

MEETING MINUTES
CARTS Board of Directors
Thursday, January 26, 2012

9:30 am

Board Members Present		Staff Present	
X	Present	X	Present
<u>X</u>	Commissioner Vivian Dildy, Bastrop County	<u>X</u>	David Marsh
<u>X</u>	Commissioner Paul Granberg, Blanco County	<u>X</u>	Pearl Jackson
<u>X</u>	Commissioner Ronny Hibler, Burnet County	_____	Lyle Nelson
<u>X</u>	Commissioner Neto Madrigal, Caldwell County	_____	Edna Johnson
<u>X</u>	Commissioner James Kubecka, Fayette County	<u>X</u>	Kristi Urkuski
<u>X</u>	Commissioner Debbie Ingalsbe, Hays County		
_____	Commissioner Linda Kovar, Lee County		
<u>X</u>	Commissioner Margaret Gomez, Travis County		
_____	Commissioner Ron Morrison, Williamson County		
<u>X</u>	Edith Moreida, Travis County (Proxy)		

Guests	
<u>X</u>	Vanessa Owens

Call to Order

Commissioner Hibler affirmed a quorum and called the January 26, 2012 meeting of the CARTS Board of Directors to order. Recorded absent were Commissioner Kovar and Commissioner Morrison.

Consideration/Approval of Minutes from Board Meetings held Thursday, November 17th, 2011.

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 Meetings held Thursday, November 17th, 2011.

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

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 Moreida, second by Dildy; unanimously approved)

Presentation of annual Financial Statements and Independent Auditor's Report for CARTS finances fiscal year 2011 by Montemayor Hill and Company, P.C. Consideration/Action for adoption as presented.

Mr. Marsh presented a draft of the audit, but reported that it was incomplete pending fund verifications not received yet for the HHSC MTP contract revenues. He indicated that he would hold the audit presentation by Montemayor Hill and Company, P.C. until the March Board meeting. After discussion, the following motion was made:

To table the item until the March Board meeting
(Moved by Hibler, second by Ingalsbe; unanimously approved)

Discussion/Action on CARTS ITS Phase 4 RFP for Fixed Route Automated Scheduling, Trip Planning and Passenger Information Services.

Mr. Marsh discussed information regarding Phase 4 of the CARTS ITS development. He presented RFP Objectives and Phases, information on the project objectives and pricing submitted. The project will combine the RideCARTS card and credit card payment to fixed routes and provide for on-time-bus arrival signage at CARTS stations and selected stops. Information will also be published to our website and mobile devices.

Mr. Marsh reviewed release dates of the original RFP, and that from that 15 requests were received, ten prospective vendors attended and only one proposal was received from Mentor Engineering. He stated that the Mentor proposal meets CARTS requirements and the pricing is within range of the budget for the project. Mr. Marsh proposed to meet and confer with the proposer on the specific items we deem most essential to meet our RFP and project requirements, and in consultation with TxDOT, perform those actions necessary to establish the RFP results meet the sole source procurement guidelines under FTA circulars and guidance. Mr. Marsh said that upon successful completion of those two steps, CARTS will issue a best and final offer to Mentor and bring that offer to the Board meeting in March for consideration of award.

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

Mr. Marsh reviewed the January 26, 2012 Contracts and Funding Summary Addendum. He provided an updated chart and discussed each open contract.

Contracts, Grants and Projects for Discussion and/or Action

Report/Discussion on RFP for professional services for the planning, design and engineering for the CARTS VMC project, Tucker Hill Lane.

Mr. Marsh announced the preparation of an RFP to solicit architectural, engineering, site planning and environmental clearances for the construction of Phase 1 of the Tucker Hill Lane project, which will include site work and construction of the VMC facility for consideration at the March Board meeting. He expressed the goal is to have construction documents prepared for bid in September, 2012.

Update on revisions to CARTS/Capital Metro PGA for JARC/NF funding for Del Valle Route 271 and planning activities.

Mr. Marsh reported CARTS and Capital Metro are completing a revision to the Program Grant Agreement which is the instrument for sub-allocating JARC/NF funds to CARTS for the operation of the Del Valle Feeder, Route 271. Mr. Marsh said no changes in funding amounts or scope of the agreement, however, Mobility Management activity was added for future use and assigned the planning portion of the funds for a planner position at Metro which will be assigned to this project. Mr. Marsh noted the revision process is ongoing with no action to be taken at this time and would like to continue coverage in March.

Discussion/Action regarding CARTS submittal to the CAMPO Call for Projects for JARC/NF funding opportunities

Mr. Marsh gave information regarding CAMPO announcing availability of Federal Transit Administration Grants. Over \$1.7 million dollars in funding for specialized public transportation serving the Austin Urbanized Area is available through CAMPO. He explained that the funding comes to the region through the FTA Job Access Reverse Commute and FTA New Freedom programs.

Mr. Marsh's continued discussions with Capital Metro will be collaborating on a submittal to further goals for mobility management and joint planning activities. He noted that Texas State University suggested filing a proposal for an extension of our IH35 Interurban Coach route to their Round Rock campus, with that, benefits are being reviewed. He reported he would bring the submittals back to the Board in March for review.

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

Mr. Marsh discussed the activity report for the MTP program. He noted trips trended upward in November after a slow start this year. Plans to proceed for improvement under this program, and our core services, are underway. Mr. Marsh explained how MTP functions would be separated

and re-located to our Round Rock facility. He also discussed how it would be necessary to make business decisions as to cover costs, one half of CARTS' fleet is dedicated everyday to MTP.

Report/Update CARTS Regional Bus Services, and route deployments

Mr. Marsh reported there have been several service changes on the regional routes, effective January 30, 2012. He discussed the changes with the Interurban, Metro Connectors, Elgin and Bastrop routes. Mr. Marsh presented press releases and draft schedules. He noted there will be an RFP for a marketing/public outreach issued for consideration of award in May.

Report/Update on CARTS CAMPO STP-MM proposals and results

Mr. Marsh was pleased to announce the CAMPO Board awarded funds by county and for each county to determine which projects within their jurisdiction. Travis County set aside \$720,000 for the CARTS Interurban Bus project and Williamson County set aside \$160,000 for the CARTS Country Bus project. Mr. Marsh indicated that we had prepared letters for Commissioner Hibler to sign expressing our appreciation to the officials in each county that participated in the decision.

Mr. Marsh presented a copy of the document outlining the final distribution of funds.

Report/Update regarding CARTS submittals to TxDOT Annual Coordinated Call for Rural and Small Urban Public Transit Projects

Mr. Marsh reviewed that each year, CARTS applies for available funding from Tx DOT at their Annual Call for Projects. He announced the following projects were applied for:

1. Funding for the continuation of our Interurban Routes and for 2 additional routes (Luling-Lockhart to Austin, LaGrange-Giddings, Bastrop loop).
2. Funding for planning assistance for the Flatonia Station project, to provide for the final planning, architectural and engineering of the project. This is a re-submittal from last year.
3. Funding for the construction of the VMC facility project.

Report on the formation of the CARTS Rural-Urban Transit District and activities related to the expected urbanized area designation of San Marcos/Kyle as an UZA and the City of Georgetown as an UZA.

Mr. Marsh reviewed the action at our November meeting, the CARTS District, effective with the 2013 federal fiscal year beginning October 1, 2012, will undergo significant changes as a results of the change in census designations for San Marcos and Georgetown, both of which will likely become small urban cities eligible for direct financial assistance from both the FTA and TxDOT. He reminded of the decision to proceed with necessary action to continue services in Georgetown and/or San Marcos by forming a Rural/Urban Transit District and notifying by letter

the two cities of our interest in doing so and outlining the requirements and time constraints for action to complete the transition by October 1, 2012. Mr. Marsh stated no further action has been taken, or the referenced letters issued.

Mr. Marsh presented an explanation of San Marcos and Georgetown as to what was going on. San Marcos has hired a consultant for guidance to determine the best structure for the potential combination of the City and University bus systems and to provide a master plan for transit development. Mr. Marsh said that CARTS has not been a part of this, nor consulted, though he has engaged in the consultant and city staff in order to clarify some inaccuracy of statements made. Mr. Marsh continues to be positive and supportive of the City's goals.

Commissioner Ingalsbe asked if the urbanized area was set, to which Mr. Marsh answered the final decisions are expected in April.

Mr. Marsh provided information regarding Georgetown and the continuation to be active partners with city staff and being on course for February 14, 2012. Mr. Marsh stated that we have proposed the formation of an Urban/Rural Transit District with CARTS as the direct recipient for the FTA funds. The service would remain at current levels in FY 2013-14, with capital acquisition and planning completed during that period with the full community system including fixed routes to be implemented October 2014. Mr. Marsh enclosed a draft under development by TTI.

Regional Transportation Coordination Council (RTCC)

Mr. Marsh noted the RTCC has their draft plan out for public review.

Other items as presented for discussion / information

Mr. Marsh presented the next transit conferences being the Texas Transit Annual Conference and Expo in McAllen from April 23-25 and the Community Transportation Expo held in Baltimore May 21-25. He invited any member wishing to attend.

Adjournment and set next meeting date and location

Chairman Hibler indicated that the next meeting is scheduled for March 29, 2012 at 9:30 am.

The following motion was made:

To adjourn the January 26, 2012 meeting and to set the next meeting date for March 29, 2012.

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