

Durham Staff Working Group
January 17, 2024
MEETING NOTES

The Durham Staff Working Group met on Wednesday, January 17, 2024, 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
Sean Egan*	City of Durham
Bill Judge*	City of Durham
Evian Patterson*	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 December 2023 Minutes

Ellen Beckmann mentioned that the minutes from the November 2023 meeting requires a modification, to reflect that she chaired the meeting. Ellen Beckmann made a motion to approve the SWG Meeting Minutes with the revision. Jay Heikes seconded the motion. The motion passed unanimously.

b. Tax District Administration

i. FY25 Work Program Financial Model Update

Steven Schlossberg gave a presentation on the FY25 Durham Transit Financial Program. He mentioned that he has prepared a trial run of the financial model that he wants to share with the SWG. There were several scenarios discussed previously over the holidays and at the first of the year. Through collaboration with all partners, he believes we have a financial model that is fiscally responsible and meets the goals of the Transit Plan. The Draft FY25 Work Program includes an estimate of \$43M for the half-cents sales tax revenues. Through FY24 (July 2023 – October 2023), we have collected 33% or \$13M in sales tax. Steve reviewed the financial sheets (both capital and operating) that will appear in the Work Program. Steve also led a thorough discussion regarding both Operating and Capital projects that possibly require modification within the FY25 Work Program, as well as those project sheets that should be delayed. Jenny Green commented that she would like to see all the financial materials ahead of the meeting to ensure everyone has access to the same information. After more discussion, Steve reiterated that for the CIP, the FY25 funds are the only funding that is getting approved this year. Any future funding that is programmed into the CIP is not guaranteed and could possibly increase or decrease. There was some additional discussion on the City of Durham’s capital projects (Paratransit, Fay Street BOMF). Ellen Beckmann stated that she wants to be sure everyone is clear what the overall funding is, how it is budgeted and fits into the model. Jenny Green responded that the City will be pursuing federal funding for construction of the BOMF. Ellen Beckmann emphasized that the BOMF is now \$30M, which is six times more than what was adopted in the Durham Transit Plan and should be highlighted in our engagement efforts since the DTP was just adopted six months ago. Ellen Beckmann also reminded the SWG of the public comment release schedule for the Work Program, and Brandi Minor confirmed that there is only one week remaining to adjust the draft Work Program, as all revisions are due to the consultant in a week. Meg Scully asked how the information will be relayed to the public as she believes it should be thoroughly explained so they may provide meaningful comments. Ellen Beckmann agreed. Jenny Green asked if projects could be lumped together to which Ellen Beckmann disagreed, as all projects need to be distinct so they can be tracked and have accountability for the actual progress. There was some discussion on the Village Transit Center and how it should be modeled. Steve Schlossberg then provided an overview of the financial model results, indicating that the excess liquidity low point is \$21M in FY35, which is really \$11M when you deduct the \$10M as per the requirements of the Financial Policy. He concluded that everything provided, including the suggested adjustments, should work for the model.

c. Public Engagement and Communication

i. GoForward website updates

Liz Raskopf provided an update and stated that the most recent customer satisfaction onboard survey results are available on the GoForward website. Ellen Beckmann asked about public engagement for the draft FY25 Work Program and requested we could coordinate those efforts. Jenny Green asked if

the public engagement plan could be shared with the SWG, to which Liz Raskopf agreed.

ii. Transit Tracker Development

This item was inadvertently skipped but an update was provided during the project sponsor updates.

5. Work Program

a. FY24 Work Program

i. Q3 Amendments – Review Public Comments / Vote to Release for Approval

Brandi Minor provided an overview of public comments received for the three Q3 amendments. Doug Plachcinski asked when the amendments would be presented to the BOCC, to which Brandi Minor replied February 5th. Steve Schlossberg indicated that the amendments would also go to GoTriangle Finance and Audit Committee on February 7th. Ellen Beckmann made a motion to release the Q3 Amendments to the governing boards for approval. Jay Heikes seconded the motion. The motion passed unanimously.

b. FY25 Work Program

i. Review and discuss Draft FY25 Work Program / Vote to Release for Public Comment

Brandi Minor provided a detailed overview of the draft FY25 Work Program and stated that she is reviewing and will be correcting errors before it is released for public comment. Brandi Minor also stated that there will be significant updates to the narrative portion of the Work Program as it was written four weeks ago and does not reflect recent changes. She mentioned that the SWG will have an opportunity to review the revised draft Work Program before it is released for public comment. After a thorough review of the draft Work Program, the SWG provided comments and suggestions for revisions. Meg Scully mentioned she would like to see a footnote indicating that all funding GoTriangle receives is not for the benefit of their agency. Jenny Green asked why there were dashes (zeros) in the FY25 Total Submission columns on the financial tables. Steve Schlossberg responded that any projects with dashes are carryover projects and the FY25 column is blank if no new funding was requested. Ellen Beckmann mentioned that all carryover projects will require project sheets which will assist the public in seeing projects that were funded in prior fiscal years, which is also required by the CPA. Jay Heikes mentioned that not all projects will have the same phases. He also stated that instead of having beginning/ending dates, he would prefer project specific milestone dates. Ellen Beckmann responded that she would prefer all the projects sheets to be consistent because we do not want to confuse the Boards or the Public. Jay Heikes agreed that it would probably be best not to change the template at this time. Ellen Beckmann also stated that the Capital Costs Table should be reconciled to the CIP. Brandi Minor reiterated that all revisions are due by next Wednesday. She also mentioned that the Multi-Year Operating and CIP would be forthcoming, along with the appendix of previously approved projects. Overall, the SWG was pleased with the draft FY25 Work Program; and Brandi Minor collected additional feedback from the SWG on suggested revisions that she will incorporate into the document. Ellen

Beckmann made a motion to release the Draft FY25 Work Program for public comment. Jay Heikes seconded the motion. The motion passed unanimously.

ii. Review Process of Next Steps for Draft FY25 Work Program

Brandi Minor stated she would send out an email to the SWG to recap the actions needing to be completed over the next week.

iii. Review Schedule and any upcoming tasks for next month

This item was inadvertently skipped but will be provided at the next meeting.

6. Project Sponsor Updates

a. Durham County

Ryan Eldridge provided an update on the Transit Tracker. He stated that the interviews concluded in December 2023, and the goal is to have a kickoff in February 2024, provided the contract is approved within a timely fashion by the BOCC.

b. DCHC MPO

Doug Plachcinski provided an update on the Bus Speed and Reliability Study. He mentioned they are kicking off the scoping process and that an agreement has been sent through DocuSign to formalize the Phase One arrangement, which will involve a lot of listening and stakeholder review. They plan to announce the firm and then proceed to with the kickoff.

c. GoTriangle

No updates from GoTriangle.

d. City of Durham

Eric Simpson provided an update that the City Council approved the Fayetteville and Holloway TEC's design contract with Kittleson. The kickoff meeting will occur in late February 2024. Jenny Green provided an update on service restoration, which is planned for January 27th and will restore service 100% back to pre-pandemic levels. She also mentioned they are planning for the first phase of service expansion since the pandemic. Eric Simpson also stated that they are preparing a RAISE application for safe streets for transit on the Holloway Corridor and will be requesting letters of support from partners. The application is due February 28th.

7. Next Meeting – February 21, 2024

Doug Plachcinski announced the next Durham County SWG meeting will be February 21.

8. Adjournment

With no further items to discuss, the meeting was adjourned at 4:15 p.m.