



# Wake County

301 South McDowell Street  
Raleigh, NC

## Meeting Minutes Board of Commissioners

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Monday, February 10, 2020

2:00 PM

Wake County Justice Center

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### Work Session

#### Work Session Meeting Materials

#### Meeting Called to Order: Chairman Greg Ford

**Present:** 7 - Chairman Greg Ford, Vice-Chair Vickie Adamson, Commissioner Matt Calabria, Commissioner Susan Evans, Commissioner Jessica Holmes, Commissioner Sig Hutchinson, and Commissioner James West

Staff Present: David Ellis, County Manager; Scott Warren, County Attorney; Johnna Rogers, Chief Operating Officer; Bill Greeves, Chief Information and Innovation Officer; Derwick Paige, Chief Community Vitality Officer; Emily Lucas, Chief Financial Officer; Nicole Kreiser, Assistant County Manager; Chris Dillon, Assistant County Manager; Denise Foreman, Assistant County Manager; Ben Canada, Assistant to the County Manager; Dara Demi, Communications Director; Kelly Stratton, External Communications Manager; Kelli Braunbach, General Services Director; Ryan Davidson, Business Administration Director; Allison Cooper, Deputy County Attorney; Heather Drennan, Deputy Budget and Management Services Director; Michael Gammon, Senior Budget and Management Analyst; Sheriff Deputy, Perry Knust; Denise Hogan, Clerk to the Board; Yvonne Gilyard, Deputy Clerk to the Board; Portia Johnson, Executive Assistant to the Board; and Michelle Cerett, Executive Assistant to the Board.

Others Present: Mr. Eric Christofferson, Deputy Director of Operations, Wildlife Resource Commission; Ms. Catherine Eggleston, Chief Development Officer, GoTriangle; Mr. Scott Sailor, President, North Carolina Rail Road; Mr. David Eatman, Transportation Director, City of Raleigh; Ms. Julie White, Deputy Secretary, North Carolina Department of Transportation; Mr. Russ Overton, Deputy Manager,

Town of Cary; Ms. Damia Jones, Sanderson High student; and Ms. Chalina Morgan-Lopez, Sanderson High student.

1. Agenda

Attachments: [Work Session Agenda 02-10-2020.pdf](#)

Chairman Greg Ford called the meeting to order and welcomed everyone to the meeting. He shared the agenda for today's meeting.

Commissioner Jessica Holmes introduced special guests from Sanderson High School.

Ms. Chalina Morgan-Lopez and Ms. Damia Jones said their majors were in political science.

Commissioner Holmes said she hopes they will someday serve on the county commission.

2. Update on Firearms Education Training Center

Attachments: [BOC Work Session Presentation 2-10-20.pdf](#)

Ms. Kelli Braunbach, Director, General Services Administration, shared her agenda for today's meeting.

Provide an update on the status of the Firearms Education Training Center (FETC):

- Facility Use
- Interim Plan for operations
- Use Agreements
- Next Steps

She commented on the positive and professional conversations that have taken place since the last meeting. She acknowledged the work of the County Manager's office, County Attorney, Finance Department, and Budget Management Services. She also thanked Sheriff Baker and his leadership team for their dedication to ensuring a stable transition of the Firearms Training Center Management.

She shared the proposed facility use.

User Group Access to the Facility includes:

- Wake County Sheriff's Office
- Other Law Enforcement Agencies

- Public (Non-law enforcement)

Ms. Braunbach shared the interim operations plan.

#### Wake County Sheriff's Office

- Schedule & oversee Law Enforcement Agencies
- Conduct law enforcement training exercises
- Manage scheduled within allocated hours

#### N.C. Wildlife Resources Commission (WRC)

- Manage, operate and schedule public use of the range (Non-law enforcement)
- Manage scheduled within allocated hours

She shared an overview of the agreement with the Wildlife Resources Commission (WRC)

- County provides in-kind use of the facility to WRC
- WRC plans to provide recreational public use of the range at no cost to the public, but may charge reasonable fees in the future
- Proposed date to reopen to the public is March 15, 2020
- Initial agreement will be up to 12 months

She shared the WRC responsibilities as it relates to the operation of the Firearms Training Center.

#### WRC Responsibilities:

- Manage the public use for recreational and educational programs
- Operate the range while promoting and maintaining a safe environment
- Enforce the rules of the Operations Plan/SOP
- Provide staffing, equipment and supplies to operate the range
- Ensure the compliance of financial reimbursements and cost accounting as required by State and Federal Law

Ms. Braunbach shared the Public Use and Safety information.

#### Public Use & Safety:

- WRC will issue a range pass to all public users
- Each first-time user is required to:
  - View safety video
  - Attend a brief orientation of the facility operations and rules
  - Sign a range waiver

- Receive a pass (with photo)

She shared Wake County (GSA) responsibilities as it relates to the operation of the Firearms Training Center.

Wake County (GSA) Responsibilities:

- Administer the WRC contract
- Provide facility maintenance, including utilities, janitorial, security, environmental lead remediation and exterior maintenance.
- Provide documentation on maintenance & utility costs to WRC on a monthly basis
- Convene Core Facilities Committee (Wake County, Sheriff's Office and WRC) on a quarterly basis

She shared the agreement being considered by Law Enforcement as it relates to their use of the Firearms and training center.

- Execute Agreement with Wake County Sheriff's Office for use of the facility
- Initiate License agreements with all Law Enforcement Agencies
  - County will maintain current fee schedule for law enforcement agencies
  - Sheriff's Office will oversee schedule
  - GSA will administer the annual agreements & coordinate the account receivables

Ms. Braunbach shared the next steps.

- Retain Consultant Services
  - Industry Best Practices
  - Engage Stakeholders
  - Balance of Public & Law Enforcement Use
  - Staffing and Scheduling
  - Operating Costs
  - Building Maintenance
  - Fee Schedule
  - Evaluate Partnership with WRC or a future provider
- Bring Recommendations back to the Board for review
- Board to Approve future multiyear agreement(s)

She shared the proposed schedule for making the transition.

- Feb 17, 2020: Board of Commissioner's Meeting (N.C. Wildlife Resources Commission Agreement)

- March 15, 2020: Firearms Education and Training Center reopens to the public
- July 1, 2020: Retain Consultant Services

Commissioner Holmes commended staff for the quick turnaround time to re-open the Firearms Training Center.

Commissioner West asked for clarification on the consultant. He asked if the consultant would look at best practices and if they would have experience in firearms training centers. He asked if there will be any consideration as it relates to the WRC for their future involvement. Ms. Braunbach said the WRC is interested in retaining a long-term agreement.

Vice-Chair Adamson thanked Ms. Braunbach for her work on the re-opening of the center. She asked for clarification on the operating hours of the facility.

Commissioner Hutchinson thanked Ms. Braunbach for her work. He commended the WRC for their professionalism and finding a solution that works for everyone.

Chairman Ford commended Ms. Braunbach on the turnaround time. He is supportive of the formation of the committee. He asked for clarification on the length of time for the interim agreement. He said his understanding was that the agreement was for six months instead of one year. Ms. Braunbach said it was determined that six months was not sufficient time to hire the consultant and have WRC take over the operations. She said the language was changed to allow up to one year, but only if necessary.

Chairman Ford asked for the timeline of the Memorandum of Understanding (MOU) with the Sheriff's office. Ms. Braunbach said a draft will be provided soon, and she hopes to have it finalized within the next few weeks. Chairman Ford asked when the board would be able to review the MOU.

Mr. David Ellis, County Manager, thanked Ms. Braunbach, Ms. Emily Lucas, Chief Financial Officer; Mr. Chris Dillon, Assistant County Manager; Ms. Allison Cooper, Deputy County Attorney, Sheriff Baker and the Sheriff's Department for their work in resolving the issues quickly. He said MOU's typically do not require the approval of the board of commissioners. He asked the board for direction on how to proceed with the approval. Following discussion, it was agreed that Mr. Ellis would provide the commissioners with updates as the MOU process is finalized.

Vice-Chair Adamson asked to hear from the Sheriff's office on their

feedback of the process.

Deputy Perry Knust said the Sheriff's office has an excellent working relationship with GSA. He said their number one priority is safety.

Mr. Erik Christofferson, Deputy Director of Operations, WRC, said he is thrilled to work with the county on this project. He said county staff was very responsive to finding a solution and re-opening the range. He thanked county staff and the sheriff's office for their diligence.

Vice-Chair Adamson asked what information could be shared with the public about using the facility. Mr. Christofferson said there is no scheduling needed, the public can visit anytime during the operating hours.

Ms. Braunbach said the hours will be shared with the public once they are confirmed.

### 3. Wake Transit Update

**Attachments:** [Transit Presentation Final v2.pdf](#)  
[Draft Wake Transit Plan FY21 Final.pdf](#)

Ms. Nicole Kreiser, Assistant County Manager, provided the purpose of today's presentation.

- Receive Update on Commuter Rail
  - The BOC will be asked to provide feedback for next steps, including whether to consider approval of a Memorandum of Understanding at its March Board Meeting
- Review Draft FY 2021 Wake Transit Work Plan
  - The BOC will be asked to provide feedback to submit to the TPAC at its February 17th Meeting
- Receive Information from NCDOT on S Line Corridor
  - The BOC will be asked to adopt a Resolution of Support for the S Line Corridor at its February 17th Meeting

### Commuter Rail Update

Ms. Kreiser recognized partners present today: Mr. Scott Saylor, President, North Carolina Railroad Company (NCRR), and Ms. Catherine Eggleston, Chief Development Officer, GoTriangle.

She shared the four big moves for the transit plan.

- Connect the region
- Connect all of Wake County

- Provide frequent, reliable urban mobility
- Enhance access to transit

She shared a background on commuter rail.

The Commuter Rail Transit project, as originally included in the Wake and Durham county transit plans, would run 37 miles from **Garner** to downtown **Raleigh, N.C. State, Cary, Morrisville** and the **Research Triangle Park** continuing to downtown **Durham**.

The current plan calls for: Evaluating up to eight trips in each direction during peak hours with up to two trips each way during midday and evening hours, for a total of **twenty weekday round trips**.

Ms. Kreiser said commuter rail is the largest capital infrastructure item in the transit plan.

She shared the existing rail corridor.

***Freight Rail - Heavy Rail***

- Freight operation constitutes the movement of goods and cargo in freight rolling stock (e.g., boxcars, flatcars), which are typically hauled by diesel-powered locomotives.
- The North Carolina Railroad Company (NCRR) owns the 317-mile corridor and Class I freight rail provider Norfolk Southern operates and maintains the railroad through a long-term lease with NCRR

***Intercity Rail - Heavy Rail, Shared Track***

- Intercity transit mode services covering longer distances than commuter or regional trains
- The main provider of intercity passenger rail service in the U.S. is Amtrak
- Four intercity passenger service routes run on the North Carolina Railroad including the Carolinian and the Piedmont which are sponsored by NCDOT

**The North Carolina Railroad is built for the service it currently offers. Added capacity, including commuter rail, would require additional infrastructure, including added tracks**

She shared prior updates to Board of Commissioners.

- October 2017:
  - BOC approved cost share agreement for CRT portion of

- Major Investment Study
  - January 2019:
    - BOC approved amended cost share agreement to do additional study for CRT
  - August 2019:
    - Growth and Sustainability Committee Reviewed Results of Major Investment Study for CRT
      - Peer commuter rail systems
      - Created evaluation framework
      - Examined station candidate zones
      - Tested service scenarios for ridership productivity
    - Discussed Current Study to Better Prepare the Project for Entry into Project Development

She said the board approved an amended cost share agreement last January to do a study for additional commuter rail. She said the Major Investment Study was presented to the Growth & Sustainability Committee last year.

Ms. Kreiser introduced Ms. Catherine Eggleston, Chief Development Officer, Go Triangle. Ms. Eggleston said additional studies are being done to determine the feasibility of the commuter rail.

Ms. Eggleston shared Greater Triangle Area Commuter Rail study purpose.

- Give elected officials the data needed to decide whether to take the project to the next phase of development
- Examine scenarios adding Johnston County/Selma and Orange County/Mebane
- Refresh and update ridership estimates, infrastructure assumptions, and cost estimates that were included in prior high-level planning studies
  - Understand if updated estimates and assumptions would potentially qualify for FTA funding
- Identify additional activities necessary before initiating project design and implementation

She shared the first finding of the study. She said any of the three scenarios would require the same amount of infrastructure.

All Scenarios Necessitate Another Track; Impacts Capital Estimates

- Existing/Planned Traffic
  - 27 freight and intercity passenger trains per day



- Scenario 1: Three round trips in the peak periods
  - +14 commuter trains per day (7 round trips)
- Scenario 2: Five round trips in the peak periods
  - +24 commuter trains per day (12 round trips)
- Scenario 3: Eight round trips in the peak periods
  - +40 commuter trains per day (20 round trips)

She shared the ridership and cost findings.

- Ridership Modeled with FTA Methodology Consistent with Prior Results
- Cost Ranges on High End Significantly Exceed Prior Estimates

She said the operation & maintenance cost is based on similar systems at today's cost.

Ms. Eggleston shared information on the busiest stations in Wake and Durham Counties.

Vice-Chair Adamson asked for clarification on the range of the cost estimate. Ms. Eggleston said the range of cost is a rough estimate. She said a budget would be set before the federal funding request is submitted.

Vice-Chair Adamson said adding additional track next to existing track is very expensive. She asked if there are other options. Ms. Eggleston said the new track would be added to the existing track to create a two-track system, but the new track will serve all purposes.

Commissioner West asked if there are right of way concerns. Ms. Eggleston said the NCCR has sufficient right of way to accommodate the additional track.

Ms. Eggleston shared the findings related to the project qualifying for federal funding. She said a medium or better is required to qualify. She said additional population and economy would be needed to increase the medium-low areas, which are Mebane and Selma.

She shared the finding related to work required to enter into the federal pipeline.

- This Study has shown that there is more work to do before we are ready to apply to enter FTA Project Development
  - **Requirements Risk:**
    - Difficulty of succinctly and fully developing project

- requirements
  - Differences in project stakeholder goals
- **Design Risk:**
  - Design-related assumptions change
  - Situations where unknown factors cause designs to change
- **Market Risk:**
  - Open market pricing and/or contract packaging strategies
- **Construction Risk:**
  - Site activities
  - Coordination of contractors

She shared key focus areas.

- Railroad Coordination
  - Obtain buy-in from the operating railroads and define the requirements and design risks
- Local Engagement
  - Proactive and comprehensive community engagement to share information and get feedback from the public needed to update transit plans in all three counties
- Decision-Making Metrics
  - Need consistent basis for evaluation of monetary costs, non-monetary costs, and benefits amongst all partners
- Preliminary Engineering Needed
  - Further information on termini, station number and locations, grade separations, street closures, location of additional tracks and improvements, frequency of trains, fleet size and composition, train storage and maintenance requirements
- Land Use
  - Work with local governments to evaluate and consider strategies to bolder land use and economic development scores
- Cost-Share Negotiation
  - Need 100% of non federal funds identified with an agreed upon methodology of how these costs will be shared
- Capacity for Implementation
  - Develop strategy so that project sponsor has sufficient capacity and capability to execute project

Ms. Kreiser asked for feedback from the Board of Commissioners.

- What additional information do you need to be informed as to where we are at with CRT?
- What feedback do you have for GoTriangle and the Project Partners?
- Are you supportive of approving a Memorandum of Understanding for the next phase of the project and acknowledging a cost share methodology for the next phase of work?

Commissioner Hutchinson said he is the Vice-Chair of the Go-Triangle Board and also serves on the Capital Area Metropolitan Planning Organization (CAMPO). He said this is the plan that was presented to voters in 2016 outlining the 10-year transit plan. He said once a federal application is submitted, there are time constraints, so it is important to be prepared. He agreed with the need for the study and he is supportive of the direction of the plan.

Commissioner Evans agreed with Commissioner Hutchinson and said she is really excited about the project. She said she supports the approach and the direction.

Commissioner Calabria asked for clarification on the \$9 million cost. He asked what all is included in the cost estimate. Ms. Eggleston said rail networking modeling, engineering consultants, and local engagement are all included in that estimate.

Commissioner West said there are always unintended consequences. He said all hands must be on deck as this process is completed.

Commissioner Holmes said community engagement is very important. She expressed concern with the range of the cost estimate. She would like to see how other areas of the plans will be impacted at the low end and high end of the cost estimates. She is supportive of moving forward.

Commissioner Calabria asked if the county will have input on the Memorandum of Understanding (MOU) before it is approved. He also asked if the Wake County contribution would be locked in at \$6 million.

Ms. Eggleston said the MOU will be approved by all counties, CAMPO, NCRR, Go Triangle, and the Department of Transportation. She said the MOU will outline the entire project, including the cost estimate.

Commissioner Hutchinson said Mr. Scott Saylor, NCRR, is present and

invited him to offer input. Mr. Saylor said his observation, the report and presentation are very complete. He said the NCRR has a committee dedicated to this project and they will be involved in the next round of the study, if it is approved.

### **Wake Transit Plan**

Ms. Kreiser shared an update on the Wake Transit plan. She recognized partners that were present: Ms. Kelly Blazey, Transit Administrator, Town of Cary; Mr. David Eatman, Transportation Director, City of Raleigh, and Ms. Mila Vega, Planning Supervisor, City of Raleigh.

She shared the anticipated revenues and expenses for FY 2020/2021.

She said the largest amount of funding is for the Bus Rapid Transit (BRT)

- The transit work plan proposes to allocate \$67 million for carrying the **New Bern Corridor** in East Raleigh through completion. \$35 million is assumed to be funded through the FTA Small Starts program.
- The plan also includes \$4.5 million to **continue work** on the other three BRT corridors - Northern, Southern (connecting to Garner), and Western (connecting to Cary).

Ms. Kreiser shared the project status of each of the five BRT corridors.

She shared information on upcoming meeting dates related to the BRT corridors.

She shared the project status of the New Bern Avenue BRT.

She shared current observations /public focus.

- Station access information: universal design, safety and ADA (offset median stations)
- System "look and feel"
  - Branding
  - Vehicles
  - Station design
- Corridor context specific public engagement

Ms. Kreiser shared upcoming future public engagement events.

### **February 2020**

Wake BRT: Southern Corridor Kick Off & Design Open House #1

- February 20th - Garner Senior Center 4-7pm
- February 24th - Victory Church 4-7pm

Raleigh Equitable Development Around Transit Design Open House #3

- Two meetings (tentative dates February 27th and 29th)

#### **April 2020**

Wake BRT: Western Boulevard Corridor Study Open House #2

Wake BRT: New Bern Avenue Design Open House #3

She shared the proposed service improvements for the Wake Transit Plan for FY 2021.

She shared plans for easier connections at the new East Raleigh Transfer station, the New Midtown Raleigh Facility, and the GoRaleigh transfer point.

She shared how access to transit will increase in FY2021.

Ms. Kreiser shared ways the transit experience will be improve in FY2021.

She shared the timeline of the FY2021 work plan improvement.

She shared ways the public can provide input on transit.

Ms. Kreiser asked for feedback from the Board on the draft FY2021 work plan and asked if there are particular focus areas for FY2021.

Commissioner Holmes said she wants assurance that all the bus stops have a similar design. Ms. Kreiser asked Mr. David Eatman, Transportation, City of Raleigh, for his input on the bus stop design.

Mr. Eatman commented on the designs for the transit bus stops. He said any stop that has 10 or more stops per day will have a shelter within the next two years. Mr. Eatman said pedestrian environment and accessibility is important at every stop.

Commissioner West asked if there has been discussion on addressing the issues of crime at transit stations. Mr. Eatman said that is discussed often and citizens are deeply involved in the planning process.

Commissioner Evans asked if a location has been confirmed for the Western Raleigh Park and Ride. Ms. Kreiser said that has not been identified yet.

Commissioner Hutchinson said there are many partners in the transit projects. He commended Ms. Kreiser for her representation of the county.

### **S-Line Update**

Ms. Julie White, Deputy Secretary, North Carolina Department of Transportation, provided an update on the S-Line.

She shared a map of the North Carolina Railroad system.

She shared the history of the S-Line.

Ms. White shared how Class I railroads are rationalizing their networks.

- Focusing on core routes that carry large volumes of through freight trains
- Selling off stub ended and redundant rail corridors
- Lower-volume lines need to be preserved to serve existing and prospective industries and provide passenger rail expansion opportunities

She shared what problems in our region can be solved by multi-modal transportation.

She shared a recent agreement that was made between the State of Virginia & CSX Landmark Rail.

- State of VA purchased 350 miles of railroad right away and 225 miles of track
- State ownership allows for:
  - Control of land and access
  - On-time service
  - Implementation of future technologies
  - Economic development along the corridors

She shared S-line opportunities and the projected travel times.

Ms. White shared existing conditions of the S-line

- **Petersburg to Ridgeway**
  - Out of service, tracks removed
  - Recently purchased by State of Virginia
- **Ridgeway to Raleigh**

- 25 mph, local freight traffic only
- NC will apply for CRISI 2020 grant to purchase
- **Raleigh to Hamlet**
  - 60 mph, local freight and passenger service

She shared how connecting the link from Raleigh to Richmond, VA would improve S-Line service.

- Critical link in the federally- designated Southeast Corridor
- Will expand and improve passenger and freight services
- Will reduce passenger trip times and improve on-time performance
- Will increase north-south freight capacity and rail network resiliency
- Will connect manufacturing and job centers to population centers

She shared the Consolidated Rail Infrastructure & Safety Improvements Program (CRISI) background.

- Consolidated Rail Infrastructure & Safety Improvements Program created as a part of the FAST Act and administered by FRA
- Individual project awards have ranged from:
  - \$58K to \$10M (FY 17)
  - \$157K to \$34M (FY 18)
- NCDOT Awards: \$10M (FY 17) and \$34M (FY 18)
- Funding Preferences
  - Projects with < 50% federal share
  - Projects with multiple non-federal sources

Ms. White shared anticipated CRISI features for FY 2020.

- All previous features
- Additional funding category for Right of Way (ROW)
  - \$45 Million reserved for projects that require ROW acquisition, track, or track structure
- Late Spring / Early Summer Release of Funding Opportunity

She shared various stakeholder meetings that will be held.

- Local, State, and Federal Elected Officials
- City and County Engineering, Planning, and Development Staff
- Transit Agencies, MPOs, RPOs, Advocacy Groups, Chambers of Commerce
- Economic Development Professionals, Developers, Financial Consultants, Rail Advisory Industry Leaders, Railroads

Ms. White shared the next steps the Department of Transportation will be taking.

*Building on Virginia's Success*

- Encourage local government and others to pass resolutions of support
- Seek matching non-federal funds for CRISI application
- Compete for CRISI 2020 for the S line
- Partner with MPOs, RPOs, and communities to progress corridor development and planning
- Secure funding for incremental projects through STI and federal discretionary grants to improve rail infrastructure for new rail services

Ms. Kreiser asked if the board was comfortable with the resolution of support.

Commissioner Calabria said he is supportive of the resolution.

Commissioner Hutchinson thanked Ms. White for her work. He said she knows how to get things done. He said this is a once in a generation opportunity. He said connecting all of Wake county via rail is transformational for this area.

Commissioner Evans said she is supportive of this opportunity.

**4. Multipurpose Indoor Sports Complex RFP**

**Attachments:**    [Indoor Sports Facility Presentation.pdf](#)  
                              [Indoor Sports Complex RFP Packet.pdf](#)  
                              [Cary Multiuse Sports Complex Submission.pdf](#)

Ms. Denise Foreman, Assistant County Manager, shared an update on the Multipurpose Indoor Sports Complex project.

- Minimum 150,000 square foot multi-use indoor sports complex to host youth and amateur events and tournaments
- Recommended in 2018 Destination Strategic Plan
- Included in 21st Amendment
  - Provides up to \$2.36 million annual funding for 25-years
    - Leverages approximately \$35 million in debt
- Competitive process jointly conducted by City and County - led by County



She shared the timeline for the process.

She shared the evaluation team, which included staff from the county, City of Raleigh, and the community.

Ms. Foreman shared the minimum criteria for a project to qualify.

- Project fully located in Wake County
- Consistent with statutory uses of revenues
- Minimum value of \$50,000,000
- Maximum hospitality tax funding of 45% of total project cost
- Request shall not exceed annual payment of \$2.36 million for up to 25 years
- Minimum of 150,000 square feet
- Minimum of 12 courts
- Seat minimum of 4,000 spectators
- Capable of accommodating e-sports competitions
- Ballroom and multi-purpose meeting rooms for event support
- Four full-size locker rooms with showers

She shared a proposal received from the Town of Cary. She said this is the only proposal received for this round of funding.

- Proposing \$193M project
- Site location: Cary Towne Center Mall area
- Includes:
  - ✓ 12 full-size basketball courts (convertible to 20 volleyball courts)
  - ✓ Arena seating for 4,000
  - ✓ 25,000 multi-purpose space
  - ✓ E-sports amenities
  - ✓ 4 full-size locker rooms
  - ✓ Full-service restaurant
  - ✓ Dedicated box office/ticketing and facility operations space
  - ✓ Child-care space
  - ✓ Weight room/workout facilities/walking track
- Project will be built, operated and managed by Town
- Financing planned through limited obligation bonds
- Town will seek corporate partners
- Designed to meet needs of local residents and tourism markets
- Initial pro forma projects operating deficit that will be covered by the Town
- Will include 25-year maintenance planning

from outset with full responsibility for maintenance and periodic renovation

Ms. Foreman said the Town of Cary is committed to consuming the operating deficit.

She shared information on the evaluation team recommendation.

- Evaluation Team project score = 79
- Recommends City and County commit funding of up to \$2.36m per year for 25-years for Town of Cary Project

Commissioner Holmes asked what criticism's the evaluation team identified. Ms. Foreman said there were some unknown costs due to the location of the project. She said the team also felt there wasn't enough attention on marketing and security. She said their visitor projections were higher than the market study determined.

Mr. Ellis asked why the determination was made on 12 basketballs courts. Ms. Foreman said that is a requirement for project qualification.

Mr. Ellis commented on the possible need for additional locker rooms. Ms. Foreman said the proposal is what was recommended by the consultant.

Commissioner Evans said she is confident that the Town of Cary will uphold their end of the bargain with maintenance. She said she is excited about the location and said it is easily accessible. She is supportive of the project.

Commissioner West asked how this project fits with the downtown revitalization of the Town of Cary.

Ms. Foreman invited Mr. Russ Overton, Deputy Manager, Town of Cary, to respond to Commissioner West question. Mr. Overton said the site compliments their plans for both areas and is along the proposed Bus Rapid Transit.

Commissioner Adamson said this is an exciting project and it will fit well in this area.

Ms. Foreman shared the next steps for the project.

- Monday, February 17 - Board of Commissioners meeting
- Tuesday, February 18 - Raleigh City Council meeting
- If approved by both elected Boards, work with the Town over the

next several months to further solidify development plan then bring back Funding Agreement for approval by the Town, City of Raleigh and Wake County

Commissioner Holmes commented on the location of this project. She is grateful to see a plan for that area being used.

Ms. Foreman shared information on the medium and small projects.

- Medium Projects
  - Competitive process jointly conducted by City and County
  - Provides up to \$46.6 million between FY20 and FY26 for capital projects greater than \$20 Million
  - RFP released December 4, 2019
  - Responses due February 13, 2020
- Small Projects
  - Anticipate beginning process May 2020 with decisions by Board of Commissioners around September 2020

Chair Ford asked for an update on the feasibility study for the Southeast Raleigh project. Ms. Foreman said the study should be completed in a few weeks.

## 5. Board Travel Policy

**Attachments:**    [02.10.20 BOC Travel Process.pdf](#)  
[02.10.20 Supplemental Travel Policy Resolution.docx](#)  
[BOC Travel Policy Resolution egl 12.14.18.pdf](#)

Ms. Denise Hogan, Clerk to the Board, shared updated information on the board travel policy. She thanked Mr. Scott Warren, County Attorney, Ms. Beth Smerko, Senior Deputy County Attorney, and Ms. Emily Lucas, Chief Financial Officer, for their help with this presentation. She shared the objective of today's presentation.

- To reach a consensus on guidelines for the Clerk scheduling and reimbursing Commissioner travel events not addressed by county policy
- To approve the content and form of a supplemental Resolution adopting the agreed upon guidelines

She shared the background of the policy and procedures for commissioner's travel.

On **January 7, 2019**, the Wake County Board of Commissioners adopted a Resolution establishing that the Board of Commissioners follows the county-wide Travel and Transportation Policy and Procedures as approved by the Wake County Chief Financial Officer.

She shared the challenge with the current policy.

The county-wide policy and procedure does not address how to schedule commissioner travel events or document Commissioner reimbursements consistent with the appropriated out-of-county travel budget and in-county stipend amounts for each Commissioner.

She shared information that was determined at the Great Government committee meetings.

The **Great Government Committee** of the Board of Commissioners reviewed the Travel Policy for the Board of Commissioners at their **November 4** and **December 2** meetings, and determined that supplemental guidance should be considered at a Work Session.

She shared supplemental guidelines that need clarified.

1. RESPONSIBLE PARTY
2. TRAVEL ARRANGEMENTS MADE BY CLERK
3. ELECTRONIC TRAVEL AUTHORIZATION
4. USE OF PROCUREMENT CARD
5. PER DIEM
6. REIMBURSEMENT
7. EXHAUSTED TRAVEL APPROPRIATION
8. UNUSED TRAVEL APPROPRIATION BALANCE
9. APPROVAL OF OUT OF COUNTY TRAVEL

She shared exhibit A guidelines requiring further discussion.

- The Clerk shall not be responsible for making travel arrangements with any payment form other than a County issued procurement card
- Transfer of unused travel appropriation to another acting commissioner during the Fiscal Year
- Party responsible for approving overnight business travel by members of the Board of Commissioners

She shared the requested next steps.

- Staff make appropriate edits to the Resolution for approval at a

future Regular Meeting of the Board of Commissioners

Commissioner Holmes asked for clarification on the issue of the Clerk making arrangements with a means other than using a county P-card. Ms. Hogan said she has had requests to use commissioners personal credit cards to make arrangements.

Commissioner Evans said following the Great Government committee meeting on December 2, 2019, it was determined that clarification was needed on the Clerk making arrangements for spouse travel and using commissioner personal credit cards to make travel arrangements.

Chairman Ford said if a commissioner wants to use their personal card that is fine, but they need to make the arrangements and request reimbursement.

Ms. Hogan asked for direction on the transfer of unused travel funds between commissioners. Commissioner Holmes said travel funds should not be transferred between commissioners. She said commissioners should stay within their budget or pay out of their own pocket.

Commissioner Evans agreed and said it could be intimidating for a new commissioner to be approached by a senior commissioner requesting their travel money. She said the travel budget is adequate and commissioners should stay within their budget.

Commissioner West said accountability is important when spending taxpayers money.

Commissioner Hutchinson said he is agreeable to not sharing expense budgets. He said there are times that county goals are met by commissioners taking leadership roles in the State Association. He mentioned former Commissioner Betty Lou Ward and said she is a perfect example of that. He said a commissioner should not be restricted in meeting their desired goals for the county.

Ms. Hogan asked for direction on the approval of overnight travel for commissioners. She said she currently performs this approval and asked if commissioners would like to continue that process.

Commissioner Holmes said she is fine with the Clerk approving travel, but the Chair should approve the travel prior to the Clerk submitting it.

Commissioner Calabria asked if the Clerk has always been the one to approve travel. Ms. Hogan said it was done by the Chair of the board in the

past, but that was changed last year.

Chairman Ford said the Clerk and her staff are uncomfortable with approving what commissioners can and cannot do.

Commissioner Hutchinson asked who would approve travel for the Chair.

Commissioner Holmes said the County Manager has always approved travel for the Chair of the Board of Commissioners.

Commissioner Evans said since the Clerk's office is tracking commissioner budgets, it makes sense for the Clerk to approve the travel.

Commissioner Hutchinson said 90 percent of commissioner travel is defined for regular meetings such as NACO, and Chamber of Commerce events. He suggested approval not be required by the Chair for defined travel.

Commissioner Calabria said it should be stated that as long as the commissioner is within budget, no further approval is needed.

Commissioner Holmes commented on events the county will pay for. She said there should be flexibility as long as the expense is within their budget. She asked for direction from Mr. Warren. Mr. Warren said the decision is up to the board. He said it is important for staff not to be involved in approving or denying what commissioners can do with the travel budget.

Chairman Ford suggested the Clerk look back at prior years on expenses related to luncheons, etc. and share that information with the board.

Commissioner Evans said no approval should be needed for overnight travel as long as the commissioner stays within their budget.

Commissioner Calabria agreed and said he doesn't think the Chair should need to approve or disapprove of what another commissioner is attending.

Commissioner West agreed that commissioners should be able to make their own decisions as long as they are within the commissioner's budget.

Mr. Ellis said the Chair would need to be involved if staff feels the request from the commissioner is not appropriate.

There was consensus that approval from the Chair is not needed as long as the expense is within the commissioner's budget.

Commissioner Holmes asked that the Clerk and the Attorney to implement

a policy regarding an honorarium. She said she recently had an issue with that.

Commissioner Holmes asked for clarification that once approved, this policy would be enforced.

The Clerk indicated that the policy would be on the February 17, 2020 agenda to be approved by the board.

## **Adjourn**

Meeting adjourned at 4:48p.m.

Respectfully submitted,

Michelle L. Cerett  
Executive Assistant  
Wake County Board of Commissioners