

MEETING MINUTES
CARTS Board of Directors
Thursday, September 29, 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
	Commissioner Knobloch, Lee County	X	Dana Platt
X	Commissioner Berckenhoff, Fayette County	X	Tammy Atkins
X	Edith Moreida, Travis County (Proxy)		Rachid Breir
X	Lisa Prewitt, City of San Marcos		
X	Commissioner Ingalsbe, Hays County		
	Commissioner Madrigal, Caldwell County		
		Guests	
		Vanessa Owens, TxDOT	
		Oscar O'Hairell, City of San Marcos	
		Michael McElhaney, Jackson-McElhaney Architects	
		Archie Montemayor, Montemayor Britton & Bender PC	
		Meredith Green, Director of Texas Transit Association	

Call to Order

Council Member Prewitt (CARTS Chair), affirmed a quorum and called the Thursday, September 29, 2016 meeting of the CARTS Board of Directors to order at 9:30am. She affirmed a quorum present and indicated that Commissioner Madrigal and Ingalsbe were not in attendance.

Consideration/Approval of Minutes from Board Meeting held Friday, August 26, 2016.

After discussion the following motion was made:

To approve and adopt the minutes of the Board Meeting held Friday, August 26, 2016.

(Moved by Moreida, second by Ingalsbe, unanimously approved)

Election of Officers

Mr. Marsh stated it was time for the annual election of officers, terms will expire October 2017.

After discussion, the following motions were made:

To elect the Lisa Prewitt to Chairman of the CARTS Board of Directors.

(Moved by Ingalsbe, second by Hibler; unanimously approved)

To elect the Paul Granberg to Vice Chair of the CARTS Board of Directors.

(Moved by Hibler, second by Ingalsbe; unanimously approved)

To elect the Debbie Ingalsbe to 2nd Vice Chair of the CARTS Board of Directors.

(Moved by Moreida, second by Hibler; unanimously approved)

To elect the Harvey Berckenhoff to 3rd Vice Chair of the CARTS Board of Directors.

(Moved by Ingalsbe, second by Snowden; unanimously approved)

To elect the Bubba Snowden to Secretary of the CARTS Board of Directors.

(Moved by Hibler, second by Ingalsbe; 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 Hibler, second Ingalsbe, unanimously approved)

Report/Update and Consideration/Action regarding the publication of Request for Proposals (RFP) for completion of Tucker Hill Lane campus masterplan and award of construction contract, review schedule and receive briefing on RFP process and scope of project. Presentation by Derek Goodall, Facility Superintendent, CARTS, Mike McElhaney Principal, Jackson-McElhaney Architects

Mr. Goodall and Mr. McElhaney provided the Board an overview of the procurement process and the project construction as it is planned to proceed. They also discussed the process for selection and answered questions from the Board regarding the project.

After the presentation, and discussion, the following motion was made:

To approve the procurement process, the project scope and schedule and the publication of Request for Proposals (RFP) for the construction of Tucker Hill Lane Complex in Bastrop County, TX as presented.

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

Consideration/Action regarding the Annual Report on CARTS Finances for Fiscal year 2015. Presentation by Archie Montemayor, Montemayor Britton & Bender PC

Mr. Montemayor presented the draft of the Financial Statements and Independent Auditors Report. He discussed the findings and asked the Board to approve for final document and publication.

After his presentation, and discussion the following motion was made:

To approve and accept the Financial Statements and Independent Auditors Report for CARTS Fiscal Year 2015 and to authorize publication of the final report.

(Moved by Hibler, second by Snowden, 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. Marsh gave an update regarding the sale of real property located at 2010 E. 6th St. He explained that a new appraisal was conducted to ensure a current appraised value was provided to FTA for review. Closing was pushed back until November 30th allowing FTA 30-days to review and respond to our updated submittals.

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 the award of \$11,249,240 in funding for buses through a collaboration with OMM, Capital Metro and CARTS that will greatly enhance our efforts to build a seamless system for mobility options throughout the region. Of that amount \$ 4,560,000 will be for 33 buses for CARTS operations, including for application to both rural and Metro routes.

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

Mr. Marsh announced that TIGER Grant was finally processed and made available for TxDOT to implement. He stated that CARTS has ordered the 25 buses authorized under the TIGER grant, and the Tucker Hill Lane Campus solicitation discussed under Item 6 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 12th 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 gave an update on the plans for THE BUS launch campaign set for October 12th and 14th.

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

Mr. Marsh explained that we were granted the Categorical Exclusion that will enable us continue into the schematic phase of the design and engineering work wherein the final design and construction documents will be completed. That is now underway, with an anticipated completion date of 12/31/16.

Update on the design and engineering of the CARTS Operating/Headquarters Facility, Tucker Hill Lane.

Mr. Marsh explained that the HQ/OPS facility design is 100% complete, the balance of the projects to complete the master plan are at 80%. All work will be complete by November 30, 2016.

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

Mr. Marsh explained that the Mutual Use Agreement with TxDOT for use of property located at Cesar Chavez and 5th for the CARTS Urban Terminal project was accepted and the second phase of the Urban Terminal planning has been executed with LJA Engineering to begin coordinating with the City of Austin for development requirements to complete a site plan for construction.

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 these buses are under construction and on track to be delivered 12/31/16. He mentioned CARTS representatives will travel to the bus plant in November to inspect buses while under construction.

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

Mr. Nelson provided information on this group's activities in the background. They are currently having public hearings and listening sessions for the new 5-year plan now being developed by their consultant, the KFH Group.

Other items as presented for discussion/information

Mr. Marsh noted that the November meeting is one week earlier, the 17th, as the last Thursday is Thanksgiving. This is an essential meeting to award the contract for construction of the Tucker Hill Lane project, so we can keep the project on schedule for completion prior to January 31, 2018.

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 17, 2016.

The following motion was made:

*To adjourn the September 29th meeting and set the next meeting for November 17, 2016 at the CARTS Headquarters located at 2010 E. 6th St, Austin, TX 78602 at 9:30am.
(Moved by Granberg, second by Snowden, unanimously approved)*