

Durham Staff Working Group
Meeting Agenda
June 21, 2023
2nd Floor Committee Room, Durham City Hall

The Durham Staff Working Group met on Wednesday, June 21, 2023, at 1:00 p.m. in the Committee Room at City Hall, as well as through the Zoom teleconferencing platform. The following members and guests were in attendance:

Ellen Beckmann (Chair, Voting Member)	Durham County
Doug Plachcinski (Voting Member)	DCHC MPO
Jay Heikes (Voting Member)	GoTriangle
Brandi Minor	Durham County
Ryan Eldridge	Durham County
Kelly Fomenko*	DCHC MPO
Filmon Fishastion	DCHC MPO
Colleen McGue*	DCHC MPO
Bill Judge*	City of Durham
Tom Devlin*	City of Durham
Jenny Green	City of Durham
Katie Urban*	GoTriangle
Steven Schlossberg*	GoTriangle
Sandra Freeman*	GoTriangle
Elizabeth Raskopf	GoTriangle
Meg Scully*	GoTriangle
Paul Black*	GoTriangle
Darlene Weaver	Orange County

Quorum Count: 3 of 3 Voting Members

*Attended remotely

1. Call to Order/Roll Call

Chair Ellen Beckmann called the meeting to order at 3:00 p.m. All voting members were acknowledged to be in attendance through roll call,

2. Approval of May 2023 Meeting Notes (MPO)

Doug Plachcinski made a motion to approve the May Staff Working Group (SWG) Meeting Minutes. Jay Heikes seconded the motion. The motion passed unanimously.

3. Plan Updates

a. Durham County Transit Plan (MPO)

Chair Ellen Beckmann provided the update for the Durham County Transit Plan. The Plan has been approved by everyone and a meeting is planned to start the next cycle.

b. Transit Governance Study (Durham County)

Chair Ellen Beckmann provided the update for the Transit Governance Study. The policies and procedures annuals have been circulated and approved by all participating agencies. There is a small revision, but otherwise they are approved. Chair Ellen Beckmann is working on the agreement templates with Adam as well as working to extend the contract with Atkins to August.

Jenny Green had a request for the remaining work with Atkins- to use the extra time to create a definition of supplementation. Chair Ellen Beckmann responded that since that was not in the original scope of work, she is not sure if it would require additional funding since the current extension utilizes existing funds for the completion of the original scope of work.

c. Wake-Durham Bus Plan (GoTriangle)

Jay Heikes provided the update for the Wake-Durham Bus Plan. Nelson Nygaard is finalizing concepts for service changes which will be brought for engagement in August. Meg Scully suggested changing the titles to GoTriangle and GoDurham short range transit plans.

d. Commuter Rail (GoTriangle)

Jay Heikes provided the update for the Commuter Rail. Coordination is continuing in the region and the MPO has sent a letter to CAMPO to involve NC DOT in the discussions.

e. Bus Rapid Transit/FAST Study (MPO)

Chair Ellen Beckmann began the update on the Bus Rapid/FAST Study. Doug Plachcinski stated that by Friday we should hopefully create a timeline and make sure that partners are clear on potential outcomes. Meg Scully asked if funds from the Transit Study could be used for these efforts. Chair Ellen Beckmann agreed that the two are complementary and is open to using Transit Funds once the scope for the project has been defined.

4. SWG Administration Transition (MPO)

Doug Plachcinski went over a list of responsibilities and suggested an annual workshop to set details about the work program. Ellen Beckmann announced that Brandi Minor will be the administrator for Durham County.

5. SWG Bylaw Revision Recommendation (MPO)

This is a minor technical change that recommends that the elections occur at the last meeting of the fiscal year rather than the first meeting of the fiscal year.

Chair Ellen Beckmann made a motion to pass the recommendation. The motion was seconded by Doug Plachcinski and passed unanimously.

6. For Submission to the Durham Board of County Commissioners, MPO Board, and GoTriangle Board (MPO)

a. Approve the FY24 SWG Meeting Schedule

Chair Ellen Beckmann noted that it is not for approval by the governing boards, just for review.

Jay Heikes made the motion to approve the FY24 SWG Meeting Schedule. The motion was seconded by Doug Plachcinski and passed unanimously.

b. Approve the FY24 Annual Work Program Development Schedule

This was transcribed from a table Adam Howell did. Chair Ellen Beckmann expects to work with everyone, and the dates may change on this table.

Jenny Green expressed concern about time to adjust the work program before it goes to the public. She asked if the December meeting could have a preview of the work program so that deadlines can be met. Ellen Beckmann agreed with making that adjustment. The group decided to move the line "GoTriangle Finance creates consolidated project sheet" above the December 20 date and to move "project sheets due" to November.

Jay Heikes made the motion to approve the FY24 Annual Work Program Development Schedule. The motion was seconded by Doug Plachcinski and passed unanimously.

Approve the Quarterly Amendments Schedule for Development

Brandi Minor went over the amendment schedule. It includes three cycles of the work program.

Jay Heikes made the motion to approve the Quarterly Amendments Schedule for Development. The motion was seconded by Doug Plachcinski and passed unanimously.

c. Approve: Lead Agency for the Development of

The group went through and designated either one or multiple agencies as the Lead Agency for the below items, the headings of the Lead Agency Matrix. The subitems will be determined at a later time.

i. Annual Work Program

Durham County was designated as the Lead Agency for the Annual Work Program.

ii. Multi-Year Vision Plan

Both the **DCHC MPO** and **Durham County** will work together on the Multi-Year Vision Plan. Chair Ellen Beckmann stated that she would like to time it with the MTP to help with coordination with the MPO.

iii. Templates for project and financial reports

GoTriangle was designed as the Lead Agency for templates for project and financial reports. Steven Schlossberg stated that anything financial related should be designated to GoTriangle.

iv. Designation of Project Sponsors

Chair Ellen Beckmann read an excerpt from the ILA and stated that this is in the work program that will be approved. The **DCHC MPO** was designated as the Lead Agency for the Designation of Project Sponsors.

v. Project Specifics – scope, geography, budget, sponsor, purpose, goals

The Implementation strategy will need to be pulled out of document and put in correct place. **Durham County** was designated as the Lead Agency for Project Specifics, but the **Project Sponsors** will need to submit these through the work program process.

vi. Public outreach strategy for work program, vision plan, project sponsors, scopes

- 1. Work program - GoTriangle**
- 2. Vision plan – DCHC MPO**
- 3. Project sponsors - DCHC MPO**
- 4. Scope of work - GoTriangle**

Originally both GoTriangle and Durham County were designated as the Lead Agency for the Work Program. Jay Heikes stated that this is consistent with how CAMPO is doing things. Steven Schlossberg expressed the desire for there to be one lead agency. Chair Ellen Beckmann expressed concern regarding how the GoForward website is being updated. Sandra Freeman gave the suggestion for GoTriangle to be able to perform expected tasks to which Chair Ellen Beckmann agreed to.

Jay Heikes made a motion to approve the documents with revisions voiced by Ellen Beckmann. The motion was seconded by Doug Plachcinski and passed unanimously.

7. FY23 Q3 Financial Update

Steven Schlossberg provided a high-level update for the Q3 financial results. In the update he reported that at only 7 months in, they've hit 80% of the budget. He also reported that the half cent sales tax has been increasing since FY16; it will estimate to end the year at around 43 million for FY23. Steven Schlossberg also stated that the Vehicle Rental will probably surpass budget.

8. Enhanced Q2 Reporting Template (GoTriangle)

Steven Schlossberg went over the template that jurisdictions will be expected to fill out. Chair Ellen Beckmann verified with the ILA that the format of the template shall be agreed upon by participating parties.

Doug Plachcinski made a motion to approve the enhanced Q2 reporting template. The motion was seconded by Jay Heikes and passed unanimously.

9. Chair and Vice-Chair Election

Chair Ellen Beckmann nominated Doug Plachcinski as the Chair; seconded by Jay Heikes and passed unanimously.

Doug Plachcinski nominated Chair Ellen Beckmann as the Vice-Chair; seconded by Jay Heikes and passed unanimously.

10. Next Meeting – August 16

Chair Ellen Beckmann announced that the next meeting will be on August 16.

11. Adjournment

With no further business before the Durham SWG, the meeting was adjourned at 3:00 p.m.