

MEETING MINUTES
CARTS Board of Directors
Thursday, May 31, 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> </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>	Edna Johnson
<u>X</u>	Commissioner James Kubecka, Fayette County	<u>X</u>	Kristi Urkuski
<u>X</u>	Commissioner Debbie Ingalsbe, Hays County		
<u>X</u>	Commissioner Linda Kovar, Lee County		
<u> </u>	Commissioner Margaret Gomez, Travis County		
<u>X</u>	Commissioner Ron Morrison, Williamson County		
<u> </u>	Edith Moreida, Travis County (Proxy)		

Guests

Call to Order

Commissioner Hibler affirmed a quorum and called the May 31, 2012 meeting of the CARTS Board of Directors to order. Recorded absent was Commissioner Gomez.

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

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

Financial Reports

Commissioner Hibler requested any comments or corrections to the CARTS financial reports. Mr. Marsh noted radio stations were now running the Cactus Ads and new customers were being acquired.

After discussion the following motion was made:

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

Consideration/Action regarding award of CARTS Public Engagement project pursuant to RFQ process ended May 29, 2012.

Mr. Marsh presented CARTS publication of an RFQ entitled Community Engagement/Public Outreach for the Project "Connecting Communities in the CARTS District" on April 27, 2012. Statements of qualifications were due on May 29, 2012. Mr. Marsh noted there were two submittals out of five RFP requests reviewed and ranked by a scoring committee with a recommendation of GAP Strategies, INC being deemed the most qualified to lead the project. Mr. Marsh projected the project to run from July through October with public meetings through the summer. Commissioner Morrison expressed that using firms like this is money well spent.

After discussion, the following motion was made:

To provide the General Manager authority to engage Gap Strategies, the firm deemed most qualified to lead the Community engagement/Public Outreach project as determined by the scoring and ranking of submittals received by the close of the RFQ process on May 29, 2012.
(Moved by Ingalsbe, second by Dildy; unanimously approved)

Consideration/Action regarding award of purchase of three (3) purpose built paratransit units, in lieu of six (6) sedans, CARTS MTP project.

Mr. Marsh reviewed information regarding the Board providing authority to purchase six (6) Sedans at an estimated price of \$132,000 in August, 2011. Mr. Marsh stated the units were not purchased due to a reconsideration of the vehicle type needed to complement the MTP fleet. He said HGAC Buy Contract has a purpose-built small paratransit unit anticipated to have the same durability and relative economy of operations as the sedans, but will be accessible to wheelchair users producing an increase in the unit's utility over the non-wheelchair accessible sedan. Mr. Marsh presented information on the MV1, noting it can also be fueled by propane by coming fall. Commissioner Dildy asked the estimated mileage per vehicle, Mr. Marsh responded 18-20 mpg. Mr. Marsh also noted these vehicles would have a higher durability factor in the long run.

After discussion, the following motion was made:

To provide the General Manager authority to order through HGACBuy Cooperative, purchasing three (3) MV1 purpose built paratransit units for the extended price of \$162,218.52, in lieu of purchasing sedans as previously authorized.
(Moved by Dildy, second by Morrison; unanimously approved)

Consideration/Action regarding the assignment of a portion of CARTS FFY11-12 5311 formula funds to offset operation costs in newly urbanized areas in its District.

Mr. Marsh discussed the effects of the 2010 census putting the cities of Georgetown and Kyle in the Austin Metropolitan area, effectively cutting off their ability to use any federal transit funds for operations and requiring they go through Capital Metro for any funding assistance they may require. Mr. Marsh said CARTS and Capital Metro have agreed to collaborate on solutions for these communities, however, insufficient time remains before October 1, 2012 to effectively plan and implement agreements and service plans to accomplish this.

Mr. Marsh enclosed a letter and response from TxDOT, in coordination with the FTA, providing authority to use funds available to us from the FFY12 formula allocations to bridge this service for another year to properly complete local coordination with Capital Metro to ensure the customers of Georgetown and Kyle are not disrupted. He informed the Board that this has been approved by TxDOT and FTA to continue these services through FY13.

Mr. Marsh did note the offer was not given to bridge arrangement to the City of San Marcos as their situation is different due to a direct allocation being received from the FTA that can be used for operating assistance, unlike Kyle and Georgetown.

Mr. Marsh stated that as an inducement to the City of San Marcos to consider the CARTS formation of a Rural/Urban Transit District over the creation of a stand-alone Urban Transit District which would effectively cut the city off from the CARTS District and potentially disrupt services to some of our current customers. He also would request the latitude to allocate funds to bridge up to ½ of the FY13 there from our available FFY11-12 5311 formula funds. For this reason, Mr. Marsh has broadened the request for authority to allow for that in necessary.

After discussion, the following motion was made:

To provide the General Manager the authority to allocate available funds for the CARTS FFY 2011-2012 Section 5311 formula as needed to offset operation costs and to finance necessary CARTS bridge service in newly urbanized areas in its District for purposes of avoiding the disruption of service to its customers , and to promote coordination and service integration in the region.

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

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

Mr. Marsh reviewed the May 31st, 2012 Contracts and Funding Summary Addendum. He provided an updated chart and discussed each open contract noting City of Round Rock was closed.

Contracts, Grants and Projects for Discussion and/or Action

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

Mr. Marsh announced results for three (3) projects submitted in December 2011. He presented TxDOT information to the Board, showing that due to delayed appropriations by the U.S. Congress, it has resulted in continuing resolutions rather than an annual appropriation, they will be unable to award recommended projects scheduled in May. He stated the **Intercity Bus Feeder and Interline Service** received no funding, the **Construction of the Vehicle Maintenance Center** and **Planning Assistance for Flatonia Station Development** results would be available in June.

Report/Update on CARTS CAMPO STP-MM award for bus purchases.

Mr. Marsh had reported 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. He stated the CARTS awards have been processed into the TxDOT system which will make the necessary transfers from FHWA into FTA and then back to TxDOT PTN for insertion into a grant project to CARTS. Mr. Marsh's expectation is that it will take several months. Mr. Marsh did inform the Board that CARTS will be filing a request for TDCs to TxDOT PTN for the local share on these projects.

Report/Update regarding CARTS submittals to CAMPO call for JARC/NF projects.

Mr. Marsh was pleased to announce that both CARTS projects submitted were selected and acted on by the CAMPO Policy Board. He presented information in regards to the Bus Stop Shelters and Round Rock Interurban Express Route to the Board. Mr. Marsh anticipates contract authority for the projects will be forthcoming.

Discussion of timing, venues and scope of "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 discussed the engagement of the public is a process viewed as critical to CARTS commitment for improved service, and for planning and providing service consistent with the public's needs. He asked the Commissioners for their participation and guidance to create real opportunities to tell CARTS story and to hear from the public about what they think should be

done to best benefit people in the CARTS District. Commissioner Madrigal suggested more public visibility through the local parades. Mr. Marsh's goal is to have something that works for each county. He presented a comparison of 2000 – 2010 change in regards to urban/rural population and land area.

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

Mr. Marsh gave an update of the progress of the call center in Round Rock. He informed there was a delay due to logistical problems, changing the target date from June 1st to the end of August, first of September for completion. Mr. Marsh noted that complications related to the upgraded scheduling software and the construction schedule are the primary delays. He expressed the facility is a critical component to service improvement strategies. Commissioner Morrison requested to meet with Mr. Marsh in regards to rental or leasing part of the property.

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

Mr. Marsh reported the final award and issuance of a purchase order authorizing the first phases of this project has been completed. He anticipated July 1 as the project implementation date and possible December 31st to be completed.

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

Mr. Marsh announced the final contract negotiations were complete with the project beginning on May 2nd. He expressed the first thing to be accomplished is to build a gate and dedicate it to Lee Dildy. Mr. Marsh's vision is a 100' common area with a hoop gate to honor Commissioner Dildy and show CARTS is coming. He also reported that documents were going to TxDOT for approval on the environmental work.

Report/Update regarding CARTS Interurban Coach, Inc.

Mr. Marsh revealed a new company, the CARTS Interurban Coach, Inc., governed by a Board comprised of the CARTS Executive Committee. He included the filing documents certifying our new organization.

Mr. Marsh presented additional documents which needed to be executed and filed in order to proceed. He stated that after these additional filings and corporate bona fides are complete, the process of certifying our non-profit status with the IRS will begin.

Mr. Marsh stated that a transfer of assets and re-filing for our FMSCA authority under the new corporate structure, so as to be in a position to separately insure the Interurban Coach fleet as required by the FMSCA. Mr. Marsh also noted that having a separate organization for the

intercity portion of activities may have other advantages, so it is a useful exercise and worthwhile to proceed.

Consider application to Texas Commission on Environmental Quality Clean Fleet program for replacement of diesel buses with LPG buses

Mr. Marsh presented information from TCEQ about indicating the release of a call for projects for “A Clean Fleet Program” occurring in June. He acknowledged if we were eligible to apply, and the requirements were such that we could do so competitively, anticipation would be to file a proposal.

Mr. Marsh’s analysis of the improved LPG fueling stations and capacity, improvements in the dedicated LPG conversion package, now a factory item, rather than an after-market item and the improved direct injection technology, proves to show an interest in increasing LPG units in our bus fleet. He believes this would be a good opportunity to do so.

Mr. Marsh did note that the unit being replaced would have to be destroyed by crushing. Commissioner Morrison recommended evaluating crushing the vehicle versus auctioning. Commissioner Morrison also requested to bring this back to the Board.

After discussion, the following motion was made:

To provide the General Manager the authority to investigate purchase availability under the TCEQ Clean Fleet program for capital funds for purchase of up to twenty (20) buses to replace diesel buses in the CARTS fleet.

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

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

Mr. Marsh presented the MTP Activity report. He notated that demand by month continues to show no discernible pattern based on past years activities, but our analysis of YTD numbers project a 14.4% decrease in trips provided. Commissioner Ingalsbe asked when the remaining balance of the settlement would be fulfilled. Mr. Marsh stated the last payment would be August 2013, a check for \$26,001 was being sent every month.

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

Mr. Marsh had no new information to report on the RTCC activities for this meeting.

Report/Update regarding CARTS withdrawal from Round Rock

Mr. Marsh enclosed the display ad running in both local papers announcing the withdrawal and providing explanation for that action, as well as thanking local customers for their past patronage and informing readers of the continued services we will provide in the community.

Mr. Marsh also presented correspondence directed to the City clarifying limitations in filling gaps created by the local decision to provide services only within the corporate boundaries of the city. Mr. Marsh anticipates confusion and disruption that will follow the change and plans on doing the best to fill gaps, but there is little we can do as we cannot originate and end a trip wholly within the Austin urbanized area using our rural transit funding. He expressed that service will continue to be provided into Round Rock from the rural areas, as well as providing MTP trips. He reminded the Interurban Coach will serve point-to-point intercity services from our bus station and our Interurban local will provide city-to-city service within Williamson County. Mr. Marsh did inform that today, May 31st, 2012 was the last day of service in Round Rock.

Report/Update on the formation of the CARTS Rural-Urban Transit District and activities related to the designation of San Marcos as a UZA, and the City of Georgetown and City of Kyle as part of Austin-Round Rock UZA

Mr. Marsh reviewed from the November, January and March meetings, the CARTS District effective with the 2013 federal fiscal year beginning October 1, 2012 will undergo some significant changes as a result of the change in census designations. Mr. Marsh previously thought San Marcos and Georgetown would become small urban cities being eligible for direct financial assistance from FTA and TxDOT, however, Georgetown became part of the Austin Metropolitan area and San Marcos became a stand-alone urbanized area that did not include Kyle.

Mr. Marsh reported that on May 24, 2012, the City of San Marcos conducted a Public Transportation Conference for the purpose of creating an Urban Transit District. He enclosed the meeting materials for the Board's review and explanation.

Mr. Marsh believes there are downsides for CARTS, as it would put us in the FTA system, and with that comes additional administrative and regulatory burdens. In this, Mr. Marsh said it would also add another member to the CARTS Board, which he would want the Board to contemplate and discuss.

Mr. Marsh made known there would be a Public Hearing set for June 20, 2012 to acquaint the public with the options on the table, and to enable the local governments affected to determine the best course going forward. Mr. Marsh will present arguments in favor of a Rural/Urban District and be factual and direct in presentation of the facts as we see them.

General Manager's report: Planning for the effect of the 2010 Census, Moving Forward

Mr. Marsh discussed the challenges faced on the new census designations presenting opportunities for us and what constitutes "moving forward" as the answer to the challenges.

Other items as presented for discussion / information

Mr. Marsh had nothing listed at the time of the writing. Board members should bring up items they wish to discuss or slate for action at future meetings.

Adjournment and set next meeting date and location

Commissioner Hibler indicated that the next meeting is scheduled for July 26, 2012 at 9:30 am.

The following motion was made:

To adjourn the May 31, 2012 meeting and to set the next meeting date for July 26, 2012.
(Moved by Morrison, second by Ingalsbe; unanimously approved)

Executive Session: The Board may meet in closed session to consult with legal counsel regarding pending or contemplated litigation or a settlement offer or on a matter which CARTS' legal counsel determines should be confidential in accordance with Chapter 551 of the Texas Government Code. The CARTS Board may also consider any other matter posted on the agenda if there are issues that require consideration in Executive Session and the Board announces that the item will be considered during Executive Session.