

Durham Staff Working Group
April 16, 2024
MEETING NOTES

The Durham Staff Working Group met on Tuesday, April 16, 2024, 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:

Doug Plachcinski (Chair, Voting Member)	DCHC MPO
Ellen Beckmann (Vice-Chair, Voting Member)	Durham County
Meg Scully (Alternate, Voting Member)	GoTriangle
Jenny Green (Voting Member)	City of Durham
Ryan Eldridge	Durham County
Brandi Minor	Durham County
Curtis Scarpignato	Durham County
Kelly Fomenko*	DCHC MPO
Brian Fahey*	City of Durham
Eric Simpson	City of Durham
Paul Black*	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 March 2024 Minutes

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

ii. Reimbursement Documentation Policy

Brandi Minor reviewed the revised Quarterly Reimbursement Documentation policy, which is included in the Financial Policies and Procedures Manual. The revised policy defines the documentation required for submission of the quarterly reimbursements as well as the preferred documentation. This policy is in alignment with the discussions previously had by members of the SWG. Ellen Beckmann made a motion

to approve the revised Financial Policies and Procedures Manual. Jenny Green seconded the motion. The motion passed unanimously.

b. Tax District Administration

Katie Urban stated there were no updates from the Tax District Administration.

c. Public Engagement and Communication

i. GoForward website updates

Meg Scully stated that Liz Raskopf will be bringing forth a draft public engagement plan, for public engagement of all elements including the Transit Plan, Work Program and Work Program Amendments. Brandi Minor stated that the FY24 Q4 Amendments were included on the GoForward website and that the public comment period ended on April 11th.

ii. Transit Tracker Development

Ryan Eldridge mentioned there are no additional updates from the info that was shared last month, but he is close to having the contract finalized with FourSquare ITP.

5. Work Program

a. FY24 Work Program

i. Q4 Amendments

Brandi Minor stated that the FY24 Q4 amendments are scheduled to be on the May BOCC agenda. She reviewed the five (5) Q4 amendments and noted that the Paratransit study needs to be classified as a capital project instead of an operating project, and that this change will be incorporated before the amendments are submitted to the BOCC.

Brandi Minor also clarified that the Vehicle Repower project sponsored by the City of Durham will not be a Work Program Amendment, but instead submitted as a technical correction. The Exhibit A for this project will be created and included in the final Work Program.

Doug Plachcinski stated that he was excited about the Regional Technology Plan Update and asked when the project is expected to begin. Meg Scully replied that Austin Stanion is the project manager, and he has been working with the transit systems on the scope of work. Austin Stanion is planning to share a draft scope at a future SWG meeting.

Brandi Minor shared that the FY24 Q4 amendments did not receive any public comments. Meg Scully stated that she will ask Liz Raskopf to provide context as to why there sometimes are little to no responses to our engagement efforts during amendment cycles, and that generally, it is because these amendments are already part of the Work Program and the SWG is only making small changes throughout the year as needed.

Jenny Green made a motion to release the amendments to the governing boards for approval. Meg Scully seconded the motion. The motion passed unanimously.

b. FY25 Work Program

i. Global Operating and Capital Agreements

Brandi Minor stated that the agreements need to be executed by June 30, 2024. She also mentioned she will be completing the templates on behalf of the partners, to include filling in the information required for each agreement so there will be consistency amongst the partner agreements. Brandi Minor also clarified that each agency may have three agreements to submit; one operating, one capital, and one capital for projects with federal funding as the template includes additional language for federally funded projects. Doug Plachcinski mentioned that the reason we include DCHC MPO as a party is so the MPO will be able to include those projects in their programming and provide a report on the expenditure of funds, even though they do not have a role in the work.

Brandi Minor also stated that she will connect with Katie Urban to review the CIP, MYOP and Work Program to ensure the project titles and project IDs are correct and consistent. Brandi Minor also stated that a project closeout policy will be developed soon.

ii. Review Schedule and any upcoming tasks for next month

Brandi Minor stated that the BOCC has approved the Work Program in April 2024 and that it is scheduled to be approved by the GoTriangle Board of Trustees in June 2024. Brandi Minor also stated that she and Ellen Beckmann will be presenting the Work Program to the GoTriangle Board of Trustees in May 2024. The Work Program was previously presented to the GoTriangle Audit & Finance Committee and there were no comments received from them.

6. Project Sponsor Updates

a. Durham County

Ryan Eldridge mentioned that the County has been working with the Museum of Life and Science about providing transportation services to help individuals with transit barriers to reach the museum. He stated that there have been some internal shifts within the museum and their priorities have changed in that they no longer feel the shuttle service would be sufficient and are no longer interested in proceeding with this initiative. Ryan Eldridge also indicated that he provided information to the museum regarding the City's efforts to possibly provide microtransit opportunities; and information regarding the potential to provide specialized transportation service to the museum based on the outcomes of the study. Ryan Eldridge stated that he believes the museum's core interest is to have a bus stop on Murray Avenue, but he will continue working with them to determine how best to meet their needs. Ellen Beckmann added that the museum has specific memberships they offer to low-income people or people participating in other programs.

Ellen Beckmann stated that if there are any policies we want to develop, that the next six months would be a great time to do so. Brandi Minor mentioned there will be tweaks to the Work Program schedule but believes the process will be much easier for FY26.

b. DCHC MPO

Doug Plachcinski stated the consultant has started stakeholder interviews on the Bus Speed and Reliability planning process. They have received some preliminary notes and will be debriefing next week to synthesize the comments and obtain directions on next steps.

c. GoTriangle

Paul Black stated they are working to get the final current fiscal year lists for the Bus Stop Improvements Program so they can get them into design. He also mentioned they already have a draft FY25 and FY26 list with the hopes that FY25 will go quickly so they can start on FY26. Meg Scully also stated they are in the process of several grant submissions.

d. City of Durham

Jenny Green stated that service changes will be happening soon, which is the addition of the 30-minute service at night and on Sunday. The City is also continuing to bring in new operators and there were four graduates at the most recent graduation. Jenny Green also stated that they are working on the August 2024 service changes, and they need to finalize those materials by May 31st.

7. Next Meeting – May 15, 2024

Brandi Minor announced the next Durham County SWG meeting will be May 15, 2024.

8. Adjournment

With no further items to discuss, the meeting was adjourned at 2:00 p.m.