

MEETING MINUTES
CARTS Board of Directors
May 28, 2020 CARTS Board of Directors Web Conference Link
Found at RideCARTS.com/about/board
Thursday, May 28, 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
X	Commissioner Knobloch, Lee County	X	Tammy Atkins, Chief Financial Officer
X	Margaret Gomez, Travis County	X	Derek Goodall, Director of Facilities
	Michael Cooper, Williamson County (Proxy)		Adrian Elliott
	Commissioner Shelton, Caldwell County		Guests
			Pete Binion, City of San Marcos
			Jeremy Meyers and Ronny Armstrong, Atchley and Associates
			Julie Mazur, Office of Mobility Management
			Vanessa Owens, TxDOT

Call to Order

Blanco County Commissioner, Paul Granberg (CARTS Chair) affirmed a quorum and called the Thursday, May 28, 2020 meeting of the CARTS Board of Directors to order at 9:30am.

Commissioners Wall, Knobloch 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, January 30, 2020, and called Emergency Meeting March 20, 2020.

After discussion the following motion was made:

*To approve the minutes as presented for the January 30, 2020 meeting of the CARTS Board of Directors and called an Emergency Meeting March 20, 2020.
 (Moved by Knobloch, second by Gomez, unanimously approved)*

Consideration/Action regarding the selection of a public engagement firm pursuant to CARTS RFP # 2020-132-BMP Community Engagement/Public Outreach for the Project “Targeted Mobility Enhancements in Bastrop, a Pilot.”

Meeting Minutes
CARTS Board of Directors
May 28, 2020

Mr. Marsh explained that on April 10, 2020 CARTS published an opportunity for proposals from qualified firms to provide public engagement services necessary for a successful launch of the Bastrop Microtransit project.

He stated we received 2 proposals. Proposals were evaluated and scored by CARTS staff and the results presented to the Board for consideration.

After discussion the following motion was made:

*Pursuant to the CARTS RFP-2020-132-BMP process ended May 19, 2020 for professional services for Community Engagement/Public Outreach for the Project "Targeted Mobility Enhancements in Bastrop, a Pilot" to authorize the General Manager or his designee to negotiate a contract for the needed services with the firm scoring highest in the evaluation, and if that negotiation is not successful to initiate a negotiation with the second highest scoring firm so as to engage the professional services needed to complete the referenced project.
(Moved by Wall, second by Berckenhoff, unanimously approved)*

Consideration/Action regarding the adoption of the Annual Report on CARTS Finances for Fiscal year 2019. Presentation by Ronnie Armstrong and Jeremy Meyers of Atchley and Associates

Jeremy Meyers and Ronnie Armstrong, Atchley representatives presented on the annual Financial Statements and Independent Auditor's Report for CARTS finances for fiscal year 2019.

After discussion the Board approved the draft as presented:

*To accept the Annual Report on CARTS Finances for fiscal year 2019 as presented and to authorize the publication and distribution of a final report.
(Moved by Gomez, second by Wall, Unanimously approved)*

Consideration/Action regarding the required update of the CARTS Title VI Program.

Mr. Marsh stated that CARTS is required to update its Title VI Program every three (3) years. The revised plan is enclosed in the background and the changes are primarily to comply with changes in format, presentation and to address added compliance requirements.

After review, the Board made the following motion:

*To approve the update to the CARTS Title VI program and authorize its publication to the proper authorities and its posting as required.
(Moved by Knobloch, second by Gomez, unanimously approved)*

Consideration/Action 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.

Meeting Minutes
CARTS Board of Directors
May 28, 2020

Mr. Marsh provided an overview draft plan attached that outlines a broad outline of procedures and policies to provide the safest possible environment as we return to providing a more normalized level of service.

After the Board discussed, the following motion was made:

To approve the CARTS Post Covid 19 Policies and Procedures as presented. (Moved by Berckenhoff, second by Snowden, unanimously approved)

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

Mr. Marsh explained that in response to TXDOT directives CARTS has completed applications for funding that has been authorized under the CARES Act, passed by Congress in March. These funds will provide 8-months of 100% funding for CARTS rural services and 6-months for CARTS Interurban services. He indicated that the impact on our current budget as adopted will need to be sorted out once we get the funding authorized, and that we would bring back an amendment to the budget to reflect the changes at the July Board meeting.

The Board made the following motion:

To authorize the applications to TXDOT for CARES Act funding and the integration of those funds into the CARTS FY20 adopted budget which will be amended to account for the addition of these funds and for the added expenses related to the COVID-19 pandemic. Staff will present the amended FY20 budget for consideration for adoption at the July Board meeting. (Moved by Gomez, second by Becerra, unanimously approved)

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 Berckenhoff, 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 at the January meeting we prioritized the following five (5) projects and requested support letters from all of our local government and agency partners on these projects. 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.

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 that under our now-active 5339 grant we have 7 units, all Type 2, that have been ordered but have yet to be delivered. He stated that CARTS is slated to receive a 5339-capital grant in the amount of \$ 1,541,635 for the replacement of 17 buses that TXDOT has identified as having reached the end of their useful life. We will be purchasing 16 units, 12 of the Type 2 configuration and 4 of the Type 3 configuration, the Type 3 units to be LPG powered. They will be purchased on FTA/TXDOT approved Buy Boards (statewide cooperative purchasing programs) from Oklahoma and Georgia. After discussion the following motion was made:

To approve the procurement plan as presented for the TXDOT 5339 grant funds in the amount of \$1,541,635 for the purchase of 16 revenue vehicles.
(Moved by Knobloch, 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 stated that we have some pending deadlines related to construction bids and grant deadlines. He said he may want to ask that we have an Executive Committee meeting prior to our July meeting to get bid awards for the Bastrop project and the SH 71 CARTS Entrance re-location.

Adjournment and set next meeting date and location

The Board determined that the next scheduled meeting of the Board would be July 30, 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 May 28, 2020 and set the next regular meeting for July 30, 2020 at the Lee Dildy Operations Complex located at 5300 Tucker Hill Ln, Cedar Creek, TX 78612 at 9:30am.
(Moved by Knobloch, second by Snowden, unanimously approved)