

**MEETING MINUTES  
 CARTS Board of Directors  
 Thursday, October 29, 2015  
 9:30am**

Board Members Present		Staff Present	
	Present		Present
X	Commissioner Snowden, Bastrop County	X	David Marsh
X	Commissioner Granberg, Blanco County		Pearl Jackson
X	Commissioner Hibler, Burnet County	X	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
	Edith Moreida, Travis County (Proxy)		
X	Lisa Prewitt, City of San Marcos		
X	Commissioner Ingalsbe, Hays County		
	Commissioner Madrigal, Caldwell County		
		<b>Guests</b>	
		Vanessa Owens, TxDOT via conference call	
		Oscar Hairell, Operations Manager Fleet Transit and Facilities, City of San Marcos	
		Michelle Meaux, Mobility Management	
		Nat Waggoner, <i>Transportation Analyst</i> Streets	
		Ed Polasek, <i>Transportation Services</i> Director Georgetown Utility Systems	

**Call to Order**

Commissioner Ronny Hibler (Chairman of the CARTS Board), affirmed a quorum and called the Thursday, October 29, 2015 meeting of the CARTS Board of Directors to order at 9:30am. He affirmed a quorum present and indicated that Commissioner Madrigal and Travis County Proxy, Edith Moreida would not be attending. Commissioner Berckenhoff, Fayette County joined at 9:53 am.

**Consideration/Approval of Minutes from Board Meeting held Thursday, October 29, 2015.**

After discussion the following motion was made:

*To approve and adopt the minutes of the Board Meeting held Thursday, August 27, 2015.*

(Moved by Ingalsbe, second by Snowden, unanimously approved)

## **Election of Officers**

Mr. Marsh stated it was time for the annual election of officers, terms will expire October 2016.

After discussion, the following motion was made:

*To elect the Lisa Prewitt to Chairman of the CARTS Board of Directors.*

*(Moved by Granberg , second by Ingalsbe; unanimously approved)*

*To elect the Paul Granberg to Vice Chair of the CARTS Board of Directors.*

*(Moved by Hibler, second by Ingalsbe; unanimously approved)*

*To elect the Debbie Ingalsbe to 2<sup>nd</sup> Vice Chair of the CARTS Board of Directors.*

*(Moved by Morrison, second by Hibler; unanimously approved)*

*To elect the Ron Morrison to 3<sup>rd</sup> Vice Chair of the CARTS Board of Directors.*

*(Moved by Hibler, second by Ingalsbe; unanimously approved)*

*To elect the Ronny Hibler to Secretary of the CARTS Board of Directors.*

*(Moved by Ingalsbe, second by Morrison; unanimously approved)*

## **Financial Report**

Update on Financial report was given by Les Dase. After discussion, a motion was made to approve a notification letter to all vendors explaining a delay of payments.

*To approve a notification letter to all vendors explaining a delay of payment.*

*(Moved by Hibler, second Granberg, unanimously approved)*

*To approve the Financial Reports.*

*(Moved by Hibler, second Prewitt, unanimously approved)*

## **Consideration/Action clarifying the effective date of the appointment of a new CARTS delegate to the Lone Star Rail District Board of Directors.**

Mr. Marsh stated there was some confusion on our part as to the timing of the appointment and the resignation of the current member serving and brought it back to the Board for action clarifying the effective date for the Board's appointee, Lisa Prewitt, to take over in this position. After discussion, the following motion was made:

*To approve February 1, 2016 as the effective date of the appointment of a new CARTS delegate, Lisa Prewitt to the Lone Star Rail District Board of Directors.*

*(Moved by Ingalsbe, second Morrison , unanimously approved.)*

## **Report/Updates on Surplus Property Disposition**

Mr. Marsh gave an update on the Round Rock Station and CARTS Headquarters.

**Consideration/Action regarding the financing plan for the construction of the CARTS Operating/Headquarters Facility, Tucker Hill Lane.**

Mr. Marsh explained the bank is agreeable to interim financing using the value of HQ as collateral for funds to be used both as cash-flow and for interim construction funds for the replacement facility at the THL site, if we can clear the way for a lien on the property to guarantee the loan. After discussion, the following motion was made:

To approve the financing plan for the construction of the new Tucker Hill Lane HQ/OPS Center that includes using any grant funds approved for this purpose and by dedicating the proceeds from the sale of surplus property to the project, and using the value of property assets to be offered for sale as collateral for interim financing of the construction as necessary.  
*(Moved by Hibler, second Granberg, unanimously approved)*

**Consideration/Action regarding the Execution of loan documents with the First National Bank of Bastrop.**

The Board considered the following resolution for approval:

To authorize the General Manager to execute and enter into those agreements necessary with the First National Bank Bastrop to secure financing using the value of the CARTS HQ property, or other available property assets, as collateral.  
*(Moved by Granberg, second Berckenhoff) unanimously approved*

**Consideration/Action regarding award of bus contract for the purchase of five (5) 30' transit buses for San Marcos Urban to New Flyer Industries using options provided by the Lower Rio Grande Valley Development Council.**

Mr. Marsh showed related documents to streamline the procurement for needed buses to operate in the San Marcos Urban District, which will require FTA approval. The following motion was made:

To approve the award of a bus contract for the purchase of five (5) 30' transit buses for San Marcos Urban to New Flyer Industries using options provided by the Lower Rio Grande Valley Development Council.  
*(moved by Granberg, second Ingalsbe, unanimously approved)*

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

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

**Update 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.**

Lyle Nelson, CARTS Chief of Staff, gave a report on the meeting with the Travis County Rural Community Centers staff and his recommendations as we begin the process to devise the reductions to best preserve essential services.

**Consideration/Action regarding a Consultant Services contract for Intergovernmental Assistance**

Mr. Marsh provided a briefing of a correspondence with a consultant firm to assist CARTS with some intergovernmental assistance that is a critical element at this juncture in our financial recovery. After discussion the following motion was made:

To authorize the General Manager to execute and enter into those agreements necessary regarding a consultant services contract for Intergovernmental assistance.

*(Moved by Hibler, second Prewitt, unanimously approved)*

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

Rachid Breir, CARTS Director of Urban Operations Interim, reported on bus service performance and included a summary of the last advisory board meeting.

Mr. Marsh gave an overview of upcoming projects for the City of San Marcos and explained that these projects represent an ambitious and transitional opportunity for us to raise the transit profile in town and establish it as an integrated part of transportation solutions in San Marcos.

**Report on the FTA Triennial Review, San Marcos Urban Operations**

Lyle Nelson, CARTS Chief of Staff, gave a progress report on programmatic changes to be made by CARTS in response to the findings. CARTS will bring all of the final changes and response to FTA Board for review and action at the next meeting.

**Update on the award for the design, engineering and environmental investigation for the CARTS Elgin Station project.**

Mr. Marsh explained the scoping meeting has been conducted with the consultant selected and the project is underway.

**Update on the award for the design and engineering of the CARTS Operating/Headquarters Facility, Tucker Hill Lane**

Mr. Marsh explained that the contract was just received. Once the scoping meeting with the selected consultant happens next week more information will be available in regards to the proceedings.

**Report/Update on Texas Transportation Institute CARTS work plan, activities & products for FYs14-15.**

Mr. Marsh explained the Austin District of TxDOT, in response to an inquiry from Commissioner Gomez's office on our behalf, informs us that the TTI work done at CARTS will be suspended.

**Report/Update on STP-MM award by CAMPO for San Marcos Fixed Route bus replacement.**

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

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

**Office of Mobility Management: Presentation by Michelle Meaux, Regional Planner, Capital Metro**

Michelle Meaux, Regional Planner, Capital Metro gave an overview of the Office of Mobility Management and the work they are engaged in in Georgetown, Kyle, Hutto, Pflugerville and other areas in the metropolitan area that are not in the Capital Metro jurisdiction.

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

Mr. Marsh gave an update on the tragic accident of CARTS driver, Kim Haskins and passenger. Also, providing an update on her injuries and progress. He explained that we have put ourselves at the family's disposal for transportation and support in this trying time.

Mr. Marsh announced that CARTS was awarded a \$20,000 Community Grant from Blue Bonnet Electric to hire a contractor to build shelters and install signage in Bastrop.

Mr. Marsh also mentioned the Third Census Impact Call for Projects was issued October 28, 2015 and CARTS would be putting together a proposal to apply for some money to help with San Marcos projects.

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

After discussion, City of San Marcos Representative, Lisa Prewitt indicated that the next meeting date and location was scheduled for December 10, 2015 at the CARTS VMC, 5300 Tucker Hill Ln. Cedar Creek, TX 78767 at 9:30am. The following motion was made:

*To adjourn the October 29th meeting and set the next meeting for December 10th, 2015 at the CARTS VMC located at 5300 Tucker Hill Ln, Cedar Creek, TX 78612 at 9:30 am.  
(Moved by Prewitt, second by Granberg, unanimously approved)*