor Updates**

**a. City of Durham**

Eric Simpson provided his updates in the attached memo. Jenny Green mentioned that there will be a Community Day on September 25<sup>th</sup> from 10:00AM – 3:00PM at the Museum of Life and Science.

**b. GoTriangle**

No updates were provided due to limited time.

**c. Durham County**

No updates were provided due to limited time.

**d. Triangle West TPO**

No updates were provided due to limited time.

**e. Tax District Administration**

No updates were provided due to limited time.

**7. Next Meeting Date – October 15, 2025**

Ellen Beckmann announced the next Durham County SWG meeting will be on Wednesday, October 15, 2025.

**8. Adjournment**

With no further items to discuss, the meeting was adjourned at 3:46 p.m.