

MEETING MINUTES
CARTS Board of Directors
Thursday, January 25, 2018
9:30am

Board Members Present		Staff Present	
	Present		Present
X	Commissioner Snowden, Bastrop County	X	David Marsh
X	Commissioner Granberg, Blanco County	X	Pearl Jackson
X	Commissioner Wall, Burnet County	X	Lyle Nelson
X	Commissioner Knobloch, Lee County	X	Dana Platt
	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	
		Oscar Hairell, City of San Marcos	
		Vanessa Owens, TxDOT	
		Michelle Meaux, CMTA	

Call to Order

Councilmember Lisa Prewitt, City of San Marcos (CARTS Board Chair) affirmed a quorum and called the Thursday, January 25, 2018 meeting of the CARTS Board of Directors to order at 9:30am. Commissioner Berckenhoff and Commissioner Ingalsbe were not in attendance.

Consideration/Action regarding the Minutes of the Board Meeting held Friday, November 30, 2017

After discussion the following motion was made:

*To approve the minutes as presented for the November 30, 2017 meeting of the CARTS Board of Directors.
 (Moved by Snowden, second by Granberg, 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 Wall, second Snowden, unanimously approved)*

Report/Update regarding the sale of real property located at 2010 E 6th St Austin, Texas 78702 pursuant to bid process ended June 1, 2016.

Mr. Marsh gave an update on the on the relocation to Tucker Hill Lane and said all employees formerly at 2010 are now located at the Tucker Hill facility in the two (2) portables, with the exception of our employee who manages the Austin terminal operations for the Interurban routes. He reported that the Interim event trailer is being used as the temporary Austin station located at Plaza Saltillo. Mr. Marsh stated that on the last weekend of the year after we had moved out, we returned and salvaged a number of items from the building (doors, ceiling fans, fence panels, gate motors, security cameras) that we have stored for re-use in future projects. Also, that the building was demolished on January 18-19 and we are scheduled for the 22nd to have a crew on-site to salvage what is left of the 100-year beams we originally salvaged in 1991 from the Cotton Seed warehouse that was formerly on the site. These beams will be re-used in our Eastside Bus Plaza project.

Update on the design, engineering and environmental investigation for the CARTS Eastside Bus Plaza project. Presentation by McCann-Adams Studio, Jana McCann.

Mr. Marsh stated that we have executed contract documents for this project with the selected firm, McCann-Adams Studio (MAS) and kicked off the work meeting with the prime and all of the sub-contractors on November 8th.

He reported that MAS has assembled an excellent team and the work will progress in two (2) phases, Pre-development and Implementation. The former will include all environmental research, preliminary site planning—both civil and architectural, coordination with city departments and stakeholders and neighborhood representatives. Implementation will proceed only if we are successful in Phase 1.

Jana McCann from McCann-Adams studio gave a progress report to the Board and an overview of the Eastside Bus Plaza project.

Updates regarding pending Interlocal Agreements previously authorized for execution

City of Austin. Plaza Saltillo Interim Terminal

Mr. Marsh explained that in order to secure ticketing and terminal facilities on an interim basis on this site, The City Department managing Plaza Saltillo, Parks and Recreation (PARD), requires that we enter into an ILA for that use. He reported that at the November meeting the Board provided authorization to negotiate and execute an ILA for this purpose. Progress on working through that process with the City has stalled over the holidays and while we were scheduled to engage with the PARD staff again on a meeting scheduled for January 22nd it was cancelled by PARD.

City of Bastrop, Public Transit Agreement.

Mr. Marsh explained that 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. He said that at the November meeting the Board provided

authorization to negotiate and execute an ILA for this purpose. Scheduling conflicts at the City Council have prevented formal action during December but the ILA has been agreed upon and will be set for adoption soon.

City of San Marcos, Public Transit Agreement

Mr. Marsh stated that the City Council of San Marcos approved the Public Transit Agreement for FY18 at their November 8, 2017 meeting. It was executed on January 3, 2018 for an effective date of October 1, 2017. He indicated that a copy of the ILA is enclosed in the background.

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

Consideration/Action regarding CARTS submittal to CAMPO for STP-MM funds for the construction of the East Side Bus Plaza.

Mr. Marsh explained that CAMPO is doing its periodic distribution of STP-MM funding. The last call for projects was in 2014. This call is for projects is for anticipated revenues to the region for the 2019-2022 Federal fiscal years. He reported that the due date for applications was moved up from February to January so we were unable to bring this application to the Board before filing it. He indicated that the proposal submitted requests construction funds for the Eastside Bus Plaza project in the amount of \$3M.

After discussion the following motion was made:

*To approve the submission to CAMPO for STP-MM funding for FY2019 to construct the Eastside Bus Plaza per the staff recommendations presented.
(Moved by Wall, second by Knobloch, unanimously approved)*

Consideration/Action regarding CARTS submittal to TxDOT for the Bi-annual Coordinated Call for Projects.

Mr. Marsh explained that CARTS will file application to TxDOT for the continuation of its Interurban Coach bus operations and for funds to complete the finish-out of its Tucker Hill Lane construction project, and we will re-submit the application filed in 2015 for funding to construct the Elgin Station. The Interurban request will be the same as past years for operations in the amount of approximately \$710,000. We will not be requesting any bus capital.

The finish-out of the THL complex will include furniture and other equipment, and other costs that can contribute to its completion. That request amount is not yet determined. The Elgin Station project is \$1M.

After viewing the preliminary project listing the following motion was made:

To approve the submission to TxDOT the staff recommendations presented for up to three (3) projects as identified on the preliminary project listing for CARTS projects to be submitted in response to the TxDOT Bi-Annual Coordinated Call for Rural and Small Urban Public Transit Projects.

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

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

Mr. Marsh reviewed with the Board that a collaborative Grant proposal presented to the Federal Transit Administration (FTA) was approved in September 2016 for the procurements of buses as reported in November CapMetro has issued the PGA and we are now authorized to begin procurement of the 32 buses authorized under this grant.

He reported that staff had completed the preliminary order of buses with Creative Bus Sales that can be procured through the Texas Smart Buy Cooperative purchasing program. This program streamlines procurement and is accepted by TxDOT and the FTA procurement guidelines.

He indicated that only cutaway buses are offered through this program so we programmed 32 of this type of bus for purchase under the CMTA 5339 funds. Larger buses authorized under this grant will be procured by bids or open options from other transit properties.

He reported that we have a severe need for buses for our Interurban fleet so we have requested an amendment to purchase smaller buses to speed delivery and increase the quantity of the total number of buses to be purchased from 32 to 38, reducing large buses from 9 to 6, increasing cutaway buses from 23 to 32. He reviewed the order with the Board indicating the buses ordered for each of the services provided by CARTS.

He reported that we also have 3 buses authorized under other TxDOT grants included in this order.

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

Mr. Marsh reported that in November, the Austin District of TxDOT has begun those processes necessary to transfer those funds to the Federal Transit Administration from the Federal Highway Administration, the first and essential step in moving the funds to us for use. He indicated that the letter referenced was enclosed in the background.

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

Mr. Marsh stated that the Federal Transit Administration has scheduled our second Triennial Review. This review is an intensive financial and operational audit of our San Marcos Urbanized Area activities from FFY 15 through FFY17. He reported that initial submittals are required of us by January 31, 2018 with the on-site review to be conducted in July. He reported that last week we had our triennial review consultant in to prepare and discuss with staff the current status of compliance

and to advise us on preparation for a successful review, and that Mr. Nelson, Ms. Jackson and Ms. Atkins all attended a 2-day FTA-sponsored Triennial Review training session earlier this month.

Afterwards, Mr. Breir reported on San Marcos Transit operations, and reviewed the routine operations reports included the background materials.

Report/Update regarding a Mutual Use Agreement with TxDOT for use of property located at Cesar Chavez and 5th for the CARTS Urban Terminal/ Eastside Bus Plaza.

Mr. Marsh updated the Board that we have completed the survey and geotechnical investigation on the site and have identified a 4.8-acre tract that we will be working with TxDOT to set our official bounds for the project and our continuing control of same.

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

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

Other items as presented for discussion/information

There were no other items listed to present.

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 March 29, 2018 at Tucker Hill Ln, Cedar Creek, TX 78612.

The following motion was made:

*To adjourn the January 25, 2018 meeting and set the next meeting for March 29, 2018 at the Lee Dildy Operations Complex located at 5300 Tucker Hill Ln, Cedar Creek, TX 78612 at 9:30am.
(Moved by Granberg, second by Knobloch, unanimously approved)*