

MEETING MINUTES
CARTS Board of Directors
July 30, 2020 CARTS Board of Directors Web Conference Link
Found at RideCARTS.com/about/board
Thursday, July 30, 2020, 9:30 AM
Lee Dildy Operations Center, 5300 Tucker Hill Lane
Cedar Creek, Texas 78612

Board Members Present		Staff Present	
	Present		Present
X	Commissioner Snowden, Bastrop County	X	Dave Marsh, General Manager
X	Commissioner Granberg, Blanco County	X	Pearl Jackson, Assistant General Manager
X	Commissioner Wall, Burnet County	X	Lyle Nelson, Chief of Staff
X	Commissioner Berckenhoff, Fayette County	X	Dana Platt, Community Outreach Director
X	Ruben Becerra, Hays County Judge	X	Rachid Breir, Director of Operations
	Commissioner Knobloch, Lee County	X	Tammy Atkins, Chief Financial Officer
X	Margaret Gomez, Travis County	X	Derek Goodall, Director of Facilities
X	Michael Cooper, Williamson County (Proxy)		Adrian Elliott
X	Commissioner Shelton, Caldwell County		Guests
			Pete Binion, City of San Marcos
			Vanessa Owens, TxDOT

Call to Order

Blanco County Commissioner, Paul Granberg (CARTS Chair) affirmed a quorum and called the Thursday, July 30, 2020 meeting of the CARTS Board of Directors to order at 9:30am.

Commissioners Snowden and Granberg were on-site at the CARTS HQ, other Board members present attended by a TEAMS remote connection.

Consideration/Action regarding the Minutes of the Board Meeting held Thursday, May 28, 2020.

After discussion, the following motion was made:

To approve the minutes as presented for the May 28, 2020 meeting of the CARTS Board of Directors.
(Moved by Snowden, second by Knobloch, unanimously approved)

Consideration/Action regarding the selection of a general contractor for each of the following projects:

Mr. Marsh explained the evaluation team used the standard grading policy to evaluate the selection of general contractors for each of the following projects.

- A. The renovation of the Bastrop Station pursuant to CARTS RFP # 2020-134-BSR, a procurement ended on July 9, 2020.**

After reviewing the scoresheets and discussing the firms the following motion was made:

*Pursuant to CARTS RFP # 2020-134-BSR to authorize staff to engage J Hyatt Construction, Inc., the highest ranked proposer, to serve as General Contractor for the Bastrop Station Renovation project
(Moved by Wall, second by Berckenhoff, unanimously approved)*

- B. The relocation of the CARTS SH71 entrance infrastructure to accommodate TXDOT SH71 Tucker Hill Lane overpass project pursuant to CARTS RFP # 2020-133-THLER, a procurement ended on July 9, 2020.**

After reviewing the scoresheets and discussing the firms the following motion was made:

*Pursuant to CARTS RFP # 2020-133-THLER, to authorize staff to engage J Hyatt Construction, Inc., the highest ranked proposer, to serve as General Contractor for the Tucker Hill Lane Relocation project.
(Moved by Shelton, second by Snowden, unanimously approved)*

Consideration/Action regarding the adoption an amendment to the CARTS 2020 Agency Budget incorporating CARES Act funding and adjusting line items pursuant to the effects of the COVID-19 pandemic.

Mr. Marsh reviewed the updated 2020 Agency Budget that amends the adopted budget by incorporating CARES Act funding and adjusting line items pursuant to the effects of COVID-19 pandemic. After discussion, the following motion was made:

*To adopt an amendment to the CARTS 2020 Agency Budget incorporating CARES Act funding and adjusting line items pursuant to the effects of the COVID-19 pandemic and current projections.
(Moved by Snowden, second by Wall, unanimously approved)*

Consideration/Action regarding the adoption of the CARTS Vehicle Maintenance Plan required by the Federal Transit Administration, to submit an updated and Board approved Vehicle Maintenance Plan at a minimum of every two (2) years.

Mr. Nelson explained that TxDOT requires recipients of Federal funds to submit an updated and Board approved Vehicle Maintenance plan every two years. After reviewing the plan, the following motion was made:

*To adopt the CARTS Vehicle Maintenance Plan as required by the Federal Transit Administration.
(Moved by Berckenhoff, second by Shelton, unanimously approved)*

Update regarding the changes in operating procedures necessary to re-open CARTS regular route services including those restrictions and safeguards necessary to respond to current conditions of the COVID-19 pandemic, and report on service status changes.

Mr. Marsh gave a report on how CARTS has been affected by the pandemic and the strategies we have implemented and plan on implementing as we anticipate re-opening full services.

Report on CARTS grant activities in response to the CARES Act, action, as necessary.

Mr. Marsh updated the Board on the status of the Section 5311 - CARES Act Rural Area Federal Formula Program and the Intercity Bus Program CARES Act (Section 5311-F) grant activities.

Financial Reports

Update on Financial Report was given by Tammy Atkins. After discussion, the following motion was made:

*To approve the financial reports as presented.
(Moved by Wall, second by Snowden, unanimously approved)*

Contracts and Grants Summary Review: Discussion/ Action as Necessary

Tammy Atkins, CARTS CFO, provided an overview of all open contracts and grants as noted the agenda under this item.

Reports and Updates

Report on CARTS grant activities in response to the TxDOT semi-annual Coordinated Call for Projects.

Mr. Marsh reported the proposals were submitted on February 14, 2020. All five (5) were selected for consideration for funding. Final action on the funding of the projects is slated for the June meeting of the Texas Transportation Commission. The five projects included:

Interurban Coach: Continuation of route services

FY21-22 Public Engagement/Marketing: Regionwide Public Engagement/Planning initiative Spring 2021

Microtransit Pilots: Implement CARTS NOW microtransit in Bastrop 2nd quarter FY21

Transportation Development Plan: Plan future services and engagement of the public in the planning

FY22 Taylor Platform: Determine feasibility of adding AMTRAK boarding platform at downtown Union Pacific location. FY21

Update on the CARTS San Marcos Urban Operations, Rachid Breir, Director of Operations

Mr. Breir provided an update on San Marcos operations. Routine reports were included in the background materials.

Construction Updates, Derek Goodall, Director of Facility Development

Derek Goodall, Director of Facility Development, reported on the Eastside Bus Plaza, Bastrop Station, Elgin Station, THL Entry Relocation, THL Complex Construction and the THL Park-n-Ride construction updates.

Update on Pre-authorized Bus Procurements, Consideration/Action upcoming Bus Procurements

Mr. Marsh reported On July 30, 2019 we issued a purchase order to Alliance Bus Group for two (2) thirty-foot buses for San Marcos in the amount of \$777,838.86. Despite repeated inquiries we have been unable to secure a schedule for the buses to be built and the company appears to show signs of instability. He recommends that PO be canceled for non-performance so that we do not risk the use of the funds by the grant expiring prior to the receipt of the buses. He indicated that in consultation with the City of San Marcos we will order similar units from the State of Georgia Mass Transit Buy board.

After discussion, the following motion was made:

To authorize staff to cancel Purchase Order 2019-019 to Alliance Bus Group for non-performance in delivery and production of two (2) thirty foot transit buses and to issue a subsequent purchase order for similar buses under the Georgia Mass Transit Buy board in substitution of the cancelled order.

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

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

Mr. Nelson provided a brief report on the Regional Transportation Coordination Council (RTCC).

Other items as presented for discussion/information

Mr. Marsh explained that Capital Metro set-up a hard hat tour that we conducted on July 23rd at the Eastside Bus Plaza construction site. In attendance were two members of the Metro Board of Directors, Austin City Council Member Pio Renteria and Travis County Commissioner Jeff Travillon, Metro CEO Randy Clarke, and members of his staff. Derek Goodall, David Salazar, Jana McCann of MAS, the project designer, and I were there to represent CARTS. It was a very positive and productive exercise and all in attendance came away with a greater understanding of the benefit of the new Station.

Adjournment and set next meeting date and location

The Board determined that the next scheduled meeting of the Board would be August 27, 2020 at the Lee Dildy Operations Complex located at 5300 Tucker Hill Ln, Cedar Creek, TX 78612 at 9:30am, or remotely dependent on conditions at that time.

The following motion was made:

To adjourn the July 30, 2020 and set the next regular meeting for August 27, 2020 at the Lee Dildy Operations Complex located at 5300 Tucker Hill Ln, Cedar Creek, TX 78612 at 9:30am.
(Moved by Wall, second by Granberg, unanimously approved)