

MEETING MINUTES
CARTS Board of Directors
Thursday, November 30, 2017
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
	Commissioner Knobloch, Lee County	X	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		
	Commissioner Moses, Caldwell County		
		Guests	
		Oscar Hairell, City of San Marcos	
		Michelle Meaux, Office of Mobility Management	
		Ed Collins, CARTS	

Call to Order

Councilmember Lisa Prewitt, City of San Marcos (CARTS Board Chair) affirmed a quorum and called the Thursday, November 30, 2017 meeting of the CARTS Board of Directors to order at 9:30am. Commissioner Eddie Moses, Commissioner Steven Knobloch and Commissioner Debbie Ingalsbe were not in attendance.

Consideration/Action regarding the Minutes of the Board Meeting held Friday, August 31, 2017.

After discussion the following motion was made:

To approve the minutes as presented for the September 28, 2017 meeting of the CARTS Board of Directors.

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

Consideration/Action regarding the publication of Request for Proposals (RFP) for solicitation of a firm to conduct the Annual Report on CARTS Finances for Fiscal year 2017, and subsequent years as determined.

Mr. Marsh explained due to an error in administering this procurement it will have to be re-issued, and we do not recommend an award be made as we had only one (1) response.

After discussion the Board agreed to use the current accounting firm pursuant to the proposal they filed to conduct the Annual Report on CARTS Finances for Fiscal year 2017, and to re-issue an RFP next year for subsequent years.

Ratification of FMLA clarification in the CARTS personnel Policies related to calendar year determinations and updating to a 12-month period.

Mr. Marsh explained the recommendation of a change to how CARTS calculates the time-frame for FMLA usage. CARTS has been using a calendar year for the 12-month period, and it is proposed to use a rolling year. This will clarify that only a 12-week period of eligibility applies to FMLA. After discussion the following motion was made:

*To approve the change in the CARTS Personnel Policies related to the FMLA from calendar year determinations to a rolling 12-month period.
(Moved by Granberg, second by Berckenhoff, unanimously approved)*

Report/Update/Action as Required regarding the sale of real property located at 2010 E 6th St Austin, Texas 78702 pursuant to bid process ended June 1, 2016.

Mr. Goodall gave an update to the Board on our re-location schedule at the meeting.

As reported last meeting we have exercised the full options that will enable us to continue to reside at the HQ until 12/31/17. It appears we will need every minute as complications and contingency plans intersect.

Current plans call for the Call Center to be re-located to the Tucker Hill Annex (our fancy name for the 2 portables we will be occupying) on December 11th. Administrative staff will follow in the next 2 weeks after that.

Portables are set to be located to the site on December 1. The 100 foot communications tower at the HQ is scheduled to be moved to THL Thanksgiving week and will be erected on the following week.

HQ staff is diligently filling PODS located on-site with items to be moved, and as they are filled the PODS are re-located to THL.

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

Mr. Collins reported on the progress of this project. Materials were presented in the background to this item that represent the initial steps for this project.

Update regarding the selection of a firm to guide the development of the CARTS Urban Terminal project pursuant to the Request for Qualifications (RFQ) for the Development of the CARTS Eastside Bus Plaza (Urban Terminal) Project issued June 19, 2017.

Mr. Marsh explained that we have executed contract documents for this project with the selected firm, McCann-Adams Studio (MAS) and kicked off the work by hosting a November 8th meeting with the prime and all of the sub-contractors. He explained that the meeting included a tour of the site and an extensive review of the work to be completed. We have an excellent team assembled and the work will progress in two (2) phases, Pre-Development and Implementation. The former will include all environmental research, preliminary site planning—both civil and architectural, coordination with city departments and stakeholders and neighborhood representatives. Implementation will proceed only if we are successful in completing Phase 1 and have the site approved and permitted. The final executed contract was presented at the meeting

Consideration/Action regarding pending Interlocal Agreements

City of Austin. Plaza Saltillo Interim Terminal

Mr. Marsh explained that in order to secure ticketing and terminal facilities on an interim basis on this site, The City Department managing Plaza Saltillo, Parks and Recreation, requires that we enter into an ILA for that use. A draft was enclosed and he requested authorization to negotiate and execute an ILA for this purpose.

After discussion and consideration the following motion was made:

To authorize the General Manager to execute the PLAZA SALTILLO INTERLOCAL AGREEMENT, (“the Agreement’) with the city of Austin 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 Wall, second by Snowden, unanimously approved)

City of Bastrop, Public Transit Agreement.

Mr. Marsh stated the City of Bastrop is considering an ILA with CARTS for a Public Transit Agreement that will guide our development of services in that community and be the instrument for funding those services agreed upon. He requested authorization to negotiate and execute an ILA for this purpose.

After discussion and consideration the following motion was made:

*To authorize the General Manager or his designee to execute the PUBLIC TRANSIT SYSTEM INTERLOCAL AGREEMENT, ("the Agreement") with the City of Bastrop for an effective date of October 1, 2017 and to provide the General Manager the authority to negotiate on behalf of CARTS for any changes necessary for a timely execution of the Agreement
(Moved by Berckenhoff, second by Wall, unanimously approved).*

City of San Marcos, Public Transit Agreement

Mr. Marsh announced the City Council of San Marcos approved the Public Transit Agreement for FY18 at their November 8, 2017 meeting.

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.

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 reviewed with the Board that a collaborative Grant proposal presented to the Federal Transit Administration (FTA) was approved in September 2016 for the procurements of buses. The proposal was selected for funding, a total of \$11,249,240. \$4.95 million is the CARTS portion of this project. CapMetro has issued the PGA and once it is counter-executed by CapMetro we will be authorized to begin procurement of the 32 buses authorized under this grant.

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

Mr. Marsh stated the Austin District of TxDOT has begun those processes necessary to transfer those funds to the Federal Transit Administration from the Federal Highway Administration, the first and essential step in moving the funds to us for use. He referred to the letter in the background from the Austin District Engineer that initiated the process.

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

Mr. Breir reported on San Marcos Transit operations, and reviewed the routine operations reports 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 project.

Mr. Marsh updated the Board on the MUA and the tract. As reported at the last meeting, the Austin District agreed in June to provide the necessary amendment to the MUA that would give us

continuing control of the tract for 40-years. They have done so with the attached MOU. This amendment to the agreement was necessary to comply with FTA regulations on continuing control of capital project investments. Our use of the funds from the sale of our HQ to build the Eastside Bus Plaza is subject to TxDOT and FTA regulations. He indicated that this is an important step, and reiterated that we have received excellent support for the District on this project. He called the Board's attention to the MOU enclosed in the background materials.

Update on the disposition of the Round Rock Station.

Mr. Marsh indicated that as reported at the last meeting, we have delayed the schedule for disposition of this facility to February 2018 or later. The coordination of the THL project and the items in Round Rock that have to be moved to the THL (propane station, radio tower) require we set this schedule back. We will proceed on getting approvals from TxDOT and FTA but defer publication of the sale until we have a clearer picture of the progress at the THL project.

He explained that we have completed the independent property appraisal, and the review appraisal for the property. Its value remains about the same as it was when last appraised in 2015. He indicated that those reports are enclosed in the background materials.

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

Mr. Nelson provided a brief report on the Regional Transportation Coordination Council (RTCC). He filed this summary:

The RTCC met on Tuesday, November 7, 2017, for its regularly scheduled meeting. At the behest of the Chair, Ms. Amy Price gave an update and overview of the 211 Information Service and its contribution to Regional Transportation Coordination.

The remainder of the meeting concerned bringing more participation from the State Social Service Infrastructure to the Coordination conversation.

Agenda and minutes are a part of your background material.

TxDOT's Public Transit Division is hosting a statewide Regionally Coordinated Transportation meeting on November 28 through November 29. The purpose of the meeting is to identify Best Practices and to review the level of success of this fourteen (14) year initiative.

The proposed agenda for this meeting is a part of your background material.

Other items as presented for discussion/information

Mr. Marsh briefed the Board that on Sunday December 31st they were invited to a special New Year's celebration event as we say our final good-byes to the 2010 E 6th Street HQ that is been our home for the last 24 years.

Adjournment and set next meeting date and location

Meeting Minutes
CARTS Board of Directors
November 30, 2017

After discussion, the Board determined that the next scheduled meeting of the board per our adopted schedule would be January 25, 2018 at Tucker Hill Ln, Cedar Creek, TX 78612.

The following motion was made:

To adjourn the November 30, 2017 meeting and set the next meeting for January 25, 2018 at the Lee Dildy Operations Complex located at 5300 Tucker Hill Ln, Cedar Creek, TX 78612 at 9:30am.

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