

MEETING MINUTES
CARTS Board of Directors
Thursday, May 31, 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
X	Commissioner Wall, Burnet County	X	Lyle Nelson
X	Commissioner Knobloch, Lee County	X	Dana Platt
	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
X	Commissioner Ingalsbe, Hays County	X	Ed Collins
	Commissioner Moses, Caldwell County	Guests	
		Vanessa Owens, TxDOT	
		Michelle Meaux, Office of Mobility Management	

Call to Order

Councilmember Lisa Prewitt, City of San Marcos (CARTS Board Chair) affirmed a quorum and called the Thursday, May 31, 2018 meeting of the CARTS Board of Directors to order at 9:30am. Commissioner Berckenhoff and Commissioner Moses were not in attendance.

Consideration/Action regarding the Minutes of the Board Meeting held Friday, March 29, 2018

After discussion the following motion was made:

*To approve the minutes as presented for the March 29, 2018 meeting of the CARTS Board of Directors.
 (Moved by Granberg, second by Wall, 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 Wall, second Knobloch, unanimously approved)*

Consideration/Action regarding the adoption of the Annual Report on CARTS Finances for Fiscal year 2017. Presentation by Archie Montemayor, Montemayor Hill Britton & Bender PC

Mr. Montemayor presented the annual Financial Statements and Independent Auditor's Report for CARTS finances for fiscal year 2017.

After discussion the following motion was made:

*To accept the Annual Report on CARTS Finances for Fiscal year 2017 as presented and to authorize the publication and distribution of a final report.
(Moved by Granberg, second Knobloch, unanimously approved)*

Consideration/Action regarding the transfer of the Direct Recipient authority for FTA 5307 funding for the San Marcos/Redwood Urbanized Area from the CARTS District to the City of San Marcos, or its designee, and establishing a schedule for the transfer.

Mr. Marsh reported on a series of meetings conducted with the City Manager's office regarding the intent of the City to assume the designated recipient status for the FTA 5307 funds assigned by the FTA to the San Marcos/Redwood Urbanized area. He discussed the schedule for this change and our recommendation that when the change is made it should be at the juncture of the beginning of a federal fiscal year, and that in order to maintain the integrity of the program and to provide for a smooth transition of responsibilities that we go on record on this point.

After discussion the following motion was made:

*Regarding the transfer of the Direct Recipient authority for FTA 5307 funding for the San Marcos/Redwood Urbanized Area from the CARTS District to the City of San Marcos, or its designee, the CARTS District hereby resolves that this transfer be planned so as to be effective only at the close of a federal fiscal year (September 30) as mutually agreed upon by the City and the CARTS District that will afford both parties confidence of a smooth transition of responsibilities.
(Moved by Ingalsbe, 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.

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

Mr. Collins reported at the March board meeting, the EBP design project's Phase I was nearing completion. CARTS staff and the McCann Adams Studio (MAS) Design Team continue to use information obtained in Phase I to provide with critical information regarding City of Austin requirements for use in Phase II. Activities in Phase II provide for final architectural and engineering

development leading to a complete set of plans for the construction bidding of EBP. Phase II will also provide additional community outreach including a public meeting to present the latest information for development and future construction of the EBP. A few Phase I activities (traffic study and environmental investigation) continue into the Summer of 2018 in conjunction with Phase II activities.

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 reported that on May 7, 2018 the CAMPO Policy Board approved the project list as presented with rankings and selections based on the technical reviews completed by staff. The CARTS EBP project was ranked as number one of the transit projects submitted and was approved for funding.

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

Mr. Marsh announced that we were informed today that funding that includes the other two CARTS projects (Elgin Station and the Interurban Bus operating funds) was approved and that the projects are scheduled for consideration and action at the June Commission meeting.

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 July 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. The \$2.1M capital grant is now in process and we anticipate it will become active soon. Consequently, it is appropriate that we formally delineate the distribution of the funds between the two modes, the San Marcos Urban District and the CARTS Interurban Express services.

After discussion the following motion was made:

In recognition of the November 2015 advance of capital funds from the CARTS Interurban bus grant (FTA Grant TX-95-X090-00) in the amount of \$1,581,318 to accelerate the purchase of buses for the San Marcos urban fixed route it is resolved that the \$1,581,318 of the \$2.1M of STP-MM grant funds awarded by CAMPO in 2014 for rolling stock in San Marcos will be directed to the purchase of CARTS Interurban Express

*buses and \$518,682 will be directed to the purchase of buses for use in the San Marcos (THE BUS) operation.
(Moved by Ingalsbe, second Wall, unanimously approved)*

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

Mr. Marsh reported as authorized in the March Board meeting the notice of termination of the Transportation Provider Agreement between Logisticare Solutions LLC (LGTC) and the Capital Area Rural Transportation System (CARTS) was issued on April 3, 2018 with an effective date of July 2, 2018. That notice is enclosed.

Updates regarding pending Interlocal Agreements previously authorized for execution.

City of Austin. Plaza Saltillo Interim Terminal: Consideration/Action regarding amending this authorization from the ILA with the City of Austin PARD to an agreement with the Capital Metropolitan Transit Authority.

Mr. Marsh stated that we have made significant progress on this project as consultants have already gotten the work necessary to construct the interim terminal permitted with the City. He reported that based on the continued delays with finalizing an agreement with PARD, we entered into conversations with CapMetro for that agency to take over the Plaza and cancel the agreement on the lease of that property that enables PARD to determine usage of the facility. CapMetro agrees and is now going through the steps necessary to effect this change. He said that he anticipates the proposed ILA with the City of Austin to be moot, and requests that authority the Board provided in November 2017 to be amended to be for an agreement with CapMetro for the use of Plaza Saltillo as an interim terminal for CARTS.

After discussion the following motion was made:

*To authorize the General Manager to execute the PLAZA SALTILLO INTERLOCAL AGREEMENT, ("the Agreement") with Capital Metro and to provide the General Manager the authority to negotiate on behalf of CARTS for any changes necessary for a timely approval and execution of the Agreement.
(Moved by Granberg, second Snowden, unanimously approved)*

City of Bastrop, Public Transit Agreement

Mr. Marsh explained this agreement has not yet come to the City Council for approval.

Consideration/Action regarding the adoption of a Capital Improvement Program FY18-21 for CARTS Infrastructure Investments.

Mr. Marsh stated that we have formally requested the approval of TxDOT for the disposition of the Round Rock facility (enclosed) and we have updated the Infrastructure Investments plan. He

indicated that his is to establish a plan to provide TxDOT as to what funds realized from the sale may be directed to.

After discussion the following motion was made:

*To approve the adoption of a Capital Improvement Program FY18-21 for CARTS Infrastructure Investments.
(Moved by Ingalsbe, second Knobloch, unanimously approved)*

Consideration/Action regarding Bus Purchase authority

Mr. Marsh explained that in order to be sure that we are able to complete bus procurements now underway he is requesting the Board provide the authority to issue purchase orders for the buses authorized under the grants approved and active as reported in the Grants report section of each Board meeting by using grant approved procurement methods. He indicated that we would report on each order as placed as I have been doing at each meeting.

After discussion that following motion was made:

*To authorize the General Manager to complete bus orders as authorized under the active grants approved and reported to the Board, and by using grant approved procurement methods. All bus orders completed under this authorization will be reported to the Board at its next scheduled meeting.
(Moved by Wall, second Ingalsbe, unanimously approved)*

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.

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.

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 mentioned next meeting, we will report on the Country Bus initiative we are planning to reinvigorate the reach and scope of the core business of providing seniors and others in the most rural areas of our District with access to medical, social, recreational and essential business locations locally. We have made a commitment to rejuvenate the Country Bus services by focusing our outreach and marketing to people that need this service that are not aware of it, or how to use it. Also, with this will come a re-evaluation of all of our schedules for this service including available service hours and routing.

He also stated we recently hosted a meeting here at Tucker Hill with Betty Voight, the Executive Director of the Capital Area Planning Council (CAPCOG), to discuss opportunities for our two agencies to work together to re-invigorate this aspect of the CARTS service. As CAPCOG is the Older Americans Act contract agency in the region they have assets and interests that align precisely with what we at CARTS have set as a goal to re-connect to the fragile populations that need our services most, and to be sure that what we offer can address those needs. I am happy to report that they have agreed to work alongside us in this effort and to help us to better promote the services we have available.

He also reported that on May 21st we participated in a Bastrop County sponsored event that brought 20 staff and Board members from the St. David Foundation for a tour of Bastrop County. From this event the aspect of the role CARTS can play in the essential services people need to get to in order to lead healthy lives became evident to the Foundation and another partnership possibility has surfaced.

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 July 26, 2018 at Tucker Hill Ln, Cedar Creek, TX 78612.

The following motion was made:

To adjourn the May 31, 2018 meeting and set the next meeting for July 26, 2018 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)