

MEETING MINUTES
CARTS Board of Directors
September 30, 2021, CARTS Board of Directors Web Conference Link
Found at RideCARTS.com/about/board
Thursday, September 30, 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
	Ruben Becerra, Hays County Judge		Rachid Breir, Director of Operations
X	Commissioner Knobloch, Lee County	X	Jo Tucker, Finance Director
X	Margaret Gomez, Travis County	X	Derek Goodall, Director of Facilities
X	Michael Cooper, Williamson County (Proxy)		Adrian Elliott, Director IT Services
	Russ Boles, Williamson County	X	Ed Collins, CARTS Planning
X	Commissioner Shelton, Caldwell County	Guests	
X	David Salazar, Travis County (Proxy)	Ricardo Rendon, Travis County	
		Pete Binion, City of San Marcos	
		Julie Mazur and Katy Cromwell, OMM	
		Vanessa Owens, TxDOT	
		Haley Partin, CD&P	

Call to Order

Blanco County Commissioner, Paul Granberg (CARTS Chair) affirmed a quorum and called the September 30, 2021, meeting to order at 9:30 am.

Commissioners Snowden, Knobloch, Wall and Granberg were on-site at CARTS HQ, other Board members present attended by a TEAM’S remote connection. Commissioner Berckenhoff and Judge Becerra were unable to attend.

Consideration/Action regarding the Minutes of the Board Meeting held Thursday, August 26, 2021.

After discussion, the following motion was made:

To approve the minutes as presented for the August 26, 2021, meeting of the CARTS Board of Directors.
(Moved by Shelton, second by Snowden, unanimously approved)

Financial Reports

The Agency Financial Report was given by Jo Tucker, Finance Director. After discussion, the following motion was made:

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

Report on Schedule for the Board Re-appointment Cycle and Officer Elections

Mr. Marsh noted that re-appointment request letters to each county for the Board appointments would go out in October for an effective date of January 2022, and that we are scheduled for the annual re-election of officers at our January Board Meeting.

Contracts and Grants Summary Review: Discussion/ Action as Necessary

Jo Tucker, CARTS Finance Director, 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, 2021, based on CPI-U increase of 5.3% for the 12 months ending August 31, 2021. Discussion/Action for any adjustment to the 5.3% rate, its effective date, or its application to the salary schedule.

Mr. Marsh presented the U.S. Department of Labor Bureau of Labor Statistics reports the COLA (CPI-U) increase is 5.3%. and informed the Board that if adopted the estimated cost of the increase in wages for the remainder of the fiscal year would be \$225,359.

After review and discussion, the following motion was made:

*To authorize the annual COLA for CARTS employees based on CPI-U increase of 5.3% for the 12 months ending August 31, 2021, for an effective date of October 1, 2021
(Moved by Knobloch, second by Snowden, unanimously approved)*

Preview of Coordinated Call Projects for FY23

Mr. Marsh provided a list of Public Transportation Division of TXDOT opportunities that are eligible to apply for discretionary projects. He indicated that process is estimated to begin November 28, 2021, with proposals due in early February 2022. He reported that the following is a list of potential projects we have developed and will work to submit. He went on to say that if other opportunities for needed projects come up during the time-period allotted and if we have time we will consider other projects, but the 4 identified are our priority projects.

1. Flatonia AMTRAK connection: Planning
2. Taylor AMTRAK improvements: Capital
3. Smithville Station rehab: capital
4. Rehab and update of Solar and wind energy assets, Taylor, and Georgetown
5. Other projects identified during the preparation of proposals.

Reports and Updates

Community Engagement Report, "Getting to Know CARTS."

Dana Platt, Community Engagement Director, briefed the Board on the plans for the engagement process and enclosed a number of documents related to this activity.

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Update on Transportation Development Planning project to be launched in FY22, Ed Collins, Project Manager.

Mr. Collins, Project Manager, reported on the Transportation Development Planning project and schedule for RFP.

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

Mr. Brier was on vacation, so Mr. Nelson 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.

Other items as presented for discussion/information

Mr. Marsh announced that we have requested and been approved for a TXDOT-funded targeted planning project that will provide a case study of our microtransit launch in Bastrop and evaluate and provide recommendations on how to adapt and improve Country Bus services that are affected by the introduction of the local microtransit services.

Discussion and take appropriate action on salary adjustment and terms of employment for General Manager.

This item was placed on the agenda at the request of the Board Chair, Commissioner Granberg. Mr. Marsh enclosed an evaluation instrument for the Board to conduct an evaluation of his performance. The Board moved into Executive session at 11:29am to discuss it among themselves privately.

The Board ended the executive session and convened in open session at 11:55 a.m. and offered the following motion:

Based on the evaluation results and Board discussion to affirm the General Manager will receive the 5.3% COLA adjustment to his salary which salary will be maintained with the General Manager effective October 1, 2021, adopting an 80% work week, and to increase the accrual of his annual leave to 10 hours per pay period.

(Moved by Salazar, second by Shelton based on the evaluation results and Board discussion to affirm the General Manager will receive the 5.3% COLA adjustment to his salary which salary will be maintained with the General Manager effective October 1, 2021, adopting an 80% work week, and to increase the accrual of his annual leave to 10 hours per pay period, unanimously approved)

Adjournment and set next meeting date and location

The Board determined that the next scheduled meeting of the Board would be November 18, 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 September 30, and set the next regular meeting for November 18, 2021, at the Lee Dildy Operations Complex located at 5300 Tucker Hill Ln, Cedar Creek, TX 78612 at 9:30am.

(Moved by Knobloch, second by Snowden, 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.