

MEETING MINUTES
CARTS Board of Directors
Thursday, July 28, 2016
9:30am

Board Members Present		Staff Present	
	Present		Present
X	Commissioner Snowden, Bastrop County	X	David Marsh
	Commissioner Granberg, Blanco County	X	Pearl Jackson
X	Commissioner Hibler, Burnet County		Lyle Nelson
	Commissioner Knobloch, Lee County	X	Dana Platt
	Commissioner Ron Morrison, Williamson County	X	Rachid Breir
X	Commissioner Berckenhoff, Fayette County		
X	Edith Moreida, Travis County (Proxy)		
X	Lisa Prewitt, City of San Marcos		
X	Commissioner Ingalsbe, Hays County		
	Commissioner Madrigal, Caldwell County	Guests	
		Vanessa Owens, TxDOT	
		Pete Binion, City of San Marcos	
		Michelle Meaux, Office of Mobility Management	

Call to Order

Council Member Prewitt (CARTS Chair), affirmed a quorum and called the Thursday, July 28, 2016 meeting of the CARTS Board of Directors to order at 9:30am. She affirmed a quorum present and indicated that Commissioner Morrison, Granberg, Knobloch and Madrigal were not in attendance.

Consideration/Approval of Minutes from Board Meeting held Thursday, June 9, 2016.

After discussion the following motion was made:

To approve and adopt the minutes of the Board Meeting held Thursday, June 9, 2016.
(Moved by Ingalsbe, second by Snowden, unanimously approved)

Financial Report

Update on Financial report was given by Mr. Marsh. After discussion, a motion was made:

To approve the financial report as presented.
(Moved by Ingalsbe, second Hibler, unanimously approved)

Report/Update on Surplus Property Disposition and Development of Replacement Infrastructure.

Mr. Marsh reviewed the discussions in previous meetings, regarding how the TIGER grant has changed how we approach the disposition of our surplus property in the following ways: schedule and disposition of funds. He discussed the activities underway to accomplish the disposition of property and the replacement of needed infrastructure.

Consideration/Action on award of bid for the sale of real property located at 2010 E 6th St Austin Texas 78702 pursuant to bid process ended June 1, 2016.

Mr. Marsh explained in order to proceed with the sale of the Austin HQ property the Board will need to approve a resolution that assures the Title Company that he is authorized to sign all documents related to the transaction at closing. If the Board finds it agreeable he asked that it be adopted.

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CAPITAL AREA RURAL TRANSPORTATION SYSTEM ("CARTS") AUTHORIZING THE SALE OF CERTAIN REAL PROPERTY LOCATED AT 2010 EAST SIXTH STREET, AUSTIN, TRAVIS COUNTY, TEXAS TO BUTLER EQUITY HOLDINGS LTD. OR ITS ASSIGNEE AND FURTHER AUTHORIZING CARTS GENERAL MANAGER TO EXECUTE THE DEED AND ALL ASSOCIATED DOCUMENTS CONCERNING THE SALE OF THE PROPERTY

WHEREAS, pursuant to applicable law, including section 272.001 of the Texas Local Government Code and section 458.010 of the Texas Transportation Code, the Board of Directors of the Capital Area Rural Transportation System ("CARTS") has awarded a bid for the sale of CARTS' real property located at 2010 East Sixth Street, Austin, Travis County, Texas (the "Property") to Butler Equity Holdings, LTD, or its assignee ("Purchaser) for the sum of (Five Million Five Hundred Thousand Dollars (\$5,500,000.00); and

WHEREAS, the CARTS Board of Directors hereby seeks to consummate said sale of the aforementioned Property to Purchaser, including granting the requisite authority to CARTS General Manager David L. Marsh to execute the deed and other associated instruments contemplated in said sale transaction;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE CAPITAL AREA RURAL TRANSPORTATION SYSTEM AS FOLLOWS:

1. The foregoing recitals having been found to be true and correct are incorporated into this Resolution as findings of fact.
2. CARTS Board of Directors hereby accepts, ratifies and affirms the terms and conditions of the Agreement of Sale And Purchase And Leaseback entered into between CARTS and Purchaser on June 16, 2016.
3. CARTS Board of Directors hereby grants its General Manager, David L. Marsh full authority to consummate the sale of the Property to Purchaser, such authority including the right to execute the Special Warranty Deed and all other instruments connected with said sale and leaseback of the Property in accordance with the terms of the Agreement Of Sale and Purchase and Leaseback and for the consideration therein expressed.

BE IT SO RESOLVED.

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

Consideration/Action regarding entering into a Mutual Use Agreement with TxDOT for use of property located at Cesar Chavez and 5th for the CARTS Urban Terminal project.

Mr. Marsh discussed the Austin District office of TxDOT has agreed to process our use of the property identified as our primary site for the CARTS Urban Terminal as a Mutual Use Agreement, wherein TxDOT retains title to the property but authorizes the use of it by CARTS for its urban terminal project. If the Board finds it agreeable he asked that it be adopted.

**RESOLUTION OF THE CAPITAL AREA RURAL
TRANSPORTATION SYSTEM (CARTS) BOARD OF
DIRECTORS ADOPTING A MULTIPLE USE AGREEMENT
WITH THE TEXAS DEPARTMENT OF TRANSPORTATION**

WHEREAS, the CAPITAL AREA RURAL TRANSPORTATION SYSTEM (CARTS), A RURAL/SMALL URBAN TRANSIT DISTRICT (“The CARTS District”) subject to Chapter 458 of the Transportation Code, and a political subdivision of the State of Texas, is proposing the construction of new urban transit terminal at a Texas Department of Transportation tract located at Cesar Chavez and E 5th Street, Austin, TX 78702; and

WHEREAS, it is a requirement of the Texas Department of Transportation that the CARTS District use of this property will be subject to a Multiple Use Agreement; and

WHEREAS, the CARTS District will maintain the property and all CARTS improvements within the Texas Department of Transportation tract located at

Cesar Chavez and E 5th Street, Austin, TX 78702;

**NOW, THEREFORE, BE IT RESOLVED BY THE CAPITAL AREA RURAL
TRANSPORTATION SYSTEM (CARTS) BOARD OF DIRECTORS**

That the CAPITAL AREA RURAL TRANSPORTATION SYSTEM (CARTS) hereby adopts effective this date, the Texas Department of Transportation Multiple Use Agreement associated with the Texas Department of Transportation tract located at Cesar Chavez and E 5th Street, Austin, TX 78702 for purposes of the CARTS District establishing its urban terminal at this location.

PASSED AND APPROVED this 28th, day of July 2016.
(Moved by Moreida, second by Berckenhoff, unanimously approved)

Discussion of 2017 Budget and corresponding Service Parameters. Action as required regarding projected service levels, including the consideration of reductions in hours of service.

Mr. Marsh explained that the next meeting will be the upcoming year's budget meeting. He gave a brief explanation on general aspects and challenges for the 2017 budget including a consideration of reducing service hours of the Medical Transportation Program and commuter services CARTS provides. After discussion the following motion was made:

To approve staff plan that has CARTS determining ways to reduce its service hours in 2 specific areas: the Medical Transportation Program (MTP) and the monthly Commuter services it provides. Alternative services to the customers affected that mitigates the effect will be explored and recommended.

(Moved by Ingalsbe, second Moreida, unanimously approved)

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

Mr. Marsh provided an overview of all open contracts and grants as noted on the agenda under this item. Information was provided in the background for this item.

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

Update regarding funds allocated to CARTS pursuant to the TIGER grant awarded to the Texas DOT.

Mr. Marsh provided an update on the award of the Tiger funds stating that there has been a delay by extended federal processing of the Texas application, and no firm date is known for its award and obligation to CARTS. In anticipation of the agreement we have 22 Country buses and 5 Metro buses scheduled for order once TxDOT issues funding agreements. At our June meeting the Board

authorized the bus order to be made through the State Cooperative Purchasing program (Texas Comptroller Smart Buy program).

Update regarding CARTS proposals for funding pursuant to TxDOT Public Transportation Coordinated Call for Projects Various Programs.

Mr. Marsh gave a review of the three project applications submitted to TxDOT Public Transportation Coordinated Call for Projects Various Programs, and the two awards made for the regional bus services and the Bastrop Station Renovation project.

Update regarding CARTS application for funding to TxDOT Third Call for 2010 Census Adjustment Funds.

Mr. Marsh explained that a contract amendment with TxDOT providing \$150,000 in Census Adjustment funds for FY16 was executed and an additional \$100,000 in funds should be available in FY2017. This funding will help with the expansion of the service hours in San Marcos and the planning and marketing.

Update regarding a Consultant Services contract for Accounting Services

This project has been completed but there is still some follow-up work to be done once the fiscal audit papers for 2015 are finalized.

Update regarding a Consultant Services Contract for Urban Terminal Site investigation. Consideration/Action to enter into Phase 2 of the feasibility review.

Mr. Marsh consulted with LJA Engineering to provide a proposal for extending the work to Phase 2 of the CARTS Urban Terminal to replace the CARTS 6th St. location as a hub for its regional routes. After discussion, the Board made a motion:

To authorize the General Manager to engage LJA Engineering to complete Phase 2 of the Urban Terminal Site investigation for an amount to not exceed \$5,000.
(Moved by Hibler, Moreida second, unanimously approved)

Reports and Updates

Update on the CARTS San Marcos Urban Operations.

Mr. Marsh deferred to Rachid Breir and Lisa Prewitt for an update for the rebranding of the San Marcos Municipal Bus Service. San Marcos buses are on their way and shelters with street furniture have been ordered. Rachid Breir gave an update on possible route changes. Lisa Prewitt gave an update on the marketing meetings with CARTS and the City of San Marcos.

Update on the design, engineering and environmental investigation for the CARTS Elgin Station project.

Mr. Marsh indicated that schematic design was finished and environmental review was almost complete.

Update on the design and engineering of the CARTS Operating/Headquarters Facility, Tucker Hill Lane.

Mr. Marsh explained that we have nearly completed the schematic phase of the facility, and continue to work towards the goal of bidding the entire project in November 2016.

Update regarding award of contract for bus shelters pursuant to IFB No. 134350 issued by the Capital Metropolitan Transit Authority.

Mr. Marsh gave announced that the bid has been awarded and the bus shelters for San Marcos, Interurban and Bastrop will be delivered next week. Additional, street furniture, signage, assembly, pad and construction costs will be needed.

Update regarding award pursuant to FTA 5307 contract TX-95-X090-00 of a bus contract for the purchase of four (4) 40' transit buses to Nova Bus using options provided by the Capital Metropolitan Transit Authority for express services operated by CARTS into the San Marcos Urban District.

Mr. Marsh explained that the order for three 40 foot buses for the Interurban express route and five 30 foot buses for the San Marcos fixed route has been completed. The funding remaining will be used to purchase two small cutaway Interurban units to complete the Interurban fleet.

Report/Update on Texas Transportation Institute CARTS work plan, activities & products for FY16

Mr. Marsh discussed that TTI continues to provide important assistance to CARTS.

Report/Update on STP-MM award by CAMPO for San Marcos Fixed Route bus replacement.

Mr. Marsh gave an update as to the status of the funding awarded for the replacement of the San Marcos urban fleet. We continue to inquire as to the status of the \$2.1 M funds granted by CAMPO. The funds will not be available until 2018.

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

Mr. Marsh explained the loss of the CAMPO planner that served as the Project Manager for the Coordination Plan Update has disrupted the schedule of this project. The Committee leadership is aggressively addressing this matter with CAMPO management

Other items as presented for discussion/information

Meeting Minutes
CARTS Board of Directors
July 28, 2016

Mr. Marsh presented a complaint letter from a displeased commuter rider. CARTS addressed the issues and a letter of response was signed by Bastrop County Commissioner Bubba Snowden. For processing.

Adjournment and set next meeting date and location

After discussion among board members regarding the scheduled date conflicting with other meeting responsibilities it was decided to move the meeting to Friday afternoon. Accordingly, Chairwoman Prewitt announced that the next meeting on our schedule would be Friday, August 26, 2016 at 2010 E. 6th St., Austin, TX 78702 at 1:00pm.

The following motion was made:

*To adjourn the July 28th meeting and set the next meeting for August 26,, 2016 at the CARTS Headquarters located at 2010 E. 6th St, Austin, TX 78602 at 1:00pm.
(Moved by Ingalsbe, second by Moreida, unanimously approved)*