

MEETING MINUTES
CARTS Board of Directors
Thursday, March 29, 2018
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 |
| | Commissioner Wall, Burnet County | X | Lyle Nelson |
| | Commissioner Knobloch, Lee County | | Dana Platt |
| X | Commissioner Berckenhoff, Fayette County | X | Tammy Atkins |
| X | David Salazar, Travis County (Proxy) | X | Derek Goodall |
| X | Lisa Prewitt, City of San Marcos | X | Rachid Breir |
| | Commissioner Ingalsbe, Hays County | X | Ed Collins |
| X | Commissioner Moses, Caldwell County | Guests | |
| | | Oscar Hairell, City of San Marcos | |
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Call to Order

Councilmember Lisa Prewitt, City of San Marcos (CARTS Board Chair) affirmed a quorum and called the Thursday, March 29, 2018 meeting of the CARTS Board of Directors to order at 9:30am. Commissioner Wall, Commissioner Knobloch and Commissioner Ingalsbe were not in attendance.

Consideration/Action regarding the Minutes of the Board Meeting held Friday, January 25, 2018

After discussion the following motion was made:

*To approve the minutes as presented for the January 25, 2018 meeting of the CARTS Board of Directors.
 (Moved by Snowden, second by Granberg, unanimously approved)*

Financial Reports

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

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

Contracts and Grants Summary Review: Discussion /Action as Necessary

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

Update on the THL Construction project. Derek Goodall, Director of Facility Development

Mr. Goodall briefed the Board on the progress of the THL project. Stating currently, we are still within Budget and the construction Schedule has a 57-day loss due to inclement weather. The schedule to budget ratio for construction is at approximately 50% complete for both billing and construction completion.

Consideration/Action regarding additional transfer of funds from Federal Capital Reserve fund to THL Project.

Mr. Marsh recommended the transfer of \$246,751 from the Federal Capital Reserve account to bring the total transfer from that account to the THL project to \$1M. This will amend the amount of funds dedicated to the EBP project to \$1,895,010.

After discussion the following motion was made:

*To approve the additional transfer of funds from Federal Capital Reserve fund to the THL Project in the amount of \$246,751 and to amend the THL budget to a total of \$10.8M.
(Moved by Moses, second by Snowden, unanimously approved)*

Consideration/Action regarding the Transportation Provider Agreement between Logisticare Solutions LLC (LGTC) and the Capital Area Rural Transportation System (CARTS).

Mr. Marsh gave an overview of the agreement between CARTS and Logisticare. Over the succeeding years LGC has recruited additional providers and the trips ordered by LGC have steadily declined. The providers recruited primarily operate vehicles that are not accessible (can't carry persons with wheelchairs) and are often just individuals with a van, so the rate for those trips are likely much lower than ours. Consequently, they assign those trips to us that they are unable to assign to the other providers. These trips are normally longer in distance and duration, require a wheelchair lift and are the most expensive for us to provide.

Our revenues are now down to well under \$1M and the aggressive action of LGC to deny payment for trips we provide over technical issues has increased to the point to where our cost of providing the service exceeds the revenues collected.

The combination of these factors requires we make a business decision to terminate the Agreement. If approved we will issue a letter to LGC providing the requisite 90-day notice per the terms of the contract agreement that will end our obligations to provide the service effective July 1, 2018.

After discussion the following motion was made:

To terminate the Transportation Provider Agreement between Logisticare Solutions LLC (LGTC) and the Capital Area Rural Transportation System (CARTS) per the terms of the agreement for an effective date of July 1, 2018.

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

Update on the design, engineering and environmental investigation for the CARTS Eastside Bus Plaza project. Ed Collins, Project Manager.

Mr. Collins gave the Board an update on the Eastside Bus Plaza design project's Phase 1, which is nearing completion. He stated Phase II will develop a detailed scope of work in the coming weeks.

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

Update regarding CARTS submittal to CAMPO for STP-MM funds for the construction of the East Side Bus Plaza.

Mr. Marsh explained that technical reviews have been completed by staff and we expect project rankings pursuant to that review to be forthcoming.

Update regarding CARTS submittal to TxDOT for the Bi-annual Coordinated Call for Projects.

Mr. Marsh announced that CARTS made application for the Interurban Bus, Elgin Station and Tucker Hill Lane projects. All projects submitted are now under technical review. We anticipate the selections for funding to be announced in June.

Report on Federal Transit Administration Fiscal Year 2016 Award for Bus and Bus Facility Projects to Capital Metro and CARTS.

Mr. Marsh gave an update on the order for the thirty-two (32) cutaway buses authorized under this grant and reported that staff has conducted the initial factory visit to set up the order. Production of the units is scheduled to begin in June.

He reported that the six (6) remaining heavy duty buses authorized under this grant are subject to a joint procurement now underway led by the Brazos Transit District. The RFP for that procurement was issued on March 11, 2018 with proposals due on June 1, 2018.

Update regarding funds allocated to CARTS pursuant to the 2014 CAMPO Call for Projects for STP-MM funding.

Mr. Marsh explained that we have received word from TxDOT that the transfer of the funds from FHWA to FTA has been approved and that the approvals are in the background. He indicated that it is unclear what the time frame for FTA to allocate the funds to us will be, but this is an important step forward.

Reports and Updates

Report and review information regarding the CARTS San Marcos Urban Operations.

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

Mr. Marsh reported that on November 2, 2017 he had met with the City Manager and discussed the intent of the City to assume the designated recipient status for the FTA 5307 funds assigned by the FTA to the San Marcos Urbanized area. Since that time, as we have had no further discussions with his office he intended to arrange a meeting for that purpose, and to recommend that if such a change is to be made it would best be made at the federal fiscal year end of September 30 2018, not in mid-year.

He further reported that Texas State University and the City recently issued an RFP for a Coordination Plan in anticipation of this action and that it is important that we re-engage in the processes planned so that CARTS can make its plans accordingly.

Report/Update regarding a Mutual Use Agreement with TxDOT for use of property located at Cesar Chavez and 5th for the CARTS Urban Terminal/ Eastside Bus Plaza.

Mr. Marsh updated the Board as that we have now concluded Phase I on the EBP project we will be providing the Austin District defined uses of the property per the design and engineering completed to-date for their review.

Updates regarding pending Interlocal Agreements previously authorized for execution.

Mr. Marsh gave an update on City of Austin. Plaza Saltillo Interim Terminal and the City of Bastrop, Public Transit Agreement.

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 stated that we received correspondence from TxDOT regarding their plans to construct an overpass at the intersection of Tucker Hill Lane and SH71. This indicates preliminary plans to take approximately 165' of our property that abuts their current ROW. I have not yet been able to find out what the schedule for the project may be, nor what recourse we may have to reduce the size of the take. He indicated that we have also enclosed architectural drawings indicating the effect on the planned entrance for the CARTS facility. He said that you will note the large area set aside for swales indicating that drainage is the primary reason the significant amount of property they have defined to add to their ROW, and that leads him to believe that alternate drainage solutions could be explored to reduce the effect of this plan on our property.

Mr. Marsh also mentioned that Travis County and Capital Metro have been working on a Transportation Development Plan to increase transit options to those parts of the county not within the Metro service area. CARTS has been an active partner in the work and we plan to support whatever recommendations are finalized as a result of this effort. Materials related to that project are enclosed.

Meeting Minutes
CARTS Board of Directors
March 29, 2018

Adjournment and set next meeting date and location

After discussion, the Board determined that the next scheduled meeting of the board per our adopted schedule would be May 31, 2018 at Tucker Hill Ln, Cedar Creek, TX 78612.

The following motion was made:

To adjourn the March 29, 2018 meeting and set the next meeting for May 31, 2018 at the Lee Dildy Operations Complex located at 5300 Tucker Hill Ln, Cedar Creek, TX 78612 at 9:30am.

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