

MEETING MINUTES
CARTS Board of Directors
Thursday, January 26, 2017
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
X	Commissioner Berckenhoff, Fayette County	X	Tammy Atkins
X	Edith Moreida, Travis County (Proxy)	X	Derek Goodall
X	Lisa Prewitt, City of San Marcos		
X	Commissioner Ingalsbe, Hays County		
X	Commissioner Moses, Caldwell County		
		Guests	
		Vanessa Owens, TxDOT	
		Pete Binion, City of San Marcos	
		Michelle Meaux, Office of Mobility Management	

Call to Order

Lisa Prewitt, Council member City of San Marcos (CARTS Chair), affirmed a quorum and called the Thursday, January 26, 2017 meeting of the CARTS Board of Directors to order at 9:30am. The Board welcomed two new members, Commissioner Moses from Caldwell County and Commissioner Wall from Burnet County.

Consideration/Action regarding the Minutes of Board Meeting held on Thursday, September 29, 2016.

After discussion the following motion was made:

To approve the minutes as presented for the November 17, 2016 meeting of the CARTS Board of Directors.

(Moved by Ingalsbe, second by Moreida, 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 Moreida, second Snowden, unanimously approved)

Consideration/Action regarding the adoption of an agency plan to ensure compliance with the TxDOT Business Partners Ethics program.

Mr. Marsh explained the CARTS Internal Compliance Program and Code of Conduct as related to ensure compliance with the TxDOT Business Partners Ethics program. After review and discussion the following motion was made:

To approve the adoption of the agency plan as presented to ensure compliance with the TxDOT Business Partners Ethics program and to affirm that the Board and staff will receive periodic training on the ethics program as required under the directive.

(Moved by Ingalsbe, second by Granberg)

Consideration /Action on an Interlocal Agreement with the City of Round Rock for the CARTS use of transit terminal facilities owned by the City.

Mr. Marsh explained that City of Round Rock has agreed to provide CARTS rent-free use of the Intermodal terminal they built several years ago. CARTS will be responsible for the utilities. After discussion the following motion was made:

To approve CARTS entering into an ILA with the City of Round Rock for space for its Bus Station operations in that city, and to authorize the General Manager to finalize and execute the agreement.

(Moved by Moreida, second Knobloch, unanimously approved)

Consideration /Action on the amendment of the Interlocal Agreement with the City of Marble Falls for use of city-owned train depot changing the term of the Agreement to coincide with the Depot opening.

Mr. Marsh reviewed the ILA agreement with the City of Marble Falls and explained that it needed to be updated to March 1, 2017 since it had not been previously occupied. He announced that the Grand Opening of the Marble Falls Depot was a success and that we had a lot of support from the community at the opening. After discussion, the following motion was made:

To approve CARTS entering into an ILA with the City of Marble Falls for space for its Bus Station operations in that city, and to authorize the General Manager to finalize and execute the agreement.

(Moved by Ingalsbe, second Berckenhoff, unanimously approved)

Consideration/Action regarding entering into Memorandum of Agreement (MOA) regarding a regional Park and Ride Initiative with CAMPO, CapMetro, the Central Texas Regional Mobility Authority, and the TxDOT Austin District.

Mr. Marsh explained that CAMPO, CapMetro and the CTRMA entered into a MOA in August 2016 to plan Park-n-Ride facilities primarily on tolled facilities. At the suggestion of CAMPO Chairman Conley they have invited CARTS and the Austin District Office of TxDOT to be party to the Agreement to promote broader coordination of the planning.

After discussion, the following motion was made:

To approve CARTS entering into an MOA for the regional Park-n-Ride Initiative with CAMPO, CapMetro, the Central Texas Regional Mobility Authority, and the TxDOT Austin District, and to authorize the General Manager to finalize and execute the agreement.
(Moved by Granberg, second Wall, Moreida abstained, passed 8-0-1))

Report 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 reviewed the sale of the HQ that closed on November 30, 2016, explaining that CARTS has a leaseback of the property beginning on December 1, 2016 and ending on December 31, 2017. He explained that the cash proceeds of the sale (\$5,179,234.11) have been converted to two (2) Certificates of Deposit, one in the amount of \$2.2M and another in the amount of \$2.0M, with \$979,234 put into a savings account for expenses related to the Urban Terminal Project. He indicated that there was a \$175,000 bid guarantee to bring the total cash proceeds from the closing statement to the amount listed above. He explained that under the final agreement with TxDOT and the FTA that the proceeds are divided with CARTS receiving 44.16% of the proceeds for its local contributions with the remaining 55.84% reserved for investment in eligible capital projects. He mentioned the final proceeds amount is still being calculated and will be adjusted to reflect the out of pocket expenses incurred in the sale, and that they will adjust the net proceeds to each of those 2 funds. He then reviewed the closing statement with the Board.

Report regarding the award of a construction contract to STR Constructors. LTD for the completion of Tucker Hill Lane campus construction masterplan pursuant to the Request for Proposals (RFP) process ended November 10, 2016, and take action on the adoption of a budget for the project.

Derek Goodall, CARTS Director of Facilities gave an overview of the budget for the completion of the THL Complex and after discussion, the following motion was made:

To approve the budget for the THL Complex of \$10,584,801 including a \$784,801 transfer from the capital reinvestment fund HQ sale proceeds.
(Moved by Ingalsbe, second Snowden, 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.

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

Mr. Marsh reported that the FTA grant funds have yet to post and currently the timeline is not set on when we will receive the funds.

Update regarding funds allocated to CARTS pursuant to the TIGER grant awarded to the Texas DOT.

Mr. Marsh gave an update that this grant was approved for obligation on January 6, 2017 and CARTS filed a Deed of Trust on its Tucker Hill Lane property and once that is complete TxDOT will fund the grant.

Reports and Updates

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

Lyle Nelson, CARTS Chief of Staff gave an update on the San Marcos Transit Operations and routine reports were included in the background information.

Dana Platt gave an overview of the launch of the new roll out of THE BUS and marketing campaigns. A report was provided with all outreach efforts, media outlets, social media statistics, events etc.

Update on the design, engineering and environmental investigation for the CARTS Elgin Station project.

Mr. Marsh announced the Elgin design project is complete. We will be working on securing funds for its construction in this coming year with the anticipation of beginning the project in FY18.

Report/Update regarding entering into a Mutual Use Agreement with TxDOT for use of property located at Cesar Chavez and 5th for the CARTS Urban Terminal project and report on the preliminary planning and project coordination completed to-date.

Mr. Marsh stated this project has moved along well, with a second round of coordination meetings with all entities (City of Austin, CapMetro and TxDOT Austin District) and we are now at the final preliminary design approval stage in which we will submit the current conceptual design to TxDOT and in order to finalize the Agreement. Once that is done, we will begin project development and issue an RFQ for the professional services needed. Until that time we will continue with our interim team of consultants that is working on the pre-development work necessary.

Update regarding award pursuant to FTA 5307 contract TX-95-X090-00 of a bus contract for the purchase of three (3) 40' transit buses to Nova Bus using options provided by the Capital Metropolitan Transit Authority for express services operated by CARTS into the San Marcos Urban District.

Mr. Marsh explained that these buses were delivered at the end of December and are at the VMC getting make-ready. They should enter service in March.

Update regarding 2014 award from CAMPO for \$2.1M of STP-MM funds for rolling stock.

Mr. Marsh stated that there is still no progress on this. We continue to work with the Austin District of TxDOT and CAMPO to move the release of these funds up to this fiscal year.

We are working to have the funds granted to us in 2014 obligated for our use. We deem it critical at this point as we are trying to consolidate all of our capital for the joint procurements that we anticipate we can complete with Capital Metro in coordination with the grant funds as noted in Item 5A.

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

Mr. Nelson provided information on this group's activities in the background. The Regional Transportation Coordination Council (RTCC) through CAMPO, conducts outreach focused on soliciting comments from the public throughout the defined region. These public outreach sessions place special emphasis on the needs of senior adults, people with disabilities and lower income residents. This round of outreach sessions began in Marble Falls this past Monday and will end in Giddings on February 8th. A complete listing of the outreach sessions are in your background material.

The next meeting of the RTCC is scheduled for February 14th. This will be a special called meeting to discuss information, input and suggestions garnered from therefore mentioned public outreach meetings. Also slated for the meeting is final discussion relative to the update of the Regional Coordination Plan prior to approval and presentation to TxDOT. Agendas were provided in background materials.

Other items as presented for discussion/information

Mr. Marsh asked the Board if the enclosed the SAVE THE DATE notice for the Groundbreaking ceremony at THL was acceptable. The Board accepted the date and he mentioned invites would be going out in the following weeks.

Mr. Marsh welcomed two new Board members appointed from Burnet and Caldwell counties to fill our current vacancies. Commissioner Billy Wall, Burnet County, Precinct 3 and Commissioner Eddie Moses, Caldwell County, Precinct 2 and remaining vacant is Williamson County which has not yet made its appointment. We will be sending out letters for re-appointments of all other members for an effective date of March 2017 (except Travis County as they have already taken action).

Mr. Marsh reviewed the discussion at the last meeting, when he requested that staff brief the Board on the effects of the Electronic Grant process instituted by TxDOT for all of our FY17 grant funds. The new process has created delays in the obligation of funds to CARTS that unless corrected could jeopardize our financial standing.

Mr. Marsh reported that we have subsequently had several exchanges and two meetings with TxDOT officials but though we have yet to find a definite solution to the problem, they have assured us they are committed to assisting us within the framework available to them.

Adjournment and set next meeting date and location

Meeting Minutes
CARTS Board of Directors
January 26, 2017

After discussion, the Board determined that the next scheduled meeting of the board per our adopted schedule would be March 30, 2017.

The following motion was made:

*To adjourn the January 26th meeting and set the next meeting for March 30, 2017 at the CARTS Headquarters located at 2010 E. 6th St, Austin, TX 78602 at 9:30am.
(Moved by Berckenhoff, second by Moreida, unanimously approved)*