



**CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY**  
**BOARD OF DIRECTORS MEETING**  
**2910 East Fifth Street Austin, TX 78702**

**~ MINUTES ~**

Executive Assistant/Board Liaison Gina Estrada  
512-389-7458

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**Monday, February 28, 2011**  
**12:00 PM**

**12:04 PM Meeting Called To Order**  
**3:47 PM Meeting Adjourned**

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**I. Pledge of Allegiance**

**II. Public Comment:**

The Chairman welcomed special guest Nicole Heaps Board Chair from Central Arkansas and the board congratulated board member Frank Fernandez who won an Austin under 40 award for community service and former Capital Metro employee Matt Curtis who was nominated in the public service and government category as well.

Public Comment:

1. Barbara Baxter spoke on general topics. Ms Baxter stated having Public Comment at the beginning of the meeting makes it hard for people because they have no opportunity to react to what takes place at the meeting. She suggests you consider having public comment at the end of the board meetings so people will have a chance to comment on the meeting items. She was also concerned that her complaints were not adequately relayed in the minutes for the January board meeting. She stated that she brought up several specific problems she had encountered with the system and questions about specific schedules and specific routes and left with the board four or five pages of her notes. The minutes only say that I am a supporter of mass transit and I am disappointed in the Austin system. That leaves me with the impression that you are dismissing my complaint and rather than taking them seriously, addressing them and mentioning them they are just brushed aside as though it's no big deal. She also discussed concerns regarding the disparity between the new charges for the disabled passengers and the cost of parking at the Great Hills Baptist church. At the January meeting the board decided to renew a contract with Great Hills paying \$12 per month per space equaling \$144 per year for each 125 spaces which I believe will cater to more affluent passengers. A lot of disabled people live on very limited income. You are subsidizing to more up-scale passengers by providing them with \$18,000 a year parking spaces, I think that is a huge disparity. I would suggest there should be a different fare schedule for physically disabled people. Complaints are to top management and Ms. Watson. I tried to meet with Ms. Watson but I didn't have an appointment. Just from my past experience this transit system is the worst, I blame the new CEO. It's not personal because we don't know each other but it shouldn't take a CEO that long to get a system running efficiently. If it runs efficiently you don't have lots of complaints. Instead of meeting all the VIP's the new CEO should meet with all employees and say we want to treat our customers as valued customers.

Chair Martinez commented that we used to have public comment at the end of the meeting but we had numerous complaints from folks who had scheduled paratransit service and had to wait and sit through an entire meeting and then their ride would

have to leave and they would have to get on the ride to go home.

John Langmore commented that I think her comments are fair, if someone makes very specific complaints we should list those and I understand we can't write every word everyone says but at least we should list specific comments.

Linda Watson - I made a note of that issue and we will handle that.

2. David Patterson spoke on consideration of appointments to the advisory committees - He commented on the policies and the draft bylaws in the board packet. He stated that he has no objections to any of the appointments as long as they don't have a fiduciary or contractual relationship with the agency. He also discussed the section of the Transportation Code statute that refers to the city of Austin which he says city of Austin no longer fits into the population bracket in that statute, it say's Capital Metro "may" have advisory boards. The ADA also requires a mechanism and that's been the Access committee, there has to be a mechanism but CSAC is not precluded in that anyway. I reacted to the draft bylaws in your agenda packet, there are a number of inconsistencies. I just want to recommend that those draft bylaws refer to the open meetings act because nobody knew that the location of the meeting had changed. Some people would not have known if they had not seen the agenda packet. That does not comply with the open meetings act at all. What I would like to recommend to the board is to proceed with your appointments and send the draft bylaws back for editing. Mr. Patterson also stated that no one knew the meeting locations had changed.

Chair Martinez stated that the bylaws are inserted into today's agenda as a template and when the board appoints the new committee they can request amendments to benefit their charter, this is just to get them started and have a structure.

Kerri Butcher stated the general rule of statutory interpretation is that a law is to be interpreted as if it was the day it was enacted so you continue to fall under the population bracket from when the statute was put into place. I know it is very confusing but it means even though our population has grown Capital Metro still falls under the piece of the statute referred to that section of the population.

Chair Martinez - At that time?

Butcher - Correct.

### III. Advisory Committee Updates:

1. Update on the Customer Satisfaction Advisory Committee (CSAC); and  
Laura Willard gave report on behalf of the Customer Advisory Committee (CSAC). The committee discussed report from Frank Ordaz regarding annual pass, James Gamez discussed upcoming service changes, Maria Garza and John Michael-Cortez gave updates. The committee urged board to consider usability when deciding on fare payment and they discussed the pilot program regarding the Quick Response (QR) codes at bus stops.  
John Langmore stated that he looked at the work plan for the coming year and it seems fairly constrained so I was hoping that CSAC could find your own issues in terms of ways of providing us feedback. Things that are not very specific like service plan changes, annual pass etc... all very important stuff and clearly need your input on that. I

just hope you all feel liberated to think beyond just these type of items.

Willard - John-Michael Cortez does help us with the work plan but we add to that work plan if there is an issue we have just been talking about or if something comes up.

There is some of kind of structure and we will go in and add what needs to be talked about.

2. Update on the Access Advisory Committee (AAC).

Diane Aleman provided updates on behalf of the Access Advisory Committee (AAC). (see report) Ms. Aleman stated that in the vote that was recently taken which she tried to help you with, it was improper for you to include the MMWG in that. Under Robert's Rules that nullifies the whole vote that you just did but as usual I was kept from being able to speak even as of chair of the group that was being discussed and I feel very disrespected. The MMWG was established by a federal court not by the board of director's and the board can not dissolve it. It can only be dissolved under our bylaws by a vote of 5 of 7 members of the group. This group was mandated by the Federal court and although there were specific issues to be discussed it specifically says in the mediation agreement that those issues are included but not limited to. The board is out of touch with the MMWG mandates. I don't know what you want to do with that problem now because you just did an illegal vote. The committee also had concerns about the Internal Audit Plan outlined in the last board meeting. Caroline Beyer and Marcus Horton talked to us about the internal audit report. The percentages that were given by the internal audit were inconsistent with the facts. Until July conditional eligibility was not even offered by MetroAccess there was temporary eligibility offered to people with temporary disabilities, people who were denied eligibility never got any response, their issues were never resolved, appeals were not legal and those issues were never resolved they were swept under the rug. Diane also concerned that they seem to misunderstand ADA category 3 and category 2. The numbers are all mixed up regarding conditional and unconditional eligibility. According to the training from the National Transit Institute last March bus route accessibility and the enunciators are also covered by category 2. This means that people who have difficulty no matter what their functional assessment shows that if the environment is such that they can't negotiate due to faults of the environment there is no reason for even an assessment much less a personal interview. Other issues are with the enunciators on the buses not working properly which are brought up at almost every meeting, different answers given by each staff member, people need to know where they are. Also the new application was discussed and approved by the committee; the application needs to be left as is. Staff seems to be reluctant to accept this application. The application can be put on line before interviews start to see if they are really needed. Board can direct staff to get application up and running. I would like Boone to present what his motion was, what the decision was by the federally mandated work group?

Boone Blocker - The MMWG did vote to tie up the work of the group and then pass it off to the Access committee. Our resolution that was passed was to take the next couple of months and see where we are at and hand that off and close down the work of the MMWG.

Diane Aleman - inaudible (off the microphone)

Kerri Butcher - The vote was to approve the new committee members.

Diane Aleman - inaudible (off the microphone)

Chair Martinez stated I understand your concerns but what I did was I read a statement and the action we took was clearly posted for the approval of the advisory committees. We will continue this discussion. I want you to be clear of what was posted and the

action taken, all I was asked to do was read a statement before any action was taken.

#### **IV. Executive Session of Chapter 551 of the Texas Government Code:**

Section 551.071 of the Texas Government Code - Legal Advice regarding paratransit lawsuits and 13(c) claim.

Board went into executive session at 12:06 p.m.

Board returned from executive session at 12:32 p.m.

#### **V. Board Committee Updates:**

1. Finance/Audit Committee;

Frank Fernandez chair of committee reported that the committee approved the budget financial planning policy and recommended approval by the full board. They have one more policy to be taken up by the committee and that is the cost allocation policy, within the next two months.

2. Rail Committee;

John Langmore, chair of the committee reported that the committee had a joint meeting with operations/planning regarding naming rights and what the RFP will include etc... The committee thinks this would be good for the agency to explore. Doug Allen discussed rail ridership, future planning to increase capacity, specific times on Metrorail, Friday night service during March, and all day service on March 12 and March 19, in conjunction with SXSW and Saturday service on May 7 for Pecan St. Festival.

3. Operations/Planning Committee; and

Beverly Silas, chaired the committee. She reported that the committee was very productive. They discussed transit advertising overview, naming rights, updates on outreach for Business Development on rail, ILA regarding Austin Community College, the Access-a-Ride program and the Dedicated paratransit service.

4. Labor Committee

Mike Martinez, chair of the committee reported that the committee heard a report by Linda Cherrington from Texas Transportation Institute (TTA) that compared our labor costs with other agencies. The committee requested more in-depth information on private and public providers, additional cost breakdowns and TTI will come back to the committee with additional information. The committee will also continue to work through the Sunset recommendation to competitively bid all transportation services.

#### **VI. Action Items:**

1. **Resolution CMTA-2011-13 Board Minutes**

Approval of board meeting minutes for January 26, 2011.

Public Comment:

1. Diane Aleman stated her concern regarding the operations/planning meeting and not being able to view the tapes until after the board meeting, you guys don't discuss the minutes in there and we would like to be able to review those tapes so if we are not able to attend the committee meetings we can be more prepared in the board meetings of what was discussed there. My other concern is what's being approved in your minutes. In September minutes my remarks were misinterpreted, not reported accurately, I am

concerned not only for my comments but other peoples' comments and how diligent the board is being on verifying or clarifying the minutes are accurately reflecting their memory or what is actually on the recording. This isn't an accusation; I understand minutes can't be word for word. I would like to get some remark from the board on how these things can be reviewed in advance. If there is a way that some of us can see your draft minutes in advance to clarify or ask questions on line or sending them to Gina before there was a final vote on those minutes.

Chair Martinez - Kerri can you respond to what is the process and why for sub-committee minutes and recordings and how.... Is it because they have to be officially approved at the next meeting before we can make it public? I don't understand the delay.

Kerri Butcher - Let me ask Gina to explain the availability of the tapes.

Chair Martinez - Gina when we have sub-committee meetings we obviously have a recording of that meeting, when is it made available for public review?

Gina Estrada - They are burned to a DVD so we can burn and give a copy to anyone that requests one that day or the next day.

Chair Martinez - Have we had a request in the past before?

Estrada - We never had a request for it, through open records I am not sure. If anyone wants to have a copy of any operations/planning committee meeting or any committee meeting they are welcome to request a copy.

Norm Chafetz - Don't we also have a video to record them as well because we have the cameras in the room? One time I asked to see a certain committee meeting and I was able to get that.

Estrada - Yes sir.

Chafetz - Do we do that for all the committee meetings?

Estrada - We are working with IT to have that streamlined where it will be on the website where people can view the meeting, we are just not at that final stage yet.

Chair Martinez - If someone requests an audio recording of any sub-committee meeting the turn around time could be a day or two days?

Estrada - Yes sir.

Ann Stafford - Are the files too large to email to someone?

Estrada - Yes they are too big, however with this new software with Minute Traq in addition they can go on line and actually see it. You can see the people talking in the video.

Aleman - This was last May when I was here when this happened so if technology has changed since then I was not made aware of it and I have made public records requests for those and I had to come sit in this room and listen to a very old fashion machine in order to hear that and we were told at that time we couldn't hear the May operations meeting because it had not been approved yet. I am hoping that in the future now that Ms. Estrada has clarified this that we can get them now. I went through Ms. Martinez and I can't remember the name of the nice lady who loaded the tapes but I am glad to know this has been fixed and officially I want to be able to come and get the operations/planning committee report.

Chair Martinez - Hopefully we can improve this.

2. Pat Bartel - Stated that he is glad we do have this technology now because he was not aware that we could do something like this. I don't know when this was established. The reason why I am saying this is so important is because these minutes, of course they can't be word for word but they are public record and this is what people will actually see when they want to look at them. What you have in front of you is a handout that says on the January minutes I specifically stated FTA had advised me to seek the opinion of the Attorney General regarding the issues on the Transportation Code 451 etc... that is not in the minutes, that is a critical point that's not in there. The reason I am saying this is that if you look at September minutes it says you got it right. I am glad Linda Watson is really interested in different types of taxi voucher programs, you all got that correct. In January minutes you have me quoted as saying "survey", I was not talking about a survey. I was referring to the CMTA internal audit report that had flaws in it that was exposed at the operations/planning committee meeting in January. Back to the September minutes I was quoted as saying "275 pages since 1999, I said since 2009". The last point is regarding the policy you all approved at the September meeting about the paratransit community policy and you actually quote from the FTA that they don't just want the public to be involved formally but also as part of the decision making process. The plan you submitted says that however Capital Metro at its sole discretion may conduct periodic random eligibility reviews prior to the official start of the recertification process to verify the accuracy of the customers eligibility. This is something that you never voted on it is not in the September board packet. We were not involved in the decision to put that in the plan.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	John Langmore, Vice Chairman
<b>SECONDER:</b>	Ann Stafford, Board Member
<b>AYES:</b>	Chafetz, Silas, Langmore, Fernandez, Stafford, Hlista, Martinez, Riley

## 2. Resolution CMTA-2011-14 Board Appointment to CAMPO Board

Board appointment to CAMPO Transportation policy board.

Board member Norm Chafetz moved to nominate Board member Justine Blackmore-Hlista to represent Capital Metro on the Transportation Policy Board for the Capital Area Metropolitan Planning Organization to take Board member Frank Fernandez' place.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Norm Chafetz, Board Member
<b>SECONDER:</b>	Frank Fernandez, Board Member
<b>AYES:</b>	Chafetz, Silas, Langmore, Fernandez, Stafford, Hlista, Martinez, Riley

## 3. Resolution CMTA-2011-15 Budget and Financial Planning Policy

Approval of budget and financial planning policy.

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Frank Fernandez, Board Member  
**SECONDER:** Beverly Silas, Secretary  
**AYES:** Chafetz, Silas, Langmore, Fernandez, Stafford, Hlista, Martinez, Riley

**4. Resolution CMTA-2011-16 ILA with Austin Community College**

Approval of a resolution approving an interlocal agreement with Austin Community College (ACC) for introduction of transit bus service to ACC Cypress Creek campus located in Cedar Park.

**RESULT:** ADOPTED [7 TO 0]  
**MOVER:** Beverly Silas, Secretary  
**SECONDER:** Ann Stafford, Board Member  
**AYES:** Chafetz, Silas, Langmore, Stafford, Hlista, Martinez, Riley  
**AWAY:** Frank Fernandez

**5. Resolution CMTA-2011-17 MetroAccess Access-a-Ride Overflow**

Approval of a resolution authorizing the president/CEO, or her designee, to execute a three-year contract, with two one-year options with Greater Austin Transportation Company for ADA paratransit overflow service, in an amount not to exceed \$3,953,351. This contract also includes the Access-a-Ride program, a non-ADA, premium, cost-shared service.

Inez Evans, Director of Paratransit provided a brief overview and discussed a training program for drivers and contract requirements for providers.

Public Comment:

1. Carlos Aleman stated that this proposal is huge and he would encourage the board to study this much more, it's a complicated issue but the overflow program is working well. He would like to encourage the board to study a lot more and ask pertinent questions and reconsider passing this proposal. There are other programs that are being used by other cities that provide very good overflow service. Capital Metro should study this and come up with something else and not rush into any decision.

2. Pat Bartel stated that his concerns on this proposal at the last committee meeting Thursday Inez Evans said that 504 issue was off the table. Last September per your board packet Option number 1, Capital Metro said it was discussed with FTA and not going to offer taxi request service anymore. What's the driving force to change the program that was already legal? It was approved by the FTA, there is some funny math going on. When you look at the math the percentages are actually higher. The numbers are not right. This program will cost a lot more than the one you already have the way the taxi voucher is set-up. I would like an explanation. There are other programs that should have been considered other than what we have now. Under the Colorado model it did not cost this much. There are some hidden things with this contract. Also the legal model program that we had would be cheaper. The numbers that you have don't tell the whole story.

3. Diane Bomar commented on decision last September to eliminate the taxi voucher program on request and replacing with Access a Ride. The statement that FTA had put Capital Metro on notice that this is a possible violation of section 504, FTA mentioned that Capital Metro was never notified and was never put under notice. This program will cost more money for the users and Capital Metro. We have had to endure this for three years. I spoke with Ms. Watson on the day before the vote was taken and told her that we would be talking with Mr. Bueter in Colorado at the end of that month. The Colorado model is much less expensive. Also concerning combining both the Non/ADA and the ADA service in one contract is problematic. Let's maintain the contract we have for another year. Remember that 504 was never being violated and FTA does not oversee.

<b>RESULT:</b>	<b>ADOPTED [6 TO 0]</b>
<b>MOVER:</b>	John Langmore, Vice Chairman
<b>SECONDER:</b>	Chris Riley, Board Member
<b>AYES:</b>	Silas, Langmore, Fernandez, Hlista, Martinez, Riley
<b>AWAY:</b>	Norm Chafetz, Ann Stafford

**6. Resolution CMTA-2011-18 MetroAccess Dedicated Services 2011**

Approval of a resolution authorizing the president/CEO, or her designee, to execute a three-year contract, with two one-year options with Le Fleur Transportation for dedicated paratransit service, in an amount not to exceed \$13,115,722.

Director of Paratransit Inez Evans provided updates.

Silas - A comparison of what the figures are now and what they were before.

Evans explained the comparison is about \$103.30 to \$122.00. LeFleur cost \$63 and now it's \$28. She also explained we will not have the Orbital system, they use a blackberry system.

Chair Martinez - Were there items regarding specifications?

Ann Stafford - What about other systems?

Mike Ford - We do not use the blackberry system for call notification.

Justine Hlista - Increase services - assumption.

John Langmore - Why are we outsourcing now?

Evans - The over flow portion that we are not able to fit on MetroAccess trips.

Langmore - 100% of overflow from LeFleur, why is our cost so high?

Chris Riley - Regarding regular MetroAccess, can we have a discussion on coming up with something like a driver initiated call? Is there anyway to provide some notification?

Evans - We will respond by the next operations/planning meeting, we will come back with some kind of process.

Stafford - Make sure if technology does not work customers will be notified. This is a safety issue, have a manual way for notification as some sort of safety net.

Public Comment:

1. Pat Bartel commented that LeFleur is doing overflow, important to notice, these are not same day vouchers, service less equivalent. In Denver if the trip is over 6 miles the customer pays the rest. Look at other models, since 504 is off the table, look at the cost.
2. Diane Bomar stated this is a complicated issue. We need clarification regarding the \$63 hr. replacing the overflow, average cost is \$28 per trip. Paratransit is per rider not per trip. Different ways it is calculated, overflow and subscription. It is inaccurate to compare \$63, more accurate is \$25. She is also concerned with LeFleur's paratransit experience and the cost of the contract.

<b>RESULT:</b>	<b>ADOPTED [7 TO 0]</b>
<b>MOVER:</b>	John Langmore, Vice Chairman
<b>SECONDER:</b>	Justine Hlista, Board Member
<b>AYES:</b>	Chafetz, Silas, Langmore, Stafford, Hlista, Martinez, Riley
<b>AWAY:</b>	Frank Fernandez

## 7. Resolution CMTA-2011-19 Advisory Committee Appointments

Approval of advisory committee appointments.

VP of Business & Community Development Dianne Mendoza provided the updates for the committee appointees.

Public Comment:

1. Carlos Aleman commented that the board should listen to the advice coming out of the committees because the committees are representing the public and are not considered a part of the management team of Capital Metro.
2. Boone Blocker stated it was an honor to work with out going committee members and that he is ready to work with the new committee.
3. Pat Bartel commented that he appreciated Kerri Butcher's clarification of the statutory issues as far as interpretation. That is good to know because what that means is that 451.610 and the updated version of 451.616 Transportation Code talking about Pflugerville, Rollingwood, etc. Capital Metro changed the way those laws were interpreted in January 2010 so therefore Capital Metro has to go back and do it the way the laws were set-up. I would like to commend you on the diversity of the appointments to the committees. There is one concern that none of the members appear to have ADA/paratransit experience. He also commented on a letter he received from a paratransit passenger that talked about a letter she received from Capital Metro which talks about a new FTA regulation as of May 2010 and this new regulation, which I have not found yet, talks about you can not get a vehicle preference anymore. The letter stated basically that the transit agency does not have to comply with reasonable accommodations. People in electric wheelchairs need to be accommodated; there is only one kind of vehicle that can accommodate them, which are the MetroAccess buses with the wheelchair lifts. With none of the committee members having ADA/paratransit experience how are they going to give you all input on this? How are you going to make sure that the committee members can give you the appropriate recommendations and that you all act on the recommendation you get from

the committee? We have given many specific recommendations before and they were just not acted on.

4. Diane Bomar-Aleman - Stated that she has been coming to these committee meetings since she moved here in September of 2005. First concern is on the notion of Capital Metro being a family. I am very concerned about that because if Capital Metro was a family, they are supported by the tax dollars and using that saying like a family is confusing because the whole purpose of Capital Metro is to serve the public and what is the public in relation to this family? This is sort of a systemic issue that I have seen in both the personnel job descriptions for new employees and what I have seen in a nondisclosure agreement where the person has to sign on to make decisions in the best interest of Capital Metro instead of in the best interest of the public which Capital Metro is supposed to serve. I see this as what the bottom line problem is for everything. I know the way I have handled the committee in the past that some people on the board has not been happy about. The committee is to serve the public not the board. I am real concerned about this new committee and how much the board is trying to micro-manage the committee which will stifle the public input. If the board and staff can micro-manage the committee determining what can be discussed and what sub-committees they are allowed to have... Is the committee allowed to provide any kind of oversight of any staff action in numbers? Is that in anyway a purpose of the committee? I have tried to indicate to you, but you guys might see it as being negative, on many occasions the intentional misrepresentation of the truth and the public has the right to know these things. I have chosen not to be part of this new committee and my conscience would not allow me to do that so I have full intention of making sure that if you guys don't allow this committee to be a public committee there will be one.

5. Michael Zitz-Evancih - Commented that he is not on a committee but you will still see his face and people need to speak out on what's important. Also he did not know the meeting was going to be here and not at the Granger building. You need to clarify whether or not the Ned Granger building has been reserved for the next year or not so people can go to the right place.

6. Sandra Seekamp - Commented that her concern is the fact that the first meeting of the new committee is set-up in two days to be here at Capital Metro and this is the first I have seen of it and the rest of the members of the new committee have seen of it. I'm sure the public has never seen it. Most people will show up at the Ned Granger building. I was told by someone that the location had been changed in the agenda packet to this location and that is the only way I knew about it. This is not a good location for the public in general, the Granger building has been set-up, it is in the center of town, it is easy access for fixed routes, more room etc. I encourage you to change it to the normal meeting location.

Chair Martinez - Ms. Watson can we get follow-up from staff on posting requirements and things of that nature? Ms. Mendoza do you have any information for us?

Linda Watson - The information on posting requirements.

Diane Mendoza - Stated I just looked at the board packet there is an error. In the materials you will be given today we did do a calendar at the request of board member Langmore and we have scheduled all the meetings and they are on the website and they are all at the Granger building. Ms. Mendoza apologized for the error in the transition plan. I will get with Adam to make sure that clarification is done.

Ann Stafford asked if staff could be pro-active and let the people that normally attend these meetings be notified by email or some sort of notification of where to go for the meetings.

Chair Martinez stated that he has two more appointees to recommend to the Customer Service Advisory committee and he has three remaining interviews to do and will come back with those recommendations. This does not preclude them from meeting within the next month they can still have a quorum and still take action. I will try to take care of this by next month that is why you don't see the two names on the committee mentioned. He also read the following statement:

The Board of Directors would like to thank the members of the Metro Mobility Working Group for the work they did over the course of the last 2+ years to help Capital Metro develop sound policies on some very difficult issues.

As you may know, this group was formed to ensure that members of the community with disabilities were represented during Capital Metro's consideration of several critical policy changes.

Their input was critical to shaping some of the policies that the Board recently adopted and were incorporated into the update to the ADA Plan.

After more than two years of meeting to provide Capital Metro with input on the paratransit policies and with the adoption of these policies, we believe the mission of the Working Group is now complete.

The Board of Directors expressed thanks to the outgoing members of both committees and looks forward to working with the new members of the committees on the development of future policies.

Chair Martinez stated for the record he would read the names of the new appointees:

Recommended Appointees to the Customer Service Advisory Committee

1. Board Member, Chair Martinez
2. Board Member, Chair Martinez
3. Mark Sze-To Board Member Langmore
4. Bettye J. (BJ) Taylor Board Member Silas
5. Rich MacKinnon Board Member Stafford
6. Roger Cauvin Board Member Riley
7. Laura Willard Board Member Chafetz
8. Oscar Gaytan Board Member Fernandez
9. John Taylor Board Member Blackmore-Hlista

## Recommended Appointees to the Access Advisory Committee

- |                           |                               |
|---------------------------|-------------------------------|
| 1. Nolan Blair            | Board Member, Chair Martinez  |
| 2. Sandra Seekamp         | Board Member, Chair Martinez  |
| 3. Boone J. Blocker       | Board Member Langmore         |
| 4. Sheila Patterson       | Board Member Silas            |
| 5. Angela-Jo Touza-Medina | Board Member Stafford         |
| 6. John Meinkowsky        | Board Member Riley            |
| 7. Vanessa Owens          | Board Member Chafetz          |
| 8. John McNabb            | Board Member Fernandez        |
| 9. Ann Nelson             | Board Member Blackmore-Hlista |

John Langmore thanked existing committee members for their time and commitment working on the tough issues; we appreciate your efforts and thanked Boone Blocker for his willingness to serve.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Norm Chafetz, Board Member
<b>SECONDER:</b>	John Langmore, Vice Chairman
<b>AYES:</b>	Chafetz, Silas, Langmore, Fernandez, Stafford, Hlista, Martinez, Riley

## VII. Presentations

### 1. Presentation (ID # 1875) Transit Station Advertising

#### Transit Station Advertising

VP of Business & Community Development Dianne Mendoza presented the concept of transit naming rights. (see attachment) At the request of Ms. Watson, Dianne contacted other transit agencies who have initiated or implemented a transit naming rights program. The agency would like to begin the Request for Proposal (RFP) process for Capital Metro to hire a consultant to determine what its assets are worth, etc.

Chair Martinez - Potential revenue generating - Is that a part of this?

Mendoza - Some of big dollars are naming of Redline.

Linda Watson - We can include as an option.

Chair Martinez - A consideration to work with local firms.

Ann Stafford commented that some agencies like ACC or others may have some restrictions.

**VIII. Reports:**

## 1. Planning/Development

## 2. Operations

EVP and Interim Chief Operating Officer Elaine Timbes reported on accidents, minimum property damage, update on schedule, running connectors, not downtown, information regarding marketing at the Domain, Nuevo Leon, McCormick and others will provide coupons on event days, surveys, back-up buses. Discussion on accessibility of fare boxes, will test smart card technology, testing for the next 30 days. Meeting will be on April 8 with customers. (see CEO report)

Chris Riley - Annual Card?

Timbes - Once this is finalized we will see how we can include this.

Chair Martinez - Stored value card - is it unlimited or for two years or more?

Timbes - We are testing a card that will allow this.

Chair Martinez - What we don't get in the reports, could be from customers real time, those type of contents don't go in the report. Last year to this year reporting standards?

Timbes - Yes.

Chair Martinez - Veolia, Capital Metro, First Transit and Linda Watson we appreciate your efforts.

## 3. Finance

Interim Chief Financial Officer Billy Hamilton reported that the sales tax revenue is better than expected, needs improvement on tracking our federal grants. (see CEO report)

## 4. President's Report

- Recognitions - President/CEO Linda Watson thanked all the employees who helped out during the ice storm, the 75 employees who volunteered to help out at the SWTA/TTA joint conference, she personally thanked Dianne Mendoza, Carmen Gonzales and Cynthia Lucas, all who had extensive involvement in the planning of the conference. She also discussed the pilot program regarding the Quick Response (QR) codes to be launched at a few key stops over the next few weeks and explained how riders with smart phones will be able to scan the code and get schedule information for that stop. Finally, Linda recognized board member Frank Fernandez for winning the Austin Under Forty award for community service.
- Announcements

**IX. Items for Future Discussion:****X. Adjournment**

The meeting was adjourned at 3:47 p.m.

**ADA Compliance**

*Reasonable modifications and equal access to communications are provided upon request. Please call (512)389-7458 or email [gina.estrada@capmetro.org](mailto:gina.estrada@capmetro.org) if you need more information.*

**BOARD OF DIRECTORS:** Mayor Pro Tem Mike Martinez, chairperson; John Langmore, vice chair; Beverly S. Silas, board secretary; Council Member Chris Riley; Mayor Justine Hlista; Frank Fernandez; Ann M. Stafford and Norm Chafetz. Board Liaison: Gina Estrada (512)389-7458, email [gina.estrada@capmetro.org](mailto:gina.estrada@capmetro.org) if you need more information.

The Board of Directors may go into closed session under the Texas Open Meetings Act. In accordance with Texas Government Code, Section 551.071, consultation with attorney for any legal issues, under Section 551.072 for real property issues; under Section 551.074 for personnel matters, or under Section 551.076, for deliberation regarding the deployment or implementation of security personnel or devices; arising regarding any item listed on this agenda.

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Yvonne Allen  
Legal/Board Support Specialist II

Date: February 28, 2011

**Capital Metropolitan Transportation Authority  
Board of Directors**

**MEETING DATE: 02/28/2011  
CMTA-2011-13  
Board Minutes**

**SUBJECT:** Approval of board meeting minutes for January 26, 2011.

**FISCAL IMPACT:** This action has no fiscal impact.

**ROUTE 2025 STRATEGIC ALIGNMENT:** Does not apply.

**DBE PARTICIPATION:** Does not apply.

**RESPONSIBLE DEPARTMENT:** Board of Directors

**LEGAL COUNSEL SIGNATURE:** \_\_\_\_\_



**RESOLUTION  
OF THE  
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS**

**STATE OF TEXAS  
COUNTY OF TRAVIS**

**RESOLUTION CMTA-2011-13  
Board Minutes**

**RESULT:**       **ADOPTED [UNANIMOUS]**  
**MOVER:**       John Langmore, Vice Chairman  
**SECONDER:**   Ann Stafford, Board Member  
**AYES:**         Chafetz, Silas, Langmore, Fernandez, Stafford, Hlista, Martinez, Riley

**Date: February 28, 2011**

\_\_\_\_\_  
**Secretary of the Board  
Beverly Silas**

**SUBJECT:** Board appointment to CAMPO Transportation policy board.

**FISCAL IMPACT:** This action has no fiscal impact.

**EXECUTIVE SUMMARY:** Capital Metro is granted representation on a number of boards of other public agencies, e.g., on the boards of the Lone Star Rail District and the Capital Area Metropolitan Planning Organization (CAMPO). In such cases, it has been the practice of the board of directors to formally approve the appointment of any Capital Metro board member to these other external boards.

Board member Frank Fernandez currently represents Capital Metro on the CAMPO Transportation Policy Board. At the request of the chairman, this item is being posted by staff to allow the board to appoint a new Capital Metro board member to the CAMPO board to replace Mr. Fernandez who desires to step down from this position.

**ROUTE 2025 STRATEGIC ALIGNMENT:** Strategic Partnering.

**DBE PARTICIPATION:** Does not apply.

**RESPONSIBLE DEPARTMENT:** Government Relations

**LEGAL COUNSEL SIGNATURE:** \_\_\_\_\_



**RESOLUTION  
OF THE  
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS**

**STATE OF TEXAS  
COUNTY OF TRAVIS**

**RESOLUTION CMTA-2011-14  
Board Appointment to CAMPO Board**

**WHEREAS**, Capital Metro is granted representation on a number of boards of other public agencies, and

**WHEREAS**, it has been the practice of the board of directors to formally approve the appointment of any Capital Metro board member to these other external boards.

**NOW THEREFORE BE IT RESOLVED** that the board of directors hereby appoints board member Justine Blackmore-Hlista to represent Capital Metro on the Transportation Policy Board of the Capital Area Metropolitan Planning Organization.

**RESULT:**       **ADOPTED [UNANIMOUS]**  
**MOVER:**        Norm Chafetz, Board Member  
**SECONDER:**   Frank Fernandez, Board Member  
**AYES:**         Chafetz, Silas, Langmore, Fernandez, Stafford, Hlista, Martinez, Riley

**Date: February 28, 2011**

\_\_\_\_\_  
**Secretary of the Board  
Beverly Silas**

**SUBJECT:** Approval of budget and financial planning policy.

**FISCAL IMPACT:** This action has no fiscal impact.

**COMMITTEE RECOMMENDATION:** This agenda item was approved by the finance/audit committee on February 10, 2011.

**EXECUTIVE SUMMARY:** The purpose of the Budget and Financial Planning Policy is to provide a strategic framework for the prudent management of Capital Metro's finances that facilitates public access and examination of performance and reflects leading financial planning practice. Capital Metro has a fiduciary duty to the community to manage its finances over the long term in a way that balances community and customer needs with the long term financial sustainability of Capital Metro. Sound budget and financial planning policy most directly ensures long-term budgetary and service level solvency as well as flexibility.

The policy requires the adoption of a balanced budget, a five-year financial plan, and a five-year capital improvement program by the September board meeting each fiscal year. As required by statute and board policy, the proposed fiscal year budget will be made available for public review at least 14 days prior to the board meeting.

The policy also requires the board to adopt and annually reevaluate a five-year strategic plan which set policy and service priorities that drive development of the operating and capital budgets and allocate resources based on strategic priorities.

Lastly, the policy establishes a process for requesting, reviewing and approving budget amendments within specific limitations during a fiscal year.

**ROUTE 2025 STRATEGIC ALIGNMENT:** Sustainable Business Growth.

**DBE PARTICIPATION:** Does not apply.

**PROCUREMENT:** Does not apply.

**RESPONSIBLE DEPARTMENT:** Finance & Administration

**LEGAL COUNSEL SIGNATURE:** \_\_\_\_\_



**RESOLUTION  
OF THE  
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS**

**STATE OF TEXAS  
COUNTY OF TRAVIS**

**RESOLUTION CMTA-2011-15  
Budget and Financial Planning Policy**

**WHEREAS**, Pursuant to Sec. 451.053 of the Texas Transportation Code the board is responsible for the management, operation, and control of an authority and its property; and

**WHEREAS**, the establishment of the budget and financial planning policy is a sound and prudent business practice.

**NOW, THEREFORE BE IT RESOLVED** by the Capital Metropolitan Transportation Authority board of directors that the attached Budget and Financial Planning Policy is approved.

**RESULT: ADOPTED [UNANIMOUS]**  
**MOVER:** Frank Fernandez, Board Member  
**SECONDER:** Beverly Silas, Secretary  
**AYES:** Chafetz, Silas, Langmore, Fernandez, Stafford, Hlista, Martinez, Riley

**Date: February 28, 2011**

\_\_\_\_\_  
**Secretary of the Board  
Beverly Silas**

**SUBJECT:** Approval of a resolution approving an interlocal agreement with Austin Community College (ACC) for introduction of transit bus service to ACC Cypress Creek campus located in Cedar Park.

**FISCAL IMPACT:** This action generates revenue.

**COMMITTEE RECOMMENDATION:** This agenda item was recommended for approval by the operations/planning committee on February 16, 2011.

**EXECUTIVE SUMMARY:** Capital Metro recently implemented the January 2011 Service Changes. As part of these changes, Route 214 Northwest Flex was introduced to provide improved connectivity between the communities of Lago Vista/Jonestown and Lakeline Station. As part of this change, staff had also recommended the introduction of service into the community of Cedar Park (including ACC Cypress Creek).

The City of Cedar Park ultimately voted to not proceed with their cost/participation for the introduction of service. However, Austin Community College continued to work with Capital Metro staff to preserve initial service to their campus provided that a mutually beneficial cost-share agreement could be reached.

ACC has agreed to reimburse Capital Metro up to \$19,224.97 for their portion of service provided to directly serve the Cypress Creek campus. Service will initiate immediately upon final written approval of this agreement.

**ROUTE 2025 STRATEGIC ALIGNMENT:** Customer Driven Service Excellence.

**DBE PARTICIPATION:** Does not apply.

**PROCUREMENT:** Chapter 791 of the State of Texas Government Code encourages governmental entities to increase the efficiency and effectiveness of local governments by authorizing them to contract, to the greatest possible extent, with one another. In doing so, local governments are permitted to forego the requirements of full and open competition and contract directly with one another.

**RESPONSIBLE DEPARTMENT:** Strategic Planning

**LEGAL COUNSEL SIGNATURE:** \_\_\_\_\_



**RESOLUTION  
OF THE  
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS**

**STATE OF TEXAS**

**COUNTY OF TRAVIS**

**RESOLUTION CMTA-2011-16  
ILA with Austin Community College**

**WHEREAS**, the board of directors and Capital Metro management desire to work cooperatively with Austin Community College to implement programs and services that support the Environment and Sustainability; and

**WHEREAS**, the board of directions and Capital Metro management desire to pursue opportunities to reduce traffic congestion and increase ridership.

**NOW, THEREFORE, BE IT RESOLVED** by the Capital Metropolitan Transportation Authority board of directors that the president/CEO, or her designee, is authorized to finalize and execute an Interlocal agreement with Austin Community College (ACC) for the provision of transit service directly to ACC-Cypress Creek campus and reimburse Capital Metro in an amount of \$19,224.97 annually beginning on the date of the signed and executed agreement.

<b>RESULT:</b>	<b>ADOPTED [7 TO 0]</b>
<b>MOVER:</b>	Beverly Silas, Secretary
<b>SECONDER:</b>	Ann Stafford, Board Member
<b>AYES:</b>	Chafetz, Silas, Langmore, Stafford, Hlista, Martinez, Riley
<b>AWAY:</b>	Frank Fernandez

**Date: February 28, 2011**

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**Secretary of the Board  
Beverly Silas**

## INTERLOCAL AGREEMENT

THE STATE OF TEXAS     §  
   §  
 COUNTY OF TRAVIS       §

This agreement is entered into between the Contracting Parties shown below pursuant to the authority granted and in compliance with the provisions of the Interlocal Cooperation Act, Chapter 791, Texas Government Code.

### I. Contracting Parties

The Receiving Agency:     Austin Community College ("ACC")  
   5930 Middle Fiskville Road  
   Austin, Texas 78752

The Performing Agency:    Capital Metropolitan Transportation Authority  
   ("Capital Metro")  
   2910 East Fifth Street  
   Austin, Texas 78702

### II. Statement of Services to be Performed

Capital Metro's mission is to provide high quality, customer-focused, effective, and efficient transportation services and systems for communities in our region. In June of 2008, Capital Metro's Board of Directors approved the Service Expansion Policy, which allows Capital Metro to partner with cities and government entities in the region that are not currently a part of Capital Metro's service area. In support of these endeavors, Capital Metro will partner with ACC to create access to the current Capital Metro system through the proposed Flex Bus Route for its Cypress Creek Campus in the city of Cedar Park. This new service offering will add one (1) stop at the campus, on Route 214 Northwest Flex, connecting passengers to Lakeline Station. This Agreement is entered into on the basis of equality and mutual benefit to develop business on the terms and conditions set forth below:

1. The objective of this program is to offer its service as a typical Capital Metro route. As with all Capital Metro services, passengers from ACC will be allowed access to this service as well as other fixed routes and rail, provided that they pay the appropriate fares consistent with the fares charged for similar services in the system, or utilize the green pass program;
2. Capital Metro will monitor ridership on the mainline fixed route and flexible services through one or more of the following means: the use of the fare box, Automatic Passenger Counters, operator trip counts, and if necessary, ride checks;
3. Capital Metro will compile and analyze the data and timely share all such information with ACC. Capital Metro together with ACC will review the service

in June 2011 to aid in the determination of future extensions to the current service expansion;

4. Service will be extended based on the service criteria set forth in the Service Guideline Addendum to be attached hereto.
5. All public relations will be coordinated through the Capital Metro Public Information office, and
6. Both parties agree to the Tentative Timeline listed below:

Signing of Interlocal Agreement

Press Release January 25, 2011

Implementation January 25, 2011

Analysis of Ridership Impact June 1, 2011

Negotiations in Continuation of Project June 2011

Extension of Agreement July 2011  
(effective October 1, 2011)

7. The parties mutually understand the need for coordination and prior approval of activities and initiatives that may involve Capital Metro funds.
8. The parties mutually agree to consult with each other regarding any amendments or issues to be addressed in this new service. This Agreement may be modified, in writing, by mutual consent.
9. This Agreement shall serve as a feasibility study to determine the need, usefulness and practicality of having new transit service to the Cypress Creek Campus.

### III. Payment

Upon execution of this Agreement, the Receiving Agency shall pay a one-time payment to Performing Agency in the amount of Nineteen Thousand Two Hundred Twenty-Four Dollars and 97/100 (\$19,224.97) for bus service and one (1) stop under this Agreement.

No other charges, expenses, contributions, recoupments or charge backs shall be due from or paid by Receiving Agency in the performance of this Agreement. Payment for the stop is due within thirty (30) calendar days of execution of this Agreement. Receiving Agency shall not be subject to any charge backs or liable for any losses incurred by Performing Agency.

### IV. Service Description

The Flex Route service will operate Monday through Friday every week from 5:00 a.m. through 9:00 p.m. each day during the term of this Agreement. During the peak hours of operation, from 5:00 a.m. to 8:00 a.m. and from 3:00 p.m. to 7:00 p.m. there will be two buses running at 45-60 minute intervals, with service from Lago Vista and Jonestown to ACC Cypress Creek and Lakeline Station. During non-peak hours of operation, from 8:00 a.m. to 3:00 pm, and from 7:00 p.m. to 9:00 p.m. there will be two buses running at 50-60 minute intervals, including flexible service upon request.

**V. Fares**

The estimated fares to be charged to riders are as follows:

Single Ride Fare	\$1
Day Pass	\$2
7 Day Pass	\$9
31 Day Pass	\$30

Reduced Fares for Students (6-18), Senior 65 and Older, and Persons with Disabilities

This Route is eligible for the Green Pass Program.

**VI. Construction of Bus Stops**

The stop will be erected in front of the main entrance of ACC Cypress Creek Campus in Cedar Park, Texas. The cost of constructing and maintaining the stop shall be paid by Receiving Agency. Both parties must agree in writing upon modifications to levels of service and periods of operation.

The Performing Agency shall be solely responsible for all costs and expenses related to installation, repair, replacement, maintenance and removal of any bus stop flag sign.

**VII. Insurance Coverage**

Capital Metro as well as the ACC will provide, at a minimum, the following levels of insurance:

1. Commercial General Liability Insurance Coverage with limits of not less than One Million Dollars (\$1,000,000) each occurrence and not less than Two Million Dollars (\$2,000,000) Combined Single Limit of Liability for Bodily Injury and Property Damage including Products Liability.
2. Austin Community College will provide Automobile Liability Insurance covering all owned, hired, and non-owned vehicles with limits of One Hundred Thousand Dollars (\$100,000) and Three Hundred Thousand Dollars (\$300,000) Combined Single Limit of Liability as per Texas Tort Claims Act.
3. Workers' Compensation Insurance Statutory Workers' Compensation coverage in the State of Texas. Employers Liability Insurance with minimum limits of liability of One Million Dollars \$1,000,000.

**VIII. Cancellation**

Should the Performing Party cancel the bus service set forth herein, then the Receiving Party shall be entitled to a pro-rata refund of its upfront payment.

**IX. Term of the Agreement**

This Agreement shall be executed upon signature of the last party to sign. The initial term of this Agreement will be from the date of execution to January 14, 2012, subject to the Timeline in Section II.6. The Parties to this Agreement may,

by mutual consent, exercise the option to extend this Agreement for up to three (3) additional one (1) year periods. The option years are contingent upon approval of ACC and the Capital Metropolitan Transportation Authority Board of Directors (Board). The Performing Agency will provide written notice of Board authorization and its request to exercise the extension no later than thirty (30) calendar days prior to the expiration of the then current term.

**X. Default**

Either party shall be in default under the Agreement if either party (a) fails to fully, timely and faithfully perform any of its material obligations under the Agreement.

**XI. Termination**

Either party shall have the right to terminate the Agreement, in whole or in part, without cause upon thirty (30) calendar days' prior written notice without cost or penalties. Upon receipt of a notice of termination, Capital Metro shall promptly cease all further work pursuant to the Agreement, with such exceptions, if any, specified in the notice of termination. Upon termination by Capital Metro under this provision, Capital Metro will refund to ACC the remaining amount, of the upfront cost paid by ACC, attributable to the terminated months.

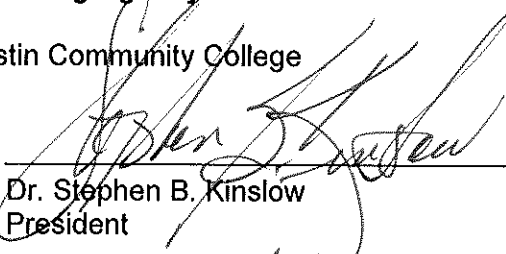
**XII. Certifications**

The undersigned Contracting Parties do hereby certify that each is authorized to perform the services required by this Agreement and that such services further a governmental function of the Receiving Agency. Payment for the services performed by the Performing Agency will be made from current revenues available to the Receiving Agency. Each signatory to this Agreement has the specific authority to sign this Agreement and to bind their respective business entity.

Attachment: ILA ACC 2011 (CMTA-2011-16 : ILA with Austin Community College)

**Receiving Agency**

Austin Community College

By:   
Dr. Stephen B. Kinslow  
President

Date: 2/1/11

ak  
w/m  
mf

**Performing Agency**

Capital Metropolitan Transportation Authority

By: \_\_\_\_\_  
Linda Watson  
President/CEO

Date: \_\_\_\_\_

**Approved as to Form:**

\_\_\_\_\_

**SUBJECT:** Approval of a resolution authorizing the president/CEO, or her designee, to execute a three-year contract, with two one-year options with Greater Austin Transportation Company for ADA paratransit overflow service, in an amount not to exceed \$3,953,351. This contract also includes the Access-a-Ride program, a non-ADA, premium, cost-shared service.

**FISCAL IMPACT:** Funding for this action is available in the FY2011 operating budget.

**COMMITTEE RECOMMENDATION:** This agenda item was recommended for approval by the operations/planning committee on February 16, 2011.

**EXECUTIVE SUMMARY:** Capital Metro has contracted with local taxi companies to support MetroAccess service since 1989 using a voucher contract, scheduled to expire April 30, 2011. Under the new contract, Capital Metro staff has recommended a restructuring of third party service provision under the paratransit department for three kinds of service: dedicated runs as a natural extension of existing ADA paratransit van and sedan routes, overflow service when dedicated services have reached capacity for ADA trips, and a new non-ADA program called Access-a-Ride which replaces the existing Voucher on Request program and was approved by the board of directors in September 2010.

The Access-a-Ride program is a non-ADA premium cost-share service in which registered MetroAccess customers shall have the opportunity to enroll in and access point-to-point, same day, on-demand service within the greater Austin area using a stored-value card. This program is separate and apart from the ADA mandated paratransit program. The contractor shall be responsible for managing the enrollment process and administration of the stored value card.

Passengers who wish to participate in the program pay a \$5.00 enrollment fee. Customers can contribute funds to the card in \$5.00 increments, up to a maximum of \$20.00 per month. The maximum cost share allocation for Capital Metro is \$60,000 per month. Customers using the Access-a-Ride program are able to make use of Capital Metro's partnership with Greater Austin Transportation Company to book their trip at the negotiated, per-mile rates. There are no trip purpose restrictions.

The contractor is required to provide a door-through-door, shared ride ADA paratransit overflow service in the Austin area for persons with disabilities whose disabilities prevent them from using the Capital Metro fixed route bus system. Rides are available during the same days and hours of the fixed route system. Transportation is limited to an ADA service corridor within  $\frac{3}{4}$  mile of the fixed route bus system. The overflow service shall be employed once capacity constraints are reached by Capital Metro and other dedicated providers.

The contractor is required to maintain all required licenses and permits to operate within the Capital Metro service area. The contractor is also required to furnish all personnel, fleet vehicles, facility, fuel, supervision, vehicle and facility maintenance, material, supplies, storage, insurance, and incidentals as required, providing an operationally dependable public transportation service.

The price submitted in this proposal for ADA overflow service, which encompasses approximately 2,436 one-way trips annually, is \$25.75 per average 6.1 - 9.09 mile trip in the first year, with an average increase of 2.89% in subsequent years.

The price submitted in this proposal for Access-a-Ride non-ADA premium cost-share service, which encompasses approximately 48,000 one-way trips annually, is \$19.95 per average 4.1 - 6.09 mile trip in the first year, with an average increase of 3.15% in subsequent years.

**ROUTE 2025 STRATEGIC ALIGNMENT:** Customer Driven Service Excellence.

**DBE PARTICIPATION:** Due to the specialized nature of this project, DBE participation has been set as race neutral.

**PROCUREMENT:** On October 22, 2010, a request for proposals for dedicated services and Access-a-Ride/overflow was issued and formally advertised. Two (2) proposals were received for Access-a-Ride and Overflow Services. The evaluation team used the following criteria in the evaluation of technical proposal:

1. Staffing and administration
2. Company experience and references
3. Service management and delivery
4. Vehicles and fleet management

Price was also evaluated by pricing team and was shared with the evaluation team after they completed the evaluation of technical proposals.

Greater Austin Transportation Company was determined to have the best value proposal for Access-a-Ride & Overflow. The price was determined to be fair and reasonable based on adequate competition.

Access-a-Ride

Year 1	Year 2	Year 3	Year 4	Year 5	Total
\$720,000	\$720,000	\$720,000	\$720,000	\$720,000	\$3,600,000

Overflow

Year 1	Year 2	Year 3	Year 4	Year 5	Total
\$62,727	\$66,462	\$70,434	\$74,521	\$79,207	\$353,351

**RESPONSIBLE DEPARTMENT:** Operations

**LEGAL COUNSEL SIGNATURE:** \_\_\_\_\_



**RESOLUTION  
OF THE  
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS**

**STATE OF TEXAS**

**COUNTY OF TRAVIS**

**RESOLUTION CMTA-2011-17**

**MetroAccess Access-a-Ride Overflow**

**WHEREAS**, the board of directors and Capital Metro management recognize a need to supplement its ADA paratransit service with overflow service in order to meet federal guidelines under the Americans with Disabilities Act 49 CFR Part 37; and

**WHEREAS**, the board of directors, recognizing a desire for paratransit customers to have greater flexibility to satisfy their public transportation needs, approved a policy in September 2010 adopting a stored-value, subsidized, non-ADA transportation program called Access-a-Ride; and

**WHEREAS**, Capital Metro staff has completed the procurement process by competitive bid, as required by FTA Circular 4220.1E, Change 1, "Third Party Contracting Requirements", Department of Transportation 49 CFR Part 18 and 26, and the Capital Metro Employees' Code of Conduct.

**NOW, THEREFORE, BE IT RESOLVED** that the Capital Metropolitan Transportation Authority board of directors authorizes the president/CEO, or her designee, to execute a three-year contract, with two one-year options, with Greater Austin Transportation Company for ADA paratransit overflow service, in an amount not to exceed \$3,953,351. This contract also includes the Access-a-Ride program, a non-ADA, premium, cost-shared service.

<b>RESULT:</b>	<b>ADOPTED [6 TO 0]</b>
<b>MOVER:</b>	John Langmore, Vice Chairman
<b>SECONDER:</b>	Chris Riley, Board Member
<b>AYES:</b>	Silas, Langmore, Fernandez, Hlista, Martinez, Riley
<b>AWAY:</b>	Norm Chafetz, Ann Stafford

\_\_\_\_\_  
**Secretary of the Board**

**Date: February 28, 2011**

**Beverly Silas**

**SUBJECT:** Approval of a resolution authorizing the president/CEO, or her designee, to execute a three-year contract, with two one-year options with Le Fleur Transportation for dedicated paratransit service, in an amount not to exceed \$13,115,722.

**FISCAL IMPACT:** Funding for this action is available in the FY2011 operating budget.

**COMMITTEE RECOMMENDATION:** This agenda item was recommended for approval by the operations/planning committee on February 16, 2011.

**EXECUTIVE SUMMARY:** The Capital Metropolitan Transportation Authority provides a door-through-door, shared ride ADA paratransit service in the Austin area for persons with disabilities whose disabilities prevent them from using the Capital Metro fixed route bus system. Rides are available during the same days and hours of the fixed route system. Transportation is limited to an ADA service corridor within  $\frac{3}{4}$  mile of the fixed route bus system. The paratransit service for Capital Metro is called MetroAccess.

Capital Metro has contracted with local taxi companies to support MetroAccess service since 1989 using a voucher contract, scheduled to expire April 30, 2011. Under the new contract, Capital Metro staff has recommended a restructuring of third party service provision under the paratransit department for three kinds of service, as follows: dedicated paratransit service as a natural extension of existing ADA paratransit van and sedan routes, overflow service when dedicated services have reached capacity for ADA trips, and a new non-ADA program called Access-a-Ride which replaces the existing voucher on request program and was approved by the board of directors in September 2010.

The contractor shall guarantee a minimum number of vehicles and operators to operate 35 routes per day during all comparable hours of service requested by the Capital Metropolitan Transportation Authority. At least 10% of the vehicles provided under this contract will be non-transferable wheelchair-accessible.

The contractor is required to maintain all required licenses and permits to operate within the Capital Metro service area. The contractor is also required to furnish all personnel, fleet vehicles, facility, fuel, supervision, vehicle and facility maintenance, material, supplies, storage, insurance, and incidentals as required, providing an operationally dependable public transportation service.

The price submitted in this proposal is \$28 per scheduled vehicle hour in the first year, with an average increase of 5.89% in subsequent years. The pricing is based upon an award for approximately 78,000 vehicle hours in each year of the contract. This represents approximately 159,000 one-way trips annually.

**ROUTE 2025 STRATEGIC ALIGNMENT:** Customer Driven Service Excellence.

**DBE PARTICIPATION:** Due to the specialized nature of this project, DBE participation has been set as race neutral.

**PROCUREMENT:** On October 22, 2010, a request for proposals for dedicated services and Access-a-Ride/overflow was issued and formally advertised. By the closing date of December, five (5) proposals were received for Dedicated Services. The evaluation team used the following criteria in the evaluation of the technical proposal:

1. Staffing and administration
2. Company experience and references
3. Service management and delivery
4. Vehicles and fleet management

Price was also evaluated by the pricing team and was shared with the evaluation team after they completed the evaluation of technical proposals.

LeFleur Transportation was determined to have the best value proposal for dedicated services. The price was determined to be fair and reasonable based on adequate competition.

Base Year 1	Base Year 2	Base Year 3	Option Year 1	Option Year 2	Total
\$2,184,000	\$2,386,098	\$2,590,138	\$2,821,312	\$3,134,174	\$13,115,722

**RESPONSIBLE DEPARTMENT:** Operations

**LEGAL COUNSEL SIGNATURE:** \_\_\_\_\_



**RESOLUTION  
OF THE  
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS**

**STATE OF TEXAS**

**COUNTY OF TRAVIS**

**RESOLUTION CMTA-2011-18**

**MetroAccess Dedicated Services 2011**

**WHEREAS**, the board of directors and Capital Metro management recognize a need to supplement its ADA paratransit service with additional dedicated scheduled paratransit service in order to meet federal guidelines under the Americans with Disabilities Act 49 CFR Part 37; and

**WHEREAS**, Capital Metro staff has completed the procurement process by competitive bid, as required by FTA Circular 4220.1E, Change 1, "Third Party Contracting Requirements", Department of Transportation 49 CFR Part 18 and 26, and the Capital Metro Employees' Code of Conduct.

**NOW, THEREFORE, BE IT RESOLVED** that the Capital Metropolitan Transportation Authority board of directors authorizes the president/CEO, or her designee, to execute a three-year contract, with two one-year options with LeFleur Transportation for dedicated paratransit service, in an amount not to exceed \$13,115,722.

<b>RESULT:</b>	<b>ADOPTED [7 TO 0]</b>
<b>MOVER:</b>	John Langmore, Vice Chairman
<b>SECONDER:</b>	Justine Hlista, Board Member
<b>AYES:</b>	Chafetz, Silas, Langmore, Stafford, Hlista, Martinez, Riley
<b>AWAY:</b>	Frank Fernandez

**Date: February 28, 2011**

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**Secretary of the Board  
Beverly Silas**

**SUBJECT:** Approval of advisory committee appointments.

**FISCAL IMPACT:** This action has no fiscal impact.

**COMMITTEE RECOMMENDATION:** This agenda item was approved by the operations/planning committee on February 16, 2011.

**EXECUTIVE SUMMARY:** Capital Metro's board of directors seeks effective community involvement that improves the quality of its decision-making processes and builds public trust in Capital Metro. At the September 24, 2010 Capital Metro board of directors meeting, the board approved Resolution #1665, Board of Directors Advisory Committee policy. This policy allowed the board of directors to restructure the current board advisory committees--the Customer Services Advisory Committee and Access Advisory Committee--using a new appointments process per Article II, Section 17 of the Capital Metro Board of Director's Bylaws.

The board of directors created this advisory committee structure as a comprehensive community involvement strategy that closely tied to board decision making, consideration of committee input in advance of board decisions as well as effective tracking of board adoption, rejection or modification of advisory committee recommendations.

Furthermore, the board sought this comprehensive approach in order to enhance its transparency with the community-at-large in meeting a variety of transit needs and to ensure an appointment process that engaged a diverse range of stakeholders.

The following individuals have been recommended as advisory committee appointments by each member of the Capital Metro board of directors based on a recommendation from the Capital Metro president/CEO. Each member appointed will serve at the will of their appointing Board member and their term shall end with the end of their appointing member's term. The committee appointees represent diverse backgrounds, abilities and interests, including but not limited to, those who may be limited English speaking or who have disabilities or who have different levels of experience with public policy and group decision making. These members live in the Capital Metro service area.

**Recommended Appointees to the Customer Service Advisory Committee**

- |                          |                              |
|--------------------------|------------------------------|
| 1.                       | Board Member, Chair Martinez |
| 2.                       | Board Member, Chair Martinez |
| 3. Mark Sze-To           | Board Member Langmore        |
| 4. Bettye J. (BJ) Taylor | Board Member Silas           |
| 5. Rich MacKinnon        | Board Member Stafford        |
| 6. Roger Cauvin          | Board Member Riley           |
| 7. Laura Willard         | Board Member Chafetz         |

- 8. Oscar Gaytan Board Member Fernandez
- 9. John Taylor Board Member Blackmore-Hlista

Recommended Appointees to the Access Advisory Committee

- 1. Nolan Blair Board Member, Chair Martinez
- 2. Sandra Seekamp Board Member, Chair Martinez
- 3. Boone J. Blocker Board Member Langmore
- 4. Sheila Patterson Board Member Silas
- 5. Angela-Jo Touza-Medina Board Member Stafford
- 6. John Meinkowsky Board Member Riley
- 7. Vanessa Owens Board Member Chafetz
- 8. John McNabb Board Member Fernandez
- 9. Ann Nelson Board Member Blackmore-Hlista

**ROUTE 2025 STRATEGIC ALIGNMENT:** Strategic Partnering.

**DBE PARTICIPATION:** Does not apply.

**PROCUREMENT:** Does not apply.

**RESPONSIBLE DEPARTMENT:** Community Development

**LEGAL COUNSEL SIGNATURE:** \_\_\_\_\_



**RESOLUTION  
OF THE  
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS**

**STATE OF TEXAS  
COUNTY OF TRAVIS**

**RESOLUTION CMTA-2011-19  
Advisory Committee Appointments**

**WHEREAS**, the Capital Metropolitan Transportation Authority board of directors and Capital Metro are committed to successful and meaningful public involvement; and

**WHEREAS**, the Capital Metropolitan Transportation Authority board of directors and Capital Metro seek informed consent from the public by providing equitable access to decision making and offering opportunities to provide input from a representative set of the population that reflects the interests of the community when transportation decisions are made.

**NOW, THEREFORE, BE IT RESOLVED** by the Capital Metropolitan Transportation Authority board of directors that the recommended individuals be appointed to serve as members of the Customer Service Advisory Committee and Access Advisory Committee as brought forward by the Capital Metro president/CEO.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Norm Chafetz, Board Member
<b>SECONDER:</b>	John Langmore, Vice Chairman
<b>AYES:</b>	Chafetz, Silas, Langmore, Fernandez, Stafford, Hlista, Martinez, Riley

**Date: February 28, 2011**

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**Secretary of the Board  
Beverly Silas**

## DRAFT



## Access Advisory Committee By-laws

## Article 1. Name.

Access Advisory Committee (ACCESS)

## Article 2. Purpose and Duties.

**Purpose:** Provide recommendations from citizens and passengers for enhancement of services to passengers with disabilities and senior citizens.

**Duties:**

ACCESS shall provide insight and provide recommendations regarding categories and specific topics regarding Capital Metro's products and services as directed by the Capital Metro Board of Directors.

ACCESS shall serve as a resource to Capital Metro in promoting and educating the public regarding acceptance and usage of the transit system across jurisdictions and in suburban communities.

ACCESS will serve as a sounding board for innovative practices and ideas on specific topics of importance to the Agency as directed by the Capital Metro Board of Directors.

## Article 3. Membership.

- 1) **Membership:** The committee shall consist of **nine (9)** members assisted by a Capital Metro staff member who will serve as a non-voting liaison. All committee members must reside within the City of Austin limits or within Capital Metro's service area. The members of the committee shall be appointed by a member of the Capital Metro Board of Directors and the appointments will be confirmed by the Board of Directors. The Chairman of the Capital Metro Board of Directors has two appointments and each of the other members of the Board of Directors has one appointment. Members of the committee serve at the will of their appointing Board member and their term shall end with the end of their appointing member's term.
- 2) **Vacancies:** At the expiration of the term of an appointing Board member, the Capital Metro Chairman of the Board can appoint a new member or reappoint a current member for a term of two (2) years if such appointment is confirmed by the Board of Directors. If a Vacancy occurs during the term of a appointing member, the Board member can appoint a new committee member to complete the unexpired term, with the confirmation of the Capital Metro Board of Directors. Any ACCESS member failing to attend three (3) consecutive meetings without approval of the committee chairperson, may be removed for excessive absenteeism. The appointing Board member can appoint a new committee member to complete the unexpired term.
- 3) **Composition:** ACCESS committee members will represent diverse backgrounds, abilities and interests; including, but not limited to, those who may be limited English

speaking. Individuals who have disabilities, or who represent agencies who deal with persons with disabilities or who have different levels of experience with public policy and group decision making will be considered.

- 4) **Appointment:** As per statutory requirements, each member of the Capital Metro Board of Directors will select their appointees based on a recommendation from the Capital Metro President/CEO. An official application seeking a committee appointment must be completed and submitted for consideration. All applications will be reviewed by the President/CEO in collaboration with the Capital Metro Board of Directors.
- 5) **Level of Authority:** The ACCESS committee's highest level of authority is to provide advice and recommendations to the Capital Metro Board of Directors. An ACCESS committee member may not act in any official capacity except through the action of the Capital Metro Board of Directors.
- 6) **Recommendations:** The Capital Metro Board of Directors will receive ACCESS committee recommendations only when they include:
  - i. Full description of the issue under deliberation; and
  - ii. Information provided captures all sides of an issue.
- 7) **Resignations:** A member who seeks to resign from a committee shall submit a written resignation to the appointing Board member and give notice to the staff liaison. If possible, the resignation should allow for a thirty day notice so the Board member can appoint a replacement.

#### **Article 4. Officers.**

At the first meeting of each calendar year, the ACCESS committee members shall select a chairperson, vice-chairperson and a secretary who shall serve for a term of one (1) year. It shall be the duty of the secretary to send all notices for the meetings; keep and preserve minutes, have custody and keep all documents and papers while with said committee and perform such other duties as may be prescribed by said committee. The non-voting staff liaison will assist the secretary in posting approved minutes and other documents on the Capital Metro website to ensure public transparency.

#### **Article 5. Meetings.**

The ACCESS committee shall meet once per month. Five members of the Committee shall constitute a quorum. Committee meetings must be posted in accordance with Texas Government Code Chapter 551 (Texas Open Meetings Act).

#### **Article 6. Committees**

- a) **Standing or Special Committees:** A standing or special committee can only be established by an affirmative vote of the Capital Metro Board of Directors. Such standing or special committees will be given specific work projects of interest as directed by the Capital Metro Board of Directors. The Capital Metro Board Chair shall appoint a committee member as the committee chair, with the appointing member's consent.
- b) **Quorum:** A majority of the total number of appointed committee members to such a committee constitutes a quorum.
- c) **Meetings:** Each standing or special committee shall meet on a regularly scheduled basis or at least quarterly. Committee meetings must be posted in accordance with Texas Government Code Chapter 551 (Texas Open Meetings Act).

#### **Article 7. Parliamentary Authority.**

The rules contained in the current edition of Robert's Rules of Order shall govern ACCESS in all cases to which they are applicable, except when inconsistent with these by-laws or with special rules of order which the Capital Metro Board of Directors may adopt.

#### **ARTICLE 8. Amendment of By-Laws.**

A by-law amendment is not effective unless approved by the Capital Metro Board of Directors.

- References:**
1. "A Synthesis of Transit Practice," *Transit Cooperative Research Program Synthesis 85, Effective Use of Citizen Advisory Committees for Transit Planning and Operations*, Washington, DC, 2010.
  2. *Boards & Commissions Appointment Process*, City of Austin, Texas.

# Advisory Committees Transition—Proposed Plan of Action

*Status Report: Beginning February 1, 2011 to March 31, 2011*

## 1. Issues to Address

Item #	Title	Description	Person Responsible	Date for Completion	Status Yes/No/Pending
1	Provide "Thanks" to Current Advisory Committee Members (both CSAC and ACCESS)	<ul style="list-style-type: none"> <li>a. Send letter inviting all members to be present and attend February 28<sup>th</sup> Board Meeting</li> <li>b. Prepare Certificates of Appreciation to be distributed by Board Chair, MPT Martinez and members of the Board of Directors</li> </ul>	Guillaume Vigier and Marketing staff	2/16/11	Pending
2	Develop Drafts of FY2011 Work Plan, Bylaws and Transition Plan for each committee	Review and approval by President/CEO; Present to Operations/Planning Committee for approval as attachments for recommended Board action	Dianne Mendoza	2/16/11	Pending
3	Finalize Board agenda item	Review and approval by President/CEO; Present final listings of recommended appointees to Operations/Planning Committee for approval and recommended Board action	Dianne Mendoza	2/16/11	Pending
4	Approval of Advisory Committee recommended appointees	Board action to approve as recommended by Operations/Planning Committee	Dianne Mendoza	2/26/11	Pending

5	Prepare first agenda for initial Advisory Committee meetings	Initiate email and formal letter of official appointment to be sent to new committee members with attached drafts of FY2011 Work Plan; draft of bylaws; meeting calendar and other collateral materials for their review as approved by the Board of Directors	Dianne Mendoza, John-Michael Cortez	2/27/11	Pending
6	Confirm attendance for initial Advisory Committee meetings	Confirm meeting locations, member attendance, speakers and other needs for initial Advisory Committee meetings	Dianne Mendoza, John-Michael Cortez	2/28/11	Pending
7	Hold first ACCESS Advisory Committee Meeting	March 2 <sup>nd</sup> at Capital Metro headquarters, 2910 E. 5 <sup>th</sup> Street, 5:30 pm- 7:30 pm.	Dianne Mendoza	3/2/11	Pending
8	Hold first Customer Satisfaction Advisory Committee Meeting	March 9 <sup>th</sup> at Terrazas Branch Library, 1105 East Cesar Chavez Street, 6 pm- 8 pm.	John-Michael Cortez	3/9/11	Pending
9	Contact IT for committee website support	Post meeting calendar, new advisory committee members, committee purpose, bylaws and FY2011 Work Plan on website to ensure public transparency and timely information	Kirk Talbott	3/11/11	Pending
10	Conduct Tour of Capital Metro facilities	If approved by new committee membership, plan a tour to acquaint all members with Capital Metro facilities and Meet & Greet with Capital Metro Executive Staff	Dianne Mendoza, John-Michael Cortez	3/31/11	Pending



**Access Advisory Committee**  
**DRAFT 2011 Proposed Work Plan\***

**March 2011**

- § Access Advisory Committee Officer Elections
- § Access Advisory Committee By Laws Review & Possible Approval
- § Review & Possible Approval of Proposed FY2011 Work Plan
- § Schedule a Special Meeting for Member Orientation—MetroAccess: Paratransit 101
- § Review MetroAccess Implementation Plan—opportunities for input at different stages of implementation; performance metrics
- § Presentation on Pilot QR Codes Project
- § Demonstration of new Web-Based Tool

**April 2011**

- § Service Updates (Area and Level of Service)
- § Bus Stop and Sidewalk Accessibility Progress Report
- § MetroAccess Usage (Preliminary Data Review)
- § August 2011 Service Changes, specifically reports on numbers of Access users affected by service change
- § Annual Pass Discussion
- § Regional System Plan Project Update
- § Basic Transportation Needs Fund Update

**May 2011**

- § Proposed Draft FY2012 Budget/Guidelines
- § Vehicle maintenance and upkeep, consistent with reporting to CSAC on maintenance standards

**June 2011**

- § Draft FY2012 Budget Development

**July 2011**

- § **SUMMER BREAK**

**August 2011**

- § January 2012 Service Changes, specifically reports on numbers of Access users affected by service change
- § Final Draft FY2012 Budget

**September 2011**

- § FY 2012 Budget (for Board adoption)
- § Proposed January 2012 Service Changes

**October 2011**

- § Approval of FY 2012 Access Advisory Committee Work Plan
- § Election of Officers for FY2012

**Other Possible monthly topics**

- § Citizen feedback and communication
- § Emerging issues and challenges

**Unscheduled, As Needed Topics**

- § Review proposed vehicle purchases
- § Review and evaluate new IVR System, including testing of features (i.e. touch tone and voice options)
- § Fare Changes, especially their effects on persons with disabilities and their families
- § Formal responses to Board Member requests on specific topics and issues
- § Update on MetroAccess Call Center Statistics



# METRO

## DRAFT FY 2011 CSAC Workplan\*

- **OCTOBER 2010**
  - Proposed Fare Policy
  - Proposed January 2011 Fare Increase & Simplification
  - 2011 CSAC Workplan
  - Congress Avenue MetroBus Operations Pilot Changes
- **NOVEMBER 2010**
  - Proposed Fare Policy
  - MetroRapid Program Update
  - 2010 Origin & Destination Survey Results
- **DECEMBER 2010**
  - No meeting
- **JANUARY 2011**
  - Information Technology Update
- **FEBRUARY 2011**
  - Proposed June 2011 Service Changes
  - Preliminary August 2011 Service Change Concepts
  - Annual Pass Discussion
  - QR Codes Pilot Project
- **MARCH 2011**
  - Proposed August 2011 Service Changes
  - Bicycle Management Plan
  - CSAC Officer Elections
  - Facilities and Amenities Update
  - MetroAccess update
  - Basic Transportation Needs Fund Update
- **APRIL 2011**
  - Security Operations Update
  - Information Technology Update

\*(Updated February 9, 2011 )

- **MAY 2011**
  - MetroRail & Connectors Update
  - FY 2012 Budget Guidelines
  - Regional Transit System Plan Update
  
- **JUNE 2011**
  - FY 2012 Budget Development
  - Customer Call Reports
  
- **JULY 2011**
  - **SUMMER BREAK**
  
- **AUGUST 2011**
  - January 2012 Service Planning Concepts
  - Vehicle Maintenance Update
  - Information Technology update
  
- **SEPTEMBER 2011**
  - Proposed January 2012 Service Changes
  - Proposed FY 2012 Budget
  
- **OCTOBER 2011**
  - CSAC Officer Elections
  - Approval of 2012 CSAC Workplan

\*(Updated February 9, 2011 )



## DRAFT Customer Service Advisory Committee (CSAC) By-laws

### Article 1. Name.

Customer Service Advisory Committee (CSAC)

### Article 2. Purpose and Duties.

**Purpose:** Provide recommendations from citizens and passengers for enhancement of services for all Capital Metro customers.

**Duties:**

CSAC shall provide insight and provide recommendations regarding categories and specific topics regarding Capital Metro's products and services as directed by the Capital Metro Board of Directors.

CSAC shall serve as a resource to Capital Metro in promoting and educating the public regarding acceptance and usage of the transit system across jurisdictions and in suburban communities.

CSAC will serve as a sounding board for innovative practices and ideas on specific topics of importance to the Agency as directed by the Capital Metro Board of Directors.

### Article 3. Membership.

- 1) **Membership:** The committee shall consist of **nine (9)** members assisted by a Capital Metro staff member who will serve as a non-voting liaison. All committee members must reside within the City of Austin limits or within Capital Metro's service area. The members of the committee shall be appointed by a member of the Capital Metro Board of Directors and the appointments will be confirmed by the Board of Directors. The Chairman of the Capital Metro Board of Directors has two appointments and each of the other members of the Board of Directors has one appointment. Members of the committee serve at the will of their appointing Board member and their term shall end with the end of their appointing member's term.
- 2) **Vacancies:** At the expiration of the term of an appointing Board member, the Capital Metro Chairman of the Board can appoint a new member or reappoint a current member for a term of two (2) years if such appointment is confirmed by the Board of Directors. If a vacancy occurs during the term of a appointing member, the Board member can appoint a new committee member to complete the unexpired term, with the confirmation of the Capital Metro Board of Directors. Any CSAC member failing to attend three (3) consecutive meetings without approval of the committee chairperson, may be removed for excessive absenteeism. The appointing Board member can appoint a new committee member to complete the unexpired term.
- 3) **Composition:** CSAC committee members will represent diverse backgrounds, abilities and interests; including, but not limited to, those who may be limited English speaking.

Individuals who have disabilities, or who represent agencies who deal with persons with disabilities or who have different levels of experience with public policy and group decision making will be considered.

- 4) **Appointment:** As per statutory requirements, each member of the Capital Metro Board of Directors will select their appointees based on a recommendation from the Capital Metro President/CEO. An official application seeking a committee appointment must be completed and submitted for consideration. All applications will be reviewed by the President/CEO in collaboration with the Capital Metro Board of Directors.
- 5) **Level of Authority:** The CSAC committee’s highest level of authority is to provide advice and recommendations to the Capital Metro Board of Directors. A CSAC committee member may not act in any official capacity except through the action of the Capital Metro Board of Directors.
- 6) **Recommendations:** The Capital Metro Board of Directors will receive CSAC committee recommendations only when they include:
  - (A) Full description of the issue under deliberation; and
  - (B) Information provided captures all sides of an issue.
- 7) **Resignations:** A member who seeks to resign from a committee shall submit a written resignation to the appointing Board member and give notice to the staff liaison. If possible, the resignation should allow for a thirty day notice so the Board member can appoint a replacement.

**Article 4. Officers.**

At the first meeting of each calendar year, the CSAC committee members shall select a chairperson, vice-chairperson and a secretary who shall serve for a term of one (1) year. It shall be the duty of the secretary to send all notices for the meetings; keep and preserve minutes, have custody and keep all documents and papers while with said committee and perform such other duties as may be prescribed by said committee. The non-voting staff liaison will assist the secretary in posting approved minutes and other documents on the Capital Metro website to ensure public transparency.

**Article 5. Meetings.**

The CSAC committee shall meet once per month. Five members of the Committee shall constitute a quorum. Committee meetings must be posted in accordance with Texas Government Code Chapter 551 (Texas Open Meetings Act).

**Article 6. Committees**

- a) **Standing or Special Committees:** A standing or special committee can only be established by an affirmative vote of the Capital Metro Board of Directors. Such standing or special committees will be given specific work projects of interest as directed by the Capital Metro Board of Directors. The Capital Metro Board Chair shall appoint a committee member as the committee chair, with the appointing member's consent.
- b) **Quorum:** A majority of the total number of appointed committee members to such a committee constitutes a quorum.

Attachment: CSAC By-Laws (CMTA-2011-19 : Advisory Committee Appointments)

- c) **Meetings:** Each standing or special committee shall meet on a regularly scheduled basis or at least quarterly. Committee meetings must be posted in accordance with Texas Government Code Chapter 551 (Texas Open Meetings Act).

#### **Article 7. Parliamentary Authority.**

The rules contained in the current edition of Robert's Rules of Order shall govern CSAC in all cases to which they are applicable, except when inconsistent with these by-laws or with special rules of order which the Capital Metro Board of Directors may adopt.

#### **ARTICLE 8. Amendment of By-Laws.**

A by-law amendment is not effective unless approved by the Capital Metro Board of Directors.

**References:**

1. "A Synthesis of Transit Practice," Transit Cooperative Research Program Synthesis 85, Effective Use of Citizen Advisory Committees for Transit Planning and Operations, Washington, DC, 2010.
2. Boards & Commissions Appointment Process, City of Austin, Texas.

**Capital Metropolitan Transportation Authority**    **MEETING DATE: 02/28/2011**  
**Board of Directors**    **(ID # 1875)**  
**Transit Station Advertising**

**TITLE:** Transit Station Advertising

Discussion Item