

**Capital Area Rural Transportation System**

**2010 E. 6<sup>th</sup> Street  
Austin, Texas 78702**

**Board of Directors Meeting  
January 29, 2015 – 9:30am**

**~ Minutes ~**

**Board Members Present**

Commissioner Snowden, Bastrop County  
Commissioner Granberg, Blanco County  
Commissioner Hibler, Burnet County  
Commissioner Knobloch, Lee County  
Commissioner Ron Morrison, Williamson County  
Edith Moreida, Travis County (Proxy)  
Kim Porterfield, City of San Marcos

**Staff Present**

Dave Marsh  
Edna Johnson  
Pearl Jackson  
Lyle Nelson

**Board Members Absent**

Commissioner Ingalsbe, Hays County  
Commissioner Madrigal, Caldwell County

**Guests Present**

Vanessa Owens, TxDOT

**Call to Order**

The meeting of the CARTS Board of Directors was called to order by Commissioner Hibler at 9:30 a.m., with a quorum present. Commissioner Morrison arrived following the call to order at approximately 9:45am. Commissioner Hibler informed the Board that his understanding was that Commissioner Kubecka from Fayette County has resigned and had not yet been replaced by Fayette County Commissioners Court. He noted that Commissioners Ingalsbe and Madrigal would not be attending.

**Financial Reports**

Edna Johnson, Interim Financial Officer presented the financial reports for the agency and presented on the following:

- November Financial Reports
- Update on CARTS FY2014 Audit Report
- TxDOT two party check procedures

*Edith Moreida moved and Kim Porterfield seconded to accept the financial reports, unanimously approved.*

**Consideration/Action regarding Minutes from Board Meeting held on November 20, 2014.**

Approval of November 20, 2014 board meeting minutes.

*Edith Moreida moved and Kim Porterfield seconded to accept the minutes from the Board meeting on November 20, 2014, unanimously approved.*

**Executive Session Pursuant to the Texas Government Code Section 551 of the Texas Government Code:**

Section 551.072 for briefing and update on personal matters.

**Consideration/Action regarding CARTS Re-organization Plan and associated personnel actions.**

Approval for the General Manager to proceed with the agency re-organization plan and associated personnel actions related to the reductions in force necessary due to the budgetary constraints of the agency as presented.

*Kim Porterfield moved and Paul Granberg second to approve the Re-Organization Plan, unanimously approved.*

**Consideration/Action regarding the disposal of surplus real estate.**

Approval authorizing the General Manager to declare the CARTS owned Headquarters property at 2010 E. 6<sup>th</sup> Street, Austin, Texas 78602 is no longer essential to CARTS operations and for General Manager or his designee to offer the property for sale pursuant to the requirements of the Texas Local Government Code, Sec 272.001 and to those particular requirements for the asset disposal related to the Federal Transit Administration (FTA) and TxDOT interest in the property.

*Paul Granberg moved Bubba Snowden seconded to approve the disposal of surplus real estate, unanimously approved.*

**Consideration/Action regarding Community Transportation Association of America (CTAA) Community Development Transportation Lending Services (CDTLS) financing.**

No action on this item.

**Update regarding Financial Plan and related activities, action as required.**

Mr. Marsh gave updates and progress report to the Board on the adopted 12 point plan including the following:

- Establish Local Banking Relationship

- Leverage Assets for Money Management
- Set-Up Management Information System
- Reduce Outlays Current Fiscal Year
- Improve Revenue Capture Practices
- Improve Grant Management
- Reduce Operating Budget Cost
- Develop New Revenue Centers
- Assess Current Services by Revenue Recoupment
- Restore Fund Balance

Mr. Marsh also discussed leveraging assets on the following three items:

- First National Bank Business Manager Financing
- Tucker Hill Property
- Disposal of CARTS HQ and Round Rock offices

No action taken on this item.

**Consideration/Action regarding the execution of loan documents with the First National Bank of Bastrop.**

Approval to authorize the General Manager to execute and enter into the agreement with First National Bank of Bastrop to secure financing under the FNB Business Manager program and to establish a line of credit using the Tucker Hill property, or other available assets as collateral.

*Paul Granberg moved Bubba Snowden seconded to approve the execution of loan documents with the First National Bank of Bastrop, unanimously approved.*

**Contracts and Grants Summary Review: Discussion/Action as Necessary**

Kristi Urkuski provided a report on the funding summary on current grants and contracts.

**Contracts Grants and Project Applications for Discussion and/or Action**

Approval to authorize the General Manager to submit the grant applications for the three (3) projects for the TxDOT Annual Coordinated call Rural and Small Urban Public Transit Projects as follows:

- Planning Funds – Elgin Intermodal Center
- Regional Intercity Bus Services
- Lee Dildy Operations Center Complex

*Edith Moreida moved and Paul Granberg seconded to authorize the General Manager to submit the grant applications to TxDOT, unanimously approved.*

**Consideration/Action regarding application to CAMPO for Transportation Development Credits for local share on two (2) capital projects: the San Marcos Urban bus project and the CARTS Interurban Express project.**

Approval to authorize the General Manager or his designee to apply for Transportation Development Credits for the San Marcos Urban bus project and the CARTS Interurban Express bus project.

*Kim Porterfield moved and Edith Moreida seconded to authorize the General Manager to apply for Transportation Development Credits from CAMPO, unanimously approved.*

**Reports and Updates with Action as necessary.**

Edna Johnson, Director of Urban Transportation, presented the report on the following:

- San Marcos Urban Operations
- Transit Advisory Committee for urban operations in San Marcos

Dave Marsh, General Manager presented the report on the following:

- Tucker Hill Project
- Route changes deployments Interurban Coach services
- Interlocal Contract with the City of Marble Falls
- Regional Transportation Coordination Council

Kim Porterfield, Board Member, and CARTS representative to the Lone Star Rail District Board, presented a report on the following:

- Lone Star Rail District

**Other items as presented for discussion/information.**

Mr. Marsh informed the Board that the re-appointment process to the CARTS Board from local governments would take place between now and the March Board meeting. He also briefed the Board on the creation of a Compliance Section of the TxDOT Public Transportation Division Adjournment and set next meeting date and location.

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

To adjourn the January 29, 2015 meeting and to set the next meeting date to Thursday, March 26 to be held at Tucker Hill.

*Bubba Hibler moved and Kim Porterfield second to adjourn the Board of Directors meeting, and set the next meeting at Tucker Hill Lane March 26, 2015, unanimously approved.*