

# Durham Orange Joint Staff Working Group

## *Meeting Agenda*

January 25, 2018

3-4:30pm

**Location: Durham City Hall, Conference Room #GA**

Invitees: D-O Joint SWG (list attached)

### **Call to order**

### **Roll call**

### **Approval of minutes from last meeting**

### **Open issues**

- 1) Operating Procedures and Annual Elections – SWG Admin
  - a) Orange - approved 12/19/17
  - b) Durham – approved 12/12/17
  - c) Officer Election – **Action Item**
- 2) FY17 Annual Report - GoTriangle
- 3) FY18 Projects and (anticipated) balances as of June 30, 2018 - GoTriangle
- 4) FY19 New Projects – SWG Admin
- 5) Calendar and Workplan Development - GoTriangle
  - a) February
  - b) March
  - c) April
  - d) May

### **New business**

### **Adjournment**

**Durham Transit Plan Goals**

<b>Residents to Jobs</b>	<b>Residents to School</b>	<b>Expand Bus Capacity</b>	<b>Better Regional Connections, including RDU</b>
--------------------------	----------------------------	----------------------------	---

<b>Durham Transit Plan FY19 Cash Flow</b> <b>\$9,804,821</b> (does not include Reserves or DOLRT)
<b>Requests</b> <b>\$6,854,380</b> (does not include Reserves or DOLRT)

**I. Transit Service by Provider**

**GoDurham** **\$2,059,900**

#5 Frequent Service	563,112
#10 - Frequent Service Corridor	384,725
#3 - Tripper for Crowding Relief	65,239
#12 & 14 - Frequency Imprvmnts	260,808
#15 - Span Improvements	316,334
#20 - New Commuter Service	291,803
System Wide - Later Sunday Service	170,403
System-Wide - New Year's Eve Service	7,475
	<b>\$ 2,059,900</b>

**Durham County Access** **\$207,500**

- i. Existing Service - \$187,500
- ii. Expansion Service - \$20,000

**GoTriangle** **\$1,210,096**

#700 Off-Peak	87,822
#800 Off-Peak	88,133
#400 Off-Peak	411,210
#800 Additional Peak	112,545
AdditionalHolidays	124,806
#DRX Additional Peak <sup>1</sup>	72,102
#DRX Frequency	313,478
Sunday Span	-
	<b>\$ 1,210,096</b>

1. Additional hours for the DRX are budgeted 100% to Durham, Wake Workplan TBD

**Transit Admin/O&M** - Nothing requested

**II. Bus Acquisitions - \$120,000**

**Durham County** **\$120,000** for funding for 2 vans  
**GoDurham** \$0  
**GoTriangle** \$0

## Durham Transit Plan Goals

Residents to Jobs	Residents to School	Expand Bus Capacity	Better Regional Connections, including RDU
-------------------	---------------------	---------------------	--

### III. Capital Improvements (TECs, Stops, Park & rides)

**GoTriangle, for the Durham \$1,829,600**

- a. 3 Transit Enhancement Corridors - \$444,000
- b. Bus Stops - \$1,004,500
- c. Park & Ride - \$381,100

### IV. DOLRT Capital -- \$ TBD

The FY 2019 Draft DOLRT Work Plan has not been submitted.

The FY2019 Orange Transit Plan cash flow estimates project costs at **\$36,916,078**

### V. Allocation to Reserves -- \$23,240

The TP cash flow estimated **\$23,240** as a deposit to reserves.

The plan requires X%, for a reserve that equals X% of GoTriangle's budget/other.

### Total Tax District Administration -- \$38,500\*

**DCHC MPO \$23,500** for the SWG admin (25% of total time)

**GoTriangle \$15,000** for Tax District Admin, a new position created in FY18  
(50% cost share with Wake, Orange pays 25% of total time)

### Other Tax District Requests

**GoTriangle \$1,388,784**

**ERP- \$320,833 for FY19 \*\*** GoTriangle is requesting funding from the Tax Districts for its ERP system. Total project cost is estimated at \$5.5 million, over 3 years, starting in FY19. Total Durham cost-share of project is estimated to be \$962,500.

**Access Facilities- \$392,950 for FY19.** GoTriangle's Paratransit service needs additional, improved area. Costs for lease/improvements are split 35 to Durham, 62 Wake, 3 to GoTriangle

**RTC Study – \$187,500** Durham at 37.5, Wake at 62.5

**Commuter Rail Rail Traffic Control Study - \$166,667** Durham at 33.33, Wake at 66.66

\* This does not include staff time for other positions at GoTriangle that are also funded by the Tax District, including Capital Projects, Communications, Legal, etc.

\*\* FY19 Project Cost is estimated at \$1,833,333. Allocation between all sources is: 40% GoTriangle portion, 25% for the Wake County Tax District, 35% split between Durham and Orange.

Orange Transit Plan Goals				
Improving overall mobility and transportation options	Providing geographic equity	Supporting improved capital facilities	Encouraging transit-supportive land use	Providing positive impacts on air quality

<b>Orange Transit Plan FY19</b>	<b>Cash Flow \$6,516,933</b> (does not include Reserves or DOLRT)
	<b>Requests = \$7,192,334</b> (does not include Reserves or DOLRT)

**I. Transit Service**

**Chapel Hill Transit      \$ 2,058,199**

- i. Increasing Cost of Existing (ICES) -742,427
- ii. New Service – \$1,315,772

**OPT                                      \$423,980**

- iii. Increasing Cost of Existing (ICES) = 0
- iv. New Service – \$423,980

**GoTriangle** is requesting **\$873,350** from Orange County for 50% of the following:

#700 Off-Peak	87,822
#800 Off-Peak	88,133
#400 Off-Peak	411,210
#800 Additional Peak	112,545
#ODX	124,806
Additonal Holiday	4,380
#CRX Additional Peak -1	53,528
Sunday Span	17,690
	<b>\$ 900,114</b>

1- CRX has been budgeted at 100% to Orange, because Wake Workplan is TBD.

**Transit Admin/O&M**

**OPT** is requesting **\$111,000** for funding for admin for an AVL Upgrade - Dispatch

**II. Bus Acquisitions**

**Chapel Hill Transit** is requesting **\$1,500,105** for funding for buses, number is TBD.

**OPT** is requesting **\$17,731** for funding for 2 vans (50% match)

**III. Capital Improvements (Stops, Park & rides, NSBRT)**

**Chapel Hill Transit**

- v. Bus Stop – Manning Drive - \$30,000
- vi. NSBRT – D/E funding – \$1,531,250

**OPT** is requesting **\$124,972** for stops

Orange Transit Plan Goals				
Improving overall mobility and transportation options	Providing geographic equity	Supporting improved capital facilities	Encouraging transit-supportive land use	Providing positive impacts on air quality

**III. Capital Improvements (Stops, Park & rides, NSBRT) – cont.**

The Town of Carrboro has pending requests from FY18, but these are not in FY19 workplan (but this may change).

**GoTriangle, for Orange County \$131,400**

- a. Hillsborough Park & Ride – \$80,000
- b. Carrboro area bus stop - \$500 (work is being done in FY18)
- c. Orange County and Mebane stops - \$ 50,900

**III. DOLRT Capital -- \$XX.X Million - TBD**

The FY 2019 Draft DOLRT Work Plan has not been submitted.

The FY2019 Orange Transit Plan cash flow estimates project costs at \$8,379,723

**IV. Allocation to Reserves -- \$39,644**

The TP cash flow estimated \$39,644 as a deposit to reserves.

The plan requires X%, for a reserve that equals X% of GoTriangle’s budget/other.

**Total Tax District Administration -- \$38,500\***

**DCHC MPO \$23,500** for the SWG admin (25% of total time)

**GoTriangle \$15,000** for Tax District Admin, a new position created in FY18

(50% cost share with Wake, Orange pays 25% of total time)

**Other Tax District Request -- \$320,833 for FY19 \*\***

**GoTriangle** is requesting funding from the Tax Districts for its ERP system. Total project cost is estimated at \$5.5 million, over 3 years, starting in FY19. Total Orange cost-share of project is estimated to be \$962,500.

\* Amount does not include staff time for other positions at GoTriangle that are also funded by the Tax District, including Capital Projects, Communications, Legal, etc.

\*\* FY19 portion of Project Cost is estimated at \$1,833,333. Allocation between all sources is: 40% GoTriangle portion, 25% for the Wake County Tax District, 35% split between Durham and Orange

D-O SWG Meetings Sign In

1.23.18				
County	Person	Confirmed	Organization	1.25.18 attended, recorded by SWG Admin
D-O	Aaron Cain	yes	DCHC MPO	AC
D-O	Margaret Scully	yes	DCHC MPO	MS
D-O	Felix Nwoko		DCHC MPO	FN
D-O	Tom Jaynes		Durham Tech, Durham Tech-Orange County	Penny Gluck for TJ
D-O	John Tallmadge	yes	GoTriangle	JT
D-O	Erik Landfried		GoTriangle	Matthew Frazier for EL
D-O	Geoff Green	yes	GoTriangle	GG
D-O	Burgetta Wheeler		GoTriangle	
D-O	Jeff Mann		GoTriangle	
D-O	Jeffrey Sullivan		GoTriangle	
D-O	Jennifer Keep	yes	GoTriangle	JK
D-O	Kevin Lewis		GoTriangle	KL
D-O	Juan Carlos Erickson		GoTriangle	
D-O	Katharine Eggleston		GoTriangle	
D-O	Matthew Clark		GoTriangle	
D-O	Patrick McDonough		GoTriangle	
D-O	Praveen Sridharan	yes	GoTriangle	PS
D-O	Richard Major		GoTriangle	
D-O	Sandra Freeman		GoTriangle	
D-O	Sharita Seibles		GoTriangle	SS
D-O	Danny Rogers		GoTriangle	
D-O	Mike Charbonneau		GoTriangle	
D-O	John Hodges-Copple		Triangle J Council of Governments	
D-O	Matt Day		Triangle J Council of Governments	
Durham	Linda Thomas-Wallace	tentative	Durham County	LTW
Durham	Drew Cummings		Durham County	
Durham	Evan Tenenbaum	yes	Durham County	ET
Durham	Antoinette Glover		Durham County	
Durham	Jessica Brown-Linton		Durham County	
Durham	Susan Tezai		Durham County	
Durham	Antony Wambui		City of Durham	
Durham	David Boyd		City of Durham	
Durham	Ellen Beckmann	yes	City of Durham	
Durham	Harmon Crutchfield		City of Durham	
Durham	Mindy Taylor		City of Durham	
Durham	Terry Bellamy		City of Durham	TB
Durham	Pierre Osei-Owusu		City of Durham/GoDurham	
Durham	Alison Carpenter		Duke University	
Durham	Cha'ssem Anderson		North Carolina Central University	CA
Durham	Lisa Jemison	no	Research Triangle Park Foundation	
Orange	Brian Litchfield		Chapel Hill Transit	
Orange	Nicholas Pittman		Chapel Hill Transit	NP
Orange	Theo Letman	yes	Orange County	TL
Orange	Travis Myren	yes	Orange County	
Orange	Craig Benedict		Orange County	
Orange	Tom Altieri		Orange County	
Orange	E Cheek		Orange County	
Orange	G Donaldson		Orange County	
Orange	P Murphy		Orange County	
Orange	Tina Moon		Town of Carrboro	TM
Orange	Bergen Watterson		Town of Chapel Hill	
Orange	Kayla Seibel		Town of Chapel Hill	KS
Orange	Ken Pennoyer		Town of Chapel Hill	
Orange	Rick Shreve		Town of Chapel Hill	
Orange	Margaret Hauth		Town of Hillsborough	
Orange	Kurt Stolka		UNC at Chapel Hill	
Orange			City of Mebane	

FY17-19 Transit Plan Cash Flow (Appendix A)

Operating Revenues	2017	2018	2019
Sales Tax	26,914,101	28,579,624	30,664,248
Vehicle Rental Tax	1,166,764	1,220,435	1,274,134
\$3 Vehicle Registration Fee	696,164	718,441	736,402
\$7 Vehicle Registration Fee	1,624,470	1,676,453	1,718,364
Prior Year Cash Balance Restricted Operating	1,821,214	-	-
Prior Year Cash Balance Unrestricted	50,494,796	-	-
	<b>82,717,509</b>	<b>32,194,953</b>	<b>34,393,148</b>
Operating Expenses	2017	2018	2019
Allocations to Transit Providers for Bus O&M	3,821,281	3,965,821	4,294,536
Allocations to Transit Providers for Administration	-	174,060	123,290
Allocations to Transit Providers for Bus Facilities O&M	-	8,079	16,713
Allocation to GoTriangle for D-O LRT O&M	-	-	-
Allocation to GoTriangle for CRT O&M	-	-	-
	<b>3,821,281</b>	<b>4,147,959</b>	<b>4,434,539</b>
Deposit to Operating Reserve	634,628	108,514	23,240
Operating Revenues Remaining for Capital	78,261,600	27,938,480	29,935,369
Capital Revenues	2017	2018	2019
Carryover	-	53,904,375	45,842,418
Prior Year Cash Balance Restricted Capital	1,412,067	-	-
Durham D-O LRT Spent, Pre-2017 *	25,548,001	-	-
Operating Revenues Remaining for Capital	78,261,600	27,938,480	29,935,369
Durham D-O LRT Federal FFGA Revenues	-	-	-
Durham D-O LRT State Revenues	-	-	19,466,833
Durham D-O LRT LOB Proceeds	-	-	-
Durham D-O LRT GAN Proceeds	-	-	-
Durham D-O LRT TIFIA Proceeds	-	-	-
Durham Debt Service Reserve Release	-	-	-
Durham Debt Service Reserve Interest Earnings	-	-	-
Durham CRT Federal FFGA Revenues	-	-	-
In-Kind Donation (Right of Way)	-	-	-
Local Grants for Joint Development	-	-	-
	<b>105,221,668</b>	<b>81,842,855</b>	<b>95,244,619</b>
Capital Expenses	2017	2018	2019
Allocations to Transit Providers for Vehicles	-	3,622,934	2,164,189
Durham County Bus Facilities and Capital Projects	-	1,964,329	3,206,093
State of Good Repair for D-O LRT	-	-	-
CRT Project Cost	-	-	-
	<b>-</b>	<b>5,587,263</b>	<b>5,370,281</b>
D-O LRT Project Costs (No Debt) *	51,317,293	30,413,175	36,916,078
Durham LOB Debt Service	-	-	-
Durham GAN Debt Service	-	-	-
Durham TIFIA Debt Service	-	-	-
Durham Debt Service Reserve Deposit	-	-	-
Durham Cost of Issuance	-	-	-
	<b>51,317,293</b>	<b>30,413,175</b>	<b>36,916,078</b>
Cumulative Fund Balance	2017	2018	2019
Ending Balance	53,904,375	45,842,418	52,958,260

This amt. is a total of GoDurham, GoTriangle, and Durham Access

\* The D-O LRT Project cost shown in FY 2017 is a total of actual and budgeted expenditures for FY 2014 through FY 2017. Corresponding Tax District revenues spent to date are shown as revenues.

FY17-19 Transit Plan Cash Flow (Appendix A)

Orange County Cash Flow Details Page 1/3

\*Cash flow is based on assumptions in Table 4.8-1 of the Ora






<b>Operating Revenues</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Sales Tax	6,687,816	7,001,929	7,400,189
Vehicle Rental Tax	569,291	595,478	621,679
\$3 Vehicle Registration Fee	345,873	359,362	370,502
\$7 Vehicle Registration Fee	806,986	838,458	864,450
Prior Year Cash Balance Restricted Operating	2,131,063	-	-
Prior Year Cash Balance Unrestricted	9,355,894	-	-
	<b>19,896,923</b>	<b>8,795,227</b>	<b>9,256,820</b>
<b>Operating Expenses</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Allocations to Transit Providers for Bus O&M	3,100,195	3,155,000	3,241,593
Allocation to County Admin & Fac. O&M	-	132,339	26,850
Allocation to GoTriangle for D-O LRT O&M	-	-	-
	<b>3,100,195</b>	<b>3,287,339</b>	<b>3,268,443</b>
Deposit to Operating Reserve	589,016.25	11,234	39,644
Operating Revenues Remaining for Capital	16,207,712	5,496,655	5,948,733
<b>Capital Revenues</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Carryover From Prior Year	-	12,958,514	5,031,514
Prior Year Cash Balance Restricted Capital	575,507	-	-
Orange D-O LRT Spent, Pre-2017 *	7,824,006	-	-
Operating Revenues Remaining for Capital	16,207,712	5,496,655	5,948,733
Orange D-O LRT Federal FFGA Revenues	-	-	-
Orange D-O LRT State Revenues	-	-	4,418,852
Orange D-O LRT LOB Proceeds	-	-	-
Orange D-O LRT GAN Proceeds	-	-	-
Orange D-O LRT TIFIA Proceeds	-	-	-
Orange Debt Service Reserve Release	-	-	-
Orange Debt Service Reserve Interest Earnings	-	-	-
In-Kind Donation (Right of Way)	-	-	-
Local Grants for Joint Development	-	-	-
Private Capital Campaign	-	-	-
	<b>24,607,225</b>	<b>18,455,169</b>	<b>15,399,098</b>
<b>Capital Expenses</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Allocations to Transit Providers for Vehicles	-	3,496,436	376,939
North-South Corridor BRT (Tax District Share)	-	1,531,250	1,531,250
Hillsborough Train Station (Tax District Share)	-	116,000	-
Orange County Bus Facilities and Capital Projects	-	1,376,364	1,340,301
State of Good Repair for D-O LRT	-	-	-
	<b>-</b>	<b>6,520,051</b>	<b>3,248,490</b>
D-O LRT Project Costs (No Debt) *	11,648,711	6,903,604	8,379,723
Orange LOB Debt Service	-	-	-
Orange GAN Debt Service	-	-	-
Orange TIFIA Debt Service	-	-	-
Orange Debt Service Reserve Deposit	-	-	-
Orange Cost of Issuance	-	-	-
	<b>11,648,711</b>	<b>6,903,604</b>	<b>8,379,723</b>
<b>Cumulative Fund Balance</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Ending Balance	12,958,514	5,031,514	3,770,885

\* The D-O LRT Project cost shown in FY 2017 is a total of actual and budgeted expenditures for FY 2014 through FY 2017. Corresponding Tax District revenues spent to date are shown as revenues.



FY2018 Budget Finance Calendar  
Working Calendar

Original Date	Current Date	Fiscal Year	Reporting Process	Parties Responsible	Activity	SWG Action Step
September 14 - October 15	<b>September 14 - October 15</b>	FY2017	FY 2017 Reporting	D-O Participating Agencies	FY2017 Annual Report - Prepare text of milestones FY2018 Next Steps	Submit Content
October 11	<b>October 12</b>	FY2019	FY 2019 Budget Process	SWG	Budget Kick-Off	None
October 13 - October 18	<b>October 13 - October 19</b>	FY2019	FY 2019 Budget Process	GoTriangle	Project Request Template, Invoice Template	Review
October 24 - November 15 <b>SENT October 31 - Still due November 15</b>	<b>October 24 - November 15</b> <b>SENT October 31 - Still due November 16</b>	FY2019	FY 2019 Budget Process	D-O Participating Agencies	FY2019 Project Requests created	Submit Project Requests
November 1	<b>November 1</b>	FY2018	FY 2018 Reporting	D-O Participating Agencies	Q1 FY2018 Invoices due to GoTriangle.	Invoice/KPIs
By November 2 - <b>CANCELLED BUT CONTACT GOTRIANGLE FOR ONE-ON-ONE SESSION BY NOVEMBER 15</b>	By November 2 - <b>CANCELLED BUT CONTACT GOTRIANGLE FOR ONE-ON-ONE SESSION BY NOVEMBER 15</b>	FY2019	FY 2019 Budget Process	D-O Participating Agencies	FY2019 Budget Work Session.	
Nov 16 - Dec 10		FY2019	FY 2019 Budget Process	GoTriangle	Revenue assumptions per DO Agency - Calculate and Distribute	Distribute to SWG
November 29	<b>November 29</b>	FY2018	FY 2018 Reporting	GoTriangle	FY 2018 Q1 Progress and Financial Report produced for all agencies.	n/a
December 1	<b>December 1</b>	FY2017	FY 2017 Reporting	GoTriangle/Durham/Orange	FY2017 Annual Report	none
December 11	<b>January 25</b>	FY2019	FY 2019 Budget Process	SWG	FY2019 Workplan - Project Prioritization (Delayed)	Project Prioritization
December 13	<b>December 13</b>	FY2017	FY 2017 Reporting	GoTriangle/Durham/Orange	Present FY 2017 Annual Durham Orange Transit Report.	None

Legend	
	Past
	Due Date is TBD
	SWG Meeting
	SWG action step
	No actions by SWG

FY2018 Budget Finance Calendar  
Working Calendar

Original Date	Current Date	Fiscal Year	Reporting Process	Parties Responsible	Activity	SWG Action Step
January 31	January 31	FY2018	FY 2018 Reporting	D-O Participating Agencies	Q2 FY2018 Invoices due to GoTriangle.	Invoice/KPIs
	February 14		D-O SWG	SWG	Meeting	Chapel Hill Public Library, 2 pm
Dec 22 - Jan 2	February 15 - February 28	FY2019	FY 2019 Budget Process	GoTriangle	Draft FY 2019 Work Plan distributed to D-O Agencies for Review and Comment.	Workplan and Supporting Memos
January 8	March 2	FY2019	FY 2019 Budget Process	SWG	FY2019 Draft Workplan Released	Resolutions to Adopt
January 9 - March 9	March 2 -April 13	FY2019	FY 2019 Budget Process	Public Comment	Public Comment Period (45 days). <i>Formal presentations of the FY 19 proposed budget to the DCHC, Durham County and Orange County Boards.</i>	none
February 28	February 28	FY2018	FY 2018 Reporting	GoTriangle	FY 2018 Q2 Progress and Financial Report produced for all agencies.	Progress Report
	March 14		D-O SWG	SWG	Meeting	Durham City Hall, 1pm
March 10 - April 11	April 17	FY2019	FY 2019 Budget Process	GoTriangle	FY2019 Work Plan adjusted per comments received	Workplan Revisions, Memos
none	April 11-25	FY2019	FY2019 Service Agreements	DCHC MPO / GoTriangle	Service Agreements signed by all parties	Develop and Execute Service Agreements
April 25	April 25	FY2018	FY 2018 Reporting	D-O Participating Agencies	Q3 FY2018 Invoices due to GoTriangle.	Invoice/KPIs
April 25	April 25, 10:30am	FY2019	FY 2019 Budget Process	SWG Admin	FY2019 Work Plan to GoTriangle Operations & Finance	Present for Recommendation
May 23	May 23	FY2018	FY 2018 Reporting	GoTriangle	FY 2018 Q3 Progress and Financial Report produced for all agencies.	Progress Report
May 23	May 23	FY2019	FY 2019 Budget Process	SWG Admin	FY 2019 Work Plan - GoTriangle Public Hearing	Public Hearing
none	May 1 or 15	FY2019	FY 2019 Budget Process	SWG Admin	FY 2019 Work Plan - Orange CC Public Hearing	Public Hearing
none	May 14 or June 11	FY2019	FY 2019 Budget Process	Durham CC	FY 2019 Work Plan - Public Hearing	Public Hearing
none	May 9	FY2019	FY 2019 Budget Process	SWG Admin	FY 2019 Work Plan - MPO Board Public Hearing	Public Hearing
By June 30	By June 30	FY2019	FY 2019 Budget Process	SWG Admin	FY 2019 Work Plan and FY2019 Budget for GoTriangle Budget (D-O Operating and Capital Ordinances).	Adoption
July 1 - September 15	July 1 - September 15	FY2018	FY 2018 Reporting	D-O Participating Agencies	Q4FY2018 Invoices due to GoTriangle.	Invoice/KPIs
September 16 - October 15	September 16 - October 15	FY2018	FY 2018 Reporting	D-O Participating Agencies	FY2018 Annual Report - Prepare text of milestones FY2019 Next Steps	Submit Content
November 14	November 14	FY2018	FY 2018 Reporting	GoTriangle	FY 2018 4th Quarter Progress and Financial Report produced for all agencies.	Progress Report