

MEETING MINUTES
CARTS Board of Directors
Thursday, May 30, 2013

9:30 am

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

Call to Order

Commissioner Hibler affirmed a quorum and called the Thursday, May 30th, 2013 meeting of the CARTS Board of Directors to order at 9:30 am. Recorded absent were Commissioner Granberg, Commissioner Madrigal, Commissioner Kovar, and Commissioner Kubecka.

Consideration/Approval of Minutes from Board Meetings held Thursday, April 4th, 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, April 4th, 2013.
(Moved by Ingalsbe, second by Morrison; 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 Porterfield; unanimously approved)

Consideration/Action regarding the award for Phase 1 of Tucker Hill Lane project, construction of the Vehicle Maintenance Center (VMC), pursuant to RFP process ended May 23, 2013.

Mr. Marsh presented a bid sheet for Phase 1 of the Tucker Hill Lane project. Mr. Marsh announced the RFP generated a lot of interested parties. He enclosed a bid sheet consistent of nine proposers with bid ranges from \$4,628,000 to \$6,085,565. Mr. Marsh reviewed the criteria for ranking and provided an overview of the selection process as conducted with a five person review team that met prior to the Board meeting. He gave an overview of the financing for this project and estimated construction for Phase 1 could begin as early as July 1 with a completion of June, 2014. Derek Goodall, Director of Facility Maintenance, was available for questions and provided additional information on the project to the Board.

After discussion, the following recommendation was made:

Pursuant to the CARTS procurement RFP-2013-01-VMC completed May 23, 2013 to award a construction contract to the proposer ranking highest in the criteria set for the procurement, Stokes Construction, for the base bid price of \$4,628,000, exercising no alternates at this time; and to approve the allocation of funds set aside for the financing of the project as presented by staff, and authorize the General Manager to execute all documents necessary for the commencement of the construction.
(Moved by Ingalsbe, second by Snowden; unanimously approved)

Consideration/Action regarding the acceptance of a one-year extension to the HHSC MTP contract agreement, Contract No. 529-08-0196-00013, extending duration of the agreement to August 31, 2014.

Mr. Marsh was asked by HHSC to extend the duration of the current contract by one year. He noted no renewal documents had been issued but were forthcoming. Mr. Marsh enclosed two e-mail documents for review in the background materials.

After discussion, the following motion was made:

To provide authority to the General Manager to extend the duration of the HHSC MTP Contract by one year, extending the duration of the agreement to August 31, 2014, and to authorize the General Manager or his designee to negotiate terms of the agreement as necessary to secure the term extension; and, to authorize the General Manager to execute contract documents as required for the contract amendment and extension..

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

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

Mr. Marsh reviewed the May 30, 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 presented the executed Interlocal Agreement currently in force and reviewed the parameters with our share being \$53,625 over a three year agreement with Capital Metro. He noted this ILA was approved by the Board in January.

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 presented the finalized agreement. He noted the counter-signed agreement had not yet been provided.

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 said that he was pleased to announce two of the three projects for consideration in the annual call for projects were awarded with contracts being effective September 1, 2013. Mr. Marsh reported the CARTS Lee Dildy Operations Complex was granted \$1,548,000 and the CARTS Regional Intercity Bus Service was granted \$710,000. He also reported the necessary upgrade of the CARTS/LCRA Communication System was not funded, and discussed with the Board contingency plans for updating the system.

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 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. He pointed out the relationship of this project to the Bastrop ILA for Bus Stops and amenities. Mr. Marsh said he anticipated the contract to begin in the next sixty days.

Consideration / Action regarding application to the Federal Transit Administration (FTA) for TIGER grant funding to complete all phases Tucker Hill Lane project

Mr. Marsh discussed the TIGER grant call for a \$470M program, of which \$120M would be designated for projects in rural areas. He gave additional information on the program in the background materials and noted the deadline date of June 2, 2013.

After discussion, the following motion was made:

Requesting Board concurrence of submittal of TIGER grant application to complete the build-out of all phases of the Tucker Hill Lane project.

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

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

Mr. Marsh introduced Edna Johnson and she reported on the San Marcos Urban Operations. Mr. Marsh added that Edna and her team have been busy not only on day to day improvements of service, but also on establishing and putting into practical application the increased collaboration and cooperation with city staff that is now possible there.

Mr. Marsh announced the extension of the fixed route service to serve the added parts of the urbanized area, Martindale in Caldwell County, and the Redwood community to Guadalupe County. He explained on May 13th, Route 12 was added to provide service to Redwood and Martindale which would connect those communities to the bus system in San Marcos. Mr. Marsh included a Route 12 brochure in the handouts.

Report/Update on 2013 Bus Purchases pursuant to TxDOT Contracts for Capital Purchases

Mr. Marsh reviewed funding contracts for the purchase of twenty buses. Mr. Marsh indicated purchasing all units through the Minnesota Cooperative Bus Purchasing Program, as the HGAC Cooperative Bus Purchase Program had recently been ruled ineligible for FTA purchases. Mr. Marsh indicated the participation in the Minnesota program had been approved from TxDOT. He also discussed the buses authorized under the TxDOT SGR program are under-funded and will require the purchase to be supplemented with other available grant or local funds or reduced in quantity. Mr. Marsh indicated that he would report on the final cost allocations and detail of the order for the Board's information and review once the orders are complete.

Update on the status of CARTS service schedule for discontinuation on September 1, 2013 in Georgetown and Kyle due to those cities becoming a part of the Austin Metropolitan Area as determined by the 2010 U.S. Census.

Mr. Marsh counted down the remaining days of CARTS services in these communities in which services were largely paid for by CARTS rural revenues. Mr. Marsh stated that CARTS is engaged and doing what we can, but it is between Capital Metro and local jurisdictions to work out the necessary arrangements. He stated that all parties were engaged and that work would continue to avert any gaps in service, but that our role is limited by circumstance.

Report/Update on “Connecting to Communities” Project, a 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 30% decline in trips for this year, the contract is set to expire August 31, 2013 and noted the one-year extension requested by HHSC.

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 outlined the continuation to work in the legislative arena to reform the HHSC Medical Transportation Program service delivery. Mr. Marsh announced that we had been the successful in filing an amendment to SB8 that authorizes the pilot project, but that until the bill was signed by the Governor, or otherwise enacted nothing was for sure yet.

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

Mr. Marsh enclosed the RTCC’s activities. He made note that a RTCC initiated and TTI-facilitated meeting was conducted on May 2, 2013 to discuss jurisdictional boundary issues that leave many parts of the region without any transportation service. He stated even though this issue was not directly addressed, nor a solution presented, it was acknowledged as a barrier and that there were gaps in service.

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 announced for the July meeting, there will be an election for new Board officers.

Mr. Marsh reported that he had enclosed the finalized bound copy of the audit for Fiscal Year 2012 in the Board package.

Adjournment and set next meeting date and location

Commissioner Hibler indicated that the next meeting is scheduled for Thursday, July 25, 2013 at 9:30 am.

The following motion was made:

To adjourn the May 30th 2013 meeting and to set the next meeting date for July 25th, 2013.

(Moved by Ingalsbe, second by Morrison; 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.