

**MEETING MINUTES**  
**CARTS Board of Directors**  
**Thursday, September 26, 2019**  
**9:30am**

Board Members Present		Staff Present
	Present	
	Commissioner Snowden, Bastrop County	X Dave Marsh
	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 Rachid Breir
X	David Salazar, Travis County (Proxy)	X Derek Goodall
X	Lisa Prewitt, City of San Marcos	X Ed Collins
X	Ruben Becerra, Hays County Judge	X Tammy Atkins
	Commissioner Shelton, Caldwell County	Guests
		Vanessa Owens, TxDOT
		Pete Binion, City of San Marcos

**Call to Order**

Council member Lisa Prewitt, City of San Marcos (CARTS Board Chair) affirmed a quorum and called the Thursday, September 26, 2019 meeting of the CARTS Board of Directors to order at 9:30am. Commissioners Granberg, Shelton and Snowden were not in attendance.

**Consideration/Action regarding the Minutes of the Board Meeting held Thursday, August 29, 2019**

After discussion the following motion was made:

*To approve the minutes as presented for the August 29, 2019 meeting of the CARTS Board of Directors.  
 (Moved by Wall, second by Knobloch, 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 Berckenhoff, second Becerra, 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.

**Consideration/Action regarding the exercising a second-year option to Atchley and Associates for the Annual Report on CARTS Finances for Fiscal year 2019 and providing the General Manager or his designee authority to schedule and authorize the engagement.**

Mr. Marsh explained that we issued an RFP last year to engage the services of a firm to provide our annual audit services, and the firm, Atchley and Associates, successfully provided those services and are prepared to continue that work for the next fiscal year. He explained that our engagement is setup to be multi-year and he wished to establish an earlier start date for the work to commence, as last year we were hard-pressed to finish the review to meet deadlines for completing the audit per TxDOT and other entities requirements.

After review and discussion, the following resolution was made:

*To authorize the General Manager or his designee to exercise a second-year option to engage Atchley and Associates for the Annual Report on CARTS Finances for Fiscal year 2019 and to schedule and authorize the engagement.  
(Moved by Becerra, second by Knobloch, unanimously approved)*

**Consideration/Action on annual COLA for CARTS employees with an effective date of October 1, 2019 based on CPI-U increase of 1.7% for the 12 months ending August 31, 2019. Discussion/Action for any adjustment to the 1.7% rate, its effective date or its application to the salary schedule.**

Mr. Marsh discussed the COLA from the Department of Labor for the 12 months ending August 31, 2019 and reported that the last COLA increase was effective October 1, 2018. He noted the estimated cost of the increase in wages increase for the remainder of the fiscal year of 1.7% would be \$68,536. The Board suggested a 2% COLA increase.

*After reviewing the following resolution was made:*

*To authorize the annual COLA for CARTS employees based on CPI-U increase of 2% for the 12 months ending August 31, 2018 for an effective date of October 1, 2019.  
(Moved by Becerra, second by Knobloch, unanimously approved)*

**Consideration/Action regarding a resolution to authorize the General Manager or his designee to open a separate bank account at FNB Bastrop for the proceeds of the sale of Round Rock Station.**

Mr. Marsh presented items related to the disposition of the referenced facility are enclosed in the background materials to this item. He explained that TxDOT requires we open an E-grant portal for their administrative management of our disbursement of the funds, we prefer to open an account particularly for those funds and our bank requires a Board Resolution that authorizes this.

After discussion the following resolution was made:

*To approve the bank resolution necessary for authorization of the General Manager or his designee to open an account for the management of the proceeds for the proceeds of the disposition of the Round Rock Station.*

*(Moved by Becerra, second by Wall, unanimously approved)*

**Consideration/Action regarding the approval of updates, corrections and amendments to the CARTS Drug and Alcohol Program pursuant to Compliance Review conducted June 18, 2019.**

Mr. Marsh reported that as a part of TXDOT's oversight of FTA Section 5311 sub-recipients, TXDOT's Public Transportation Division has contracted with RLS and Associates to conduct onsite Drug and Alcohol Program Compliance Review. The CARTS review was conducted on June 18, 2019.

We received the Executive Summary of the review which outlined updates, corrections and amendments to our existing policy and process on July 11, 2019. We submitted our draft amended Drug and Alcohol Policy on September 9, 2019 as well as all required updates, corrections, amendments and certification. Mr. Nelson reviewed the changes with the Board.

After discussion the following resolution was made:

*To approve the updates, corrections and amendments to the CARTS Drug and Alcohol Program pursuant to findings of the TxDOT Compliance Review conducted June 18, 2019.*

*(Moved by Becerra, second by Knobloch, unanimously approved)*

**Discussion/Action as required on the transfer of the Direct Recipient status for FTA 5307 funding for the San Marcos/Redwood Urbanized Area from the CARTS Urban District to the City of San Marcos with an effective date of October 1, 2019, and the dissolution of the CARTS Urban Transit District.**

Mr. Marsh discussed the background of the creation of the Urban District in 2013, and how CARTS will now resume its sole status as a Rural Transit District, and must now take action to dissolve its Urban Transit District status. He indicated that to commemorate this change we will need to pass a resolution to that effect and inform affected parties including local governments in the UZA and TXDOT.

After discussion the following resolution was made:

*Be it resolved that the Capital Area Rural Transportation System (CARTS) Board of Directors hereby provides notice to all affected parties that effective October 1, 2019 that this agency has dissolved the Urban Transit District created in 2013 pursuant to the Transportation Conference recommendations that prompted the creation of the CARTS Urban Transit District for the San Marcos/Redwood Urbanized Area (UZA), and that hereafter all responsibilities towards the administration of transit funding and related compliance activities pursuant to the Federal Transit Administration (FTA) and the Texas Department of Transportation (TXDOT) regulations pertaining to those funds has been transferred to the City of San Marcos, which has formed an Urban Transit District for that purpose. Further, CARTS has, of the effective date noted, reverted back to its original status*

*as solely a Rural Transit District under the authority derived from Chapter 458 of the Transportation Code.  
(Moved by Becerra, second by Wall, unanimously approved)*

## **Reports and Updates**

### **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.

### **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 the CARTS San Marcos Urban Operations.**

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

### **Update regarding the Round Rock Station disposition**

Mr. Marsh updated the Board on the disposition process for the Round Rock Station. He noted our final compilation of the net proceeds realized from the sale of the facility has been prepared and provided to TXDOT and that a copy is enclosed in the background materials.

### **Update regarding TxDOT ROW acquisition**

Mr. Marsh stated that correspondence on the relocation of our retained assets is included in the background materials. He then discussed with the Board the schedule and direction of our activities planned pursuant to this correspondence.

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

Mr. Marsh reported that there is no activity under this item to report. All capital funds for rolling stock have been obligated and buses are under production.

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

Mr. Nelson provided a brief report on the Regional Transportation Coordination Council (RTCC).

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

Mr. Marsh reported on the success of CARTS Fun Day. Employees along with their families, came out to have a day at CARTS just for fun, no work, and to enjoy our new facility.

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

After discussion, in which staff asked for a change of the date to have adequate time to complete the EBP project procurement, the Board determined that the next scheduled meeting of the Board in variance to our adopted schedule would be December 5, 2019 at Tucker Hill Ln, Cedar Creek, TX 78612, this pending approval of those Board members not present .

The following motion was made:

*To adjourn the September 26, 2019 meeting and set the next meeting for December 5, 2019 at the Lee Dildy Operations Complex located at 5300 Tucker Hill Ln, Cedar Creek, TX 78612 at 9:30am. Staff to confirm with Commissioners Granberg, Snowden and Shelton of amended date.*

*(Moved by Becerra, second by Berckenhoff, unanimously approved)*