

MEETING MINUTES
CARTS Board of Directors
August 31, 2023. CARTS Board of Directors Web Conference Link
Found at RideCARTS.com/about/board
Thursday, August 31, 2023, 9:30 AM
Lee Dildy Operations Center, 5300 Tucker Hill Lane
Cedar Creek, Texas 78612

Board Members Present		Staff Present	
	Present		Present
	Commissioner Glass, Bastrop County	X	Dave Marsh, General Manager
	Commissioner Riley, Blanco County	X	Pearl Jackson, Assistant General Manager
X	Commissioner Wall, Burnet County	X	Ed Collins, CARTS Planning
X	Commissioner Berckenhoff, Fayette County	X	Dana Platt, Community Outreach Director
X	Commissioner Cohen, Hays County	X	Rachid Breir, Director of Operations
X	Commissioner Knobloch, Lee County	X	Jo Tucker, Finance Director
	Commissioner Gomez, Travis County		Adrian Elliott, Director IT Services
X	Commissioner Horne, Caldwell County		
	Commissioner Boles, Williamson County		
X	David Salazar, Travis County (Proxy)		
		Guests	
		Vanessa Owens, TxDOT	
		Jose Becerra, Travis County	
		Ricardo Rendon, Travis County	
		Amy Codgill, City of San Marcos	
		Julie Mazur, Katheryn Cromwell, OMM	

Call to Order

Lee County Commissioner, Steven Knobloch (CARTS Chair) affirmed a quorum and called the July 27, 2023, meeting to order at 9:30 am.

Commissioners Knobloch, Wall, and Berckenhoff 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 27, 2023

After discussion, the following motion was made:

*To approve the minutes as presented for the July 27, 2023, meeting of the CARTS Board of Directors.
 (Moved by Wall, second by Berckenhoff, 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 Berckenhoff, second by Wall, unanimously approved)*

Contracts and Grants Summary Review: Discussion/ Action as Necessary

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

Consideration/Action regarding the adoption of CARTS FY24 Agency Budget. The budget materials are presented as follows:

Mr. Marsh presented the budget, the elements, and conditions of how it came to be defined and the specifics of the revenues and expenditures outlined.

After that review and full discussion was complete to the satisfaction of the Board, and no amendments were offered, the following resolution was made:

*To authorize the adoption of the CARTS FY24 Annual Budget in the amount of \$12,935,103 effective September 1, 2023.
(Moved by Wall, second by Berckenhoff, unanimously approved)*

Consideration/Action regarding the adoption of schedule for CARTS Board meetings for FY24.

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

After review, the following motion was made:

*To Adopt the Board Meeting Schedule for Fiscal Year 2024 as presented.
(Moved by Berckenhoff, second by Wall, unanimously approved)*

Consideration/Action regarding the TXDOT required Certification of Signature Authority for the upcoming fiscal year.

Mr. Marsh stated that TXDOT requires that on an annual basis the governing Board certify that the named staff members noted on this form have signature authority for the specific functions they perform within the agency. He stated he, Ms. Jackson, Jo and Heather from the fiscal office are designated on the form along with the items that each have signature authority for.

After discussion, the following motion was made:

*To authorize the Board Chairman to certify the TXDOT Certification of Signature Authority as presented by staff.
(Moved by Berckenhoff, second by Wall, unanimously approved)*

Consideration/Action regarding the exercising an additional year option to Atchley and Associates for the Annual Report on CARTS Finances for Fiscal year 2023 and providing the General Manager or his designee authority to schedule and authorize the engagement.

Mr. Marsh stated the engagement letter, enclosed in the background, is from the firm for the Board's consideration for us to exercise another option year for the audit of the CARTS FY23 finances. We recommend exercising the option.

After discussion, the following motion was made:

To authorize the General Manager or his designee to exercise an additional year option to engage Atchley and Associates for the Annual Report on CARTS Finances for Fiscal year 2023 and to schedule and authorize the engagement.

(Moved by Berckenhoff, second by Wall, 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, 2023

Mr. Marsh announced that the City of San Marcos has provided an ILA 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 \$86.00. We recommend execution.

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, 2023, 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 Wall, second by Berckenhoff, 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, 2023.

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). The underlying agreement is unchanged from the previous year, and we recommend renewal.

After discussion, 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, 2023, 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 Wall, second by Berckenhoff, unanimously approved)

Report on Agency projects in FY2023

Mr. Marsh reported briefly on the following projects:

- a. Open the fourth CARTS *Now* service in Marble Falls-*completed*.
- b. Renovate the Smithville Station-*underway*.
- c. Launch a new website *underway*.
- d. Plan a railroad station in Flatonia-*stalled*.
- e. Complete a Transportation Development Plan to chart the next 5-20 years of CARTS services *completed*.
- f. Pilot the use of on-demand software for Country Bus services in Bastrop County-*underway*.
- g. Continue a Community Engagement effort that we began last year-*completed and ongoing*.
- h. Evaluate candidate sites for adding new CARTS *Now* services in our District-*underway*.
- i. Complete Phase 3A of the Eastside Bus Plaza to add amenities and modifications to accommodate the increase traffic resulting from intercity bus integration *underway*.

Adjournment and set next meeting date and location.

The Board determined that the next scheduled meeting of the Board would be September 28, 2023, 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 31, 2023, and set the next regular meeting for September 28, 2023, at the Lee Dildy Operations Complex located at 5300 Tucker Hill Ln, Cedar Creek, TX 78612 at 9:30am.

(Moved by Wall, second by Berckenhoff, 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.