

Durham Staff Working Group
August 21, 2024
MEETING NOTES

The Durham Staff Working Group met on Wednesday, August 21, 2024, at 1:00pm in the Durham County Admin II Building, Room 128, 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
Brandi Minor	Durham County
Curtis Scarpignato	Durham County
Bill Judge*	City of Durham
Eric Simpson	City of Durham
Paul Black*	GoTriangle
Jay Heikes*	GoTriangle
Steven Schlossberg	GoTriangle
Austin Stanion*	GoTriangle
Gary Tober*	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 June 2024 Minutes

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

ii. Real Property Policy

Brandi Minor stated that a Real Property Policy needs to be developed in conjunction with the SWG. The meetings will be held separately from the SWG meetings. Gary Tober, from GoTriangle, was on the call, and Brandi asked if he had any initial thoughts on the development of the policy. Gary stated that during the

development of the Wake Transit policy there were some lessons learned that we should consider during the development of our policy, but overall, there was a positive outcome with Wake. Gary indicated we should reference the FTA 5010.1E, which is the circular governing real estate in Chapter 4. Gary further states that he would like to work collaboratively where we are advancing projects keeping in mind the goals and benefits for the County as far as the utilization of the real estate. Brandi Minor then stated that a follow-up meeting would be set to further discuss the development of this policy. Gary Tober reiterated that the Durham policy should be a more simplified version than the Wake Transit policy.

iii. Durham County SWG Website Updates

Brandi Minor stated that the Durham County website has been updated to include a Document Library containing all approved governing documents. Steven Schlossberg asked if the agendas could be added to the Durham County website or SharePoint, to which Brandi replied agendas are already uploaded to the website, just under a different section. Brandi also stated she would be open to adding the agendas to SharePoint ahead of the SWG meetings. Lastly, Brandi mentioned that the final version of the FY25 Work Program including the governing boards adoption dates is on the website, which was suggested by the City of Durham.

b. Tax District Administration

i. Revenue Amendment/Vehicle Rental Tax Discussion

Steven Schlossberg stated that the GoTriangle Board of Trustees met on August 7th to approve an actual FY25 adopted budget, as they have previously been working from an interim budget. Part of the budget includes an allocation of approximately \$800K for Vehicle Rental Tax to the Durham County Transit Plan. Steven further stated that the Durham, Wake, and Orange Transit Work Programs were adopted at different times due to there not being a consensus between CAMPO and GoTriangle. In light of this, a Conference Committee was created, which is made up of CAMPO, GoTriangle, and Wake County representatives. The goal of the Conference Committee is to discuss a potential path forward with a mediator who will be selected by the end of August, to determine a plan for FY26 and beyond by either March or April 2025. Steven also mentioned that the SWG Administrator is planning to share the revenue amendment with the BOCC in September, and he is also planning to share the amendment with his Audit & Finance Committee in September. Steven provided the SWG with updated financial pages and indicated that the projects will not change. Steven also shared that the additional revenues will be allocated to the fund balance. Ellen Beckmann stated that the County is planning to submit the revenue amendment to the BOCC on the consent agenda.

ii. Financial Update Schedule

Steven Schlossberg reviewed the Tax District Financial Reporting Schedule, which aligns with the schedule from last fiscal year. Steven stated that the June 2024 amount for Article 43 is not ready because there is a two to three-month lag. However, he is planning to provide a Local Revenue update to the SWG at the September meeting and a full financial presentation in December.

c. Public Engagement and Communication

i. GoForward website updates

Meg Scully stated there were no updates.

ii. Transit Tracker Development

Curtis Scarpignato stated that the consultant has been working on putting together a more comprehensive workbook with every project for GoDurham and GoTriangle. The consultant is also reviewing for consistency across projects, so the metrics are better aligned than what we previously had. GoDurham can expect to receive an updated workbook by the end of the week, and GoTriangle should expect to receive their workbook next week.

5. Work Program

a. FY25 Work Program

i. Q2 Amendments

Brandi Minor stated that the Q2 amendments will be due on 8/29/24. A memo should accompany each amendment request form. Jenny Green asked if the memo could be consolidated, to which Brandi replied yes. Steven Schlossberg asked what amendments would be submitted, to which Brandi replied that Durham County would have two amendments, the reallocation of funds for the Transit Tracker and the reassignment of the Bus Rapid Transit Study Phase 1. Ellen Beckmann also mentioned that there will be a corresponding increase in the Transit Plan Administration for an FTE to administer the study. There was some discussion on how the corresponding FTE should be incorporated into the Work Program, as it relates to assigning as a separate operating project or including the FTE costs in the capital project. The Q2 amendments will be discussed in further detail at the next SWG meeting.

ii. Global Agreement Approval Updates from Partners

Brandi Minor stated that the County's Global Agreements are currently in process. Doug Plachcinski stated that the agreements needing MPO approval may be sent via DocuSign. Steven Schlossberg stated that he will connect everyone with the GoTriangle Legal liaison to coordinate signatures. Jenny Green asked where the agreements will be housed after receiving signatures, to which Brandi replied she would upload all of the agreements to SharePoint.

b. FY26 Work Program

i. Pre-Lists

Brandi Minor stated that the pre-lists will be due on 8/29/24. The pre-lists will indicate to the SWG any new projects sponsors may be submitting during the FY26 Work Program development. Meg Scully stated that GoTriangle will have a project on the pre-list. Steven Schlossberg mentioned that the pre-list is not mandatory, to which Brandi confirmed that it is not required, but provides an opportunity for the SWG to discuss potential new projects ahead of the completion of the project budget sheets. Brandi also mentioned that items not

included on the pre-list may still be submitted later in the Work Program development process, and that submitting a project on the pre-list doesn't mean it will move forward. Brandi then reiterated that the main goal of the pre-list is to give the SWG an opportunity to discuss potential new projects ahead of the beginning of the Work Program development. Jenny Green asked where in the process would the multi-year CIP be updated. Steven Schlossberg replied that the CIP will be updated during the development of the FY26 Work Program. There was some discussion on how project sponsor should submit projects that are programmed into future years within the CIP. Steven Schlossberg provided some additional guidance on this matter and how projects are programmed and subsequently programmed into the financial model.

ii. Project Budget Sheets

Steven Schlossberg provided an overview of the Project Budget Sheets ("PBS"). The sheets are essentially in the same format as last fiscal year. Steven also provided guidance on when a PBS should be submitted, citing the standard 2.5% increase for the operating projects, as well as the requirements for submitting capital projects. Steven stated that the PBS template is located on SharePoint and he and Brandi Minor may be contacted for questions. Steve also mentioned that the FY25 consolidated PBS are on SharePoint. Eric Simpson asked for clarity on when to submit a capital PBS. Steven replied that sponsors only need to submit a capital PBS if they are asking for new money. If the capital project has existing funding that is sufficient for duration of the project, submission of a PBS is not needed. Meg Scully recommended we put the criteria for the submission of the PBS in writing for additional clarity. There was some additional discussion on the PBS, and the SWG collectively noted that this is an evolving process that would continue to be refined as we move forward. The discussion ended with a general consensus on the expectations of project sponsors as we move forward in the process.

iii. Review Schedule and any upcoming tasks for next month

Brandi Minor reviewed the flow chart she created to outline the major Work Program development deadlines occurring between now and December. Jenny Green asked if there would be a workshop to discuss the decisions (choices and tradeoffs) as it relates to submitted projects. Steven Schlossberg replied that we usually discuss this at the SWG meeting after all PBS have been submitted and evaluated in the financial model. This discussion will occur at the November SWG meeting, to which Brandi Minor stated that the schedule has been shifted up to accommodate the holiday schedules and ensure the Work Program development stays on track. Ellen Beckmann asked if we should ask project sponsors to prioritize their projects in the event everything cannot be funded, to which Meg Scully replied we should wait to determine if that will be necessary.

6. Project Sponsor Updates

a. City of Durham

i. August Service Changes

Jenny Green stated the City will be submitting a budget transfer between Routes 9 and 14. The service changes began on Saturday, and they are increasing their people out by three busses and are now up to 43. Jenny also stated they have

new brochures and are promoting on social media and talking to residents in the afternoons. Jenny also mentioned they are missing some trips due to fleet issues, and that out of 63 vehicles, 23 of them are down. Jenny stated they have 41 active operators and need 155 to be considered fully staffed. Jenny also stated they are working on the Q2 amendments and provided an overview of what the City is planning to submit.

Eric Simpson stated that the Durham Station bid opening had to be pushed back, but they did have two bid openings, one of which occurred yesterday, and they received all the bids they needed. Eric also stated that the bids were a little higher than expected. Ellen Beckmann asked how much the bids increased to which Eric replied he would provide an update later but reiterated the bids were higher than expected.

Lastly, Jenny Green mentioned that the Transit Signal Priority on Fayetteville Street is moving forward.

b. GoTriangle

Meg Scully mentioned there were service changes to the DRX route and that it went to midday service. Meg also mentioned they have been spending a lot of time on the engagement, marketing, and communication regarding the return to fares. Meg stated that they are actively recruiting operators and are addressing some retention issues by adjusting the work schedules to a 10 x 4 schedule. Meg also stated that the Communications department will be working on annual reports for the Transit Plans and project sponsors may potentially be asked to provide updates. Doug Plachcinski asked if there were any staffing changes, to which Meg replied, yes. Paul Black and Chris Clark were promoted, and Wendy Mallon is now the Engagement Planner.

c. Durham County

Ellen Beckmann stated that they are still waiting on FRA approval which should occur at the end of the month. Ellen also stated that they are in discussions with the Museum of Life and Science to finally have service the museum.

d. DCHC MPO

Doug Plachcinski stated the MPO is having staffing issues but are planning to undertake a strategic planning and organizational study to address these issues. Doug also mentioned that the County is taking over the Bus Speed and Reliability Study. The MPO had already worked with a consultant to put together a scope, but they do not have a project manager to oversee the project which is why it will be transferred to the County upon approval of the Q2 amendment.

7. Next Meeting Date – September 18, 2024

Brandi Minor announced the next Durham County SWG meeting will be September 18, 2024.

8. Adjournment

With no further items to discuss, the meeting was adjourned at 3:00 p.m.