

RALEIGH TRANSIT AUTHORITY
MAY 21, 2015
MINUTES

The Raleigh Transit Authority met on Thursday, May 21, 2015 at 3:30 p.m., at GoRaleigh Transit Facility, Raleigh, NC with the following present:

Les Seitz, presiding
Corey Branch
Ray Magsanoc
Tony Pecoraro
Craig Ralph
Debra Rezeli
Michael Stevenson
Jane Thurman

Staff present: David Eatman, Mike Kennon, Scott McClellan

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

AGENDA – APPROVED AS AMENDED

Mr. Eatman reported Items A2 under Action Items (Moore Square Construction) would be combined with Item B1 (Moore Square Presentation). He also indicated there would be an add on item relating to Section 5310 funds that required no action but would be on the June agenda for action. Without objection, the agenda was approved as amended.

CHAIRMAN’S REPORT – RECEIVED

Chairman Seitz introduced and welcomed new Authority member Michael Stevenson. Mr. Stevenson indicated he is architect that works with Jason Horne. He stated transit is something of interest to him and noted he was happy to be a member. Chairman Seitz noted Mr. Stevenson would be assigned to the Finance & Policy Committee.

ACTION ITEM

MINUTES – APRIL 9, 2015 – APPROVED AS PRESENTED

Members had received a copy of the April 9, 2015 minutes prior to the meeting. Ms. Thurman moved approval of the April 9, 2015 minutes as presented. Her motion was seconded by Mr. Branch, unanimously passed. Chairman Seitz ruled the motion adopted.

MOORE SQUARE CONSTRUCTION – RESOLUTION AUTHORIZING DESIGN/BUILD CONSTRUCTION ADOPTED

Mr. Eatman introduced Gil Johnson, Moore Square Project Manager, to provide a status update and construction methodology of the project.

Mr. Johnson explained Moore Square was originally completed in 1988 and has been continuously in service since then. He provided a recap of the layout of the existing station with 2 bus lanes exiting to Blount Street noting they were oriented toward the old one-way street system. The streets in that area have been converted to two-ways. The station was originally built with the idea of a third bus lane and staff has worked on this and come up with a scheme adding the third bus lane, increasing our capacity and straightening out the drives so they work well with the two-way street system. The key point involves upgrade of the ticket booth and driver's lounge that will be placed on the lower level (pointed out on plan available at the meeting). The proposed plan for the interior space was reviewed in detail. The new location for the public restrooms were pointed out with Mr. Johnson noting they will be very visible from the ticket area. The floor plan for the ground level was reviewed. Mr. Johnson reported the schematic design plan is complete and it had been presented to this Authority, the City Council a number of City commissions, staff, etc. The big decision is how to get this build with Mr. Johnson explaining there are challenges involved, i.e., public safety during construction and constructability in the court yard, stair space, etc. He spoke to the need to minimize disruption to the bus system itself. He reviewed what would be required to maintain service to the facility during construction. Mr. Johnson explained the budget for the renovations is \$7 million, excluding shelters, etc. and prices are beginning to increase. The best approach for this project is design/build bridging rather than design/bid build. Benefits of the design/build bridging approach were reviewed including:

- Allows contractor and designer to collaborate and resolve constructability issues, scheduling and coordination of work sequence
- Compatible with FTA procurement regulations
- Enhanced City control over design/construction process to assure compliance with FTA requirements

Mr. Johnson reviewed the proposed resolution in detail that was included in members' packets. This method of construction would also save 2%-3% on the overall budget and the impact to the system operation, etc. are overriding considerations as well. The schedule was explained by Mr. Johnson including 90 days to complete documentation, a 30 day solicitation period, 6 weeks for Council approval and routing documents and construction beginning in November, 2015. Mr. Pecoraro questioned the end date with Mr. Johnson responding 14-16 months. The design/build method also allows rapid start up. Mr. Pecoraro questioned the purpose for relocating the restrooms with Mr. Eatman responding relocation is the best way to get the bus patrons and those paying through the best way to access without affecting bus operations. Mr. Pecoraro stated he reviewed the City budget and noted there is not enough money in Transit to cover this. Mr. Eatman stated the City's CIP will show local match only and we will receive 80% federal funds. In response to further questioning, Mr. Johnson spoke to the need to have flexibility in construction timing to determine what will work best. If we can balance the needs of the contractor and our operational needs, that will result in savings all the way around, not only money but also time. Doing construction over the winter is preferable since there will not be a many people out. Ms. Rezeli questioned "government entity" in the resolution which would be the City of Raleigh. Mr. Branch questioned when the RFP would go out with Mr. Johnson responding in late August or early September. Mr. Stevenson questioned the advantages to this method of construction with Mr. Johnson responding advantages include time, the ability for the designer and contractor to work more closely together and being sure the public is protected and all the operations are not negatively impacted. Mr. Johnson noted essentially this method would save 2-3 months of the project resulting in a savings of 2.6% if we can shave 6 months off.

Mr. Ralph moved approval of the Resolution. His motion was seconded by Mr. Branch with all members present voting in the affirmative with the exception of Mr. Magsanoc who was excused. Chairman Seitz ruled the motion adopted.

PUBLIC COMMENTS – NONE RECEIVED

No one was present from the public to speak.

SECTION 5310 PROGRAM MANAGEMENT PLAN – RECEIVED AS INFORMATION

Mr. Eatman explained the Section 5310 Program Management Plan relates to enhanced mobility for seniors and individuals with disabilities. As the direct recipient of these funds for the MPO, we will administer this and the grant associated with the program.

He spoke to the need to move quickly through the grant cycle since the deadline is June 30, 2015. By June 1 the grantees have to have their program requests submitted.

Drew Scoliato, City of Raleigh Planner, indicated the City of Raleigh is the designated recipient. He reviewed the purpose of the program that is to assist private non-profit corporations and public agencies in providing services to these people. The FTA funnels funds to Go Raleigh and on to CAMPO. He indicated this is a lengthy plan and is available on the City's website. The documents includes local selection criteria. The process for reviews was outlined in detail. Five TCC members will review the applications and bring recommendations back to CAMPO's Executive Board for approval in late June. Information on the plan was provided to members. This item will appear on the next Authority agenda for approval. It was noted \$650,000 is advertised for this year and 12-18 months from now there will be another call for that amount. The TCC Committee will review applications in early June noting there had been a good amount of outreach to advertise these funds. Workshops were held on May 12 and May 14 to provide an overview of the program requirements.

The report was received as information.

COMMITTEE REPORTS

FINANCE & POLICY COMMITTEE – REPORT RECEIVED

The Committee met on May 6, 2015 and made the following recommendations.

Budget Amendments and Budget Transfer:

The agenda outlined 2 budget amendments and 1 budget transfer that required action as follows:

Budget Amendment – Excess Farebox Revenue Projections

Budget Amendment – NCDOT Section 5307 State Match

Budget Transfer – Para-Transit Tier II Services

Information on all items was included in the agenda packet.

Mr. Eatman reviewed why these actions are needed in detail. Chairman Seitz reported the Committee recommended approval.

Mr. Ralph moved approval of the actions as requested. His motion was seconded by Ms. Thurman, unanimously passed. Chairman Seitz ruled the motion adopted.

Contracts:

The agenda outlined 3 contracts that required action as follows:

Wake Forest Loop
Planning Communities
TTA Para-Transit

Mr. Pecoraro requested that when the Authority sees documents more than one time, any changes should be noted rather than having to compare both documents.

Chairman Seitz reported the Committee recommended approval of the contracts.

Mr. Ralph moved approval of the contracts as outlined. His motion was seconded by Ms. Thurman, unanimously passed. Chairman Seitz ruled the motion adopted.

MARKETING COMMITTEE – REPORT RECEIVED

Ms. Rezeli reported the Marketing Committee met on May 7, 2015 and made the following recommendations:

Art On the Move (AOTM) Interior Placards:

Ms. Rezeli reported members received in their packets recommended placards. The artwork are 2 that were runners up and the Committee recommended allowing them to be displayed in the buses. Mr. Branch moved approval of the placards as shown. His motion was seconded by Mr. Pecoraro, unanimously passed. Chairman Seitz ruled the motion adopted.

Assault Notice – Sticker:

Ms. Rezeli reported members received in their packets the recommended sticker showing a slight difference in the wording for legal purposes. Durham has altered that wording and the committee is suggesting the same. She reviewed the location of the very small sticker on the bus.

Mr. Branch moved approval of the sticker as recommended. His motion was seconded by Ms. Thurman, unanimously passed. Chairman Seitz ruled the motion adopted.

INFORMATION ITEMS:

GoRaleigh Advertising Campaign:

Ms. Rezeli indicated members received a campaign outline in their packets for information. Ms. Wright reviewed ongoing ways to advertise GoRaleigh noting much effort is going into pushing the brand. Ms. Rezeli indicated this falls well within the budget.

Balloon Fest:

Ms. Rezeli reported the Balloon Fest will take this weekend, Friday through Monday, and Transit will be providing in-kind bus service.

Advertising Revenue Update:

Ms. Rezeli indicated members received in their agenda packets an update of advertising revenue.

July 4 Service Park and Ride Update:

Ms. Walker reported NCSU Centennial Campus will be the South West Raleigh Park & Ride location for the Downtown July 4 celebration. There is no confirmation at this point for any other lot. There are feelers out for Beacon Plaza.

Wifi Integration – GoRaleigh Busses:

Mr. Kennon reported 34 busses will have the benefit of providing Wifi very inexpensively. Wifi will be on 34 busses for public use.

The next meeting of the Marketing Committee will be June 4 at noon.

ROUTE COMMITTEE REPORT – RECEIVED

Mr. Magsanoc reported the Route Committee met on May 5, 2015 and made the following recommendations:

Apollo Heights Update:

Mr. Magsanoc reported members received in their agenda packets information relating to this item. The attachment was a memo from the Traffic Signal Analyst recommending no traffic signal be installed for this location at this time. He reported the Route Committee recommends holding a public hearing at 5:00 p.m. on June 11 to consider necessary route changes. He indicated Mr. Eatman met with Councilman Weeks and drove the route in the peak period to review the concerns of both Transit Operations and citizens. Staff recommendation is to change the Apollo Heights route on the inbound trip only. The route would make a right turn from Belmont onto Peyton Street and then turn left onto Martin Luther King utilizing the traffic signal. The outbound route will remain the same. It was noted Council Weeks agrees with this proposal.

Mr. Branch moved that a public hearing be held on June 11, at 5:00 p.m. relating to this proposed change. His motion was seconded by Mr. Ralph, unanimously passed. Chairman Seitz ruled the motion adopted.

Mr. Branch indicated he would not be at the public hearing as he would be out of town that day.

INFORMATION ITEMS:

Route 21 – Map Change:

Mr. Magsanoc reported busses have not been traveling through Walnut Terrace but it is now fully constructed requiring bus service. He reviewed the change involving turning left out of the community onto Fayetteville Street from Leavister Drive. The packet contained a map showing the change in the route. This was received as information.

CAT On-Time Performance Review:

Performance statistics were included in the agenda packet for review by Authority members.

The next meeting will be held on June 2 at 9:00 a.m.

STAFF REPORTS – RECEIVED

Members received in their agenda packets the following staff reports:

1. Statement of Income (March 2015)
2. Variance Analysis (March 2015)
3. Go PASS Ridership Summary (March 2015)
4. Go PASS Ridership by Agency (March 2015)
5. Accessible Raleigh Transportation Summary (March 2015)
6. Operating Statistics (March 2015)
7. Route Statistics (March 2015)
8. Ridership Percentage by Time Period (March 2015)
9. Evaluation by Route (March 2015)

CONCLUDING REMARKS – RECEIVED

Mr. Ralph questioned the status of the renovations at the old CAT office. Mr. Kennon reported the renovations are nearing completion and looks good.

Mr. Ralph indicated he had enjoyed working with Mr. Seitz, who will be leaving the Authority when he is replaced by Council.

Mr. Branch wished members a nice Memorial Day. He further noted he would not be present at the June 11 meeting and asked to be excused.

Mr. Kennon reported Wake County is trying to get conversation started about the Wake County Transit Plan. There was a community meeting the previous evening with 25 residents attending. Mr. Branch indicated input could be provided on line. He indicated there are 4 options and one plan will be recommended.

ADJOURNMENT

There being no further business, the meeting adjourned at 4:45 p.m.

Respectfully submitted,

Brenda Hunt