

MEETING MINUTES

CARTS Board of Directors

Thursday, November 21, 2013

9:30 am

Board Members Present		Staff Present	
X	Present	X	Present
X	Commissioner Bubba Snowden, Bastrop County	X	David Marsh
X	Commissioner Paul Granberg, Blanco County	X	Pearl Jackson
X	Commissioner Ronny Hibler, Burnet County	X	Lyle Nelson
X	Commissioner Neto Madrigal, Caldwell County	X	Kristi Urkuski
	Commissioner Linda Kovar, Lee County	X	Edna Johnson
	Commissioner James Kubecka, Fayette County		
X	Commissioner Debbie Ingalsbe, Hays County		
X	Commissioner Ron Morrison, Williamson County		
	Commissioner Margaret Gomez, Travis County		
X	Edith Moreida, Travis County (Proxy)	GUESTS	
X	San Marcos City Council – Place 1, Kim Porterfield	Vanessa Owens, TxDOT	

Call to Order

Commissioner Hibler affirmed a quorum and called the Thursday, November 21st, 2013 meeting of the CARTS Board of Directors to order at 9:30 am. Recorded absent were Commissioner Kubecka and Commissioner Kovar.

Financial Reports

Commissioner Hibler requested any comments or corrections to the CARTS financial reports.

After discussion, the following motion was made:

*To approve and adopt the financial reports as presented by CARTS' staff
(Moved by Madrigal, second by Moreida; unanimously approved)*

Consideration/Approval of Minutes from Board Meetings held Thursday, October 10th, 2013.

Commissioner Hibler requested any comments, additions or corrections to the minutes of the last meeting.

After discussion, the following motion was made:

To approve and adopt the minutes of the Board Meeting held Thursday, October 10th, 2013.

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

Consideration/Action regarding the award of CARTS RFP 2014-01-FS for Architectural, Environmental and Engineering services for the Flatonia Rail Park Station pursuant to RFP process ended November 8, 2013.

Mr. Marsh presented compiled information regarding the selection process for CARTS RFP 2014-01-FS. He had a six-member committee comprised of 3 CARTS staff and 3 from Flatonia to review and score proposals on November 13, 2013, with the proposal submitted by Jackson-McElhaney Architects receiving the higher score. Mr. Marsh presented the scores by each member and a summary of the total results. Mr. Marsh requested approval to award to the higher scorer of the submittals received.

After discussion, the following motion was made:

To provide the General Manager approval for the selection of the firm Jackson-McElhaney Architects for Architectural, Environmental and Engineering services for the Flatonia Rail Park Station pursuant to the solicitation process for CARTS RFP 2014-01-FS ended November 8, 2013.

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

Consideration/Action regarding the award of CARTS RFP 2014-02-BSS for bus stop signage, poles and accessories for the Bastrop and San Marcos sign renewal projects pursuant to RFP process ended November 8, 2013.

Mr. Marsh reviewed information regarding the selection process for CARTS RFP 2014-02-BSS. He stated the five-member committee comprised of CARTS' staff reviewed and scored proposals on November 13, 2013, with the proposal submitted by Texas Custom Signs receiving the higher score. Mr. Marsh presented the scores by each member and a summary of the total results.

After discussion, the following motion was made:

To provide the General Manager approval to select Texas Custom Signs for bus stop signage, poles and accessories for the Bastrop and San Marcos sign renewal projects pursuant to the solicitation process for CARTS RFP 2014-01-BSS ended November 8, 2013.

(Moved by Granberg, second by Porterfield; unanimously approved)

Reports/Actions as required on TxDOT Contracts, Projects or Grant Agreements

Mr. Marsh reviewed the November 21, 2013, Contracts and Funding Summary Addendum. He provided an updated chart and discussed each open contract. Commissioner Ingalsbe asked what some of the new purchased buses will look like. Mr. Marsh gave an explanation of each bus, color and purpose.

Consider adoption of an Interlocal Agreement with The Capital Metropolitan Transit Authority to provide transit services in Kyle, Texas.

Mr. Marsh noted this was an item tabled from the last Board meeting pending action by the CMTA. He stated CMTA provided an ILA which is under review by our attorney. He also provided a red-lined version of the ILA. He indicated that action of the Kyle City Council approving the CMTA ILA remained to be done before CARTS and Metro could enter into an ILA. Mr. Marsh said he expected to bring a final executed document to the January meeting.

After discussion, the following motion was made:

To provide authority to the General Manager, or his designee, to negotiate and execute an Interlocal Agreement with The Capital Metropolitan Transit Authority to provide transit service in Kyle, Tx.

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

Consider adoption of an Interlocal Agreement with the City of Bastrop for the operation and administration of fixed route transit in that city.

Mr. Marsh provided an ILA outlining the funding and operation of the Bastrop Municipal Bus service. He has noted the city of Bastrop has the ILA under legal review.

After discussion, the following motion was made:

To provide authority to the General Manager, or his designee, to negotiate and execute an Interlocal Agreement with the City of Bastrop for the operation and administration of fixed route transit in that city.

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

Report on CARTS submittal to the Texas Department of Transportation for Census Adjustment funding for FY14-15 for the San Marcos Urbanized Area.

Mr. Marsh explained the filing for state funds to assist in meeting the local share for the San Marcos Urbanized area to meet the FTA 5307 requirements. He noted TxDOT announced the proposal for \$250,000 (\$150,000 FY 14 and \$100,000 FY 15) had been selected for funding pending action by the Texas Transportation Commission at their December meeting.

Report on compliance review conducted by the Texas HHSC MTP and review of the CARTS corrective plan of action and other submittals to HHSC.

Mr. Marsh reported that over a period of 2-3 weeks, there was a team of HHSC monitors analyzing and evaluating CARTS compliance to the terms and conditions of the contract to provide non-emergency medical transportation services. He presented a corrective action plan to the board members in regards to HHSC's findings. Mr. Marsh did have the plan filed as required, and a subsequent reply from HHSC on the plan filed, plus an additional rebuttal we prepared in response.

Report on submittal to HHSC pursuant Draft RFP No. 529-15-0002 for Non-Emergency Medical Transportation Services issued on 10-04-13.

Mr. Marsh presented the response filed as the Region 7 consortium to the referenced draft RFP.

Consideration/Action regarding CARTS and its Region 7 consortium proposing to provide services pursuant to issuance of HHSC RFP No. 529-15-0002 for Non-Emergency Medical Transportation Services.

Mr. Marsh stated that at the time of writing, there was not a final RFP published by HHSC. He outlined three clear options:

1. Pass
2. File a public brokerage proposal with our Region 7 Consortium partners as planned and proposed over the past year.
3. Work out a deal with a private full-risk broker on our terms of participation in a proposal filed by the broker.

After discussion among the Board members, option #3 was the most practical, noting that #2 was what the partners would like to do and #1 was out per the Board recommendation.

After discussion, the following motion was made:

To provide authority to the General Manager to select the best option of #3 (Work out a deal with a private full-risk broker on our terms of participation in a proposal filed by the broker). If the broker isn't negotiable, opt for #2 (File a public brokerage proposal with our Region 7 Consortium partners as planned and proposed over the past year).

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

Consideration/Action regarding application to CAMPO for available FY14 STP-MM funds for CARTS capital projects

Mr. Marsh reflected back to the October CAMPO Policy Board meeting where staff presented information related to fund balances to be appropriated, including \$20M in FY2014 STP-MM funding. He noted FY14 funding must be obligated by August 31, 2014, so action on the distribution of the funds will need to be taken soon.

Mr. Marsh would like consideration expressing our interest in having some of our capital projects funded with the most pressing need be rolling stock for San Marcos and also CARTS rural operations, as well as the Tucker Hill project. He enclosed a draft letter for requesting the San Marcos rolling stock provided to Board member Porterfield and would like to also begin working on other capital needs for CARTS in a similar fashion.

After discussion, the following motion was made:

To provide authority to the General Manager to submit applications or letters of interest to CAMPO for available FY14 STP-MM funds for CARTS capital projects and the acceptance and execution of grant agreements and contracts for any funds granted pursuant to the applications or letters of interest.

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

Report/Update on the CARTS San Marcos Urban Operations, Edna Johnson, Director Urban Operations

Ms. Johnson presented reports and updated the Board on operations in San Marcos.

Report on CARTS RFP 2013-02-SM, San Marcos Urbanized Area 5-Year Strategic Plan for Transit Development, Edna Johnson, Director of Urban Operations

Ms. Johnson announced the kick-off meeting with the Steering Committee and the consultant team on November 6th. She also handed out materials related to that meeting and the schedule for the planning process to be conducted over the next several months. Ms. Porterfield was glad to see Nelson Nygaard adjusted the meetings around the holidays. Ms. Johnson is thoroughly excited and impressed for what is to come in the future of this project.

Report/Update on upcoming route changes or deployments.

Mr. Marsh distributed a list of Interurban route changes for January. He said there would be other minor adjustments to routes with the enclosed changes being the major changes planned.

Report/Update on CARTS Transportation Service Area 12 Medical Transportation Services

Mr. Marsh reviewed the MTP Activity report showing the trips provided in the first 2 months of this contract year show a slight uptick, but revenues were slightly down suggesting more local trips perhaps being booked and fewer multi-county trips.

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

Mr. Marsh stated there was nothing new to report except the presentation of the CARTS 2.0 slide show to the group at their last meeting to give them a better idea of who we are and what we do in the region. Mr. Marsh also enclosed materials related to the meeting and the groups' activities.

Consideration/Action regarding adoption of calendar year 2014 Board Meeting schedule

Mr. Marsh presented a proposed schedule for meeting in the calendar year 2014.

After discussion, the following motion was made:

To approve the adoption of the CARTS Board of Directors 2014 Meeting schedule as presented.

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

Other items as presented for discussion / information

Mr. Marsh welcomed any items for discussion from Board members to be slated for future agendas and provided a full complement of all the CARTS schedule brochures for comment. He also noted the county schedules were under review and revision.

Mr. Marsh announced the upcoming transit conference being Southwest Transit Association, held in San Antonio from February 2nd – 5th, 2014.

Mr. Marsh also announced the new website would be going live within the next couple of weeks, www.ridecarts.com.

Adjournment and set next meeting date and location

Commissioner Hibler indicated the next meeting is scheduled for Thursday, January 30th, 2014 at 9:30 a.m.

The following motion was made:

To adjourn the November 21st, 2013 meeting and to set the next meeting date to Thursday, January 30th, 2014.

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

Executive Session: The CARTS Board may adjourn into Executive Session to consider any item listed on this agenda if a matter is raised that is appropriate for Executive Session discussion. An announcement will be made of the basis for the Executive Session discussion. The CARTS Board may also publicly discuss any item listed on the agenda for Executive Session.