

MEETING MINUTES
CARTS Board of Directors
Thursday, August 30, 2018
9:30am

Board Members Present		Staff Present	
	Present		Present
	Commissioner Snowden, Bastrop County	X	David Marsh
X	Commissioner Granberg, Blanco County	X	Pearl Jackson
	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	X	Rachid Breir
	Commissioner Ingalsbe, Hays County	X	Ed Collins
X	Commissioner Moses, Caldwell County	Guests	
		Vanessa Owens, TxDOT	
		Julie Mazur, Office of Mobility Management	
		Oscar O'Hairell, City of San Marcos	

Call to Order

Councilmember Lisa Prewitt, City of San Marcos (CARTS Board Chair) affirmed a quorum and called the Thursday, August 30, 2018 meeting of the CARTS Board of Directors to order at 9:30am. Commissioner Snowden, Commissioner Wall and Commissioner Ingalsbe were not in attendance.

Consideration/Action regarding the Minutes of the Board Meeting held Friday, May 31, 2018

After discussion the following motion was made:

To approve the minutes as presented for the May 31, 2018 meeting of the CARTS Board of Directors.

(Moved by Granberg, 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 Knobloch, unanimously approved)

Consideration/Action regarding the adoption of CARTS FY19 Agency Budget

Mr. Marsh presented the following budget materials.

- 2019 Budget Highlights: A narrative explaining the budget parameters and plans.
- ALL SERVICES: A 1-page document that shows where the money goes to provide services by an hourly service cost allocation. This is an estimate, not a budget.
- The 2019 Annual Budget proposed for adoption.
- A side-by-side comparison of the FY18 budget and the FY19 budget.
- A Key to understanding how the adopted budget and the line items budgets that follow are connected.
- A 1-page version of the line item budget in 8-1/2 x 11 format and also in 11 x 17 format.
- A line item budget of the San Marcos Urbanized services in 8-1/2 x 11 format and also in 11 x 17 format.

After a review of the items and discussion the following motion was made:

*To authorize the adoption of the CARTS FY19 Annual Budget in the amount of \$22,840,665 effective September 1, 2018.
(Moved by Knobloch, second Moses, 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, 2018.

Mr. Marsh reported the renewal of the Interlocal Agreement (ILA) for Urban Service with the City of San Marcos is now under consideration and review by the City and requested authority to renew and execute the Agreement, and to negotiate on behalf of CARTS for any changes necessary for a timely renewal of the ILA.

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, 2018 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 Granberg, second Knobloch, unanimously approved)*

Consideration/Action regarding Phase 2 for the design, engineering and environmental investigation for the CARTS Eastside Bus Plaza project.

Mr. Marsh and Mr. Collins gave an update on the EBP and provided exhibits for the updates. In reference to the ACTION REQUESTED: Mr. Marsh and Mr. Collins reported that CARTS staff and MAS developed a detailed scope of work for Phase II activities (final architectural and engineering plans). Mr. Marsh issued a Notice to Proceed (enclosed) on June 8th on Phase 2 to be sure we met our critical timelines, but as the scope and costs changed somewhat from the original submittal the authorization of an updated budget for Phase II activities is brought to the Board for consideration and action. Mr. Marsh affirmed that the amendment has been vetted and approved by staff as reasonable and appropriate. After a review of the explanatory materials included in the background and discussion the following motion was made:

*To approve the amendments to the scope and budget for Phase 2 for the design, engineering and environmental investigation for the CARTS Eastside Bus Plaza project as recommended by staff.
(Moved by Knobloch, second Granberg, unanimously approved)*

Update on the THL Construction project. Derek Goodall, Director of Facility Development

Mr. Goodall briefed the Board on the progress of the THL project.

Update regarding the transfer of the Direct Recipient authority for FTA 5307 funding for the San Marcos/Redwood Urbanized Area from the CARTS District to the City of San Marcos, or its designee, and establishing a schedule for the transfer.

Mr. Marsh explained that the City has determined, after consultation with a consultant firm hired by them and Texas State University, to assume the Direct Recipient status effective October 1, 2019. They also have agreed to enter into a Phase 2 engagement with the consultant to guide their transition over this upcoming year. The stated goal is to integrate city transit services with the University-provided bus service.

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 CAMPO STP-MM funds approved for the construction of the East Side Bus Plaza.

Mr. Marsh reported at our last meeting the CARTS EBP project was selected for funding (\$3M) pursuant to the proposal submitted earlier this year. He indicated that we will be working through CAMPO and the Austin District of TxDOT to initiate those processes necessary to have the funds available to us to meet our construction schedule.

Report on Federal Transit Administration Fiscal Year 2016 Award for Bus and Bus Facility Projects to Capital Metro and CARTS.

Mr. Marsh informed the Board that we have completed the order for the thirty-five (35) cutaway buses authorized under this grant and conducted the initial factory visit to set up the order. Production of the units is underway with the first few units now coming in with the balance of the order set to be completed by the end of the calendar year.

The remaining heavy-duty buses authorized under this grant are subject to a joint procurement led by the Brazos Transit District. The procurement is complete and we will be ordering New Flyer buses in the coming weeks to complete this order.

Report on funds allocated to CARTS pursuant to the 2014 CAMPO Call for Projects for STP-MM funding.

Mr. Marsh stated the approvals through the FTA for the \$2.1M capital grant are now complete and in consultation with the City of San Marcos we will be ordering these buses in conjunction with the completed procurement outlined in the previous item.

Report on pending Interlocal Agreements previously authorized for execution.

ILA with the Capital Metropolitan Transit Authority regarding Plaza Saltillo Interim Terminal

Mr. Marsh reported at the last meeting our negotiations with the Parks and Recreation Department (PARD) of the City of Austin extended to six months with no firm agreement established. Since that time, we entered into conversations with CapMetro for that agency to take over the Plaza and cancel the agreement on the lease of that property that enables PARD to determine usage of the facility. CapMetro agreed and completed the steps necessary to effect this change. He reported that we have entered into an ILA with CapMetro in July that is enclosed and is in effect.

City of Bastrop, Public Transit Agreement

Mr. Marsh stated that this agreement has not yet come to the City Council for approval. The City of Bastrop is considering an ILA with CARTS for a Public Transit Agreement that will guide our development of services in that community and be the instrument for funding those services agreed upon. At the November meeting the Board provided me authorization to negotiate and execute an ILA for this purpose

Reports and Updates

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

Mr. Brier provided an update on San Marcos operations. Routine reports were included the background materials.

Update regarding the Round Rock Station disposition

Mr. Marsh updated the Board that On May 16th we filed a request for concurrence to TxDOT to initiate the disposition process for the Round Rock Station. We were directed to secure a more current appraisal and review appraisal which we have now done. We will be filing those documents and updating our request to TxDOT with the anticipated date of beginning the disposition process of October 1, 2018.

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

Mr. Nelson explained that there are no activities of the RTCC to report.

Report on Country Bus Initiative

Mr. Marsh reported on the Country Bus initiative we are planning to reinvigorate the reach and scope of the core business of providing seniors and others in the most rural areas of our District with access to medical, social, recreational and essential business locations locally. He indicated that we have made a commitment to rejuvenate the Country Bus services by focusing our outreach and marketing to people that need this service that are not aware of it, or how to use it. Also, with this will come a re-evaluation of all of our schedules for this service including available service hours and routing.

Other items as presented for discussion/information

Mr. Marsh announced the ease of ticketing has always been an obstacle on some of our routes, especially the GoGeo, THE BUS and Interurban Express services. He said that we are pleased to report that CARTS is working with HopThru, an electronic ticketing company that will address this. HopThru is a universal platform for mobile ticketing. Beginning in September passengers will be able to download the app HopThru on their mobile device and purchase a bus pass for all CARTS services,

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 September 27, 2018 at Tucker Hill Ln, Cedar Creek, TX 78612.

The following motion was made:

To adjourn the August 30, 2018 meeting and set the next meeting for September 27, 2018 at the Lee Dildy Operations Complex located at 5300 Tucker Hill Ln, Cedar Creek, TX 78612 at 9:30am.

(Moved by Moses, second by Knobloch, unanimously approved)