

Durham Orange Joint Staff Working Group

Meeting Agenda

June 18, 2018

11 am - 12:30pm

Durham City Hall, Room GA

1. Call to Order/Roll Call

2. Approval of Meeting Minutes

- a. April – on hold
- b. May – on hold

3. Open Issues

a. FY 2019 Work Plan - **Action Item**

Review FY 2019 Work Plan and Approve Final Work Plan for adoption by GoTriangle Board.

See attached :

- Changes to draft Durham Workplan (061418)
- Changes to draft Orange Workplan (061418)

b. Policies and Procedures - Discussion Item.

See attached:

- Policies and Procedures for Staff Working Group

c. Develop a FY 2019 SWG Calendar – **Action Item.**

Review SWG monthly cycle, best meeting days/dates, consider the FY 2020 Work Plan cycle.

4. New Business

5. Adjournment

**Durham-Orange Work Plan
Fiscal Year 2018-2019**

Revenues	Durham	Orange	FY 2019
			Proposed
\$7 Vehicle registration tax	\$ 1,701,600	\$ 851,035	\$ 2,552,635
\$3 Vehicle registration tax	729,218	364,752	1,093,970
1/2 Cent Sales Tax	30,664,248	7,400,189	38,064,437
Vehicle Rental Tax	1,305,693	637,012	1,942,705
FTA Grants	272,006	173,404	445,410
Allocation from Reserves	40,510,079	15,577,755	56,087,835
Total Revenue	75,182,844	25,004,148	100,186,991
Expenditure by Program			
Transit Services*	4,870,975	3,701,438	8,572,413
Capital, Including ERP System	1,793,853	3,671,373	5,465,226
Durham Wake Commuter Rail (CRT)	166,667	-	166,667
Hillsborough Train Station	-	116,000	116,000
North South Bus Rapid Transit (NSBRT)	-	2,000,000	2,000,000
Durham Orange Light Rail (DOLRT)	68,351,349	15,515,337	83,866,686
Total FY 2019 Work Plan	75,182,844	25,004,148	100,186,991

**Excludes carryover balances from FY2018 - TBD*

D-O GoT Changes 6.15.18

Summary by County

Description	Sub-Category	Durham	Orange	Total
Carryover -Transit To Capital			111,000	-
Carryover - Capital Year to Year NSBRT		-	468,750	468,750
Carryover - Capital Year to Year GoTriangle Carr		-	16,500	16,500
Carryover - Capital Year to Year Carrboro Projec		-	927,565	927,565
Transit Service		4,855,975	3,671,377	8,527,352
Capital, including ERP		1,587,853	1,574,387	3,162,240
	Vehicle	381,333	224,231	605,564
	Stops, Etc. - Carrboro stop is Above)	1,156,520	1,300,156	2,456,676
	ERP	50,000	50,000	100,000
	Stops - paid by State Grant		-	-
NSBRT (Carryover is Above)		-	1,531,250	1,531,250
CRT		166,667		166,667
Hillsborough Train Station		-	116,000	116,000
		6,610,495	6,893,014	13,503,509
DOLRT Request acknowledges Carryover		68,351,349	15,515,337	83,866,686
Total Includes Carryover		74,961,844	23,821,166	98,783,010
GoTriangle Exp from 6.15.18				100,186,991

Difference

1,403,981

D-O GoT Changes 6.15.18

Detail by County

Durham	Project Sponsor	Source	Name	was	is	Change
GoTriangle	Transit Service	Transit Service	Multiple Routes	1,277,587	1,694,591	417,004
GoDurham	Transit Service	Transit Service	Multiple Routes	2,906,087	2,890,034	(16,053)
GoTriangle	Capital-Vehicle	Capital-Vehicle	Admin at GoTriangle	-	15,000	15,000
GoTriangle	Capital-Vehicle	Capital-Vehicle	Enterprise Resource Program	-	50,000	50,000
			Regional Transit Center Relocation			
GoTriangle	Capital-Vehicle	Capital-Vehicle	Feas. Study	-	125,000	125,000
GoDurham	Capital-Stops	Capital-Stops	Patterson Place	18,000	-	(18,000)
GoDurham	Capital-Stops	Capital-Stops	Holloway	700,000		(700,000)
GoDurham	Capital-Stops	Capital-Stops	Bus Stops- GoT for GoD	633,495	783,570	150,075
GoTriangle	Capital-Stops	Capital-Stops	Bus Stops- GoT	102,000	257,000	155,000
						178,026
DOLRT				68,191,065	68,351,349	160,284
Durham Work Plan - Draft to GoTriangle				was	is	Change
Transit Service				4,390,674	4,791,625	400,951
Transit Admin/Surveys				64,350	64,350	-
Capital-Vehicle				191,333	381,333	190,000
Capital-Stops				1,569,445	1,156,520	(412,925)
ERP				50,000	50,000	-
CRT				166,667	166,667	-
SubTotal - Operating and Capital				6,432,469	6,610,495	178,026
DOLRT				68,191,065	68,351,349	160,284
Durham Total				74,623,534	74,961,844	338,310

D-O GoT Changes 6.15.18

Detail by County

Orange	Project Sponsor	Source	Name	was	is	Change
	CHT	Transit Service	Multiple Routes	2,093,838	2,093,778	(60)
	OPT	Transit Service	Multiple Routes	477,774	423,980	(53,794)
	GoTriangle	Transit Service	Multiple Routes	868,254	1,141,769	273,515
			Regional Transit Center Relocation			
	GoTriangle	Capital-Vehicle	Feas. Study	-	62,500	62,500
	GoTriangle	Capital-Vehicle	Enterprise Resource Program	50,000	50,000	-
	GoTriangle	Capital-Vehicle	Admin at GoTriangle	-	15,000	15,000
	GoTriangle	Capital-Stops	Hillsborough Park and Ride	80,000	362,500	282,500
	GoTriangle	Capital-Stops	Stop Shelter Design/Stop Improvements	48,000	310,000	262,000
	GoTriangle	Capital-Stops	Mebane Stop	2,900	-	(2,900)
Orange	GoTriangle	Capital-Stops	Carrboro Stop (Really Carryover)	500	17,000	-
						838,761
DOLRT				15,478,953	15,515,337	36,384
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Orange Work Plan - Draft to GoTriange				was	is	Change
			Transit Service	3,439,866	3,644,527	204,661
			Transit Admin/Surveys	26,850	26,850	-
			Transit Admin at GoTriangle		15,000	15,000
			Capital-Vehicle (Includes recharacterization)	35,731	113,231	77,500
			Carryover -Transit Service to Capital (AVL)	111,000	111,000	-
			Capital-Stops	758,556	1,300,156	541,600
			Capital - ERP	50,000	50,000	-
			NSBRT	1,531,250	1,531,250	-
			Hillborough Train Station	116,000	116,000	-
			Carryover - Carrboro Stop by GoTriangle		-	-
			SubTotal - Operating and Capital	6,069,253	6,908,014	838,761
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DOLRT				15,478,953	15,515,337	36,384
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Total				21,548,206	22,423,351	875,145
Carryover for NSBRT, Carrboro Projects, Carrboro Stop					1,412,815	
Orange Total with Carryover				21,548,206	23,836,166	2,287,960

D-O GoT Changes 6.15.18

Detail by County

Durham Orange	D-O Work Plan - Draft to GoTriangle		
Transit Service	7,830,540	8,436,152	605,612
Transit Admin/Surveys	91,200	91,200	-
Capital-Vehicle	227,064	494,564	267,500
Carryover -Transit Service to Capital (AVL)	111,000	111,000	
Capital-Stops	2,328,001	2,456,676	128,675
ERP	100,000	100,000	-
NSBRT	1,531,250	1,531,250	-
Hillsborough	116,000	116,000	-
CRT	166,667	166,667	-
SubTotal - Operating and Capital	12,501,722	13,503,509	1,001,787
DOLRT	83,670,018	83,866,686	196,668
			Total Work Plan
	Draft	Revisions	Change
Total Work Plan	96,171,740	97,370,195	1,198,455
Carryover		1,412,815	
Total Work Plan		98,783,010	

FY 2019 Work Plan from Carryover
Carryover Reconciliation

Program	CHT	OPT	Hborough		GoT-Orange	GoT-Durham	GoT-Durham Admin	GoDurham/ City of Durham	CRT	Durham County Access	MPO-O	MPO-D	DOLRT	Total	O	D
			Train	Carrboro												
Transit Service	2,093,838	423,980			1,141,769	1,694,591	37,500	2,890,034		207,000	26,850	26,850		8,542,412	3,686,437	4,855,975
Admin - Cap-Vehicles					15,000	15,000								30,000	15,000	15,000
RTC Feas Study -Cap Vehicles					62,500	125,000								187,500	62,500	125,000
Cap-Non-Vehicle	170,000	235,973	116,000	927,565	577,840	515,340		987,520	166,667					3,696,905	2,027,378	1,669,527
Cap-Non-Vehicle -ERP					50,000	50,000										
Cap-Stops -expenditures paid by Grant Rev					111,250									111,250	111,250	-
Cap-Vehicles**	1,500,515	35,731								191,333				1,727,579	1,536,246	191,333
BRT	2,000,000													2,000,000	2,000,000	-
DOLRT													83,866,686	-	15,515,337	68,351,249
														100,162,232	24,954,148	75,208,084

** Cap Vehicle does not show 15K per county for Admin, transferred to Transit Service.

Cap Vehicles Does not include 187,500 for RTC Feasibility study

Capital Project Work in Orange FY 2019	
Stop/Park Ride - Orange	689,090
OPT	124,792
CHT	170,000
Carrboro	927,565
Total	1,911,447
Capital Project Work in Durham FY 2019	
Stop/Park Ride - Durham	515,340
Stops/TEC - Durham	987,520
Total	1,502,860
Total Cap-NonVehicle	3,414,307

Durham Orange Joint Staff Working Group
Policies and Procedures to be Developed
June 2018

At May Staff Working Group policies and procedures were reviewed and categorized as either policy or finance. The SWG members assigned themselves to either policy or finance.

Policy will be led Aaron Cain, and will include either Matthew or Geoff, Harmon, Nick or Kayla, Theo, and Linda.

1. Carryover policy (definition, tracking, decisions about disposition, etc.)
2. Define changes to Transit Plans, including what triggers a change, and what process must be followed to amend Plan.
3. How can a sponsor request changes to projects/services to be funded (how are these made, what are thresholds for approval - SWG vs. managers vs. GoTriangle Board vs. all 3 Boards)
4. Decisions about Revenue Surplus (definition, reporting, decisions about disposition, etc.)

Finance will appoint a committee head, and will have Harmon, Mindy, Praveen, Rick and Toni

5. Capital project encumbrances (accounting and legal documentation, tracking, reporting, etc.)
6. Revenue reporting template
7. Invoicing of Projects and Reimbursement Procedures.
8. Debt Policy
9. Revenue accounting methodology for accounting for fares in reimbursements and federal or state grants.
10. Federal policies (particularly FTA and Transit)
11. Interlocal Implementation Agreements