

Durham Staff Working Group
February 21, 2024
MEETING NOTES

The Durham Staff Working Group met on Wednesday, February 21, 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
Eric Simpson	City of Durham
Paul Black*	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 1:04 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 January 2024 Minutes

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

ii. Quarterly Reimbursement Documentation Policy

Brandi Minor mentioned that the policy is still being drafted. The general policy will include a minimum requirement to include the general ledger detail which was discussed at the meeting held on January 16th.

iii. Reschedule April 2024 Meeting

Brandi Minor mentioned there is a conflict that will impact the attendance of the April SWG meeting. A conference is being held on the same day that several of the SWG members are attending. The meeting will need to be rescheduled to either April 15th or April 16th. Ellen Beckmann made a motion to reschedule the meeting to April 16, 2024. Jenny Green seconded the motion. The motion passed unanimously.

b. Tax District Administration

i. FY25 Work Program Financial Model Update

Steven Schlossberg stated there were no major updates at this time, but he will be providing a Q2 update at the next meeting.

c. Public Engagement and Communication

i. GoForward website updates

Liz Raskopf stated the GoForward website has received some public comments on the draft FY25 Work Program and provided an overview of the tabling sessions held at Durham Station. She also stated that she will provide a final report at the conclusion of the public comment period. Ellen Beckmann asked if there were any themes within the comments received thus far, to which Brandi Minor and Liz Raskopf stated that several comments referenced Ellis Road and how to get transit service to this area. Jay Heikes mentioned that there is an unfunded priority from the transit plan and SRTP that would address these comments regarding Ellis Road and Fearington Road. Doug Plachcinski stated that although we have placeholders for these improvements, merely allocating some funding does not create the implementation opportunity, and that it would be helpful to understand the other steps that need to happen beyond just allocating the funding. There was some additional discussion regarding this matter, but it was decided this matter would be further discussed offline.

ii. Transit Tracker Development

Ryan Eldridge mentioned that he is still going through the County process to get the consultant under contract, but the contract is scheduled to appear on the agenda at the next BOCC work session. From here, he will get the consultant under the contract and the hope is to have the kickoff in March.

5. Work Program

a. FY24 Work Program

i. Q3 Amendments

Brandi Minor stated that the Q3 amendments are on the consent agenda and scheduled to be approved at the next BOCC meeting.

ii. Q4 Amendments

Brandi Minor stated that the Q4 amendments are due on February 29th, and to include a memo and the project budget sheet in the submission. During this segment, there was some discussion on the Durham Station project and the

need by the City to provide a preaudit certification. Steve Schlossberg mentioned that the Interim CFO could possibly provide a letter stating the level of funding that is currently allocated and programmed for this project. Eric Simpson stated that the contract is scheduled to be approved in June and there was some discussion on if a Q4 amendment would be needed for this project.

b. FY25 Work Program

i. Review Process of Next Steps for final FY25 Work Program

Brandi Minor provided an overview of the items needing to be completed for the final recommended FY25 Work Program. All revised project sheets are due by February 29th. Any items that were incomplete or listed as in development, will need to be addressed, specifically the implementation metrics and goals. The previously approved Exhibit A's will also need to be completed in the same manner as the regular project sheets that appeared in the draft. She stated that all the project sheets are uploaded on SharePoint and revisions can be made from those files. Jenny Green asked for clarification on the differences between implementation metrics and performance metrics, to which Brandi responded that the implementation metrics align with the metrics that will be tracked in the Transit Tracker and the performance metrics were pulled directly from the 2023 Transit Plan. Meg Scully asked how the Transit Plan Performance Metrics were being tracked, to which Ellen Beckmann responded that they are being tracked via the survey each time the transit plan is updated. Brandi Minor also reviewed the Global Operating and Capital Agreements and stated that these will also need to be completed/approved as part of the final recommended Work Program.

ii. Review Schedule and any upcoming tasks for next month

Brandi Minor reviewed the schedule and mentioned that she will gather all public comments and share with the SWG. Over the next month, she will work with the SWG to finalize the Work Program, as the SWG will be voting on the final recommended Work Program at the March 20th meeting. After the vote, the Work Program will be submitted to the BOCC for approval in April.

6. Project Sponsor Updates

a. Durham County

Ellen Beckmann stated that she met with Brian to talk about the education and employment access project. They are looking to pilot transit service to the Museum of Life and Science on their community days, possibly starting in March.

b. DCHC MPO

Doug Plachcinski provided an update on the Bus Speed and Reliability Study. He mentioned they had an initial internal meeting to help scope out what a bus speed and reliability study looks like which will help them identify a process that will help them go through the procurement process. Ellen Beckmann asked when they expect the interviews for the catalyst project to start, to which Doug Plachcinski replied the first half of March. He also mentioned that they have 90 days to get the scope done under their agreement. The goal is to have whoever is working on the scope to begin work in July.

c. GoTriangle

Jay Heikes stated that there is a service change scheduled for March 17th, primarily some timing changes to address on time performance. They have issued two notices to proceed for groups H and G, just shy of 20 bus stops, primarily in Durham County. As of this week, three have already been completed and contractor uptake and performance are improving. They are on track to have the agreed upon 40 bus stops completed within FY24. They are still shooting for 50 but will at least have 40 in construction in the next couple of months. Meg Scully also reminded the SWG that there is a website that is currently being updated showcasing the bus stop improvements funded by the Transit Plan. Ellen Beckmann asked if the website link could be shared to which Meg Scully agreed. Jay Heikes also stated that GoTriangle is submitting an updated version of the RAISE grant next week. Meg Scully also announced that Jay Heikes has been promoted to Service Planning Manager. Jay Heikes also mentioned that the FTA approved modifications to the grant agreement for RUS Bus (aka Raleigh Union Station Bus Facility). The project is within budget and on schedule to be completed by August 25.

d. City of Durham

Jenny Green stated that they have a new staff member, Lindsay Smart, who has joined the Mobility Services team. She will be responsible for GoDurham Connect and the Senior Shuttle. She also mentioned they are preparing Q4 amendments and mentioned there will be an amendment for paratransit improvement services. Jenny Green also stated that they no longer have access to Swiftly, which is the technology software that allows them to see real-time information about buses, make schedule updates, and the real-time feed that allows the GoDurham buses to show up in Google Maps. GoDurham is no longer part of the GoTriangle contract, so they will be submitting a Q4 amendment for funding for this service.

7. Next Meeting – March 20, 2024

Doug Plachcinski announced the next Durham County SWG meeting will be March 20.

8. Adjournment

With no further items to discuss, the meeting was adjourned at 2:54 p.m.