

MEETING MINUTES
CARTS Board of Directors
Thursday, January 31, 2013

9:30 am

Board Members Present		Staff Present	
X	Present	X	Present
<u>X</u>	Commissioner Bubba Snowden, 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	<u>X</u>	Lyle Nelson
<u>X</u>	Commissioner Neto Madrigal, Caldwell County	<u>X</u>	Kristi Urkuski
	Commissioner James Kubecka, Fayette County	<u>X</u>	Derek Goodall
<u>X</u>	Commissioner Debbie Ingalsbe, Hays County		
<u>X</u>	Commissioner Linda Kovar, Lee County		
	Commissioner Margaret Gomez, Travis County		
<u>X</u>	Commissioner Ron Morrison, Williamson County		
<u>X</u>	Edith Moreida, Travis County (Proxy)		

Guests
Sylvia Boasi, Hays County

Call to Order

Commissioner Hibler affirmed a quorum and called the Thursday, January 31st, 2013 meeting of the CARTS Board of Directors to order at 9:30 am. Recorded absent was Commissioner Kubecka.

Consideration/Approval of Minutes from Board Meetings held Thursday, November 29th, 2012.

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 29th, 2012.

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

Financial Reports

Commissioner Hibler requested any comments or corrections to the CARTS financial reports. Commissioner Hibler posed the question of what the “Wasted Check” description was on the ledger. Mr. Marsh explained it was a printer malfunction and those checks are destroyed.

After discussion, the following motion was made:

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

Presentation of annual Financial Statements and Independent Auditor's report for CARTS finances for fiscal year 2012 by Montemayor Hill and Company, P.C.

Consideration/Action for adoption as presented.

Mr. Marsh rescheduled Mr. Montemayor's presentation for the March 28th, 2013 Board meeting.

To table this item until the March Board meeting
(Moved by Moreida, second by Kovar; unanimously approved)

Consideration / Action regarding entering into an Interlocal Agreement with Capital Metro for participation in a Regional Mobility Management office and the sharing of expenses for the local share required for the initial grant period of three (3) years.

Mr. Marsh reviewed the collaboration with Capital Metro in a JARC grant proposal to CAMPO in order to set up an Office of Mobility Management for the region, the purpose was to engage a planner to work specifically on rural projects for CARTS within the CAMPO region and to develop projects that provide seamless connections between the respective districts of CARTS and Capital Metro. He presented the ILA which set out the parameters in broad fashion and specifically assigned the financial responsibilities under the agreement for the 3-year duration of the grant. Mr. Marsh explained that CARTS and Capital Metro share equally in the local share requirement pointing out that our share over the 3-year period is \$53,625. Mr. Marsh stated the ILA is under review by CARTS legal counsel and upon completion and any needed changes, it was requested to execute the ILA and proceed. Mr. Marsh will present the executed document to the Board for information and review.

After discussion, the following motion was made:

To provide authority to the General Manager to execute the Mobility Management ILA between CARTS and Capital Metro and obligate sufficient unrestricted funds to meet the requirements of the ILA.
(Moved by Morrison, second by Madrigal; unanimously approved)

Consideration/Action regarding entering into an Interlocal Agreement with the City of Bastrop for the maintenance and renewal of CARTS bus stops and other passenger amenities by the City and establishing a cost-sharing arrangement for this purpose.

Mr. Marsh discussed the renewal and review of the Bastrop Municipal Bus service provided to the community of Bastrop. He noted, as agreed, the first priority would be to replace current bus flags and stops in the City. Mr. Marsh provided an ILA to the City in November based on the one currently ongoing with San Marcos, wherein there is an agreement to reimburse the City for the costs of maintaining and renewing signage now. He also noted the shelters cost up to \$25,000 in which he will apply for grant funds to cover. Mr. Marsh presented the results of the legal review and would like the Board's endorsement as we proceed through the process.

After discussion, the following motion was made:

To provide the authority to the General Manager to complete negotiations on the terms of the agreement, and to execute the ILA between CARTS and the City of Bastrop for bus stop and passenger amenities deployment and maintenance.

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

Consideration/Action regarding entering into an Interlocal Agreement with the City of San Marcos for the purpose of establishing the CARTS Urban Transit District operations in the City beginning March 1, 2013.

Mr. Marsh advised of the Interlocal agreement between CARTS and the City of San Marcos since 1995 which sets out local funding the City provides to CARTS and assigns certain reporting and operational responsibilities to CARTS. He noted the federal funding is now allocated to the City by the FTA, as opposed to CARTS by TXDOT, and as CARTS has formed an Urban Transit District to satisfy state and federal requirements to administer and operate with the state and federal funds allocated to the City, the old ILA is no longer applicable to the situation and the City wishes to ensure it has a larger role in oversight and financial matters as it is "their money".

Mr. Marsh expressed the somewhat severe time constraints established by the March 1, 2013 date at which the rural funding runs out and urban funding must replace it. Mr. Marsh presented the current ILA as a beginning point for the new ILA to be proposed by the City. He will bring the executed document to the Board for information and review.

After discussion, the following motion was made:

To provide the authority to the General Manager to complete negotiations on the terms of the agreement, and to execute the ILA between CARTS and the City of San Marcos outlining responsibilities for Urban Transit District administration and operation.

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

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

Mr. Marsh reviewed the January 31, 2013, Contracts and Funding Summary Addendum. He provided an updated chart and discussed each open contract. He noted the contracts which will be closing and one with funding almost exhausted.

Consideration/Action regarding CARTS proposals filed January 2, 2013 in response to the TxDOT Annual Coordinated Call for Rural and Small Urban Public Transit Projects.

Mr. Marsh reported on CARTS submitting three projects for consideration in the annual call for projects. He discussed the projects, one being the CARTS Lee Dildy Operations Complex which is a continuation of the project submitted last year. Another project Mr. Marsh discussed was the CARTS Regional Intercity Bus Service to consolidate six CARTS Interurban Coach routes into one grant by adding two additional routes, one serving the SH71E corridor between LaGrange and Austin with the other serving the US290E corridor between Giddings and Austin and the continuation of 4 existing CARTS Interurban Routes. The final project he discussed was the necessary upgrade of the CARTS/LCRA Communication System which addresses the needed radio communication hardware replacement for CARTS in preparation for the re-configuration of the Lower Colorado River Authority communications system from an EDACS system protocol to an Open Sky protocol.

After discussion, the following motion was made:

Approval of CARTS submittal to TxDOT for funding available for the 2014 Coordinated Call for Projects, and to provide the General Manager the authority to negotiate, accept and execute any contracts awarded pursuant to the proposals submitted.

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

Consideration / Action regarding CARTS proposal to be filed under the CAMPO Call for Projects for JARC/NF call for Projects due February 15, 2013.

Mr. Marsh announced the plans to submit a proposal under the New Freedom category of funding to purchase and install two accessible bus shelters in the City of Bastrop at locations agreed upon by the City and CARTS. He noted this was in anticipation of the final ILA with the City that will allow CARTS to use these shelter projects to offset the cost of the City providing services necessary to update and maintain bus signage and install the shelters.

After discussion, the following motion was made:

To approve and endorse the application of CARTS for funding for bus shelters for use in the City of Bastrop under the New Freedom category of the 2013 CAMPO Call for Projects for JARC/NF funding.

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

Consideration / Action regarding CARTS application to the Federal Transit Administration (FTA) for Section 5307 funds to support urban transit operations in San Marcos.

Mr. Marsh stated CARTS will be required to submit a grant application to the FTA for 5307 funding to support urban transit operations in San Marcos. He noted the funds to be applied for are reflected in the CARTS 2013 Agency Budget, but are not under contract and CARTS will be required to apply through the FTA TEAMS system for grant authority and to comply with those requirements set forth by the FTA.

After discussion, the following motion was made:

To provide authority for the General Manager, or his designee, to make application to the Federal Transit Administration for Section 5307 funds to support urban transit operations in San Marcos in compliance with those requirements set forth by the FTA for the project.

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

Report/Update regarding Vehicle Maintenance and Operations Center Design, Engineering and Master Planning Project

Mr. Marsh presented the CARTS Cultural Resources Survey Report which has been completed and is being processed through the Texas Historical Commission and TxDOT concurrently. He reminded why this involved trenching several sites on the property to ensure there were no cultural artifacts on site, there were no discoveries. Mr. Marsh anticipates that upon review of this aspect of the environmental investigation, the project will receive concurrence by TxDOT and transmittal to the FTA for final review which will trigger the release of the fund approved by FTA for this project.

Mr. Marsh introduced Derek Goodall, CARTS Facility Maintenance personnel to give a brief synopsis on the project. He went through a presentation regarding the 7 phases of the project and the scope of the initial phase that we were now working to complete. Mr. Goodall presented budgets and what the expenses were and he noted that a quarter of the project was allocated for site and utility work necessary to build out the project over time, but noted that these costs would be recouped with the savings on subsequent development of the remaining phases.

Mr. Marsh also reviewed the cost estimates conducted on the current project indicating a total of \$4.8M for the initial phase with about \$2.8M obligated at this time. He indicated that the gap

would need to be met by either using the Community Development Loan Fund option that we had always known may have to be a factor, or securing additional federal/state funding.

Commissioner Ingalsbe asked if there were any other developments going in to help bring the cost down for the VMC's developments by sharing utility costs. Commissioner Morrison inquired as to the selection of the property. A general discussion of that and the project followed. Commissioner Granberg and Commissioner Ingalsbe asked about the value of the CARTS HQ property. Mr. Marsh stated the Headquarters was purchased and built for less than \$1M. Commissioner Hibler recommended obtaining an appraisal on the property located at 2010 E 6th St, Austin. Mr. Marsh took note and agreed to get this accomplished.

Report / Update regarding CARTS Medical Transportation Call Center Project, Round Rock

Mr. Marsh was pleased to announce, the facility was up and operating with gradual improvements daily. Mr. Marsh also presented a news article featured on our website about the Medical Transportation Center opening.

Report/Update regarding ITS Phase 4 Project, Fixed Route Software, Real-time Bus Arrival

Mr. Marsh gave an update on Phase 4 of the CARTS ITS development to integrate automated scheduling and management of all of the fixed routes operated by CARTS by purchasing software and related hardware for this purpose. He explained the project will integrate the RideCARTS card and credit card payment to fixed routes and provide for on-time bus arrival signage at CARTS stations and selected stops as well as publish the information to our website and to mobile devices. Mr. Marsh anticipates the first stage of the project being completed April 2013.

Report/Update on "Connecting to Communities" Project, a focused public outreach activity to solicit input from the public on CARTS services and to inform the public of services now provided or planned by CARTS.

Mr. Marsh reported that surveys have been being conducted and presentations to small groups in preparation for the spring roll-out of the project.

Report/Update regarding CARTS Interurban Coach, Inc.

Mr. Marsh stated there was no change from the last meeting.

Report/Update on Request for Attorney General Opinion regarding public information request of October 24, 2012.

Mr. Marsh discussed from last meeting, filing a request for an Attorney General Opinion regarding a public information request received and if we responded as requested, the potential for compromising confidentiality clauses we are bound to pursuant to the Medicaid Transportation contract and also based on the anticipation of litigation, it was asserted exempt from disclosure, as advised by CARTS attorneys. Mr. Marsh presented the opinion to the Board members and noted he was awaiting a summary from our attorney and instruction on complying with the findings.

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

Mr. Marsh presented the MTP Activity report. He made mention that revenues and activity for this program declined for the first time since we began contract in 2006. Mr. Marsh noted billed revenues were down 12% and trips 17%. He explained that a change HHSC has made in the billing process has increased the labor required to process billings dramatically and has delayed our billing process and reimbursement times accordingly. Commissioner Granberg asked when the final payment will be made for this program and Mr. Marsh stated the payoff will be this summer.

Report/Update on the role of CARTS in a proposed pilot project for a public regional broker for a community-based delivery system for non-emergency medical transportation services funded by the Medical Transportation Program of the Texas HHSC.

Mr. Marsh reminded Board members of the meeting in July 2012, we reported on a proposed pilot project forwarded by the Texas Transit Foundation to the Texas HHSC for the improvement of the service delivery for the Medical Transportation Program. Mr. Marsh said this plan set up a public broker model and used CARTS, Brazos Transit and the Hill Country Transit District as a proposed model for a pilot project to show the improvements in effectiveness and efficiency that could result from such the endeavor. Mr. Marsh also enclosed a white paper, *Medicaid and Public Transit in Texas, A New Partnership* for review. Mr. Marsh presented the pros and cons in regards to the program. He stated this would be a great opportunity to change the way this program functions.

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

Mr. Marsh reported the next RTCC quarterly meeting is on February 12, 2013.

Report/Update on the CARTS Rural-Urban Transit District and its transition activities related to the designation of San Marcos as a UZA.

Mr. Marsh discussed from the previous meeting, the most recent development in this extended process the City and CARTS have undertaken to adapt reasonably to the census changes and

maintain a continuity of service locally. He explained the new arrangement leaves the City nowhere to stand, as CARTS will have to be the direct recipient as it is the Urban Transit District. He further explained with this new arrangement, the City will want to be sure the ILA agreed upon gives them similar status as the former designation would have, largely sign-off on the local budget. Mr. Marsh said the delay in the process will cause a crunch as March 1st approaches, but that he was confident we would get it done.

Other items as presented for discussion / information

Mr. Marsh stated that letters were sent to all County Judges and to the City of San Marcos requesting appointments to the CARTS Board for terms beginning March 2013.

Mr. Marsh advised of future transit conferences:

- Southwest Transit Association Annual Conference, Little Rock, Arkansas, February 3-6, 2013
- Community Transportation EXPO 2013 in Albuquerque, New Mexico from June 2-7th 2013.

Adjournment and set next meeting date and location

Mr. Marsh indicated there will be a tenth member, from the city of San Marcos, at the next meeting.

Commissioner Hibler indicated that the next meeting is scheduled for March 28, 2013 at 9:30 am.

The following motion was made:

To adjourn the January 31st, 2013 meeting and to set the next meeting date for March 28, 2013.

(Moved by Granberg, second by Madrigal; 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.