

**RALEIGH TRANSIT AUTHORITY  
OCTOBER 13, 2016  
MINUTES**

The Raleigh Transit Authority met on Thursday, October 13, 2016 at 3:30 p.m in the Council Chamber, Raleigh Municipal Building, 222 W. Hargett Street, with the following present:

Jason Horne, presiding  
Yvonne Bailey  
Sherita McCullers  
Tony Pecoraro  
Craig Ralph  
Debra Rezeli  
Michael Stevenson  
Jane Thurman

Staff present: David Eatman, Marie Parker

The meeting was called to order by Chairman Horne.

The following items were discussed with actions taken as shown:

**AGENDA – APPROVED AS PRESENTED**

Chairman Horne reported there would be no changes to the agenda as presented.

Without objection, the agenda was approved.

**CHAIRMAN’S REPORT – RECEIVED**

Chairman Horne indicated there had been an amazing ceremony for John Giles who retired after 47 years of dedicated service as a GoRaleigh driver. Mr. Giles was present at the meeting and was presented a plaque by Chairman Horne in honor of his service.

## **ACTION ITEMS**

### **MINUTES – SEPTEMBER 8, 2016 – APPROVED**

Members had received the September 8, 2016 minutes prior to the meeting. Mr. Ralph moved approval of the minutes. His motion was seconded by Ms. McCullers, unanimously passed. Chairman Horne ruled the motion adopted.

## **INFORMATION ITEMS**

### **TRANSIT PLANNING ADVISORY COMMITTEE (TPAC) PRESENTATION – RECEIVED AS INFORMATION**

Bret Martin, representing CAMPO, was present to provide information relating to TPAC.

Mr. Eatman reviewed CAMPO makeup noting federal funds flow through the MPO. As this moves forward, staff will be better defining how this authority will interact with the process. He noted it is time for the authority to move forward as part of this planning effort. The November election results will dictate how this moves forward. Mr. Eatman indicated it is time for the authority to have a new Short Range Transit Plan and everything will be geared toward that development.

Mr. Martin provided a slide presentation and explained he is the primary staff support to TPAC noting the group has been meeting and staff has been getting things set up for implementing the Wake Transit Plan recommendations. Mr. Martiin explained what is the TPAC noting this is a staff level technical committee that is tasked with technical implementation details to the CAMPO Executive Board and GoTriangle Board of Trustees. He reviewed what TPAC has been doing and what is coming. He referred to the Annual Wake Transit Work Plan including multi-year operating program, multi-year capital improvement plan and update of the Wake Transit Financial Plan and what is involved with each. These are considered/approved by CAMPO and GoTriangle Boards annually. Other TPAC work products were reviewed including Multi-Year Service Implementation Plan, staff model/expectations plan, designation of project sponsors, Multi-Year Vision Plan, Program Management Plan for Community Funding Areas, concurrence check process for large capital projects and public outreach/involvement strategy. These work products do not recur annually and development of the work products are outsourced to consultants. Consideration/approval by CAMPO/GoTriangle Boards is at TPAC's discretion. Mr. Martin explained TPAC should be thought of as more long range planning, programming, prioritization, recommending to the Board and short range budgeting. TPAC is creating a skeleton and framework for implementing transit projects and the board comes in and finishes the rest of the body. What these products look, annual budgets, operating program,

Capital Improvement Plan, agreements involving transit providers and municipalities in Wake County entering into projects agreements with Go Triangle were reviewed by Mr. Martin. In regard to agreements, Mr. Martin reviewed the 3 layers of agreements developed by TPAC with each having different ranges of detail. Every year there will be annual operating agreements. TPAC's Operational Structure including bylaws, meeting schedule, work product deadlines and voting membership were reviewed. The Chair of TPAC is currently the Planning Director from Wake Forest and the Vice-chair is the Transportation Planning Director from Apex. Meeting schedule, ongoing TPAC Work Product deadlines as well as upcoming deadlines/actions were reviewed. Mr. Martin noted between November and May is when GoRaleigh will have a lot of input into what finally goes into the Work Plan.

Discussion followed regarding express service to Knightdale, Zebulon and Wake Forest; agreements GoRaleigh would be involved with, etc. Mr. Eatman explained there would be a City CIP regardless noting the City will continue to put money into the transit program noting there would be additional discussion in the future about those levels. Mr. Eatman reviewed requirements when FTA funds are received. He indicated there will be a lot of decision making by this board to determine elements of the plan. Discussion followed regarding the budget process with Mr. Martin noting the budget development process depends on Mr. Eatman working with TPAC to determine what GoRaleigh expenses would be to roll up into this operating framework. The expenditures will be based on planning, plans and studies that are done. He reviewed when GoRaleigh and RTA would be involved in determining what is important to Raleigh.

In response to a question from Mr. Pecoraro, Mr. Martin reviewed what comprises a quorum on TPAC. Mr. Pecoraro asked about how meetings would be announced with Mr. Martin stating meetings have to be advertised 7 days in advance. Mr. Martin further explained weighted voting. Mr. Pecoraro asked if the Wake Transit Plan is only a year plan with Mr. Martin stating it is a 10 year plan. Mr. Pecoraro asked if the board could see the financial assumptions in the Wake Transit Plan with Mr. Eatman responding that could not be done today but could be discussed later at the committee level. Mr. Pecoraro requested a pdf of the presentation with Mr. Ralph suggesting adding a simplistic pie chart. Mr. Martin stated hopefully the public outreach strategy will assist with this.

Mr. Eatman indicated the presentation was just the introduction and staff will continue to keep the board informed.

## **PUBLIC COMMENTS – NONE RECEIVED**

No one was present requesting to address the board.

## **GORALEIGH STATION RENOVATIONS – UPDATE RECEIVED**

Gil Johnson reported the contractor did a very good job the previous weekend in securing the site in advance of the storm resulting in the site doing very well. He reported the project is at a critical stage with beginning the transition from Phase 1 to Phase II involving demolition of the stair tower and parking deck tower. This will require closing of the parking deck and transit facility beginning on October 28 for 16 days. There is a contingency plan for transit routes to be relocated as a result of this transition. Temporary restrooms and ticket counter will be on Blount Street with additional staff present to assist patrons as this work is done with communications being the key factor. There will be an information phone line plus a website for this purpose. He reviewed how the clock tower will be demolished. The schedule for work to be done was reviewed with Mr. Johnson indicating we are looking at occupying Phase I on December 5 and late February for completion. Mr. Eatman stated it was difficult to coordinate this stage of the project and if we can make it through the transition 2 week period and the following 2 weeks then the corner on the difficult part will be turned.

The update was received as information.

## **COMMITTEE REPORTS**

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

Mr. Pecoraro reported the Finance and Policy Committee met on September 6, 2016 and the following items were discussed.

#### **Contract Amendment #11 – WSP/Parsons Brinckerhoff, Inc.:**

This contract amendment is for the GoRaleigh Transit Station renovation project. The renovation is approaching completion of Phase One following the demolition of the existing elevator and stair tower on the Moore Square Parking Deck. This transit affords an opportunity to include necessary repairs to the parking deck to protect the investment in the new facilities and extend the service life of the deck. The amendment has been negotiated with WSP/Parsons Brinckerhoff to provide the necessary construction administration, testing and special inspections and oversight of the repairs. Mr. Pecoraro reported the committee recommended approval of the amendment not to exceed \$50,000 and on behalf of the committee so moved. His motion was seconded by Ms. Bailey, unanimously passed. Chairman Horne ruled the motion adopted.

### **Change Order #1 – GoRaleigh Station – American South:**

American South is renovating GoRaleigh Transit Station renovation project. A change order has been negotiated with American South to provide replacement of expansion joints, concrete repair and installation of traffic coatings in the deck. Replenishment of contingency funds is also included due to greater than expected unsuitable soils and discrepancies in the deck as built drawings. Mr. Pecoraro reported the committee recommended approval of the change order in the amount not to exceed \$350,000. Mr. Pecoraro reported the committee recommended approval. Mr. Ralph moved approval of the change order as outlined. His motion was seconded by Ms. Thurman, unanimously passed. Chairman Horne ruled the motion adopted.

### **LAPP Grant Application – CNG:**

Mr. Eatman explained this grant would enable providing enough CNG for 70 busses. There is more vetting needed but this provides the opportunity to work with the MPO to get federal funding for up to 80% of the fueling station costs which is a \$5 million project. We have \$3.4 million available. It was felt this is a unique opportunity and must apply for this grant before the end of calendar year 2016 but funds will not be available until calendar year 2019. This is really looking out 2 years before funds are available. Staff is requesting permission to move forward with the grant application and wanted the board to be aware of this. Mr. Eatman stated there are a few more things relating to this to bring back to the Finance Committee before transitioning to CNH. Mr. Pecoraro explained Public Service of North Carolina will provide piping for gas to the station that is not connected yet. If that is not done, that means trucking noting this has not been resolved yet but this should not hold up the application. Mr. Eatman indicated this is a unique opportunity for the City to do a couple of interesting projects noting Public Utilities is moving to this long term. In response to a question from Mr. Ralph, Mr. Eatman explained we have 100 busses and this would allow fueling 70 vehicles. That would cover 70% of existing fleet. We are receiving 11 new busses this week which is the 12 year replacement cycle. If the sales tax referendum passes, more vehicles could be put online to receive CNG quicker. Mr. Eatman stated there is much more discussion needed. The grant application would be for \$3.4 million federal funds for construction of CNG infrastructure. Staff will report back to the board as the grant process progresses. Mr. Pecoraro reported the committee recommended approval of the application for the grant.

Mr. Ralph moved approval of moving forward with referring this item to the Council with a recommendation of approval. His motion was seconded by Ms. Bailey, unanimously passed. Chairman Horne ruled the motion adopted. Mr. Eatman indicated this item would be on the November 1 Council agenda.

## **Transit Management Services:**

Mr. Eatman explained transit staff received proposals for the transit management services of GoRaleigh on September 22, 2016 with three proposals received. Staff from Transit as well as the Long Range Planning Office reviewed the proposals. He reviewed how the proposals were evaluated. TransDev was chosen due to their current strong presence in the region, presentation of best practices, documented implementation of new innovations, ease of transition and their current good standing and prompt response to staff inquiries. Continuity of current experienced and knowledgeable staff will be important with a successful referendum in October. The five year contract value will be \$2,047,411. Staff recommended to the committee that they take action to approve the recommendation of the contract to TransDev and recommend the award to the Transit Authority at this meeting. He reviewed various portions of the contract. This is for a 5 year term but if we get to the point we want to do something different, we have the flexibility to cancel the contract with 30 days written notice for no reason. Mr. Eatman indicated staff recommends moving forward with recommendation for adoption to Council. In response to questioning, Mr. Eatman indicated Ms. Parker will stay on as general manager and Matthew Franklin would remain maintenance manager. Everyone else is an employee of GoRaleigh. Mr. Pecoraro reported the committee concurred with staff's recommendation.

Mr. Ralph moved approval of the TransDev contract as outlined. His motion was seconded by Ms. Bailey with all members voting in the affirmative with the exception of Mr. Ralph who voted in opposition (due to the company not having offices in Raleigh). Chairman Horne ruled the motion adopted.

## **STAFF REPORTS – RECEIVED**

Members received in their agenda packets the following staff reports:

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

## **CONCLUDING REMARKS**

Mr. Ralph thanked staff for what they did to get through Hurricane Matthew.

Mr. Ralph congratulated Mr. Giles for his tenure as a driver.

Mr. Ralph encouraged everyone to get out and vote for the Transit Bond.

Mr. Eatman thanked all involved with keeping GoRaleigh in operation noting those were challenging times.

## **ADJOURNMENT**

There being no further business, the meeting adjourned at 5:20 p.m.

Respectfully submitted,

Brenda Hunt