

MEETING MINUTES
CARTS Board of Directors
Thursday, December 05, 2019
9:30am

Board Members Present		Staff Present	
	Present		Present
X	Commissioner Snowden, Bastrop County	X	Dave Marsh, General Manager
X	Commissioner Granberg, Blanco County		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
	Ruben Becerra, Hays County Judge	X	Rachid Breir, Director of Operations
X	Commissioner Knobloch, Lee County	X	Tammy Atkins, Chief Financial Officer
X	David Salazar, Travis County (Proxy)	X	Derek Goodall, Director of Facilities
	Michael Cooper, Williamson County (Proxy)	X	Ed Collins, Consultant
X	Commissioner Shelton, Caldwell County		Guests
			Mike McElhaney, Jackson McElhaney Architects
			Pete Binion, City of San Marcos
			Steve Pustelnyk, CTRMA
			Ken Cartwright, Cap Metro
			Tina Porter, Office of Mobility Management
			Julie Mazur, Office of Mobility Management

Call to Order

Blanco County Commissioner, Paul Granberg (CARTS Vice-Chair) affirmed a quorum and called the Thursday, December 5, 2019 meeting of the CARTS Board of Directors to order at 9:30am. Michael Cooper, Williamson County Proxy and Ruben Becerra, Hays County Judge were not in attendance.

Consideration/Action regarding the Minutes of the Board Meeting held Thursday, September 26, 2019

After discussion the following motion was made:

*To approve the minutes as presented for the September 26, 2019 meeting of the CARTS Board of Directors.
 (Moved by Shelton, second by Wall, unanimously approved)*

Election of Officers

A motion to approve the following slate of officers was made:

*To approve Paul Granberg, Blanco County Commissioner to Board Chair.
(Moved by Wall, second by Shelton, unanimously approved)*

*To approve Billy Wall, Burnet County Commissioner to Vice-Chair.
(Moved by Knobloch, second by Berckenhoff, unanimously approved)*

*To approve Harvey Berckenhoff, Fayette County Commissioner to 2nd Vice-Chair.
(Moved by Wall, second by Knobloch, unanimously approved)*

*To approve Donna Snowden, Bastrop County Commissioner to Secretary.
(Moved by Shelton, second by Knobloch, unanimously approved)*

Consideration/Action regarding the selection of a firm as the General Contractor for the construction of the Eastside Bus Plaza pursuant to the Request for Proposals (RFP) process ended November 15, 2019

After reviewing the three (3) proposals that were received on the due date of November 15, 2019 and the 5-person review team that met on November 19th and 22nd to score and rank the proposals based on the four (4) criteria's score sheet established in the RFP process the following resolution was made:

*To approve the selection of G. Hyatt Construction, Inc., as General Contractor for the Eastside Bus Plaza project, which company was the firm scoring highest on the review criteria established for the selection as determined by the review committee that scored all proposals, and to authorize staff and its consultants to conduct a value-engineering process with that firm to determine a final budget for the project. Further, it is understood that if CARTS is unable to reach agreement on a contract with the selected firm, it will enter-into negotiations with the firm ranked second highest in this process.
(Moved by Snowden, second by Shelton, unanimously approved)*

Adoption of an updated Capital Improvement Program for FY 20-22.

Mr. Marsh gave an update to this document to reflect current conditions and fund availability and projections. The basic changes reflect updates on costs and distribution of resources gained by the sale of the Round Rock Station. We distributed a portion of the RR funds to the EBP project and reduced the scope of the Bastrop project to align with the fund availability for that project. We kept the other two items in our CIP (State of Good Repair/Sustainable Station Project and Interurban Flag stop and Passenger Amenities Improvement Program) but did not identify funding for them.

After review, the Board approved the amended CIP as presented:

*To adopt the updated Capital Improvement Program for FY 20-22 as presented.
(Moved by Salazar, second by Wall, 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 Berckenhoff, second Shelton, unanimously approved)*

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.

Reports and Updates

Update on Eastside Bus Plaza project. Ed Collins, Project Manager

Mr. Collins on the gave an update on the progress of the Eastside Bus Plaza.

Discussion of TxDOT semi-annual Coordinated Call for Projects

Mr. Marsh explained every two years we have to apply for all of the discretionary services and grants that we depend on for keeping the system afloat and for moving new projects forward.

The discretionary fund that is critical to CARTS operations is the Interurban Coach services so that will be the priority item. Other projects under consideration are:

AMTRAK platforms, Flatonia and Taylor
Regional Planning FY21-26
Microtransit Pilots
Expand Operating Hours
Unfunded Capital Improvements on CIP 20-22
Public Outreach Initiative
Training for Certification for Vehicle Maintenance Technicians
Upgrade Scheduling Software

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

Derek Goodall, Director of Facility Development reported on the Operations and Administration building construction.

Update on Bastrop Station renovation and Elgin Station Construction, Derek Goodall, Director of Facility Development

Derek Goodall, Director of Facility Development reported on the Operations and Administration building construction.

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Update on the CARTS San Marcos Urban Operations.

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

Update regarding TxDOT ROW acquisition

Mr. Marsh stated that correspondence on the relocation of our retained assets is included in the background materials. He then discussed with the Board the schedule and direction of our activities planned pursuant to this correspondence.

Update on Pre-authorized Bus Procurements

Mr. Marsh reported that there is no activity under this item to report. All capital funds for rolling stock have been obligated and buses are under production.

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

Mr. Nelson provided a brief report on the Regional Transportation Coordination Council (RTCC).

General Managers Report: Microtransit Pilots in the CARTS District

Mr. Marsh reported on the plans for the new Microtransit pilots in the CARTS District.

Other items as presented for discussion/information

Mr. Marsh mentioned the opportunity to appear before the East Williamson County Collaborative meeting and found it to be a productive discussion and foundation of adding and enhancing services in the remaining rural parts of Williamson County. He also mentioned that he met with representatives from the City and Chamber of Commerce from Taylor the day prior and discussed plans for improving mobility in Taylor.

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 December 5, 2019 at the Lee Dildy Operations Complex located at 5300 Tucker Hill Ln, Cedar Creek, TX 78612 at 9:30am.

The following motion was made:

*To adjourn the December 5, 2019 meeting and set the next meeting for January 31, 2019 at the Lee Dildy Operations Complex located at 5300 Tucker Hill Ln, Cedar Creek, TX 78612 at 9:30am. Staff to confirm with Commissioners Granberg, Snowden and Shelton of amended date.
(Moved by Shelton, second by Wall, unanimously approved)*