

**RALEIGH TRANSIT AUTHORITY**  
**APRIL 13, 2017**  
**MINUTES**

The Raleigh Transit Authority met on Thursday, April 13, 2017 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  
Ray Magsanoc  
Debra Rezeli  
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 reported that Ray Magsanoc had agreed to serve as the new chair of the Route Committee.

**MINUTES – MARCH 9, 2017 – APPROVED AS AMENDED**

Members had received a copy of the March 9, 2017 minutes in their agenda packets. Ms. Bailey recommended the following changes in the minutes regarding the report from the Finance and Policy Committee:

2<sup>nd</sup> sentence should read as follows: “.....after which the committee reviewed it and requested additional analysis and information, the final supplemental report was issued in February 2017”

The fifth line from the bottom should read: “After members received the final report, The Finance and Policy Committee recommends going with CNG purchase.”

Ms. Bailey moved approval of the minutes as amended. Her motion was seconded by Ms. Rezeli, unanimously passed. Chairman Horne ruled the motion adopted.

## **ACTION ITEMS**

### **WAKE TRANSIT MASTER PARTICIPATION AGREEMENT – MEMBERS REQUESTED TO PROVIDE COMMENTS TO STAFF PRIOR TO APRIL 18 COUNCIL MEETING**

Mr. Eatman apologized that members did not receive the electronic copy of the full agreement. He provided an overview of what that agreement does. This is one of 3 major agreements noting the master participation agreement is a 30 year agreement. Mr. Eatman had in a previous meeting provided an update on the Transportation Planning Advisory Committee which is the staff level body making decisions on the annual work plan and planning efforts associated with the ½ cent sales tax and other revenue and deliverables that will come from that effort. This agreement sets the tone for all future agreements by defining who is eligible, basic requirements for receiving funds, etc. It is an overreaching agreement and if you want to participate in the Wake Tax District and receive funds for your jurisdiction in Wake County, this is the agreement that must be executed. Lower tier agreements and their purpose were reviewed by Mr. Eatman. Annual Operating Agreements are divided into capital, planning and operating agreements and will be coming to the Authority in the next 60 days for consideration and ultimately execution by the City Council. Those 3 define dollar amounts received annually. The Master Participation Agreement has no dollar amount and is an upper level agreement.

Chairman Horne questioned the process since members did not receive the agreement. Mr. Etman indicated staff will provide members an electronic copy today and if members have comments or concerns he could bring that back and explain it further. He assured the Authority the document had been through 3-4 months of intense work by the City Attorney’s office and attorneys from all 12 municipalities and GoTransit in Wake County. Much thought and work had gone into the final document that had been amended as late as the previous day.

This item will go before the City Council on April 18 for consideration. In response to a question from Mr. Pecararo, Mr. Eatman reviewed capital agreements noting under certain scenarios, there can be multiple agreements. In response to questioning from Mr. Magsanoc, Mr. Eatman indicated the Master Participation Agreement is a rules of engagement agreement for members of the Wake Tax District who desire to receive funds. This doesn’t mean that once it is signed you receive funds. There is a process to follow but this agreement makes you eligible.

He indicated with the City being a major provider, it is desired to get this agreement executed as soon as possible.

Mr. Magsanoc questioned sidewalk and pedestrian projects and how they would be accomplished. Mr. Eatman indicated this is a big item and will be addressed at the project level. Bike/ped accommodations will be part of the project with some funding borne by the project and some may fall on the municipality involved. There is the larger question regarding how pedestrian infrastructure will be built to support an enhanced bus network throughout the county. He noted the City of Raleigh has an existing sidewalk projects plan and is looking at opportunities to accelerate this. The listing is prioritized and transit is one of the criteria used in the scoring elements.

Disbursement of funds, who is responsible for disbursement and set up of the agreement were discussed. Mr. Eatman indicated there will be 1 agreement with space for 15 signatures. Chairman Horne asked members to review the document and see Mr. Eatman if there are questions.

## **INFORMATION ITEM**

### **GORALEIGH STATION RENOVATION UPDATE – RECEIVED**

Gil Johnson, Project Manager, reviewed the landscaping that had occurred to this point including courtyard plantings, green screen around the perimeter of the courtyard, etc. Technology was then reviewed with Mr. Johnson noting work had begun to install video devices, displays, etc. Pictures were provided showing areas of replaced glass, light boxes, east bus lane, wind screen locations, Blount Street drive, north side of the facility, etc. Discussion followed regarding the location of a planted area that had been added. Mr. Johnson explained the project is near completion and they are now looking at things we can get value out of and not affect the operations in any way.

The report was received as information.

## **COMMITTEE REPORTS**

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

Ms. Rezeli reported the Marketing Committee met on April 6, 2017 and made the following recommendations:

**Artspllosure Sponsorship 2017:**

Members received in their packets an ad example for Artspllosure that will run during the month of May. This involves \$1,500 in-kind sponsorship. Ms. Rezeli reported this ad was approved by the Committee.

Ms. Thurman moved approval of the sponsorship. Her motion was seconded by Mr. Magsanoc, unanimously passed. Chairman Horne ruled the motion adopted.

**Bike Month Advertising:**

Ms. Rezeli reported for the past few years, the City of Raleigh/CommuteSmart Raleigh has been using heavy corrugated plastic signs advertising the month of May as Bike Month. The signs have been tied to the racks with zip ties and there have been no problems. Staff requested permission to continue this mode of advertising. There are 50 signs that will be placed on all the bus bike racks (except the three racks) at the end of April and during Bike Month. The signs are 13” x 20”. Placards are also proposed in the buses during the same period. Funding will come from the TDM budget. Ms. Rezeli reported the committee recommended approval of this item.

Ms. Thurman moved approval of the advertising as outlined. Her motion was seconded by Mr. Magsanoc, unanimously passed. Chairman Horne ruled the motion adopted.

**aRt Line Promotion – 10 Years of Art on the Move Celebration:**

Ms. Rezeli explained this is the 10<sup>th</sup> year of this program. Members received in their packets a presentation featuring designs on the buses and plans for the buses. This program involves 3 buses circulating on the RLine route on May 20 from 12:00 – 4:00 pm. Performers will be on the buses and the stipulation of the allowed one circulation per day will be waived for this event. The program involves running 1 extra bus. Ms. Rezeli reported the committee recommends approval.

Mr. Magsanoc moved approval of the program as outlined. His motion was seconded by Ms. Thurman, unanimously passed. Chairman Horne ruled the motion adopted.

**WakeUp and Explore: City Livability Tour – Bus Pass Request:**

Ms. Rezeli explained this event will occur on May 29 from 1:00 – 5:00 pm. All those purchasing a ticket will receive a packet with promotional materials. The organizer of the event has requested 359 day passes to include in these packets at a value of \$875. Mr. Eatman indicated this would be a marketing effort and an in-kind contribution from GoRaleigh. The passes can be used any day for 1 day. He indicated this is not done many times but in select situations it does provide value and the GoRaleigh Station is one of the highlighted stops for this event. It is also hoped new riders can be obtained by citizens who have never ridden the bus previously. Any tickets not distributed in the packets will be returned.

Mr. Magsanoc moved approval of the bus pass request – 350 day passes at a value of \$875. His motion was seconded by Ms. Thurman, unanimously passed. Chairman Horne ruled the motion adopted.

### **Bus Shelter Competition Design Update:**

Mr. Eatman reported we have a design competition winner and at this time staff is working with them to have the appropriate plan. It is necessary to get the plan either through the designer or a 3<sup>rd</sup> party to a structural engineer to be sure it meets right-of-way requirements. Any facility will be placed in the right-of-way as there is very little opportunity for placement in other areas. He reviewed other elements necessary such as meeting minimum wind requirements and DOT also has a breakaway standard. Mr. Eatman stated staff is also going to be working with the designer to be sure we incorporate the functional elements that are very important and still maintain the architectural integrity of the project. The process has begun and Mr. Eatman indicated he could bring to the authority a presentation at a future meeting. He discussed the timeline involved noting this could take as much as a year to go through all the necessary steps as well as being approved by NCDOT Product Evaluation Unit. Once we get through that, it then has to go into manufacturing which will also take more time. He stated this will be completed and will be expedited as much as possible but it is a complex process that will take some time. Ms. Rezeli indicated manufacturing costs are also being considered during all of this process. Mr. Eatman stated in another 30-60 days the preliminary information from the designer will be received and our structural engineering firm will review it and then staff will bring the information to the authority. Mr. Eatman noted this had been presented to the City Council and the responses were very broad and they understood the process and were very supportive.

### **STAFF REPORTS – RECEIVED**

Members received in their agenda packets the following staff reports:

1. Statement of Income (February 2017)
2. Variance Analysis (February 2017)
3. Go PASS Ridership Summary (February 2017)
4. Go PASS Ridership by Agency (February 2017)
5. Accessible Raleigh Transportation Summary (February 2017)
6. Operating Statistics (February 2017)
7. Route Statistics (February 2017)
8. Ridership Percentage by Time Period (February 2017)
9. Evaluation by Route (February 2017)
10. Advertising Update (February 2017)
11. On time Performance Report (April 2017)
12. Monthly Talking Points (April 2017)

**CONCLUDING REMARKS – RECEIVED**

Ms. Thurman expressed appreciation to staff for their work on various projects.

Ms. Magsanoc thanked staff for helping with the Wake County Transit meetings which were very informative.

**ADJOURNMENT**

There being no further business, the meeting was adjourned.

Respectfully submitted,

Brenda Hunt