

MEETING MINUTES
CARTS Board of Directors
Thursday, March 30, 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	Rachid Breir
	Commissioner Ingalsbe, Hays County		
X	Commissioner Moses, Caldwell County	Guests	
X	David Salazar, Travis County (Proxy)	Vanessa Owens, TxDOT	
		Oscar O'Hairell, City of San Marcos	
		Michelle Meaux, Office of Mobility Management	
		Tina Porter, CapMetro	
		Ed Collins, Project Manager Eastside Bus Plaza	

Call to Order

Lisa Prewitt, Council member City of San Marcos (CARTS Chair), affirmed a quorum and called the Thursday, March 30, 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 January 26, 2017 meeting of the CARTS Board of Directors.

(Moved by Snowden, 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 Berckenhoff, unanimously approved)

Executive Session Pursuant To Texas Government Code Section 551.074, Briefing on Personnel Matters.

Mr. Marsh explained that an employee was terminated for cause on March 10, 2017. The employee had appealed the decision to him and he had a meeting with the individual on March 27th to hear his appeal. The employee indicated that if he does not rule in his favor he wants to appeal to the Board, so he has filed the agenda to allow for the Board to hear that appeal if that is the case. Mr. Marsh explained that the appeal was satisfied and the situation was resolved. The Board felt there was no need for an executive session and the following motion was made:

To table the Executive Session Pursuant To Texas Government Code Section 551.074, Briefing on Personnel Matters.
(Moved Granberg, second by Moreida, unanimously approved)

Consideration/Action regarding employee appeal to termination filed March 15, 2017.

After discussion, the following motion was made:

To table Consideration/Action regarding employee appeal to termination filed March 15, 2017.
(Moved Moreida, second by Granberg, unanimously approved)

Consideration/Action regarding the development of the CARTS Urban Terminal project and the issuance of a Request for Qualifications (RFQ) for the Development of the CARTS Eastside Bus Plaza (Urban Terminal) Project to include services for the pre-development activities including meeting local planning requirements and necessary coordination with city departments and affected neighborhoods; and the Design, Engineering and Construction Administration of the project. Consider dedication of project to former CARTS Board Chair.

Ed Collins, project manager for the investigation gave a report of Phase 2 of the CARTS Urban Terminal. After his presentation, Mr. Marsh explained that in order to facilitate management of the work it is important that we select a firm that has completed similar projects and that can put together the various disciplines needed to navigate through the pre-development process with City departments, but also manage, or perform, the architectural and engineering in a parallel manner to move the project along. Ideally a design-build option, if that method is feasible and acceptable to TxDOT and FTA, would be best for getting the project done in the most expeditious manner. Without these services this project will suffer from delay and will overburden the finite administrative resources of the Agency.

If the Board agrees we will coordinate with TxDOT and prepare an RFQ for the broad scope of services required and advertise it on a schedule that will allow for the determination of an award at the May 25, 2016 Board meeting.

After discussion the following motion was made:

To authorize the General Manager to issue a Request for Qualifications (RFQ) for the Development of the CARTS Eastside Bus Plaza (Urban Terminal) Project to include services for the pre-development activities including meeting local planning requirements and necessary coordination with city departments and affected neighborhoods; and the Design, Engineering and Construction Administration of the project.

(Moved by Moreida, second by Wall)

Mr. Marsh also requested the Board consider dedicating the facility to the founding father of CARTS, its first and longtime Board Chair, Richard Moya, who passed away recently.

To authorize staff to take steps necessary to dedicate the Eastside Bus Plaza (Urban Terminal) in memory of its former Board Chair, Richard Moya.

(Moved by Moreida, second by Knobloch)

Consideration/Action regarding the sale of real property located at 402 W. Bowman, Round Rock, Texas 78664, declaring it surplus and confirming the engagement of a broker for the marketing of the property.

Mr. Marsh explained that sale for the need to take a different course for the sale of the CARTS Round Rock Station property. The first step in that process is for the Board to declare the property surplus to our needs. As explained in the Disposition Plan included in the background documents, now that we have completed the ILA with the City of Round Rock for use of space in its Multimodal Center, we can now proceed in beginning the disposition of the property. This property will not be as “hot” as the HQ property so we will be hiring a broker to market the property beginning in July. In the interim we will be securing appraisals and necessary concurrences from TxDOT.

After discussion the following motion was made:

To declare the real property located at 402 W. Bowman, Round Rock, Texas 78664 surplus to CARTS needs and to authorize the General Manager to complete those actions necessary to complete the sale of the property consistent with the requirements of Texas Local Government Code Section 272.001(a) and with TxDOT and FTA requirements, and to engage a broker to market the property’s availability and other services related to the sale of the property.

(Moved by Granberg, second Moses, unanimously approved)

Consideration/Action regarding amendments to the Regional Mobility Agreement (RMA) with the Capital Metropolitan Transit Authority moving Route 271 to CMTA and adding Georgetown Fixed Route services to the schedule of services provided by CARTS.

Mr. Marsh gave an overview of the CARTS ILA with Capital Metro which is the instrument through which we are able to coordinate services within the metropolitan area to connect gaps in service and promote connectivity between the respective districts in which services are provided by the two transit entities on the region.

Route 271 was a route that CARTS began in 2012 as a JARC funded route to connect to the Del Valle High School and the Children's Health Center located on Ross Road and SH71. It was necessary for CARTS to initiate the route as the location was just outside of the Metro service area.

Eventually the JARC funding was exhausted and it became a Metro route that CARTS operated on a cost-per-hour reimbursement basis under the RMA and under which Travis County provided funds to CARTS to offset the costs of providing the services outside the Metro service area, costs Metro cannot legally pay.

The route is now ready to be absorbed back into the Metro system and patrons will benefit from larger buses operated by that agency. We are in agreement with the transition to Metro and have agreed to continue to support the route financially for that service provided outside the Metro service area.

The City of Georgetown and Capital Metro have agreed on a plan and funding arrangement to begin fixed route transit service in that city. The City requested Metro have CARTS provide that service based on our long history of providing service there locally. That service begins in August and we will begin work on the start-up of the service beginning in June.

That is also the projected date for the transition of the 271 so we recommend the changes to the RMA be adopted in May.

After discussion the following motion was made:

*To approve the amendments to the Regional Mobility Agreement (RMA) with the Capital Metropolitan Transit Authority moving Route 271 to CMTA and adding Georgetown Fixed Route services to the schedule of services provided by CARTS.
(Moved by Moreida, second Berckenhoff, unanimously approved)*

Consideration/Action regarding Request for Qualifications (RFQ) for Start-Up Coordination for Georgetown services.

Mr. Marsh explained that in order to complete the various coordination and activities necessary for the start-up of the Georgetown services in August we will require some outside assistance to serve as a 3rd party facilitator of many of the steps necessary for a successful start-up. We have advertised for these services as follows:

The CARTS District requests qualifications for a firm or individual with documented success in managing start-up activities for a new fixed route deployment in a small urban setting. This assignment will require close coordination with city staff, CARTS staff and the metropolitan transit authority to ensure a successful start-up of a small fixed route new start. The assignment will require travel to Austin, Texas on two to three occasions between May and August 2017 and distance-based consultation as needed. Please submit to RFQ@RideCARTS.com a short summary of your qualifications that demonstrates success and date-certainty in start-up operations and any information that will inform CARTS as to your ability to provide this service in an optimal fashion. No phone calls or inquiries will be accommodated for this solicitation. Engagement will be completed by April 30, 2017.

The cost of the engagement will be charged to the Metro services contract for the Georgetown Services, not grant funds.

After discussion, the following motion was made:

To authorize the General Manager to engage the services of a third-party facilitator for Start-Up Coordination for the Georgetown fixed route services project consistent with the RFQ solicitation and for an engagement not to exceed \$10,000.

(Moved by Berckenhoff, second Wall, unanimously approved)

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 the (2) items, the Sellers Closing Statement and an Expense and Revenue Detail Report that outline the financial detail for the HQ sale transaction. Also enclosed is related correspondence from TxDOT on the transaction.

Of the proceeds garnered from the sale, the federal share (55.84%) of the net revenues are required to be reinvested in eligible capital projects, and treated as grant revenue in how the funds are managed and expended. We refer to these funds as our capital reinvestment fund. We have them programmed as follows:

Tucker Hill Campus project:	\$ 784,801
Urban Terminal project:	<u>\$2,093,289</u>
Total	\$2,878,090

Per FTA direction to TxDOT we have moved the capital reinvestment funds into a non-interest bearing account and will pass on to FTA for any interest accrued to-date.

Report regarding the construction underway pursuant to a contract with STR Constructors. LTD for the completion of Tucker Hill Lane campus construction masterplan.

Derek Goodall, CARTS Director of Facilities gave an update on the construction project underway at Tucker Hill Lane.

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

Mr. Marsh gave an update that this grant, as authorized by the Board at the January 26, 2017 CARTS Board of Directors meeting, the ILA between the City of Round Rock and CARTS has been signed and countersigned. We have asked for a start date to occupy the facility to be no earlier than June 1, 2017. We will begin advertising for the Station Clerk position, internally, next month.

Update on Interlocal Agreement with the City of Marble Falls for use of city-owned train depot.

Mr. Marsh gave an update that this grant, As authorized by the Board at the January 26, 2017 CARTS Board of Directors meeting, the ILA between the City of Marble Falls and CARTS has been signed and countersigned and the Marble Falls Station is now open.

Reports and Updates

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

Mr. Breir, CARTS Director of Urban Operations gave an update on the San Marcos Transit Operations and routine reports were included in the background information.

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.

Consideration/Action regarding appointments to the San Marcos Transit Advisory Committee.

Mr. Nelson reported that with the resignation of Ms. Gwendolyn Gholson from the San Marcos Transit Advisory Committee (SMTAC) and the recent notification from Mr. Peter Wetterhall withdrawing, that two openings were posted for the Advisory Committee. Four applications were received and reviewed and staff recommending the following individuals to be selected for the open positions. Their range of experience and sense of public service they would be able to provide valuable input into the efforts of the SMTAC.

Carina Raquel Boston Pinales
Sara Lee Underwood-Myers

After review, the following motion was made:

To approve the appointment of Carina Raquel Boston Pinales and Sara Lee Underwood-Myers as members to the San Marcos Transit Advisory Committee.

(Moved by Berckenhoff, second by Moreieda, unanimously approved)

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 explained the MUA has been finalized and executed by CARTS, and will now be processed by TxDOT for final execution. Once that is complete, we will begin project development that will require we issue an RFQ for the professional services needed. The Agreement is enclosed in the background information.

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

Mr. Marsh stated that we have no additional information to report on this item. We will 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 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 13A.

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 gave an update on the Regional Transportation Coordination Council (RTCC).

CAMPO staff, consultants with the KFH group and members of the RTCC have conducted two (2) rounds of public comments throughout the ten (10) county region totaling twenty-four (24) total public meetings. Information derived from the comments received was taken into consideration toward updating the Capital Area Coordinated Human Services Transportation Plan. This update resulted in a Technical Memorandum titled "Report on Transportation Strategies and Pilot Programs". This report has been submitted to TxDOT for final adoption

Other items as presented for discussion/information

Mr. Marsh enclosed a letter from our Williamson County appointee who declined the appointment. The Court decided to table the appointment and revisit it at budget time. I have not yet inquired why the decision to defer the appointment was made.

Mr. Marsh mentioned requests for re-appointments of remaining members have just gone out, excepting Travis County which has already taken action on its appointment.

Mr. Marsh also enclosed is a letter sent to Logisticare in response to their plan to change the rate structure for services purchased under their contracts with transportation providers for medical

transportation. An analysis of the rate structure proposed indicated that we would not be able to recoup our costs for providing the services.

He also stated that our difficulty with the Federal Motor Carrier Administration (FMSCA) regarding insurance has come up again. A notice we received last week is enclosed as well as our status page from the FMSCA website. It is an issue we thought had been resolved when we last encountered it several years ago, but it has come back up. The FMSCA has an outdated regulation (circa 1921) prohibiting pooled insurance, which our coverage with the Texas Municipal League (TML) is. We will work through the process as we did before and report back.

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 May 25, 2017 at Tucker Hill Ln, Cedar Creek, TX 78612.

The following motion was made:

To adjourn the March 30th meeting and set the next meeting for May 25, 2017 at the Lee Dildy Operations Complex located at 5300 Tucker Hill Ln, Cedar Creek, TX 78612 at 9:30am.

(Moved by Granberg, second by Wall, unanimously approved)