

RALEIGH TRANSIT AUTHORITY
MAY 12, 2016
MINUTES

The Raleigh Transit Authority met on May 12, 2016 at 3:30 p.m in the Council Chamber, Raleigh Municipal Building, 222 W. Hargett Street, with the following present:

Jane Thurman, presiding
Yvonne Bailey
Sherita McCullers
Tony Pecoraro
Craig Ralph
Debra Rezeli
Michael Stevenson
Tolulupe Omohaiye
Billy Warden

Staff present: David Eatman, Marie Parker

The meeting was called to order by Vice-Chair Thurman.

Mr. Eatman introduced the new GoRaleigh Manager, Marie Parker who previously served as Operations Director and Assistant General Manager. He indicated Ms. Parker brings a wealth of knowledge about our system and is strong in finances.

Mr. Eatman indicated Jim Cromer has been serving as interim manager and will be with us through the contract term at the end of this calendar year and would be here as needed. Mr. Eatman pointed out Mr. Cromer had done an excellent job as interim manager and appreciates his efforts and assistance as we move forward through the selection process.

The following items were discussed with actions taken as shown:

AGENDA – APPROVED AS AMENDED

Mr. Eatman reported there would be update items added at the end of the meeting.

Without objection, the agenda was approved as amended.

MINUTES – APRIL 14, 2016 – APPROVED

Members received the April 14, 2016 minutes prior to the meeting. Mr. Ralph moved approval of the minutes as presented. His motion was seconded by Ms. McCullers, unanimously passed. Vice-Chair Thurman ruled the motion adopted.

ACTION ITEMS

NCDOT WATCH FOR ME CAMPAIGN – APPROVED

Kelly Wright referred to Attachment A included in the agenda packet which depicted the ad for the Watch For Me Campaign. This is nonprofit and the request is for the City to sponsor placing the ads on the rear of the busses. Mr. Eatman indicated this is 3 month campaign and this is the 4th year we have partnered on this effort to promote pedestrian and bike safety. In the past placards have been placed inside the busses but this is for ads to be placed on the rear of busses.

Mr. Ralph moved approval of the request. His motion was seconded by Ms. Rezeli, unanimously passed. Vice-Chair Thurman ruled the motion adopted.

AIA STANDARD SHELTER COMPETITION ADMINISTRATION –APPROVED

Mr. Stevenson stated this item was presented at a prior meeting regarding a competition to create a new prototype bus shelter design for future city-wide implementation as part of the GoRaleigh system. A number of ways to do this has been discussed but the decision was to have a design competition. The Triangle Chapter of AIA will assist in administering this competition and had provided a letter of intent (letter provided to members at the meeting) that involves no cost to the City. Mr. Stevenson recommended going forward with this agreement. This would involve a two-stage competition with Stage 1 being an ideas competition and Stage II involving prototype construction. The selected finalists would be required to team with a qualified contractor or fabricator and produce a full-scale prototype of their design conforming with all standards and requirements given in the competition brief. The contractors/fabricators would be required to demonstrate the technical and financial capability to provide a specified number of shelters to GoRaleigh for a specified time frame and be willing and eligible to enter into an agreement with the City to guarantee performance. It was recommended that the finalists receive a stipend to offset the costs of constructing the prototypes. Mr. Stevenson stated it is hoped that a winner would be selected before the November bond referendum to create excitement. He indicated timing is crucial. He again recommended taking the AIA up on their offer and get a formal agreement and work out details.

Mr. Pecoraro asked at what point do we spend money with Mr. Stevenson responding there would be 3 finalists and they would receive a stipend which would occur in September. The Authority would have to agree on the dollar amount and source of the stipends. Soliciting interest could be on the City's website and be free but any print ads would have a cost and would be looking at \$500 or less total for ads, etc.

Mr. Pecoraro asked if the Authority will prepare the criteria with Mr. Stevenson indicating the competition brief describes eligibility requirements, schedule, etc. In regard to publicity, he indicated AIA members receive emails daily with announcements of this type. Mr. Eatman indicated a lot of technical legwork can be accomplished by the AIA and will look to them to take charge of that process. Staff would come in if there is any way to assist. Mr. Stevenson explained the standard shelter is currently \$4,000 and if a custom designed shelter is built, the cost would be something around \$4,000 each and the City would retain the shelters and they can be permanently installed.

Mr. Ralph indicated he supports this competition. Ms. Thurman felt this is a great marketing tool.

Mr. Pecoraro asked what the winners would get out of this competition. Mr. Stevenson responded they would get the honor of being a selected designer, sometimes there is a cash award and sometimes a nice certificate is presented.

Mr. Ralph moved approval with the understanding that each participant would pay half the cost involved.

Mr. Eatman indicated the amount we are looking at is a stipend for 3 for \$12,000. He stated there are alternatives that could be considered, i.e., there may be businesses or individuals that want to participate and be part of this. Mr. Stevenson indicated if the participants have to pay their own money, the participation would be very limited noting \$2,000 would be daunting to students.

Discussion followed relating to the stipend and funding sources with Mr. Eatman suggesting engaging with the AIA and possibly referring the stipend with funding opportunities to the Finance Committee for review and recommendation. This would allow going forward with Stage I since the stipend would fall into Stage II when you get into structural development.

Mr. Ralph withdrew his motion.

Mr. Warden commended Mr. Stevenson for getting this going. Mr. Warden urged the AIA to look at bringing in students beyond interns noting it would be wonderful to bring in organizations like the Boys & Girls Clubs, etc.

Mr. Stevenson moved accepting the offer from AIA to help organize and administer the competition and refer details of stipend to the Finance & Policy Committee and get the AIA to include language that there will be a summary of technical requirements including the AIA will engage in community outreach to bring in public participation. His motion was seconded by Mr. Pecoraro and unanimously passed. Vice-Chair Thurman ruled the motion adopted.

FTA PROCUREMENT – ADOPTED

Mr. Eatman explained Section FTA law outlines what we have to do to expend federal funds and adoption of the Procurement Policy is required. This was sent out to members electronically requesting that members review the policy and understand the level of procurement prescribed by FTA. This meshes with the City policy regarding our internal policies and procedures. Mr. Eatman explained this item is on the agenda today for the board's adoption. This is a living document and changes will be made as necessary. The policy outlines the federal process for procurement when federal dollars are used. Anytime grant funds are used, these requirements kick in. Mr. Ralph questioned if we have a buy North Carolina policy with Mr. Eatman responding there is no buy North Carolina element within our procurement requirements. He reviewed the Buy American requirements that kick in if over \$100,000 is spent. Mr. Eatman explained the policy being discussed today is a new requirement staff was made aware of last summer and it has taken to this point to be sure we have all requirements included. He noted it may not be perfect but it is very comprehensive and is a great starting point for us.

Mr. Ralph moved approval of the procurement policy. His motion was seconded by Ms. Rezeli and passed with all members voting in the affirmative with the exception of Mr. Pecoraro and Ms. McCullers who voted in opposition and Ms. Omohaiye who abstained from voting. Vice-Chair Thurman ruled the motion adopted.

Mr. Eatman advised members if they have concerns relating to the policy to advise him noting it can be changed at any time.

INFORMATION ITEMS

CITY OF RALEIGH STRATEGIC PLAN – INFORMATION RECEIVED

Mr. Eatman indicated the City of Raleigh has gone through the strategic planning process and wanted members to be aware of the plan and implications on new initiatives we may need to embark upon. He reviewed the various aspects of the plan including the goal and the 6 key focus areas noting transit is one of the 6 key focus areas. He reviewed the Transportation and Transit Focus Areas in detail including the Objectives and Initiatives included within the objectives. Mr. Eatman explained staff needs to take the strategies and important items developed during the retreat and mesh them with the Strategic Plan and determine how they complement each other and develop our own set of initiatives and objectives. It would be good to make an effort to acknowledge these elements and determine how to move forward. Discussion followed regarding projects and items being reviewed by the authority at this time Mr. Eatman indicated the 6 key focus areas are the result of the City Council getting together and seeing what their plans for the City of Raleigh are and was sure the Council has had many discussions on what their objectives and initiatives would be under those. The Council had ideas on what should be contained in each focus area and staff members were assigned to the key focus areas. He noted our key focus area was transportation and transit and involved 30 staff members going through a series of meetings to discuss this. This was refined and initiatives were developed. This same process was involved with the other 5 focus areas. This is an organization wide project to take forward and determine how to advance the plan objectives and initiatives.

In response to a question from Mr. Ralph, Mr. Eatman stated he was not aware of all initiatives in all 6 areas but could find out and provide it to the authority members. Mr. Pecoraro asked who put this plan together with Mr. Eatman responding Monica Chaparro in the Budget Office is working on the plan. Grants were discussed with Mr. Eatman stating as opportunities for grants become available they must be studied since we do not want to go after every grant opportunity available since some may not be putting our best foot forward but want to be targeted and go for the ones with the most bang for the buck.

Mr. Eatman explained the Strategic Plan is a live document and has gone through several changes already and is going to change over time. Priorities and interpretations change as well and is a guiding document. Next steps were discussed with Mr. Eatman explaining the first step is to determine how we measure ourselves for any of these items. The authority had a retreat and came up with its priorities and this is a good time to see where the authority's priorities are and where the Council's priorities are and determine if there are opportunities to advance both of those planning processes. This information will be forthcoming noting this is the first unveiling of the plan itself.

The report was received as information.

GORALEIGH STATION RENOVATION – UPDATE RECEIVED

Gil Johnson, project manager, provided an update of activities and progress taking place at Moore Square Station. He indicated they are now finishing up the 12th week of active construction and continue to make progress. Pictures were provided of the drive way at the south end of Martin Street, newly poured sidewalk areas, work under the deck area where the public restrooms will be, new elevator equipment installation, etc. He referred to the unsuitable soils being removed and the rock removal areas at the bottom of the elevator pit. Beginning the following Monday, the crane will be there for steel erection. The heating element under the floor was pointed out that are necessary to avoid frozen water on the floor. There have been no reportable accidents and they are doing a good job monitoring safety. There have been no ridership changes with an increase in March and flat in April. Ms. Thurman questioned the schedule with Mr. Johnson reporting the project is staying on schedule for now. There are no cost increases. The charges associated with soil removal are well within the contingency account. Mr. Eatman indicated operations has done a great job on this as well.

The report was received as information.

COMMITTEE REPORTS

FINANCE AND POLICY COMMITTEE – REPORT RECEIVED

Mr. Pecoraro reported the Finance and Policy Committee met on May 4 and made the following recommendations:

GoTriangle Buses – Resolution:

This involves GoTriangle donating three 2008 transit buses to provide GoRaleigh with the buses to continue to provide public bus service. The ownership of the buses will be transferred at no cost. A resolution was included in the packets.

Mr. Pecoraro moved adoption of the Resolution. His motion was seconded by Mr. Warden, unanimously passed. Vice-Chair Thurman ruled the motion adopted.

GoRaleigh Station Maintenance Contract:

This 5 year contract will support the daily janitorial and facility cleaning of GoRaleigh Station. An attendant will be on site ten hours per day Monday – Saturday and for six hours on Sundays. Mr. Eatman reported there was a meeting with all bidders and procedures and expectations were

explained upon opening of the new facility. He indicated everyone is on the same page. This contract also includes yard maintenance on Blount & Wilmington Streets as well.

Mr. Pecoraro moved approval of the contract in the amount of \$761,588. His motion was seconded by Mr. Ralph, unanimously passed. Vice-Chair Thurman ruled the motion adopted.

GoRaleigh Access ADA Services:

A budget transfer is needed to provide increased funding for GoRaleigh Access ADA services for the remainder of this fiscal year. The amendment is reallocation of funding from the fixed route transit operating budget to cover any overages that may occur during FY 2016 in the amount of \$500,000. Mr. Eatman indicated this transfer is to cover a worst case scenario noting we are not much over budget.

Mr. Pecoraro moved approval of the transfer. His motion was seconded by Ms. McCullers, unanimously passed. Vice-Chair Thurman ruled the motion adopted.

Interlocal Agreement Paratransit Shared Mobility Management Services – Wake County:

GoRaleigh has partnered with Wake County to develop a para-transit service model referred to nationally as Mobility Management. The most important service they provide is running the operations side of the Call Center. Through the interlocal agreement with Wake County, The GoRaleigh Access program utilizes the services of Ride Right, LLC who provides a general manager and an appropriate level of staffing to support the defined mobile management activities. The program elements were included in Attachment E included in the agenda packet. Funding is available from eligible grant funding with the local share commitment of 20 percent or \$51,661.

Mr. Pecoraro moved approval the the Interlocal Agreement with Wake County. His motion was seconded by Mr. Ralph, unanimously passed. Vice-Chair Thurman ruled the motion adopted.

MV Contract Transportation Incorporated – Amendment 8:

GoRaleigh Access is requesting to extend MV Contract Transportation's shared ride contract for one additional year, the period of performance is July 1, 2016 through June 30, 2017. The amended contract amount for FY 2017 is projected at \$984,616. The extension will allow GoRaleigh Access to align the upcoming procurement cycle for shared ride services with Wake County. The joint procurement will reduce trip costs by combining municipal and county paratransit services to receive a favorable hourly rate.

Mr. Ralph moved approval of the amendment. His motion was seconded by Ms. McCullers, unanimously passed. Vice-Chair Thurman ruled the motion adopted.

RTA Rotation and Vehicle Assignment Policy:

Mr. Pecoraro read the Vehicle Assignment Policy as included in Attachment G included in the agenda packet. Mr. Eatman indicated this is in compliance with Federal Transit Administration Title VI regulations stating everything buses and passenger amenities must be distributed equitably throughout the system.

Mr. Ralph moved approval of the policy. His motion was seconded by Mr. Stevenson, unanimously passed. Vice-Chair Thurman ruled the motion adopted.

STAFF REPORTS – RECEIVED

Mr. Eatman reported letters were received expressing interest in certain transportation elements from students in Wake County Schools. Staff will be working with board members to respond to those letters. He asked that members advise staff if they would like assistance in responding.

STAFF REPORTS – RECEIVED

Members received in their agenda packets the following staff reports:

1. Statement of Income (March 2016)
2. Variance Analysis (March 2016)
3. Go PASS Ridership Summary (March 2016)
4. Go PASS Ridership by Agency (March 2016)
5. Accessible Raleigh Transportation Summary (March 2016)
6. Operating Statistics (March 2016)
7. Route Statistics (March 2016)
8. Ridership Percentage by Time Period (March 2016)
9. Evaluation by Route (March 2016)
10. Advertising Update (April 2016)
11. On time Performance Report (April 2016)
12. Monthly Talking Points (April 2016)

CONCLUDING REMARKS

Ms. McCullers congratulated Ms. Parker on her new position as manager.

ADJOURNMENT

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

Respectfully submitted,

Brenda Hunt

