

**Durham Orange Joint Staff Working Group  
November 14, 2018 Meeting Minutes**

**Roll Call:**

**GoTriangle:** Patrick McDonough  
**DCHC MPO:** Aaron Cain, Meg Scully (Alternate)  
**Orange County:** Theo Letman -Alternate  
**Durham County:** Evan Tenenbaum  
**SWG Admin:** Mo Devlin, recorded minutes  
**Non-Voting Members** listed on last page.

**Item 2 Approval of October Minutes**

Durham County - Aaron moved approval and Patrick seconded, passed unanimously  
Orange County – Aaron moved and Theo seconded, passed unanimously

**Item 3a. Transit Metrics –**

Erik Landfried asked the group about how the SWG collects and reports data. As the technical group of the plan, to consider how we collect and report. The questions for the groups are if transit metrics part of the SWG process? If they should be tied to outcomes and the relationship between the project request and reporting at the route level and span of service. Nick Pittman said that CH Transit's service doesn't have a goal for service, so therefore concerned that there is an expectation of pass/fail. Chapel Hill is collecting the numbers and Erik said that SWG does not, and they help to build the stories. Patrick talked about Wake's Transit plan and the goals of ridership and coverage. Mo said that the metrics would be collected at the SWG level, compiled and shared with the group. The purpose of collecting at the route level is to match the project requests/funding requests. Numbers would not be shared with the community yet. Goal is for SWG to have all transit data in one place. Mo will work with Transit providers during early 2019 to gather Annual Ridership by Route, Total Revenue Hours and Passengers per Revenue Hour from FY 2014 through FY 2018. For FY 2019 the numbers will be collected in September 2019.

**Item 3b. Annual Reports –**

Erik asked that Annual Reports be provided to GoTriangle by close of business on November 16. Tina asked why the revenues and expenditures match exactly. The group asked that the reserves be noted differently. Mo asked that in Durham the CR Project and CTT activity be mentioned, if there was no financial activity recorded. Kayla asked that in Orange the BRT activity be called out separately in the expenditure circle.

**Item 3c. FY 2018 Q4 report**

GoTriangle will present to the MPO's Technical Committee on 12/19 and Board on 1/9/19. Presentations to the County Boards is still TBD.

**Item 3d. FY2020 Workplan**

Praveen said that the new template was being worked on and could forward it to the SWG on December 7. The MPO/SWG Admin would help populate the form with projects from the adopted Transit Plans and forward to the group.

**Item 3e. Policy Committee**

Aaron reviewed the Policy Committee Notes from October and Carryover recommendations. Aaron recommended that if the SWGs were in agreement that they could adopt these as a policy.

Orange County - Patrick moved, Theo Seconded, passed unanimously.  
Durham County - Patrick moved, Evan Seconded, passed unanimously

**Adjourned at 2:34 pm**

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**Non-Voting Members:**

Mindy Taylor  
Tom Altieri  
John Hodges-Copple  
Jon Dodson  
Kevin Lewis  
Tina Moon  
Erik Landfried  
Praveen Sridharan (joined by phone around 2pm)  
Saundra Freeman (joined by phone around 2pm)  
Harmon Crutchfield  
Kayla Seibel  
Nick Pittman  
Talesh Holloway