

**MEETING MINUTES**  
**CARTS Board of Directors**  
**May 27, 2021, CARTS Board of Directors Web Conference Link**  
**Found at RideCARTS.com/about/board**  
**Thursday, March 25, 2021, 9:30 AM**  
**Lee Dildy Operations Center, 5300 Tucker Hill Lane**  
**Cedar Creek, Texas 78612**

Board Members Present		Staff Present	
	Present		Present
X	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	X	Lyle Nelson, Chief of Staff
	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, Business Manager
	Margaret Gomez, Travis County	X	Derek Goodall, Director of Facilities
	Michael Cooper, Williamson County (Proxy)	X	Adrian Elliott, Director IT Services
X	Commissioner Shelton, Caldwell County	Guests	
X	David Salazar, Travis County (Proxy)	Vanessa Owens, TxDOT	
		Julie Mazur, OMM	
		Pete Binion, City of San Marcos	
		Jeremy Meyers, Atchley and Associates	

**Call to Order**

Blanco County Commissioner, Paul Granberg (CARTS Chair) affirmed a quorum and called the May 27, 2021, meeting to order at 9:32 am.

Commissioners Snowden, Knobloch, Wall and Granberg were on-site at the CARTS HQ, other Board members present attended by a TEAM'S remote connection and phone conference. Commissioner Berckenhoff was unable to attend.

**Consideration/Action regarding the Minutes of the Board Meeting held Thursday, March 25, 2021.**

After discussion, the following motion was made:

*To approve the minutes as presented for the March 25, 2021, meeting of the CARTS Board of Directors.*  
*(Moved by Wall, second by Knobloch, unanimously approved)*

**Financial Reports**

Update on Financial Report was given by Jo Tucker. After discussion, the following motion was made:

*To approve the financial reports as presented.*  
*(Moved by Snowden, second by Wall, unanimously approved)*

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**Consideration/Action regarding the adoption of the Annual Report on CARTS Finances for Fiscal year 2020. Presentation by Jeremy Meyers of Atchley and Associates**

Jeremy Myers of Atchley and Associates presented the Annual Report on CARTS Finances for the FY20 audit of our finances.

After discussion, the following motion was made:

*To approve and adopt the Annual Report on CARTS Finances for fiscal year 2020 as presented.  
(Moved by Becerra, second by Knobloch, unanimously approved)*

**Contracts and Grants Summary Review: Discussion/ Action as Necessary**

Jo Tucker, CARTS Business Manager, provided an overview of all open contracts and grants as noted the agenda under this item.

**Consideration/Action regarding the selection of a public engagement firm pursuant to CARTS RFP # 2021-136-CE Community Engagement/Public Outreach for the Project "Connecting Communities in the CARTS District."**

Mr. Marsh presented the results of the evaluation of the two Proposals received for the project. After reviewing the information presented the following motion was made:

*Pursuant to the CARTS RFP-2021-136-CE process ended May 11, 2020 for professional services for Community Engagement/Public Outreach for the Project "Connecting Communities in the CARTS District" to authorize the General Manager or his designee to negotiate a contract for the needed services with the firm scoring highest in the evaluation, CD&P, and if that negotiation is not successful to initiate a negotiation with the second highest scoring firm, Cortez Consulting, so as to engage the professional services needed to complete the referenced project.  
(Moved by Wall, second by Snowden, unanimously approved.)*

**Consideration/Action regarding the filing of information and those actions necessary to comply with the terms of the Master Grant Agreement (MGA) as amended by the Texas Department of Transportation Public Transit Division for the time period September 1, 2021, to August 31, 2026.**

Mr. Marsh discussed the MGA and its changes and reviewed the increased compliance actions we are responsible to TXDOT for and the effect on staff time and grant administration. In anticipation of the deadline for submitting this Agreement, he requested Board authority to complete the necessary actions to comply.

After discussion, the following motion was made:

*To authorize the General Manager to execute the TXDOT Master Grant Agreement (MGA) as updated and revised by that Agency which will be effective for the time period of September 1, 2021, to August 31, 2026.  
(Moved by Snowden, second by Knobloch, unanimously approved)*

**Consideration/Action regarding amendments to the CARTS salary schedule for driver wages.**

Mr. Marsh reviewed the issue with hiring drivers and the need to establish categories of drivers consistent

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with their duties in the various modes that CARTS operates and adjusting salary rates. He reviewed the budget impact and the revised salary schedules. After discussion and hearing options about the challenges of hiring and retaining drivers the following motion was made:

*To authorize the adjustment in the salary scale for CARTS drivers in the three identified categories (A, B & C) setting minimum starting wages at 16, 15, and 14 dollars per hour respectively in those categories effective June 1, 2021.  
(Moved by Knobloch, second by Wall, unanimously approved)*

**Consideration/Action regarding the authorization to the General Manager for the negotiation and execution of contract agreements for the provision of non-emergency medical transportation.**

After discussion regarding the Texas Medicaid Healthcare Partnership (TMHP) as a Texas Medical Transportation Provider the following motion was made:

*To authorize the General Manager to negotiate and execute contract agreements for the provision of non-emergency medical transportation services with authorized brokers for the Managed Care Organizations responsible for the NEMT program.  
(Moved by Snowden, second by Wall, unanimously approved)*

**Reports and Updates**

**Update on CDC practices applicable to CARTS as mandated by Federal Transit Administration/TXDOT.**

Mr. Marsh briefed the Board on the continuing CDC requirements CARTS will follow to meet the Federal Transit Administrations current guidelines for transit and other public conveyances that masks are still required to board all of our buses.

**Update on Planning projects to be launched in FY21.**

Mr. Marsh explained that the project for feasibility review and technical assessment of passenger facilities for the downtown stop of the Texas Eagle in Taylor, Texas is underway.

He also stated that the district-wide Community Engagement project, pending action at today's Board meeting, will begin in June with the launch of the Taylor CARTS NOW project first on that agenda, followed by the structuring of an approach to begin face-to-face meetings in the fall, preceded by some digital outreach and other events we can tag onto to begin informing the public of our upcoming district-wide community engagement efforts.

**Update on CARTS Now pilot in Bastrop and planned launch in Taylor**

Mr. Marsh reported that the Microtransit project, CARTS Now, was launched in Bastrop in January and is showing steady ridership gains and providing valuable lessons for further expansion of this service type. He explained that our next launch was planned in Taylor in June, but we set that date back to July so we can do community engagement and marketing of the service with the consultant on-board to assist. He indicated that we are scheduled to present the project to the City Council on June 10th.

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

Mr. Breir 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, Bastrop Station, Elgin Station, THL Entry Relocation, THL Complex Construction and the THL Park-n-Ride construction updates.

### **Update on Pre-authorized Bus Procurements**

Mr. Marsh reported that only 6 buses remain to be delivered this year, and with no other grants for bus capital currently under contract, he indicated that this would complete our bus orders. Two of the buses are 30 ft. units for San Marcos, and four are LPG powered 22 ft. Country Buses.

### **Other items as presented for discussion/information**

Mr. Marsh announced that we have agreed to participate in the Texas Transportation Institute intern program offering students a posting with transit agencies to further the student's education and experience in a transit setting. The graduate student posted with us will assist in the "Connecting Communities in the CARTS District" project. Information on the young man is included in the background materials.

Mr. Marsh stated that we have set a target date of June 21, 2021, for the opening for route service at the Eastside Bus Plaza. We cannot confirm that date at this time, but it is what we are pointing to. There will not be a Grand Opening ceremony at that time, more likely in late September if conditions warrant it. However, there will probably be some sort of ribbon-cutting or something on the Opening Date.

### **Adjournment and set next meeting date and location**

The Board determined that the next scheduled meeting of the Board would be July 29, 2021, 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 May 27, 2021, and set the next regular meeting for July 29, 2021, at the Lee Dildy Operations Complex located at 5300 Tucker Hill Ln, Cedar Creek, TX 78612 at 9:30am.  
(Moved by Wall, second by Knobloch, 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.*