

Durham Staff Working Group
May 15, 2024
MEETING NOTES

The Durham Staff Working Group met on Wednesday, May 15, 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
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
Steven Schlossberg	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 April 2024 Minutes

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

ii. Revise June 2024 Meeting Date

Brandi Minor stated that the original meeting date, June 19th, is a holiday (Juneteenth), therefore the meeting for June will need to be rescheduled. The best day to reschedule is Monday, June 17th as several members of the SWG will be attending a transit tour on Tuesday, June 18th. Ellen Beckmann made a motion to

move the meeting date to June 17, 2024. Jenny Green seconded the motion. The motion passed unanimously.

iii. Quarterly Reimbursement Policy

Brandi Minor stated that a final copy of the Quarterly Reimbursement Documentation policy, which is part of the Financial Policies and Procedures Manual, was included in the agenda packet. There were no changes made from the last meeting.

b. Tax District Administration

Steven Schlossberg stated that he and Katie Urban are planning to provide full details on the Q3 financials. Steven also mentioned that he just received the Article 43 (1/2 sales tax) amount yesterday, and that we received 2.2M last month and YTD (through February 2024) we have received \$27.2M. With this current trend, he is expecting us to receive approximately \$42M to \$43M in revenues for FY24, which is higher than the original budget. Doug Plachcinski asked if there was a resource individuals could refer to if they wanted to understand factors influencing sales tax collection. Steven Schlossberg replied that he looks at the Federal Reserve, but also recommends following the retail sales trends to determine how things will fall.

c. Public Engagement and Communication

i. GoForward website updates

Meg Scully stated that there are no website updates, but the engagement team has been out canvassing at bus stops and with various organizations to distribute information regarding the return to fares on July 1. Meg also shared that Wendy's Communications group has been sharing the same information via the website, on-bus announcements, and social media platforms. Steven Schlossberg asked if there has been any outreach to the schools regarding the Youth GoPass. Meg Scully replied and indicated that the approach will be to allow partners to utilize the website to apply and there was some work done on the form to include permission from the parents. Meg also shared that there has been some promo to get as many people as possible to download the app with an incentive of receiving one free month (July).

ii. Transit Tracker Development

Ryan Eldridge mentioned the consultant, FourSquare ITP, is under contract. They have begun working and calendar invitations have been sent out to those persons who were previously in conversations regarding the metrics and the tracker. There will be biweekly meetings with the consultant, which are held every other Wednesday, and all are encouraged to attend. Ryan also mentioned that the consultant will host a workshop with all the partners to talk through the process, gain feedback and understand the process. The workshop will be held on June 5, 2024.

5. Work Program

a. FY24 Work Program

i. Q4 Amendments Update

Brandi Minor stated that the FY24 Q4 amendments were approved at the BOCC meeting on Monday night. Brandi also stated that she is working on the quarterly amendment schedule for next year, which will be shared at the June SWG meeting.

b. FY25 Work Program

i. Technical Corrections

Brandi Minor stated that a Technical Corrections memo was sent to the SWG. This memo summarizes the corrections and does not have an impact on the Work Program budget. Brandi also stated these technical corrections have been incorporated into the final Work Program and were shared with the BOCC and will also be shared with the GoTriangle Board of Trustees later this week.

ii. Global Operating and Capital Agreements

Brandi Minor stated that all partners should have received their completed agreements. Brandi also stated that Durham County will be presenting their agreements to the BOCC at the June 3rd work session for a scheduled approval on June 10th. Steven Schlossberg asked if the agreements need to be signed at this point, to which Brandi replied they will not need to be signed until after approval. Jenny Green asked how the agreements will be sent to GoTriangle for approval. Steven Schlossberg replied that he will take this back to GoTriangle for clarification but thinks the agreements may possibly be able to be grouped into a package for one approval. Steven will double-check with the GoTriangle legal team and provide a response to the SWG. Steven also commented that Wake County does not approve their agreements until after the Transit Work Program is adopted. There was some discussion on whether approving the agreements after the Work Program adoption is best as well as if the global agreements need to be amended every time a project is amended.

iii. Presentation to GoTriangle Board of Trustees

Brandi Minor stated that she and Ellen Beckmann will be presenting the Work Program to the GoTriangle Board of Trustees on May 22nd. Steven Schlossberg stated that Orange and Wake Counties will also be presenting.

iv. Review Schedule and any upcoming tasks for next month

Brandi Minor stated that the Work Program is scheduled to be approved on June 26, 2024, at the GoTriangle Board of Trustees meeting. She also mentioned that that this is the final step in the FY25 Work Program approval process. Doug Plachcinski mentioned that the Richmond tour is occurring on June 18th and he hopes to see some of the SWG members present to collaborate on some ideas.

6. Project Sponsor Updates

a. Durham County

Ellen Beckmann stated that they are waiting to hear back from FRA about the Rail Crossing Study agreements. Ellen also stated that the agreement for the NCDOT FAST 2 Study was recently approved by the BOCC, and the first meeting has been held.

b. DCHC MPO

Doug Plachcinski stated the MPO is expecting the consultants to deliver a draft RFLOI (Request for Letters of Interest) for regional connections as it applies to Bus Speed and Reliability. They have had good conversations with external and internal partners about their level of involvement in the process.

c. GoTriangle

Meg Scully stated that Jay Heikes is working with Brian Fahey on the final documents for the facilities part of the regional fleet facilities study. Meg also mentioned that Austin Stanion will be providing an update on the Regional Technology study scope next month. GoTriangle will also have some service changes coming in August and hopes it will return them to full service plus some expansion.

d. City of Durham

Jenny Green stated that there was a service change on April 27th, and they are reviewing the data to see how on-time service performance and ridership are performing which she plans to share at the June meeting. They are still working on the August service changes for the North Durham Improvements package, that will occur the Saturday before school starts. There will be some level of engagement regarding these upcoming changes. They are also beginning to think about the Winter 2025 service changes and will be developing materials for the public regarding these changes. The City's Global Agreements were on the May 9th City Council work session agenda and did not get pulled. They will move forward to the May 20th City Council meeting agenda for approval, and upon approval will be routed for signatures. Jenny also stated that they are working on updating their service standards and service change process documentation. Brian Fahey stated that he has received the final draft of the paratransit improvement study report from the consultant. Brian also stated that they have submitted a contract amendment for National Express Transit, which is now known as We Drive U. The amendment is scheduled to be approved on May 20th. This enables them to move forward with microtransit which will begin September 1st. Eric Simpson stated that Durham Station is out for bid, and the City Council approved the pre-GMP (Guaranteed Maximum Price) on May 6th. Steven Schlossberg asked when they will be able to view the bids. Eric Simpson replied that it will be late June. Eric also stated that there was some great feedback received at the Village Transit Center workshop. He then mentioned that the TECs are starting up with physical surveys (walking).

7. Next Meeting Date – June 17, 2024

Brandi Minor announced the next Durham County SWG meeting will be June 17, 2024

8. Adjournment

With no further items to discuss, the meeting was adjourned at 2:08 p.m.