

Tasks	Responsible	2018											
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
FY19 Workplan													
Project Call													
Project Review													
March SWG - Draft Workplan -	SWG			3/14									
All Project Revisions due (send to maurendevlin@durhamnc.gov; DOTransitProjects@gotriangle.org)	Project Sponsors			3/16									
All Carryforward balances sent to SWG Admin + SWG Members	GoTriangle			3/20									
Revised Draft Workplan sent to SWG (with Carryforward balance included)	SWG Admin			3/29									
SWG (Review of Draft Workplan + Other Items)	SWG					5/16							
Draft Workplan -Finalized						5/18							
Public Comment - 21 Days						5/18	6/7						
Board Presentations							6/4 and 6/5						
May SWG (Approval of Draft Workplan + Quarterly Reporting)						5/16							
Adoption-GoTriangle Budget						2.5 hours							
							6/27						
Meetings and Boards													
SWG		1/25	2/14 2/20	3/14	4/11	5/16	6/13	7/18*	8/8	9/12	10/10	11/14	12/12
MPO (Tech)						5/23							
MPO (Board)			2/28	3/14			6/13						
GoTriangle							6/27						
Durham County Commissioners - Work Plan* & Quarterly Reporting			2/8				6/4						
Orange County Commissioners - Work Plan* & Quarterly			2/4				N/A						
<i>*County Boards only see plans, do not adopt</i>													
Invoicing and Reporting													
Q1 invoices due at GoTriangle													
Q1 reporting													
Q1 Payments to Transit Partners													
Q2 invoices due at GoTriangle		31-Jan											
Q2 reporting			28-Feb										
Q2 Payments to Transit Partners				15-Mar									
Q3 invoices due					30-Apr								
Q3 reporting due at GoTriangle						5/11/18							
Q3 Payments to Transit Partners							15-Jun						
Q4 invoices due at GoTriangle								31-Jul					
Q4 reporting									30-Aug				
Q3 Payments to Transit Partners										15-Sep			
Q1 invoices due at GoTriangle											31-Oct		
Q1 reporting												30-Nov	
Q1 Payments to Transit Partners													15-Dec

2018 SWG Calendar		
Agenda Item Due	Agenda Posted	Meeting (Joint)
5-Mar	9-Mar	14-Mar
2-Apr	6-Apr	11-Apr
7-May	11-May	16-May
4-Jun	8-Jun	13-Jun
2-Jul	6-Jul	11-Jul
30-Jul	3-Aug	8-Aug
3-Sep	7-Sep	12-Sep
1-Oct	5-Oct	10-Oct
5-Nov	9-Nov	14-Nov
3-Dec	7-Dec	12-Dec

New Item:

Payment to Transit Partners

GoTriangle Cycle per Sfreeman: All Q reporting is done by 3rd week after Quarter + 30 day period

July Meeting in Hillsborough, 9am.
Orange County Planning Department, 131 West Margaret Lane