

MEETING MINUTES
CARTS Board of Directors
September 24, 2020 CARTS Board of Directors Web Conference Link
Found at RideCARTS.com/about/board
Thursday, September 24, 2020, 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
	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	Tammy Atkins, Chief Financial Officer
	Margaret Gomez, Travis County	X	Derek Goodall, Director of Facilities
	Michael Cooper, Williamson County (Proxy)	X	Adrian Elliott
X	Commissioner Shelton, Caldwell County	Guests	
X	David Salazar, Travis County (Proxy)	Vanessa Owens, TxDOT	

Call to Order

Blanco County Commissioner, Paul Granberg (CARTS Chair) affirmed a quorum and called the Thursday, September 24, 2020 meeting of the CARTS Board of Directors to order at 9:41am.

Commissioners Snowden, Knobloch, and Granberg were on-site at the CARTS HQ, other Board members present attended by a TEAMS remote connection and phone conference.

Consideration/Action regarding the Minutes of the Board Meeting held Thursday, August 27, 2020.

After discussion, the following motion was made:

To approve the minutes as presented for the August 27, 2020 meeting of the CARTS Board of Directors.
(Moved by Knobloch, second by Becerra, unanimously approved)

Financial Reports

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

To approve the financial reports as presented.
(Moved by Shelton, second by Knobloch, unanimously approved)

Contracts and Grants Summary Review: Discussion/ Action as Necessary

Tammy Atkins, CARTS CFO, provided an overview of all open contracts and grants as noted the agenda under this item.

Consideration/Action on annual COLA for CARTS employees with an effective date of October 1, 2020 based on CPI-U increase of 1.3% for the 12 months ending August 31, 2020. Discussion/Action for any adjustment to the 1.3% rate, its effective date, or its application to the salary schedule.

After discussing the COLA increase for 2019 and the estimated cost of the increased wages for the remainder of the fiscal year the Board made the following motion:

*To authorize the annual COLA for CARTS employees to exceed the published CPI-U and establish it at 2% for the 12 months ending August 31, 2020 for an effective date of October 1, 2020
(Moved by Becerra, second by Salazar, unanimously approved.)*

Consideration/Action regarding the adoption of the CARTS Facility Maintenance Plan required by the Federal Transit Administration, to submit an updated and Board approved Facility Maintenance Plan at a minimum of every two (2) years.

After reviewing the CARTS current Facility Maintenance Plan the following motion was made:

*To adopt the updated CARTS Facility Maintenance Plan as required by the Federal Transit Administration, and TXDOT.
(Moved by Snowden, second by Knobloch, unanimously approved.)*

Consideration/Action regarding the exercising a third-year option to Atchley and Associates for the Annual Report on CARTS Finances for Fiscal year 2020 and providing the General Manager or his designee authority to schedule and authorize the engagement.

After reviewing the provided materials and engagement letter from the firm Atchley and Associates the following motion was made:

*To authorize the General Manager or his designee to exercise a third-year option to engage Atchley and Associates for the Annual Report on CARTS Finances for Fiscal year 2020 and to schedule and authorize the engagement.
(Moved by Becerra and second by Snowden, unanimously approved.)*

Update on Planning projects to be launched in FY21.

Mr. Marsh reported on the 4 planning grant projects CARTS will administer over the next 2-year period. These projects include: CARTS Now Bastrop microtransit pilot, Taylor Amtrak Platform feasibility review, Community Engagement project and the Transit Development plan set for FY22.

Update regarding the selection of a general contractor for the construction of the Elgin Station pursuant to CARTS RFP # 2020-134-ES a procurement ended on August 20, 2020.

Mr. Marsh announced the award has been made with TXDOT approval, but a value-engineering process will be conducted prior to entering into contract with the selected General Contractor to reduce the cost of the project.

Reports and Updates

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, Consideration/Action on FTA/COSM 30-foot bus order cancellation and substitute award.

Mr. Marsh explained that we have completed the order for the 16 vehicles authorized under the TxDOT 5339-D-2020 grant, and we have canceled the current 30-ft bus order with Grande West for non-performance and will be placing an order through Creative Bus Sales for two(2) 32 ft Eldorado EZ Rider Buses.

After discussion, the following motion was made:

To authorize staff to cancel the current 30-ft bus order with Grande West for non-performance and place an order through Creative Bus Sales for two(2) 32 ft Eldorado EZ Rider Buses for service in the San Marcos/Redwood urbanized area.

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

Other items as presented for discussion/information

Mr. Marsh announced that CARTS in concert with the City of Elgin is planning a groundbreaking event for the Elgin Station project for a tentative date of October 15th at 4p.

He also mentioned that Capital Metro is planning a “soft-opening” of the Eastside Bus Plaza inviting Travis County Commissioners Travillon and Gomez and Austin City Council Member Pio Renteria on the week of October 28th. Two buses will arrive, and the ceremony will conclude after a brief photo op. He indicated that we will host a traditional Grand Opening after the facility is fully operational, likely after the first of the year.

Adjournment and set next meeting date and location

The Board determined that the next scheduled meeting of the Board would be November 19, 2020 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 September 24, 2020 and set the next regular meeting for November 19, 2020 at the Lee Dildy Operations Complex located at 5300 Tucker Hill Ln, Cedar Creek, TX 78612 at 9:30am.

(Moved by Shelton, second by Knobloch, unanimously approved)