

**RALEIGH TRANSIT AUTHORITY  
OCTOBER 8, 2015  
MINUTES**

The Raleigh Transit Authority met on Thursday, October 8, 2015 at 3:30 p.m in Room 112 of the GoRaleigh Maintenance Facility, 4104 Poole Road, with the following present:

Jason Horne, presiding  
Yvonne Bailey  
Corey Branch  
Ray Magsanoc  
Sherita McCullers  
Tony Pecoraro  
Craig Ralph  
Debra Rezeli  
Michael Stevenson  
Jane Thurman  
Billy Warden

Staff present: David Eatman, Mike Kennon, Jim Cromer

The meeting was called to order by Chairman Horne. The following items were discussed with actions taken as shown:

**AGENDA – APPROVED**

No changes needed to be made to the agenda. Without objection, the agenda was approved as presented.

**REVISIONS TO AGENDA – RECEIVED**

Mr. Eatman reported members received at the table a revised income statement. He also requested that the GoRaleigh overview be discussed as the last item so those who had already heard the presentation could leave. Chairman Horne indicated the item would be held until the end of the meeting.

## **MINUTES – SEPTEMBER 11, 2015 – APPROVED**

Members received the September 11, 2015 minutes in their agenda packets. Ms. McCullers moved approval of the minutes as submitted. Her motion was seconded by Mr. Ralph, unanimously passed. Chairman Horne ruled the motion adopted.

## **WAKE COUNTY TRANSIT INVESTMENT STRATEGY – UPDATE RECEIVED**

Mr. Eatman reported there will be major events relating to the Wake County Investment Strategy between now and December. The Core Advisory Team will be meeting again soon to look at the four alternatives under consideration along with public participation results that are being tabulated. In seeing some of the preliminary results, Mr. Eatman indicated it looks like preferences are pretty broad and it will not be an ease take to determine something in the middle. He advised members to contact him if they have questions on this item.

Mr. Branch asked when the the detailed part of the plan would be put together with Mr. Eatman responding a draft report will be provided in December followed by opportunities for public comments. Several things would need to be done as the plan is implemented including Title VI work, reviewing suggested routing, development of final costs, etc.

The update was received as information.

## **MOORE SQUARE STATION – UPDATE RECEIVED**

Gil Johnson, Moore Square Station Project Manager, provided members with an update on the progress of the project noting it is proceeding ahead full speed. The procurement method has transitioned from design/build to a more standard procurement requiring bidding out the project. Mr. Johnson explained this was a result of a number of indications that were troubling, i.e. cost escalation, market forces, work is picking up and contractors are now getting busier, etc. He noted this is not an easy project since it is located in an urban area with an active bus system that will continue normal operations during construction. Maintaining the schedule was also a concern as we want to stay out ahead of other projects going on Downtown. The Edison across the street is beginning to get underway and the Moore Square Park renovation plans are being finalized now. He stressed too much activity going on in the small area Downtown is not the way they want to work this project. Mr. Johnson reviewed the revised strategy that included advertising the project on the street for 60 days, conducting two pre-bid conferences, concentrating on DBE outreach, achieving permit ready plans and development of a comprehensive phasing contingency. Mr. Johnson stated we are not trying to solicit a general

contractor but must obtain a partner. The schedule beginning with advertising for bids on September 16, 2015 and going to construction in January, 2016 was reviewed in detail.

Mr. Pecoraro indicated he had always heard the design/build method is the most cost effective way to go with Mr. Johnson responding that is not always the case. Chairman Horne advised members the authority would have to have a special meeting to review the bid results. Mr. Stevenson stated for this kind of project, the bid process is probably over all better noting he has not always found the design/build method to give the best price. In response to questioning, Mr. Johnson stated the construction material selections would have to go to the Historic Districts Commission. In response to a question from Mr. Pecoraro, Mr. Johnson stated the bidder will not be prequalified explaining the legislation has changed and this will go through the questionnaire process with all the bidders in order to have needed information. Mr. Pecoraro requested that the presentation including charts provided at the meeting be included in the minutes of the meeting.

The courtyard areas, bus lane locations, hardscape, planting plan, ticket booths, ID issuance booth, drivers lounge, restroom areas and canopy areas were reviewed in detail. The lighting plan was reviewed with Mr. Branch questioning the durability of cable lighting. Mr. Johnson explained the cable lighting is very durable and will be attached to structural supports. Site amenities were reviewed followed by discussion on the size of bench seats and the use of arm rests, etc. Mr. Johnson noted arm rests are used to keep people from lying down on the benches. The seats will be wider since riders generally have packages, etc. with them.. Mr. Johnson went on to review hand rails, Big Belly trash receptacles, and temporary bus staging. Mr. Ralph referred to the need to have a longer crossing time at the intersection with Mr. Eatman noting staff would get with Traffic Engineering for a recommendation on this.

Temporary solutions during construction were discussed with Mr. Johnson explaining staff is looking at what is being done at Union Station project noting there needs to be consistency across the transportation system with the signage package. All of that will be electronic with digital displays. Staff is looking at other transit systems to determine the best practices. Mr. Branch referred to the need for screening updates noting using technology will help stations throughout the City. Mr. Johnson indicated staff is looking at making things as seamless as possible and they are on top of this issue and is moving along. He noted there is work to do but things are well thought out.

Mr. Johnson indicated bids will be received on November 17 and if 3 bids are not received, the bids cannot be opened and hopefully that will not be the cast. The bids will be evaluated right away. He expected to have some alternates with this bid package. He indicated staff could have a recommendation prepared on the bids by November 19. It was agreed to leave both the regular meeting date and November 19 open to review the bids.

In response to questions from Mr. Warden, Mr. Eatman explained the team will meet with DRA and local business owners before construction and at that time let them know of the schedule. Once we have an award of bids, staff will be doing press releases through Transit staff and the Public Affairs Department. Mr. Johnson noted IT is also helping with security cameras, hot line phones, etc. A report will go the DRA is December. He reiterated this will not be an easy project and is going to be one of the most challenging projects he has seen but the rewards will be worth the effort.

The update was received as information.

## **COMMITTEE REPORTS**

### **FINANCE & POLICY COMMITTEE – REPORT RECEIVED**

Mr. Pecoraro reported the Finance & Policy Committee met on October 7, 2015 and made the following report:

#### **City Council – Transit Budget Amendments:**

Mr. Pecoraro reported members received in their agenda packets budget amendments that went before Council and were approved on October 7, 2015 and October 20, 2015 (Attachments A and B).

Mr. Eatman indicated staff does not like for items to go to the Council before reviewed by the Authority; however, due to the 3 week advance for budget amendments to get on the Council agenda, it is sometimes necessary.

Mr. Magsanoc moved approval of the budget amendments as outlined in the agenda backup. His motion was seconded by Mr. Branch, unanimously passed. Chairman Horne ruled the motion adopted.

#### **GoRaleigh Transit Surveys – Day-Pass Approvals:**

Mr. Eatman explained this is for the non-rider component and is for 10-\$25.00 fare cards used as a drawing incentive. Everybody participating has the opportunity to win those as well as 10-\$25.00 gift cards from GoTriangle.

Mr. Pecoraro moved approval of this program. His motion was seconded by Mr. Branch, unanimously passed. Chairman Horne ruled the motion adopted.

### **GoRaleigh Shelters – Design Standards:**

Mr. Stevenson explained this idea was something that was generated from the new branding noting he, as an architect, had experiences with shelters and felt the branding them should be expanded to the shelters. He felt this would be a great way to expand the branding concept. By coincidence he noted it was learned at a meeting that there is \$750,000 for bus shelters and now would be a good time to look at this. A suggestion was made that a working group be formed to determine next steps. He explained as new bus stops are created, new design standards be developed as new shelters are built or old shelters replaced. This would involve looking at existing shelters and applying some design standards to them. Mr. Eatman indicated staff is excited about this. Chairman Horne appointed Mr. Stevenson, Ms. Rezeli, Mr. Pecoraro and Mr. Ralph to the committee to develop the new standards.

### **MARKETING COMMITTEE – REPORT RECEIVED**

Ms. Rezeli reported the Marketing Committee met on October 1, 2015 and made the following report:

#### **Bus Tracking App Advertisement:**

Ms. Rezeli explained at the last meeting, discussion took place about advertising route arrival information. Members received in their agenda packets (Attachment C) what GoTransit came up with regarding 4 ways to view a route's arrival information. The Committee recommended approval of this application.

Following discussion relating to whether the app works, Ms. Rezeli moved approval of the application as presented. Her motion was seconded by Ms. Thurman, unanimously passed. Chairman Horne ruled the motion adopted.

#### **Wi-Fi Decals:**

Ms. Rezeli reported the decals have been installed.

#### **R-Line Display Mobile TVs:**

Ms. Rezeli reported the displays were up and running prior to the IBMA Festival.

### **Lighten Up-Raleigh:**

Ms. Rezeli reported a photo of the placards was included in the packets and referred to the flashlights passed out by bus drivers.

### **Advertising Update:**

Ms. Rezeli noted members received Attachment F in their agenda packets on funds received for advertising. The fund is doing well.

### **State Fair Update:**

Ms. Rezeli reported the Park & Ride billboard is up advertising 2 park and ride lots. The lots are located at the old flea market and Cary Towne Center.

### **“Go” ‘Round Raleigh” Campaign Animation:**

Ms. Rezeli reported this is being done by the Public Affairs Department and noted they are doing a very professional job on this project.

### **GoRaleigh Decals and Bus Wraps:**

Ms. Rezeli reported on the status of the GoRaleigh decals and wraps.

## **ROUTE COMMITTEE – REPORT RECEIVED**

Mr. Magsanoc reported the Route Committee met on September 30, 2015 and made the following report:

### **Bus Stop Consolidation – Route 11:**

Mr. Eatman explained this route struggles with on time performance. Members received in their agenda packets Attachment H showing consolidations on the various segments of the route. Mr. Eatman reported the Route Committee approved these changes. He noted the committee did not have any major issues with the changes and none were controversial.

Mr. Branch questioned “Plan to remove after shelter completed” notation on Segment 3 with Mr. Eatman pointing out there is a shelter in design around the corner from this stop and once it is completed that stop will be removed.

Ms. Rezeli stressed the recommendations from the Route Committee are painstakingly reviewed and by the time they come to the Authority, there has been a lot of study on each one.

Ms. Rezeli moved approval of the consolidations as recommended by the Route Committee. Her motion was seconded by Ms. McCullers, unanimously passed. Chairman Horne ruled the motion adopted.

**North Wilmington Street at Polk Street – Stop Removal:**

No action was needed on this item. Action is being deferred until the stop at the new apartments is good.

**Forest Pines at John Rex Blvd. – Bench Request:**

Mr. Eatman reported staff requested asking for funding for this stop from the adjoining land owners noting we are looking for a 50% match.

**25L and 54L Service Changes – Public Hearing Date:**

Mr. Eatman reported the committee recommended moving forward with the hearing at the November authority meeting in order to get the changes in place as early as January.

Ms. Rezeli moved that the hearing on these service changes be held on November 19. Her motion was seconded by Ms. Thurman, unanimously passed.

**Service Changes – Route 16, Route 15L Update:**

Mr. Eatman reported the changes to these routes went well.

**On-Time Performance (OTP):**

Mr. Eatman referred to Attachment K included in the agenda packets noting the OTP is lower than we want. He indicated work continues to improve these statistics.

**STAFF REPORTS – RECEIVED**

Members received in their agenda packets the following staff reports:

1. Statement of Income (August 2015)
2. Variance Analysis (August 2015)
3. Go PASS Ridership Summary (August 2015)

4. Go PASS Ridership by Agency (August 2015)
5. Accessible Raleigh Transportation Summary (August 2015)
6. Operating Statistics (August 2015)
7. Route Statistics (August 2015)
8. Ridership Percentage by Time Period (August 2015)
9. Evaluation by Route (August 2015)

## **ADJOURNMENT**

There being no further business, the meeting was adjourned at 5:00 p.m.

Respectfully submitted,

Brenda Hunt