

Durham Staff Working Group
December 18, 2023
MEETING NOTES

The Durham Staff Working Group met on Monday, December 18, 2023, at 1:00pm in the Durham County Admin II Building, Room 466, as well as through the Microsoft Teams platform. The following members and guests were in attendance:

Colleen McGue (Acting 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
Bill Judge*	City of Durham
Eric Simpson	City of Durham
Paul Black*	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

Vice-Chair Ellen Beckmann called the meeting to order at 1:00 p.m. All voting members were acknowledged to be in attendance.

2. Adjustments to the Agenda

Vice-Chair Ellen Beckmann asked if there were any adjustments to the agenda. There were none.

3. Public Comment

Vice-Chair Ellen Beckmann asked if there were any public comments. There were none.

4. Administration

a. SWG Administration

i. Approval of November 2023 Minutes

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

ii. Reimbursement Documentation

Brandi Minor mentioned that a meeting will be scheduled in January 2024 to discuss the documentation requirements for the Quarterly Reimbursement Requests. The

SWG members will be asked to share their availability via a Doodle Poll that will be sent following the meeting.

b. Tax District Administration

i. FY24 Q1 Financial Update

Steven Schlossberg gave a presentation on the FY24 Q1 financials. He indicated that the projected revenues for FY24 will be approximately \$43M. In comparison to FY23, the ½ cent sales tax is performing better than expected and we have received almost 24% of the FY24 budgeted revenues. Steven Schlossberg also provided insight into the status of the active projects by sharing the Progress Report for Q1.

ii. FY23 Annual Report

The FY23 Annual Report was shared with the SWG but there was no discussion as this was included for informational purposes only. This report will be shared with the BOCC in February 2024.

c. Public Engagement and Communication

i. GoForward website updates

There were no updates, but Brandi Minor mentioned that she will contact Liz Raskopf to provide the information for the GoForward website regarding the FY24 Q3 Amendments.

ii. Transit Tracker Development

Ryan Eldridge provided an update on the status of the RFQ for the design consultant. 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 tracker.

5. Work Program

a. FY24 Work Program

i. Q3 Amendments

Brandi Minor provided an overview of the three amendments received for Q3. The three amendments were proposed by the City of Durham (GoDurham) and include the DIGI Modems (Project ID 22DCI_CD1), Transit Construction Team Leader (Project ID 23DCT_PA03), and Transit Construction Project Manager (Project ID 23DCT_PA01). Ellen Beckmann made a motion to release the Q3 Amendments for public comment. Jay Heikes seconded the motion. The motion passed unanimously.

b. FY25 Work Program

i. Review the FY25 Work Program Submission and compare to adopted Durham Transit Plan

Brandi Minor and Ellen Beckmann gave a presentation on the FY25 Work Program Submission. They reviewed each project (or group of similar projects) and provided a recommendation as to if it should be included in the Work Program. The project recommendations were based on their alignment to the recently adopted DTP. There was also discussion regarding projects relating to the Short-Range Transit Plan (SRTP).

ii. Financial Feasibility of FY25 Work Program

Steven Schlossberg gave a presentation on the financial feasibility of the FY25 Work Program. It was concluded that the projects submitted for the FY25 Work Program (carryforward and new) are not financially feasible and revisions would need to be made to various projects before the SWG may move forward.

iii. Review Schedule and any upcoming tasks for next month

Brandi Minor reviewed the schedule for January 2024 and indicated that the Draft FY25 Work Program is scheduled to be released for public comment by the end of January 2024.

6. Project Sponsor Updates

a. Durham County

There were no updates from Durham County.

b. DCHC MPO

There were no updates from the DCHC MPO.

c. GoTriangle

Paul Black provided a brief update on the status of capital planning activities.

d. City of Durham

Eric Simpson mentioned that the Better Bus Project contract with Kittleson was moved to City Council for approval in January 2024. Jenny Green provided updates on service restoration for January 27, 2024, which will be restored to 100% of pre-pandemic service.

7. Next Meeting – January 17, 2024

Brandi Minor announced that the next Durham County SWG meeting will be January 17.

8. Adjournment

With no further items to discuss, the meeting was adjourned at 4:25 p.m.