

MEETING MINUTES
CARTS Board of Directors
July 27, 2023, CARTS Board of Directors Web Conference Link
Found at RideCARTS.com/about/board
Thursday, July 27, 2023, 9:30 AM
Lee Dildy Operations Center, 5300 Tucker Hill Lane
Cedar Creek, Texas 78612

Board Members Present		Staff Present	
	Present		Present
X	Commissioner Glass, Bastrop County	X	Dave Marsh, General Manager
X	Commissioner Riley, Blanco County	X	Pearl Jackson, Assistant General Manager
X	Commissioner Wall, Burnet County	X	Ed Collins, CARTS Planning
	Commissioner Berckenhoff, Fayette County	X	Lyle Nelson, Chief of Staff
X	Commissioner Cohen, Hays County	X	Dana Platt, Community Outreach Director
X	Commissioner Knobloch, Lee County		Rachid Breir, Director of Operations
	Commissioner Gomez, Travis County	X	Jo Tucker, Finance Director
	Commissioner Horne, Caldwell County		Adrian Elliott, Director IT Services
	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, 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 Glass, Riley, Wall, and Knobloch 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, May 25, 2023

After discussion, the following motion was made:

*To approve the minutes as presented for the May 25, 2023, meeting of the CARTS Board of Directors.
 (Moved by Riley, second by Wall, 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 Glass, 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.

Consider Resolution to open separate account for deposit of Greyhound/Flix revenues at First National Bank.

Mr. Marsh stated that in order to consolidate our banking at our primary bank but at the same time segregate our intercity bus revenues we will need to open a separate account at First National Bank of Bastrop. The bank requires a separate resolution for us to open that account.

After discussion and consideration, the following motion was made:

*To adopt the resolution per bank requirements setting up a separate CARTS account to segregate Greyhound/Flix intercity bus revenues at the First National Bank of Bastrop.
(Moved by Glass, second by Wall, unanimously approved)*

Reports and Updates

- A. Final Report on 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 2023-2033. Presentation by Ken Hosen, Principal, KFH Group (scheduled for 10a)**

Mr. Hosen presented the Board with a report on the Transportation Development Plan. Mr. Collins, who along with Ms. Platt managed this project also participated. Mr. Collins prepared this summary that outlines the work completed and how the plan will be used. A full copy of the completed TDP was made available to the Board at the meeting and mailed out to those not in attendance.

After discussion and consideration, the following motion was made:

*To adopt the CARTS Transit Development Plan as presented.
(Moved Wall, second by Riley to adopt the CARTS Transit Development Plan as presented, unanimously approved.)*

B. Update on Facility Projects:

- 1. Regarding the authorization and scheduling of work for additional passenger amenities to accommodate increased traffic at the Eastside Bus Plaza, authorized under EBP project Change Order No. 4. This Change Order commits the balance of unused local funds dedicated to the project.**

Mr. Marsh reported that what resulted was a modification of the previously priced shelter facilities to accommodate more shaded outdoor waiting. Rather than the 4 small shelters originally planned we now will construct three (3) larger shelters per the attached drawings.

- 2. Update on Smithville Station Rehabilitation Project**

Mr. Marsh explained that our January Meeting we selected Jackson McElhaney Architects (JMA) to manage the rehab of this Station. We have worked through delays related to the environmental review and factors concerning programming and how to best complete the job in phases and have agreed to a contract for the first phase. This phase will complete design and engineering and lay out how we phase the project, likely to demolish and replace the existing metal building, then move to the rehab of the bus station. Enclosed are materials related to this first phase.

C. Report on “Country Bus Now” pilot project

Mr. Marsh announced that beginning August 7th we will add a` zone of approximately 17.25 square miles north of Bastrop as a pilot for deciding if we can successfully apply our on-demand model to better serve the unincorporated communities and rural areas traditionally served by our dial a ride service, Country Bus. An additional zone south of Bastrop may be added at a later time. This service is funded by a grant specific to this pilot. You may note that the TDP recommends this type of hybrid service be examined. This pilot will test the feasibility of that recommendation.

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

Mr. Marsh provided an update on the operations of the San Marcos system that we oversee on behalf of the City of San Marcos.

E. Update on Pre-authorized Bus Procurement, Consideration/Action for approval of purchase of two (2) units for CARTS Now.

Mr. Marsh reported on the purchase of these units. The following motion was made:

To pre-authorize the purchase of up to fourteen (14) Type 2 vans using the Oklahoma Cooperative Purchasing Program subject to the receipt of the two (2) 5310 grants specified for this purpose.

(Moved by Riley second by Glass, unanimously approved)

Other items as presented for discussion/information.

Mr. Marsh reported that Next meeting is primarily to consider adoption of the 2024 CARTS Budget. He also stated that Mr. Nelson, CARTS Chief of Staff, was elected Mayor of the City of Bastrop. He resigned his position at CARTS effective June 30, 2023, to devote his time to his mayoral duties. During a transition period Lyle will still be available as a contractor to assist in training purposes for his previous duties. He will be missed.

Lastly, he announced that Rene Guajardo, AGM for Safety and Security is retiring effective August 31 after a 38-year career at CARTS. He also will be missed.

Adjournment and set next meeting date and location.

The Board determined that the next scheduled meeting of the Board would be August 31, 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 July 27, 2023, and set the next regular meeting for August 31, 2023, at the Lee Dildy Operations Complex located at 5300 Tucker Hill Ln, Cedar Creek, TX 78612 at 9:30am.
(Moved by Wall, Glass second by, 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.