

**MEETING MINUTES**  
**CARTS Board of Directors**  
**Thursday, July 25<sup>th</sup>, 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>
<b>X</b>	Commissioner Bubba Snowden, Bastrop County	<b>X</b>	David Marsh
<b>X</b>	Commissioner Paul Granberg, Blanco County	<b>X</b>	Pearl Jackson
	Commissioner Ronny Hibler, Burnet County	<b>X</b>	Lyle Nelson
	Commissioner Neto Madrigal, Caldwell County	<b>X</b>	Kristi Urkuski
<b>X</b>	Commissioner Linda Kovar, Lee County	<b>X</b>	Edna Johnson
<b>X</b>	Commissioner James Kubecka, Fayette County	<b>X</b>	Dana Platt
<b>X</b>	Commissioner Debbie Ingalsbe, Hays County	<b>X</b>	Derek Goodall
<b>X</b>	Commissioner Ron Morrison, Williamson County	<b>X</b>	Rachid Breir
	Commissioner Margaret Gomez, Travis County	<b>X</b>	Tom Grantham
	Edith Moreida, Travis County (Proxy)	<b>GUESTS</b>	
<b>X</b>	San Marcos City Council – Place 1, Kim Porterfield	Vanessa Owens, TxDOT	
		Oscar Hairell, City of San Marcos	

**Call to Order**

Commissioner Granberg affirmed a quorum and called the Thursday, July 25<sup>th</sup>, 2013 meeting of the CARTS Board of Directors to order at 9:30 am. Recorded absent were Commissioner Hibler, Commissioner Madrigal and Commissioner Gomez.

**Consideration/Approval of Minutes from Board Meetings held Thursday, May 30<sup>th</sup>, 2013.**

Commissioner Granberg 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, May 30<sup>th</sup>, 2013.  
(Moved by Ingalsbe, second by Morrison; unanimously approved)*

## **Financial Reports**

Commissioner Granberg 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 Porterfield, second by Ingalsbe; unanimously approved)

## **Annual Election of Officers**

Commissioner Granberg stated it was time for the annual election of officers. After discussion, the following motion was made:

*To keep the current slate of officers, as is, for another term.*  
(Moved by Ingalsbe, second by Morrison; unanimously approved)

## **Consideration/Action regarding adoption of the San Marcos Transit Disadvantaged Business Enterprise Program consistent with Federal Transit Administration requirements.**

Mrs. Edna Johnson presented the Board members with information in order to establish and set goals for FTA funding. Mr. Marsh summarized the information by stating to be approved in TEAMS we must have an approved DBE Plan. TEAMS he explained is the grants management system used by FTA to disburse federal funds for transit support. He also noted CARTS will be required to complete a DBE Program specific for the Urbanized Area operations as included in the background. Mrs. Johnson also stated this will help to encourage the utilization of more DBE companies. Kim Porterfield posed a question if there would be any penalties for not attaining the goals set and Ms. Johnson assured there would be none. Ms. Porterfield also asked how CARTS would inform potential DBEs of contracting opportunities. Mrs. Johnson said information would be distributed at outreach meetings and through the procurement activities of the Business Manager.

After discussion, the following recommendation was made:

*To provide authority to the General Manager to adopt the San Marcos urbanized area Disadvantaged Business Enterprise Program in compliance with the Federal Transportation Administration 5307 program requirements.*  
(Moved by Kovar, second by Porterfield; unanimously approved)

## **Consider approval of contract with the Texas Railroad Commission Alternative Fuels Program for funding for the conversion of eligible CARTS buses to LPG fuel**

Mr. Marsh announced that associates of the Alternative Fuel Division offered grant funds to assist in the conversion of two buses to LPG operation. He explained these had to be 2012 models with an average cost of \$12,500 per unit, with a possibility of up to \$10K additional cost.

After discussion, the following motion was made:

*To provide authority to the General Manager for approval of contract with Texas Railroad Commission Alternative Fuels Program for funding for the conversion of eligible CARTS buses to LPG fuel.*  
(Moved by Kovar, second by Morrison; unanimously approved)

### **Community Outreach Presentation and Report**

Mr. Marsh presented to the Board the slideshow and video used at all outreach meetings.

### **CARTS Staff Introductions and Reports**

Mr. Marsh introduced four CARTS employees, Rachid Brier – Director of Operations, Tom Grantham – Director of Vehicle Maintenance, Dana Platt – Marketing and Derek Goodall – Director of Facility Maintenance. Each employee presented a brief synopsis of their work history along with current and future plans for CARTS.

### **Report on CARTS RFP 2013-02-SM, San Marcos Urbanized 5-Year Strategic Plan for Transit Development**

Mr. Marsh provided an overview of the procurement indicating that 25 proposal packages were requested for this project from the advertisements of the RFP and ultimately 5 proposals were received. He stated the review team was comprised of himself, Edna Johnson, Kim Porterfield, Oscar Hairell and Ed Collins had met on July 17<sup>th</sup> to review and score the proposals. Mr. Marsh reviewed the results of the scoring which indicated the top two firms were clearly superior to the other submittals. He reported that the review team had decided to interview the top 2, and that the interviews would be conducted on August 12<sup>th</sup>, 2013 for final determination of the team's selection. He said that they would bring their selection back to the Board for action at the August meeting. Ms. Porterfield stated she enjoyed the process and was pleased with the outcome and submittals. Mr. Marsh asked if there were any other questions or comments for discussion and there were none.

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

Mr. Marsh reviewed the July 25, 2013, Contracts and Funding Summary Addendum. He provided an updated chart and discussed each open contract.

### **Consider adoption of an Interlocal Agreement with Austin Community College (ACC) establishing Green Pass fare collection on CARTS Elgin Metro Connector route and providing for a bus stop at the Elgin ACC campus.**

Mr. Marsh presented the approved ILA reviewed by CARTS legal counsel to the Board. He explained how ACC has a relationship with Capital Metro wherein through the ILA, they agree to reimburse Metro for all student ridership on their routes. Mr. Marsh stated ACC asked if we would extend this arrangement to students attending the new Elgin campus, using CARTS routes and which would also allow CARTS to erect bus stop signage on their campus.

After discussion, the following motion was made:

*To provide authority to the General Manager for approval of the Interlocal Agreement with Austin Community College (ACC) establishing Green Pass fare collection on CARTS Elgin Metro Connector route and providing for a bus stop at the Elgin ACC campus.*

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

**Consideration of entering into an Interlocal Agreement with the City of Bastrop for funding of local CARTS services in that locale.**

Mr. Marsh reviewed how CARTS had been receiving its requested local funding from the City of Bastrop under the Social Services funding category. He explained how in order to complete this process, an interlocal agreement with the City would have to be drafted and negotiated.

After discussion, the following motion was made:

*To provide authority to the General Manager to negotiate and execute an Interlocal Agreement with the City of Bastrop for the purpose of establishing CARTS as a general fund recipient for local fund requests and to reflect the level and nature of local service we provide in that locale.*

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

**Report on CARTS submittal to national call for projects under the TIGER grant program, action as required.**

Mr. Marsh dispersed a copy of the TIGER grant proposal, noting a request of \$10M to complete the build-out of all phases of the Tucker Hill Lane project. He briefly reviewed the TIGER program and the rural set-aside added in this round. He indicated he is hoping to receive results from the process in the next 60-90 days.

**Report on contract extension/renewal for Texas HHSC MTP to be effective September 1, 2013 through August 31, 2014, action as required.**

Mr. Marsh enclosed additional information regarding the extension of the contract for the board members' information, review and comment. There was no further discussion or questions.

**Report on submittal to HHSC pursuant to Request for Information (RFI) # 529-15-0002 for Non-Emergency Medical Transportation Services, action as required.**

Mr. Marsh distributed the RFI in the board packet. He explained that the proposal we would file states what we can do and how, along with our partners, the Hill Country Transit District and Brazos Transit District, and that we are responding consistent with our White Paper on the Subject, *Medical Transportation and Public Transit, A New Partnership*, to create a system of managed-demand Medical Transportation services. Commissioner Granberg asked whom the director would be to keep this afloat? Mr. Marsh stated that much remains to be decided on how the consortium of the three agencies would operate and share responsibilities, but that he would keep the Board informed as we proceed to ensure any policies established are subject to Board approval.

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

Mrs. Edna Johnson presented a report to the Board in regards to San Marcos Urban Operations. She was pleased to announce projects were moving along and plans to be able to pull in front of the Courthouse by August 6<sup>th</sup>.

**Report/Update on Phase 1 of Tucker Hill Lane project, construction of Vehicle Maintenance Center (VMC)**

Mr. Marsh and Mr. Derek Goodall gave brief overviews of the VMC project. Mr. Marsh stated the funds from TxDOT have not yet been released to us, so we took an interim step of executing a contract with the construction firm authorizing of \$210,000 (committed local funds) of contract authority to keep the project moving until grants are under contract. Mr. Marsh said this will enable the general contractor the ability to complete contracts with their subcontractors, get bonding and insurance in place, fund the Bluebonnet Electric service extension, contract water well driller, get the well started, and set up their temporary power and move their work trailer on-site. Mr. Goodall explained a few of the delays and expected a turnaround in about two weeks.

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

Mr. Marsh presented the MTP Activity report. He noted the data trend showing a 26% decline in trips for this year, and indicated that the contract is set to expire August 31, 2013 and noted the one-year extension requested by HHSC.

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

Mr. Marsh enclosed the orders for the 2013 bus purchases and a letter from the FTA that prohibits use of the Minnesota Cooperative Bus Purchasing option effective July 8<sup>th</sup>, 2013. Mr. Marsh said the CARTS order was placed on July 1<sup>st</sup>, for 18 units with a total cost of \$1,739,570.

**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 presented a letter sent to the City Manager in Kyle notifying him of the 08-31-13 expiration of the extension in place for services in Kyle. Mr. Marsh said there has not been a response or inquiry as of July 25<sup>th</sup>, 2013. He did state planning internally was being worked on to stretch the Census Adjustment funding we received from TxDOT to extend service duration in Kyle with nothing apparent being in place by August 31<sup>st</sup>.

Mr. Marsh also reported that Georgetown and Capital Metro have an ILA in place that appears ready for implementation prior to any expiration of CARTS services. He also reported, since Capital Metro's fiscal year is October 1<sup>st</sup>, the City has provided CARTS \$20,000 of bridge funding to cover September 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 included the white paper, as the roadmap, and is the basis of the successful legislative initiative that has the project described in SB8. He stated should HHSC follow through with the legislative intent, it will be the basis of reform of the MTP program.

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

Mr. Marsh stated there was no activity to report under this item.

**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 the next Board meeting may include the Groundbreaking Event for the Tucker Hill Lane project and will also include adoption of the CARTS 2014 budget.

Mr. Marsh presented information from Moritz Financial Group in regards to insurance with a suggestion of switching to Humana to save on rates.

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

Commissioner Granberg indicated that the next meeting is scheduled for Thursday, August 29<sup>th</sup>, 2013 at 9:30 a.m. but that there was a request that the meeting be moved up one week to Thursday, August 22<sup>nd</sup>, 2013 at 9:30 am.

The following motion was made:

*To adjourn the July 25<sup>th</sup> 2013 meeting and to move the next meeting from Thursday, August 29<sup>th</sup>, to Thursday August 22<sup>nd</sup>, 2013.*

(Moved by Kovar, second by Ingalsbe; 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.*