

**MEETING MINUTES**  
**CARTS Board of Directors**  
**Thursday, September 28, 2017**  
**9:30am**

Board Members Present		Staff Present	
	Present		Present
	Commissioner Snowden, Bastrop County	X	David Marsh
X	Commissioner Granberg, Blanco County		Pearl Jackson
X	Commissioner Wall, Burnet County	X	Lyle Nelson
X	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		Rachid Breir
	Commissioner Ingalsbe, Hays County	X	Derek Goodall
X	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, September 28, 2017 meeting of the CARTS Board of Directors to order at 9:30am. Commissioner Bubba Snowden 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 August 31, 2017 meeting of the CARTS Board of Directors.*

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

**Election of Officers**

Mr. Marsh stated it was time for the annual election of officers, terms will expire October 2018.

After discussion, the following motion was made:

*To elect the Lisa Prewitt to Chairman of the CARTS Board of Directors.  
(Moved by Granberg, second by Knobloch; unanimously approved)*  
*To elect the Paul Granberg to Vice Chair of the CARTS Board of Directors.  
(Moved by Granberg, second by Knobloch; unanimously approved)*  
*To elect the Debbie Ingalsbe to 2<sup>nd</sup> Vice Chair of the CARTS Board of Directors.  
(Moved by Granberg, second by Knobloch; unanimously approved)*  
*To elect the Harvey Berckenhoff to 3<sup>rd</sup> Vice Chair of the CARTS Board of Directors.  
(Moved by Granberg, second by Knobloch; unanimously approved)*  
*To elect the Bubba Snowden to Secretary of the CARTS Board of Directors.  
(Moved by Granberg, second by Knobloch; unanimously approved)*

### **Adoption of Board Meeting Schedule for Fiscal Year 2018**

Mr. Marsh presented the meeting schedule for the current fiscal year.  
After discussion, the following motion was made:

*To Adopt the Board Meeting Schedule for Fiscal Year 2018 as presented.  
(Moved by Berckenhoff, second by Knobloch, 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 Moses, second Wall, 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 the delayed release of the referenced RFP that was planned to issue in September for the selection of a firm at this month's meeting. Uncertainty regarding the timing the move and our financial staff being prepared to spend the time necessary with the audit team prior to our relocation in January influenced this decision. An enclosed final draft was enclosed in the board package.

After consideration of the following resolution:

*To approve the RFP document as presented and the schedule for 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.  
(Moved by Wall, second by Knobloch, unanimously approved)*

**Consideration/Action on annual COLA for CARTS employees with an effective date of October 1, 2017 based on CPI-U increase of 1.9% for the 12 months ending August 31, 2017. Discussion/Action for any addition or adjustment to the 1.9% rate.**

Mr. Marsh explained the last COLA increase was effective November 1, 2016. This increase was for 2%. For the time period for the 12 months ending August 31, 2017 the COLA increase is 1.9%. He indicated that the U.S. Department of Labor Bureau of Labor Statistics report was enclosed in the background materials confirming this percentage. He also mentioned the estimated cost of the increase for the remainder of the fiscal year of 1.9% would be \$79,217, and 2% would be \$83,386. He affirmed that it was his estimation that we have sufficient funds budgeted under salaries to handle either of these rate increases.

*To authorize the annual COLA for CARTS employees based on CPI-U increase of 1.9% for the 12 months ending August 31, 2017 and to add .1% to the COLA for a total of a 2% COLA for an effective date of October 1, 2017  
(Moved by Berckenhoff, second by Wall, unanimously approved)*

**Report/Update/Action as Required 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 reported that we have exercised the full options on our lease of the 2010 property as provided in the Agreement for Sale. Derek Goodall provided a presentation that outlines our plans for re-location.

**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. (An additional \$300,000 has been added to the CARTS allocation to purchase three (3) buses for the Georgetown fixed route services.) He reported that we still have not received funding authority from CapMetro in the form of a PGA authorizing our use of the funds granted to us.

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

Mr. Marsh stated that we have again requested CAMPO coordinate with TxDOT to ensure the release of these funds in FY18 can be assured. He explained that as the funds must be transferred from FHWA to FTA it would be appropriate to begin those processes now so we can have use of the funds this upcoming fiscal year.

He said we are trying to consolidate all of our capital for the joint procurements that we anticipate we can complete with Capital Metro in coordination with the grant funds as noted in Item 10A.

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

Mr. Nelson reported on San Marcos Transit operations, and reviewed the routine operations reports included the background materials. Ridership increases were noted.

**Update on the design, engineering and environmental investigation for the CARTS Eastside Bus Plaza project.**

Mr. Marsh stated that we continue contract negotiations with the selected vendor, McCann-Adams Studio and anticipate having contracts executed and in a position for project implementation by October 15<sup>th</sup>.

**Report/Update regarding 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.**

As reported in July, the MUA has been finalized and executed by CARTS and TxDOT. In a follow-up meeting with the District Engineer and his staff on June 28<sup>th</sup> we provided an update on our project development and discussed an amendment to the MUA that would secure the property over the useful life of the capital investments we anticipate making on the site. They were amenable to that conceptually, and re-affirmed their support for this higher and better use of the property as a transit hub. Once we begin the project implementation we will revisit this subject and finalize an amendment to the agreement.

**Update on the disposition of the Round Rock Station.**

Mr. Marsh reported that we have set back the schedule for disposition of this facility to February 2018. 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 indicated 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 were enclosed in the background.

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

Mr. Nelson provided a brief report on the Regional Transportation Coordination Council (RTCC). Materials related to this group's activities were enclosed in the background.

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

Mr. Marsh briefed the Board regarding a letter directed to the CAMPO Executive Director expressing our concern over an apparently unilateral decision to conduct a planning project directed towards CARTS services. He stated the project has not been discussed with us, nor has the scope or rationale for the proposed planning been presented to us. He further indicated that we do not object to planning but a planning project devised with no input or collaboration with the transit providers seems misplaced in intent. He reported that our only insight into the project's scope has been a brief discussion held at the CAMPO Policy Board meeting on September 11, 2017.

**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 November 30, 2017 at Tucker Hill Ln, Cedar Creek, TX 78612.

The following motion was made:

*To adjourn the September 28, 2017 meeting and set the next meeting for November 30, 2017 at the Lee Dildy Operations Complex located at 5300 Tucker Hill Ln, Cedar Creek, TX 78612 at 9:30am.*

*(Moved by Wall, second by Knobloch, unanimously approved)*