

~ AGENDA ~
AUSTIN TRANSIT PARTNERSHIP
BOARD OF DIRECTORS MEETING

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~ Agenda ~

Board Liaison Ed Easton
512-369-6040

Wednesday, February 24, 2021

3:00 PM

Video Conference Meeting

I. Public Comment

II. Discussion Items

1. Monthly Community Engagement Update
2. Monthly Project Connect Program Update
3. Organizational Development Presentation

III. Action Items

1. Approval of minutes from the January 20, 2021 Austin Transit Partnership board meeting.
2. Approval of a resolution authorizing the Executive Director, or his designee, to enter into an interlocal agreement with certain local governments for the purpose of participating in cooperative procurement opportunities via the Texas Interlocal Purchasing Cooperative.
3. Approval of a resolution authorizing the Executive Director, or his designee, to execute contracts and agreements for amounts not to exceed \$250,000 per year per agreement, and requiring that the Executive Director, or his designee, report to the Board of Directors on a quarterly basis regarding any contract or agreement entered into during the previous quarter valued between \$150,000 and \$250,000.
4. Approval of a resolution authorizing the Executive Director, or his designee, to finalize and execute an interlocal agreement with the City of Austin for the provision of certain dedicated technical support functions related to design, review and permitting for the implementation of the Project Connect System for the remainder of this fiscal year.

IV. Discussion Item

1. National Environmental Policy Act (NEPA) Overview

V. Executive Director's Report

VI. Adjournment

ADA Compliance

Reasonable modifications and equal access to communications are provided upon request. Please call (512) 369-6040 or email ed.easton@capmetro.org if you need more information.

BOARD OF DIRECTORS: *Veronica Castro de Barrera, Chair; Colette Pierce Burnette, Vice Chair; Steve Adler, Tony Elkins, Eric Stratton and Gina Fiandaca (ex officio).*

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.

Capital Metropolitan Transportation Authority MEETING DATE: 02/24/2021
Board of Directors (ID # 4790)
Monthly Community Engagement Update

TITLE: Monthly Community Engagement Update

AUSTIN TRANSIT PARTNERSHIP

Board of Directors Meeting
February 24, 2021



AGENDA

- CALL TO ORDER & PUBLIC COMMENT
- DISCUSSION
 1. MONTHLY COMMUNITY ENGAGEMENT & INVOLVEMENT UPDATE
 2. MONTHLY PROJECT CONNECT TECHNICAL PROGRAM UPDATE
 3. ORGANIZATIONAL DEVELOPMENT PRESENTATION
- ACTION ITEMS
 1. APPROVAL OF MINUTES FROM JANUARY 20, 2021 MEETING
 2. APPROVAL OF TEXAS INTERLOCAL PURCHASING COOPERATIVE AGREEMENT
 3. APPROVAL OF EXECUTIVE DIRECTOR DELEGATION AUTHORITY
 4. APPROVAL OF INTERLOCAL AGREEMENT WITH THE CITY OF AUSTIN
- DISCUSSION
 1. NATIONAL ENVIRONMENTAL POLICY ACT (NEPA) OVERVIEW
- EXECUTIVE DIRECTOR'S REPORT

PUBLIC COMMENT



DISCUSSION ITEM 1:
MONTHLY COMMUNITY ENGAGEMENT & INVOLVEMENT UPDATE

Jackie Nirenberg
Director, Community Engagement & Involvement
Austin Transit Partnership



Community Engagement Update

- **NEPA Public Scoping meetings for Orange and Blue Lines**
 - Live Virtual Community Meetings - January 25-29 (Spanish and English) – **COMPLETE**
 - **752** participants for **Orange Line**, **735** for **Blue Line**
 - Self-Guided Meetings - January 25 to March 12 (Spanish and English) – **OPEN**
 - **349** unique visitors for **Orange Line**, **390** for **Blue Line**
- **Engagement on Expo, Pleasant Valley MetroRapid Lines**
 - Live Virtual Community Meetings – February 2-4 (Spanish and English) – **COMPLETE**
 - **353** participants for **MetroRapid**
 - Self-Guided Meetings – February 2 to March 19 (Spanish and English) – **OPEN**
 - **181** unique visitors for **MetroRapid**
 - Outreach to neighborhood groups and one week at-stop engagement push
- **Upcoming Engagement Opportunities**
 - Targeted virtual outreach for **three new Pickup Zones**
 - Ongoing Virtual Open Houses for **MetroRapid** corridors, and **Orange** and **Blue Lines**.
- **Total Engagement to Date – Over 79,000** community members



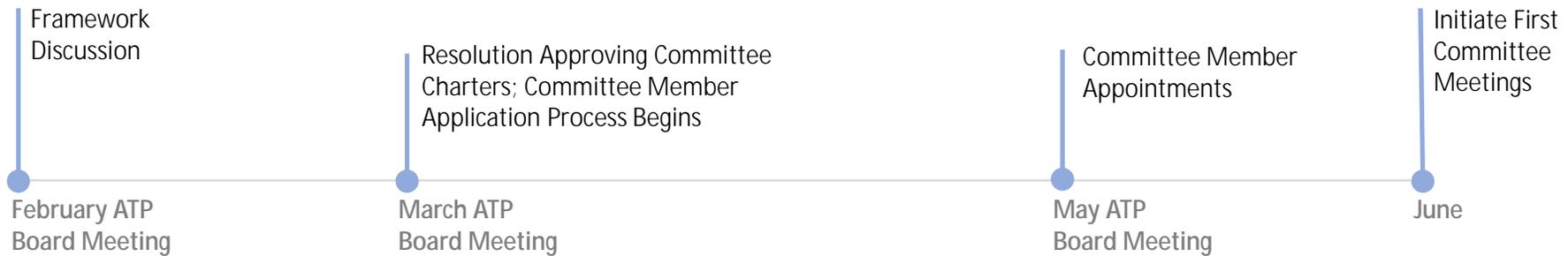
Attachment: ATP Board Presentation (v5 final 2.24.21) (4790 : Monthly Community Engagement Update)

Proposed Project Connect Committee Timeline

Community Advisory Committee (process already approved via joint CMTA/COA resolution)



Technical Advisory Committees



Proposed Project Connect Committee and Workgroup Structure

COMMUNITY ADVISORY COMMITTEE (CAC)

- Focus on \$300 million anti-displacement investments, equity scorecard KPIs, ETOD study. Provide input on program equity with EAC, FAC and PSEC. Staffed by the City of Austin and ATP

AUSTIN TRANSIT PARTNERSHIP TECHNICAL ADVISORY COMMITTEES

- **Engineering, Architecture, Construction (EAC) Advisory Committee**
Focus on technical engineering, architecture and construction items. Staffed by: Chief & Deputy Program Officers, Dave Couch & John Rhone. Board Liaison: Chair Veronica Castro De Barrera
- **Finance Advisory Committee (FAC)**
Focus on program budget, audit and financing. Staffed by: Chief Financial Officer, Greg Canally Board Liaison: BM Elkins
- **Planning, Sustainability, Equity and DBE Advisory Committee (PSEC)**
Focus on DBE & local business support programs, community planning & engagement other than anti-displacement funding, program equity, urban design, accessibility, and environmental programs. Staffed by: Director of Community Engagement, Jackie Nirenberg & Chief Architect, Peter Mullan. Board Liaison: Vice Chair Pierce Burnette

AUSTIN TRANSIT PARTNERSHIP STAFF WORKGROUPS

- **Downtown Workgroup (DTWG), SoCo Workgroup (SCWG), Guadalupe Workgroup (GWG)**
Representatives of the business community, neighborhoods, and area stakeholders for rail and tunnel coordination. Staffed by ATP General Counsel, Casey Burack and Deputy Program Officer, John Rhone
- **Project Connect Ambassador Network (PCAN)**
Community representatives focused on PC program implementation and outreach. Staffed by ATP Community Engagement staff.
- **Orange Line Corridor Workgroup (OLWG)**
Focus on Orange Line engagement & implementation. Staffed by ATP Orange Line Area Coordinator.
- **Blue Line Corridor Workgroup (BLWG)**
Focus on Blue Line engagement & implementation. Staffed by ATP Blue Line Area Coordinator.
- **Interagency Technical Advisory Group (ITAG)**
Representatives from partner government agencies, focused on technical coordination. Staffed by ATP Chief Program Officer.



Process Discussion on the Three ATP Technical Committees

1. Committee Charters

- Committee composition (2 appointees per board member?)
- Frequency & Attendance (as needed, monthly or quarterly?)
- Reporting Process (By Board Liaison or Committee Chair?)

2. Recruitment Process

- Membership (Board appointment or Application?)
- Seating of members identified in the December Resolution
- Term (at Board Member discretion; 1,2,3 years?)

DISCUSSION ITEM 2: MONTHLY PROJECT CONNECT PROGRAM UPDATE

Dave Couch
Chief Program Officer
Austin Transit Partnership



TECHNICAL PROGRAM UPDATE:

Blue & Orange Line Field Engineering

- Soil borings in the lake for bridge and tunnel completed
- Right of Way survey in progress on both lines
- Coordination with City on guideway ongoing
- Began utility coordination to identify potential conflicts
- Preparing to begin archeological and environmental investigation
- Utility survey work continues



TECHNICAL PROGRAM UPDATE:

Blue & Orange NEPA Scoping Progress

- Scoping meetings for Orange and Blue Lines held on January 25 - 29
- Scoping presentations for Orange and Blue and ongoing Virtual Open Houses materials available at <https://www.projectconnect.com/get-involved>
- Participating and Cooperating Agency letters received
- Coordinating Agency scoping meetings
- State Historic Preservation Office (SHPO) meeting held January 25 to cover Orange, Blue, Scheduling

TECHNICAL PROGRAM UPDATE:

Red Line, MetroRapid & Pick-Up Service

MetroRapid

- Design is underway with field verification and refinements to station locations
- Environmental review is also underway

Red Line

- McKalla design concepts under development; evaluating circulation needs and coordinating with Austin FC
- Broadmoor track design to address operational flexibilities nearly complete
- Addressing 100% design comments for Lakeline-to-Leander double tracking

Neighborhood Circulators

- Service Guidelines are under development; to be presented to CMTA Board in Feb.

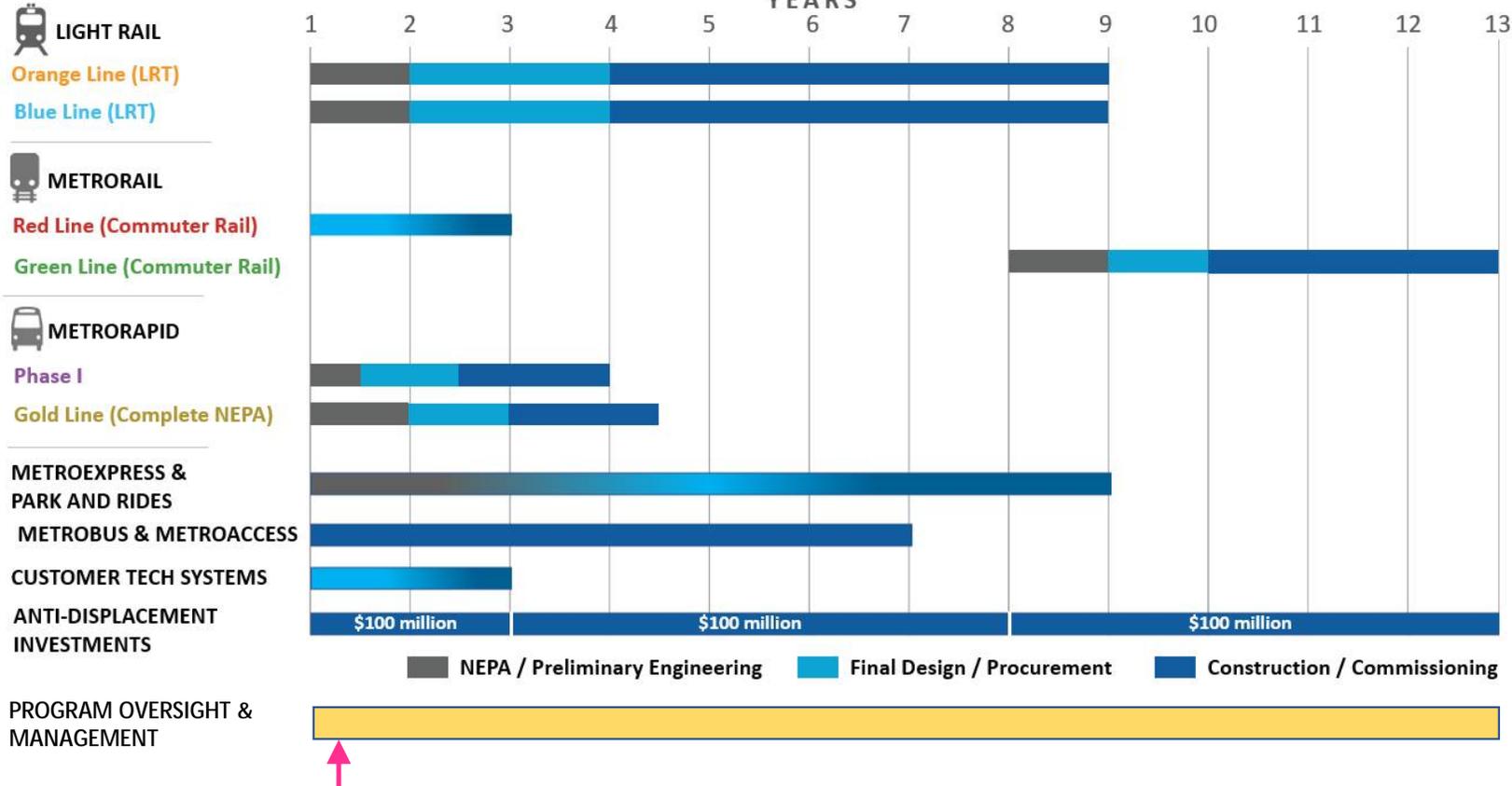
DISCUSSION ITEM 3: ORGANIZATIONAL DEVELOPMENT PRESENTATION

Greg Canally (ATP CFO) & Boston Consulting Group

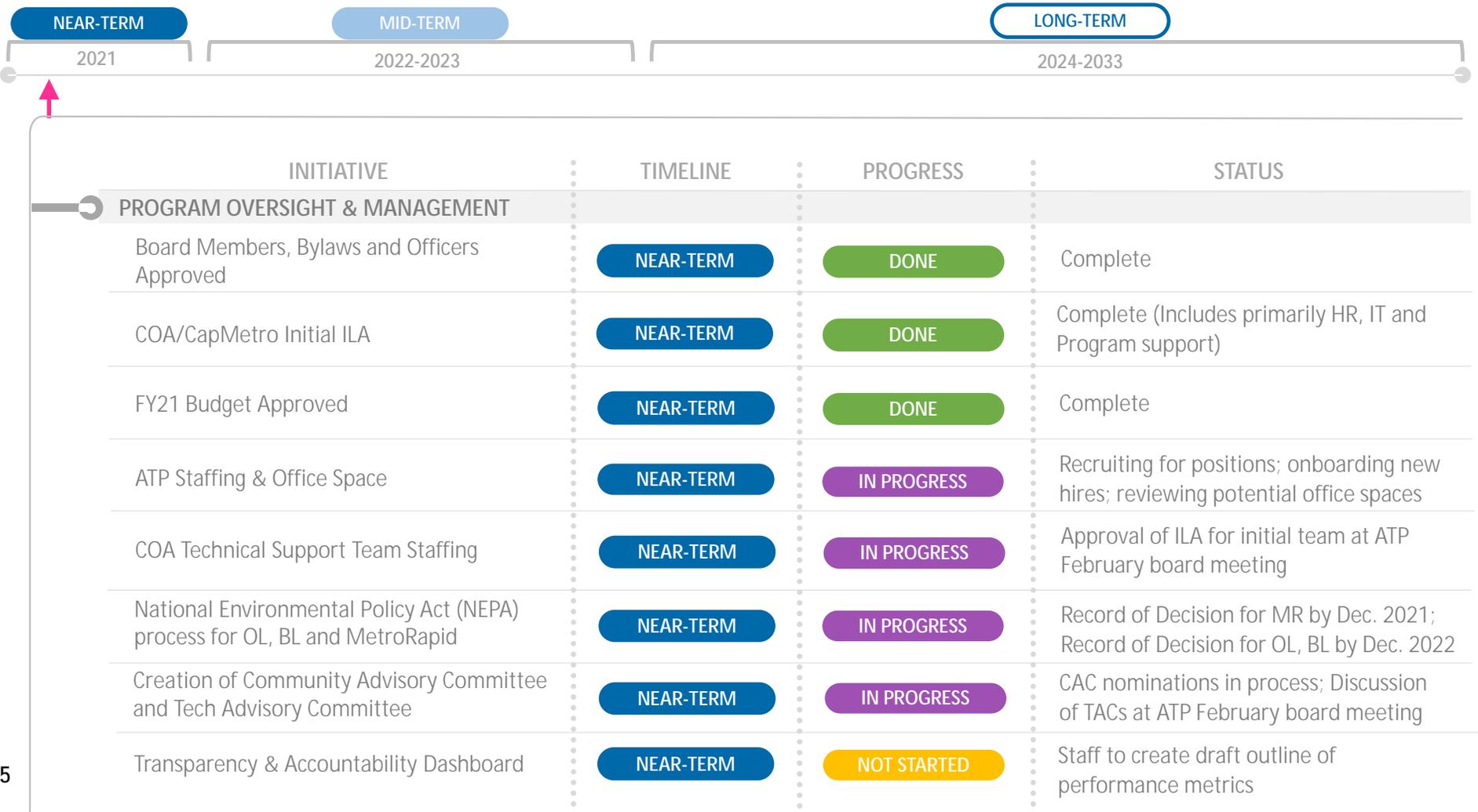


Approved Project Connect Program Sequence Plan

Years based on federal NEPA and funding approvals



PROJECT CONNECT PROGRAM - TIME & ACTION VIEW



PROJECT CONNECT PROGRAM - TIME & ACTION VIEW



INITIATIVE	TIMELINE	PROGRESS	STATUS
PROGRAM OVERSIGHT & MANAGEMENT			
Anti-Displacement ILA (COA Managed)	NEAR-TERM	NOT STARTED	Approval in early spring
Initial Professional Services Contracts (Legal, Real Estate, Architectural, Additional PMOR)	NEAR-TERM	NOT STARTED	Currently drafting scopes; issuance in coming months

MORE INITIATIVES TO COME



Insight & Information Sessions

BOARD MTG

TOPIC

FEB 2021	National Environmental Protection Act (NEPA) Overview
MAR 2021	Federal Grant Programs Overview

FUTURE TOPICS

Project Delivery Model Options & DBE/SBE Overview	Vehicle Design & Acquisition
Finance Models & Debt	Tunneling
Real Estate/Eminent Domain	Environmental/Sustainability Program
Customer Technology Program	Public Art & Placemaking

CASE STUDIES & SITE VISITS



Post-pandemic trips to leading national and international transit agencies to meet with leadership, tour operations and facilities, and collect best practices.

ATP Board will interface with program sponsors but play distinct role



Oversee execution of the capital program

- Oversee design, engineering, construction
- Approve major procurement, contracting, and real estate acquisition decisions
- Approve program finances
- Report on progress to City of Austin & Cap Metro
- Hire independent auditor

Ratify policy and allocate funding

- Approved Project Connect system plan and policies
- Formed ATP, establishes policies, selects Board members

BCG Support for Capital Metro

Who is BCG?



Boston Consulting Group is a global management consulting firm

Local office here in Austin

Focused on unlocking the potential of those who advance the world

Experience working with state & local governments, DoT's & transit agencies, and advising large capital programs

Capital Metro's Team



BCG & Capital Metro's Partnership



Started in 2020, with an initial focus on benchmarking and case study research

Interviewed 50+ community leaders and stakeholders

Based on outside research and expert input, recommended governance structure for the Austin Transit Partnership

BCG Support for Austin Transit Partnership

Overview of Stand-up & Implementation Progress

FEBRUARY 2020

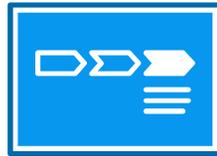


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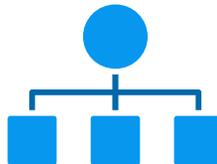
Standing up the ATP Organization: The focus of the current effort

Since the referendum was passed, we have:

- Developed **case studies** for **10+** transit programs
- Interviewed **30+ experts**
- Conducted **10+ working sessions** with Capital Metro & ATP staff
- **Synthesized inputs** based on ATP's needs and our expertise and judgement



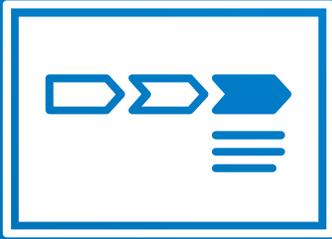
How can the **ATP Board of Directors** be configured to set the project up for success, and what do the next few years look like?



How can staff set up the ATP **organization and full program office** for long-term success?



How can **work packages** for Project Connect be determined, and what decisions are required to **deliver** them?



ATP Board Roadmap

Key Board considerations & progress

Questions to answer



Decision Types

What types of decisions will the Board encounter?



Decision Criteria

When are decisions escalated to the Board?



Roadmap

What is on the Board roadmap to start the program?



Partnerships

Who will be the Board's key partners?



Site Visits

Where can the Board learn from other projects?

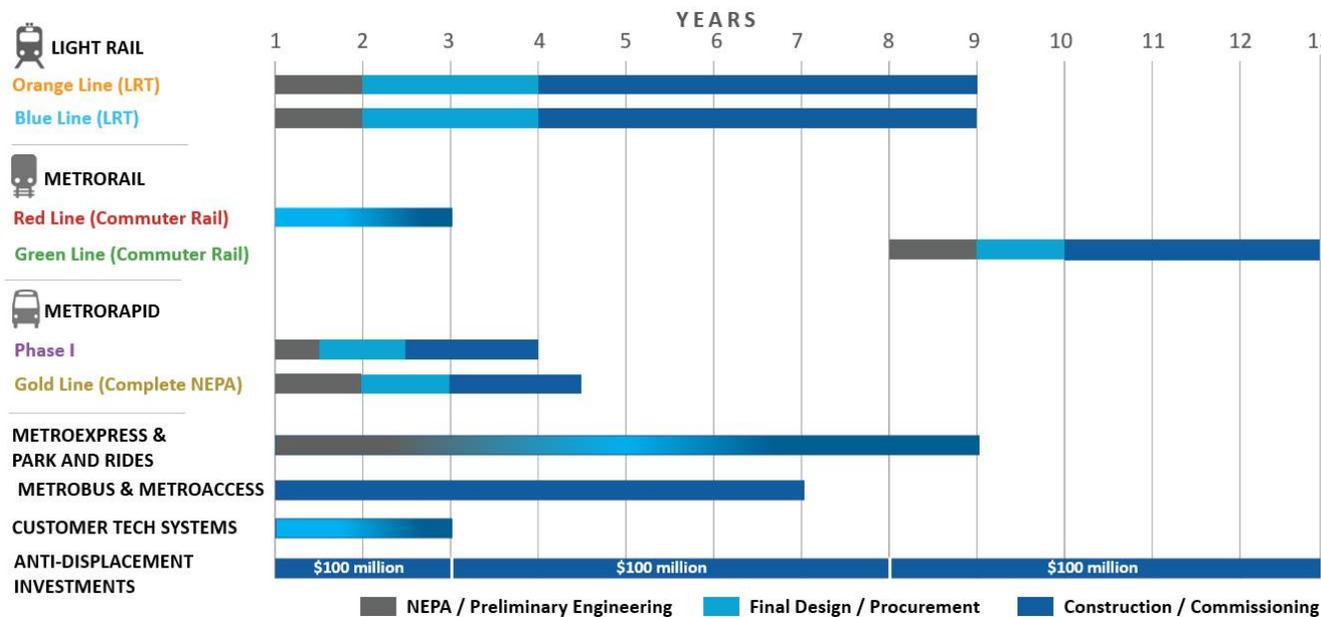
How we answered



- Reviewed Board **structures and practices** at other transit projects via expert interviews
- Categorized common Board **decision types**
- Developed framework of **decision criteria** for escalation to ATP Board
- Identified potential Board **partners**
- Prioritized key Board activities in short- and long-term **roadmaps**

ATP Board of Directors will play a foundational role in Project Connect's success over 10+ years

Program Sequence Plan



Years based on federal NEPA and funding approvals

Board Roadmap 

The Board's role will evolve with the program, but will follow a consistent framework

24

Recommended ATP Board activities*

Illustrative

2021 & 2022

2023 & onward

Board member orientation, program diligence, and development of operating policies and procedures

Continued oversight & major contract approvals

-  Board procedural orientation (e.g., time commitment, mtg. practices)
-  Program orientation (e.g., System Plan, ATP Advisory Committees)
-  Initial budget, ILAs, purchasing co-op, professional services contracts, etc.; provide fiduciary oversight
-  Approving DBE targets for contracts
-  Continue study of best practices (via case studies, site visits, etc.)

-  Set ATP strategic objectives and engage in full budget process
-  Federal Transit Administration (FTA) grant process review, NEPA orientation, etc.
-  Quarterly and year-end reports to City of Austin and Cap Metro
-  Approving RFQ/RFP policies & selection criteria for major contracts

-  Design, engineering, operational readiness, & implementation oversight
-  Procurement, contracting, and real estate acquisition approvals; approve major change orders
-  Ongoing program finance approvals
-  Continued policy development and improvement

*may evolve over time

Case studies demonstrate common Board decision types

Milestones

Lessons learned from case studies

1 Approve overall objectives of project		RTD (Denver): 11-week orientation covering key Board responsibilities
2 Approve business processes, budget, ILAs ¹ , JPAs ² , etc.		Metrolinx (Toronto): Workshops to establish breakdown of responsibilities across municipal authorities, Board, organization
3 Oversee FTA grant approval process		Valley Metro (Phoenix): Proactive briefing to Board on Federal Transit Administration (FTA) requirements and impacts
4 Understand and approve major project design/delivery decisions		HART (Honolulu): Ensure appropriate project execution pre-reqs are in place ³
5 Select and approve contracts from ATP leadership recommendations		DART (Dallas): Create organized process for surfacing change orders
6 Approve consumer-facing strategy / technology		Sydney: Created organized transport coordination office that acts on behalf of the customer; metrics around disruption and public impact

1. Interlocal Agreement 2. Joint Powers Agreement 3. They were not with the HART project (utilities in particular) and resulted in delays

Staff's financial authority varies across case studies

-  Case studies showed a **range of CEO/ED spend approval thresholds**
-  Benchmarks of other large transit programs/expansions **can inform** the spend authority delegated to ATP leadership
-  ATP should consider benchmarks in the **context of the program's size** and ATP's "start-up" nature, and board's overall commitment (monthly meetings, etc.)



CEO signature authority of **\$5M** on professional services & capital contracts, **\$2M** on all other types of contracts



Authority of **\$150,000** on all purchases related to Valley Metro Rail



CEO approval authority of **\$500,000** for RFP processes, **\$1M** for IFB processes



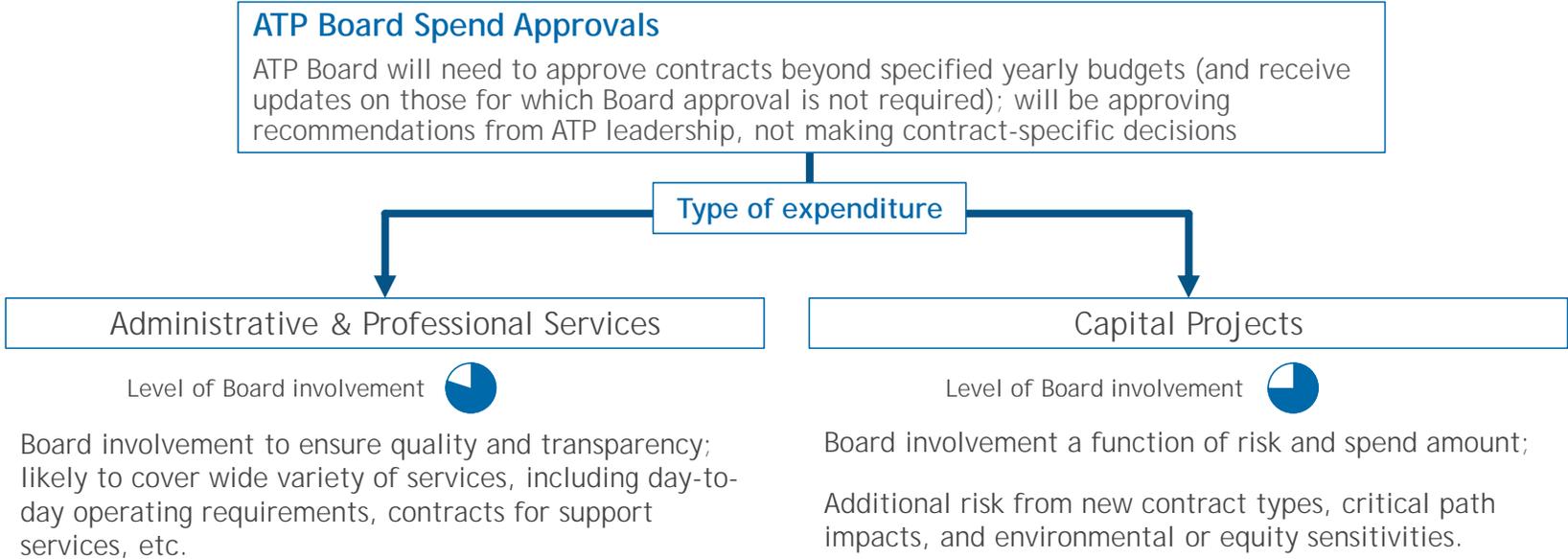
CEO signature authority of **\$10 to \$20M** for competitive contract award processes, **\$5M** for non-competitive processes and changes/extensions¹



CEO serves as Chief Procurement Officer and can issue contracts of **any size**; contract change orders over **\$1M** must be approved by Board or Board committee

Source: City charters, city ordinances, expert interviews
1. Metrolinx information in Canadian dollars; range given because certain expenditures have Government pre-approval and allow for more latitude

Recommended decision-making framework



Levels of agreed-to decision making authority needs to balance providing fiduciary oversight & transparency with ability for the program to progress on schedule; ATP staff will formalize proposal

ATP Board may be called on to partner with a variety of key organizations

Local agencies



City of Austin



Cap Metro

State & federal government



Federal Transit Administration



Texas Department of Transportation (TxDOT)



State of Texas

Private/Nonprofit sector



Community advocates & organizations



Private development

ATP Board's partnering roles will evolve over time

Recommended site visits can codify learnings

Non-exhaustive

Site visit

Potential topics

Valley Metro
(Phoenix)



- Impacts of FTA requirements
- Developing in-house talent
- Addressing utility and right-of-way risks
- Community engagement during construction

RTD
(Denver)



- Leveraging multiple types of delivery models for delivery of an overall program
- Regional coordination and governance learnings
- FTA reporting challenges and strategies

Sound Transit
(Seattle)



- Importance of robust, up-front design standards
- Light rail systems powered entirely by green energy
- Engaging with highly involved communities

MetroLinx
(Toronto)



- Early tenure Board workshops for project oversight
- Compliance and utilities success factors and risks

HART
(Honolulu)



- Importance of competitive compensation
- Importance of early alignment with utilities prior to project execution

Outside North America
(Sydney, Nice, Singapore,
Bordeaux, London, etc.)



- Vehicle and power system innovation
- Multi-party stakeholder coordination best practices
- Placemaking, station architecture & sustainable design

Engaging with the Austin community will be critical

Near term focus for ATP Staff

-  **Incorporate** community feedback in design plans
-  **Hire** area coordinators with deep connections to corridors
-  **Develop** strategic business assistance strategies



Best Practices from Phoenix

Gathered owner input on station locations near storefronts, fostering trust, endorsements

Hired a diverse group of area coordinators, including bilingual area teams in majority Latinx corridors

Worked extensively with impacted business; offered, for example:

- Utility rebates
- Modified construction hours
- Construction signage
- Small Business Financial Assistance Program



Current Plan in Austin

Hire area coordinators as program progresses, focused on very local needs

Launch relevant community working groups, and leverage input from these and existing community organizations

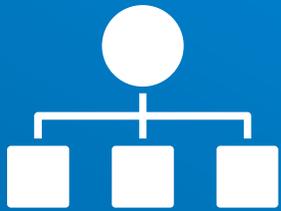
Develop comprehensive DBE strategy, including possible incubators or accelerator programs

Create transparency dashboard to regularly update the public

Develop business assistance program

Be responsive to community input

Questions?



Organization Design

Key Organization Design considerations for staff

Questions to answer to support CapMetro & ATP staff

How we answered

 **Structure** How should ATP be structured?

 **Culture** What culture do we want at ATP?

 **Ways of Working** How do we want employees to work together?

 **Roles** Who has what roles and responsibilities?

 **Talent Strategy** How do we manage our people long-term?



- Reviewed **detailed case studies** and industry material
- Synthesized **best practices** for org structure
- Conducted **workshops** with three agencies to determine cultural goals
- Iterated and refined findings with Cap Metro **leadership**
- Created **recommendations** and vetted them with transit experts
- Drafted **key responsibilities** and roles for organization

Recommended guiding principles for ATP org design

Org Design Principles

Examples from Case Studies

Design



Streamlined: Minimize roles, spans and inter-department entanglements

Scalable: Can add personnel quickly and efficiently as project progresses



Toronto: Merged regional commuter (GO Transit), fare collection (PRESTO), and delivery org foster collaboration



Honolulu: Offered compensation rates comparable to industry consultants

Staffing



Multi-sourced: Composed of external hires, internal secondees, and consultants; equity in hiring

Transition-ready: Design and build systems that will seamlessly integrate with Cap Metro's existing service



RTD: Eagle project inserted O&M liaisons on Denver Transit Partners teams



PHX: Embedded cadre of city professionals into project teams; Developed in-house rail operations talent

Ways of Working



Entrepreneurial: Tackle ambiguity and stand-up quickly; promote innovation

Community-Focused: Design systems that genuinely benefit Austin residents; emphasize equity



Toronto: Created a consumer/rider technology branch led by a local tech startup leader

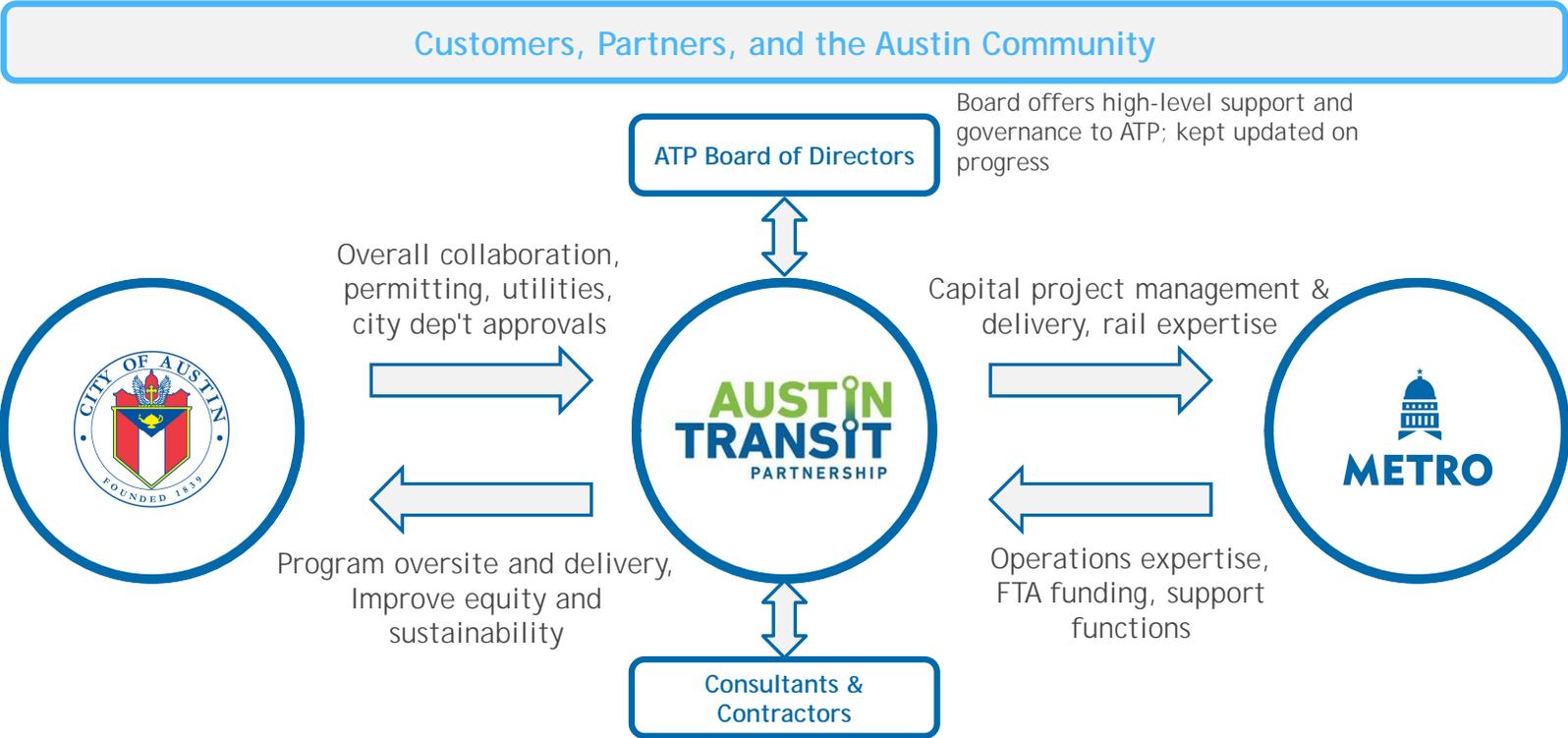


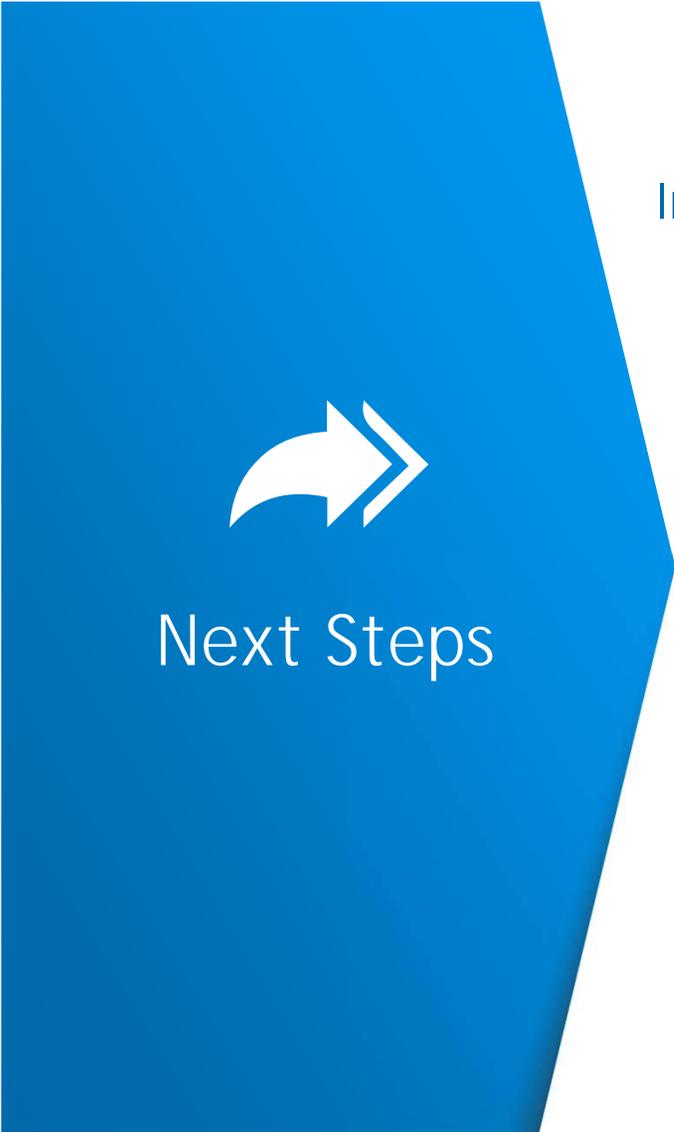
WMATA: Contracted auditing functions to separate contractor



DART: Hosts weekly community meetings for all seven cities in Silver Line project to address citizen concerns

ATP, Cap Metro, and City of Austin must work together to successfully deliver Project Connect





In 2021, ATP will be:



Growing

Interviewing and hiring key personnel in predetermined waves



Onboarding

Developing and executing standardized onboarding procedures



Solidifying Interfaces

Fostering a strong working relationship with CapMetro, the City, as well as across other org interfaces

Thank
You!



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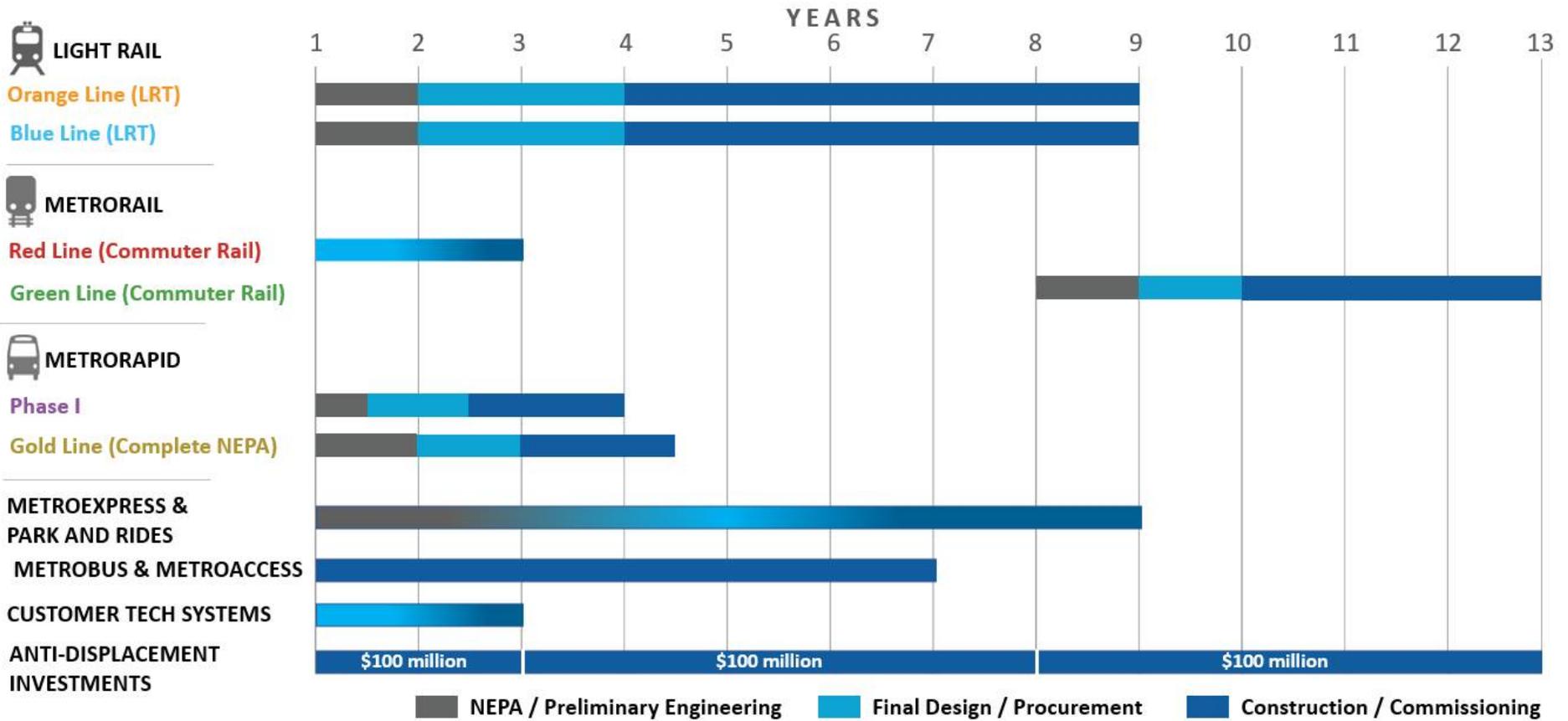
DISCUSSION ITEM:
NATIONAL ENVIRONMENTAL POLICY ACT (NEPA) OVERVIEW

Dave Couch
Chief Program Officer
Austin Transit Partnership



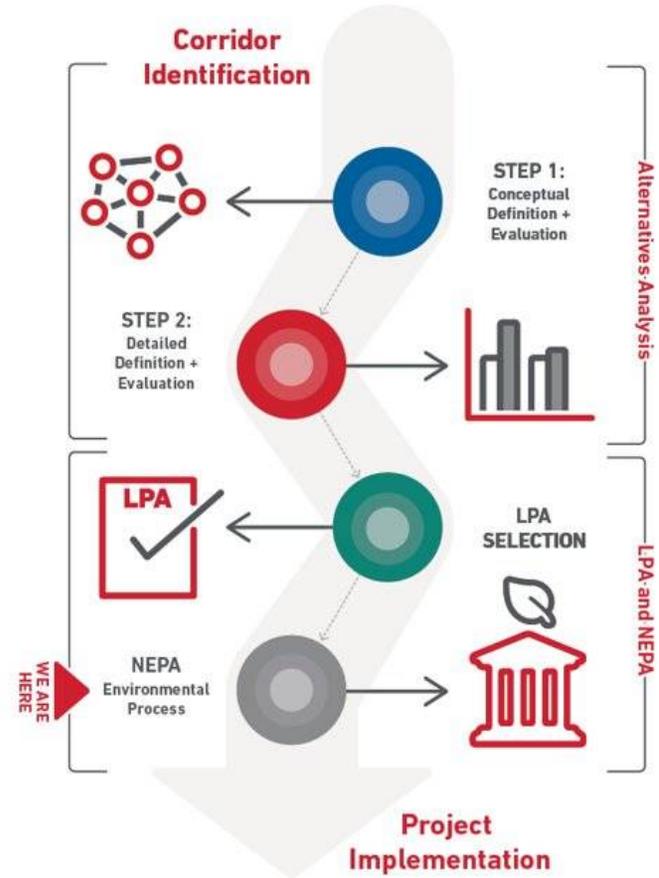
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Years based on federal NEPA and funding approvals

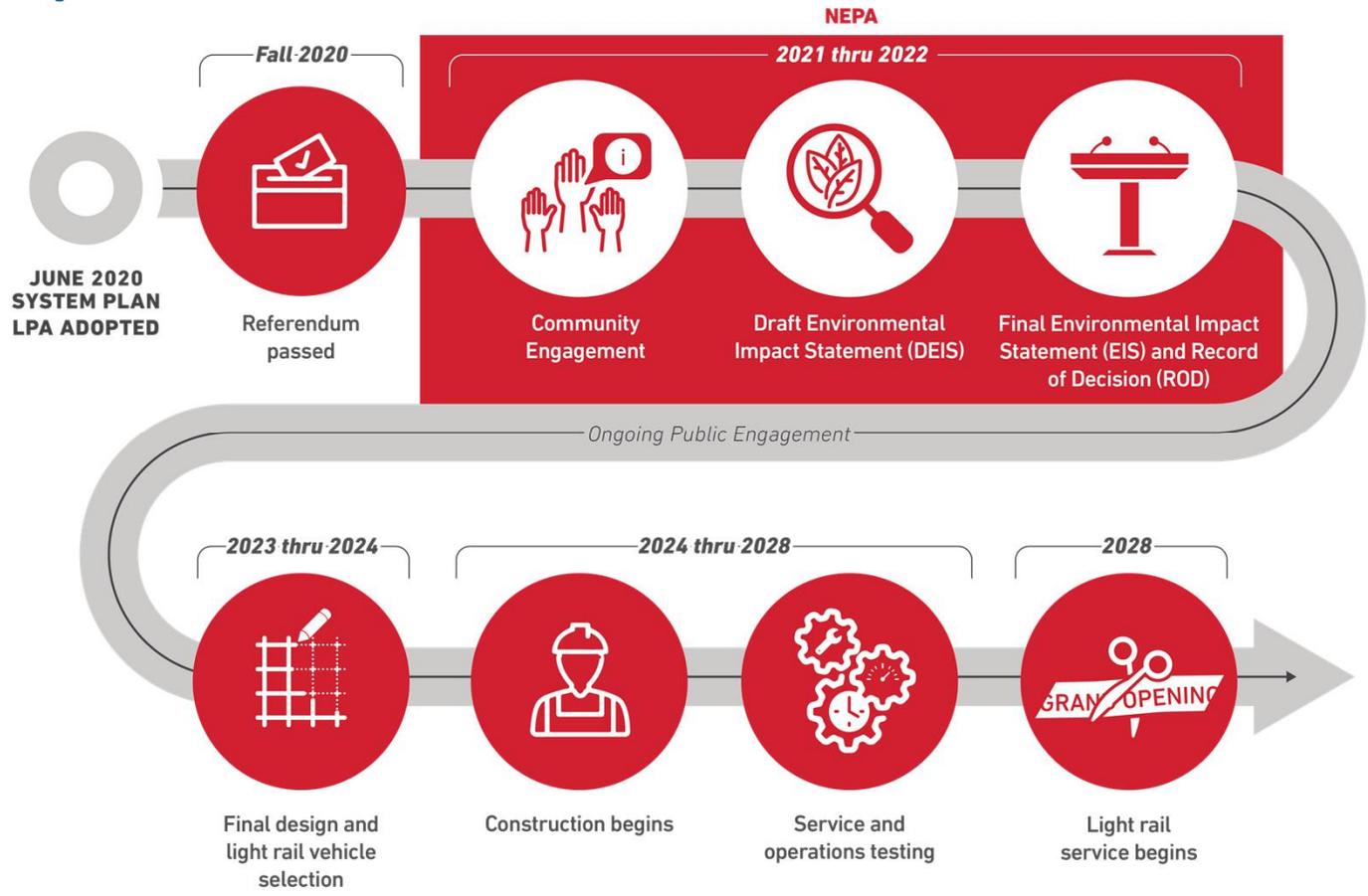


Alternatives Analysis (2019-2020)

- Tiered screening process
- Helped define preferred characteristics of the corridors:
 - Alignment (where does it run?)
 - Transitway Type (on, above, or below the street?)
 - Mode (Bus Rapid Transit or Light Rail Transit?)
- Selection of **Locally Preferred Alternative (LPA)**

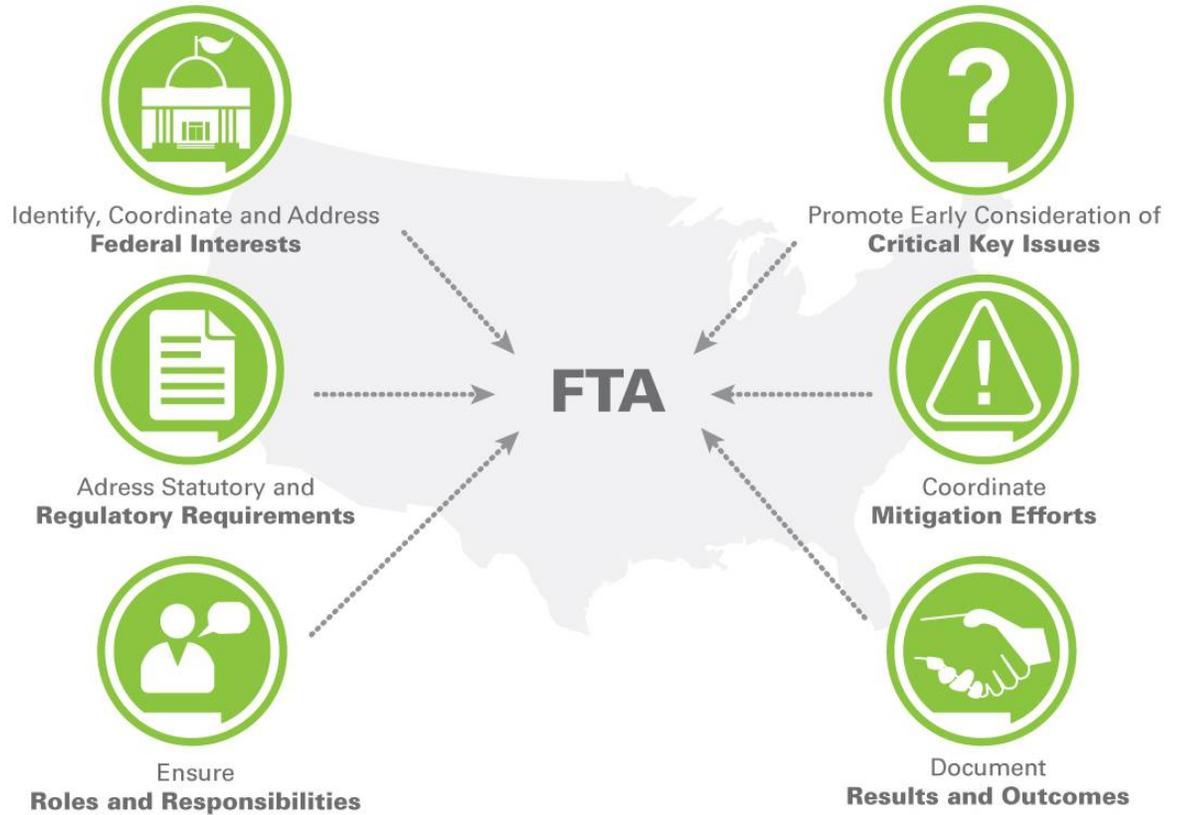


Project Implementation



NEPA Roles - FTA

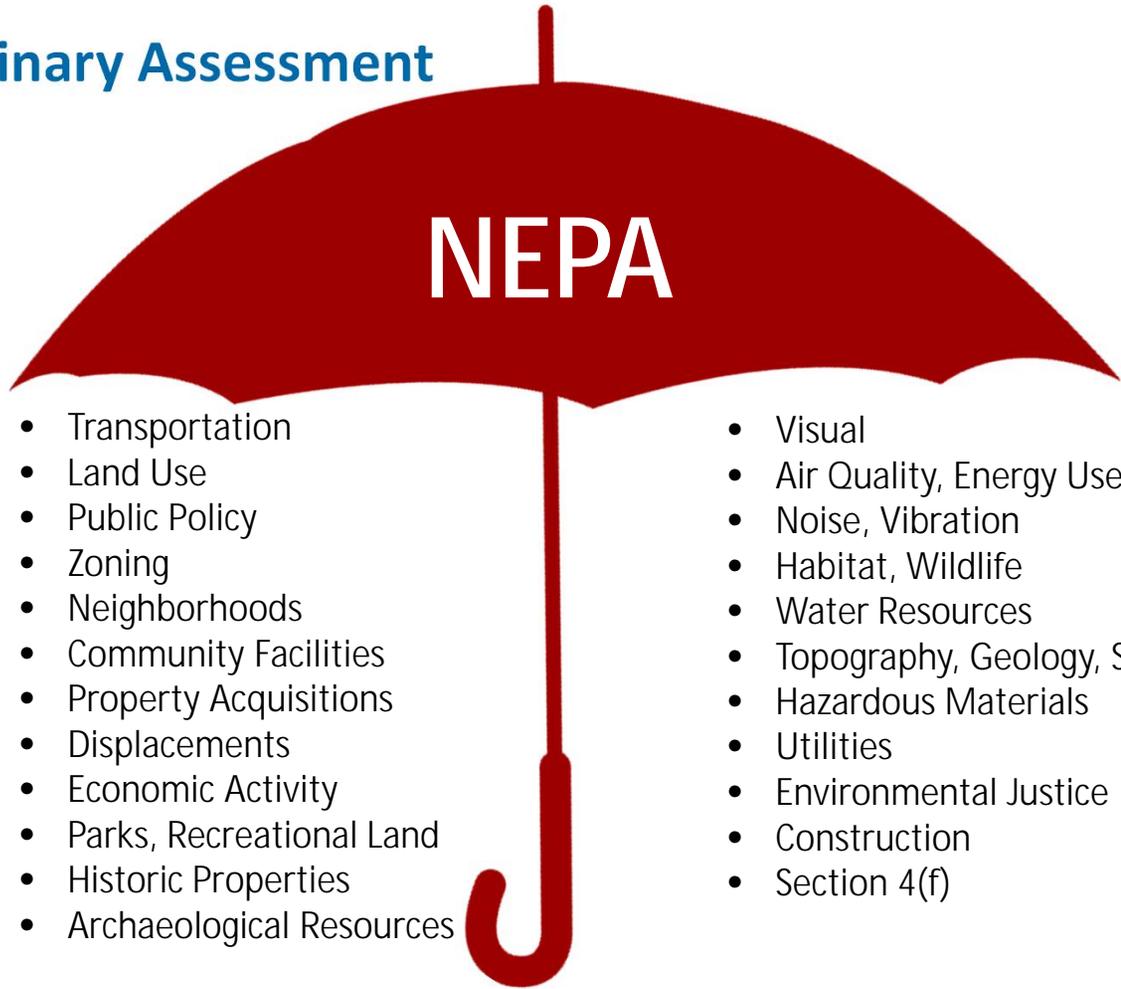
- NEPA Lead agency and decision-maker for projects seeking FTA funding
- Manages development of environmental documents
- Identifies agencies to contact - Federal, state, and local agencies such EPA, TxDOT, CAMPO
- Point of contact for agencies



NEPA Roles



Multi-Disciplinary Assessment



- Transportation
- Land Use
- Public Policy
- Zoning
- Neighborhoods
- Community Facilities
- Property Acquisitions
- Displacements
- Economic Activity
- Parks, Recreational Land
- Historic Properties
- Archaeological Resources

- Visual
- Air Quality, Energy Use
- Noise, Vibration
- Habitat, Wildlife
- Water Resources
- Topography, Geology, Soils
- Hazardous Materials
- Utilities
- Environmental Justice
- Construction
- Section 4(f)

Environmental Resources



Physical and Natural Environment

- Air Quality
- Soils and Geology
- Water Quality
- Threatened and Endangered Species
- Energy
- Hazardous Materials
- Noise and Vibration
- Temporary Construction Impacts



Human Environment

- Environmental Justice (EJ)
- Safety and Security
- Land Use and Zoning
- Socioeconomics and Economic Development
- Transportation
- Utilities
- Land Acquisitions and Displacements

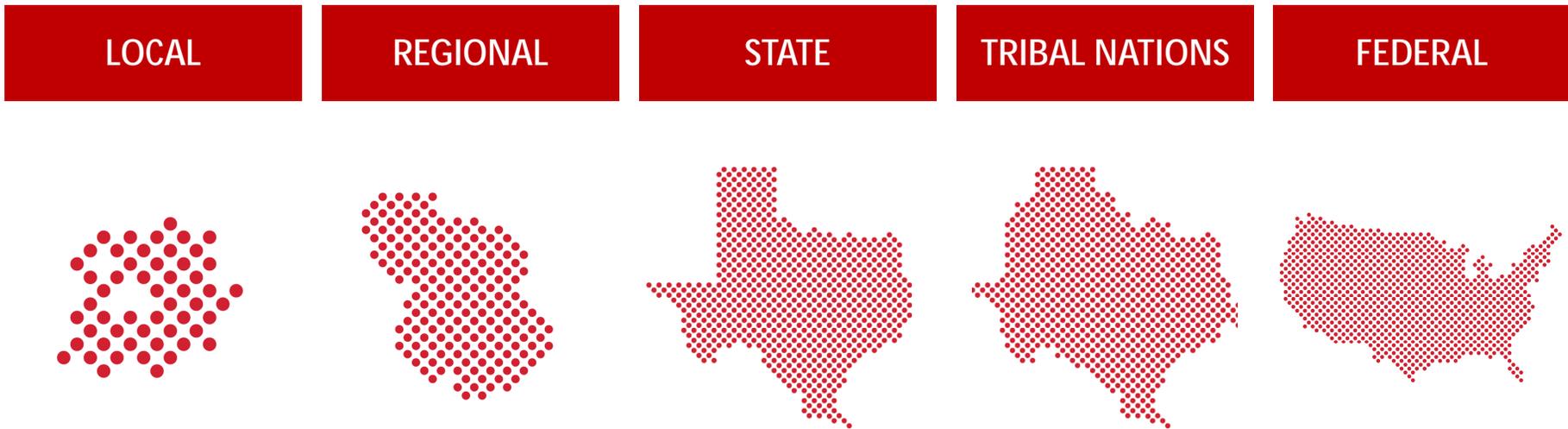


Cultural Environment

- Cultural, Historic, and Archeological
- Parks and Recreational
- Section 4(f) Evaluation
- Visual and Aesthetic
- Neighborhood and Community Resources

Engaging Local, State, and Federal Agencies

In addition to FTA and Capital Metro, local, regional, state, and federal regulatory agencies are invited to participate in the NEPA process.



The NEPA Steps



Scoping



Draft Environmental Impact Statement (DEIS)



Final Environmental Impact Statement (EIS) & Record of Decision (ROD)

Step 1: Scoping



Scoping is an early and open process for the public and agencies to provide input on the scope, or range, of issues to be addressed and identify the issues related to each of the projects. The input received during scoping will help to identify the appropriate alternatives and the depth and breadth of environmental analysis to be completed. It will also serve to identify and eliminate, from detailed study, the issues that are not significant or have been covered by prior studies.

Step 2: Draft Environmental Impact Statement (DEIS)



The **DEIS** includes:

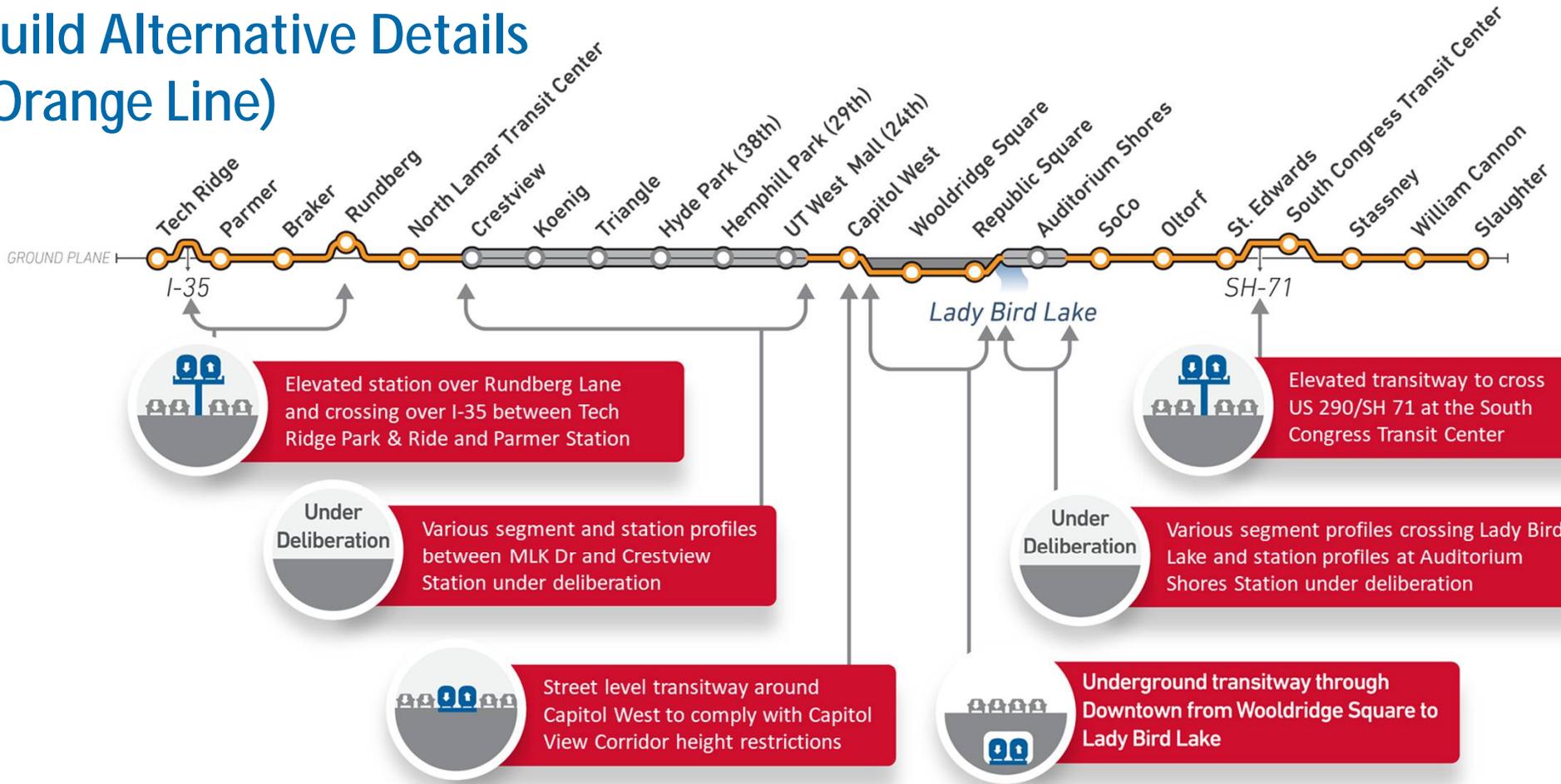
- The purpose of and need for action;
- Description of alternatives, including the proposed action;
- Discussion of the affected environment; and
- Environmental consequences.

Step 3: Final Environmental Impact Statement (EIS) and Record of Decision (ROD)

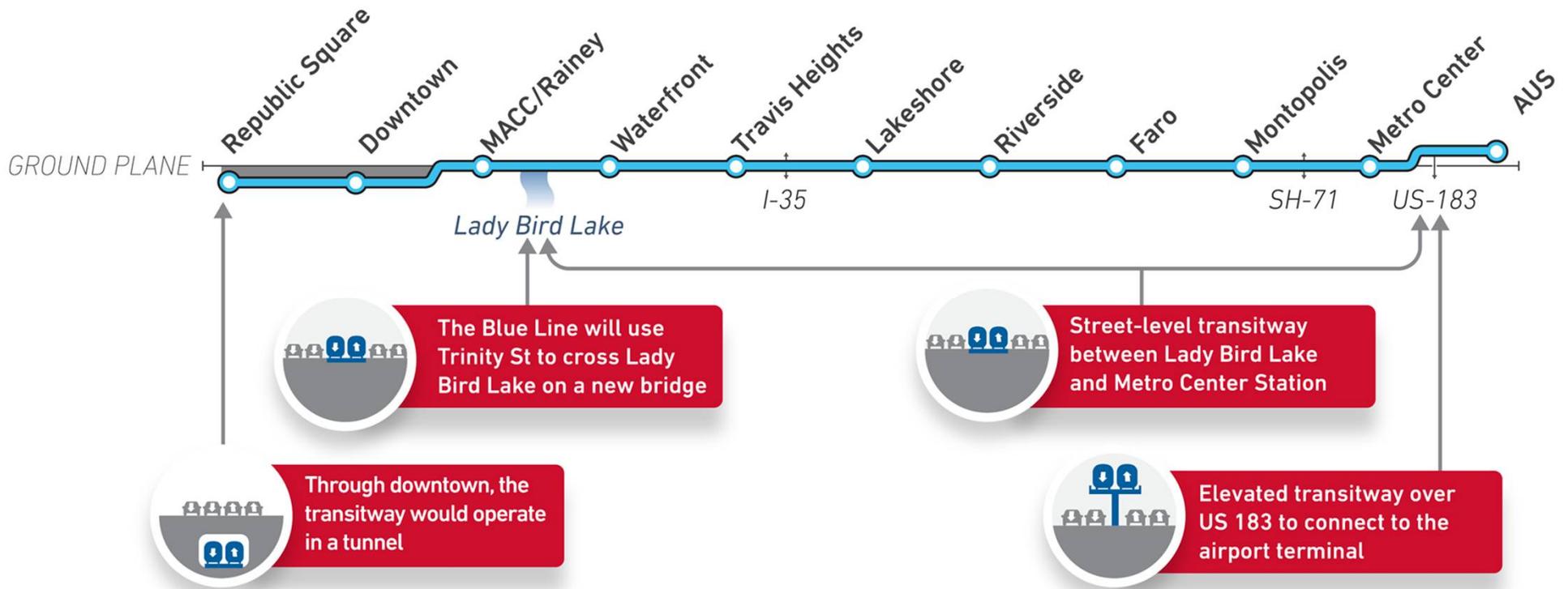


Unless new information is brought forward through the 30-day public and agency comment period of the DEIS, the Federal Transit Administration (FTA) intends to issue a combined **Final Environmental Impact Statement (EIS) and Record of Decision (ROD)**. The combined Final EIS/ROD will respond to comments received on the DEIS, and state the proposed action, environmental findings, and mitigation requirements.

Build Alternative Details (Orange Line)



Build Alternative Details (Blue Line)



EXECUTIVE DIRECTOR'S REPORT

Randy Clarke
Executive Director, Austin Transit Partnership



PROPOSED BOARD UPDATE SCHEDULE

Technical Program	Community Engagement	Finance, Risk & Procurement	Board Committee Reports	Executive Director Report
<ul style="list-style-type: none"> • Engineering • Architecture and Urban Design • NEPA (technical) • Workforce development 	<ul style="list-style-type: none"> • NEPA (engagement) • Community Advisory Committee updates • Key stakeholder meetings • Construction mitigation 	<ul style="list-style-type: none"> • Major procurements & anticipated board action look ahead • Budget • Staff approved procurements report • DBE Program Update • Federal grant programs • Program Schedule and Risk Management 	<ul style="list-style-type: none"> • Report from Board liaison for: • Planning, Sustainability, Equity & DBE (PSEC) • Finance (FAC) • Engineering, Architecture, Construction (EAC) 	<ul style="list-style-type: none"> • Board follow-up items • Staffing updates • Program Highlights & Initiatives • Key Federal partner or industry meetings • Annual Report to City & Cap Metro
Monthly	Monthly	Quarterly	TBD	Monthly

AUSTIN TRANSIT PARTNERSHIP HIRING UPDATE

New ATP Hires

- **John Rhone**, Deputy Program Officer
- **Peter Mullan**, Chief of Architecture & Urban Design

Cap Metro-Seconded Positions

- **Jackie Nirenberg**, Director, Community Engagement & Involvement
- **Sam Sargeant**, Director, Program Strategy & Coordination
- **Jacob Calhoun**, Director of Program-wide Contracts
- **Rashmi Vailaya**, Director of Project Controls



**Capital Metropolitan Transportation Authority
Board of Directors**

**MEETING DATE: 02/24/2021
(ID # 4793)
January 2021 Board Minutes**

Approval of minutes from the January 20, 2021 Austin Transit Partnership board meeting.

AUSTIN TRANSIT PARTNERSHIP BOARD OF DIRECTORS MEETING

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~ Minutes ~

Board Secretary Casey Burack
512-369-6040

Wednesday, January 20, 2021
2:00 PM

2:18 PM Meeting Called to Order
4:42 PM Meeting Adjourned

I. Action Items

1. Approval of the Austin Transit Partnership Board of Directors Bylaws.

Executive Director Randy Clarke opened the meeting and welcomed board members and staff. He then introduced the ATP's General Counsel and Chief Administrative Officer Casey Burack, who brought forward the first two Action Items. There was no discussion on this first item.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Steve Adler, Board Member
SECONDER: Colette Pierce Burnette, Board Member
AYES: Castro de Barrera, Stratton, Elkins
ABSENT: none

2. Approval of a resolution electing officers of the Austin Transit Partnership Board of Directors.

Mayor Adler spoke to say that he thinks that he and Board Member Eric Stratton should not be considered for the board officer roles, to emphasize to all that this is not a political position. He suggested Board Member Veronica Castro de Barrera and Board Member Colette Pierce Burnette as Chair and Vice Chair, and that they decide between themselves who would be right for which role. Eric Stratton spoke to echo those comments.

Board Member Elkins said that his two fellow board members would both be great choices, and that he thinks it comes down to the time, availability, and commitment of the two. Board Member Pierce Burnette said she would be happy to serve as the Vice-Chair and suggested Board Member Castro de Barrera be the Chair. Board Member Castro de Barrera said she was humbled and grateful to be a part of such an amazing group, and emphasized her commitment to lifelong learning and the community. She is willing to take on the role of Chair and looks to her fellow board members for their assistance and guidance as this great team moves forward.

Attachment: 210120 ATP Board Meeting Minutes (4793 : January 2021 Board Minutes)

RESULT: ADOPTED [UNANIMOUS]
MOVER: Steve Adler, Board Member
SECONDER: Tony Elkins, Board Member
AYES: Castro de Barrera, Stratton, Pierce Burnette
ABSENT: none

New Chair Castro de Barrera then asked if each board member could individually say a few words about themselves and their role on the ATP Board of Directors.

II. Public Comment

Tom Wald from the Redline Parkway Initiative spoke and gave the board an overview of his organization. He emphasized the importance of providing active transportation services and accommodations as projects under the ATP move forward.

Yasmine Smith, Co-Chair of People United Mobility Action, says that there was no publicly posted agenda or meeting time for this meeting. She also watched as two board actions were taken prior to public comment and has concerns that these meetings are taking place in the middle of the day when many vulnerable populations cannot take part. So far, there has been no room for true community engagement. She asked that on year one anti-displacement funding strategies that the board focus on something that the community can feel.

Joao Paulo Connolly is the Director of Housing and Community Development for the Austin Justice Coalition and seconded some of the concerns that Ms. Smith raised. Strong and clear public timelines are very important to building trust, along with publishing meeting agendas well in advance. He will be paying very close attention to the anti-displacement policy connected to this initiative. We hope to see careful and judicious use of this funding.

III. Action Items

1. Approval of a resolution adopting the Fiscal Year 2021 Budget.

Chair Castro de Barrera introduced Capital Metro CFO Reinet Marneweck and incoming ATP CFO Greg Canally to present this time.

Reinet first gave an overview of the Project Connect program and the phasing of the components within it. She also gave an overview of the project partners/framework and the roles of each partner. She reviewed the integrated financial plan and funding model developed last year with input from stakeholders and consultants.

Greg thanked the board for their efforts and support, and then reviewed some of the FY2021 completed and upcoming program highlights. He reviewed the FY2021 funding sources and a summary of the expected expenses. He displayed a chart of an expected ATP employee count and corresponding expense, and a fund and reserve summary.

Board Member Stratton said that there may be a little confusion in the community and asked Greg to clarify the type of debt that the ATP will be taking on based on the integrated financial model. Board Member Pierce Burnette asked Greg to confirm that the budget under consideration today is for nine months, to take the ATP to the end of the fiscal

year. She also asked whether funds we programed for the creation of a robust portal and dashboard for the ATP website. Executive Director Clarke said he intends to be very transparent and is committed to replicate something like the Capital Metro data portal with full transparency.

Mayor Adler said he supports approval of the budget but often gets questions about the \$23 million budgeted as the first part of the approved anti-displacement funds. He asked for further details on the sequencing plan for that funding and requested an update at a subsequent meeting so public can better understand.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Tony Elkins, Board Member
SECONDER: Colette Pierce Burnette, Vice Chair
AYES: Castro de Barrera, Stratton, Adler
ABSENT: none

2. Approval of a resolution authorizing the Executive Director, or his designee, to finalize and execute an Interlocal Agreement (“Partnership Agreement”) with the Capital Metropolitan Transportation Authority (“Capital Metro”) for the provision of certain support functions and services and to execute certain projects in the Project Connect System Plan program for a term of three (3) years and one one-year (1) option and the contribution of funds from Capital Metro for the Project Connect System Plan program as defined in Exhibit A of the Partnership Agreement.

CFO Greg Canally presented this item.

Greg reviewed the functions and responsibilities of the each partner — the ATP Board, City of Austin, and Capital Metro. This ILA agreement with Cap Metro covers administrative support, corporate services, and project delivery for some specified projects that are part of Project Connect. He said that he anticipates that additional agreements will be necessary in the future to cover project implementation and operating agreements. This initial three-year term will allow us to adhere to the project sequencing and design schedule.

There was no discussion.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Steve Adler, Board Member
SECONDER: Tony Elkins, Board Member
AYES: Castro de Barrera, Stratton, Pierce Burnette
ABSENT: none

IV. Discussion Items

1. Community Engagement Update

Capital Metro’s Manger of Community Engagement Jackie Nirenberg gave the presentation.

Jackie gave the board an overview of the principles that her team uses for community

engagement, particularly now that the pandemic has changed some of the dynamics. She also shared a brief history of engagement for Project Connect and then reviewed the upcoming opportunities for the public to engage, including NEPA scoping meetings for both the Blue and Orange Lines which will begin next week.

Board Member Stratton asked Jackie if the upcoming engagement opportunity would formally include the technical advisors who were identified as part of the ATP Board nominating process. Jackie said that information would be discussed at the next board meeting.

Board Member Pierce Burnette asked for an update on the Equity Tool. Gina Fiandaca said the Equity Office is engaging consultants to finish the tool and will provide an update in the next meeting. They hope to have the tool finalized by the next month.

Mayor Adler noted that he has heard feedback that the community engagement process with Project Connect was one of the more successful ones that this community has seen.

Board Member Elkins asked how the NEPA scoping meeting comments would be incorporated in a way to be able to shape decisions on things such as station design. Jackie said after each step in the process there will be a report produced, and if the board would like she can present the findings.

V. Executive Director Report

Executive Director Clarke gave his monthly report, and added that these items will also go up on the ATP website after each meeting. He discussed the recent \$900,000 grant from the Federal Transit Administration for the development of an Equitable Transit Oriented Development (ETOD) strategy, and reviewed the high level ETOD planning process and outcomes. He also presented the proposed meeting schedule for the board for the remainder of the year. Board Member Pierce Burnette asked that the board consider meeting in the evening instead of during the day. Randy said he would survey the board members and bring that topic back at a subsequent meeting.

VI. Adjournment

VII. ADA Compliance

Reasonable modifications and equal access to communications are provided upon request. Please call (512) 369-6040 or email ed.easton@capmetro.org if you need more information.

BOARD OF DIRECTORS: *Veronica Castro de Barrera, Chair; Colette Pierce Burnette, Vice Chair; Steve Adler, Tony Elkins, Eric Stratton, and Gina Fiandaca (ex officio).*

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.

**Capital Metropolitan Transportation Authority
Board of Directors**

**MEETING DATE: 02/24/2021
(ID # 4794)**

ILA for Texas Interlocal Purchasing Cooperative Participation

Approval of a resolution authorizing the Executive Director, or his designee, to enter into an interlocal agreement with certain local governments for the purpose of participating in cooperative procurement opportunities via the Texas Interlocal Purchasing Cooperative.



Austin Transit Partnership Board of Directors Resolution

Meeting Date: 02/24/2021

ATP-2021-007

Interlocal Agreement for Cooperative Purchasing

SUBJECT: Approval of a resolution authorizing the Executive Director, or his designee, to enter into an interlocal agreement with certain local governments for the purpose of participating in cooperative procurement opportunities via the Texas Interlocal Purchasing Cooperative.

FISCAL IMPACT: No Fiscal Impact.

BUSINESS CASE: This interlocal agreement establishes a purchasing cooperative made up of local government entities. Currently, the members of the cooperative are Travis County, Capital Metropolitan Transportation Authority, and the City of Austin. The agreement will allow Austin Transit Partnership to purchase goods and services under a large pool of contracts that have been competitively procured by other cooperative members, which has the potential to expedite purchases, provide lower prices for goods and services, and avoid duplication of efforts.

EXECUTIVE SUMMARY: The purpose of the interlocal agreement is to streamline and simplify compliance with Texas Local Government Code, Ch. 791, the Interlocal Cooperation Act, which authorizes local government entities to enter into interlocal agreements, by establishing a collective or master cooperative purchasing agreement, under Texas Government Code Chapter 271. Under the purchasing cooperative, members may authorize and access one another's cooperative contracts, eliminating the need to execute and maintain multiple interlocal agreements with each member individually.

RESPONSIBLE DEPARTMENT: Finance

PROCUREMENT SUMMARY: Does not apply.

**RESOLUTION
OF THE
AUSTIN TRANSIT PARTNERSHIP
BOARD OF DIRECTORS**

STATE OF TEXAS

Resolution ID: ATP-2021-007

COUNTY OF TRAVIS

Interlocal Agreement for Cooperative Purchasing

WHEREAS, purchasing cooperatives between and among local government entities in the State of Texas have been shown to improve competition, quality, services, provide lower prices for materials and services, and avoid duplication of effort; and

WHEREAS, Chapter 791 of the Texas Government Code, the Interlocal Cooperation Act, authorizes local governments to contract, to the greatest possible extent, with one another and agencies of the State of Texas; and

WHEREAS, Chapter 271 of the Texas Local Government Code permits local governments to form purchasing cooperatives to engage in cooperative purchasing for the benefit of all parties;

WHEREAS, the Texas Interlocal Purchasing Cooperative is a purchasing cooperative made up of local government members that allows members to purchase goods and services under other members' competitively procured contracts; and

WHEREAS, by entering into the Master Cooperative Purchasing Agreement, an interlocal agreement with the other local government members of the Texas Interlocal Purchasing Cooperative, Austin Transit Partnership will become a member of the Cooperative and gain access to a large pool of competitively procured contracts, which has the potential to expedite purchases, provide lower prices for goods and services, and avoid duplication of efforts.

NOW, THEREFORE, BE IT RESOLVED by the Austin Transit Partnership Board of Directors that the Executive Director, or his designee, is authorized to enter into the Master Cooperative



Purchasing Agreement for the purpose of participating in cooperative procurement opportunities via the Texas Interlocal Purchasing Cooperative.

Casey Burack
Secretary of the Board

Date: _____

Attachment: ATP Board Resolution - ILA for Cooperative Purchasing (004)_ccb edits (4794 : ILA for Texas Interlocal Purchasing Cooperative



**Capital Metropolitan Transportation Authority
Board of Directors**

**MEETING DATE: 02/24/2021
(ID # 4795)**

Executive Director Signature Authority

Approval of a resolution authorizing the Executive Director, or his designee, to execute contracts and agreements for amounts not to exceed \$250,000 per year per agreement, and requiring that the Executive Director, or his designee, report to the Board of Directors on a quarterly basis regarding any contract or agreement entered into during the previous quarter valued between \$150,000 and \$250,000.



Austin Transit Partnership Board of Directors Resolution

Meeting Date: 02/24/2021

ATP-2021-008

Contracting Authority Resolution

SUBJECT: Approval of a resolution authorizing the Executive Director, or his designee, to execute contracts and agreements for amounts not to exceed \$250,000 per year per agreement, and requiring that the Executive Director, or his designee, report to the Board of Directors on a quarterly basis regarding any contract or agreement entered into during the previous quarter valued between \$150,000 and \$250,000.

FISCAL IMPACT: No Fiscal Impact.

BUSINESS CASE: This contracting authority resolution enables the Executive Director and the Austin Transit Partnership management to conduct operations in an efficient, responsible, and economical manner, and reflects best practices among the organization's peers.

EXECUTIVE SUMMARY: The resolution permits the Executive Director, or his designee, to execute agreements for amounts not to exceed \$250,000 per year per agreement in order to get the ATP organization up and running, and the threshold may be reconsidered at a later date. Additionally, it requires the Executive Director, or his designee, to report to the Board of Directors on a quarterly basis any contracts executed valued between \$150,000 and \$250,000.

RESPONSIBLE DEPARTMENT: Finance

PROCUREMENT SUMMARY: Does not apply.

**RESOLUTION
OF THE
AUSTIN TRANSIT PARTNERSHIP
BOARD OF DIRECTORS**

STATE OF TEXAS

Resolution ID: ATP-2021-008

COUNTY OF TRAVIS

Contracting Authority Resolution

WHEREAS, Section 4.2 of the Bylaws of the Austin Transit Partnership Local Government Corporation provides that the Board of Directors may authorize the Executive Director to enter into any contracts in the name of and on behalf of the Austin Transit Partnership; and

WHEREAS, the Austin Transit Partnership Board of Directors and Austin Transit Partnership management endeavor to conduct operations in an efficient, responsible, and economical manner; and

WHEREAS, the Austin Transit Partnership Board of Directors recognizes the need to establish matters and transactions that are appropriate for approval by the Board of Directors; and

WHEREAS, the Austin Transit Partnership Board of Directors wishes to streamline the contracting process by authorizing the Executive Director to execute contracts and agreements on behalf of the Austin Transit Partnership, subject to the limitations and requirements set forth in this Resolution.

NOW, THEREFORE, BE IT RESOLVED by the Austin Transit Partnership Board of Directors that the Executive Director, or his designee, is authorized to execute agreements for amounts not to exceed \$250,000 per year per agreement; provided that the Executive Director, or his designee, reports to the Board of Directors on a quarterly basis regarding any contract agreement entered into during the previous quarter valued between \$150,000 and \$250,000.

Date: _____

Casey Burack
Secretary of the Board

Attachment: ATP Board Resolution - Contracting Authority_final (4795 : Executive Director Signature Authority)



ILA with City of Austin for Dedicated Technical Support

Approval of a resolution authorizing the Executive Director, or his designee, to finalize and execute an interlocal agreement with the City of Austin for the provision of certain dedicated technical support functions related to design, review and permitting for the implementation of the Project Connect System for the remainder of this fiscal year.

*Interlocal Agreement for Initial City Project Connect Technical Support*

SUBJECT: Approval of a resolution authorizing the Executive Director, or his designee, to finalize and execute an interlocal agreement with the City of Austin for the provision of certain dedicated technical support functions related to design, review and permitting for the implementation of the Project Connect System for the remainder of this fiscal year.

FISCAL IMPACT: Funding for this item is available in the approved FY2021 Budget.

BUSINESS CASE: Austin Transit Partnership ("ATP") will benefit from the City of Austin providing technical support functions for the implementation, operation and maintenance of the Project Connect System, including with respect to utilities, permitting and other support necessary to further the Federal environmental review process for the Project Connect System until the end of the current fiscal year. The City of Austin is undertaking these services in order to ensure the Program remains aligned with the voter-approved Program Sequence Plan schedule.

EXECUTIVE SUMMARY: The Interlocal Cooperation Agreement executed by Capital Metropolitan Transportation Authority ("Capital Metro") and the City of Austin on August 7, 2020, for the creation of ATP contained provisions for future agreements between ATP and Capital Metro and the City of Austin for the provision of services, project execution and establishment of roles and responsibilities. This proposed agreement, "ATP-City of Austin Partnership Agreement No. 1", provides for certain services in support of Project Connect to be performed by the City of Austin.

The City of Austin will provide professional technical services to assist with design review and permitting for the Program as part of the National Environmental Policy Act ("NEPA") environmental review process through the end of this fiscal year. Funding for this work comes from funds available to ATP.

This is identified as ATP-City of Austin Partnership Agreement No. 1 in anticipation of executing additional, future agreements between ATP and the City over the life of the Program. Such agreements will be numbered sequentially for the sake of clarity in identification.

RESPONSIBLE DEPARTMENT: Finance

PROCUREMENT SUMMARY: Does not apply.

**RESOLUTION
OF THE
AUSTIN TRANSIT PARTNERSHIP
BOARD OF DIRECTORS**

STATE OF TEXAS

Resolution ID: ATP-2021-009

COUNTY OF TRAVIS

***Interlocal Agreement for Initial City Project Connect
Technical Support***

WHEREAS, the Austin Transit Partnership Board of Directors (the “Board”) recognizes that the Interlocal Cooperation Agreement, dated August 7, 2020, between Capital Metropolitan Transportation Authority and the City of Austin for the creation of the Austin Transit Partnership (“ATP”) requires the City of Austin to provide support functions in connection with the operation, implementation and maintenance of the assets funded by ATP and to implement certain projects; and

WHEREAS, the Board acknowledges that the City of Austin is in the best position to provide such support functions related to design review and permitting for the Project Connect program in connection with the Federal environmental review process; and

WHEREAS, the Board desires to move forward at this time to identify certain roles and responsibilities for the City of Austin and ATP in order to meet the schedule laid out in the Project Connect program in this ATP-City of Austin Partnership Agreement No. 1

NOW, THEREFORE, BE IT RESOLVED by the Austin Transit Partnership Board of Directors that the Executive Director, or his designee, is authorized to finalize and execute ATP-City of Austin Partnership Agreement No. 1 with the City of Austin for the provision of certain City support staff functions for the remainder of the current fiscal year.

Casey Burack
Secretary of the Board

Date: _____



Capital Metropolitan Transportation Authority MEETING DATE: 02/24/2021

Board of Directors

(ID # 4797)

**National Environmental Policy Act (NEPA)
Overview**

TITLE: National Environmental Policy Act (NEPA) Overview