

Durham Staff Working Group
November 13, 2023
MEETING NOTES

The Durham Staff Working Group met on Monday, November 13, 2023, 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:

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
Filmon Fishastion*	DCHC MPO
Kelly Fomenko*	DCHC MPO
Sean Egan*	City of Durham
Brian Fahey	City of Durham
Bill Judge*	City of Durham
Eric Simpson*	City of Durham
Paul Black*	GoTriangle
Jennifer Hayden*	GoTriangle
Liz Raskopf*	GoTriangle
Steven Schlossberg	GoTriangle
Meg Scully*	GoTriangle
Katie Urban*	GoTriangle

Quorum Count: 4 of 4 Voting Members

*Attended remotely

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 October 2023 Minutes

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

b. Tax District Administration

i. FY23 Year-End Review

Steven Schlossberg gave a presentation on the FY23 year-end actuals. He stated that the results at this time were still pending LGC (Local Government Commission) and GFOA (Government Financial Officers Association) approval. The half-cents sales tax performed well as we exceeded the budgeted \$35.5M in revenues. The Vehicle Rental Tax also performed well, coming in at about \$400K over budgeted revenues. As a reminder, in FY24 GoTriangle will retain the Vehicle Rental Tax revenues. The Vehicle Registration Fees were consistent with budgeted revenues. Interest Income, which is not budgeted in any of the transit plans, provided \$4M in revenues. Operating expenses were overall about \$3.2M less than budget. Capital expenses, which usually take several years to complete, will have approximately \$34M in carryover, with about \$5.65M spent during the year. Overall, the Durham Transit Plan has a healthy fund balance, coming in at about \$107M, with \$34M (carryover) previously appropriated to existing projects. At the conclusion of this presentation, there was some discussion on inactive projects and how we will address those in the future; as well as having consistency in the documentation submitted by each sponsor for the quarterly reimbursements.

c. Public Engagement and Communication

i. GoForward website updates

Liz Raskopf mentioned that Brandi Minor was in contact with the Marketing department regarding updates while she was out on leave. The last item on the to-do list is to provide PDF copies of the prior year's Work Programs so they may be added to the website.

ii. Transit Tracker Development

Ryan Eldridge provided an overview of the metrics and the process the team took to arrive at the current metrics. He also mentioned that the RFQ for the design consultant is live and that the last day for comments is tomorrow. The RFQ is scheduled to close on November 30th. Ryan also provided context on the next steps relating to how the consultant will be selected, as well as how the SWG will be engaged to further develop the metrics and assist in the implementation of these metrics into the transit tracker. Ellen Beckmann made a motion to approve the Implementation Metrics. Jenny Green seconded the motion.

iii. Annual Report Update

Liz Raskopf stated that there are no specific updates at this time, but a progress report for each county has been provided as well as a GoTriangle summary, all of which are available on the GoForward website. Steve Schlossberg mentioned that an annual report will be provided hopefully before the next meeting. Ellen Beckmann and Meg Scully stated that the Annual Report is typically presented by Jennifer Hayden and other staff members/project sponsors are on hand to answer questions if needed.

5. Work Program

a. FY24 Work Program

i. Update on Q2 Amendment Cycle

Brandi Minor stated that she, Doug Plachcinski and Steve Schlossberg gave a presentation to the BOCC regarding the Q2 amendments, and it was very well received. She also mentioned that amendments were scheduled to be approved at the BOCC meeting later that evening.

ii. Overview of Q3 Amendment Cycle

Brandi Minor stated that the Q3 amendment cycle is rapidly approaching and the deadline for submission is November 30th. She also provided an overview of the Q3 amendment cycle schedule.

b. FY25 Work Program

i. Overview of Project Sheets

- 1. Durham County**
- 2. GoTriangle**
- 3. City of Durham**

Brandi Minor stated that each project sponsor would have an opportunity to receive and/or answer questions regarding their project sheets. She also mentioned that this would be a preliminary discussion and a more in-depth discussion would be had at the next meeting. A consolidated file was created by Katie Urban and posted on SharePoint that displays each submitted project sheet. It was stated that any minor adjustments to the project sheets should be completed by next Wednesday and all project sheets are due November 30th.

ii. Review Schedule and any upcoming tasks for next month

Brandi Minor reviewed the schedule for December 2023 and indicated that she would send out a recap email following the meeting to inform the SWG of the upcoming deadlines.

6. Project Sponsor Updates

a. Durham County

Ellen Beckmann stated there were no significant updates as Ryan Eldridge has provided updates earlier in the meeting regarding the Transit Tracker.

b. DCHC MPO

Doug Plachcinski stated they had received some informal suggestions on what the scope of the Bus Speed and Reliability Study should look like. He plans to connect with Ellen Beckmann before Thanksgiving to determine the next steps.

c. GoTriangle

Jay Heikes stated that the Short-Range Transit Plan engagement period has concluded. They are still tallying paper surveys as they received a significant number of paper surveys. He also mentioned that they will be wrapping up this plan by the end of the year. Meg Scully provided an update on microtransit. She indicated that they will be changing the pilot program rules effective December 1st to reduce the number of trips and the max voucher or subsidy for each trip, to try to maintain some budget based on recent usage.

d. City of Durham

Brian Fahey stated that four of the six electric buses were put into revenue service. Jenny Green stated that they restored some service last Saturday, and they now have all the frequent service corridors in-service now Monday through Saturday which represents 98% of full pre-pandemic service. Brian Fahey mentioned that for the paratransit improvement study, they have had two meetings with their consultant and their timing right now is to have some initial recommendations on the first few tasks. Those tasks include looking at possibly expanding their user program; and focusing on the customer service side to include customer communications, travel, training and mobility orientation and the taxi program. He also mentioned that they expect to receive recommendations in February. Jenny Green mentioned that they have two new team members that report to Brian Fahey, Quinton Martinez (Mobility Services Analyst) and Benjamin Schwartz (Transit Apprentice). Eric Simpson stated there will be a quarterly executive meeting regarding the Durham Station and that they are viewing this project as being on-schedule.

7. Next Meeting – December 18, 2023

Brandi Minor announced that the next Durham County SWG meeting will be December 18.

8. Adjournment

With no further items to discuss, the meeting was adjourned at 3:29 p.m.