

**MEETING MINUTES**  
**CARTS Board of Directors**  
**Thursday, November 17, 2016**  
**9:30am pm**

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	X	Lyle Nelson
X	Commissioner Knobloch, Lee County	X	Dana Platt
X	Commissioner Berckenhoff, Fayette County	X	Tammy Atkins
X	Edith Moreida, Travis County (Proxy)	X	Rachid Breir
	Lisa Prewitt, City of San Marcos	X	Derek Goodall
	Commissioner Ingalsbe, Hays County		
	Commissioner Madrigal, Caldwell County		
		Guests	
		Vanessa Owens, TxDOT	
		Pete Binion, City of San Marcos	
		Michelle Meaux, Office of Mobility Management	

**Call to Order**

Commissioner Granberg (CARTS Vice-Chair), affirmed a quorum and called the Thursday, November 17, 2016 meeting of the CARTS Board of Directors to order at 9:30am. He affirmed a quorum present and indicated that Commissioners Madrigal and Ingalsbe and Councilmember Lisa Prewitt were not in attendance.

**Consideration/Action regarding the Minutes of Board Meeting held on Thursday, September 29, 2016.**

After discussion the following motion was made:

*To approve the minutes as presented for the September 29, 2016 meeting of the CARTS Board of Directors.*  
 (Moved by Snowden, second by Berckenhoff, 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 Moreida, second Hibler, unanimously approved)*

After a review of the engagement letter and pricing proposal provided by the audit team and discussion, the following motion was made:

To engage the firm of Montemayor Britton Bender PC to conduct the audit of CARTS FY16 finances.  
*(Moved by Hibler, second Moreida, unanimously approved)*

## **Consideration/Action regarding the award of a construction contract pursuant to the Request for Proposals (RFP) process ended November 10, 2016 for the completion of Tucker Hill Lane campus construction masterplan.**

Mr. Marsh reported on the (5) proposals received from General Contractors for the completion of the Tucker Hill campus project. A roster of the proposals received is enclosed. The pricing on the base bid ranged from \$9.887M to \$11.41M.

He reviewed the proposals submitted and advised the board that after the 6-member review team scored and ranked the proposals the firm STR Constructors, LTD was determined to be the most responsive.

After a review and discussion of the project and the proposals received, and the funds available for the construction, the following motion was made:

To award a construction contract per the submitted pricing for the base bid plus the two alternates and to elect all allowances up to an amount not to exceed \$10 million pursuant to the Request for Proposals (RFP) process ended November 10, 2016 for the completion of Tucker Hill Lane campus construction masterplan to STR Constructors, LTD, the firm scoring highest on the review criteria established for the selection as determined by the review committee that scored all proposals.  
*(Moved by Hibler, second Snowden, unanimously approved)*

## **Consideration/Action on annual COLA for CARTS employees with an effective date of November 1, 2016 based on CPI-U increase of 1.5% for the 12 months ending September 30, 2016.**

After a review of the CPI-U and discussion, the following motion was made:

To authorize the annual COLA for CARTS employees for an effective date of November 1, 2016 based on CPI-U increase of 1.5% for the 12 months ending September 30, 2016 and to add .5% to the COLA for a total of a 2% COLA with an effective date of November 1, 2016.  
*(Moved by Hibler, second Snowden, unanimously approved)*

**Consideration/Action regarding setting a minimum entry-level hourly rate and an effective date.**

Mr. Marsh explained the difficulty hiring drivers and confirmed we have sufficient funds budgeted to support adjusted rate increases for CARTS drivers.

After discussion, the following motion was made:

To set a minimum entry level hourly rate of \$12 per hour for drivers, and to adjust current driver salaries consistent with the stepped method presented by staff for an effective date of December 1, 2016.  
*(Moved by Hibler, second Snowden, unanimously approved)*

**Report regarding the sale of real property located at 2010 E 6<sup>th</sup> St Austin, Texas 78702 pursuant to bid process ended June 1, 2016.**

Mr. Marsh advised the Board of the closing set for November 30, 2016 on the property and reviewed the processes undertaken to complete the sale.

**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. Information was provided in the background for this item.

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

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

Mr. Marsh reported that the funds awarded under this grant award are outlined in the document enclosed in the background. In the end CARTS is set to receive \$4,292,500 and Capital Metro \$6,956,740. Currently we do not have a timeline for having the funds obligated and available to CARTS for the purchase of the rolling stock (33 buses).

**Update regarding funds allocated to CARTS pursuant to the TIGER grant awarded to the Texas DOT.**

Mr. Marsh announced that CARTS has ordered the 25 buses authorized under the TIGER grant, and the Tucker Hill Lane Campus construction solicitation set for action at today's meeting will complete the procurement stage for the use of the \$11,973,000 granted to CARTS under this grant program.

## **Reports and Updates**

### **Update on the CARTS San Marcos Urban Operations, report regarding the Opening Day October 12<sup>th</sup> for introduction of new bus fleet, passenger amenities and extended hours for THE BUS.**

Rachid Breir gave an update on San Marcos Operations and plans for the implementing new service and new buses. Dana Platt reported on the events of THE Bus launch and marketing efforts.

### **Update on the design, engineering and environmental investigation for the CARTS Elgin Station project.**

Mr. Marsh reported that a coordination meeting was held on October 27<sup>th</sup> in Elgin with the architectural team and the city staff, and acquainted the new City Manager with the project to ensure our final design of the street side bus lanes, and that technical aspects of the project that affected city infrastructure were acceptable to him.

All went well, so we can now proceed with completing the final design and engineering necessary to proceed with construction document phase.

### **Report/Update regarding entering into a Mutual Use Agreement with TxDOT for use of property located at Cesar Chavez and 5<sup>th</sup> for the CARTS Urban Terminal project.**

Mr. Marsh announced that the site has now been vacated by the City of Austin, and we have conducted our on-site review of the now vacant property.

He mentioned that 2 conceptual designs for the project have been completed and the consultant team has completed a second coordination meeting with City of Austin Transportation staff, conferring on the design and reviewing the steps necessary for the coordination required to move the project through the extensive planning process required in the City.

He indicated that the City staff continue to be supportive, and that coordination with Capital Metro is ongoing. Once those entities have signed off on the final preliminary design we will be providing a more detailed site plan to TxDOT to finalize the MUA.

Once that is finalized we will be ready to go into the design and engineering and environmental stages for the project.

**Update regarding award pursuant to FTA 5307 contract TX-95-X090-00 of a bus contract for the purchase of three (3) 40' transit buses to Nova Bus using options provided by the Capital Metropolitan Transit Authority for express services operated by CARTS into the San Marcos Urban District.**

Mr. Marsh reported that these buses are under construction but are running about a month behind the original schedule with delivery now estimated at 1/31/17. CARTS representatives will travel to the bus plant in December to do final inspection of the buses prior to delivery.

**Update regarding 2014 award from CAMPO for \$2.1M of STP-MM funds for rolling stock.**

Mr. Marsh explained that we continue to try to get the funds granted to us in 2014 obligated for our use. We deem it critical at this point as we are trying to consolidate all of our capital for the joint procurements that we anticipate we can complete with Capital Metro.

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

Mr. Nelson provided information on this group's activities in the background. The Regional Transportation Coordination Council (RTCC) is reviewing the "Unmet Needs and Gap Analysis" submitted by CAMPO and the consultant that it retained for the Regional Coordination Plan update. The "Unmet Needs and Gap Analysis" draft is included in your background material.

**Other items as presented for discussion/information**

Mr. Marsh requested that staff brief the Board on the effects of the Electronic Grant process instituted by TxDOT for all of our FY17 grant funds. He indicated that the new process has created delays in the obligation of funds to CARTS that unless corrected could jeopardize our financial standing. A briefing was conducted.

Mr. Marsh enclosed a policy document from the Community Transportation Association of America (CTAA) analyzing the potential effect of the new Trump administration's stated positions on transit and infrastructure investments.

Mr. Marsh announced two members retiring from the Board this year, Commissioners Hibler and Madrigal, and the Board honored Mr. Hibler for his service and presented a plaque commemorating that service.

**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 January 26, 2017.

The following motion was made:

*To adjourn the November 17th meeting and set the next meeting for January 26, 2017 at the CARTS Headquarters located at 2010 E. 6<sup>th</sup> St, Austin, TX 78602 at 9:30am.  
(Moved by Granberg, second by Snowden, unanimously approved)*