

MEETING MINUTES
CARTS Board of Directors
January 27, 2022, CARTS Board of Directors Web Conference Link
Found at RideCARTS.com/about/board
Thursday, January 27, 2022, 9:30 AM
Lee Dildy Operations Center, 5300 Tucker Hill Lane
Cedar Creek, Texas 78612

Board Members Present		Staff Present	
	Present		Present
	Commissioner Snowden, Bastrop County	X	Dave Marsh, General Manager
X	Commissioner Granberg, Blanco County	X	Pearl Jackson, Assistant General Manager
X	Commissioner Wall, Burnet County		Lyle Nelson, Chief of Staff
X	Commissioner Berckenhoff, Fayette County	X	Dana Platt, Community Outreach Director
X	Ruben Becerra, Hays County Judge	X	Rachid Breir, Director of Operations
X	Commissioner Knobloch, Lee County	X	Jo Tucker, Finance Director
	Margaret Gomez, Travis County	X	Derek Goodall, Director of Facilities
X	Michael Cooper, Williamson County (Proxy)		Adrian Elliott, Director IT Services
	Russ Boles, Williamson County	X	Ed Collins, CARTS Planning
X	Commissioner Shelton, Caldwell County		Guests
X	David Salazar, Travis County (Proxy)		Ricardo Rendon, Travis County

Call to Order

Blanco County Commissioner, Paul Granberg (CARTS Chair) affirmed a quorum and called the November 18, 2021, meeting to order at 9:32 am.

Commissioners Knobloch, Wall, and Granberg 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, November 18, 2021.

After discussion, the following motion was made:

*To approve the minutes as presented for the November 18, 2021, meeting of the CARTS Board of Directors.
 (Moved by Knobloch, second by Shelton, unanimously approved)*

Consideration/Action regarding the selection of a firm pursuant to CARTS RFP # 2021-138-TDP for the Project “Connecting People and Communities in the CARTS District” to develop a Transportation Development Plan (TDP) to guide the implementation of CARTS services for the time period 2023-2027.

Mr. Collins, Project Manager, reported on the Transportation Development Planning project and the results from the RFP submissions. Mr. Collins reviewed the three proposals that were received on January 7, 2022,

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from the KFH Group, Kimley-Horn and Associates, Inc., and Cambridge Systematics, Inc. He presented the evaluation scoring summary, and the KFH Group was recommended as the most qualified firm for the board to consider authorizing the General Manager to initiate a negotiation for professional services for the development of the TDP.

After discussion, the following motion was made:

*Based on the evaluation of the proposals received for CARTS RFP-2021-138-TDP "Connecting People and Communities in the CARTS District" the Board hereby authorizes the General Manager or his designate to negotiate with the proposer scoring highest on this evaluation and to enter into a contract to complete the project and failing that to open negotiations for the same end with the proposer scoring second highest in the evaluation.
(Moved by Salazar, second by Knobloch, unanimously approved)*

Consideration/Action regarding the selection of a firm pursuant to CARTS RFP # 2021-137-TAC for the Project "CARTS Acquisition and Deployment of Door and Gate Access Control Technology."

Mr. Marsh made the following report: He stated that on November 9, 2021 CARTS published an RFP for technical services for the project "CARTS Acquisition and Deployment of Door and Gate Access Control Technology." A pre-proposal meeting was held on November 23rd in which we provided an opportunity to provide a brief overview of the project and subsequently provided information on the CARTS website on responses to questions and inquiries from consultants interested in submitting proposals. In addition, we conducted a complete tour of all the facilities for the contractors on December 7th, 8th and 9th that was attended by technical staff from each proposer. We received three proposals from two firms and all proposals received exceeded the currently budgeted funds for this project, but we will prioritize specific locations and scale the deployment to fit with the funding now in place, and add services to the contract as additional funds are secured.

After discussion, the following motion was made:

Based on the evaluation of the proposals received for CARTS RFP-2021-137-AC for the Project "CARTS Acquisition and Deployment of Door and Gate Access Control Technology." the Board hereby authorizes the General Manager or his designate to negotiate with the proposer scoring highest on this evaluation and to enter into a contract to complete the project to the extent feasible under the financial constraints for the project.

Consideration/Action regarding the renewal of an Interlocal Agreement with the City of Round Rock for the use of space for terminal operations in that City.

Mr. Marsh explained that it was time to review the ILA with the City of Round Rock for the facility usage agreement to share the bus terminal operations. There was one adjustment from the 2017 version, which removes the requirement for CARTS to be responsible for payment of associated utilities.

After reviewing the draft ILA, the following motion was made:

*To authorize the General Manager to complete any final negotiations to the terms of the agreement that are presented by the City and to execute and renew the ILA with the City of Round Rock for the use of space for terminal operations in that City.
(Moved by Shelton, second by Knobloch, unanimously approved)*

Consideration/Action regarding the amendment of the Interlocal Agreement with CapMetro concerning construction funding and joint use agreements for the Eastside Bus Plaza.

Mr. Marsh stated that the ILA entered into in 2019 with Cap Metro for each entity's responsibilities for operations and maintenance of the Eastside Bus Plaza facility needs to be reviewed after being in operation for some time now. He reported that he has initial meetings set up and would bring a revised version for the Board to review at the March meeting.

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 Knobloch, second by Shelton, 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 the agenda under this item.

Reports and Updates

Report on Coordinated Call Projects for FY23

Mr. Marsh outlined the Public Transportation Division of TXDOT opportunities to apply for discretionary projects. He reported that the following is a list of potential projects we have developed and will submit applications for.

1. Flatonia AMTRAK connection: Planning
2. Taylor AMTRAK improvements: Capital
3. Smithville Station rehab: capital
4. Operating Assistance for Microtransit services and service hours expansion
5. Update CARTS Website

Community Engagement Report, "Getting to Know CARTS."

Dana Platt, Community Engagement Director, briefed the Board on the status of the engagement process and enclosed a number of documents related to this activity. Haley Partin of CD&P joined the discussion via TEAMS.

Update on current Planning Projects

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Mr. Marsh stated that TXDOT Public Transportation offers planning assistance for smaller projects using a consultant team they have under contract and that we have requested assistance for two projects, both related to our microtransit initiatives:

1. To do a case study and review of the launch of microtransit in the CARTS District for the evaluation of its performance and the potential replicability of the project in other transit districts.
2. To evaluate strategies for the improvement and potential changes in the CARTS Country Bus operations and the effect the microtransit services may have on the profile for Country Bus services in the CARTS District.

He reported that we met with the consultant team and TXDOT staff on November 17th to begin the project but have deferred beginning it until we have more time.

Update on the CARTS San Marcos Urban Operations, Rachid Breir, Director of Operations

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

Construction Updates, Derek Goodall, Director of Facility Development

Derek Goodall, Director of Facility Development, reported on the Eastside Bus Plaza and Elgin Station, construction updates.

Report of activities of the RTCC, Lyle Nelson, Chief of Staff

Mr. Nelson reported on the activities Regional Transit Coordination Committee (RTCC).

Update on Pre-authorized Bus Procurements and consideration of Alternative Vehicles purchase using unrestricted capital reserves, Action Requested.

Mr. Marsh stated the last two (2) buses we have on order are due for delivery this month. One has arrived, the other is held back for an issue to resolved by Cummins Diesel. These 2 units are 32-foot transit coaches for the San Marcos fixed route operations. He mentioned you may recall that this order was initially issued in 2019 and we had to cancel the contract for non-performance by the vendor and re-issue the order to a different bus manufacturer. This represents our last open item under the Section 5307 grants that we administered on behalf of the City of San Marcos in our roles as the designated recipient from 2013-October 2019.

General Manager's Report: Greyhound Lines, Inc. (GLI) and its Austin Terminal Operations.

Mr. Marsh reported that Greyhound Lines, Inc. has asked that we consider becoming their terminal agent for the Austin Greyhound terminal operations and that we lease slips for their use at the EBP.

A sample contract agreement was included in the Board package. He mentioned that this is an open negotiation and I have not committed us to anything and the obstacles to undertaking this responsibility are many, but the benefits are significant with regards to our Interurban services and the addition of additional services to our facility.

Other items as presented for discussion/information

Mr. Marsh said he delayed listing the item for election of officers until the March meeting as this is such a full agenda.

Mr. Marsh reported that Chairman Granberg was contacted by email by an individual that questioned the legality of Mr. Nelson working for CARTS while engaged in a primary election for elective office. After conferring with Commissioner Granberg he requested a legal opinion from our General Counsel with regards to this subject, which is enclosed in your background.

Mr. Marsh reported that CARTS was subject to one more Triennial Review by the FTA. Effective October 1, 2019, CARTS was no longer a Direct Recipient to FTA 5307 funds. However, CARTS is the responsible party for FY2019. Staff is currently assembling the twenty-three (23) review areas required in the Recipient Information Request (RIR) for that single year of service. The City of San Marcos will be responsible for subsequent years.

Lastly, Mr. Marsh explained that we are working with a group interested in establishing a through service route from Austin to San Antonio. Thoughts are to extend our current Route 1517 from San Marcos to New Braunfels and San Antonio. All four transit agencies (CapMetro, CARTS, Alamo Rural Transit and Via Metropolitan transit) are involved, and the collaboration has been a natural and pleasant circumstance. Much remains to be decided but we had a third meeting and the Chairman of the Texas Transportation Commission, and his head staff attended and listened with interest to our conceptual plan.

Adjournment and set next meeting date and location

The Board determined that the next scheduled meeting of the Board would be March 31, 2022, 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 January 27, 2022, and set the next regular meeting for March 31, 2022, at the Lee Dildy Operations Complex located at 5300 Tucker Hill Ln, Cedar Creek, TX 78612 at 9:30am.

(Moved by Knobloch, second by Shelton, 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.