

MEETING MINUTES
CARTS Board of Directors
Thursday, September 27, 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> </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> </u>	Commissioner Neto Madrigal, Caldwell County	<u>X</u>	Kristi Urkuski
<u> </u>	Commissioner James Kubecka, Fayette County		
<u>X</u>	Commissioner Debbie Ingalsbe, Hays County		
<u> </u>	Commissioner Linda Kovar, Lee County		
<u> </u>	Commissioner Margaret Gomez, Travis County		
<u>X</u>	Commissioner Ron Morrison, Williamson County		
<u>X</u>	Edith Moreida, Travis County (Proxy)		

Guests
Vanessa Owens, TxDOT

Call to Order

Commissioner Hibler affirmed a quorum and called the September 27, 2012 meeting of the CARTS Board of Directors to order at 9:30 am. Recorded absent were Commissioner Granberg, Commissioner Madrigal, Commissioner Kubecka and Commissioner Kovar.

Consideration/Approval of Minutes from Board Meetings held Thursday, August 30th, 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, August 30th, 2012.

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

Consideration/Action on annual COLA for CARTS employees for an effective date of October 1, 2012 based on CPI-U increase of 1.7% for the 12 months ending August 31, 2012.

Mr. Marsh presented an outline of the CPI ending August 31, 2012, indicating a 1.7% increase in the CPI for all wage earners. Mr. Marsh certified that sufficient funds were available to budget to the salary schedule for FY13 with an effective date of October 1, 2012. He also noted the increase will constitute .59% of the adopted 2013 budget, less capital, and is \$75,674 when applied to budgeted salaries for the remainder of this fiscal year.

After discussion, the following motion was made:

To provide the General Manager approval for adopting a COLA of 1.7% for adjustment to CARTS salary schedule with an effective date of October 1, 2012.
(Moved by Morrison, second by Ingalsbe; unanimously approved)

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

Mr. Marsh reviewed the September 27, 2012 Contracts and Funding Summary Addendum. He provided an updated chart and discussed each open contract. He noted that numerous contracts in the 2013 budget were not yet obligated and executed.

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 information and a summary of the total statewide awards, including CARTS award with the Texas Transportation Commission taking final action on the Coordinated Call projects on August 30, 2012. Mr. Marsh was happy to announce CARTS received a total of \$696,448 in federal funding and \$100,000 in Transportation Development Credits (match).

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

Mr. Marsh 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 also explained the awards have been processed and TxDOT will make the necessary transfers from FHWA into FTA and back to TxDOT PTN for insertion into a grant project to CARTS. Mr. Marsh noted that all off the preliminary steps have been completed and grant authority is anticipated in September. He also added the request filed by CARTS for TDCs to TxDOT PTN for the local share on these projects was approved.

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

Mr. Marsh reviewed information from Capital Metro in regards to proceeding on project development. He was happy to announce that under this call for projects, CARTS and CapMetro would form an Office of Mobility Management for the region and 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 CARTS and Capital Metro districts.

Mr. Marsh was also pleased to share both CARTS projects submitted were selected, the Bus Stop Shelters and Round Rock Interurban Express Route, and acted on by the CAMPO Policy Board. He presented information in regards to their locations and routes.

Report/Update on CARTS March 2012 submittal to TxDOT for application to the FTA State of Good Repair discretionary capital funding program for VMC Construction and Bus Purchases.

Mr. Marsh conveyed history from the July meeting in regards to the CARTS VMC being the only facility project selected from the Texas statewide application. Mr. Marsh stated CARTS is due to receive \$1.75M in FTA State of Good Repair (SGR) funding for the construction provided completion of the environmental clearances on the project. He also noted pending a favorable review of the submittals reported to FTA, and if approval is granted, CARTS will be issued contract authority on the \$1.75M.

Mr. Marsh also stated that CARTS was awarded \$746,000 for the purchase of 13 units, eight smaller vehicles and five buses.

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 reminded the Board of how important the engagement of the public is as a process viewed as critical to the commitment for improved service and to the planning and providing consistent service for the public’s needs. He also stated it is how we can let communities know what we do now and what our plans are for the future. Mr. Marsh was positive with the fact that The Board’s participation and guidance in this process will be critical. He assured that the strategy between planning meetings between CARTS staff and Gap Strategies on this project needs to be different to best benefit people in our District. Mr. Marsh projected this will be an ongoing activity over the next six months with a goal of avoiding getting into the budget hearing season. He anticipates completing the process in January, February and March.

Mr. Marsh said that Jeff Barton and Kara Bishop will be visiting with each Board member over the next few weeks as we prepare our message and schedule of the hearings to be sure ideas and

input are basic to our work. He also pointed out the consultants are to meet with Commissioner Morrison, mainly about Taylor, prior to going into the community.

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

Mr. Marsh enclosed a summary of improvements and renovations being made with the facility. He was reasonably sure that even though behind schedule, the software upgrades used to schedule and manage the MTP routes will not be further delayed. He anticipated completion of all aspects for a November start-up date for the opening of the Medical Transportation office.

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

Mr. Marsh announced that Mentor Engineering staff will be on-site at CARTS September 23-28th doing the initial set-up of the software and servers. He updated the Board with the messaging boards being delivered and installation will be over the next few months as the Interurban routes and buses are equipped with the necessary hardware and software interface to drive the signs. Mr. Marsh discussed the second stage of the project will move to the balance of the CARTS fixed route operation including Bastrop and San Marcos municipal buses, all Metro connectors and CARTS commuter routes.

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

Mr. Marsh reported the progress on the design and engineering phase of the project continues to move slowly, however, the current design level is now being estimated for construction costs and from there we will have direction on how to proceed in final design. He and the Board discussed the preliminary finding of the geotechnical investigation and the high incidence of clay and the high water table and how that would affect the project engineering and site planning. He included designs for the facility and projected a ground-breaking event in early November to dedicate the project as the, "Lee Dildy Operations Complex".

Report/Update on application to TxDOT for discretionary funding to mitigate financial impact to CARTS for the extension of rural service designations in Kyle, Georgetown and San Marcos UZA.

Mr. Marsh updated on CARTS filing an application to TxDOT on August 17th in the amount of \$885,486 in Census Impact funding to offset costs for continuing rural services using unexpended balances of 5311 (rural) federal transit funds from FY12 appropriations. He also added that if granted, these state funds would replace the federal funds agreed to continue service in Kyle and Georgetown until August 31, 2013 and in San Marcos until February 28, 2013. Mr.

Marsh presented the application and said the awards are slated for TTC action on October 25, 2012.

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

Mr. Marsh enclosed the MTP Activity Report and noted the revenues and activity declined for the year for the first time since the contract began in 2006. He explained that a change in HHSC has made the billing process be an increase in labor required to process claims and has delayed our reimbursement times accordingly. In addition, Mr. Marsh stated the requests for an increase in rates by contractors was greeted with a cost allocation document which is required to justify any increases. He presented the document and made the Board aware the rates have been unchanged since 2006 and the contract is set to expire August 31, 2013, unless extended.

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

Mr. Marsh had no activity to report at this time.

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 presented the Board with the city resolution from San Marcos which is the next step to name CARTS as a direct recipient for FTA funds in anticipation of beginning urban operations using FTA Section 5307 funds in March. He also presented documents to affirm San Marcos as the designated recipient for Section 5307 funding with the FTA making San Marcos as the designated recipient and CARTS as the direct recipient. Mr. Marsh reminded we will continue “rural” operations in SM until February 28, 2013 and then transition to FTA-funded services and Urban Transit District status, including adding a slot on the CARTS Board for a City of San Marcos councilmember. He also announced Kyle and Georgetown services will continue with “rural” operations until August 31, 2013, at which time operations will no longer be in either community unless an arrangement is made by the jurisdiction and Capital Metro as to how local services in those communities can be paid for.

General Manager’s Report: Outline of CARTS Projects for FY2013

Mr. Marsh reported on planned projects for the upcoming fiscal year. He reviewed several items in the updates section and well as presented a brief overview of the challenges faced and the corresponding opportunities these projects afford for progress. Included in Mr. Marsh’s outline were:

- Community Engagement
- San Marcos UZA transition
- VMC design, bid and construction

- Open Round Rock Medical Transportation Center
- Complete ITS Phase 4
- Begin Flatonia depot project A&E
- Shelter project for Interurban routes
- Deploy 2 new Interurban routes
- Open with Cap Metro a Regional Mobility Office
- Transition Kyle and Georgetown to Cap Metro funded services
- Add AMTRAK service to the Taylor Station
- Purchase 4 types of vehicles for a total of 20 units

Other items as presented for discussion / information

Mr. Marsh informed the Commissioners upcoming events such as the Annual CARTS in-service day being held Saturday, October 27th, at Richard Moya Park and if anyone was interested to please RSVP to Kristi. He also mentioned that CARTS will be participating in the Caldwell County Transportation Plan with Lyle Nelson representing CARTS.

Mr. Marsh advised of the future transit conferences:

- 20th National Conference on Rural Public and Intercity Bus Transportation in Utah from October 14-17th, 2012.
- Community Transportation EXPO 2013 in Albuquerque, New Mexico from June 2-7th 2013.

Adjournment and set next meeting date and location

Commissioner Hibler indicated that the next meeting is scheduled for November 29, 2012 at 9:30 am.

The following motion was made:

To adjourn the September 27, 2012 meeting and to set the next meeting date for November 29, 2012.

(Moved by Moreida, second by Morrison; 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.