

**MEETING MINUTES**  
**CARTS Board of Directors**  
**Thursday, January 23, 2014**  
**9:30 am**

<b>Board Members Present</b>		<b>Staff Present</b>	
<b>X</b>	<b>Present</b>	<b>X</b>	<b>Present</b>
<b>X</b>	Commissioner Bubba Snowden, Bastrop County	<b>X</b>	David Marsh
<b>X</b>	Commissioner Paul Granberg, Blanco County	<b>X</b>	Pearl Jackson
<b>X</b>	Commissioner Ronny Hibler, Burnet County	<b>X</b>	Lyle Nelson
	Commissioner Neto Madrigal, Caldwell County	<b>X</b>	Kristi Urkuski
	Commissioner Linda Kovar, Lee County	<b>X</b>	Edna Johnson
	Commissioner James Kubecka, Fayette County		
<b>X</b>	Commissioner Debbie Ingalsbe, Hays County		
<b>X</b>	Commissioner Ron Morrison, Williamson County		
	Commissioner Margaret Gomez, Travis County		
<b>X</b>	Edith Moreida, Travis County (Proxy)	<b>GUESTS</b>	
<b>X</b>	San Marcos City Council – Place 1, Kim Porterfield	Vanessa Owens, TxDOT Oscar Hairell, City of San Marcos	

**Call to Order**

Commissioner Hibler affirmed a quorum and called the Thursday, January 23, 2014 meeting of the CARTS Board of Directors to order at 9:30 am. Recorded absent were Commissioner Kubecka, Commissioner Kovar and Commissioner Madrigal.

**Financial Reports**

Commissioner Hibler requested any comments or corrections to the CARTS financial reports.

After discussion, the following motion was made:

*To approve and adopt the financial reports as presented by CARTS' staff*  
 (Moved by Ingalsbe, second by Granberg; unanimously approved)

**Consideration/Approval of Minutes from Board Meetings held Thursday, November 21, 2013.**

Commissioner Hibler requested any comments, additions or corrections to the minutes of the last meeting.

After discussion, the following motion was made:

*To approve and adopt the minutes of the Board Meeting held Thursday, November 21, 2013.*

(Moved by Ingalsbe, second by Snowden; unanimously approved)

**Discussion/Action regarding CARTS appointment to the Lone Star Rail Board of Directors**

Mr. Marsh presented information from the rail district regarding board appointments. He noted that Commissioner Ingalsbe is the current representative for CARTS and has traditionally been a Hays County position. Mr. Marsh noted the current term will end February 1<sup>st</sup> or until a 2 year re-appointment is made.

After discussion, the following motion was made:

*To request action to appoint Ms. Kim Porterfield to the Lone Star Rail Board, said appointment to be sent to the Travis County Commissioner's Court for action.*

(Moved by Ingalsbe, second by Moreida; unanimously approved)

**Discussion/Action regarding amending the CARTS Drug and Alcohol Policy pursuant to FTA audit completed January 2014.**

Mr. Marsh reviewed information received from the Federal Transit Administration regarding selection as one of eight rural transit agencies for an extensive audit review of our Drug and Alcohol Testing program. He discussed the FTA's findings noting the requirement to update the policy from the original enactment of the program in 1991.

Mr. Marsh brought an updated Drug and Alcohol Policy for review and adoption. Ms. Johnson stated that the policy is more specific to meet the DOT regulations. Ms. Porterfield questioned if the cost would increase and Mr. Marsh stated it would not be a significant impact.

After discussion, the following motion was made:

*To provide the General Manager approval for adoption of the updated Drug and Alcohol Policy for CARTS, revised to comply with regulation updates, amendments and changes to the Omnibus Transportation Employee Testing Act of 1991.*

(Moved by Granberg, second by Porterfield; unanimously approved)

### **Reports/Actions as required on TxDOT Contracts, Projects or Grant Agreements**

Mr. Marsh reviewed the January 23, 2014, Contracts and Funding Summary Addendum. He provided an updated chart and discussed each open contract.

### **Update on Interlocal Agreement with The Capital Metropolitan Transit Authority to provide transit service in Kyle, TX**

Mr. Marsh presented the final draft of the ILA with Capital Metro and stated it will be executed by CARTS and the CMTA for an effective date of January 1, 2014.

### **Update on Interlocal Agreement with The Capital Metro Transit Authority for the funding, creation and management of a Mobility Management Office**

Mr. Marsh revisited the January 2013 Board Meeting with authorization provided to enter into an ILA with Capital Metro to create a Mobility Management Office. He was happy to announce that the office has been created with Ms. Michelle Meaux hired to fill this position. Mr. Nelson provided her with a tour of CARTS operations in order to orient her to our CARTS team. Mr. Marsh stated it is a modest beginning, but it is one that will hopefully enable us to better focus on our District's needs and shift the responsibilities for addressing gaps in service to Metro and to set up a formal platform for collaboration between the 2 agencies in ensuring the region has access to transit. Mr. Marsh reminded of the cumulative fiscal obligation of \$53,625 over 3-years in support of this office and is looking forward to a productive partnership.

### **Update on Interlocal Agreement with the City of Bastrop for the operation and administration of fixed route transit in that city**

Mr. Marsh has not received any further responses from the City of Bastrop on the ILA approved by the Board at the last meeting. He stated being ready to begin the bus stop signage projects for both San Marcos and Bastrop next month and once that is underway, he will press the issue on this funding ILA.

### **Consideration / Action regarding CARTS proposals to be filed February 12, 2014 in response to the TxDOT Annual Coordinated Call for Rural and Small urban Public Transit Projects**

Mr. Marsh presented and gave explanation for the following projects being reviewed and evaluated for submittal: CARTS Lee Dildy Operations Complex / \$6,060,000, CARTS Regional Intercity Bus Service / \$706,682, Necessary upgrade of the CARTS/LCRA Communication System / \$420,000 and Planning Funds / \$100,000. He stated the first three projects are repeats of last year's submittal. Mr. Marsh also stated he would bring the proposals back to the next meeting for review.

### **Report on CARTS submittal to the Texas Department of Transportation for Census Adjustment funding for FY14-15 for the San Marcos Urbanized Area**

Mr. Marsh reviewed the filing of state funds to assist in meeting the local share requirements for the San Marcos Urbanized area. He noted the application for \$150,000 for FY14 and \$100,000 for FY15 so as to mitigate the local financial impact from the increased local share required to meet the FTA 5307 requirements. Mr. Marsh presented the Texas Transportation Commission minute order to assign CARTS \$250,000 in state funds to mitigate the effects of the 2010 Census. Ms. Porterfield and Mr. Marsh attended a meeting and made statements of appreciation to the Commission. Mr. Marsh did confirm that these funds would directly offset local fund contributions from the City of San Marcos would have had to invest to meet the matching requirements of the federal funds used to fund transit in the city.

### **Report on CARTS and its Region 7 consortium proposing to provide services pursuant to issuance of HHSC RFP No. 529-15-0002 for Non-Emergency medical Transportation Services**

Mr. Marsh reviewed the three options presented to go forward with this project:

1. Pass
2. File a public brokerage proposal with our Region 7 Consortium partners as planned and proposed over the past year.
3. Work out a deal with a private full-risk broker on our terms of participation in a proposal filed by the broker.

Mr. Marsh recommended option #3 and the Board approved that option with #2 as the fallback should #3 not be feasible. Mr. Marsh stated the #2 option was chosen and the consortium has agreed to let Brazos Transit be the lead agency in the proposal process. Mr. Marsh presented the commitment letter which was filed on January 23, 2014.

### **Report on application to CAMPO for available FY14 STP-MM funds for CARTS capital projects**

Mr. Marsh reported from the last meeting, CAMPO Policy Board staff presented information related to fund balances to be appropriated, including \$20M in FY2014 STP-MM funding. Mr. Marsh will have a conference call on January 25 with the San Marcos city staff and the Mayor and will bring more information to the Board at the next meeting.

### **Report/Update on the CARTS San Marcos Urban Operations, Edna Johnson, Director Urban Operations**

Ms. Johnson presented reports and updated the Board on operations in San Marcos.

**Report on CARTS RFP 2013-02-SM, San Marcos Urbanized Area 5-Year Strategic Plan for Transit Development, Edna Johnson, Director of Urban Operations**

Ms. Johnson stated the past week was an important state of the Strategic Planning Process with the public engagement process kicking off in high gear. She presented materials related to the process and a completed report on a peer review of the San Marcos Transit system. Ms. Johnson also presented a report from Nelson Nygaard on where San Marcos stands to everyone else. Ms. Porterfield reported that she had been impressed with the work that has been accomplished so far in the planning process.

**Report/Update on CARTS Transportation Service Area 12 Medical Transportation Services**

Mr. Marsh reviewed the MTP Activity report showing the trips provided noting a slight uptick in the first 3 months of the contract, but revenues were remaining static.

**Report/Update regarding the Regional Transportation Coordination Council (RTCC)**

Mr. Marsh stated there was nothing new to report.

**Other items as presented for discussion / information**

Mr. Marsh welcomed any items for discussion from Board members to be slated for future agendas

Mr. Marsh also announced the new website would be is live and showed the site to the Board, [www.ridecarts.com](http://www.ridecarts.com).

**Adjournment and set next meeting date and location**

Commissioner Hibler indicated the next meeting is scheduled for Thursday, March 27th, 2014 at 9:30 a.m.

The following motion was made:

*To adjourn the January 23rd, 2014 meeting and to set the next meeting date to Thursday, March 27<sup>th</sup>, 2014.*

(Moved by Porterfield, second by Ingalsbe; unanimously approved)

*Executive Session: The CARTS Board may adjourn into Executive Session to consider any item listed on this agenda if a matter is raised that is appropriate for Executive Session discussion. An announcement will be made of the basis for the Executive Session discussion. The CARTS Board may also publicly discuss any item listed on the agenda for Executive Session.*