

**MEETING MINUTES**  
**CARTS Board of Directors**  
**Thursday, May 30, 2019**  
**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	David Salazar, Travis County (Proxy)	X	Derek Goodall
X	Lisa Prewitt, City of San Marcos	X	Rachid Breir
X	Ruben Becerra, Hays County Judge	X	Ed Collins
X	Commissioner Shelton, Caldwell County	Guests	
X	Commissioner Gomez, Travis County	Vanessa Owens, TxDOT	
	Commissioner Boles, Williamson County	Pete Binion, City of San Marcos	
	Michael Cooper, Williamson County (Proxy)	Julie Mazur and Michelle Meaux, Office of Mobility Management	

**Call to Order**

Council member Lisa Prewitt, City of San Marcos (CARTS Board Chair) affirmed a quorum and called the Thursday May 30, 2019 meeting of the CARTS Board of Directors to order at 9:30am. Neither Commissioner Boles, Williamson County representative nor Michael Cooper, Williamson County Proxy were in attendance.

**Consideration/Action regarding the Minutes of the Board Meeting held Thursday, March 28, 2019**

After discussion the following motion was made:

*To approve the minutes as presented for the March 28, 2019 meeting of the CARTS Board of Directors.  
 (Moved by Wall, second by Snowden, 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 Snowden, second Shelton, unanimously approved)*

**Consideration/Action regarding the adoption of the Annual Report on CARTS Finances for Fiscal year 2018. Presentation by Ronnie Armstrong and Jeremy Meyers of Atchley and Associates.**

Atchley representatives presented the annual Financial Statements and Independent Auditor's Report for CARTS finances for fiscal year 2018.

After discussion the following motion was made:

*To accept the Annual Report on CARTS Finances for Fiscal year 2018 as presented and to authorize the publication and distribution of a final report.  
(Moved by Becerra, second by Gomez, unanimously approved)*

**Consideration/Action regarding Offer Letter for Texas Department of Transportation ROW acquisition for Tucker Hill Lane overpass project.**

Mr. Marsh gave an update on the TxDOT Tucker Hill overpass and the required relocation of the CARTS entrance , outlined the offer that they had made, recommending that we accept it.

After discussion the board made a motion to:

*To authorize the General Manager to take those steps necessary to accept the offer as represented in the OFFER LETTER dated April 29, 2019 including other considerations that CARTS may be eligible for under the TxDOT relocation and acquisition process.  
(Moved by Gomez, second by Shelton, unanimously approved)*

**Consideration/Action regarding CARTS RFQ-2019-124-BAE for professional services for Bastrop Station Renovations and Elgin Station Construction Administration.**

Mr. Marsh gave an update on the RFQ proposal.

Noting: UPDATE: ONLY ONE (1) PROPOSAL WAS SUBMITTED. THE EVALUATION TEAM WILL SCORE AND EVALUATE THAT PROPOSAL AND PROVIDE ADDITIONAL JUSTIFICATION AS INDICATED.

After discussion the following motion was made:

*Pursuant to the CARTS RFQ-2019-124-BAE process ended May 21, 2019 for professional services for Bastrop Station Renovations and Elgin Station Construction Administration to authorize the General Manager or his designee to negotiate a contract for the needed services with the firm scoring highest in the evaluation so as to engage the professional services needed to complete the referenced projects.  
(Moved by Snowden, second by Gomez, unanimously approved)*

**Consideration/Action regarding CARTS Request for Bids for the Sale of Real Property located at 402 West Bowman Road, Round Rock, Williamson County, Texas 78664.**

**Mr. Marsh gave an update Bid package for the sale of the Real Property in Round Rock.**

**Noting:** UPDATE: WE RECEIVED ONE (1) BID AND IT MEETS OUR REQUIREMENTS AS TO FORM AND MINIMUM BID AND OUR ATTORNEY HAS DRAFTED A RESOLUTION THE WORDING OF WHICH IS REQUIRED FOR THE TITLE COMPANY WHEN WE TRANSFER TITLE. THAT RESOLUTION IS ENCLOSED IN THE BACKGROUND. IT WILL NEED TO BE SIGNED, IF IT IS ADOPTED, ON THE DAY OF THE MEETING.

After discussion the following motion was made:

*To award the sale of the Round Rock Station to the YMCA of Greater Williamson County submitting the high bid meeting terms set in the RFB that was received pursuant to the Request for Bid process ended on May 21, 2019 for the Sale of Real Property located at 402 West Bowman Road, Round Rock, Texas 78664, and to authorize the General Manager to take all necessary actions to effect the sale and complete the disposition of the property per Local Government Code and TxDOT and FTA guidance on property disposition.  
(Moved by Snowden, second by Shelton, unanimously approved)*

**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 regarding amendments to the ILA with the City of San Marcos and the transition set for October 2019 for the City of San Marcos to assume designated recipient (DR) status for Section 5307 funds.**

Mr. Marsh reported that the recent meeting with the City of San Marcos staff was productive and we agreed on an amendment to the ILA that will enable us to support an additional employee to the city transit department with 5307 funding, and also covered a wide range of topics related to the transition that addressed in large part the concerns CARTS had earlier expressed. He further indicated that he will continue to meet regularly in a collaborative but structured format in order to ensure a smooth transition on the Designated Recipient transfer and to define the terms of an ILA for FY2020 for CARTS continuing to operate the service for the City for a period of time to be determined.

**Report on CAMPO STP-MM funds approved for the construction of the East Side Bus Plaza.**

Mr. Marsh stated that these funds are moving through the TxDOT-FHWA-FTA-TxDOT cycle of transfer in anticipation of being processed and ready for award at the April 25<sup>th</sup> Texas Transportation

Commission meeting. We now have grant authority for the funds pending the completion of an application in the TxDOT E-Grants system, which is underway.

**Consideration/Action and Report on proposals filed on November 14, 2018 for FY18 Federal Transit Administration call for Mobility Partnership Grants, *Improving Health Outcomes in Bastrop County via Improved Transit Access.***

Mr. Marsh explained that CARTS proposed a demonstration project to set up a targeted approach to providing access to healthcare facilities within one county by coordinating closely with healthcare facilities and introducing innovative transit zones to target those locations. Project selection was to be announced in February but unfortunately the government shutdown occurred so the review of proposals and announcements of selections has been delayed. He indicated that they expected an announcement any day.

**Reports and Updates**

**Update on the CARTS San Marcos Urban Operations.**

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

**Update on the THL Construction project. Derek Goodall, Director of Facility Development**

Derek Goodall, Director of Facility Development reported on the Operations and Administration building construction.

**Update on Eastside Bus Plaza project. Ed Collins, Project Manager**

Mr. Collins on the gave an update on the progress of the Eastside Bus Plaza.

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

Mr. Nelson stated there has been no RTCC meeting since last board meeting. The next meeting is scheduled for June 11, 2019.

**Update on Pre-authorized Bus Procurements**

Mr. Marsh outlined the current additions to authorized bus procurements.

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

Mr. Marsh announced that we are launching an Innovative Transit Zone project on June 3<sup>rd</sup> in Manor on behalf of Cap Metro and the Travis County Transportation Department. He also discussed this project as having applicability to improving CARTS services in selected towns.

**Recess for lunch and Grand Opening Event.**

Mr. Marsh took the Board across the street to have lunch so staff could make final preparations for the Event. He noted that no public business will be discussed at lunch or during the Grand Opening event.

**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 Per our adopted schedule the next is meeting would be July 25, 2019 at Tucker Hill Ln, Cedar Creek, TX 78612.

The following motion was made:

*To adjourn the May 30, 2019 meeting and set the next meeting for July 25, 2019 at the Lee Dildy Operations Complex located at 5300 Tucker Hill Ln, Cedar Creek, TX 78612 at 9:30am.*

*(Moved by Shelton, second by Gomez, unanimously approved)*