

AGENDA

Triangle Transit Authority Board of Trustees

Wednesday, December 19, 2007

1:00 p.m. – 5:00 p.m.

Board Room, 68 T.W. Alexander Drive
Research Triangle Park, NC

Web Site: www.rideTTA.org



Time	Agenda Topic	Presenter(s)
1:00 p.m.	I. Adoption of Agenda	Sig Hutchinson
1:05 p.m.	II. Recognition	
	A. Oath of Office – Jean Davis page 5	Sig Hutchinson
	B. Introduction of New Hires	David King
	C. Announcement of Promotions	David King
	III. Public Hearings	
	None	
1:10 p.m.	IV. Public Comment	
	The public comment period is held to give citizens an opportunity to speak on any item. The session is no more than thirty minutes long and speakers are limited to no more than three minutes each. Speakers are required to sign up in advance with the Clerk to the Board.	
1:20 p.m.	V. Consent Agenda	
	Items listed on the consent agenda are considered as a single motion. At the request of any Board member, or member of the public, items may be removed from the consent agenda and acted on by a separate motion. Items pulled from the consent agenda will be placed at the beginning of the general business agenda for discussion and action at that time. Any Board member wishing to remove an item from the consent agenda should advise staff in advance.	
	A. Approval of Minutes	Clerk to the Board
	1. November 28, 2007 – Regular Session pg. 6	
	2. November 28, 2007 – Closed Session A pg. 24	

Triangle Transit Authority Board Meeting Calendar

Group	Monthly Meeting	Next Meeting
Board of Trustees	4 th Wednesday, 1:00 p.m.	January 23, 2008
Board of Trustees Work Session	as scheduled	February 27, 2008, 10 a.m.
Operations & Finance Committee	1 st Thursday, 1:30 p.m.	January 3, 2008
Personnel Committee	as scheduled	February 7, 2008, 11:30 a.m.
Planning & Legislative Committee	1 st Tuesday, 11:00 a.m.	January 8, 2008

VI. Presentations

The presentation section of the agenda is limited to 30 minutes, including questions. Depending on the nature of the presentation(s), there may be from one to three presentations per meeting. Presenters should provide information in the agenda package to allow sufficient time at the meeting for questions.

A. None

1:25 p.m. VII. General Business Agenda

Items listed on the general business agenda are for discussion and possible action. Such designation means that the Board intends to discuss the general subject area of that agenda item before making any motion concerning that item.

A. Items Removed from Consent Agenda

Sig Hutchinson

B. Personnel Report – no report

Bill Strom

C. Planning & Legislative Report – no report

Ellen Reckhow

D. Operations & Finance Report [page 13](#)

Jeff Merritt

1. Contract Amendment with Arcadis G&M of North Carolina, Inc.

Attachments: Memo & Resolution [page 16](#)

Action Requested: Adopt resolution.

2. Equipment Purchase

Attachment: Memorandum [page 19](#)

Action Requested: Authorize GM to order eight mobile lifts.

3. Budget Amendment

Attachments: See minutes [page 14](#)

Action Requested: Approve budget amendment.

1:45 p.m. VIII. Other Business

A. General Manager's Report [page 21](#)

David King

B. General Counsel's Report [page 22](#)

Wib Gulley

C. Chair's Report

Sig Hutchinson

D. Board Member Reports

1. CAMPO TAC Representative

Anne S. Franklin

2. DCHC TAC Representative

Bill Strom

3. Regional Transportation Alliance (RTA)

Sig Hutchinson

E. 21st Century Commission Report

Nina Szlosberg

F. Re-branding

Amy Armbruster, Brad Schulz

Attachments: Memorandum [page 23](#)

Action Requested: Approve tag line.

G. New Business

Sig Hutchinson

2:45 p.m.

IX. Closed Session(s)

Wib Gulley

A. Property Lease: Bus Transfer Facility Negotiations

Pursuant to NCGS §143-318.11 (a) (5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease.

Attachments: None – oral update at meeting

Action Requested: None.

3:00 p.m.

X. Adjournment

Sig Hutchinson

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**Research Triangle Regional
Public Transportation Authority**

Oath of Office

I, **Jean Davis**, do solemnly swear (or affirm) that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of my office as Trustee of the Research Triangle Regional Public Transportation Authority, so help me God.

Jean C. Davis
City of Raleigh

Sworn to and subscribed before me, this the 19th day of December, 2007.

Ellen Reckhow
Chairman, Durham County Board of Commissioners

Bill Bell
Mayor, City of Durham

Triangle Transit Authority Board of Trustees
Meeting Minutes
November 28, 2007
Board Room, 68 T.W. Alexander Drive
Research Triangle Park, NC

Board Members Present:

Bill Bell (arr. 1:39 p.m., left 3:10 p.m.)
Anne S. Franklin
Alice Gordon
Bob Hinshaw
Sig Hutchinson

Jeff Merritt
Ellen Reckhow (arr. 1:11 p.m.)
William G. Smith
Bill Strom (left 2:20 p.m.)
M. Carter Worthy (arr. 2:05 p.m., left 3:23 p.m.)

Board Members Absent:

Kenneth Spaulding

Nina Szlosberg (excused)

Staff Present:

Amy Armbruster
Laurie Barrett
Michelle Dawson
Saundra Freeman
Damien Graham
Wib Gulley

David King
Mitchell Lodge
Greg Northcutt
Brad Schultz
Juanita Shearer-Swink
John Tallmadge

Chair Sig Hutchinson called the meeting to order at 1:05 p.m. He noted that Nina Szlosberg is attending a Raleigh Chamber planning meeting on a trip to Charlotte for the new rail system.

I. Adoption of Agenda

Action: On motion by Franklin and second by Strom the agenda was adopted. The motion was carried unanimously.

II. Recognition

A. Board Recognition

Chair Sig Hutchinson presented to Alice Gordon a framed historical photograph from Orange County. He thanked Gordon for her leadership as Chair of the Board of Trustees for the past year. Gordon thanked the Board, saying it was a team effort.

B. Introduction of New Hires

General Manager David King announced the following new bus operators: Felicia McMichael-Renwick, Part-Time Customer Service Representative; Stephanie Minker, Employer Outreach Coordinator; and Mitchell Lodge, Accounting & Financial Reporting Administrator.

Reckhow arrived.

C. Announcement of Promotions

None.

King reported that the Orange County Disability Awareness Council recently recognized four TTA employees for outstanding in service to disabled community: Carolyn Wallace, Roxanne Evans, Samuel Whitney and William Robinson.

King then presented two *Above and Beyond Awards* for outstanding customer service and performance during TTA's special service to the North Carolina State Fair in October: bus supervisors Tammy Romain and Pearl Waite. Hutchinson thanked on behalf of the Board all of these employees for their service.

III. Public Hearings

None.

IV. Public Comment

Chair Hutchinson recognized Graham T. Olive Jr. who said he is disgusted with cutbacks in TTA's service, saying last month he was at the bus transfer center at 6:30 p.m. bus catching a bus and the building was locked up, preventing him from accessing facilities. He said he recently heard John Tallmadge speak to the DATA Board about plans to extend service to Johnston, Alamance, Chatham and Granville counties and asked how TTA could do that if it can not upgrade service within the existing three county area.

William "Bill" King commented that he appreciates TTA's service as an occasional rider, but finds it lacking as well. He said he looks forward to expand weekend service, because he has been stranded in Chapel Hill a couple times because service stops early on Saturday. He also complained that the buses are limited to two bicycles on the racks and bikes are not allowed inside the buses. He suggested facilities at the transfer center and other locations where people could storage their bikes. King also pointed out that directional signs are needed for the bus transfer center.

Action: On motion by Strom and second by Reckhow the Board asked that staff provide a response to these comments to the Operations & Finance Committee or Board of Trustees. The motion was carried unanimously.

V. Consent Agenda

Action: On motion by Strom and second by Smith the consent agenda was adopted. The motion was carried unanimously.

The following consent agenda items were approved:

- October 11, 2007 – Work Session Minutes;
- October 24, 2007 – Regular Session Minutes;
- October 24, 2007 – Closed Session A Minutes; and
- October 24, 2007 – Closed Session B Minutes.

VI. Presentations

Bill Strom introduced Steve Spade, director of Chapel Hill Transit (CHT). He said the town, and partners Carrboro and UNC, are fortunate to have Spade. Strom noted that Spade came to Chapel Hill from Iowa, directing a similar sized system there. He said the community's enthusiasm for transit service is admirable and use is growing. He said the system just this fall added hybrid and articulated buses to the fleet, which has created a lot of excitement. He said TTA should expect the same "buzz" when its new fleet arrives.

Spade offered his respect of TTA and its staff. He said he appreciates being in a community and region that is supportive of and embraces transit at the policy level.

Spade presented some informational sheets on Chapel Hill Transit and the articulated bus, which are attached and hereby made a part of these minutes.

Gordon asked how the articulated bus helps service. Spade replied that it increases capacity without increasing labor costs, saying about 70% of the cost of operating a bus is the driver. He said since adding the articulated bus, daily hours of service have been reduced by 12 with an increase in capacity. He said as more performance data is gathered, the hope is that costs are reduced and ridership, up on the routes served by articulated bus.

Gordon then asked if additional articulated buses would be purchased. Spade answered that he felt Chapel Hill's system could support a fleet of ten to 12 articulated buses based on current ridership.

Bell arrived.

Spade stated that in April 2006 the agency conducted a fleet analysis and made several recommendations:

- Increase fleet size from 83 to 99 buses;
- Establish a bus modernization program to maintain an average fleet age of seven 7 years (replacing 8-10% of the fleet each per year);
- Move away from standard floor to low floor bus technology, which is easier and quicker for boarding passengers, enabling greater mainstreaming of the disabled community;
- Move from the 35 feet to 40 feet standard bus size (16 new 40 ft. buses delivered this year) and experiment with 60 feet buses (3 now in the fleet); and
- Look into the use of alternative fuels and experiment with hybrid-electric technology (3 delivered this summer).

Spade also said that CHT has introduced real time passenger information and lighting in some bus shelters and added new shelters and amenities at stops in hopes of stimulating ridership.

Reckhow commented that streets have to be designed in a way to handle transit with pullouts, transit stops, crosswalks, and medians.

Franklin asked if CHT had experienced any technical problems with the real time passenger information system. Spade said that it is a challenge to keep the information accurate, which requires that the drivers stay logged on.

Merritt asked about ridership when the university is not in session. Spade responded that ridership falls off about 25%, but with summer sessions, it starts to spike again and summer service is only reduced by about two night trips. Merritt then asked about operations or safety issues with the articulated buses. Spade said initially there was some reluctance of operators to drive the articulated buses, but once trained some of the higher seniority operators prefer them. He added that the public would stop and watch the bus go by and seemed fearful of its size, but people seem to have gotten used to them now. Spade added

that the biggest challenge has been the width of both the 40 foot buses and the articulated buses on streets.

Gordon then asked Chapel Hill's experience with the fare free system and the cost recovery ratio before going fare free. Spade replied CHT carried approximately 2.6 million annual passengers and had annual revenue of \$1.2-\$1.5 million before going fare free. He said at least that much additional revenue was gained in federal and state revenues due to increased ridership. He said service increased about 20% when the system went fare free. He said the fare free system put a lot of pressure for much more frequent and expanded service. He said there is additional maintenance when a buses regular load increases dramatically as well.

Reckhow asked about CHT's bike policy. Spade said CHT does not allow bicycles inside the buses for liability reasons. He said most insurance companies are not willing to cover if an incident occurs. He said there are bike racks that can hold four bikes but there are maintenance issues associated with that as well as visibility issues for the driver.

Worthy arrived.

VII. General Business Agenda

A. Items Removed from Consent Agenda

None.

B. Personnel Committee Report

No report.

C. Planning & Legislative Committee Report

Ellen Reckhow noted the minutes in the packet and reported that two major items were discussed: TTA's re-branding and possible advertising. She said the Committee did not have a firm recommendation, but agreed that some level of advertising on the exterior of buses would be appropriate. She said the Committee raised questions and asked staff to look at the pros and cons of advertising, which is included in the packet.

Reckhow also said the Committee discussed service expansion policies.

1. Triangle Transit Brand and Bus Wraps

Reckhow presented the total estimate for re-branding at \$234,000. She said only \$60,500 is include din the current year's budget, leaving a shortfall of \$173,500. She said staff has offered advertising as a way to reduce that gap.

Worthy asked how the \$173,500 would be financed without advertising. Armbruster replied that the internal Committee continues to work with the Finance Department on that answer. She said possibly some of the elements of re-branding would have to wait until the next fiscal year. Armbruster said the down side to that strategy is that there is one opportunity to roll-out the new brand and the new buses will create a tremendous amount of buzz. She said the recommended plan and budget is the most conservative that staff feels appropriate to do it right.

Worthy stated her concern with introducing a new brand and advertising at the same time, saying it could dilute the brand message.

Strom asked that the Board excuse him due to another meeting he has to attend. He added that he regrets not being able to vote against advertising. He said he felt much more harm than good can come from the negative image of a wrapped bus. Strom also said that he would like to hear from the finance officer regarding the budget before making a decision and felt that the Operations & Finance Committee first should make a recommendation regarding the budget.

Action: A motion was made by Smith and second by Merritt to defer any action until after the December 6 Operations & Finance Committee meeting.

Strom left.

Worthy said she was against a full wrap, but she would consider more limited applications of advertising.

Reckhow commented that the Committee grappled with the same issues, but Committee members did not have a problem with the much smaller advertising on the back of the bus. She also said the Committee felt using this advertising for wireless Internet sponsorship could be a good strategy.

Merritt then added that he felt the report was thorough and presented well and showed that staff had investigate and researched the issue. He commended and thanked staff for the good work.

Smith commented that a new brand and advertising should not be introduced at same time

Action: Upon vote, the motion was carried unanimously.

Action: On motion by Reckhow and second by Franklin the Board excused Bill Strom from the meeting. The motion was carried unanimously.

Gordon then asked about the tagline. She said that she felt that the Board should look first at the mission statement before selecting a slogan.

Armbruster noted the need to have a tagline for promotion items that will be needed in March.

Worthy then suggested waiting one month to allow TTA's outside consultants to take a look at the options and get their feedback. Board members were asked to submit their personal rankings of the four taglines.

Action: On motion by Worthy and second by Gordon the Board asked that staff work with TTA's outside consultants on the tagline with a Board vote in December. The motion was carried unanimously.

D. Operations & Finance Committee Report

No report.

VIII. Other Business

A. General Manager's Report

David King highlighted the following items in his report:

- TTA set a new all-time ridership record in October of almost 88,000 riders.
- A synopsis of the STAC process and some of the discussion/thoughts being generated: The Phase I regional rail project is seen as a failure and therefore some feel no part of it should be considered going forward. A new project should have scalability, which was one of the difficulties of the Phase 1 project. Bus on fixed guideway proposals are being pushed forward as a way to scale a project. Commuter rail is being heavily considered, although it is less effective in changing land use. Several smaller projects would allow a better spread of resources around the region. King then said that neither criteria for selection and prioritization nor funding have been determined.

Bell left.

- Spoke to Triangle Tomorrow.
- Is working on an extension of the agreement with NCR.
- Attended the ceremonial opening of Charlotte's light rail system
- TTA is co-sponsoring a DBE/MBE Conference today with RDU and NCDOT to inform the minority business community about the opportunities in government.
- The Transportation Commission for the 21st Century has been appointed and held two meetings. Nina Szlosberg is a part of the group. He added that interim recommendations may be made in the Spring dealing with gap funding for the NCTA with and longer term recommendations to the next governor.

Action: On motion by Gordon and second by Franklin the Board voted to excuse Bill Bell. The motion was carried unanimously.

Hutchinson then asked permission to take an agenda item out of order due to Carter Worthy needing to leave. He then presented her with a framed historical photograph of a bus on Fayetteville Street in Raleigh in recognition of her service on the TTA Board since 1991. Worthy noted that her new offices will be located in a building shown in the photograph. She shared a gift with Board members and encouraged them to continue to fight and promised to be an advocate alongside.

Worthy left.

B. General Counsel's Report

General Counsel Wib Gulley then highlighted several items from his written report and discussed a conflict of interest issue with TTA's outside counsel, Parker Poe Adams and Bernstein with that and the public official role of one of senior partners at PP has, Charles Meek. He explained that the two have mutually agreed to terminate the relationship over the next couple of months due to a senior partner's role as Mayor of Raleigh. He said an RFP would be issued for a replacement as soon as possible.

C. Chair's Report

Chair Sig Hutchinson offered the following report:

- Attended at the ribbon cutting for the light rail system in Charlotte.

- Attended the Rail~Volution conference.
- Participated in a Transit Vision 2050 Webinar sponsored by APTA.

D. Board Member Reports

1. CAMPO TAC Representative

Anne Franklin reported that no action was taken by CAMPO.

2. DCHC TAC Representative

Alice Gordon reported for Bill Strom that DCHC received information about a TTA-commissioned seven year travel demand management plan. She said the plan was approved, but there was no identification of funding. She also said TTA replacement buses and routine capital items, and TTA planning assistance tied for top priority on the regional priority list. She noted a copy of the DCHC MPO report, which is attached and hereby made a part of these minutes.

3. Regional Transportation Alliance (RTA) Representative

Chair Sig Hutchinson noted that the RTA Annual Meeting is tomorrow.

4. Rail~Volution Conference Reports

Conference reports from Sig Hutchinson, Jeff Merritt and Ellen Reckhow are attached and hereby made a part of these minutes.

E. New Business

None.

IX. Closed Session(s)

A. Property Lease: Bus Transit Facility Negotiations

Pursuant to NCGS §143-318.11 (a) (5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease.

Action: On motion by Franklin and second by Hinshaw the Board adjourned into closed session for the purpose of and pursuant to the General Statute listed above at 3:55 p.m. The motion was carried unanimously.

X. Adjournment

Action: On motion by Merritt the meeting was adjourned at 4:08 p.m. The motion was carried unanimously.

Sig Hutchinson, Chair

Attest:

Michelle C. Dawson, CMC
Clerk to the TTA Board

**Triangle Transit Authority Board of Trustees
Operations & Finance Committee Meeting Minutes
December 6, 2007**

Board Room, 68 T.W. Alexander Drive
Research Triangle Park, NC

Committee Members Present:

Robert Hinshaw

Jeff Merritt, Committee Chair

William Smith (arr. 1:54 p.m.)

Bill Strom

Other Board Members Present:

Anne S. Franklin (arr. 1:35 p.m.)

Committee Members Absent:

Kenneth Spaulding

Staff Present:

Amy Armbruster

Laurie Barrett

Michelle Dawson

Saundra Freeman

Damien Graham

Wib Gulley

David King

Richard Major

Greg Northcutt

Brad Schulz

John Tallmadge

Deirdre Walker

Committee Chair Jeff Merritt called the meeting to order at 1:31 p.m.

I. Adoption of Agenda

Action: On motion by Strom and second by Hinshaw the agenda was adopted, adding two items: an equipment purchase request by bus operations and a budget review. The motion was carried unanimously.

II. Approval of Minutes

Action: On motion by Strom and second by Hinshaw the minutes of the October 4, 2007, regular and closed sessions meetings were approved. The motion was carried unanimously.

III. FY2007 Audit Report

Postponed until January.

IV. Potential Service Changes with Bus Transfer Center Move

John Tallmadge discussed the changes to bus service due to the potential relocation of TTA's bus transfer center eight minutes east of the current location. He said the transit service planners continue to evaluate alternatives, but a final decision is needed in January in order to meet print deadlines for route brochures.

Anne Franklin arrived.

General Manager King asked Tallmadge to talk about the opportunity provided by the employment concentration in the immediate vicinity of the new location. Tallmadge replied

that there is a greater concentration of employees at Imperial Center, which provides an opportunity to grow ridership. He said employer data indicates that employees in RTP are more heavily oriented to Cary and North Raleigh than to points west which translates to shorter travel times to the Imperial Center compared to the current bus transit center location. He said no contact has been made with employers or employees at this point because TTA's negotiations for a lease are not complete.

Franklin asked about shuttling within Imperial Center. Tallmadge replied that bike storage options are being considered, starting with bike lockers for overnight storage. Franklin also asked about airport shuttles. Tallmadge replied that there would be airport shuttles.

Smith arrived.

V. Contract Amendment with Arcadis G&M of North Carolina, Inc.

Wib Gulley explained that TTA has had a contract with Arcadis G&M of NC for engineering, surveying, and design services related to the regional rail project and other projects. He said they are being used for work on the re-location and requested a year's extension and increase from \$219,925 to \$269,925 for this additional work.

Smith asked the source of the funds to cover the additional expense. Gulley replied that funds are available in other rail accounts.

Action: On motion by Hinshaw and second by Smith the Committee voted to recommend that the Board approve a resolution authorizing the General Manager to increase the contract with Arcadis G&M of North Carolina to \$269,925. The motion was carried unanimously.

VI. Equipment Purchase

Laurie Barrett asked that the Committee recommend that the Board authorize the General Manager to order eight mobile lifts for the newly renovated bus operations and maintenance facility for a total maximum cost of \$53,855. Barrett added that the money is included in the budget.

Action: On motion by Strom and second by Hinshaw the Committee voted to recommend that the Board authorize the General Manager to order eight mobile lifts at a cost not to exceed \$53,855. The motion was carried unanimously.

VII. Re-branding

Sandra Freeman shared a financial packet, which is attached and hereby made a part of these minutes. She reviewed budget information in detail, included estimates for expenditure in FY08 outside the adopted budget. She offered the following recommendations related to these additional expenditures in FY08:

- earmark \$600,000 for transfer from the Major Transit Investment Fund to the General Fund;
- review the FY08 budget for potential cuts; and
- offset additional costs with advertising or other revenue sources.

Freeman also suggested that the Board consider a budget policy for the future to earmark a designated amount or percentage for transfer from the Major Transit Investment Fund to

the General Fund and the identification of new revenue streams. She said that the Committee would discuss TTA's Investment Policy and review an overview of the Comprehensive Annual Financial Report (CAFR) for 2007 in January and receive an analysis and recommendations regarding vehicle registration and rental taxes as well as discuss guidelines for the Major Transit Investment Fund.

Action: On motion by Strom and second by Smith the Committee voted to recommend that the Board approve the transfer of \$650,000 in FY08 from the Major Transit Investment Fund to the General Fund and review the FY08 budget for potential reductions to accommodate additional expenditures for re-branding, relocation, shuttle purchases and unanticipated items. The motion was carried three to one with Hinshaw, Smith and Strom voting in the affirmative and Merritt voting in the negative.

VIII. Adjournment

Action: On motion by Strom the meeting was adjourned at 3:08 p.m.

Jeff Merritt, Chair

Attest:

Michelle C. Dawson, CMC
Clerk to the TTA Board

MEMORANDUM

TO: TTA Operations & Finance Committee

FROM: General Counsel

DATE: November 27, 2007

SUBJECT: Contract Amendment with Arcadis G&M of North Carolina, Inc.

Action Requested

Recommend that the Board approve a \$50,000 increase to the contract with Arcadis G&M for survey, mapping and engineering services through December 31, 2008. The existing contract of \$219,925 is for Professional Surveying and Mapping Services and this authorization would increase the contract to \$269,925.

Background and Purpose

On December 15, 2005, the General Manager of the Triangle Transit Authority executed Contract 05-051 for Surveying and Mapping Services with Arcadis G&M of North Carolina, Inc. in the amount of \$219,925 for the term December 15, 2005-December 15, 2007. A supplemental agreement was approved by the parties earlier this year extending the contract term from December 15, 2007, to December 31, 2008. The additional funds totaling \$50,000 would be used for several purposes, namely to provide survey, design and engineering assistance with two major building demolitions in Raleigh and Durham in the coming year and to assist with survey and design work at the potential relocation site for the bus transfer center.

Arcadis has provided surveying and mapping services related to the Regional Rail Project for the past several years comprising of the following activities:

- In 2001, established a high-order precision control network of 57 geodetic-quality control points, performed as built surveys of existing rails along the entire corridor, and performed ground control surveys for aerial photogrammetry.
- In 2001 - 2002, coordinated utility locations along the corridor, supervised as built surveys or verified complex dimensions and clearances from existing plans of approximately 30 bridges along the project route, and oversaw hydrographic surveys of 2 stream crossings.
- From 2002 – 2004, provided legal research and surveys of 200 parcels adjoining portions of the CSX railway property. Established a continuous right-of-way line of over 45,000 linear feet through analysis of deeds, maps, and historical agreements dating back to the 1800's. Worked closely with local attorneys in examination of encroachments, boundary issues, historical retracements, and Title Exceptions involving thousands of documents.
- From 2003 – 2007, has performed boundary surveys and recombination of parcels affecting 16 proposed station sites.

In the coming year, Arcadis will be needed to provide assistance with the demolition engineering plans of two buildings that presented major structural and grade difference issues. They are also providing assistance with the proposed bus transfer facility site planning approval process. They are preparing and processing the site plan submittals for the proposed bus transfer facility on behalf of TTA.

Financial Impact

Arcadis' work performed for TTA has utilized almost all of the available contract funds, and now there is approximately \$5,507.65 left in the contract. The request for an additional \$50,000 is made in light of this reality and the need for some continued services in the coming year. These additional funds are available within the current year's budget.

Attachments

- Resolution, page x

Staff Contacts

Wib Gulley, General Counsel, 485-7418, wgulley@rideTTA.org

Terrel Heather, Real Property Specialist, 485-7437, theather@rideTTA.org

**RESOLUTION OF THE TRIANGLE TRANSIT AUTHORITY BOARD OF TRUSTEES
AUTHORIZING THE GENERAL MANAGER INCREASE THE CONTRACT WITH
ARCADIS G&M OF NORTH CAROLINA, INC. FOR PROFESSIONAL SURVEYING
AND MAPPING SERVICES FOR THE REGIONAL RAIL PROJECT**

WHEREAS, in 1989, the NC Legislature, Durham, Orange, and Wake counties, the Cities of Durham and Raleigh and the Towns of Cary and Chapel Hill created the Research Triangle Regional Public Transportation Authority (Triangle Transit Authority or TTA) to finance, provide, operate and maintain a safe, clean, reliable, convenient, energy efficient, economical and environmentally sounds public transportation system, in order to enhance mobility and encourage sound growth patterns; and

WHEREAS, the engineering firm Arcadis G&M, Inc. has provided surveying and mapping services to TTA for a variety of activities related to the Regional Rail Project and real property acquisition and management for the past several years, including the following activities:

- In 2001, performed as built surveys of existing rails along the entire corridor, and performed ground control surveys for aerial photogrammetry.
- From 2002 – 2004, provided legal research and surveys of 200 parcels adjoining portions of the CSX railway property. Established a continuous right-of-way line of over 45,000 linear feet through analysis of deeds, maps, and historical agreements dating back to the 1800's. Worked closely with local attorneys in examination of encroachments, boundary issues, historical retracements, and Title Exceptions involving thousands of documents.
- From 2003 – 2007, has performed boundary surveys and recombination of parcels affecting 16 proposed station sites.

WHEREAS, during 2007 Arcadis provided assistance for the demolition of two buildings that presented major structural and grade difference issues. Additional assistance for these two demolitions, as well as permitting and site design assistance for the proposed bus transfer facility site will be required by TTA in 2008; and

WHEREAS, Arcadis' work activities for TTA to date have utilized almost all of the funding budgeted to their work, with approximately \$5,507.65 now remaining in the contract account, and the additional work for real property services outlined above still needed in the coming year.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Triangle Transit Authority authorizes the General Manager increase the total contract funds of the Arcadis G&M of North Carolina, Inc. for Professional Surveying and Mapping Services for the Regional Rail Project contract from \$219,925 to \$269,925.

ADOPTED THIS 19th DAY OF DECEMBER, 2007.

Sig Hutchinson, Board of Trustees Chair

ATTEST:

Michelle C. Dawson, Clerk to the Board

MEMORANDUM

TO: TTA Operations & Finance Committee
FROM: Bus Operations
DATE: December 3, 2007
SUBJECT: Equipment Purchase

Action Requested

Staff requests that the Board authorize the General Manager to order 8 mobile lifts at a unit price of \$6,490.

Background and Purpose

The BOMF additional service bays were completed in November. The lifts are needed to equip the new service bays.

Financial Impact

The anticipated maximum cost is \$53,855. This capital cost is included in the capital projects budget. The revenue source is the 5307 grant funds and the general fund.

Attachments

- none

Staff Contact

Laurie Barrett, lbarrett@rideTTA.org, 485-7451

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MEMORANDUM

TO: Triangle Transit Authority Board of Trustees
FROM: David King, General Manager
DATE: December 11, 2007
SUBJECT: General Manager's Report

- Spoke to annual meeting of "Best Workplaces for Commuters" representatives hosted by EPA. As of January 1, TTA will be the lead agency for this program.
- Attended the annual meeting of the Regional Transportation Alliance.
- Wib and I met with John Burness of Duke to discuss Duke University transit needs and the STAC process.
- Attended a meeting at TJCOG on the "Center of the Region" circulator.
- Met with Ed Vick, former chairman of Kimley Horn and Associates, to discuss the STAC process.
- Met with Harvey Schmitt, Ed Willingham, Smedes York, George Cianciolo and others at the Raleigh Chamber to discuss the STAC process.
- Attended the December 4th STAC meeting and a follow-up planning meeting on December 7th; discussed all-day STAC meeting planned for January 11th.
- Briefed the North Carolina Board of Transportation Transit, Rail and Ferry Committee on the STAC process.
- Attended the Operations and Finance Committee meeting.
- Participated in a meeting with several Board members and some Raleigh elected officials on the STAC process.
- Sig and I met with Bill Atkinson, CEO of Wake Medical Center on STAC process and Wake Med employee commuting/parking issues.

NOTES:

1. November 2007 bus ridership was up 10.4% over November 2006.
2. First new Gillig bus enters the production line in Heywood, California on December 26th.

MEMORANDUM

TO: Triangle Transit Authority Board of Trustees
FROM: Wib Gulley, General Counsel
DATE: December 13, 2007
SUBJECT: Monthly Report by the Office of General Counsel

Not available.

MEMORANDUM

TO: Triangle Transit Authority Board of Trustees
FROM: Commuter Resources, Communications & Public Affairs
DATE: December 12, 2007
SUBJECT: TTA Tagline (Slogan)

Action Requested

Staff will update the board on the suggested new taglines from the employee choices generated by the Triangle Transit Tagline Contest. The Board is asked to make a choice of tagline.

Background and Purpose

At the November 28th Board meeting, staff shared the need for an updated tagline that communicates our new brand identity. TTA's current, under-utilized tagline is, "Making the Connection." The staff Tagline Contest generated 150 entries for the winning slogan. A slogan selection committee made up of representatives from each department narrowed down the field and employees were asked to rank the selections.

The Board asked that the final taglines be vetted with TTA's PR firm, French West Vaughan (FWV). FWV's opinion will be shared with the Board at the December meeting.

Financial Impact

Costs for FWV's analysis of the taglines are budgeted through Communications & Public Affairs. The cost associated with use of the tagline will be part of any project which uses the tagline, budgeted through departments.

Attachments

- None

Staff Contact

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