

MEETING MINUTES
CARTS Board of Directors
Thursday, July 30, 2015
9:30am

Board Members Present		Staff Present	
	Present		Present
X	Commissioner Snowden, Bastrop County	X	David Marsh
X	Commissioner Granberg, Blanco County	X	Pearl Jackson
X	Commissioner Hibler, Burnet County		Lyle Nelson
X	Commissioner Knobloch, Lee County	X	Dana Platt
X	Commissioner Ron Morrison, Williamson County	X	Les Dase
X	Commissioner Berckenhoff, Fayette County	X	Rachid Breir
	Edith Moreida, Travis County (Proxy)	X	Jo Tucker
X	Lisa Prewitt, City of San Marcos	X	Tristen Bon
X	Commissioner Ingalsbe, Hays County		
	Commissioner Madrigal, Caldwell County	Guests	
		Vanessa Owens, TxDOT	
		Oscar Hairell, Operations Manager Fleet	
		Transit and Facilities, City of San Marcos	
		Pete Binion, City of San Marcos	

Call to Order

Ronny Hibler, Burnet County, Chairman of the CARTS Board, affirmed a quorum and called the Thursday, July 30, 2015 meeting of the CARTS Board of Directors to order at 9:30am. He affirmed a quorum present and indicated that Commissioner Madrigal and Edith Moreida, Senior Executive Assistant, Travis County would not be attending.

Consideration/Approval of Minutes from Board Meeting held Thursday, June 11, 2015.

After discussion the following motion was made:

To approve and adopt the minutes of the Board Meeting held Thursday, June 11, 2015.
 (Moved by Ingalsbe, second by Hibler, unanimously approved)

Financial Reports

Mr. Marsh gave an overview of the financial picture prior to, and to set up Ms. Dase's briefing to the Board. He explained the transition that has been underway in the CARTS finance department. He indicated that the next Board meeting would be the annual budget adoption meeting and related that the preliminary budget work was underway. He talked about progress being made in the Vehicle Maintenance Center, outlined new revenues being granted to CARTS today by the Texas Transportation Commission and related that all local government requests to participating cities and counties for FY16 had been made. Mr. Marsh also discussed in the context of the budget analysis now underway of the need to increase the driver's salaries board package and reviewed the materials in the board package with the Board. He called upon Rachid Breir, CARTS Director Operations, to explain the rate of driver turnover and competition in the market. Mr. Marsh then presented a slideshow outlining the significant budget changes from 2014 and 2015, which the Board discussed and requested clarification from Mr. Marsh on several items. After his background discussion he asked Les Dase, CARTS CFO to give her overview and update on CARTS financial reports. She introduced her staff, Jo Tucker, CARTS Business Administrator and Tristen Bon, CARTS Accounts Payable. She handed out current bank statements, balance sheets, and agency revenues and expenditures that were requested at the last meeting. Her report on the state of our receivables from Logisticare elicited considerable discussion and concern from Board members regarding this contract.

Update on Agreement for the amortization of the Bank of America Line-of-Credit

Mr. Marsh explained that the agreement has been finalized and the agreement (Loan Modification Agreement) was included in the Board Package.

Consideration/Action regarding the appointment of the CARTS delegate to the Lone Star Rail District Board of Directors

Mr. Marsh explained CARTS has a delegate that serves on the Lone Star Rail District Board, and that the CARTS Board makes the appointment, then it goes to Travis County for ratification, at which time that member is seated on the Lone Star Rail Board. Kim Porterfield has been serving on behalf of CARTS since she was appointed in 2014 to a two year term. Lisa Prewitt gave recognition to Kim Porterfield for her efforts on that Board and the CARTS Board. She also explained that she made the transition as council member for the City of San Marcos and the delegate to the CARTS Board after Kim Porterfield finished her term, and that the City of San Marcos has indicated to her that it would prefer the representative to the LSR Board be an elected official. She and Commissioner Ingalsbe discussed the matter with the Board and after discussion the following motion was made:

To approve and adopt the appointment of Councilmember Lisa Prewitt, the City of San Marcos delegate to the CARTS Board, as the CARTS representative on the Lone Star Rail District Board of Directors.

(Moved by Ingalsbe, second by Snowden, unanimously approved)

Consideration/Action regarding FTA Environmental Justice requirements and related considerations pertaining to the disposal of the Round Rock Station property; staff report on alternative station arrangements in Round Rock for CARTS Inter-regional routes.

No Action taken. Mr. Marsh brought to the attention of the Board that a public hearing will need to be scheduled and an analysis will need to be sent before we can start our disposition process. This will delay the start date of August 1, 2015 due to the FTA Environmental Justice requirements. He indicated that the timeline for the Round Rock disposition process was now undetermined depending on the actions required under the regulations cited.

Update regarding the Disposal of Surplus Real Estate.

Mr. Marsh provided an update on the potential sale of the HQ property to Capital Metro.

Consideration/Action regarding RFP-2015-01-THL-Road, an RFP for construction of the SH71 entrance road connecting to the Lee Dildy Operating Complex.

Mr. Marsh explained that we received only one proposal for the project and it was too high. He explained that the short schedule for completion of the construction, and the relative small size of the job contributed to the high cost and low response to the RFP. He asked that we reject the proposal received and re-advertise the project.

After discussion, the following resolution was made.

To reject the one (1) proposal submitted in response to the RFP-2015-01-THL-Road, an RFP for construction of the SH71 entrance road connecting SH71 to the Lee Dildy Operations Complex, and to re-advertise the project allowing for a longer construction time and other amendments which may reduce the costs of the project.

(Moved by Ingalsbe, second by Snowden, unanimously approved)

Consideration/Action regarding the procurement of one (1) Interurban bus pursuant to TxDOT Contract ICB 1501 (14)38.

Mr. Marsh briefed the Board on need to make the change in procurement on this one unit, that was originally slated for an IFB procurement, but for the sake of expedience we have decided to change the unit configuration so it can be purchased under the State Cooperative Purchasing Program. He requested the approval for the procurement of one (1) Interurban bus pursuant to TxDOT Contract ICB 1501 (14)38 through the State Purchasing Contract.

After discussion, the following resolution was made:

To approve the procurement through the State Purchasing Contract of one (1) Interurban bus pursuant to TxDOT Contract ICB 1501 (14)38.

(Moved by Prewitt, second by Ingalsbe, unanimously approved)

Consideration/Action regarding the procurement of up to ten (10) buses for Interurban Express and San Marcos fixed route pursuant to FTA Contract CARTSTXBUSES.

Mr. Marsh explained the options available for the purchase of buses authorized under the pending FTA contract, and explained that the FTA contract for the \$3.28M in capital funds nearing final execution. He also indicated that the Transportation Development Credits (TDCs) are in place to meet the local share required, and we have located a Texas transit property that has available options on an approved FTA procurement for 30-ft buses.

After discussion, the following resolution was made,

To approve, pending FTA and other approvals necessary, the purchase of up to ten (10) buses for Interurban Express and San Marcos fixed route services by exercising options available for FTA- approved procurements by a Texas transit property pursuant to FTA Contract CARTSTXBUSES, for an amount not to exceed \$3.28M.

(Moved by Prewitt, second by Granberg)

Discussion of Upcoming Requests for Proposal (RFP) procurements

Mr. Marsh discussed with the Board the anticipated schedule of these projects and provided an overview of the following procurements that we have planned, between now and September for the following projects:

- A&E Services and Construction Administration, Tucker Hill Campus, Lee Dildy Operations Complex and subsequent phases
- A&E Services and Environmental Investigation, Elgin Station Central Park project
- On-time Bus Arrival Project, San Marcos
- Vehicle Maintenance Records and Parts/Inventory Automation
- General Accounting Software
- Construction of the SH71 Entrance Road

Contracts and Grants Summary Review: Discussion/Action as Necessary

No Action taken. Mr. Marsh provided an overview of all the 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/Action as required regarding contract services provided to the Travis County Health and Human Services Department and application to Travis County for FY16 funds in support of CARTS services provided in the County.

Mr. Marsh updated the Board on the a request filed with the Travis County Health and Human Services Department on April 3, 2015 per the established schedule and county requirements for outside agency requests in the amount of \$428,460 for Rural Services (an increase of \$297,708) and \$75,000 for the Del Valle JARC route (no increase).

He reported that he made a presentation at Commissioners Court work session on July 28, 2015 to discuss our request with the Court.

Discussion/Action regarding Consultant Services contract for FTA Triennial Review

Mr. Marsh gave an overview of the FTA Triennial Review. He explained that he had elected to have the consultant return to assist CARTS during the conduct of the Triennial Review. He indicated that this change increased the total cost for the consultant over the \$3,000 fee in the original agreement and requested Board approval to increase the fee for the engagement up to a not to exceed cost of \$4,500 and requested the Board approval for the change in the scope and fee of the engagement.

After discussion a motion was made:

To approve the amendment to the original consultant contract dated June 1, 2015, to add on-site assistance services for the Triennial Review scheduled for July 22-23, 2015, increasing the amount of compensation to an amount not to exceed \$4,500.

(Moved by Prewitt, second by Ingalsbe, unanimously approved)

Reports and Updates with Action as necessary

Update on the CARTS San Marcos Urban Operations

Mr. Marsh discussed the possible changes regarding the operation of the Advisory Committee that serves in San Marcos under CARTS authority.

He introduced Rachid Breir, Director of Operations for CARTS, who has been posted in San Marcos, and he provided a brief report on the operational improvements implemented there.

Report on the FTA Triennial Review, San Marcos Urban Operations

Mr. Marsh gave a preview of the findings. He will report back once the full report is received in 30 days.

Report/Update on Texas Transportation Institute CARTS work plan and activities for FY14-15.

Mr. Marsh provided an update on the TTI work that is ongoing at CARTS and indicated that he would schedule TTI in for an upcoming Board meeting to present and update the Board on their activities undertaken on behalf of CARTS.

Report/Update Action regarding CARTS proposals filed February 9, 2015 in response to the TxDOT Annual Coordinated Call for Rural and Small Urban Public Transit Projects

Mr. Marsh reviewed the Three (3) proposals submitted for the following projects: Tucker Hill Lane, complete VMC phases 2 and 3, the bus wash facility and the fueling facility and architectural and engineering services to prepare additional phases for construction, Interurban Coach FY16 operating Funds, and a planning grant for the development of the Elgin Intermodal in the planned Central Park civic space the City has planned on the downtown rail property they acquired.

He reported that TxDOT had indicated the all of the projects would be selected and approved in the Texas Transportation Commission Meeting scheduled for today (July 30, 2015) and grant funds should be available in September 2015. Only partial funding was approved for the Tucker Hill Lane project and the Interurban Coach FY16 operating Funds.

Report/Update on CARTS request for capital funding through the transfer of CAMPO allocated funds from Capital Metro to CARTS for bus purchases for CARTS 1510 Interurban and 1517 Interurban Express routes to Texas State University and STP-MM award by CAMPO for San Marcos Fixed Route bus replacement.

Mr. Marsh discussed previously, the \$2.1M allocation approved by CAMPO in November 2014 for the replacement of the San Marcos fixed route fleet remains a topic we continue to pursue with CAMPO in an effort to have those funds allocated to us for the FY2016 budget year.

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

Mr. Nelson, Vice-Chair of the RTCC, provided an update on the RTCC activities,

Executive Session Pursuant To Texas Government Code Section 551.074, Briefing and Update on Personnel Matters

There was no executive session.

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

No action taken. A report on the Financial Plan was included in the background information and referred to by Mr. Marsh.

Other items as presented for discussion/information

Mr. Marsh indicated that the annual election of Officers was slated for September. Also slated for September is a presentation by the Office of Mobility Management on the transportation Development Plan for the City of Georgetown.

Adjournment and set next meeting date and location

After discussion, Chairman Hibler indicated that the next meeting date and location was scheduled for August 27, 2015 at the Lee Dildy Operations Complex at 5300 Tucker Hill Ln, in Cedar Creek, TX 78621 at 9:30am. The following motion was made:

*To adjourn the July 30th meeting and set the next meeting for August 27, 2015 at the Lee Dildy Operations Complex at 5300 Tucker Hill Ln in Cedar Creek, TX 78621.
(Moved by Hibler, second by Ingalsbe, unanimously approved)*