

MEETING MINUTES
CARTS Board of Directors
Thursday, November 29, 2012

9:30 am

Board Members Present		Staff Present	
X	Present	X	Present
<u>X</u>	Commissioner Bubba Snowden, Bastrop County	<u>X</u>	David Marsh
<u>X</u>	Commissioner Paul Granberg, Blanco County	_____	Pearl Jackson
<u>X</u>	Commissioner Ronny Hibler, Burnet County	<u>X</u>	Lyle Nelson
_____	Commissioner Neto Madrigal, Caldwell County	<u>X</u>	Kristi Urkuski
<u>X</u>	Commissioner James Kubecka, Fayette County		
_____	Commissioner Debbie Ingalsbe, Hays County		
_____	Commissioner Linda Kovar, Lee County		
_____	Commissioner Margaret Gomez, Travis County		
_____	Commissioner Ron Morrison, Williamson County		
<u>X</u>	Edith Moreida, Travis County (Proxy)		

Guests
Laurie Moyer, City of San Marcos
Daniel Guerrero, Mayor of San Marcos

Call to Order

Commissioner Hibler affirmed a quorum and called the November 29, 2012 meeting of the CARTS Board of Directors to order at 9:30 am. Recorded absent were Commissioner Madrigal, Commissioner Ingalsbe, Commissioner Kovar and Commissioner Morrison.

The CARTS Board of Directors meeting was held at the City Hall in San Marcos. Each Commissioner introduced themselves and welcomed Commissioner Gary “Bubba” Snowden, who replaced Commissioner Vivian Dildy, to the board. Mr. Marsh said he would be more than happy to go visit with Commissioner Snowden and update him with CARTS business.

Mr. Marsh also thanked Mayor Guerrero and Laurie Moyer for hosting the meeting.

Consideration/Approval of Minutes from Board Meetings held Thursday, September 27th, 2012.

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, September 27th, 2012.

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

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 Granberg, second by Moreida; unanimously approved)

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

Mr. Marsh reviewed the November 29th, 2012, Contracts and Funding Summary Addendum. He provided an updated chart and discussed each open contract. He noted the contracts which will be closing and one with funding almost exhausted.

Report/Update regarding CARTS awards from TxDOT Annual Coordinated Call for Rural and Small Urban Public Transit Projects

Mr. Marsh announced results for three (3) projects submitted in December 2011. He presented information and a summary of the total statewide awards, including CARTS award with the Texas Transportation Commission taking final action on the Coordinated Call projects on August 30, 2012. Mr. Marsh presented a summary of the total statewide awards. He was happy to announce CARTS has two of the projects currently under contract; The Flatonia Station design, (engineering and environmental work) and the extension of Interurban services into Caldwell, Lee and Fayette counties. Mr. Marsh noted the funds for the VMC granted have not yet gone to contract.

Report/Update on CARTS CAMPO STP-MM awards for bus purchases

Mr. Marsh noted that all off the preliminary steps have been completed and grant authority is anticipated in September. He stated this project has not yet gone to contact and CARTS filed a request for TDCs to TxDOT PTN for the local share on the projects which was approved.

Report/Update regarding CARTS award from CAMPO 2012 call for JARC/NF projects

Mr. Marsh reported Capital Metro had informed us they will be executing PGA contracts in September 2012 for these projects and then we can proceed on project development. He noted that as of to-date, this has not occurred. Mr. Marsh was pleased to report that both CARTS projects; Bus Stop Shelters and Round Rock Interurban Express Route, were selected. Mr. Marsh also reported that funded under this call for projects was a highly important project jointly developed by CARTs and CapMetro to form an Office of Mobility Management of the region and to engage a planner to work specifically on rural projects for CARTS within the

CAMPO region and to develop projects that provide seamless connections between the respective districts of CARTS and Capital Metro.

Report/Update on CARTS awards from TxDOT application to the FTA State of Good Repair discretionary capital funding program for VMC Construction and Bus Purchases.

Mr. Marsh conveyed history from the last two meetings in regards to the CARTS VMC being the only facility project selected from the Texas statewide application. He was again happy to announce the funding was approved, but will not be released until environmental clearances are complete. Mr. Marsh explained the environmental consultants submitted necessary documents on September 17th and upon TxDOT's review, additional archeological investigation was necessary. He announced both vehicle and the VMC projects are delayed pending completion and review by TxDOT and FTA of the final environmental report. Mr. Marsh stated it will be after the first of the year before having contract authority on these projects.

Mr. Marsh also stated that CARTS was awarded \$746,000 for the purchase of 13 units, eight smaller vehicles and five buses, but the funds were not yet under contract.

Report/Update/Action on application to TxDOT for discretionary funding to mitigate financial impact to CARTS for the extension of rural service designations in Kyle, Georgetown and San Marcos UZA.

Mr. Marsh explained that CARTS filed an application to TxDOT on August 17th in the amount of \$885,486 in Census Impact funding to offset costs for continuing "rural" services using unexpended balance of 5311 federal transit funds from FY12 appropriations. He also explained the state funds would replace the federal funds agreed upon in advance to continue services in Kyle and Georgetown until August 31, 2013 and in San Marcos until February 28, 2013. He indicated the proposal had been fully funded by TxDOT.

Mr. Marsh stated Mayor Garver of Georgetown and City Council Member Kim Porterfield of San Marcos appeared before the Commission and expressed to the members the importance to their communities of the funds granted, and expressed his appreciation for their time and the gesture.

Report / Update regarding Vehicle Maintenance and Operations Center Design, Engineering and Master Planning Project

Mr. Marsh reported the archeological investigation was being performed with the consultant's scope having been amended on November 7th to incorporate the additional tasks needed to comply with the TxDOT review recommendation. Mr. Marsh also presented the scope of work involved for the new Commissioner's reference.

Mr. Marsh discussed on the preliminary Geotechnical report and the presence of a high water table, alluvial soils and clay of high plasticity. He enclosed the finalized report of October 25th and an excerpt for review.

Mr. Marsh stated the master plan of the entire site is largely complete with 7 distinct phases located on the site. He noted the anticipated spring 2013 bid process would reflect the final design and engineering and that the plan is to bid Phase 1 and 2A and all site work for the first set of construction documents. He included the site plans, a rendering of the SH71 entrance gate and a mock-up of the sign to be produced for the event for viewing.

After Mr. Marsh's presentation, several questions were brought up. Commissioner Granberg asked when the bid for the project would be awarded. Mr. Marsh anticipated the bid to go out in February or March with an award in May. Commissioner Hibler questioned how large the maintenance facility was projected to be and Mr. Lyle Nelson responded it would be six bays, and more than twice the current size which would serve a larger purpose over the next twenty years. Commissioner Snowden was curious as to the projected time frame for completion of all 7 phases and Mr. Marsh said he was unsure, but likely at least five years.

Report / Update regarding CARTS Medical Transportation Call Center Project, Round Rock

Mr. Marsh announced the opening of the Round Rock Medical Transportation Center (MTC) on December 5th. He indicated that this would be the beginning of improved service for our general transportation services by separating the medical transportation component. Mr. Marsh was enthusiastic about the changes in order to build back a customer service profile. He assured the Board this is a good investment making a higher use of the Round Rock facility and noted the project was 100% funded with MTP revenues.

Report/Update regarding ITS Phase 4 Project, Fixed Route Software, Real-time Bus Arrival

Mr. Marsh gave an update on the Mentor Streets Project status. He was pleased to say the project was progressing as planned with six vehicles having components installed as part of the pilot project. Mr. Marsh stated that overall, the project is on schedule and completion is anticipated by March 2013 with the new web site online April 1, 2013.

Report/Update on "Connecting to Communities" Project, a focused public outreach activity to solicit input from the public on CARTS services and to inform the public of services now provided or planned by CARTS.

Mr. Marsh set this project back to the spring of 2013. He discussed with the consulting team to delay rather than not have adequate staff resources to conduct the process as planned. He did note surveys would be conducted and presentations to small groups would begin.

Report/Update regarding CARTS Interurban Coach, Inc.

Mr. Marsh stated the finalization of the CARTS Interurban Coach, Inc. is in a holding pattern in anticipation of the FMSCA making an administrative change which would enable us to certify insurance compliance with our current insurance coverage as opposed to going through a separate company that would cost 2 ½ times our current coverage. Mr. Marsh mentioned the anticipated action has not occurred, so we remain in limbo as an interstate carrier.

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

Mr. Marsh included the MTP Activity Report and noted a continued decline in trips and contract revenue for the first two months of this fiscal year. He explained that a change in HHSC has made the billing process be an increase in labor required to process claims and has delayed our reimbursement times accordingly.

Consideration of actions in support of a community-based delivery system for non-emergency medical transportation services funded by the Medical Transportation Program of the Texas HHSC.

Mr. Marsh enclosed an excerpt of a “program update” issued October 8th discussing the changes in management at HHSC in regards to MTP contractors. Mr. Marsh expressed how a paced statewide public hearing process began October 29th allowing two minute hearings. Mr. Marsh suggested sending a letter on behalf of the Board to ask how to move forward with Option 4, as presented, he would compose the letter for Commissioners signatures. Commissioner Hibler suggested that Burnet County could do a resolution.

To provide the General Manager authority to compose a letter on behalf of the County Commissioners to move forward with Option 4: Regional Transportation Partnership.
(Moved by Moreida, second by Granberg; unanimously approved)

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

Mr. Marsh reported the RTCC has launched a number of activities and presented those activities. He was particularly interested in the TTI-led project facilitation of a meeting on regional coordination and unserved areas neither in CARTS or Metro’s service area.

Report/Update on the CARTS Rural-Urban Transit District and activities related to the designation of San Marcos as a UZA.

Mr. Marsh reviewed items from the last briefing and include a new wrinkle introduced by the FTA which has the potential to be a setback to our plans. He enclosed the city resolution from San Marcos that was acted on earlier, wherein they name CARTS as a direct recipient for FTA

funds in anticipation of beginning urban operations using FTA Section 5307 funds in March. He also presented documents affirming San Marcos as the designated recipient for Section 5307 funding with the FTA. Mr. Marsh explained these two items go hand in hand, with San Marcos as the designated recipient and CARTS as the direct recipient. He said this would enable the city to control the funds and allow CARTS to administer them as needed to support operations conducted in the City.

Mr. Marsh pointed out the wrinkle is the November 7th letter, which he enclosed, from FTA named San Marcos as the direct recipient, not the designated recipient. Mr. Marsh also noted that FTA has changed their designations and will now only name states as designated recipients and localities as direct recipients which leaves CARTS nowhere to stand. He explained that in order to proceed as planned, CARTS would have to be the direct recipient and the City would have to step aside from that designation. He believes we can address in the ILA a devise for our partnership.

Mr. Marsh stated CARTS had a meeting for the 27th with the City. He enclosed materials from a TxDOT statewide webinar held November 15th to try and establish the DOT's perspective and are instructive to the wrinkle the FTA has caused all small urban cities in Texas.

Mr. Marsh also noted the current Interlocal Agreement with the City of San Marcos will be extended for six months with no change and the City will provide CARTS \$50,000 in local funds to support those services.

Consideration / Adoption of Board Meeting calendar for 2013

Mr. Marsh proposed a 2013 calendar for meetings to occur on the last Thursday of each odd numbered month, plus adding an August meeting date for budget consideration and adoption.

Request approval of the 2013 Board Meeting Calendar

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

General Manager's Report: Outline of CARTS Projects for FY2013

Mr. Marsh discussed significant change confronting us this next year. Commissioner Hibler asked if there were adequate vehicles in each county. Mr. Marsh expressed how we were working to share assets and there will always be a need for buses. He stated the Medicaid fleet was worn out, but we can't invest in more until we know if the contract will extend past August 31, 2013. Commissioner Granberg recalled we had purchased some new MTP units recently, and Mr. Marsh agreed saying there were three new vehicles in, MV1s, and they were purpose built and durable vehicle, and that we had high hopes for as a replacement for low-floor minivans.

Other items as presented for discussion / information

Mr. Marsh enclosed materials regarding a request for an Attorney General Opinion regarding a public information request we received. He noted that as of this writing, no opinion was received.

Mr. Marsh advised of the future transit conferences:

- Southwest Transit Association Annual Conference, Little Rock, Arkansas, February 3-6, 2013
- Community Transportation EXPO 2013 in Albuquerque, New Mexico from June 2-7th 2013.

Adjournment and set next meeting date and location

Commissioner Hibler indicated that the next meeting is scheduled for January 31, 2013 at 9:30 am.

The following motion was made:

To adjourn the November 29, 2012 meeting and to set the next meeting date for January 31, 2013.

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

Executive Session: The Board may meet in closed session to consult with legal counsel regarding pending or contemplated litigation or a settlement offer or on a matter which CARTS' legal counsel determines should be confidential in accordance with Chapter 551 of the Texas Government Code. The CARTS Board may also consider any other matter posted on the agenda if there are issues that require consideration in Executive Session and the Board announces that the item will be considered during Executive Session.