

**MEETING MINUTES
 CARTS Board of Directors
 Thursday, June 11, 2015**

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
	Commissioner Hibler, Burnet County		Lyle Nelson
X	Commissioner Knobloch, Lee County	X	Dana Platt
X	Commissioner Ron Morrison, Williamson County	X	Les Dase
X	Commissioner Berckenhoff, Fayette County	X	Rachid Breir
X	Edith Moreida, Travis County (Proxy)		
X	Lisa Prewitt, City of San Marcos		
	Commissioner Ingalsbe, Hays County		
X	Commissioner Madrigal, Caldwell County		
		Guests	
		Vanessa Owens, TxDOT	

Call to Order

Edith Moreida, Travis County, Vice-Chair of the CARTS Board, affirmed a quorum and called the Thursday, June 11, 2015 meeting of the CARTS Board of Directors to order at 9:30am. She indicated that Commissioners Hibler and Ingalsbe would not be attending. Commissioner Morrison and Council Member Prewitt were not present at the commencement of the meeting, but arrived shortly after.

Welcome to new Board Member

Newly appointed Board Member Harvey Berckenhoff, Commissioner from Fayette County was welcomed.

Consideration/Approval of Minutes from Board Meeting held Thursday, April 30, 2015.

After discussion the following motion was made:

*To approve and adopt the minutes of the board Meeting held Thursday, April 30, 2015.
 (Moved by Granberg, second by Snowden, unanimously approved)*

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Executive Session Pursuant to Texas Government Code Section 551.074, Briefing and Update on Personnel Matters.

It was determined that there was no need to call an executive session at this time.

Consideration/Action regarding the CARTS re-organization Plan and associated personnel actions.

No action taken. A brief general discussion of CARTS current staffing levels and future plans was conducted.

Financial Reports

An overview and update on CARTS financial reports was given by CARTS, CFO, Les Dase. She enclosed the payroll information requested by the Board for the CARTS pay period ending April 15, 2015. Mrs. Dase also offered to answer any questions Board Members may have regarding the payroll information in a one on one meeting.

Update regarding Financial Plan and related activities, action as required.

No action taken. Mr. Marsh reviewed the progress on the three (3) specific strategies adopted at the January meeting as an overlay to the 12-point plan adopted last year and provided a report on the 12-point plan progress.

Update regarding the Disposal of Surplus Real Estate.

Mr. Marsh provided an update on the Round Rock disposition process and the consideration of the sale of the HQ property to Capital Metro.

Consideration/Action regarding the Execution of Documents related to the amortization of Bank of America Line-of-Credit Agreement

Mr. Marsh reviewed the arrangements negotiated with the BOA to satisfy the obligations under the Line of Credit Agreement and indicated that a resolution was required by the Board to authorize the automatic debit of the account. The general terms were discussed and Commissioner Morrison questioned where we could offer a reduced re-payment to see if the bank would discount the note.

After continued discussion, the following resolution was passed.

To approve the Execution of Documents related to the amortization of Bank of America Line-of-Credit Agreement
(Moved by Madrigal, second by Snowden, unanimously approved)

Discussion of Upcoming Requests for Proposal (RFP) procurements

Mr. Marsh discussed with the Board the anticipated schedule of these projects and provided an overview of the following procurements that we have planned, between now and September for the following projects:

- A&E Services and Construction Administration, Tucker Hill Campus, Lee Dildy Operations Complex and subsequent phases
- A&E Services and Environmental Investigation, Elgin Station Central Park project
- On-time Bus Arrival Project, San Marcos
- Vehicle Maintenance Records and Parts/Inventory Automation
- General Accounting Software

Contracts and Grants Summary Review: Discussion/Action as Necessary

No Action taken. Mr. Marsh provided an overview of all the open contracts and grants as noted on the agenda under this item. Information was provided in the background for this item.

Contracts, Grants and Project Applications for Discussion and/or Action

Update regarding joint application with the Capital Metropolitan Transit Authority to CAMPO for FTA Section 5310 Metropolitan funds for the purchase of three (3) buses.

Mr. Marsh reported that our project was not selected for funding. Information on the selection process is included under the background materials on this item.

Update/Action as required regarding renewal of the Interlocal Agreement for Transportation Services with the Capital Metropolitan Transit Authority for an effective date of May 1, 2015.

Mr. Marsh reported that at the March meeting the Board approved a resolution authorizing staff to negotiate, execute and enter into those agreements necessary for the renewal of the Interlocal Agreement for Transportation Services with the Capital Metropolitan Transit Authority for an effective date of May 1, 2015. He reported that the negotiations were favorably completed and the Regional Mobility Agreement had been fully executed.

Update/Action as required regarding contract services provided to the Travis County Health and Human Services Department and application to Travis County for FY16 funds in support of CARTS services provided in the County.

Mr. Marsh updated the Board on the a request filed with the Travis County Health and Human Services Department on April 3, 2015 per the established schedule and county requirements for outside agency requests in the amount of \$428,460 for Rural Services (an increase of \$297,708) and \$75,000 for the Del Valle JARC route (no increase).

He reported that they have requested we attend a Commissioners Court work session coming up in the next 30 days to discuss our request with the Court.

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Discussion of the CARTS Local Government Funding requests FY16

Mr. Marsh thanked Commissioner Morrison for restoring Williamson County funding for FY15 and FY16. . He also explained the schedule for the letters to go out for funding requests to local governments were scheduled to go out and pointed out the proposed funding levels from each jurisdiction.

Discussion /Action regarding Consultant Services contract for FTA Triennial Review

Mr. Marsh indicated that a consultant had been engaged to help prepare CARTS for the FTA Triennial Review, and reviewed his qualifications and the engagement terms.

Reports and Updates with Action as necessary

Update on the CARTS San Marcos Urban Operations

Mr. Marsh pointed out that the data on the bus service performance and a summary of the last advisory board meeting were enclosed in the background.

He introduced Rachid Breir, Director of Operations for CARTS, who has been posted in San Marcos since Ms. Johnson came to serve as Interim CFO in October, and he provided a brief report on the operational improvements implemented there.

Report/Update on Texas Transportation Institute CARTS work plan and activities for FY14-15.

Mr. Marsh provided an update on the TTI work that is ongoing at CARTS and indicated that he would schedule TTI in for an upcoming Board meeting to present and update the Board on their activities undertaken on behalf of CARTS.

Report/Update Action regarding CARTS proposals filed February 9, 2015 in response to the TxDOT Annual Coordinated Call for Rural and Small Urban Public Transit Projects

Mr. Marsh reviewed the Three (3) proposals submitted for the following projects: Tucker Hill Lane, complete VMC phases 2 and 3, the bus wash facility and the fueling facility and architectural and engineering services to prepare additional phases for construction, Interurban Coach FY16 operating Funds, and a planning grant for the development of the Elgin Intermodal in the planned Central Park civic space the City has planned on the downtown rail property they acquired.

He reported that TxDOT indicated the projects will be selected by the end of June, with funds available in September 2015.

Report/Update Action regarding CARTS proposals filed February 9, 2015 in response to the TxDOT Annual Coordinated Call for Rural and Small Urban Public Transit Projects.

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Mr. Marsh updated the Board on our application for TDCs to serve as the local match required for the purchase of the rolling stock for the Interurban Express and the San Marcos fixed route fleet. He reported that the item was listed for action at April 22, 2015 meeting of the CAMPO Technical Advisory Committee, where it was passed unanimously, and the item was listed for action at the May 11, 2015 CAMPO Policy Board meeting, where it was passed unanimously.

Report/Update on CARTS request for capital funding through the transfer of CAMPO allocated funds from Capital Metro to CARTS for bus purchases for CARTS 1510 Interurban and 1517 Interurban Express routes to Texas State University

Mr. Marsh updated the Board on the progress of these grant funds, indicating that we expected the process would be completed within the next 30 days and the capital funds would then be available.

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

Mr. Nelson, Vice-Chair of the RTCC, provided an update on the RTCC activities,

Other items as presented for discussion/information

No business conducted under this item.

Adjournment and set next meeting date and location

Vice-Chair Moreida indicated that staff would check availability of all members for a July 30, 2015 meeting. If we have a quorum the meeting will be scheduled for Thursday, July 30, 2015 at 9:30am at Austin Headquarters. If there is not enough for a quorum on that date the meeting will be moved up to July 16, 2015. The following motion was made:

*To adjourn the June 11th meeting and set the next meeting for July 30, 2015 at the CARTS HQ depending on availability of Board members for that date. If there is not enough for a quorum the meeting will be conducted on July 16, 2015.
(Moved by Granberg, second by Prewitt, unanimously approved)*