

**MEETING MINUTES**  
**CARTS Board of Directors**  
**Thursday, April 4, 2013**

**9:30 am**

<b>Board Members Present</b>		<b>Staff Present</b>	
<b>X</b>	<b>Present</b>	<b>X</b>	<b>Present</b>
<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
<u>X</u>	Commissioner James Kubecka, Fayette County	<u>X</u>	Edna Johnson
<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)		

<b>Guests</b>
Vanessa Owens, TxDOT
Oscar Hairell, City of San Marcos
Arturo Montemayor, Montemayor Hill & Company P.C.

**Call to Order**

Commissioner Hibler affirmed a quorum and called the Thursday, April 4<sup>th</sup>, 2013 meeting of the CARTS Board of Directors to order at 9:30 am. **Commissioner Hibler noted the change from March 28<sup>th</sup>, 2013 to April 4<sup>th</sup>, 2013.** All members of the board were present.

**Consideration/Approval of Minutes from Board Meetings held Thursday, January 31<sup>st</sup>, 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, January 31<sup>st</sup>, 2013.*

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

**Seating of Board delegate from the San Marcos UZA and formal declaration by resolution of the establishment of a Rural/Urban Transit District and declaring an effective date.**

Mr. Marsh announced the appointment of Kim Porterfield from the City of San Marcos as the new board delegate to CARTS representing the San Marcos UZA. Mr. Marsh stated that action was previously taken to formally taken to establish the District. He presented the resolution and an effective date was declared.

*To adopt the resolution for the establishment of a Rural/Urban Transit District, The CARTS District, and declare an effective date.*  
(Moved by Ingalsbe, second by Madrigal; 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 introduced Mr. Arturo Montemayor, Montemayor Hill and Company, P.C, CARTS' independent auditor. Mr. Montemayor presented and answered any questions in regard to the results of the annual audit of CARTS finances. The final draft report was enclosed for review. Mr. Montemayor noted the audit presented no negative findings. After discussion, the following motion was made:

*To approve and accept the annual Financial Statements and Independent Auditor's Report for CARTS finances for Fiscal Year 2012 and to authorize the distribution of the final report.*  
(Moved by Moreida, second by Ingalsbe; unanimously approved)

**Consideration / Action regarding the adoption of a Title VI Program Policy for compliance with FTA title VI requirements and regulations in order to follow the provisions of the U.S. Department of Transportation Title VI regulations at 49 CFR Part 21.**

Mr. Marsh presented the updated Title VI regulations from the US Department of Transportation and the Federal Transit Administration. He noted in order to stay in compliance; the Title VI Program Policy would need to be adopted.

After discussion, the following motion was made:

*To provide authority to the General Manager to adopt the Title VI Program Policy in compliance with FTA and US DOT regulations and requirements and to incorporate the policy in CARTS operations, activities and personnel policies.*

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

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

Mr. Marsh reviewed the April 4, 2013, Contracts and Funding Summary Addendum. He provided an updated chart and discussed each open contract.

### **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 discussed the collaboration with Capital Metro in a JARC grant proposal to CAMPO to set up an Office of Mobility Management for the region. He also presented the Interlocal Agreement draft and indicated he expected to bring the final document to the Board at the May meeting.

### **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 also discussed this agreement which was authorized at the January meeting, and has not yet been finalized; however, he indicated that it is close to being finalized. Mr. Marsh enclosed the latest red-line from their attorney. He noted that this is part of the renewal of the routes and amenities for fixed route services in Bastrop and sets out a cost-sharing arrangement for the rehabilitation and renewal of bus stop signage and the installation of bus shelters.

### **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 enclosed the final agreement which is considered a “bridge” agreement to complete the current City fiscal year ending September 30, 2013.

### **Status 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.

**Update regarding CARTS proposal filed under the CAMPO Call for Projects for JARC/NF call for Projects February 15, 2013.**

Mr. Marsh announced the approval of 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, estimated at \$40,000.

**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 introduced Ms. Edna Johnson, Director of San Marcos CARTS, into the family of CARTS again. He noted she has submitted the necessary legal documentation, resolutions, certifications and opinion from counsel to TxDOT in order to complete the local process to become a Direct Recipient for the San Marcos Urbanized area. Mr. Marsh said TxDOT had passed the completed package along with their concurrence to FTA which will complete the process. Mr. Marsh discussed that state funds allocated to the San Marcos UZA as bridge funding until the federal funds are approved and released.

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

Mr. Marsh introduced Mr. Oscar Hairell from the City of San Marcos. Mr. Hairell was in full support of combined efforts to obtain all required certifications, designations and obligations to complete and satisfy the requirements for the Federal Transit Administration's 5307 program to continue with services uninterrupted.

Mr. Marsh was pleased with the close working relationship between CARTS and City staff for developing and maintaining services in the City consistent with the community's vision and needs. He presented an outline of activities and projects planned for the next several months in San Marcos.

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

Mr. Marsh indicated we were prepared to go out for bid on or before April 30<sup>th</sup>. He announced the scope of the project has been reduced to the bare minimum for the first phase. Mr. Marsh reviewed the initial phase of the project being around \$4.3M, with \$2.8M in funds currently obligated for the project. He presented cost estimates for the reduced scope and the breakdown of components.

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

Mr. Marsh announced with the opening of this center, there have been positive effects by relieving our central call center of the volume of calls and long hold times. He discussed how the MTC handles all MTP services with the adaptation of new software and portable tables that improves service delivery.

### **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 gave an outline of activities for the week of installation and the project's completion.

### **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 presented a schedule and current status of this project.

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

Mr. Marsh presented the MTP Activity report. He notated the data trend showing a 10% decline in trips for this year, the contract is set to expire August 31, 2013.

### **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 stated the continuation to work in the legislative arena to reform the HHSC Medical Transportation Program service delivery. Mr. Marsh included the white paper, *Medicaid and Public Transit in Texas, A New Partnership* for review. Mr. Marsh stated if this pilot were adopted, it could revolutionize the way the system operates.

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

Mr. Marsh enclosed the RTCC's activities. He made note, a TTI-facilitated meeting to be conducted on May 2, 2013 to discuss jurisdictional boundary issues that leave many parts of the region without any transportation services.

### **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 in which designations from Williamson, Blanco, Caldwell and Fayette Counties had not been received. He indicated to the affected board members that he will have Kristi following up with the offices of the County Judges to get the necessary documentation.

Mr. Marsh solicited a quote for an appraisal for the HQ property, and presented it to the Board, which concurred with the earlier recommendation to proceed with the appraisal.

Mr. Marsh presented an announcement of new CARTS staff added in the previous month.

Mr. Marsh advised of the future transit conference, inviting any Board member that may wish to attend:

- Community Transportation EXPO 2013 in Albuquerque, New Mexico from June 2-7<sup>th</sup> 2013.

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

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

The following motion was made:

*To adjourn the April 4<sup>th</sup> 2013 meeting and to set the next meeting date for May 30, 2013.*  
(Moved by Kovar, second by Granberg; 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.*