

## Durham Staff Working Group

September 21, 2022

### MEETING NOTES

The Durham Staff Working Group met on Wednesday, September 21, 2022 at 3:00 p.m. in the Committee Room of Durham City Hall, as well as through the Zoom teleconferencing platform. The following members and guests were in attendance:

Ellen Beckmann (Chair, Voting Member)	Durham County
Doug Plachcinski (Voting Member)	DCHC MPO
Meg Scully (Voting Member)*	GoTriangle
Andy Henry (Alternate)	DCHC MPO
Scott Whiteman (Alternate)	Durham County
Jenny Green* (Alternate)	GoTriangle
Aaron Cain (SWG Administrator)	DCHC MPO
David Miller	DCHC MPO
Sean Egan	City of Durham
Evian Patterson*	City of Durham
Bill Judge	City of Durham
Erin Convery	City of Durham
Tom Devlin	City of Durham
Sheilah Faucette*	City of Durham
Katharine Eggleston	GoTriangle
Katie Urban*	GoTriangle
Saundra Freeman	GoTriangle
Steven Schlossberg*	GoTriangle
Jennifer Hayden*	GoTriangle
David Jerrido III*	GoTriangle
Liz Raskopf*	GoTriangle
Paul Black*	GoTriangle
Rocio Antelis*	GoTriangle
Adam Howell*	Atkins

Quorum Count: 3 of 3 Voting Members

\*Attended remotely

#### 1. Call to Order/Roll Call

Chair Ellen Beckmann called the meeting to order at 3:00 p.m. Doug Plachcinski announced that he will be the new voting member for the MPO following Mariel Klein's departure. He also stated that Andy Henry will be remaining as the alternate for the MPO.

## **2. Approval of May 2022 Meeting Notes (MPO)**

Doug Plachcinski made a motion to accept the May 12, 2022 Durham Staff Working Group (SWG) Meeting Minutes. Meg Scully seconded the motion. The motion passed unanimously.

## **3. Plan Updates**

### **a. Durham County Transit Plan (MPO)**

Aaron Cain provided an update of the Draft Durham County Transit Plan (DCTP). Aaron Cain said that the Draft Plan is on schedule to be adopted by Durham County Commissioners, GoTriangle Board, and Durham-Chapel Hill-Carrboro Metropolitan Planning Organization (DCHC MPO) Board by January 23, 2022. Aaron Cain stated that a summary of phase 3 outreach conducted over the summer will be presented at the October 12, 2022 DCHC MPO Board meeting. Aaron Cain said that a Draft of the final plan is expected to be released for a 21-day public comment period between Thanksgiving and Christmas, that the Durham County Commissioners will consider adoption during the second week of January, which will be followed by consideration for approval by the GoTriangle Board and DCHC MPO Board.

Aaron Cain shared that the Draft Orange County Transit Plan (OCTP) is ahead of DCTP in its adoption. Aaron Cain said that a presentation of the Draft OCTP is scheduled for the September 28, 2022, DCHC MPO Technical Committee meeting, and the October 12, 2022 DCHC MPO Board meeting, with a release for a 21-day public comment period to begin on October 13. Aaron Cain added that the Orange Board of County Commissioners will consider Plan adoption in November 2022, which will be followed by consideration for approval in December 2022 by the GoTriangle Board and DCHC MPO Board.

### **b. Wake-Durham Bus Plan (GoTriangle)**

Jenny Green presented an update of the Wake-Durham Bus Plan. Jenny Green stated that GoTriangle is currently working with its Wake County partners to refine projects for the GoTriangle routes. Jenny Green said that a draft plan is expected in October 2022, and that public engagement is expected to occur February through March 2023. Chair Ellen Beckmann asked if feedback is needed for routes that affect Durham, and Jenny Green replied that work related to GoDurham routes has not yet started.

### **c. Transit Governance Study (Durham County/Atkins)**

Chair Ellen Beckmann shared that the goal of the Transit Governance Study is to have the new interlocal agreement approved by the GoTriangle Board, Durham County Commissioners, and DCHC MPO Board in coordination with OCTP. Adam Howell provided an update on the Durham County Transit Governance Study.

Adam Howell shared an overview of the Plan's process to date, project goals, drafted documents and their associated status, and the Study's next steps.

Doug Plachcinski stated that his review has focused on the bylaws to see if the SWG is established as a public body which is subject to open meetings and record retention laws in North Carolina. Meg Scully agreed that if the SWG is considered a public body, then it should operate as such.

#### **4. FY22 Budget Adjustment (GoTriangle)**

Jennifer Hayden presented the FY22 Budget Adjustments. Jennifer Hayden shared that GoDurham and GoTriangle overspent on certain line items for transit services related to costs per hour, but that both agencies had enough funds available in their budgets to cover the overages. Chair Ellen Beckmann asked what Capital Area MPO (CAMPO) is doing about this item since there should be consistency between Wake and Durham counties for shared services. Steven Schlossberg said that he is hopeful that the increase in costs per hour is an anomaly due to the COVID-19 pandemic. Saundra Freeman added that this is an example of a difference of interpretation between GoTriangle and CAMPO due to the lack of a guiding policy about reimbursement and not meeting revenue hours.

This item was for informational purposes only; no action was required nor taken.

#### **5. FY23 Budget Amendment Request – Allocation of commuter rail funds for Rail Crossing Elimination Grant Program project (GoTriangle)**

Katharine Eggleston stated that Durham County and GoTriangle are working together to submit a Rail Crossing Elimination Program (RCEP) grant application, which is due in October. Katharine Eggleston requested to utilize funds allocated for the Greater Triangle Commuter Rail project in the current DCTP to the current fiscal year so Durham County can show that a local match is committed. Katharine Eggleston stated that the request is \$600,000 – which is a 20% match – though this amount could be adjusted.

Sean Egan referenced a 2014 traffic separation study conducted by NCDOT that identified City of Durham resident opposition to close specific crossings, and stated that it is unclear if using transit funds for this purposes is lawful according to the NCGS. Sean Egan asked the Durham SWG to defer consideration for this request until the issues can be addressed and clarified. Chair Ellen Beckmann stated that equitable engagement has been discussed during the current planning process, and that there are questions about the equitable engagement processes from NCDOT's 2014 study. Chair Ellen Beckmann added that this is an opportunity to involve the community, that a MOU will be established between the City of Durham, Durham County and GoTriangle, and that there will be a collaborate process to decide what will happen to the specific crossings if the grant is awarded. Doug Plachcinski added that the DCHC MPO Board approved a

letter of support for the grant application. Chair Ellen Beckmann made a motion to approve the allocation of commuter rail funds for the RCEP grant application. Meg Scully seconded the motion. The motion passed unanimously.

**6. FY22 Draft Financial Revenue Results (GoTriangle Finance)**

Steven Schlossberg presented FY22 Draft Financial Revenue Results for the Durham Transit Work Plan. Steven Schlossberg stated that the results are currently under review by auditors and changes may be made, but that the results should be considered close to what is being presented. Steven Schlossberg explained the FY22 preliminary revenues for the \$7 vehicle taxes, vehicle rental tax, 0.5% sales tax, the \$3 vehicle registration taxes, miscellaneous revenues, and unrealized gains and losses. Steven Schlossberg explained the FY22 preliminary operating expenses for tax district administration, transit administration, and bus operations.

**7. FY24 Revenue Recommendations (GoTriangle Finance)**

Steven Schlossberg presented the FY24 Revenue Recommendations. Steven Schlossberg explained the revenue assumptions, and shared the FY24 local revenue recommendations which are influenced by Moody's sales tax forecast figures. Aaron Cain reminded the SWG that these are the figures that will be used for development of the FY24 annual transit work program, so members and transit agencies should provide comments and input soon if they have any concerns.

**8. FY23 Budget Amendment Schedule (MPO)**

Aaron Cain shared the FY23 Annual Work Program Budget Amendment Schedule, highlighting SWG review dates, GoTriangle Operations and Finance Committee review dates, and GoTriangle Board of Trustees approval dates.

**9. Proposed FY24 Work Program Schedule (MPO)**

Aaron Cain shared the Proposed FY24 Work Program Development Schedule, highlighting key dates from September 2022 through June 2023.

**10. FY24 Project Sheet Template (GoTriangle Finance)**

Aaron Cain presented the FY24 Durham Transit Work Plan request form. Aaron Cain stated that the "Base Year" field will be revised to say "FY2024" to eliminate confusion.

**11. Old Business – Operating Cost Policy (Durham County)**

Chair Ellen Beckmann introduced the proposed Operating Cost Policy. Chair Ellen Beckmann stated that GoTriangle has provided feedback on the proposed policy, and that the intention is to adopt the policy, which could also be rolled into the policies to be adopted as part of the DCTP. Aaron Cain suggested that the SWG wait to adopt this policy and incorporate it into the financial policies that will eventually be adopted in order to avoid unintended contradictions with related policies that are currently being

developed for consideration. Chair Ellen Beckmann and Doug Plachcinski agreed with this course of action.

**12. Next Meeting – October 19**

Aaron Cain announced the next Durham SWG meeting date.

**13. Adjournment**

With no further business before the Durham SWG, the meeting was adjourned at 3:50 p.m.