

Durham Staff Working Group
October 15, 2025
MEETING MINUTES

The Durham Staff Working Group met on Wednesday, October 15, 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
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
Brandon Carey*	GoTriangle
Alvin Gonzalez*	GoTriangle
Jason Hardin*	GoTriangle
Kelley Smith*	GoTriangle
Logan DiGiacomo*	GoTriangle
Jay Heikes*	GoTriangle
Paul Kingman	GoTriangle
Austin Stanion*	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.

Prepared by: Brandi Minor
Staff Working Group Administrator

4. Administration

a. SWG Administration

i. Approval of September 2025 Minutes (Timestamp: 00:14)

The approval of the minutes was deferred to the November 2025 meeting. A motion was made by Collen McGue to defer approval of the September 2025 meeting minutes. The motion was seconded by Meg Scully. The motion passed unanimously.

ii. Meeting Minutes Discussion (Timestamp: 00:14)

A discussion was had amongst the SWG regarding the requested revisions submitted by GoTriangle staff. Concerns were raised about sections of the minutes that appeared to reflect only one viewpoint. The SWG also supported including timestamps in the minutes for reference and proposed using video or audio recordings as the official record. Options for sharing the recordings, such as via SharePoint, the DCO website, or YouTube, will be explored. Brandi Minor stated that she would revise the minutes accordingly and resubmit them to the voting members for approval.

iii. Amended Bylaws Review and Approval – Alternate Voting Members (Timestamp: 11:21)

The SWG reviewed and discussed the proposed amendment to the bylaws to allow each member agency to appoint up to three alternates, rather than just one, to improve flexibility and ensure representation during scheduling conflicts. The revised bylaws were presented by Brandi Minor, and the SWG members discussed the benefits of reducing the administrative burden of reassigning alternates for each meeting. It was stated that any changes to designated voting members must be approved by the agency's executive officer and submitted in writing. While there was general support for the amendment, some members expressed concern about potential impacts on meeting efficiency and suggested a broader review of the bylaws. The SWG agreed to seek a legal opinion on whether an amendment to the bylaws requires approval from the governing bodies, as the current bylaws and interlocal agreement are not clear on this point. Brandi Minor stated that she would send out the bylaws for review and encouraged the members to review the full bylaws and submit any additional proposed changes within two weeks, in preparation for a more comprehensive update.

b. Tax District Administration (Timestamp: 30:32)

Paul Kingman stated there were no new items for discussion. Brandi Minor reminded the SWG that the quarterly reimbursement requests are due by October 31st. Ellen Beckmann asked about the revenue forecast, particularly in light of concerns shared at recent Durham County meetings regarding declining sales tax revenues. Paul Kingman stated that an update is expected at the November meeting, and Steven Schlossberg will be asked to follow up directly if additional questions arise.

5. Work Program

a. FY26 Work Program

i. Global Agreement Update (Timestamp: 31:45)

Brandi Minor stated that most of the global agreements have been executed, except for the Special Capital Agreements. Staff are coordinating with relevant parties, including Kelly Smith at GoTriangle and Doug Plachcinski at Triangle West TPO, to finalize these. Paul Kingman stated that some of the exhibits to the agreements were miscategorized and Kelley Smith is preparing amendments to address these issues. Doug Plachcinski stated that if a project requires a signature from the MPO, the project details must be accurate and up to date in the Transportation Improvement Program ("TIP"); otherwise, the MPO may withhold signature. Doug also noted that several outdated projects were identified, and efforts are ongoing to clean up and align project data. The SWG further discussed the need for consistency between TIP listings and agreement exhibits, especially where federal funding is involved. Looking ahead, there are plans to develop a regional project database in collaboration with Triangle West TPO and CAMPO to improve data consistency and accessibility across platforms. The SWG agreed that a database would streamline future Work Program development. Lastly, Brandi Minor stated she will follow up with Doug and Kelley to finalize the remaining agreements.

ii. Q1 Reimbursements (Timestamp: 40:54)

Brandi Minor stated that Q1 reimbursements are due October 31, 2025.

b. FY27 Work Program

i. Project Budget Sheets/Exhibit A – Next Steps (Timestamp: 41:00)

Brandi Minor provided an overview of the PBS submission and Exhibit A process. Project budget sheets for the FY27 Work Program were submitted by partners according to the requested deadline. The PBS have been reviewed, and Brandi has requested all partners to review and confirm the information in the PBS confirmation emails she sent. Brandi will begin creating the Exhibit A and reaching out to partners as needed for clarification or updates, particularly where capital cost tables or project details may have changed. The Tax District has created Version # 1 of the consolidated PBS, with the goal of ensuring consistency across the MYOP and CIP. For the November meeting, Brandi will prepare a summary of all submitted requests and share with the SWG to ensure transparency and awareness across partners.

ii. Review Schedule and any upcoming tasks for next month (Timestamp: 44:15)

Brandi Minor provided an overview of the upcoming deadlines. She noted that a Transit Plan Amendment meeting would be scheduled soon. The SWG discussed planning a workshop to have an in-depth discussion about the project submissions and affordability of the requests. Questions were raised about the timing of financial modeling and the need for clarity on when the Tax District will

run project scenarios through the model. Brandi Minor confirmed that once partners verify their submissions, the TDA will begin integrating data into the MYOP, CIP, and financial model. The SWG also discussed how the revenue forecasts and affordability assessments, especially in light of recent sales tax shortfalls, will inform which projects can move forward. Brandi Minor emphasized the importance of timely responses from partners to avoid last-minute edits and ensure the draft Work Program is ready for review by January. The Tax District will share results of the financial modeling with the voting members and the SWG Administrator.

6. Project Sponsor Updates (Timestamp: 1:01:00)

a. City of Durham

Eric Simpson provided his updates in the attached memo.

Jenny Green mentioned that NC State Fair service will begin tomorrow, offering free rides through Sunday, October 26. Schedules are available at www.GoDurhamTransit.org.

Service changes effective November 1 for the East Durham and South Durham improvements.

Ongoing construction at Durham Station requires continuous detour planning. A major detour will begin October 27 due to the closure of Jackson Street, and additional rerouting is in place due to a water line project on Willard and Pettigrew Streets.

Additionally, on September 25, GoDurham Access participated in Community Day at the Museum of Life and Science, promoting free transit access and engaging with visitors through outreach and interpretation services.

Neisha Reynolds stated that the CDBRT team currently has a Request for Information (RFI) out for 30% design and NEPA review, which was issued in September. Responses are expected by October 22, with answers to submitted questions being released at the end of the day. The project recently received letters of support from several local partners, including Duke University and Downtown Durham, Inc. (DDI). Additionally, the feasibility study with Kittelson & Associates is nearing completion, with only a few deliverables remaining. The team is preparing to close out this phase and transition into project development.

b. GoTriangle

Meg Scully stated that GoTriangle will implement service changes in early November, including resuming direct operation of the WRX and DWX routes in eastern Wake County, which were previously operated by GoRaleigh. These changes will include updated schedules and routing adjustments. Additional minor route performance tweaks are planned across the system. Looking ahead, March service changes will bring a significant expansion in Durham, with proposals, such as increased frequency and routing changes to Route 700, expected to be released for public comment soon. Recent service enhancements to Routes 400 and 405 have shown strong ridership growth. GoTriangle also thanked City of Durham staff, particularly Jenny Green, for their

collaboration on Durham Station construction detours. On the infrastructure side, several projects are progressing, including the East Town bus stop on 15-501, which is expected to begin construction shortly after the new year.

Jay Heikes added that the service enhancements to Routes 400 and 405 have shown strong early results, with ridership up approximately 20% compared to the same period last year, based on UMO taps data covering 75–80% of riders. The November changes will also include added recovery time to improve reliability and reduce bunching, particularly in areas affected by ongoing construction.

c. Durham County

Curtis Scarpignato stated that Durham County is advancing several corridor planning efforts. The Durham BRT Vision Plan officially kicked off last month and will include a comprehensive look at key corridors across the county, including U.S. 15-501. The first public engagement workshop is scheduled for October 30 at the Durham Main Library, with additional events planned in November. A public survey is also being conducted, and staff will circulate the link and promotional language for broader distribution through partner channels and newsletters.

d. Triangle West TPO

Collen McGue stated that the MPO is actively working on several planning efforts. Public engagement is underway for the Bike-Walk Plan, in partnership with the City and County. The Durham-Roxboro Rail Trail planning process is also nearing completion.

The MPO's major initiative, the Metropolitan Transportation Plan (MTP), branded as Destination 2055, is in its final phase. The final project list is under review and will be presented to the MPO Board later this month. This list will support the development of the air quality conformity analysis, which is expected to be adopted in early 2026.

e. Tax District Administration

No updates were provided.

7. Next Meeting Date – November 17, 2025

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

8. Adjournment

With no further items to discuss, the meeting was adjourned at 2:25 p.m.