

**D-O Staff Working Group Joint Meeting  
1/25/18 Meeting Minutes**

**Minutes – recorded by Mo Devlin (MD), SWG Admin**

**Quorum**

Durham – Aaron Cain, MPO, John Tallmadge (JT), GoTriangle, Linda Thomas-Wallace, Durham County  
Orange - Aaron Cain, MPO, John Tallmadge, GoTriangle, Theo Letman, Orange Public Transit

1) Operating Procedures and Annual Elections – SWG Admin

a) Officer Election – **Action Item** -

i) **Durham**

Chair - John Tallmadge nominated by Aaron Cain, 2<sup>nd</sup> by Linda Thomas-Wallace, All in favor

Vice Chair – Aaron nominated by Linda, 2<sup>nd</sup> by John, All in favor

ii) **Orange**

Chair - John Tallmadge nominated by Aaron Cain, 2<sup>nd</sup> by Theo, All in favor

Vice Chair – Aaron nominated by Theo, 2<sup>nd</sup> by John, All in favor

2) **FY17 Annual Report – GoTriangle**

MD discussed the Annual Reporting cycle. An earlier draft of the FY18 calendar had the annual report being presented in December, though without specifying the medium (presentation to Boards, Press Release, Social media?). Annual Report supplied to date was a text only document, no graphics, etc. Future annual reports might be tailored for each county, focus on the different goals, and successes of funded projects to date.

John Tallmadge provided an updated FY17 Annual Report was released in January, and had just come back from the printer. There would be sections (by Transit Plan/County?,- THIS IS UNCLEAR.) that stand alone, PDF format, and will be available on website. JT distributed appx. 10 copies. Durham Transit Plan starts on p 19.

In 2017, GoTriangle committed to quarterly reporting on Tax District, and Matthew Clark will be presenting at County Boards. Expectation that the SWG would also present then. Next Board meetings are 2/8 Durham and 2/6 Orange.

**Questions:**

- Felix Nwoko – is there a separate Wake Report? Will there be any changes?  
JT – Wake is in the GoTriangle report, no changes
- Tina Moon - the municipalities don't need a full report. Can GoTriangle create media blast that provides information about the Tax District? JT/GoTriangle to follow up.
- Linda Thomas-Wallace – future annual reports separate out the D-O Transit Plans

3) FY18 Projects and (anticipated) balances as of June 30, 2018 – GoTriangle

MD reviewed how Prior Year balances had been reported in the past. Letters were sent to County Managers and reported balances available to Transit Agency or Municipality. Last letters were sent in

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April FY2016 to support FY17 Budgeting. As of January 2018, balances from FY17 have not been quantified, and FY18 activity has not been invoiced. Positive balances can be from expenditures that are lower than anticipated, or from revenues higher than in the Cash Flow. MD noted that with the current positive economy, it is easy to generalize there are balances from revenue, and that probably expenditures was lower due to SWG not having capacity to program or deliver projects in 2017.

JT explained that expenditures under cash flow could be from 2 areas, cost savings or from project sponsors not advancing as quickly as requested/planned.

Jennifer Keep – Asking agencies to invoice by 1/31/18 to prepare 2 quarters of reporting. Can make a report available and bring to next meeting (2/14).

MD requested that this report be sent on 2/7, to give the group a chance to understand the balances available, Jennifer agreed to distribute on 2/7/18

MD asked that the balances reported be at the agency level. If the policy is that the balances go back to the County “bucket”, then GoTriangle to clarify that this is the policy. In the FY16 letters, balances were available to the original agency, not sure if this has changed?

Praveen Sridharan – Tax District revenues very closely match cash flow. GoT finance committee send some financial information to SWG admin at 2:57 pm that answered some cash flow questions, but maybe not in detail.

#### Questions:

Tina Moon asked that the group to develop a policy that addresses “windfalls”, and how these would be tracked and allocated. MD will schedule this for a future SWG agenda.

Terry Bellamy asked what quarterly reporting will look like, and will it be reporting revenues. Jennifer keep said they can accrue sales tax revenues within 6 weeks of month end. Can estimate expenses for projects not yet invoiced. MD suggested to not burden Transit Agencies, the GoT finance team could estimate expense by taking Project Request Year value and divide by 2.

Terry asked what will SWG do when there is a shortfall, used Iowa example where they are in financial distress. JT said that SWG will want to develop a policy, in Charlotte in 2008-9 s.tax short fall was a big problem.

#### 4) FY19 New Projects – SWG Admin

MD said that SWG is allowing more time for Sponsors to request FY19 projects, all requests by 2/7

#### 5) Calendar and Workplan Development - GoTriangle

Both GoTriangle and SWG Admin prepared calendars. Differences were not discussed.

#### 6) New Business – NONE

Adjourned at 4:25pm