

MEETING MINUTES

CARTS Board of Directors

Thursday, October 10, 2013 (September 26, 2013)

9:30 am

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

Call to Order

Commissioner Hibler affirmed a quorum and called the Thursday, October 10th, 2013 meeting of the CARTS Board of Directors to order at 9:30 am. Recorded absent were Commissioner Ingalsbe and Commissioner Kovar.

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 Morrison, second by Granberg; unanimously approved)*

Consideration/Approval of Minutes from Board Meetings held Thursday, August 22nd, 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, August 22nd, 2013.

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

Consideration/Action on annual COLA for CARTS employees for an effective date of October 1, 2013 based on CPI-U increase of 1.5% for the 12 months ending August 31, 2013.

Mr. Marsh presented an outline of the CPI ending August 31, 2013, indicating a 1.5% increase in the CPI for all wage earners. Mr. Marsh certified there were sufficient funds available to budget the salary schedule for FY14 with an effective date of October 1, 2013. He also noted the increase will constitute .6% of the adopted 2014 budget, less capital, and is calculated at \$77,709 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 an annual COLA for CARTS employees for an effective date of October 1, 2013, based on CPI-U increase of 1.5% for the 12 months ending August 31, 2013.

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

Consideration/Action regarding clarifying probationary employee eligibility for Holiday Pay.

Mr. Marsh presented a document to be signed by new employees during their orientation due to the current policy book not clarifying holiday pay eligibility. He noted the policy book does give stipulations on vacation and sick leave, however, holiday pay is not specifically addressed. Mr. Marsh clarified Holiday Pay is not granted during the 90-day probationary period and will coincide with what is written about vacation and sick leave, all employees are entitled to holiday pay provided they have successfully completed the 90-day probationary period.

After discussion, the following motion was made:

To provide authority to the General Manager to adopt the addition of Section 8.06, Holiday Pay, 90 day Probationary Period in the CARTS Employee Policy Book as presented by staff.

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

Consideration/Action regarding resolution renewing CARTS membership in the Texas Comptroller of Public Accounts Cooperative Purchasing Program.

Mr. Marsh explained the membership in this program had expired and would like to have it re-instated in order to continue participating in the Cooperative Purchasing Program.

After discussion, the following motion was made:

To provide authority to the General Manager for CARTS participation in the Texas Comptroller of Public Accounts Purchasing Program.

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

Consideration/Action regarding engaging Public Surplus to dispose of CARTS surplus equipment.

Ms. Urkuski evaluated the benefits between GovDeals.com, the current vendor for disposing of surplus equipment, and the services and terms offered by Public Surplus.com providing the recommendation to engage Public Surplus as the vendor for disposing of surplus equipment. Commissioner Morrison requested a comparison of similar items to be placed on each site to compare visibility.

After discussion, the following motion was made:

To provide authority to the General Manager for CARTS to engage Public Surplus as the vendor for the disposal of CARTS surplus equipment.

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

Report/Update on Tucker Hill Lane project, Phase I VMC construction and confirm date for groundbreaking event.

Mr. Marsh announced the pre-construction meeting with the General Contractor, GC's sub-contractors and the A&E team met on September 17th and officially kicked off the project. Mr. Marsh stated the Groundbreaking and Dedication would be held on Friday, October 18th at 10am.

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

Mr. Marsh reviewed the October 10, 2013, Contracts and Funding Summary Addendum. He provided an updated chart and discussed each open contract. Commissioner Granberg questioned if there would be any complications with the government shutdown. Ms. Owens responded that the TxDOT grants were secure because of being a year behind.

Consider adoption of an Interlocal Agreement with The Capital Metropolitan Transit Authority to provide transit services in Georgetown, Texas.

Mr. Marsh presented an ILA that extends CARTS services in Georgetown under the auspices of the CMTA wherein the City and the CMTA share costs for the service at 50/50 and the CMTA contracts with CARTS to provide services under the terms of this ILA. Mr. Marsh expressed this being an important step in resolving jurisdictional boundary issues as it sets precedence for how CARTS, the CMTA and local government can work together to ensure avoided service disruptions through collaborative agreement.

After discussion, the following motion was made:

To provide authority to the General Manager for approval to adopt an Interlocal Agreement with The Capital Metropolitan Transit Authority to provide transit services in Georgetown, Texas with an October 1, 2013 effective date.

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

Consider adoption of an Interlocal Agreement with The Capital Metropolitan Transit Authority to provide transit services in Kyle, Texas.

Mr. Marsh did not have an ILA extending CARTS services in Kyle under the auspices of the CMTA wherein the City and the CMTA share costs for the service at 50/50 and the CMTA contracts with CARTS to provide the services under the terms of this ILA. Mr. Marsh presented related correspondence from Kyle to the CMTA requesting funds to continue CARTS services. After presenting the above information and referring to item 12G, Mr. Marsh requested this item to be tabled.

After discussion, the following motion was made:

To table the item and slate it for action at the next Board Meeting

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

Consider adoption of an Interlocal Agreement with the City of San Marcos for the operation and administration of urbanized area transit in that city.

Mr. Marsh enclosed an ILA from the San Marcos City Council authorizing the budget and terms with CARTS for FY14. Ms. Porterfield asked if a one year ILA is normal and Mr. Marsh assured it was.

After discussion, the following motion was made:

To provide authority to the General Manager to adopt the Interlocal Agreement with the City of San Marcos for the operation and administration of urbanized area transit in that city for FY14.

(Moved by Granberg, second by Madrigal, unanimously approved)

Report on CARTS submittal to national call for projects under the TIGER grant program.

Mr. Marsh presented the TIGER grant recipients for 2013. He said even though we struck out, we will apply again next round. Mr. Marsh mentioned Capital Metro receiving \$11.3M for improvements towards their Red Line after their 5th try for TIGER funding.

Report on compliance review conducted by the Texas HHSC MTP and review of the CARTS corrective plan of action.

Mr. Marsh reported that over a period of 2-3 weeks, there was a team of HHSC monitors analyzing and evaluating CARTS compliance to the terms and conditions of the contract to provide non-emergency medical transportation services. He presented a corrective action plan to the board members in regards to HHSC's findings. Mr. Marsh did have the plan filed as required, noting there were a numbers of items in dispute or unresolved.

Report on submittal to HHSC pursuant to Supplemental Request for Information (RFI) #529-15-002A for Non-Emergency Medical Transportation Services, action as required.

Mr. Marsh gave the members of the board a response to the initial RFI published by HHSC. He mentioned subsequent to that, HHSC published a supplemental RFI, which we responded as the Region 6 consortium of CARTS, Brazos Transit (the District) and the Hill Country Transit District.

Consideration/Action regarding application to the Texas Department of Transportation for Census Adjustment funding for FY14-15 for the San Marcos Urbanized Area.

Mr. Marsh stated we have agreed to file for state funds to assist in meeting the local share requirements for the San Marcos Urbanized area. He stated the amounts of \$150,000 for FY14 and \$100,000 for FY15 were being applied for in order to mitigate the local financial impact from the increased local share required to meet the FTA 5307 requirements.

After discussion, the following motion was made:

To provide authority to the General Manager for submittal of the application to TxDOT Census Adjustment funding for FY14-15 for the San Marcos Urbanized Area and the acceptance and execution of grant agreements and contract for any funds granted pursuant to the application.

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

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

Ms. Johnson presented information in regards to the operations of San Marcos. She noted an increase in ridership.

Report on CARTS RFP 2013-02-SM, San Marcos Urbanized Area 5-Year Strategic Plan for Transit Development, Edna Johnson, Director Urban Operations.

Ms. Johnson also presented an outline of the schedule and expectations of the upcoming planning project in San Marcos. She was excited to start working with Nelson Nygaard.

Report/Update on Public Engagement project.

Mr. Marsh presented a report of the hearings held to date and the final four scheduled to complete this round of facilitated hearings. Mr. Marsh prided his team of employees with each hearing; they were getting better and better. Mr. Marsh said the challenge is to take information and translate it into service and modifications to address the needs expressed. He noted commonalities were Veteran transportation, more access to medical services with the Seton complex in Kyle, a need to tailor some services for senior groups and more/clearer information of how to use CARTS, as well as every city wanting a bus station.

Mr. Marsh also added that as the hearings complete, recalibration will be in order so our outreach team will be engaged in the San Marcos planning project as support and sources of information about CARTS and distill what we have learned into action with the new routes, targeted services and improvements in information available to the public.

Report/Update on upcoming procurements: Bus stop signage and Flatonia Station Planning

Mr. Marsh stated results from the procurements of the bus stop signage project planned for Bastrop and San Marcos and for the Flatonia architectural and engineering services will be completed and presented at the next board meeting.

Report/Update on upcoming route changes or deployments.

Mr. Marsh was pleased to announce the next Interurban route would debut September 30th operating between Luling/Lockhart to Austin. He also announced the Bastrop Municipal Bus routes are set to begin in mid-October with the new route configurations, a new branding for the bus and bus stops with an increased fare.

Mr. Marsh projected future deployments on the Interurban routes will include Giddings/Elgin/Austin and LaGrange/Bastrop/Austin scheduled for a March debut. He presented the board with brochures on the new routes.

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

Mr. Marsh expressed the challenges involved in meeting demands seem to be the theme for this year's activities under this contract. He noted that as predicted, there was a 34% decline in trips this year.

Update on status of CARTS services scheduled 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 enclosed letters sent to the City Manager of Kyle notifying him of the 08/31/13 expiration of the extension and a subsequent letter notifying him of imminent service cessation and extending service to 10/31/13 and a follow-up letter from Mr. Nelson providing additional information requested by the city. Mr. Marsh received no response or inquiry from the June 13th correspondence and after TTI was contacted by the City in September, there was follow-up to the last two letters. Mr. Marsh said to their credit, the city council instructed staff to amend the budget and to work out with Capital Metro a cost-sharing arrangement to continue CARTS service.

After discussion, the following motion was made:

To provide authority to the General Manager to negotiate and execute an Interlocal Agreement with Kyle to continue services until December 31st, 2013.

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

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 funding by the Medical Transportation Program of the Texas HHSC.

Mr. Marsh presented a handout to the members of the board. He said, as stated earlier, a response to the HHSC RFI proposing the Region 7, Option 2 consortium of three transit districts is the mirror image of the proposed pilot project. Mr. Marsh has heard there will

be another RFP issued by HHSC in October, due December 31st that sets out the terms in which consideration for proposals will be the new service model. He also stated there was no definitive information, just informal word.

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

Mr. Marsh stated there was nothing new to report.

Other items as presented for discussion / information

Mr. Marsh welcomed any items for discussion from Board members to be slated for future agendas and reminded of the October 18th VMC Groundbreaking Ceremony.

Adjournment and set next meeting date and location

Commissioner Hibler indicated the next meeting is scheduled for Thursday, November 21st, 2013 at 9:30 a.m.

The following motion was made:

To adjourn the October 10th, 2013 meeting and to set the next meeting date to Thursday, November 21st, 2013.

(Moved by Moreida, second by Madrigal; 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.