

**MEETING MINUTES**  
**CARTS Board of Directors**  
**August 25, 2022, CARTS Board of Directors Web Conference Link**  
**Found at RideCARTS.com/about/board**  
**Thursday, August 25, 2022, 9:30 AM**  
**Lee Dildy Operations Center, 5300 Tucker Hill Lane**  
**Cedar Creek, Texas 78612**

| Board Members Present |   | Staff Present |   |
|-----------------------|---|---------------|---|
|                       | Present                                   |               | Present   |
| X                     | Commissioner Snowden, Bastrop County      | X             | Dave Marsh, General Manager                                   |
| X                     | Commissioner Granberg, Blanco County      | X             | Pearl Jackson, Assistant General Manager                      |
| X                     | Commissioner Wall, Burnet County          | X             | Lyle Nelson, Chief of Staff                                   |
| X                     | Commissioner Berckenhoff, Fayette County  | X             | Dana Platt, Community Outreach Director                       |
| X                     | Ruben Becerra, Hays County Judge          |               | Rachid Breir, Director of Operations                          |
| X                     | Commissioner Knobloch, Lee County         | X             | Jo Tucker, Finance Director                                   |
|                       | Margaret Gomez, Travis County             |               | Adrian Elliott, Director IT Services                          |
|                       | Michael Cooper, Williamson County (Proxy) |               | Ed Collins, CARTS Planning                                    |
|                       | Russ Boles, Williamson County             |               |   |
|                       | Commissioner Shelton, Caldwell County     |               | Guests  |
| X                     | David Salazar, Travis County (Proxy)      |               | Julie Mazur, OMM<br>Vanessa Owens, TxDOT<br>Amy Codgill, COSM |

**Call to Order**

Blanco County Commissioner, Paul Granberg (CARTS Chair) affirmed a quorum and called the August 25, 2022, meeting to order at 9:30 am.

Commissioners Snowden, Berckenhoff, Wall, Knobloch and Granberg were on-site at CARTS HQ, other Board members present attended by a TEAM’S remote connection.

**Consideration/Action regarding the Minutes of the Board Meeting held Thursday, July 28, 2022**

After discussion, the following motion was made:

*To approve the minutes as presented for the July 28, 2022, meeting of the CARTS Board of Directors.*  
*(Moved by Berckenhoff, second by Wall, unanimously approved)*

**Financial Reports**

The Agency Financial Report was given by Jo Tucker, Finance Director. After discussion, the following motion was made:

*To approve the financial reports as presented.*  
*(Moved by Wall, second by Knobloch, unanimously approved)*

**Contracts and Grants Summary Review: Discussion/ Action as Necessary**

Meeting Minutes  
CARTS Board of Directors  
August 25, 2022

Jo Tucker, CARTS Finance Director, provided an overview of all open contracts and grants as noted the agenda under this item.

**Consideration/Action regarding the adoption of CARTS FY23 Agency Budget. The budget materials are presented as follows:**

After a full discussion and review of the budget, the elements, and conditions of how it came to be defined and on the specifics of the revenues and expenditures outlined and providing additional information on the staffing authorized under this budget and any other details as requested by the Board, there were no amendments offered, and the following resolution was made:

*To authorize the adoption of the CARTS FY23 Annual Budget in the amount of \$13,457,473 effective September 1, 2022.  
(Moved Snowden, second by Berckenhoff, unanimously approved)*

**Consideration/Action regarding the adoption of schedule for CARTS Board meetings for FY23.**

Mr. Marsh presented the meeting Schedule for the next fiscal year.

After review, the following motion was made:

*To Adopt the Board Meeting Schedule for Fiscal Year 2023 as presented.  
(Moved by Knobloch, second by Wall, unanimously approved.)*

**Consideration/Action regarding the exercising a fifth-year option to Atchley and Associates for the Annual Report on CARTS Finances for Fiscal year 2022 and providing the General Manager or his designee authority to schedule and authorize the engagement.**

After reviewing the engagement letter Mr. Marsh requested from the firm for the Board's consideration for us to exercise another option year for the audit of the CARTS FY22 finances the following motion was made:

*To authorize the General Manager or his designee to exercise a fifth-year option to engage Atchley and Associates for the Annual Report on CARTS Finances for Fiscal year 2022 and to schedule and authorize the engagement.  
(Moved by Wall, second by Snowden, unanimously approved)*

**Consideration/Action regarding the renewal of the San Marcos Interlocal Agreement for Urban Transit Services for a one-year term beginning October 1, 2022.**

Mr. Marsh presented the ILA the City of San Marcos provided for the continuation of CARTS as the service provider for the San Marcos-Redwood Urbanized area. The agreement changes some reporting requirements and increases the cost per hour to \$85.32.

After discussion the following motion was made:

*To authorize the General Manager or his designee to renew and execute the PUBLIC TRANSIT SYSTEM INTERLOCAL AGREEMENT, ("the Agreement") with the City of San Marcos for an effective date of October 1, 2022, and to provide the General Manager or his designee the authority to negotiate on behalf of CARTS for any changes necessary for a timely renewal of the Agreement.*

*(Moved by Berckenhoff, second by Knobloch, unanimously approved.)*

**Consideration/Action regarding the renewal of the CapMetro contract per the Regional Mobility Agreement for transit services for a one-year term beginning October 1, 2022.**

Mr. Marsh explained that CapMetro provides the supplements for service authorized under this agreement for the continuation of CARTS as the service provider for the various services (990, 214, Georgetown Paratransit and Manor Pickup). There are service hour increases in both Georgetown and Manor service and the hourly rate has been increased to \$86. The underlying agreement is unchanged from the previous year, and we recommend renewal.

After review, the following motion was made:

*To authorize the General Manager or his designee to renew and execute the supplements for FY23 under the RMA ("the Agreement") with CapMetro for an effective date of October 1, 2022, and to provide the General Manager or his designee the authority to negotiate on behalf of CARTS for any changes necessary for a timely renewal of the Agreement.*

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

**Consideration/Action regarding the TXDOT Public Transportation Division dictates from its Compliance Department's required updates of the following six agency-adopted policies: ADA, Financial, EEO, Maintenance, Safety and Procurement. Pearl Jackson, Deputy GM**

Mr. Marsh reported that TxDOT PTN Compliance Department requires periodic updates to the following six agency-adopted policies: ADA, Financial, EEO, Maintenance, Safety and Procurement. These updates relate to changes made in program regulations or other factors that may require changes to existing policies. We are required to submit updates in order to remain in compliance for the upcoming FY23 fiscal year.

He stated that we have submitted updates which will be reviewed by the Compliance Department staff. The resolution we ask consideration of would provide us the authority to respond to any changes they may require during the review of the submitted policy amendments.

After discussion the following motion was made:

*To approve, pending the review and approval of the TXDOT Public Transportation Department, required updates to certain agency-adopted policies. The Board authorizes the General Manager or his designee to make any changes necessary to meet the dictates from the TxDOT PTN Compliance Department for required updates to the following six agency-adopted policies: ADA, Financial, EEO, Maintenance, Safety and Procurement and to submit to TxDOT any and all final documents necessary for adoption.*

*(Moved by Wall, second by Snowden, unanimously approved.)*

**Consideration/Action regarding the CARTS response to the findings from the Federal Transit Administration (FTA) Triennial Review of CARTS Urban District for San Marcos/Redwood Urbanized area for FFY2019 (October 2018-September 30, 2019). Lyle Nelson, Chief of Staff.**

Mr. Nelson reported at the last two Board meetings, that FTA has conducted a review of the CARTS program in the San Marcos Urbanized Area for the FFY2019. The review consisted of multiple questions in twenty-three (23) compliance areas and deficiencies were found in six (6) of those areas. One of those

Meeting Minutes  
CARTS Board of Directors  
August 25, 2022

deficiencies, Transit Asset Management, has already been closed.

A series of responses to those remaining deficiencies and actions to date is included in your background material. We will meet the September 17, 2022, deadline set by FTA.

After discussion the following motion was made:

*To approve the responses as presented to the FTA to address the and deficiencies found in six (6) of areas of the Triennial Review of the CARTS program in the San Marcos Urbanized Area for the FFY2019 and to authorize the General Manager or his designee to submit the responses and make any other accommodations the FTA may require to close the Triennial Review of CARTS program in the San Marcos Urbanized Area for the FFY2019.  
(Moved by Becerra, second by Knobloch, unanimously approved.)*

### **Report on Agency projects for FY2023**

Mr. Marsh gave an update/report on the projects for FY2023.

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

Mr. Marsh discussed that we are still having growing pains at the Eastside Bus Plaza, and we are working through each issue with Greyhound. He stated that they are committed to addressing our concerns. We will begin Phase 3 improvements to the facility to address the need for better signage and shelter provisions. We remain confident that we will smooth out all the problems, but it will take time.

### **Adjournment and set next meeting date and location**

The Board determined that the next scheduled meeting of the Board would be September 29, 2022, at the Lee Dildy Operations Complex located at 5300 Tucker Hill Ln, Cedar Creek, TX 78612 at 9:30am, or remotely dependent on conditions at that time.

The following motion was made:

*To adjourn the August 25, 2022, and set the next regular meeting for September 29, 2022, at the Lee Dildy Operations Complex located at 5300 Tucker Hill Ln, Cedar Creek, TX 78612 at 9:30am.  
(Moved by Berckenhoff, Knobloch second by, unanimously approved)*

*Executive Session: The 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 Board may also publicly discuss any item listed on the agenda.*