

**Durham Staff Working Group**  
**October 18, 2023**  
**MEETING NOTES**

The Durham Staff Working Group met on Wednesday, October 18, 2023, at 1:00pm in the Durham County Admin II Building, Room 461, as well as through the Microsoft Teams platform. The following members and guests were in attendance:

Doug Plachcinski (Chair, Voting Member)	DCHC MPO
Ellen Beckmann (Vice-Chair, Voting Member)	Durham County
Jay Heikes (Voting Member)	GoTriangle
Jenny Green (Voting Member)	City of Durham
Ryan Eldridge	Durham County
Brandi Minor	Durham County
Kelly Fomenko*	DCHC MPO
David Miller**	DCHC MPO
Eric Simpson	City of Durham
Paul Black**	GoTriangle
Steven Schlossberg	GoTriangle
Meg Scully*	GoTriangle

Quorum Count: 4 of 4 Voting Members

\*Attended remotely

\*\*Attended remotely after roll call

**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. There were none.

**3. Public Comment**

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

**4. Administration**

**a. SWG Administration**

**i. Approval of September 2023 Minutes**

Ellen Beckmann made a motion to approve the SWG Meeting Minutes. Jay Heikes seconded the motion. The motion passed unanimously.

**b. Tax District Administration**

**i. Review FY24 Work Program Roll Forward Projects**

Steven Schlossberg gave a presentation on the process for submitting the FY25 project templates. The project sheets will be due on October 27<sup>th</sup> and should be

uploaded to the SharePoint site. The requirements for submitting a new project sheet for FY25 were discussed. Those requirements include any new operating project request, any currently adopted operating project with more than 2.5% increase as compared to the FY24 Work Program, any currently adopted operating project with a scope change, and any new capital project regardless of if it was included in the previous Durham Transit Plan. The FY25 Durham SWG Existing Project Listing was also reviewed, and it was mentioned that any project highlighted in gray were projects that need a new FY25 project sheet. All projects that were not highlighted will still need to be reviewed by the project sponsor to ensure the 2.5% standard increase is reasonable. There was also some discussion on how the SRTP would be incorporated into the FY25 Work Program.

**c. Public Engagement and Communication**

**i. GoForward website updates**

Steven Schlossberg mentioned that all the website updates have been made. Ellen Beckmann commented that she would like to see the old work programs displayed on the website. Brandi Minor indicated that she had spoken with Wendy Mallon regarding this matter and will follow-up with her.

**ii. Transit Tracker Development**

Ryan Eldridge gave a presentation on the status of the Transit Plan Tracking Dashboard Display Metrics. The purpose of this project is to facilitate telling our story and reporting our progress, as well as being responsive to the public's request for this information. Ryan Eldridge discussed how the metrics were interpreted from the Transit Plan, as well as how the process of refining and developing the metrics occurred, which was through multiple meetings with members of the SWG. The timeline for this project was also discussed, which is scheduled to run through Spring 2024. The next step in this process will be to request any additional feedback, and then vote on the metrics at the next SWG meeting.

**5. Work Program**

**a. FY24 Q2 Work Program Amendments**

Brandi Minor provided a brief overview of the two amendments received for Q2 and explained the submission process to the BOCC. The public comment period ended on October 12<sup>th</sup> and no public comments were received. A memo was prepared for the BOCC along with a brief presentation. These items will be presented to the BOCC at the County's work session meeting, which will occur on November 6<sup>th</sup>. Ellen Beckmann shared the presentation NCDOT gave at the TPAC meeting earlier that morning regarding the FAST 2 Study.

**i. FAST 2 Study, Mobile Ticketing Technology**

Jay Heikes made a motion to release the amendments for approval to the governing boards. Ellen Beckmann seconded the motion. The motion passed unanimously.

**b. FY25 Work Program**

**i. Review Schedule and any upcoming tasks for November**

Brandi Minor reviewed the Work Program Development and Approval Schedule tasks for November. A financial subcommittee meeting will be held in November, ideally before the Thanksgiving holiday. The SWG will also continue to refine the project sheets. Jenny Green asked if a summary of the project sheets would be shared in November. Steven Schlossberg stated that GoTriangle will provide a consolidated sheet displaying the submitted projects. Jenny Green also asked if the SWG could be notified ahead of the next meeting of the expectations for the November meeting regarding the discussion of the submitted projects, to which the SWG agreed. Ellen Beckmann indicated that each project sponsor should be prepared to answer questions (if any) regarding their project sheets even though at that point, the projects will not have been run through the financial model.

**6. Project Sponsor Updates**

**a. Durham County**

Ellen Beckmann stated there were no significant updates. But she would like to meet with the City of Durham and GoTriangle to discuss micro-transit and the Durham County Education and Employment Access project.

**b. DCHC MPO**

Doug Plachcinski stated they had some meetings with a couple of strategy consultants regarding the Bus Speed and Reliability Study.

**c. GoTriangle**

Jay Heikes stated that the Short-Range Transit Plan will open for public comment next Monday and will conclude before the Thanksgiving holiday.

**d. City of Durham**

Jenny Green stated they will be restoring service on November 11<sup>th</sup> on Route 1 and Route 4 at night, Monday through Saturday; Monday through Saturday for Route 10, and Saturday for Route 5, which will bring them back to full frequent service network Monday through Saturday daytime hours. In January, they are looking to bring back Route 6 frequency and Route 12B. They are restarting services based on ridership, and not funding, as Route 6 is not funded by the Transit Plan. Eric Simpson stated that Kittleson has been selected to be the prime design consultant for the Fayetteville & Holloway bus project. Jenny Green mentioned that five of the six electric buses have arrived from California and the sixth is currently in Seattle. There will be a press release next week on CBS 11.

**7. Next Meeting – November 13, 2023**

Brandi Minor announced that the next Durham County SWG meeting will be November 13.

**8. Adjournment**

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