



# Agenda

## Capital Metropolitan Transportation Authority

### Board of Directors

2910 East 5th Street  
Austin, TX 78702

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**Monday, February 28, 2022**

**12:00 PM**

**Rosa Parks Boardroom**

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This meeting will be livestreamed at [www.capmetrotx.legistar.com](http://www.capmetrotx.legistar.com)

**I. Call to Order**

**II. Public Comment:**

**III. Advisory Committee Updates:**

1. Customer Satisfaction Advisory Committee (CSAC)
2. Access Advisory Committee

**IV. Board Committee Updates:**

1. Finance, Audit and Administration Committee
2. CAMPO update
3. Austin Transit Partnership Update

**V. Consent Items:**

1. Approval of minutes from the January 12, 2022 special board meeting and January 24, 2022 monthly board meeting.
2. Approval of a resolution affirming the Internal Audit Charter.
3. Approval of a resolution appointing Nadia Nahvi, Capital Metro Controller, to the Capital Metro Investment Committee as an investment officer, with the authorization to withdraw, invest, reinvest, and accept payment with interest, consistent with the investment policy.

**VI. Action Items:**

1. Approval of a resolution acknowledging the results of the Fall 2021 service change equity analysis.
2. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with Verizon for telecommunication services for four (4) years in an amount not to exceed \$3,843,152.

3. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with the State of Texas Department of Information Resources Telecommunications for telecommunications data services for four (4) years in an amount not to exceed \$629,264.
4. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with Silsbee Ford Inc. to purchase fifteen (15) Ford Escape Plug-In Hybrid Electric Vehicles for the Capital Metro Non-Revenue Vehicle Fleet in an amount not to exceed \$573,390.
5. Approval of a resolution authorizing the President & CEO, or his designee, to modify contract #200523 with ConvergeOne, Inc for the Telephone System Replacement project for an additional \$1,108,199 to provide a fax server, chatbot functionality, and integration with the new demand response transit system for a total new contract amount not to exceed \$4,741,322.
6. Approval of a resolution authorizing the President & CEO, or his designee, to execute a contract with Inarda M. Solis for the sale of approximately 0.244 acres of Capital Metro property located at 1999 Old McDade Street in Elgin, Texas for an amount not to exceed \$10,100.
7. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute an agreement for the purchase of approximately 25 acres of land located on Springdale and Cameron Road, City of Austin, Travis County, Texas, for the construction of a new Demand Response operations and maintenance facility in an amount not to exceed \$7,625,000.
8. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with Dimensional Innovations, Inc. for the fabrication, delivery and installation of MetroRapid Shelters for \$15,743,387 plus \$2,361,508 (15% contingency) for a total amount not to exceed \$18,104,895. The term of the contract shall be five (5) years from Notice to Proceed.
9. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with Core Office Interiors to purchase furniture for the first floor of our administrative facility at 2910 East 5th Street, in an amount not to exceed \$528,953.
10. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute an Amendment No. 2 to the Interlocal Agreement with the City of Pflugerville to extend the term of the Pickup Pilot through September 30, 2022, and for operation of the Pickup Service Pilot for an amount not to exceed \$105,261 in FTA funds and \$162,892 in local funds from the City of Pflugerville.
11. Approval of a resolution affirming the Charter Statement for the Finance, Audit and Administration Committee.

12. Approval of Updates to the Board of Directors Advisory Committees Policy.

**VII. Discussion Items:**

1. FY2021 Annual Diversity Report
2. Sustainability Vision Plan Update Presentation

**VIII. Reports:**

1. President & CEO Monthly Update

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

Section 551.071 for Consultation with Attorney for legal advice on pending litigation; Section 551.072 for Real Property issues regarding possible land sale; and Section 551.074 for Personnel matters regarding discussion of President & CEO FY 2022 Performance Goals.

**X. Items for Future Discussion:****XI. 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](mailto:ed.easton@capmetro.org) if you need more information.*

*BOARD OF DIRECTORS: Jeffrey Travillion, Chair; Ann Kitchen, Vice Chair; Leslie Pool, Secretary; Terry Mitchell; Becki Ross; Eric Stratton, Wade Cooper and Pio Renteria.*

*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

2910 East 5th Street  
Austin, TX 78702

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Board of Directors

**Item #:** AI-2021-189

**Agenda Date:** 12/17/2021

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Customer Satisfaction Advisory Committee (CSAC)

**Capital Metropolitan Transportation Authority  
Customer Satisfaction Advisory Committee (CSAC)**

**Wednesday, February 9<sup>th</sup>, 2022**

6:00 PM - 7:30 PM

**Virtual Presentation**

Microsoft Teams meeting

**Join on your computer or mobile app**

[Click here to join the meeting](#)

**Or call in (audio only)**

[+1 512-910-8291,,813624718#](#) United States, Austin

Phone Conference ID: 813 624 718#

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6:00 PM

**Welcome / Introductions / Call to Order**

*Ephraim Taylor*

**CapMetro Employees:** *Katherine Gonzalez, Martin Kareithi, Jackie Nirenberg, Edna Parra*

**CSAC Members:** *Ephraim Taylor, David Foster, Betsy Greenberg; Diana Wheeler, David Shapiro*

**General Public:** *Ruven Brooks*

**Systems Accessibility**

*Martin Kareithi, Director- Systemwide Accessibility*

*Jackie Nirenberg; Austin Transit Partnership Community Engagement Director*

**ADA & Accessibility**

- Americans with Disabilities Act - civil rights legislation
  - Guarantees equal access to transportation for people with disabilities (PWD)
  - Creates a framework for regulations and standards to ensure that PWDs have access to transportation services and facilities

**What is Accessibility?**

- Accessibility - the degree to which a facility, practice, program, service or technology is available and provides access to PWDs.
- What does it mean for something to be accessible?
  - Facility - degree to which it is readily usable by PWDs.
  - Program or practice - degree to which PWDs can participate in full.
  - Technology - Degree to which PWDs can use it with or without assistive technology.

**Systemwide Accessibility**

- Coordinated approach to improving accessibility across the entire Capital Metro transit system:
  - Facilities (transit stops and stations)
  - Vehicles (MetroBus, MetroRapid, future light rail)
  - Technology (customer communication and information, mobile apps, internal systems)

**Facilities**

- The built environment
- Where the pedestrian meets the infrastructure
- Incorporate accessibility at concept and design
- Includes pedestrian features such as sidewalks, shared-use paths, traffic signals and crossings
- Capital Metro-owned facilities and buildings
- Readily accessible and useable by PWDs
- Accessible to the public and for public meetings and appointments

### **Facilities Cont.**

- Sidewalks
  - Access to transit begins & ends with a sidewalk
- Curb Cuts
  - Necessary pedestrian feature, must be ADA compliant, & incorporate detectable warning strips
- Shared Use Paths
  - Means of transportation for various users - pedestrians, cyclists & PWDs
  - Requires sufficient ROW for safety & accessibility - minimize conflicts
- Traffic Signals - Audible pedestrian signals
  - Form of effective communication for PWDs, eg low vision & blind -audible queues
- Rectangular Rapid Flashing Beacons (RRFB) & Pedestrian Hybrid Beacons (PHB)

### **Vehicles**

- Light rail, MetroRapid or MetroBus
- Incorporate accessibility features - ramps, audible announcements, securement systems, level-boarding rail platforms
- Be intentional about design
- Seek community input from PWDs
- Design responsive scope

### **Technology**

- Customer information systems to improve the journey.
- Mobile apps and other technology can provide:
  - Information about the built environment
  - Wayfinding and navigation
  - Sense of ease and confidence

### **MetroAccess – Complementary ADA paratransit Service**

- Safety net service for persons with disabilities who cannot use fixed-route due to their disability and functional abilities.
- Despite improvements to the built environment, vehicles, and technology, there will be others who will not be able to use fixed route.
- MetroAccess will continue to be critical to PWDs in need of paratransit service.

### **Looking Ahead to the future**

- What could a systemwide accessible transit system look like?
  - Full accessible paths of travel across the built environment to transit facilities with accessible pedestrian features.
  - Vehicles designed for the future and for all functional abilities operating with precision technology.
  - Customer information systems and apps to facilitate universal access to complete the journey with information at every step.

## **Project Connect Overview**

*Jackie Nirenberg; Austin Transit Partnership Community Engagement Director*

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### **Transit system Expansion Program**

- New light rail network (Orange & Blue) with a subway tunnel under downtown
- 4 MetroRapid routes
- 9 Park and Rides and a regional Transit Center
- Anti-Displacement investments

### **Progress Timeline**

- **August 2020:** CapMetro & City of Austin Interlocal Agreement to create ATP
- **November 2020:** Voter approval of Project Connect Initial Investment
- **March 2021:** Board members, by-laws, and officers approved
- **February 2021:** FY 2021 budget approved
- **May 2021:** Expo & Pleasant Valley MetroRapid Lines – CE approved by FTA
- **May 2021:** Expo & Pleasant Valley – Completed 30% Design
- **March 2021:** Pflugerville Pickup zone launched March 23<sup>rd</sup>
- **June 2021:** Dessau Pickup Zone launched on June 15<sup>th</sup>
- **June 2021:** Expo & Pleasant valley – Progressed FTA Small Starts Readiness Documents
- **July 2021:** South Manchaca Pickup Zone launched July 27<sup>th</sup>
- **August 2021:** North Oak Pickup Zone launched August 24<sup>th</sup>
- **September 2021:** Electric bus procurement
- **September 2021:** ATP & Capital Metro Board, City Council JPA work session
- **September 2021:** Red Line – Lakeline to Leander double tracking Groundbreaking
- **November 2021:** ATP & Capital Metro Boards and City Council approve JPA
- **December 2021:** Expo & Pleasant Valley – FTA letters of no prejudice
- **December 2021:** Expo Groundbreaking
- **January 2022:** Broadmoor Station Groundbreaking

### **On The Horizon**

- **Orange & Blue Line**
  - *Summer 2022*
    - Finalize 30% design plans for Orange & Blue Lines
    - Submit Rating Package to FTA for New Starts Evaluation for Orange and Blue Lines
    - Draft Environmental impact Statements available for public review
    - Submit Ratings Package to FTA for New Starts Evaluation for Orange and Blue Lines
  - *Winter 2022 / 2023*
    - NEPA – Record of Decision
  - *Summer 2023*
    - FTA – Entry into Project Engineering

- *Fall 2024*
  - New Starts Full-Funding
  - Grant Agreements (FFGA)
  
- **MetroRapid**
  - *Winter 2021 / 2022*
    - Pleasant Valley Groundbreaking
  - *January 2023*
    - Gold Line Anticipated Construction Start
  - *June 2022*
    - Menchaca Anticipated Construction Start
  - *Spring 2022*
    - Expo and Pleasant Valley Small Starts
    - Grant Agreement
  
- **Red Line**
  - *May 2021*
    - McKalla Station Anticipated
    - Construction Start
  
- **Central Maintenance Facility**
  - *2022*
    - Facility Design
  - *2023 - 2024*
    - Anticipated Construction Start
  
- **Electric Vehicle Procurement**
  - *Ongoing*
    - Vehicle Development

### **Project Connect MetroRapid Lines**

- Expo Center | from Expo Center to UT and Downtown
- Pleasant Valley | from Mueller to the Goodnight Ranch on Slaughter Lane
- Menchaca and Oak Hill MetroRapid Extension: multiple phases, merge with 803 to Domain
- Gold Line | from AAC Highland to Republic Square

### **Orange Line Overview**

- The Orange Line creates a north/south transit line.
- Provides high-capacity service within dedicated transitways.
- Operates along the existing MetroRapid 801 route. Funding from initial Light Rail investment would deliver light rail (LRT) service from North Lamar Transit Center to Stassney Lane.
- 21 stations are planned along the route, with service approximately every 10 minutes.

### **Blue Line Overview**

- The Blue Line light rail transit (LRT) will connect Republic Square in Downtown Austin to the northern end to the Austin-Bergstrom International Airport (AUS) on the southern end.
- Provides high-capacity service within dedicated transitways.
- Operates along portions of the existing MetroBus route 20.
- 10 stations are planned along the route, with service approximately every 10 minutes.

### **Community Engagement and Involvement Update**

**Orange and Blue Line Scoping Meeting - January – March 2021:** 2,117 Participants  
**MetroRapid Virtual Community Meeting - January – March 2021:** 919 Participants

**Orange and Blue Line Station Alignment Meetings - April – May:** 1,528 Participants

**Orange and Blue Line 15% Design Meetings - July – August 2021:** 981 Participants

**Red Line Virtual Community Update - August 2021:** 109 Participants

**MetroRapid Virtual Community Update - August 2021:** 41 Participants

**Red Line – Lakeline to Leander Groundbreaking - October 2021**

**Orange and Blue Line Working Group Meetings - Ongoing since May 2021**

Orange and Blue Line Community Design Workshops: 613 Participants

**Red Line – McKalla Station Virtual Community Update - September 2021 – Ongoing through early 2022:** 122

Participants

**MetroRapid Expo Groundbreaking - December 2021**

**ATP and CapMetro Committees and Groups**

Established and ongoing meetings with: FAR, PSEC, EAC, CAC, ITAG, PCAN and CSAC and Access committees

## Stay Involved

Get involved: [projectconnect.com/get-involved](http://projectconnect.com/get-involved)

## Upcoming Events

February 7<sup>th</sup>: 5:30PM – MetroRapid Community Update

February 23<sup>rd</sup>: 5PM – Encore Community Design Workshop: The Drag

March 1<sup>st</sup>: Community Design Workshop: Crestview Station

March TBD – Meet the Team event for CapMetro & ATP committees

March 29<sup>th</sup> & March 31<sup>st</sup> – Let's Talk Project Connect

## MetroRapid Update

*Kathrine Gonzalez, Technical PM/PM III*

## Service Characteristics

- 10-minute peak service; limited stops
- Corridor-based Bus Rapid Transit (BRT) in mixed traffic
- Transit Signal Priority treatments
- All new vehicles will be zero emissions

MetroRapid Budget & Schedule

## Expo & Pleasant Valley

- Half of budget expected to come from federal grants:
  - Expo: \$44.6 M
  - Pleasant Valley: \$48.9 M
- Federal Transit Administration grant funding included in President's budget (May 2021)
- 60% design complete
- Expo groundbreaking December 15, 2021
- Pleasant Valley groundbreaking planned February 16, 2022
- In service mid 2023

## 803 Extension

- Menchaca to Slaughter is the first phase
- In service late 2023 or early 2024
- Extend to Oak Hill in coordination with TXDOT Oak Hill Parkway Project, in service date not yet known
- FTA Bus and Bus Facilities grant application

## **MetroRapid Gold Line**

- Continued coordination with City of Austin, UT, State of Texas, and ACC Highland
- Supports existing downtown service
- Premised on Austin Strategic Mobility Plan
- Using local Project Connect funds

## **MetroRapid Service Amenities**

- New shelter design with full & neighborhood sizes
- Cameras (CCTV)
- Dynamic Message Screens (DMS) Real Time Arrival Info
- Ticket Vending Machines (TVM) at key stations
- 9" near level boarding
- Solar where possible
- Potential for public art, community information panels, trees

## **MetroRapid Park & Rides**

- **In development:**
  - Expo Center | 150 spaces
  - Goodnight Ranch | 75 spaces
  - AISD Delco Activity Center | TBD
- **Ongoing discussion:**
  - McKinney Falls
  - Highland/ North Lamar Transit Center

## **MetroRapid Outreach**

- Community Groups and Neighborhood Homeowners' Associations updates continuing
- Block walking prior to construction
- ATP Meet the Team- Oct 13
- AAC- Sept 2, Feb 2
- CSAC- Sept 8, Feb 9
- Status Update/VOH- Sept 9, Feb 7

## **Public Communications**

## **Approval of the minutes**



# Capital Metropolitan Transportation Authority

2910 East 5th Street  
Austin, TX 78702

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Board of Directors

**Item #:** AI-2021-190

**Agenda Date:** 12/17/2021

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Access Advisory Committee

## Capital Metropolitan Transportation Authority

### Access Advisory Committee

Wednesday, February 2<sup>nd</sup>, 2022

5:30 PM - 7:00 PM

#### Virtual Presentation

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

[+1 512-910-8291,,376363580#](#) United States, Austin

Phone Conference ID: 376 363 580#

[Find a local number](#) | [Reset PIN](#)

#### Attendees:

**Committee Members:** Audrey Diaz, Estrella Barrera, Glenda Born, John McNabb, Otmar Foehner, Paul Hunt, Raul Vela

**CapMetro Employees:** Edna Parra, Samantha Alexander, Chad Ballentine, Suzie Edrington, Kathrine Gonzalez, Martin Kareithi, Jackie Nirenberg, Belinda Wilson, Tevin Lionel, Brian Booth

5:30 PM

#### Welcome / Introductions / Call to Order

*Chair Hunt*

#### Public Communications

Glenda Born had a comment about ETOD Focus Groups and her conversation with the planning team

Committee asked for the winter weather response for tomorrow, February 2, 2022; CapMetro staff updated the staff on the plan and service update in anticipation of the inclement weather, and also informed the committee that feedback from the 2021 winter storm response guided the service interruption plan.

#### Project Connect Overview

*Jackie Nirenberg; Austin Transit Partnership Community Engagement Director*

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- **Central Maintenance Facility**
  - *2022:* Facility Design
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- **Electric Vehicle Procurement**
  - *Ongoing:* Vehicle Development

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**Paul Hunt** asked about the Austin Transit Partnership and its length of existence.

**Glenda Born** talked about the needs of a growing city and its transit response

**Paul Hunt** inquired about the Pedestrian utilities and their access

## MetroRapid Update

*Kathrine Gonzalez, Technical PM/PM III*

**Katherine debriefed about:**

## Service Characteristics

- 10-minute peak service; limited stops
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- **Ongoing discussion:**
  - McKinney Falls
  - Highland/ North Lamar Transit Center

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- Block walking prior to construction
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**Audrey Diaz:** inquired about the safety of sidewalks and who was responsible.

## **Systems Accessibility**

*Martin Kareithi, Systemwide Accessibility Director*

### **ADA & Accessibility**

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  - Vehicles (MetroBus, MetroRapid, future light rail)
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**Facilities and things that involve** the built environment, where the pedestrian meets the infrastructure, incorporate accessibility at concept and design, readily accessible and useable by PWDs, accessible to the public and for public meetings and appointments, plus other items that fall under facilities.

### **Facilities Cont.**

- Sidewalks
  - Access to transit begins & ends with a sidewalk
- Curb Cuts
  - Necessary pedestrian feature, must be ADA compliant, & incorporate detectable warning strips
- Shared Use Paths
  - Means of transportation for various users - pedestrians, cyclists & PWDs
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#### **Looking Ahead to the future**

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  - Vehicles designed for the future and for all functional abilities operating with precision technology.
  - Customer information systems and apps to facilitate universal access to complete the journey with information at every step.

**Estrella Barrera:** Appreciated the effort and thoughtfulness to ensure that accessibility is a subject that gets taken seriously.

**Paul Hunt:** Asked about the 30% design and what opportunities there will be to weigh in on the draft

#### **Approval of the minutes**



# Capital Metropolitan Transportation Authority

2910 East 5th Street  
Austin, TX 78702

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Board of Directors

**Item #:** AI-2022-359

**Agenda Date:** 2/28/2022

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Approval of minutes from the January 12, 2022 special board meeting and January 24, 2022 monthly board meeting.



**Minutes**  
**Capital Metropolitan**  
**Transportation Authority**  
**Board of Directors**

2910 East 5th Street  
Austin, TX 78702

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Wednesday, January 12, 2022

11:00 AM

2910 East 5th Street, Austin, TX 78702

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**Special Board Meeting**

**I. Call to Order**

11:09 a.m. Meeting Called to Order

<b>Present:</b>	Travillion, Kitchen, Cooper, Stratton, Renteria, and Ross
<b>Absent:</b>	Pool, and Mitchell

**II. Public Comment:**

Zenobia Joseph provided public comments.

**IV. Action Items:**

1. Resolution directing the President & CEO to work with the City of Leander and other small city members to present the Board of Directors with options related to future agreements for specified financial, project planning and real property matters.

A motion was made by Vice Chair Kitchen, seconded by Board Member Ross, that this Resolution be adopted. The motion carried by the following vote:

**Aye:** Travillion, Kitchen, Cooper, Stratton, Renteria, and Ross

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

Section 551.071 for Consultation with an Attorney related to future Leander transit options

Section 551.074 for Personnel Matters related to the President & CEO annual performance goals

Into Executive Session: 12:20 p.m.

Out of Executive Session: 1:30 p.m.

**V. Items for Future Discussion:**

**VI. Adjournment**

1:30 p.m. Meeting Adjourned

**ADA Compliance**

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

*BOARD OF DIRECTORS: Wade Cooper, Chair; Jeffrey Travillion, Vice Chair; Eric Stratton, Secretary; Terry Mitchell; Becki Ross; Ann Kitchen, Leslie Pool and Pio Renteria.*

*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.*



**Minutes**  
**Capital Metropolitan**  
**Transportation Authority**  
**Board of Directors**

2910 East 5th Street  
Austin, TX 78702

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**Monday, January 24, 2022**

**12:00 PM**

**Rosa Parks Boardroom**

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**I. Call to Order:**

12:10 p.m. Meeting Called to Order

**Present:** Cooper, Travillion, Stratton, Renteria, Kitchen, Pool, Mitchell, and Ross

**II. Public Comment:**

Zenobia Joseph and Isaiah Smith provided public comment.

**III. Advisory Committee Update:**

1. Customer Service Advisory Committee (CSAC)
2. Access Advisory Committee
3. Public Service Advisory Committee (PSAC)

**IV. Board Committee Updates:**

1. Operations, Planning and Safety Committee
2. Finance, Audit and Administration Committee

There was no January committee meeting, so no report was given.

3. CAMPO update
4. Austin Transit Partnership Update

**V. Consent Items:**

1. Approval of minutes from the December 17, 2021 board meeting.

2. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a Multiple Use Agreement (MUA) between Capital Metropolitan Transportation Authority (Capital Metro) and the Texas Department of Transportation (TxDOT) for the construction, maintenance, and operation of current and future bus stops and MetroRapid stations in TxDOT right of way.
3. Approval of a resolution authorizing the President & CEO to finalize and execute a contract with Trapeze Software Group, Inc. for software licensing, maintenance, and support for one (1) base year with four (4) option years, in an amount not to exceed \$3,254,599.
4. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with BMR Janitorial & Pressure Washing Service, LLC for the fueling and interior and exterior cleaning of transit revenue vehicles in an amount not to exceed \$3,557,818 for a three-year contract.
5. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with Bubble'z and Sudd'z for the interior and exterior cleaning of transit revenue vehicles in an amount not to exceed \$3,046,880 for a three-year period.

A motion was made by Vice Chair Travillion, seconded by Board Member Pool, to approve the Consent Agenda. The motion carried by the following vote:

**Aye:** Cooper, Travillion, Stratton, Renteria, Kitchen, Pool, Mitchell, and Ross

## VI. Action Items:

1. Approval of an Interlocal Agreement with the City of Leander regarding funding for transit related capital improvement projects.

A motion was made by Board Member Ross, seconded by Chair Travillion, that this Resolution be adopted. The motion carried by the following vote:

**Aye:** Cooper, Travillion, Stratton, Renteria, Kitchen, Pool, Mitchell, and Ross

2. Approval of a resolution electing officers of the Capital Metro Board of Directors for 2022.

A motion was made by Board Member Cooper, seconded by Board Member Mitchell, that this Resolution be adopted. The motion carried by the following vote:

**Aye:** Cooper, Travillion, Stratton, Renteria, Kitchen, Pool, Mitchell, and Ross

3. Approval of a resolution confirming the appointments to the Finance, Audit and Administration Committee and Operations, Planning and Safety Committee for 2022.

**VII. Discussion Items:**

1. Systemwide Accessibility and Urban Design
2. FY2021 Financial Report
3. Public Safety Update
4. Facility Programming Overview

Due to time constraints this item was deferred to a future meeting.

**VIII. Reports:**

1. President & CEO Monthly Update

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

Into Executive Session: 3:08 p.m.

Out of Executive Session: 4:08 p.m.

Section 551.076 for Deliberations Regarding Security Devices or Security Audits

Section 551.072 for Deliberation regarding Real Property -- Real Estate; future operational, MetroRapid and railroad facilities and right of way

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

4:08 p.m. Meeting Adjourned

**ADA Compliance**

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

*BOARD OF DIRECTORS: Wade Cooper, Chair; Jeffrey Travillion, Vice Chair; Eric Stratton, Secretary; Terry Mitchell; Becki Ross; Ann Kitchen, Leslie Pool and Pio Renteria.*

*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

2910 East 5th Street  
Austin, TX 78702

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Board of Directors

Item #: AI-2022-351

Agenda Date: 2/28/2022

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**SUBJECT:**

Approval of a resolution affirming the Internal Audit Charter.

**FISCAL IMPACT:**

This action has no fiscal impact.

**STRATEGIC PLAN:**

**Strategic Goal Alignment:**

1. Internal/External Customer Service Excellence     2. Stakeholder Engagement  
 3. Financial and Environmental Sustainability     4. Staff Development     5. Agency Growth Management

**Strategic Objectives:**

- 1.1 Safety & Risk     1.2 Continuous improvement     1.3 Dynamic Change  
 1.4 Culture of Innovation     2.1 Be an Employer of Choice     2.2 Organization Development  
 2.3 Organization Culture     3.1 Resource optimization     3.2 Safety Culture  
 3.3 Environmental Leadership     4.1 Educate & Call to Action     4.2 Build Partnerships  
 4.3 Value of Transit     4.4 Project Connect

**EXPLANATION OF STRATEGIC ALIGNMENT:** The mission of the Internal Audit department is to enhance and protect organizational value by providing risk-based and objective assurance, advice, and insight. The internal audit activity helps Capital Metro accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of governance, risk management, and control processes.

**BUSINESS CASE:** Does not apply.

**COMMITTEE RECOMMENDATION:** This item was presented and recommended for approval by the Finance, Audit and Administration Committee on February 14, 2022.

**EXECUTIVE SUMMARY:** The Internal Audit Charter identifies the purpose, authority, and responsibility of the Capital Metro Internal Audit function, consistent with professional auditing. When it adopted the Internal

Audit Charter, the Board of Directors asked that the Charter be reviewed periodically and updated as necessary. The last of these reviews was performed in October, 2020.

After a careful review, staff is not recommending any updates to the charter at this time.

DBE/SBE PARTICIPATION: Does not apply.

PROCUREMENT: Does not apply.

RESPONSIBLE DEPARTMENT: Internal Audit

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

**STATE OF TEXAS  
COUNTY OF TRAVIS**

**AI-2022-351**

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors has adopted an Internal Audit Charter that identifies the purpose, authority, and responsibility of the Capital Metro Internal Audit function, consistent with professional auditing standards. the Capital Metropolitan Transportation Authority Board of Directors has adopted an Internal Audit Charter that identifies the purpose, authority, and responsibility of the Capital Metro Internal Audit function, consistent with professional auditing standards.

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that the Internal Audit Charter attached hereto is formally affirmed.

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

\_\_\_\_\_  
**Secretary of the Board  
Leslie Pool**



# METRO

<b>Internal Audit Charter</b>	
<b>Approved by FAA Committee:</b>	<b>Last Approved: 9/17/2018</b> <b>CMTA Resolution #:</b> <b>AI-2018-797</b>

## **INTERNAL AUDIT MISSION**

To enhance and protect organizational value by providing risk-based and objective assurance, advice and insight.

## **ROLE**

Internal Audit assists the organization in accomplishing its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. Internal auditors have no direct responsibilities or any authority over any of the activities or operations they review. They should not develop and install procedures, prepare records, or engage in activities which would normally be reviewed by internal auditors. This does not preclude internal auditors from serving in an advisory capacity in the implementation of improvements or the establishment or re-designing of activities, policies, procedures, or information systems. Additionally, this restriction shall not prevent internal auditors from performing analysis and recommending alternative courses of action to management.

## **INDEPENDENCE AND ORGANIZATIONAL REPORTING**

Internal Auditors should be free both in fact and appearance from personal, external, and organizational impairments to independence.

In order to be free of all operational and management responsibilities that would impair the ability to review independently all aspects of the Authority's operations, the Chief Audit Executive (CAE) shall report functionally to the Board of Directors (BOD) through the Finance, Audit and Administration (FAA) Committee. The CAE shall report to the FAA Committee as needed to discuss audit issues and results. At least annually, the CAE will confirm to the FAA Committee, the organizational independence of the internal audit activity and, as necessary, revise the Internal Audit and/or the FAA Charters.

## **PROFESSIONAL STANDARDS**

Internal Audit must follow Generally Accepted Government Auditing Standards (GAGAS), as issued by the U.S. General Accountability Office (GAO). Also, Internal Audit conforms to the International Professional Practices Framework (IPPF) consisting of the Core Principles for the Professional Practice of Internal Auditing, the Definition of Internal Auditing, the Code of Ethics, and the Standards as promulgated and periodically revised by the Institute of Internal Auditors. These core principles include:

1. Demonstrates integrity
2. Demonstrates competence and due professional care
3. Is objective and free from undue influence (independent)
4. Aligns with the strategies, objectives, and risks of the organization
5. Is appropriately positioned and adequately resourced
6. Demonstrates quality and continuous improvement
7. Communicates effectively
8. Provides risk-based assurance
9. Is insightful, proactive, and future-focused
10. Promotes organizational improvement

## **ASSURANCE SERVICES**

Assurance services provide an objective evaluation of evidence for the purpose of providing an independent assessment on governance, risk management, and control processes for the organization.

These activities may include:

- Reviewing the reliability and integrity of financial and operating information and the means used to identify, measure, classify, and report such information.
- Reviewing the systems established to ensure compliance with those policies, plans, procedures, laws, and regulations which could have a significant impact on operations and whether the Authority is in compliance.
- Reviewing the means of safeguarding assets and, as appropriate, verifying the existence of assets.
- Reviewing and appraising the efficiency with which resources are employed.
- Reviewing operations or programs to ascertain whether results are consistent with established objectives and goals and whether the operations or programs are being carried out as planned.
- Reviewing information systems throughout the system development lifecycle.
- Assessing management's actions taken in response to reported audit findings.
- Reviewing and evaluating the organization's governance processes.
- Reviewing and evaluating the organization's risk management processes.
- Receiving and investigating allegations of fraud, waste and abuse.
- Reporting periodically on the Internal Audit activity's purpose, authority, responsibility, and performance relative to its plan.

## **NON-AUDIT SERVICES (ADVISORY & CONSULTING)**

Consulting services include advisory and related client service activities, the nature and scope of which are agreed with the client and are intended to add value and improve the Authority's governance, risk management, and control processes.

These services may range from formal engagements, defined by written agreements, to advisory activities, such as training, facilitation, and participating in standing or temporary management committees or project teams as an "ex-officio" member.

Internal Audit may perform advisory services where the services do not create a personal impairment either in fact or appearance, detract from other obligations to the FAA Committee, or require the assumption of management responsibilities.

Internal Audit does not perform remediation services. Remediation services are those in which the auditor assumes a direct role designed to prevent or remediate known or suspected problems on behalf of a client. Remediation services require making management decisions and, thus, are not appropriate according to GAGAS.

## **AUTHORITY**

Authorization is granted for full and free access to all records (either manual or electronic), physical properties, activities, and personnel relevant to a review. This includes full access to all systems that input, process, store, and report any and all information of the operations of the Authority which are not limited or otherwise restricted. Documents and information given to internal auditors will be handled in the same prudent manner as by those employees normally accountable for them.

## **QUALITY ASSURANCE AND IMPROVEMENT PROGRAM**

Internal Audit maintains a Quality Assurance and Improvement Program (QAIP) to evaluate the operations of the internal auditing function. The QAIP includes audit supervision / review to ensure conformance with internal auditing standards, policies, and audit programs. Internal assessments will be performed at least annually to assess conformance with the Internal Audit Charter, the Standards, Code of Ethics, GAGAS, and the efficiency and effectiveness of internal audit in meeting the needs of its various stakeholders. In addition, an independent external quality assurance review will be performed at least once every three years. The results of the QAIP activities, including both internal and external assessments, will be provided to the FAA Committee.

## **CONTINUING PROFESSIONAL DEVELOPMENT**

Each fiscal year, the Internal Audit Department will be allocated a budget for training and educational materials to comply with internal auditing professional standards and ensure current audit techniques, policies, and practices.

## **INTERNAL AUDIT RESULTS**

Audit results are reported to the FAA Committee and President / CEO at the conclusion of each audit project and may include management's responses and corrective action plans (CAPs). The FAA Committee accepts audit reports/results and, when appropriate, authorizes their distribution.

In certain instances, a report may be of limited interest or of a sensitive nature. In these circumstances, the results will be shared only with those persons designated by the FAA Committee. No internal audit report shall directly reference or quote confidential information that is protected under the Texas Public Information Act.

## **INTERNAL AUDIT FOLLOW-UP**

The CAE shall monitor the disposition of CAPs. Audit follow-ups shall verify the resolution status of all significant recommendations resulting from past internal audits. The CAE shall report, at least annually, on implementation status to the FAA Committee.

## **FINANCE, AUDIT & ADMINISTRATION COMMITTEE**

The Finance, Audit & Administration (FAA) Committee shall provide guidance and oversight of both internal and external audit activities. FAA Committee responsibilities include the following duties, based upon standard corporate and governmental practices:

Responsibilities for Internal Audit:

- Review and approve Internal Audit Charter.
- Review Internal Audit risk assessment, plans and budgets.
- Review and/or approve requests for internal audit projects and significant interim changes to the internal audit plan.

- Monitor internal audit results and follow-up reports on previously reported recommendations and CAPs.
- Conduct an annual performance review and evaluation of the CAE.
- Inform and advise the full BOD on internal audit results and recommendations.

Responsibilities for External Audit:

- Monitor external auditor coverage, activities, and contracts for external audits.
- Monitor financial and regulatory reporting decisions.

## **BOARD ACCESS TO INTERNAL AUDIT**

The FAA Committee shall be the access point for all requests for internal audits. Individual Board members desiring specific audit projects should coordinate requests through this committee for review, approval, and scheduling.

## **INTERNAL AUDITOR ACCESS TO THE BOARD**

The CAE shall meet with the FAA Committee on a regular basis, but no less than once per quarter. In addition, the BOD and/or the FAA Committee may request that Internal Audit be available as an informational resource at regular BOD or FAA Committee meetings.

The CAE will have direct access to the BOD and/or the FAA Committee about issues or concerns. The intent of this provision is to emphasize the independence of internal auditing and provide the CAE with direct access to the BOD should serious matters arise which are beyond the course of normal operations.

## **INTERNAL AUDIT SERVICES PLAN**

The CAE shall present for approval to the BOD, a risk-based audit plan which documents the priorities of the internal audit function and is consistent with the Authority's strategic goals and objectives. A risk/opportunity assessment shall be used to identify and justify internal audit resources, audit priority, and scheduling of audit projects. Audit planning will consider the risk of fraud and abuse.

The Internal Audit Services Plan will be reviewed at least annually and proposed plan revisions will be presented to the FAA Committee which has the authority to approve plan modifications. The intent is to provide flexibility to ensure that the most significant risks and opportunities can be addressed in a timely fashion.

## **CAE APPOINTMENT, EVALUATION & REMOVAL**

The BOD shall appoint a qualified, professionally certified individual to perform internal auditing services for a term of five years. The BOD will be responsible for conducting an annual personnel evaluation of the CAE. However, the BOD may delegate this responsibility to the FAA Committee. The BOD may remove the CAE only on the affirmative vote of at least three-fourths of the members of the BOD.

## **EFFECTIVE DATE**

This charter and the policies therein became effective immediately upon adoption by the Board of Directors of the Capital Metropolitan Transportation Authority.

History:

See most recent FAA Committee approvals at: CMTA Resolution #: AI-2018-797, dated September 17, 2018  
CMTA-2015-56, dated June, 22, 2015



# Capital Metropolitan Transportation Authority

2910 East 5th Street  
Austin, TX 78702

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Board of Directors

Item #: AI-2022-361

Agenda Date: 2/28/2022

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**SUBJECT:**

Approval of a resolution appointing Nadia Nahvi, Capital Metro Controller, to the Capital Metro Investment Committee as an investment officer, with the authorization to withdraw, invest, reinvest, and accept payment with interest, consistent with the investment policy.

**FISCAL IMPACT:**

This action has no fiscal impact.

**STRATEGIC PLAN:**

Strategic Goal Alignment:

1. Internal/External Customer Service Excellence     2. Stakeholder Engagement  
 3. Financial and Environmental Sustainability     4. Staff Development     5. Agency Growth Management

Strategic Objectives:

- 1.1 Safety & Risk     1.2 Continuous improvement     1.3 Dynamic Change  
 1.4 Culture of Innovation     2.1 Be an Employer of Choice     2.2 Organization Development  
 2.3 Organization Culture     3.1 Resource optimization     3.2 Safety Culture  
 3.3 Environmental Leadership     4.1 Educate & Call to Action     4.2 Build Partnerships  
 4.3 Value of Transit     4.4 Project Connect

**EXPLANATION OF STRATEGIC ALIGNMENT:** This appointment ensures that Capital Metro is in compliance with its investment policy.

**BUSINESS CASE:** This appointment ensures that Capital Metro is in compliance with its investment policy.

**COMMITTEE RECOMMENDATION:** This item was presented and recommended for approval by the Finance, Audit and Administration Committee on February 14, 2022.

**EXECUTIVE SUMMARY:** Capital Metro's investment policy provides for the delegation of authority to invest Capital Metro funds and the execution of any documentation necessary to evidence the investment of Capital Metro funds to

the investment advisory firm under current contract (PFM Asset Management LLC) and those Capital Metro personnel authorized as investment officers. The policy further provides that Capital Metro's Board of Directors will designate in writing those Capital Metro personnel serving as investment officers and authorized to invest on behalf of Capital Metro. These designated investment officers shall perform their duties in accordance with the investment policy adopted annually by the Board of Directors. The investment officers form an investment committee that meets quarterly with the investment advisory firm to review performance results. The investment policy dictates the type of investments that can be made and the maximum percentages of the portfolio for each type of investment. Decisions on how to invest Capital Metro's funds are made with the advice of the investment advisory firm and concurrence from the investment committee.

DBE/SBE PARTICIPATION: Does not apply.

PROCUREMENT: Does not apply.

RESPONSIBLE DEPARTMENT: Finance

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

**STATE OF TEXAS  
COUNTY OF TRAVIS**

**AI-2021-361**

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors is required by Capital Metro's investment policy to designate in writing investment officers to invest on behalf of Capital Metro with the advice of Capital Metro's investment advisory firm under contract. .

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that Nadia Nahvi, Capital Metro Controller, is hereby appointed as an investment officer to the Capital Metro Investment Committee and is authorized to withdraw, invest, reinvest and accept payment with interest consistent with the investment policy.

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

\_\_\_\_\_  
**Secretary of the Board  
Leslie Pool**



# Capital Metropolitan Transportation Authority

2910 East 5th Street  
Austin, TX 78702

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Board of Directors

Item #: AI-2022-368

Agenda Date: 2/28/2022

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**SUBJECT:**

Approval of a resolution acknowledging the results of the Fall 2021 service change equity analysis.

**FISCAL IMPACT:**

This action has no fiscal impact.

**STRATEGIC PLAN:**

**Strategic Goal Alignment:**

1. Internal/External Customer Service Excellence     2. Stakeholder Engagement  
 3. Financial and Environmental Sustainability     4. Staff Development     5. Agency Growth Management

**Strategic Objectives:**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> 1.1 Safety & Risk            | <input checked="" type="checkbox"/> 1.2 Continuous improvement | <input checked="" type="checkbox"/> 1.3 Dynamic Change |
| <input type="checkbox"/> 1.4 Culture of Innovation    | <input type="checkbox"/> 2.1 Be an Employer of Choice          | <input type="checkbox"/> 2.2 Organization Development  |
| <input type="checkbox"/> 2.3 Organization Culture     | <input type="checkbox"/> 3.1 Resource optimization             | <input type="checkbox"/> 3.2 Safety Culture            |
| <input type="checkbox"/> 3.3 Environmental Leadership | <input type="checkbox"/> 4.1 Educate & Call to Action          | <input type="checkbox"/> 4.2 Build Partnerships        |
| <input type="checkbox"/> 4.3 Value of Transit         | <input type="checkbox"/> 4.4 Project Connect                   |  |

**EXPLANATION OF STRATEGIC ALIGNMENT:** Service Changes are in accordance with Capital Metro's Service Standards. These changes are designed to meet Goals 1-4 in Capital Metro's Strategic Plan:

- 1) Deliver the best possible customer experience,
- 2) Demonstrate Regional Leadership,
- 3) Demonstrate the value of public transportation in a dynamic community,
- 4) Continue to improve organizational practices and develop staff.

**BUSINESS CASE:** A board resolution is required to document the service equity analysis for the next triennial Title VI program update.

**COMMITTEE RECOMMENDATION:** This item will be presented to the full board on February 28, 2022.

EXECUTIVE SUMMARY: Staff presented the Fall 2021 service change analysis to the October 14<sup>th</sup> Public Hearing and staff recommends that the board acknowledge the analysis. Service changes to commuter bus service and university service routes have been in place since March of 2020 and require a service equity analysis. A service equity analysis was performed to analyze emergency service changes made during the course of the COVID-19 pandemic in accordance with FTA requirements. Capital Metro instituted changes to service during the pandemic to accommodate for reduced ridership, resource availability and safety precautions. Changes to service were made based on the availability of alternative service that allows customers to continue using Capital Metro service. An analysis of these service changes found the following: No disparate impact was identified. These changes are not disproportionately borne by minority populations.

There is no disproportionate burden by low-income populations for the university service routes. However, a disproportionate burden on low-income populations was identified for the commuter bus service changes. The disproportionate burden impacts were minimized through an intentional approach to reducing service and the availability of alternative parallel service on the Red Line and local service. Since Capital Metro took steps to minimize the disproportionate burden impacts, these changes can proceed.

DBE/SBE PARTICIPATION: Does not apply.

PROCUREMENT: Does not apply

RESPONSIBLE DEPARTMENT: Planning and Development

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

**STATE OF TEXAS  
COUNTY OF TRAVIS**

**AI-2022-368**

WHEREAS, Capital Metro is required to provide “evidence of the Board’s consideration, awareness, and approval of service equity analyses” during the next triennial Title VI program update; and

WHEREAS, A board approved resolution meets the requirement to document the analysis; and

WHEREAS, Changes to commuter service and university service routes have been in place since March of 2020 and a service equity analysis was completed for these changes; and

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management recognize the need to consider citizen comments and conducted a public hearing on February 14, 2022 Public Hearing.

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that the Board of Directors acknowledges the service equity analysis for the Fall 2021 service change.

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

\_\_\_\_\_  
**Secretary of the Board  
Leslie Pool**

# Fall Service Change Equity Analysis

Capital Metro Board of Directors

February 14, 2022

1





The mission of the Capital Metro is to connect people and communities to jobs and opportunities by providing quality transportation choices. Through the provision public transit service as an essential public service, the Board of Directors further notes it is Capital Metro’s goal to provide safe, equitable, reliable and cost-effective public transit to improve mobility and stimulate economic development. The mobility Capital Metro provides ensures access to jobs, healthcare, education, worship, entertainment and much more.

Capital Metro is committed to diversity, equity and inclusion in the delivery of our programs, projects and services and to demonstrating our commitment through transparency and accountability.



— Board of Directors Diversity, Equity, and Inclusion Policy Statement



# CapMetro DEI Definitions:

**Diversity**  
The range of human differences, including but not limited to, race, ethnicity, gender identity, sexual orientation, age, social class, physical or mental disability or attributes, religion, national origin and political beliefs

**Equity**  
Fairness in process, distribution or resources, opportunity and provision of varying levels of support based upon need, to achieve greater fairness

**Racial Equity**  
In acknowledgement of historical inequity based on race, where race no longer determines one's socioeconomic outcomes and when everyone has what they need to thrive

**Inclusion**  
Involvement and empowerment, where everyone feels welcomed, respected, supported and valued

# Key Points

- Capital Metro is committed to making service decisions through an equity lens
- Service equity metrics to be broader in the future as part of our Diversity, Equity & Inclusion Program with input from Community Advisory Group
- The Title VI Service Equity Analysis with specific requirements used to assess Fall service changes

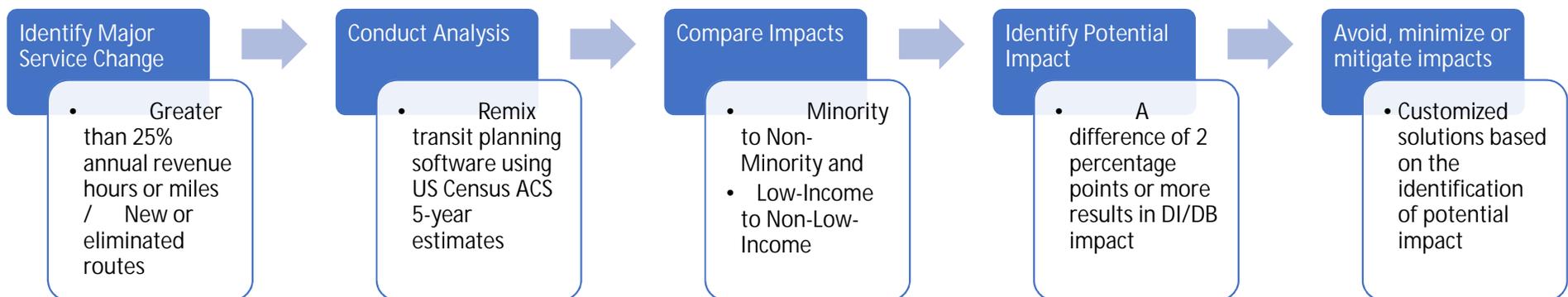
# What is Title VI Service Equity Analysis

- Only one component in Capital Metro's approach to equity
- Foundation in Title VI of the Civil Rights Act of 1964
  - Prohibits discrimination on the basis of race, color, or national origin
  - Capital Metro must ensure that it provides its service without discrimination on the basis of race, color, or national origin.
- Legally required by Federal Transit Administration Title VI Circular 4702.1B
  - Applies to transit providers that have greater than 50 fixed-route vehicles in peak service
  - Requires agencies to conduct equity analyses on service or fare changes that meet the agency's definition of Major Service Change
  - Looks for impacts of a service or fare change that may be borne disproportionately by minority or low-income populations
- The Board's approval of service equity analyses must be properly documented for the next triennial Title VI Program update.

# What Requires Title VI Analysis?

- Service levels have varied in response to the ongoing COVID-19 pandemic
- Service changes lasting longer than one year require a service equity analysis
- The following changes were identified as major service changes:
  - Commuter bus service
  - University routes service

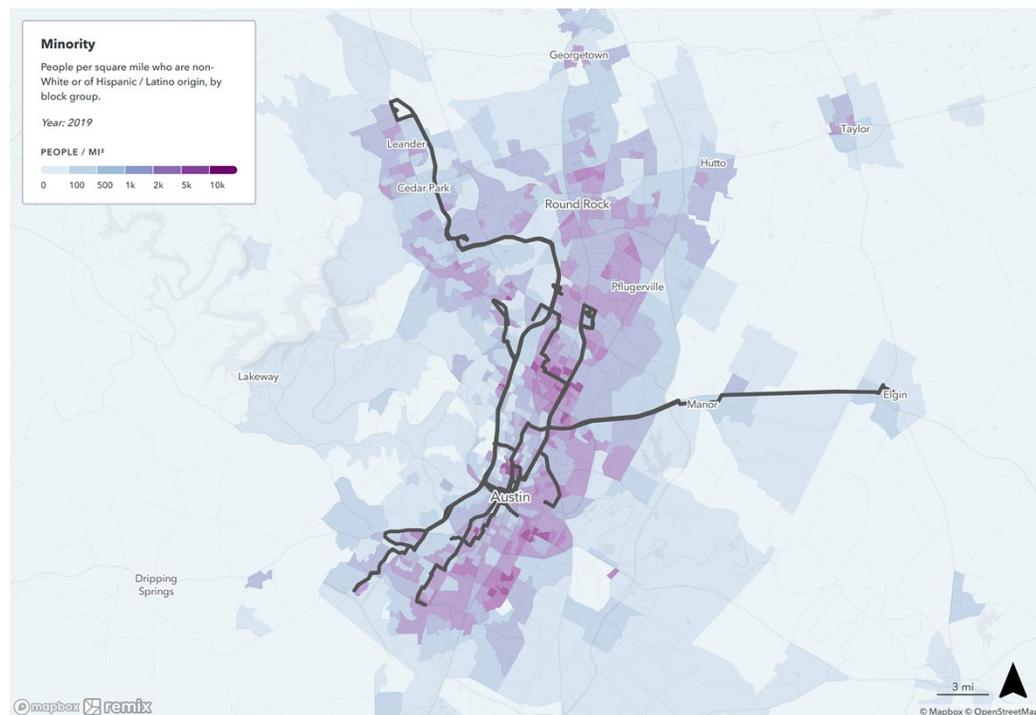
# Service Equity Analysis Process



Conducted in accordance with Title VI policies adopted by the board on June 28, 2021

# Commuter Bus: Service Changes

- All commuter routes experienced a major service change
- Reduced service on 10 of 12 commuter routes
- 2 routes suspended:
  - Routes 981 & 987
- Daily trips decreased to 300 daily from 3,400 (90% decrease)
- Demand remains low due to changing work preferences

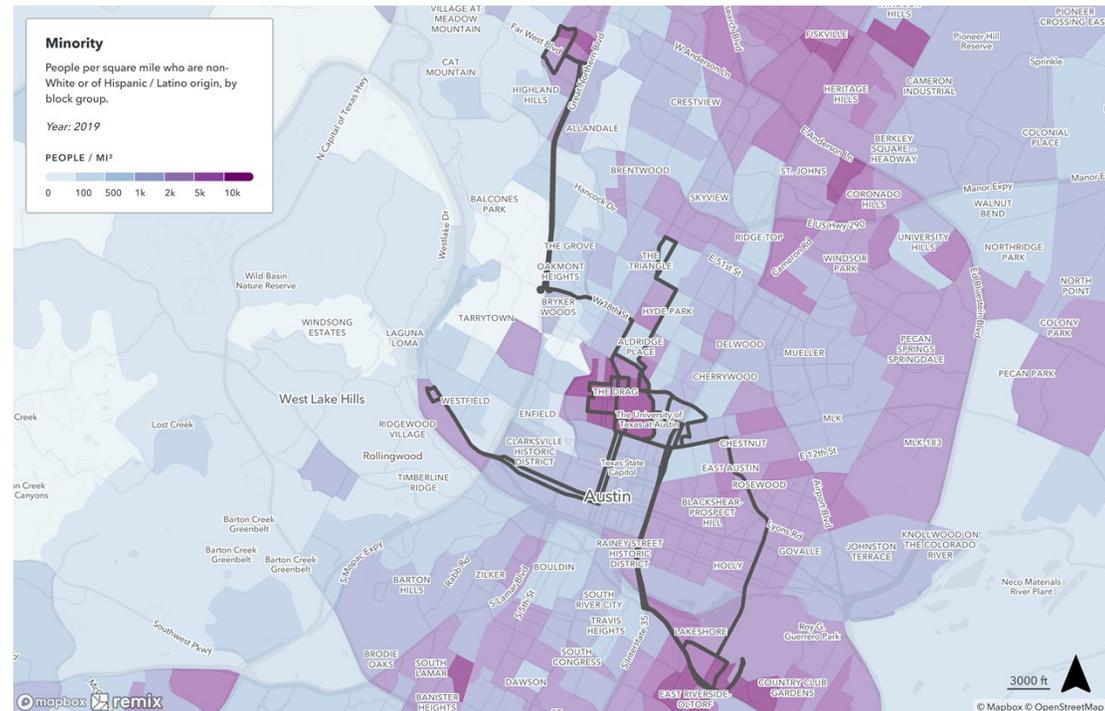


# Commuter Bus Service: Equity Analysis

- Minority Communities: No disparate impact identified: -1.1%
- Low-Income Communities: Disproportionate burden identified: 4.2%
  - Greater than the Capital Metro 2% threshold
- Action: Minimized impact to low-income communities by
  - Retaining popular trips that serve traditional work schedules
  - Identifying the Red Line as an alternative for commuters coming from the north
- Changes to the commuter bus service were made to prioritize our limited resources for routes that have maintained high ridership during the pandemic
- The commuter bus service changes can proceed since impacts were minimized

# University Routes: Service Changes

- 5 of the 12 routes serving University of Texas experienced a major change
- Eliminated 3 combination routes that operated on Sundays and weekday evenings
- Additional evening and Sunday service added to other routes serving the UT
- Changes planned in collaboration with UT



# University Service Routes – Equity Analysis

- Minority Communities: No disparate impact identified: -1.3%
- Low-Income Communities: No disproportionate burden identified: -3.4%

# Summary

- No disparate impact to minority populations
- Disproportionate burden to low-income populations identified for commuter bus service change.
- These disproportionate burden impacts to low-income users minimized by:
  - Parallel Red Line service for express bus commuters from the northwest service area
  - Alternative express bus service for suspended Routes 981 & 987
  - Maintaining trips that let commuters arrive/depart at the start/end of traditional workday
- Planning monitors ridership daily for changes
- Capital Metro will return to the regular service change process beginning with Summer 2022 service change



**METRO**

**THANK YOU!**



# Capital Metropolitan Transportation Authority

2910 East 5th Street  
Austin, TX 78702

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Board of Directors

Item #: AI-2022-319

Agenda Date: 2/28/2022

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**SUBJECT:**

Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with Verizon for telecommunication services for four (4) years in an amount not to exceed \$3,843,152.

**FISCAL IMPACT:**

Funding for this action is available in the FY2022 Operating Budget

**STRATEGIC PLAN:**

**Strategic Goal Alignment:**

1. Internal/External Customer Service Excellence     2. Stakeholder Engagement  
 3. Financial and Environmental Sustainability     4. Staff Development     5. Agency Growth Management

**Strategic Objectives:**

- 1.1 Safety & Risk     1.2 Continuous improvement     1.3 Dynamic Change  
 1.4 Culture of Innovation     2.1 Be an Employer of Choice     2.2 Organization Development  
 2.3 Organization Culture     3.1 Resource optimization     3.2 Safety Culture  
 3.3 Environmental Leadership     4.1 Educate & Call to Action     4.2 Build Partnerships  
 4.3 Value of Transit     4.4 Project Connect

**EXPLANATION OF STRATEGIC ALIGNMENT:** Maintaining and acquiring telecommunication services, to include circuits, private cellular network, cell phones, tablets, WiFi cellular service, and business-related adjunct telecommunications equipment and software will ensure stable and reliable systems as well as provide for the productivity and growth of employees, facilities, vehicles, and infrastructure.

**BUSINESS CASE:** This contract is for the term of April 2022 through March 2026 to continue telecommunication services with Verizon. Capital Metro uses these services in many ways to provide telecommunications such as data circuits, cell phones, tablets and cellular WiFi services for staff, infrastructure for vehicles that operate our services, WiFi for customer amenities, and in some cases redundancy to maintain communications during an outage. The cost consists of a \$3,343,152 contract amount with an addition of \$500,000 to accommodate growth.

COMMITTEE RECOMMENDATION: This item will be presented to the full board on February 28, 2022.

EXECUTIVE SUMMARY: This is a routine purchase to provide a contract to support administration, transit operations and customer provided telecommunications services with Verizon to include circuits, private cellular network, cell phones, tablets, WiFi cellular service, and business-related adjunct telecommunications equipment and software.

DBE/SBE PARTICIPATION: No SBE goal is assigned to this procurement due to no subcontracting opportunity.

PROCUREMENT: The Authority will utilize the Department of Information Resources (DIR) Contract No. DIR-TELE-CTSA-003 held by Verizon Wireless for Communications Technology Wireless Cellular Services.

DIR awarded contracts are made available for use by Capital Metro via Title 7, Intergovernmental Relations Chapter 791, Interlocal Cooperation Contracts and The Texas Interlocal Cooperation Act. Purchases made using DIR contracts satisfy otherwise applicable competitive bidding requirements. Texas Government Code, Section 2054.0565 (b) states that DIR Contracts meet competitive requirements for all governmental entities.

**7.5.a**

The contract is fixed price. The term is four (4) years, from April 1, 2022, through March 31, 2026. The following are not to exceed amounts for years 1 through 4 for Verizon Wireless cellular services:

Description	Verizon Wireless
Year 1 - Wireless Cellular Services	\$835,788.00
Year 2 - Wireless Cellular Services	\$835,788.00
Year 3 - Wireless Cellular Services	\$835,788.00
Year 4 - Wireless Cellular Services	\$835,788.00
Grand Total for 4 Years:	\$3,343,152.00

Contingency Amount to Accommodate Growth: \$500,000.00

Total Board Approval Amount: \$3,843,152.00

RESPONSIBLE DEPARTMENT: Information Technology

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

**STATE OF TEXAS  
COUNTY OF TRAVIS**

**AI-2022-319**

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management endeavor to provide reliable and secure telecommunications solutions; and

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management recognize the need to provide highly available systems for internal and external customers.

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that the President & CEO, or his designee, is authorized to finalize and execute a contract with Verizon for telecommunication services for four (4) years in an amount not to exceed \$3,843,152.

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

\_\_\_\_\_  
**Secretary of the Board  
Leslie Pool**



# Capital Metropolitan Transportation Authority

2910 East 5th Street  
Austin, TX 78702

Board of Directors

Item #: AI-2022-320

Agenda Date: 2/28/2022

**SUBJECT:**

Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with the State of Texas Department of Information Resources Telecommunications for telecommunications data services for four (4) years in an amount not to exceed \$629,264.

**FISCAL IMPACT:**

Funding for this action is available in the FY2022 Operating Budget

**STRATEGIC PLAN:**

Strategic Goal Alignment:

- 1. Internal/External Customer Service Excellence     2. Stakeholder Engagement
- 3. Financial and Environmental Sustainability     4. Staff Development     5. Agency

Growth Management

Strategic Objectives:

- 1.1 Safety & Risk                       1.2 Continuous improvement                       1.3 Dynamic Change
- 1.4 Culture of Innovation               2.1 Be an Employer of Choice                       2.2 Organization Development
- 2.3 Organization Culture               3.1 Resource optimization                       3.2 Safety Culture
- 3.3 Environmental Leadership     4.1 Educate & Call to Action                       4.2 Build Partnerships
- 4.3 Value of Transit                       4.4 Project Connect

**EXPLANATION OF STRATEGIC ALIGNMENT:** Maintaining and acquiring telecommunication data services, to ensure stable and reliable systems as well as provide for the productivity and growth of employees, facilities and infrastructure allows us to maintain an environment of continuous improvement to meet our business needs.

**BUSINESS CASE:** This contract is to provide a contract with the State of Texas Department of Information Resources Telecommunications for the term of April 2022 through March 2026 to continue telecommunication services for data circuits that provide connectivity to our facilities through hard-wired infrastructure.

**COMMITTEE RECOMMENDATION:** This item will be presented to the full board on February 28, 2022.

EXECUTIVE SUMMARY: This is a routine purchase with the State of Texas Department of Information Resources Telecommunications to provide a contract to continue telecommunication services for data circuits that provide connectivity to our facilities through hard-wired infrastructure.

DBE/SBE PARTICIPATION: No SBE goal is assigned to this procurement due to no subcontracting opportunity.

PROCUREMENT: The Authority will utilize the Department of Information Resources (DIR) Contract No. DIR-TELE-CTSA-004 held by CenturyLink (Level3) Communications, LLC for and Contract No. DIR-TELE-CTSA-002 held by AT&T Corporation for telecommunications data services.

DIR awarded contracts are made available for use by Capital Metro via Title 7, Intergovernmental Relations Chapter 791, Interlocal Cooperation Contracts and The Texas Interlocal Cooperation Act. Purchases made using DIR contracts satisfy otherwise applicable competitive bidding requirements. Texas Government Code, Section 2054.0565 (b) states that DIR Contracts meet competitive requirements for all governmental entities.

**7.5.a**

The contract is fixed price. The term is four years, from April 1, 2022, through March 31, 2026. The following are not to exceed amounts for years 1 through 4 for both Level3 and AT&T data services billed via DIR:

Description	DIR/ Level3
Year 1 - Data Services	\$157,316.00
Year 2 - Data Services	\$157,316.00
Year 3 - Data Services	\$157,316.00
Year 4 - Data Services	\$157,316.00
Grand Total for 4 Years:	\$629,264.00

RESPONSIBLE DEPARTMENT: Information Technology

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

**STATE OF TEXAS  
COUNTY OF TRAVIS**

**AI-2022-320**

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management endeavor to provide reliable and secure telecommunications solutions; and

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management recognize the need to provide highly available systems for internal and external customers.

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that the President & CEO, or his designee, is authorized to finalize and execute a contract with the State of Texas Department of Information Resources Telecommunications for telecommunications data services for four (4) years in an amount not to exceed \$629,264.

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

\_\_\_\_\_  
**Secretary of the Board  
Leslie Pool**



# Capital Metropolitan Transportation Authority

2910 East 5th Street  
Austin, TX 78702

Board of Directors

Item #: AI-2022-340

Agenda Date: 2/28/2022

**SUBJECT:**

Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with Silsbee Ford Inc. to purchase fifteen (15) Ford Escape Plug-In Hybrid Electric Vehicles for the Capital Metro Non-Revenue Vehicle Fleet in an amount not to exceed \$573,390.

**FISCAL IMPACT:**

Funding for this action is available in the FY2022 Capital Budget

**STRATEGIC PLAN:**

**Strategic Goal Alignment:**

- 1. Internal/External Customer Service Excellence     2. Stakeholder Engagement
- 3. Financial and Environmental Sustainability     4. Staff Development     5. Agency Growth Management

**Strategic Objectives:**

- 1.1 Safety & Risk                       1.2 Continuous improvement                       1.3 Dynamic Change
- 1.4 Culture of Innovation               2.1 Be an Employer of Choice                       2.2 Organization Development
- 2.3 Organization Culture               3.1 Resource optimization                       3.2 Safety Culture
- 3.3 Environmental Leadership     4.1 Educate & Call to Action                       4.2 Build Partnerships
- 4.3 Value of Transit                       4.4 Project Connect

**EXPLANATION OF STRATEGIC ALIGNMENT:** The purchase of fifteen (15) plug-in hybrid electric vehicles is in alignment with financial and environmental sustainability through resource optimization, a culture of safety, and environmental leadership. The replacement of life-expired gasoline non-revenue vehicles with plug-in hybrid electric vehicles ensures that Capital Metro employees can perform operational functions enhancing the safety of passengers and operators, and creating a more attractive environment for the riding public.

**BUSINESS CASE:** Capital Metro has identified a need to replace fifteen (15) non-revenue vehicles that have been in the fleet for over fifteen years and are beyond their planned life. The life-expired vehicles are experiencing decreasing reliability issues and increasing maintenance costs. Replacing the gasoline vehicles with plug-in hybrid electric vehicles is a step towards Capital Metro’s zero emission goals by having vehicles

that will operate on battery and only use the gas engine when the battery is low.

COMMITTEE RECOMMENDATION: This item will be presented to the full board on February 28, 2022.

EXECUTIVE SUMMARY: Capital Metro operations uses the non-revenue vehicle fleet for various operational functions. This vehicle purchase will provide for the replacement of fifteen (15) life-expired vehicles used to support Capital Metro’s mission. Given the planned use of the vehicles, the Ford Escape Plug-In Hybrid Electric Vehicles is the most appropriate vehicle.

DBE/SBE PARTICIPATION: No SBE goal is assigned to this procurement due to no subcontracting opportunity.

**PROCUREMENT:**

The contract will utilize The Interlocal Purchasing System (TIPS) cooperative Contract #210907 held by Silsbee Ford Inc. for Automobiles.

TIPS awarded contracts are made available for use by Capital Metro via Title 7, Intergovernmental Relations Chapter 791, Interlocal Cooperation Contracts and The Texas Interlocal Cooperation Act.

Purchases made using TIPS contracts satisfy otherwise applicable competitive bidding requirements. Pricing for the Ford Escape Plug-In Hybrid Electric Vehicles was determined to be fair & reasonable by the TIPS organization during its solicitation and award process.

Additionally, a quote request was submitted to 8 vendors who are authorized to resell Ford Plug-In Hybrid vehicles via cooperatives. By the due date of January 28, 2022, 2 vendors responded with a quote. The quote provided by Silsbee Ford Inc. was determined to be the lowest responsive and responsible quote.

The contract is a fixed price contract for delivery of (15) Ford Plug-In Hybrid vehicles in the Total Not to Exceed amount described below.

Description	Quantity	Price Per Vehicle	Total Not to Exceed
Ford Escape Plug-In Hybrid Electric Vehicles	15	\$38,226.00	\$573,390.00

RESPONSIBLE DEPARTMENT: Operations and Maintenance Oversight

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

**STATE OF TEXAS  
COUNTY OF TRAVIS**

**AI-2022-340**

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors recognizes the need to purchase vehicles for the Capital Metro non-revenue vehicle fleet.

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that the President & CEO, or his designee, is authorized to finalize and execute a contract with Silsbee Ford Inc. to purchase fifteen (15) Ford Escape Plug-In Hybrid Electric Vehicles for the Capital Metro Non-Revenue Vehicle Fleet in an amount not to exceed \$573,390.

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

\_\_\_\_\_  
**Secretary of the Board  
Leslie Pool**



# Capital Metropolitan Transportation Authority

2910 East 5th Street  
Austin, TX 78702

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Board of Directors

Item #: AI-2022-341

Agenda Date: 2/28/2022

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**SUBJECT:**

Approval of a resolution authorizing the President & CEO, or his designee, to modify contract #200523 with ConvergeOne, Inc for the Telephone System Replacement project for an additional \$1,108,199 to provide a fax server, chatbot functionality, and integration with the new demand response transit system for a total new contract amount not to exceed \$4,741,322.

**FISCAL IMPACT:**

Funding for this action is available in the FY2022 Capital Budget

**STRATEGIC PLAN:**

**Strategic Goal Alignment:**

1. Internal/External Customer Service Excellence     2. Stakeholder Engagement  
 3. Financial and Environmental Sustainability     4. Staff Development     5. Agency Growth Management

**Strategic Objectives:**

- 1.1 Safety & Risk     1.2 Continuous improvement     1.3 Dynamic Change  
 1.4 Culture of Innovation     2.1 Be an Employer of Choice     2.2 Organization Development  
 2.3 Organization Culture     3.1 Resource optimization     3.2 Safety Culture  
 3.3 Environmental Leadership     4.1 Educate & Call to Action     4.2 Build Partnerships  
 4.3 Value of Transit     4.4 Project Connect

**EXPLANATION OF STRATEGIC ALIGNMENT:** Acquiring new technology to provide a fax server, chatbot functionality, and integration with the new demand response transit system to meet our evolving business needs helps us demonstrate continuous improvement and a culture of innovation to meet internal and external customer needs.

**BUSINESS CASE:** On July 7, 2020, Capital Metro awarded contract #200523 to ConvergeOne, Inc for Telephone System Replacement and this system went live in September 2021.

The fax functionality delivered is very basic and does not meet the needs of our Demand Response team who rely on fax to obtain and exchange sensitive customer information required for eligibility. A more robust fax

server is required to provide this functionality.

The People & Culture team needs the chatbot functionality to be added to the main CapMetro website to encourage potential candidates to apply for open positions including drivers who are in high demand across the entire transportation industry. In the future it will be expanded to other positions to increase our ability to acquire new talent. The chatbot will gather basic contact information, so that the talent acquisition team can contact potential candidates. The goal is to engage with them as soon as they visit our site. The chatbot feature will help talent acquisition coordinators to exchange information with applicants, while assisting the applicants to move through the hiring process as quickly and smoothly as possible without feeling left behind or lost in the hiring process. People & Culture look at the chatbot like extra staff without paying the labor cost to have someone waiting for applicants to enter the career portal.

The demand response transit system integration with the Avaya phone system will enable MetroAccess customer appointment notices and service mass notifications. This integration will be enabled in early 2023 with the launch of the new demand response transit system.

The contract modification also includes a contingency for future products or services to address changing business needs as new features come up periodically.

COMMITTEE RECOMMENDATION: This item will be presented to the full board on February 28, 2022.

EXECUTIVE SUMMARY: This request for additional contract funds plus a contingency allows us to provide new features for:

1. An enhanced fax server,
2. People & Culture chatbot functionality, and
3. Demand response transit system integration.

The launch for the first two features will be within a month following the notice to proceed, and the demand response transit system integration feature will coincide with that system launch in early 2023.

DBE/SBE PARTICIPATION: No SBE goal is assigned to this initial procurement. However, the prime contractor met the requirements of the originating contracting entity to establish a good faith effort with 12% commitment on small business participation. We are working with the prime regarding small business participation.

PROCUREMENT: On July 7, 2020, Capital Metro awarded Contract No. 200523 to ConvergeOne, Inc. for Telephone System Replacement. The Capital Metro Board of Directors authorized award via Resolution #AI-2018-919 in an amount not to exceed \$3,633,123.00 for the base term and five (5) option years for licensing, maintenance, and support.

In order to accommodate additional telephone system features with ongoing maintenance support and

additional licensing, Contract No. 200523 needs to be modified to add an increase of \$708,199.00 for the current contract year and optional years for licensing, maintenance, and support. A contingency amount of \$400,000.00 to cover growth in our organization is also being requested for a total not to exceed Board approval amount of \$4,741,322.00.

The following table details original Board approval, the increase requested and revised pricing for current year and forthcoming option years:

<b>Description</b>	<b>Board Approved</b>	<b>Mod Increase</b>	<b>Revised Pricing</b>
Telephone System Replacement	\$1,362,973.00		
Base Year: Licensing, Maintenance and Support	\$414,860.00		
Option Year 1: Annual Licensing, Maintenance and Support	\$367,716.00	<b>\$67,140.00</b>	<b>\$434,856.00</b>
Option Year 1: Additional Features		<b>\$389,209.00</b>	<b>\$389,209.00</b>
Option Year 2: Annual Licensing, Maintenance and Support	\$357,571.00	<b>\$77,285.00</b>	<b>\$434,856.00</b>
Option Year 3: Annual Licensing, Maintenance and Support	\$414,861.00	<b>\$19,995.00</b>	<b>\$434,856.00</b>
Option Year 4: Annual Licensing, Maintenance and Support	\$357,571.00	<b>\$77,285.00</b>	<b>\$434,856.00</b>
Option Year 5: Annual Licensing, Maintenance and Support	\$357,571.00	<b>\$77,285.00</b>	<b>\$434,856.00</b>
<b>Total for Base and Options:</b>	<b>\$3,633,123.00</b>	<b>\$708,199.00</b>	<b>\$4,341,322.00</b>
<b>Contract Contingency CAPEX &amp; OPEX:</b>		<b>\$400,000.00</b>	<b>\$400,000.00</b>
<b>Grand Total for Contingency, Base and Options:</b>	<b>\$3,633,123.00</b>	<b>\$1,108,199.00</b>	<b>\$4,741,322.00</b>

RESPONSIBLE DEPARTMENT: Information Technology

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

**STATE OF TEXAS  
COUNTY OF TRAVIS**

**AI-2022-341**

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management endeavor to provide new innovative solutions; and

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management recognize the need to provide chat bot services.

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that the President & CEO, or his designee, is authorized to modify contract #200523 with ConvergeOne, Inc for Telephone System Replacement for an additional \$1,108,199 to provide a fax server, chatbot functionality, and integration with the new demand response transit system for a total new contract amount not to exceed \$4,741,322.

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

\_\_\_\_\_  
**Secretary of the Board  
Leslie Pool**



# Capital Metropolitan Transportation Authority

2910 East 5th Street  
Austin, TX 78702

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Board of Directors

Item #: AI-2022-346

Agenda Date: 2/28/2022

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**SUBJECT:**

Approval of a resolution authorizing the President & CEO, or his designee, to execute a contract with Inarda M. Solis for the sale of approximately 0.244 acres of Capital Metro property located at 1999 Old McDade Street in Elgin, Texas for an amount not to exceed \$10,100.

**FISCAL IMPACT:**

This action generates revenue from the sale of property.

**STRATEGIC PLAN:**

**Strategic Goal Alignment:**

1. Internal/External Customer Service Excellence     2. Stakeholder Engagement  
 3. Financial and Environmental Sustainability     4. Staff Development     5. Agency Growth Management

**Strategic Objectives:**

- 1.1 Safety & Risk     1.2 Continuous improvement     1.3 Dynamic Change  
 1.4 Culture of Innovation     2.1 Be an Employer of Choice     2.2 Organization Development  
 2.3 Organization Culture     3.1 Resource optimization     3.2 Safety Culture  
 3.3 Environmental Leadership     4.1 Educate & Call to Action     4.2 Build Partnerships  
 4.3 Value of Transit     4.4 Project Connect

**EXPLANATION OF STRATEGIC ALIGNMENT:** Sale of the property to Inarda M. Solis resolves a private residence adjacency issue on the railroad right of way.

**BUSINESS CASE:** The referenced property is outside of the necessary area for future rail service expansion. The property is no longer needed for transit purposes. Capital Metro is able to recognize revenue from the sale of the property.

**COMMITTEE RECOMMENDATION:** This item will be presented to the full board on February 28, 2022.

EXECUTIVE SUMMARY: Staff has determined that the land currently owned by Capital Metro is no longer needed for future transportation services. In 2018 Capital Metro was approached by Inarda M. Solis to purchase the approximately 0.244 acres owned by Capital Metro. Inarda M. Solis purchased a home located at 1999 Old McDade with the knowledge that the home was built across the property line on Capital Metro owned right-of-way. As part of the sale, Capital Metro would waive, release and relinquish all access rights to this parcel. The Federal Transit Administration concurs with the sale of this property.

DBE/SBE PARTICIPATION: Does not apply

PROCUREMENT: Does not apply

RESPONSIBLE DEPARTMENT: Real Estate

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

**STATE OF TEXAS**

**COUNTY OF TRAVIS**

**AI-2022-346**

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management recognize the disposition of the referenced property will not interfere with current or future rail operations; and

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management recognize that Inarda M. Solis' purchase of the property is acceptable.

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that the President & CEO, or his designee, is authorized to finalize and execute a contract with the Inarda M. Solis for the sale of a portion of Capital Metro property located adjacent to 1999 Old McDade, Elgin, Texas for an amount not to exceed \$10,100.

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

\_\_\_\_\_  
**Secretary of the Board  
Leslie Pool**

# Capital Metro Real Estate Acquisition

# Property Details

Property Sale: Rail right of way Elgin, Texas (Old McDade Rd.)

- Size: 0.244 acres
- Appraised Value: \$10,100
- Proposed offer amount: \$10,100  
(approved by FTA)





**METRO**

**THANK YOU!**



# Capital Metropolitan Transportation Authority

2910 East 5th Street  
Austin, TX 78702

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Board of Directors

Item #: AI-2021-304

Agenda Date: 2/28/2022

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**SUBJECT:**

Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute an agreement for the purchase of approximately 25 acres of land located on Springdale and Cameron Road, City of Austin, Travis County, Texas, for the construction of a new Demand Response operations and maintenance facility in an amount not to exceed \$7,625,000.

**FISCAL IMPACT:**

Funding for this action is available in the FY2022 Capital Budget

**STRATEGIC PLAN:**

**Strategic Goal Alignment:**

1. Internal/External Customer Service Excellence     2. Stakeholder Engagement  
 3. Financial and Environmental Sustainability     4. Staff Development     5. Agency Growth Management

**Strategic Objectives:**

- 1.1 Safety & Risk     1.2 Continuous improvement     1.3 Dynamic Change  
 1.4 Culture of Innovation     2.1 Be an Employer of Choice     2.2 Organization Development  
 2.3 Organization Culture     3.1 Resource optimization     3.2 Safety Culture  
 3.3 Environmental Leadership     4.1 Educate & Call to Action     4.2 Build Partnerships  
 4.3 Value of Transit     4.4 Project Connect

**EXPLANATION OF STRATEGIC ALIGNMENT:** Our current Demand Response facilities are not adequate to accommodate the current operations and future expansion of the Demand Response operations or maintenance capabilities. This proposed acquisition will provide the land needed for the construction of a facility that will be more cost effective, efficient and support safe operation.

**BUSINESS CASE:** Our ability to provide service to fulfill the current and future demand for Paratransit and Ride Share growth is dependent upon adequate and efficient operations and maintenance facilities. The agency's current Demand Response facilities cannot accommodate such growth. The funding for this land acquisition is included in the FY 2022 capital budget.

COMMITTEE RECOMMENDATION: This item will be presented to the full board on February 28, 2022.

EXECUTIVE SUMMARY: Capital Metro currently owns and operates a Demand Response Facility located at 509 Thompson Lane that is of insufficient size to accommodate the vehicles that operate from that facility. The agency has leased additional property nearby in order to support the operation, but that lease expires in 2024. Current Demand Response contractor MTM leases and operates a Demand Response facility on Howard Lane, however the MTM lease for this facility is set to expire in 2024. As a result, Capital Metro will need to develop a new Demand Response operations and maintenance facility to support current and future service demands. The proposed property is situated in a location that supports operational efficiency.

DBE/SBE PARTICIPATION: Does not apply.

PROCUREMENT: Does not apply.

RESPONSIBLE DEPARTMENT: Real Estate

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

**STATE OF TEXAS  
COUNTY OF TRAVIS**

**AI-2021-304**

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management endeavor to continue to provide Demand Response services that best respond to the demands of our service area; and

WHEREAS, current Demand Response operations and maintenance facilities are at capacity and are not sufficient to accommodate current service and expected service demand growth; and

WHEREAS, a site has been identified that can best accommodate Demand Response operations and maintenance needs.

NOW, THEREFORE, BE IT RESOLVED that the Capital Metropolitan Transportation Authority Board of Directors authorizes the President & CEO, or his designee, to finalize and execute an agreement for the purchase of approximately 25 acres of land located on Springdale and Cameron Road, City of Austin, Travis County Texas for the construction of an expanded Demand Response operations and maintenance facility in an amount not to exceed \$7,625,000.

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

\_\_\_\_\_  
**Secretary of the Board  
Leslie Pool**

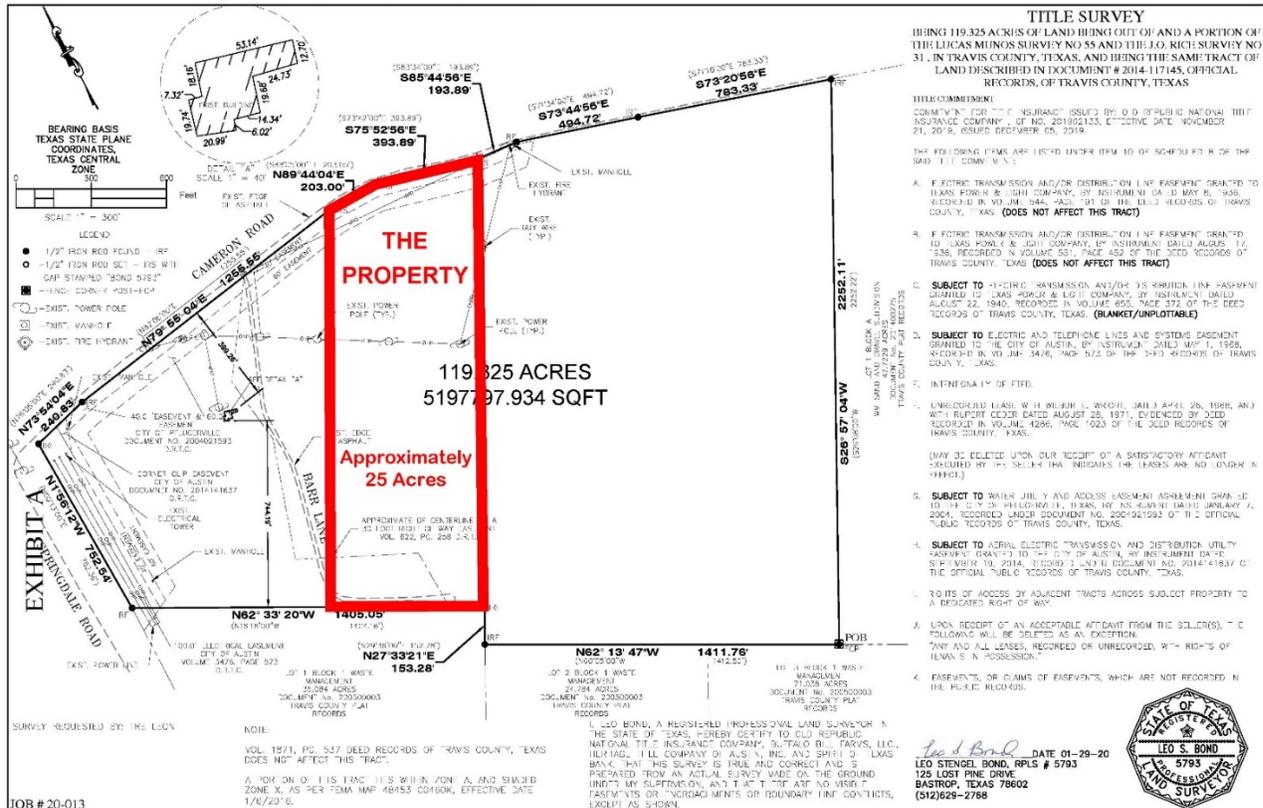


## ANNOUNCEMENT OF

# CONTRACT FOR THE PURCHASE OF REAL PROPERTY

At its February 28, 2022 meeting (starting at noon), the Board of Directors of the Capital Metropolitan Transportation Authority will consider a contract for the purchase of the following real property:

Being approximately 25 acres of land out of that certain Abstract 513, L. Munoz Survey 55, in Travis County, Texas as shown in the below sketch:



This announcement is posted in accordance with Section 451.111 of the Texas Transportation Code.

# Capital Metro Real Estate Acquisition

# Property Details

## Demand Response North Base (Springdale/Cameron Road)

- Size: 25 Acres
- Appraised Value: 7,625,000
- Proposed offer amount: \$7,625,000 (pending FTA concurrence)
- Purchase and Sale Agreement Initiates 60-day property due diligence period
  - FTA environmental and purchase amount concurrence
  - Utility access investigation





**METRO**

**THANK YOU!**



# Capital Metropolitan Transportation Authority

2910 East 5th Street  
Austin, TX 78702

Board of Directors

Item #: AI-2022-352

Agenda Date: 2/28/2022

**SUBJECT:**

Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with Dimensional Innovations, Inc. for the fabrication, delivery and installation of MetroRapid Shelters for \$15,743,387 plus \$2,361,508 (15% contingency) for a total amount not to exceed \$18,104,895. The term of the contract shall be five (5) years from Notice to Proceed.

**FISCAL IMPACT:**

Funding for this action is available in the FY2022 Capital Budget

**STRATEGIC PLAN:**

**Strategic Goal Alignment:**

1. Internal/External Customer Service Excellence     2. Stakeholder Engagement  
 3. Financial and Environmental Sustainability     4. Staff Development     5. Agency Growth Management

**Strategic Objectives:**

- 1.1 Safety & Risk     1.2 Continuous improvement     1.3 Dynamic Change  
 1.4 Culture of Innovation     2.1 Be an Employer of Choice     2.2 Organization Development  
 2.3 Organization Culture     3.1 Resource optimization     3.2 Safety Culture  
 3.3 Environmental Leadership     4.1 Educate & Call to Action     4.2 Build Partnerships  
 4.3 Value of Transit     4.4 Project Connect

**EXPLANATION OF STRATEGIC ALIGNMENT:** The new MetroRapid shelters will be the visual representation of Project Connect's first phase. The shelters support Capital Metro's goal for continuously improving the transit experience. The shelters will provide exceptional customer service, adding value to the ridership experience on routes designed for frequent service.

**BUSINESS CASE:** Capital Metro is currently in the process of designing and constructing four (4) new MetroRapid routes as part of the Project Connect Program. The MetroRapid stations for the Expo, Pleasant Valley, Menchaca-South Lamar and Gold line routes will be receiving the new shelter structures. The shelter being proposed includes fabrication, delivery and installation and was conceptualized with internal stakeholder, subject matter experts, and customers' needs that includes elements such as solar, shading

weather protection, and Capital Metro branding. The funding for this item is included in the FY 2022 capital budget and in the five (5) year capital improvement plan.

COMMITTEE RECOMMENDATION: This item will be presented to the full board on February 28, 2022.

EXECUTIVE SUMMARY: Capital Metro directly manages goods and service contracts in order to maintain consistent quality in the development of amenities for transit facilities. The fabrication, delivery and installation of shelters will be a supply contract that will consist of a single qualified and responsible manufacturer who will provide Capital Metro with MetroRapid shelters. The aluminum and steel shelters will include shade panels, a centralized information kiosk, lights, an integrated bench and lean bar along with the capability to be solar powered. The shelters are designed to accommodate Capital Metro standard components including dynamic message signs (e-Paper), cameras and communications components (router and switches.) The shelters will be installed at all MetroRapid stations and provide an exceptional customer experience.

DBE/SBE PARTICIPATION: The DBE goal is 14%. The prime contractor will exceed the goal utilizing the following DBE subcontractors:

DBE Subcontractors	Race/Gender	Services/Products	DBE Responsiveness
<b>All Freight Services, LLC</b> Granbury, TX	Black/ Female	Logistics/ Transporter	3%
<b>DI Build</b> Shawnee, KS	White/ Female	Install of Transit Shelter and accessories	10%
<b>Underground Support Services</b> Dallas, TX	White/ Female	Supply Materials	2%
<b>Texas Solar Power Company</b> Leander, TX	Hispanic/ Male	Solar Panels, Lithium Batteries	18%
			<b>33%</b>

PROCUREMENT: On October 26, 2021, a Request for Proposals was issued and formally advertised. By the closing date of December 30, 2021, four (4) proposals were received. The evaluation team used the following factors in the evaluation of proposals: 1) The quality of the offeror's technical proposal for the final design, engineering, and fabrication of the shelter, including quality of construction and materials, and aesthetic consistency with the design as indicated in the RFP; 2) The quality of the methodology approach and quality of the work plan for the performance of the work by the offeror, including the offeror's demonstrated understanding of the project undertaking, the proposed plan for the performance of the work and the technical approach proposed by the offeror, including the ability to design, deliver, and install shelters as a quality product on time; 3) The offeror's qualifications, including demonstrated past performance on similar

work and demonstrated qualifications, and capabilities of the firm as a whole, and 4) The offeror's strategic approach to meet the set fabrication schedule. The proposal from Dimensional Innovations, Inc. was determined to be the best value to the Authority, price and other factors considered. The term of the contract is five (5) years from the Notice to Proceed (NTP) for an amount of \$15,743,387. This resolution also includes a 15% contingency.

RESPONSIBLE DEPARTMENT: Capital Construction and Facilities Management

**RESOLUTION  
OF THE**

**CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS**

**STATE OF TEXAS  
COUNTY OF TRAVIS**

**AI-2022-352**

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management endeavor to provide MetroRapid shelters as part of a continuous improvement for exceptional customer service, and add value to the ridership experience on routes already designed for frequent service; and

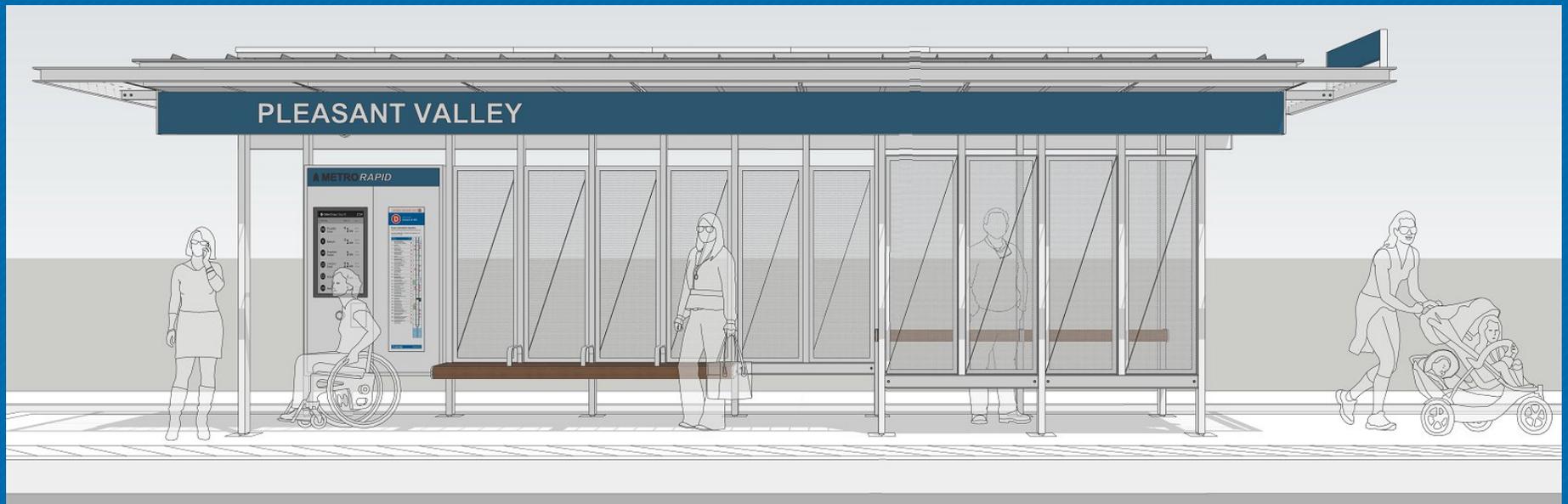
WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management recognize the need to award this shelter fabrication contract to the most qualified and responsible manufacturer in order to fulfill this goal.

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that the President & CEO, or his designee, is authorized to finalize and execute a contract with Dimensional Innovations, Inc. for the fabrication, delivery and installation of MetroRapid Shelters for \$15,743,387 plus \$2,361,508 (15% contingency) for a total amount not to exceed \$18,104,895. The term of the contract shall be five (5) years from Notice to Proceed.

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

\_\_\_\_\_  
**Secretary of the Board  
Leslie Pool**

# MetroRapid Shelters



# Shelter Design Input

- MetroRapid Community Update: February 2022
- Customer Satisfaction Advisory Committee: February 2022
- Access Advisory Committee: February 2022
- MetroRapid Community Update: September 2021
- Customer Satisfaction Survey: September 2021
- Shelter Focus Groups: 2019
- Customer Comment Reporting: ongoing

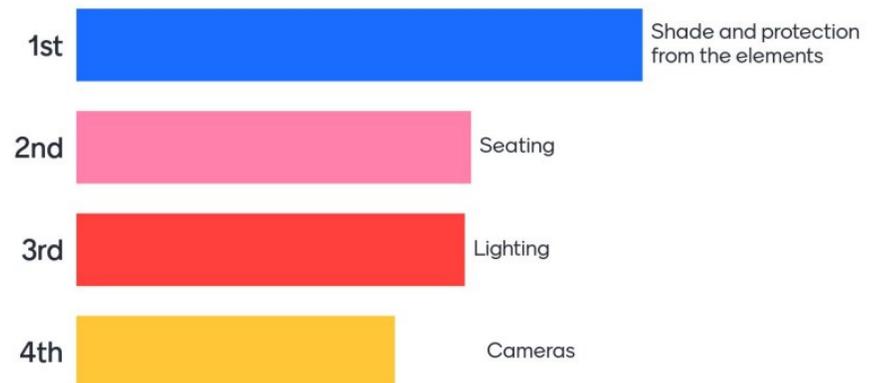


# Shelter Design Input

## Recommendations

- Shade/Weather Protection
- Seating (additional seating)
- Lighting/Safety
- Cameras
- Digital Displays
- Bike Parking

## What amenities would improve your experience?



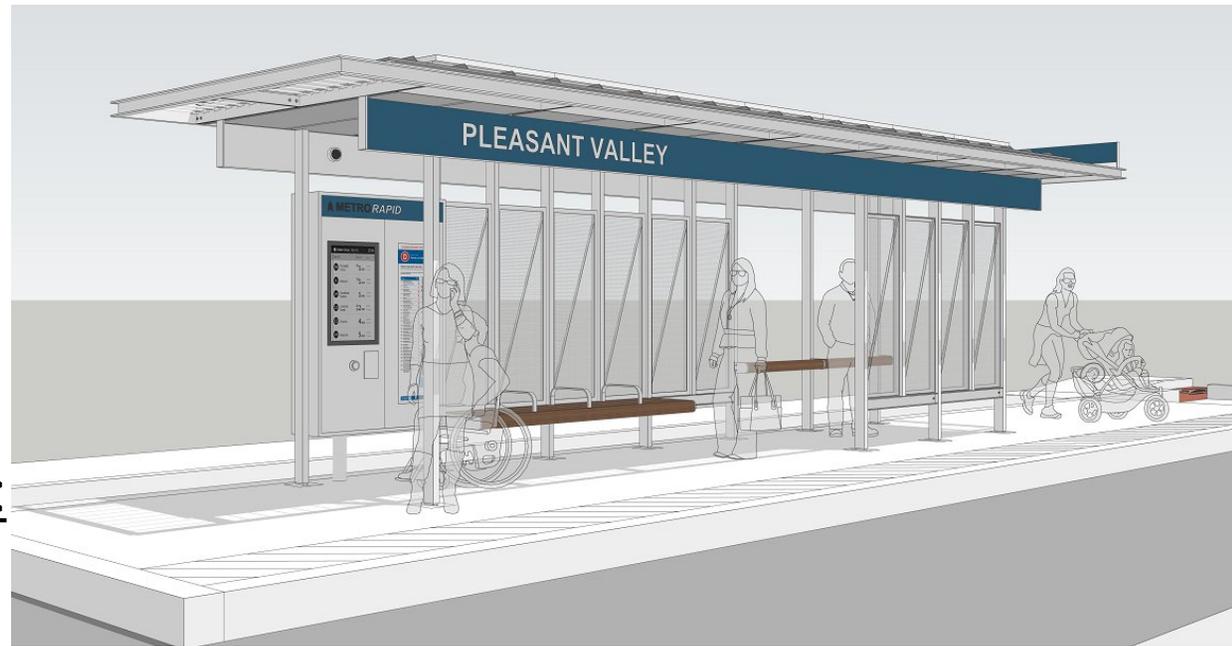
# MetroRapid Shelter

## Shelter will have:

- Shade panels
- Centralized Information
- Integrated Bench & lean bar
- Lights
- Solar power where possible

## CMTA components for shelter:

- E-Paper
- Security Camera
- Router



Dimensional Innovations base contract: \$15,743,387

# MetroRapid Shelter

BASE YEAR		OPTION YEAR	
Expo and Pleasant Valley (Large)	40	Menchaca/Oak Hill and Gold line (Large)	29
Expo and Pleasant Valley (Small)	40	Menchaca/Oak Hill and Gold line (Small)	29
Spares for base year (Large)	4	Spares for option year (Large)	2
Spares for base year (Small)	4	Spares for option year (Small)	2

*LARGE SHELTER	*SMALL SHELTER
\$101,000	\$87,000

\*Each shelter shall have shade panels, information kiosk, lighting system, signage, cameras, communications hardware and solar panels with batteries (where possible)



**METRO**

**THANK YOU!**



# Capital Metropolitan Transportation Authority

2910 East 5th Street  
Austin, TX 78702

Board of Directors

Item #: AI-2022-348

Agenda Date: 2/28/2022

**SUBJECT:**

Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with Core Office Interiors to purchase furniture for the first floor of our administrative facility at 2910 East 5<sup>th</sup> Street, in an amount not to exceed \$528,953.

**FISCAL IMPACT:**

Funding for this action is available in the FY2022 Capital Budget

**STRATEGIC PLAN:**

**Strategic Goal Alignment:**

- 1. Internal/External Customer Service Excellence     2. Stakeholder Engagement
- 3. Financial and Environmental Sustainability     4. Staff Development     5. Agency Growth Management

**Strategic Objectives:**

- 1.1 Safety & Risk                       1.2 Continuous improvement                       1.3 Dynamic Change
- 1.4 Culture of Innovation                       2.1 Be an Employer of Choice                       2.2 Organization Development
- 2.3 Organization Culture                       3.1 Resource optimization                       3.2 Safety Culture
- 3.3 Environmental Leadership     4.1 Educate & Call to Action                       4.2 Build Partnerships
- 4.3 Value of Transit                       4.4 Project Connect

**EXPLANATION OF STRATEGIC ALIGNMENT:** The Level 1 of Capital Metro’s facility at 2910 East 5<sup>th</sup> Street is being renovated to create an attractive and cohesive workspace for Bus Operators and operations support staff and will include training rooms, conference rooms, and a multi-purpose room. The renovated office space will be furnished to create open communications between personnel in a modern and branded atmosphere. Updating Capital Metro’s space and furniture will help attract and retain personnel.

**BUSINESS CASE:** Furnishing the newly renovated Level 1 will comply with current CapMetro workplace standards and will replace furniture that was at the end of its useful life. Creating efficient and usable workspace will improve workplace efficiency to better support Capital Metro’s operating and support staff. Funding for this purchase is included in the FY 2022 budget.

COMMITTEE RECOMMENDATION: This item will be presented to the full board on February 28, 2022.

EXECUTIVE SUMMARY: To increase efficiency, reliability, and to provide a better working environment, the Agency has identified the need to modernize and enhance our operator and support staff area within our facility at 2910 East 5<sup>th</sup> Street. The open and airy workspace will accommodate office space and two new training rooms which will be constructed to support initial and ongoing operator training for all three shifts. The new driver's ready room will facilitate the modern needs of our drivers and will include computer rooms, phone rooms, a recreation space, and an isolated quiet room. A large multi-purpose room will help to accommodate large operator training and larger Agency meetings. To accommodate this modernization, the Agency will procure these new furnishings in the Level 1 space.

Construction is estimated to be completed and furnished in the summer of 2022.

DBE/SBE PARTICIPATION: No SBE goal is assigned to this project due to limited subcontracting opportunity. However, the selected vendor is a certified Small Business Enterprise and will receive 100% SBE credit.

PROCUREMENT: The contract will utilize the BuyBoard Cooperative, Contract No. 584-19 held by Core Office Interiors to purchase, deliver and install office furniture for the 1<sup>st</sup> floor of our administrative facility at 2910 E. 5<sup>th</sup> Street.

BuyBoard awarded contracts are made available for use by Capital Metro via Title 7, Intergovernmental Relations Chapter 791, Interlocal Cooperation Contracts and The Texas Interlocal Cooperation Act.

Purchases made using BuyBoard contracts satisfy otherwise applicable competitive bidding requirements. Pricing for the purchase, delivery and installation of the administrative office furniture was determined to be fair and reasonable by the BuyBoard cooperative during its solicitation and award process.

Core Office Interiors not to exceed BuyBoard pricing:

ITEM #	DESCRIPTION	LUMP SUM
1	Purchase, Deliver and Install Furniture for 1 <sup>st</sup> Floor of Administrative Facility at 2910 E. 5 <sup>th</sup> Street	\$528,952.32

The contract is a fixed price contract.

RESPONSIBLE DEPARTMENT: Facility Management

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

**STATE OF TEXAS  
COUNTY OF TRAVIS**

**AI-2022-348**

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management endeavor to provide administrative workspace that promotes efficient and effective operations and promotes a culture of communication; and

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management recognize the need to furnish the newly renovated first floor of our facility at 2910 East 5<sup>th</sup> Street.

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that the President & CEO, or his designee, is authorized to finalize and execute a contract with Core Office Interiors to furnish Level 1 of Capital Metro's facility at 2910 East 5<sup>th</sup> Street in an amount not to exceed \$ 528,953.

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

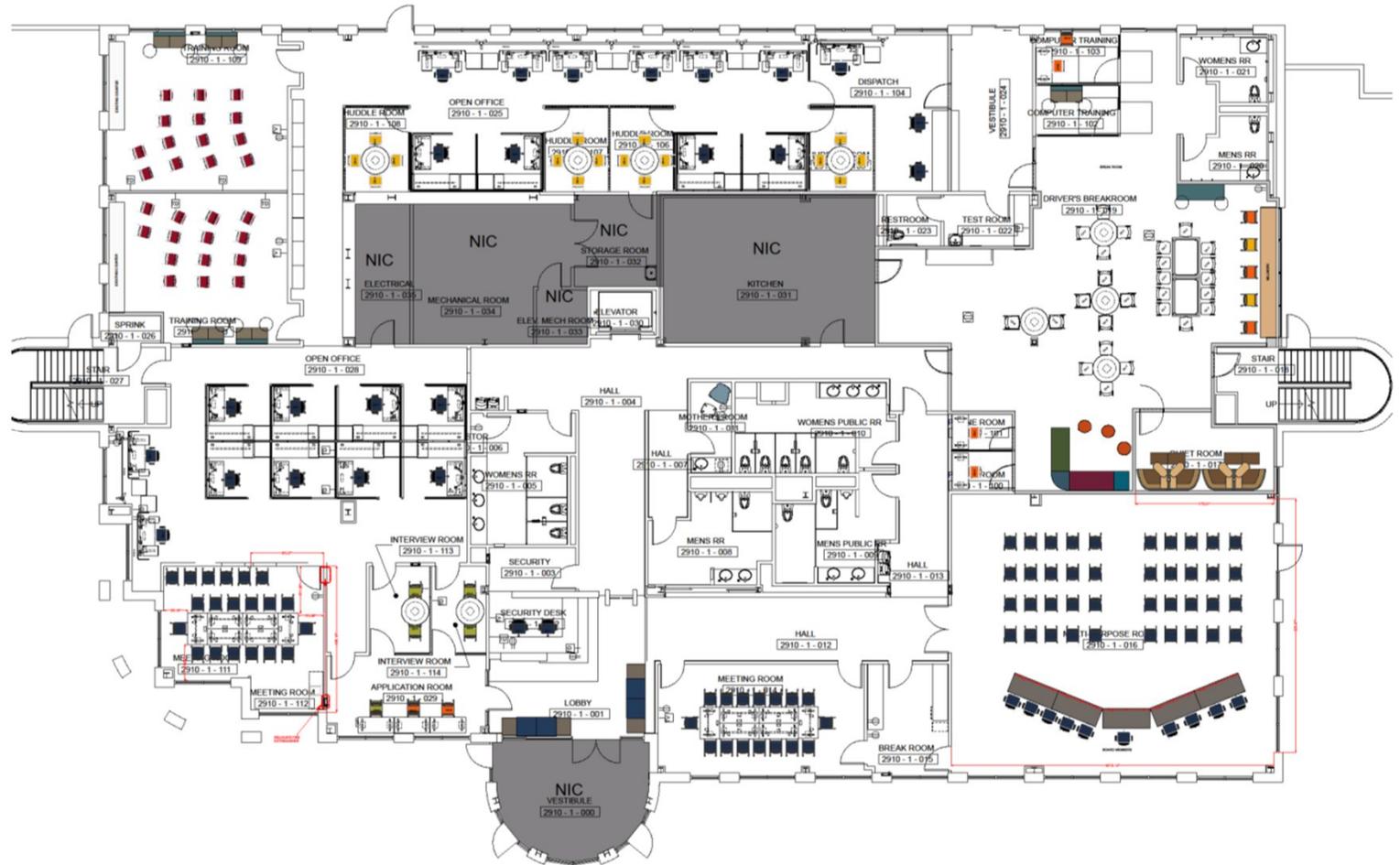
\_\_\_\_\_  
**Secretary of the Board  
Leslie Pool**

# 2910 1<sup>st</sup>. Floor Furniture

## Objective

Provide lively and engaging spaces for our frontline employees

# 2910 1<sup>st</sup>. Flr. Furniture Plan



# Sample Pieces



Drivers Ready Room



Quiet Room

# Sample Pieces



## Training Rooms

4

 METRO

# Sample Pieces



Open Office Space



**METRO**

**THANK YOU!**



# Capital Metropolitan Transportation Authority

2910 East 5th Street  
Austin, TX 78702

Board of Directors

Item #: AI-2022-349

Agenda Date: 2/28/2022

**SUBJECT:**

Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute an Amendment No. 2 to the Interlocal Agreement with the City of Pflugerville to extend the term of the Pickup Pilot through September 30, 2022, and for operation of the Pickup Service Pilot for an amount not to exceed \$105,261 in FTA funds and \$162,892 in local funds from the City of Pflugerville.

**FISCAL IMPACT:**

This action reimburses Capital Metro for expenses incurred.

**STRATEGIC PLAN:**

**Strategic Goal Alignment:**

1. Internal/External Customer Service Excellence     2. Stakeholder Engagement  
 3. Financial and Environmental Sustainability     4. Staff Development     5. Agency Growth Management

**Strategic Objectives:**

- 1.1 Safety & Risk     1.2 Continuous improvement     1.3 Dynamic Change  
 1.4 Culture of Innovation     2.1 Be an Employer of Choice     2.2 Organization Development  
 2.3 Organization Culture     3.1 Resource optimization     3.2 Safety Culture  
 3.3 Environmental Leadership     4.1 Educate & Call to Action     4.2 Build Partnerships  
 4.3 Value of Transit     4.4 Project Connect

**EXPLANATION OF STRATEGIC ALIGNMENT:** Under an interlocal agreement between Capital Metro and the City of Pflugerville (“ILA”), date effective October 1, 2020, Capital Metro provides for a Pickup Service Pilot. The Amendment No. 1 is effective from October 1, 2021 through March 22, 2022. The service is possible by sharing FTA funds through the Capital Metro Service Expansion Program. The transit services were recommended as part of the Pflugerville Transit Development Plan, which is required in the Capital Metro Service Expansion Policy. The Amendment No. 2 extends the term of the ILA through September 30, 2022.

**BUSINESS CASE:** The City of Pflugerville is participating in the Capital Metro Service Expansion Program, which is funded with FTA Section 5307 Funds for transit projects. The ILA defines the parameters for the amount and use of the federal funds for this project.

COMMITTEE RECOMMENDATION: This item will be presented to the full board on February 28, 2022.

EXECUTIVE SUMMARY: Through the Capital Metro Service Expansion Program, the City of Pflugerville uses a combination of FTA and local funds to pay 100 percent of the cost for transit service operated in the city. To use the FTA funds, the city completed and adopted a Transit Development Plan (TDP) in 2018 in compliance with the Capital Metro Service Expansion Policy. Under the ILA, Capital Metro and the City of Pflugerville agreed to a one-year Pickup Service Pilot. The service began on March 23, 2021.

This Amendment No. 2 to the ILA extends the end date of the pilot from March 22, 2022 to September 30, 2022, and updates the cost allocation for the pilot by updating the not to exceed expenditures amounts to \$105,261 in FTA funds and \$162,892 in local funds from the City of Pflugerville.

DBE/SBE 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 and Development/Demand Response and Innovative Mobility

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

**STATE OF TEXAS  
COUNTY OF TRAVIS**

**AI-2022-349**

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management endeavor to be a valued community partner; and

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management recognize the need to partner with local jurisdictions seeking transit services; and

WHEREAS, under that certain Interlocal Agreement for a Pickup Service Pilot Project by and between Capital Metro and the City of Pflugerville(the "City") , date effective October 1, 2020 ("Agreement"), Capital Metro agreed to provide pick up services to the City through a one-year Pickup Service Pilot; and

WHEREAS, under that certain Amendment No. 1 to the Agreement, date effective October 1, 2021, the term of the Agreement was extended to March 22, 2022; and

WHEREAS, Capital Metro and the City would like to continue the Pickup Service Pilot through September 30, 2022.

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that the President & CEO, or his designee, is authorized to finalize and execute an Amendment No. 2 to the Interlocal Agreement with the City of Pflugerville to extend the term of the Pickup Pilot through September 30, 2022, and for operation of the Pickup Service Pilot for an amount not to exceed \$105,261 in FTA funds and \$162,892 in local funds from the City of Pflugerville.

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

\_\_\_\_\_  
**Secretary of the Board  
Leslie Pool**

# Pflugerville Pickup Pilot Amendment No. 2

Operations, Planning and Safety Committee  
February 14, 2022

1



**METRO**

# Service Expansion Program

## Service Expansion Policy

- The Policy provides a process for distributing federal transit funding in the region (Section 5307 Funds) and implementing transit service.
- Jurisdictions within the urbanized area, but outside the Capital Metro service area can participate.

## Transit Development Plans (TDPs) and Interlocal Agreements (ILAs)

- The program requires cities to first complete a Transit Development Plan (TDP) to identify transit service needs and assist in developing transit alternatives and financing.
- Jurisdictions then enter into Interlocal Agreements (ILAs) with Capital Metro for service planned.

# Pickup

by METRO



## Pickup Pflugerville

Start Date: March 23, 2021

One-Year Pilot

Monday – Friday

6 a.m. – 7 p.m.

<https://www.capmetro.org/pickup>

Local fare: \$1.25

### Bus route connection opportunities

**MetroBus:**

1, 52, 135, 243, 325, 392

**MetroRapid:** 801

**MetroExpress:** 935

### Points of Interest

- Tech Ridge Park & Ride
- Pflugerville Library
- Walmart
- HEB
- Tax Office & Health Services
- Amazon Distribution Center

# City of Pflugerville ILA Amendment No. 2

- City of Pflugerville is the newest participant in the Service Expansion Program to implement service.
- Service began on March 23, 2021
- Original Agreement approved in September 2020 funded one-year Pflugerville Pickup Pilot
- The ILA Amendment No. 1 continues service through March 22, 2022
- The ILA Amendment No. 2 will continue service from March 23, 2022 through September 30, 2022

FTA Funding	Local Funding (City of Pflugerville)	Estimated Fully Allocated Cost of One- Year Pilot
\$105,261	\$162,892	\$268,153

# Next Steps and Future Opportunities

- Pflugerville ILA Amendment No. 2
  - City of Pflugerville City Council – February 8 (Approved)
  - Capital Metro's OPS Committee – February 14
  - Capital Metro's Board of Director's meeting – February 28
  - Continue Pflugerville Pickup Pilot through September 30, 2022
- Continue to work with the City and Capital Metro on future service for FY23 while continuing the existing pilot.



**METRO**

**THANK YOU!**

**AMENDMENT NO. 2  
TO INTERLOCAL AGREEMENT  
BY AND BETWEEN  
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY  
AND  
THE CITY OF PFLUGERVILLE  
FOR A PICKUP SERVICE PILOT PROJECT**

This Amendment No. 2 to the Interlocal Agreement for a Pickup Service Pilot Project (“**Amendment No. 2**”) is entered into by and between Capital Metropolitan Transportation Authority (“**Capital Metro**”), a transportation authority and political subdivision of the State of Texas organized under Chapter 451 of the Texas Transportation Code and the City of Pflugerville (“**City**”), a Texas municipal corporation and political subdivision of the State of Texas. Capital Metro and the City are referred to in this Agreement collectively as the “Parties” and individually as a “Party”.

**RECITALS**

**WHEREAS**, the Parties entered into an Interlocal Agreement for a Pickup Service Pilot Project, dated effective October 1, 2020 (the “**Agreement**”), for a pilot project in which Capital Metro provides City with Pickup on-demand transit services (“**Pickup Service Pilot**”); and

**WHEREAS**, the Parties entered into an Amendment No. 1 to the Agreement, dated effective October 1, 2021 (the “**Agreement**”), to continue the Pickup Service Pilot through March 22, 2022; and

**WHEREAS**, the Parties wish to further extend the term of the Agreement and the Pickup Service Pilot, as well as set forth the cost allocation for the Pickup Service Pilot through September 30, 2022;

**NOW THEREFORE**, in consideration of the mutual covenants and agreements herein, Capital Metro and the City agree as follows:

**AGREEMENT**

1. **Extension.** The term of the Agreement and the Pickup Service Pilot is extended through September 30, 2022.
2. **Financial Terms for the Extension Period.** For the period beginning March 23, 2022 through September 30, 2022 (“**Extension Period**”):
  - a. the total Section 5307 Fund expenditures utilized by the City under this Agreement shall not exceed \$105,261; and
  - b. the local fund expenditures made by the City under this Agreement shall not exceed \$162,892, unless approved by the City of Pflugerville City Council. The City will expend local fund expenditures as follows:

- i. A local fund match equal to sixty percent (60%) of the Section 5307 Funds will be expended for Pickup Services.
  - ii. The City will reimburse up to \$5,000 total for the Extension Period for the “hard” costs incurred by Capital Metro related to the Communications and Marketing Plan provided by Capital Metro in accordance with Section II(5) of the Agreement.
3. **Operating Hours.** Currently, the regular operating hours for the Pickup Service Pilot are 6 a.m. to 7 p.m., Monday through Friday, subject to Capital Metro’s Holiday Schedule. Two additional operating hours, 7 p.m. – 9 p.m., will be provided on the second and fourth Tuesday each month, during the Extension Period to accommodate regularly scheduled City Council meetings. Such operating hours may be adjusted by written mutual agreement of the Parties. Such agreement may be made by electronic mail between the following representatives if there is no impact to the operational costs:

Capital Metro: Julie Mazur at [Julie.Mazur@capmetro.org](mailto:Julie.Mazur@capmetro.org)

City: Trey Fletcher at [Treyf@pflugervilletx.gov](mailto:Treyf@pflugervilletx.gov)

Each Party may update the above representative and contact information by written notice to the other Party. Changes that result in additional cost must be approved by the City Council as an addendum to this ILA.

4. **Entire Agreement.** The terms of this Amendment No. 2 are in addition to, and construed together with, the terms of the Agreement, as amended. In the event of conflict in any language in the Agreement, Amendment No. 1 and this Amendment No. 2, the language in this Amendment will control.
5. **Capitalized Terms.** Capitalized items used in this Amendment No. 2 and not otherwise defined have the meanings assigned to them in the Agreement.

*Signatures on Next Page*

Each of the signatories to this Agreement represents and warrants that he or she is duly authorized to sign this in the capacity indicated to be effective as of the Effective Date.

**PERFORMING AGENCY**  
**Capital Metropolitan Transportation Authority**

By: \_\_\_\_\_  
Sharmila Mukherjee  
Executive Vice President  
Strategic Planning and Development

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

Approved as to Form:

By: \_\_\_\_\_  
CMTA Legal Department

**RECEIVING AGENCY**  
**City of Pflugerville, Texas**

By: \_\_\_\_\_  
Sereniah Breland  
City Manager

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

Approved as to Form:

By: \_\_\_\_\_  
Charles E. Zech, City Attorney  
**DENTON NAVARRO ROCHA BERNAL & ZECH, PC**



# Capital Metropolitan Transportation Authority

2910 East 5th Street  
Austin, TX 78702

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Board of Directors

Item #: AI-2022-350

Agenda Date: 2/28/2022

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**SUBJECT:**

Approval of a resolution affirming the Charter Statement for the Finance, Audit and Administration Committee.

**FISCAL IMPACT:**

This action has no fiscal impact.

**STRATEGIC PLAN:**

**Strategic Goal Alignment:**

1. Internal/External Customer Service Excellence     2. Stakeholder Engagement  
 3. Financial and Environmental Sustainability     4. Staff Development     5. Agency Growth Management

**Strategic Objectives:**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> 1.1 Safety & Risk            | <input checked="" type="checkbox"/> 1.2 Continuous improvement | <input type="checkbox"/> 1.3 Dynamic Change           |
| <input type="checkbox"/> 1.4 Culture of Innovation    | <input type="checkbox"/> 2.1 Be an Employer of Choice          | <input type="checkbox"/> 2.2 Organization Development |
| <input type="checkbox"/> 2.3 Organization Culture     | <input type="checkbox"/> 3.1 Resource optimization             | <input type="checkbox"/> 3.2 Safety Culture           |
| <input type="checkbox"/> 3.3 Environmental Leadership | <input type="checkbox"/> 4.1 Educate & Call to Action          | <input type="checkbox"/> 4.2 Build Partnerships       |
| <input type="checkbox"/> 4.3 Value of Transit         | <input type="checkbox"/> 4.4 Project Connect                   |   |

**EXPLANATION OF STRATEGIC ALIGNMENT:** Capital Metro's two board committees assist the Board of Directors in providing strong governance and play a key advisory role to the full board. Their expertise and in-depth look at issues before the board is vital to our long-term strategic planning.

**BUSINESS CASE:** Does not apply

**COMMITTEE RECOMMENDATION:** This item was presented and recommended for approval by the Finance, Audit and Administration Committee on February 14, 2022.

**EXECUTIVE SUMMARY:** In 2010, each of the committees of the Board of Directors adopted Committee Charter Statements defining their areas of responsibility. A periodic review of these charters was requested by the

Board upon adoption and allows the committees to ensure that the charters still meet the needs and parameters of each committee. This charter was last reviewed by the Board in October 2020.

After a careful review, one change is recommended to Section V, Meetings, of the Charter, to require CapMetro staff to post meeting agendas and back-up materials for Board members and the public to view no later than seven (7) calendar days before the committee meeting.

DBE/SBE PARTICIPATION: Does not apply.

PROCUREMENT: Does not apply.

RESPONSIBLE DEPARTMENT: Board of Directors

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

**STATE OF TEXAS  
COUNTY OF TRAVIS**

**AI-2022-350**

WHEREAS, the Board of Directors has established committees made up of members of the Board to consider specified areas of interest to the Authority; and

WHEREAS, the Board of Directors has adopted Committee Charter Statements that define the roles and responsibilities of each of these committees; and

WHEREAS, the Board of Directors desires to review the Committee Charter Statement to ensure that it reflects current roles and responsibilities.

NOW, THEREFORE, BE IT RESOLVED that the Capital Metropolitan Transportation Authority Board of Directors hereby affirms the Committee Charter Statement for the Finance, Audit and Administration Committee with one change to Section V, Meetings, of the Charter, to require CapMetro staff to post meeting agendas and back-up material for Board members and the public to view no later than seven (7) calendar days before the committee meeting.

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

\_\_\_\_\_  
**Secretary of the Board  
Leslie Pool**

**CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS  
FINANCE, AUDIT AND ADMINISTRATION COMMITTEE CHARTER**

**I. PURPOSE**

The Finance, Audit and Administration Committee (the “FAA Committee”) has been established by the Capital Metropolitan Transportation Authority (“Capital Metro”) Board of Directors (the “Board”) to assist in fulfilling its oversight responsibilities for accounting and financial reporting processes, the system of internal controls, the audit processes, and systems for monitoring compliance with laws, regulations, and the Capital Metro Code of Ethics.

Executive management is responsible for preparing complete and accurate financial statements, managing business and financial risk, and for monitoring internal controls and compliance with all applicable laws, regulations, and internal policies and procedures. The Board of Directors has oversight responsibility in these areas and is charged with establishing and supporting an adequate control environment within the organization for ensuring accountability and demonstrating proper stewardship over public funds.

**II. AUTHORITY**

The FAA Committee has authority to conduct or authorize investigations into and study any matter within its scope of responsibility and make recommendations for action to the full Board. It is empowered to:

1. Ensure the independence of any registered public accounting firm employed by Capital Metro.
2. Resolve any disagreements between management and the auditor regarding financial reporting.
3. Provide oversight and direction of the internal audit function.
4. Use independent counsel, accountants, auditors, or others to advise the FAA Committee or to assist in the conduct of an investigation.
5. Seek any information it requires from employees—all of whom are directed to cooperate with FAA Committee requests—or external parties.

**III. MEMBERSHIP**

The FAA Committee shall consist of at least three (3) members of the Board of Directors. The Chairperson of the Board will nominate the FAA Committee Chairperson and members annually, subject to confirmation by the Board. The FAA Committee shall elect a Committee Vice Chairperson from among its members at its first meeting of the year to perform the duties of the Chairperson in case of the absence, disability or disqualification of the Committee Chairperson.

Each member of the FAA Committee must be financially literate, as the Board interprets such qualification in its business judgment, or must become financially literate within a reasonable period of time after his or her appointment. In addition, one member of the FAA Committee must be a metropolitan planning organization appointee with at least 10 years of experience as a financial or accounting professional.

Committee members shall be free of any relationship that would interfere with his or her individual exercise of independent judgment in accordance with Capital Metro’s Code of Ethics and applicable law.

**IV. EDUCATION**

Capital Metro executive management is responsible for providing the FAA Committee with educational resources related to accounting principles and procedures, risk management, ethics, and other information that may be requested by the FAA Committee. Capital Metro executive management shall assist the FAA Committee in maintaining appropriate financial and compliance literacy.

## **V. MEETINGS**

The FAA Committee will meet at least four (4) times a year, with authority to convene additional meetings, as circumstances require. All meetings will be conducted in accordance with the Texas Open Meetings Act, as applicable. FAA Committee members are expected to attend each meeting. The FAA Committee may direct members of management, auditors, or others to attend meetings and provide pertinent information, as necessary. CapMetro staff will post meeting agendas and backup materials for Board members and the public to view no later than seven (7) calendar days before the committee meeting.

## **VI. RESPONSIBILITIES**

The FAA Committee will carry out the following responsibilities:

1. Financial & Other Reporting: *The FAA Committee shall provide reasonable assurance to the Board that financial information reported by management substantively portrays Capital Metro's financial condition, results of operations, plans, and long-term commitments. The FAA Committee may review other reports requiring Board approval prior to submission to public sector entities. The FAA Committee will:*
  - Review fiscal, investments, and other financial management policies and practices including but not limited to:
    - Operating & Capital Budgeting
    - Procurement and contracting
    - Revenue (e.g., grants, fare structure, new revenue opportunities including partnerships with external entities)
    - Debt and investments
    - Disadvantaged Business Enterprise (DBE) Program
    - Insurance and risk management
  - Review financial statements, including interim financial statements, auditor's opinions and management letters and consider whether they are complete, consistent with information known to FAA Committee members, and reflect appropriate accounting principles.
2. Internal Control: *The FAA Committee shall understand Capital Metro's key financial reporting risk areas and the internal control structure. The FAA Committee will:*
  - Consider the effectiveness of Capital Metro's internal control systems, including information technology security and control.
  - Understand the scope of internal and external auditors' review of internal controls over financial reporting, and obtain reports on significant findings and recommendations, together with management's responses.
  - Review and provide oversight for technology investments and processes that support the Authority's strategic financial goals and objectives.

- Review the reports and results of internal and external audits.
3. Internal Audit: *The FAA Committee shall provide direct oversight of Capital Metro's internal audit function. To facilitate the effectiveness and independence of the internal audit function, the internal audit function is ultimately accountable to the Board of Directors and the FAA Committee. The FAA Committee will:*
- Make recommendations to the full Board of Directors regarding the appointment and removal of the Chief Audit Executive (CAE).
  - Review annually with management and the CAE the charter, audit plans, activities, staffing, and organizational structure of the internal audit function.
  - Ensure there are no unjustified restrictions or limitations on the internal audit function.
  - Review audit results, reports, and recommendations and ensure adequate management follow-up and resolution.
  - Meet with the CAE to discuss any matters that the FAA Committee or internal audit believes should be discussed.
  - Request internal auditors to perform special studies, investigations, or other services in matters of interest or concern to the FAA Committee or Board that may be outside the scope of the approved Audit Services Plan. Such projects could include investigation of areas of high control risk, potential or suspected fraud or other irregularities, compliance with laws, regulations, policies and procedures, or evaluation of external auditors.
  - Conduct an annual performance review and evaluation of the CAE.
  - Review the effectiveness of the internal audit function through periodic external quality assurance reviews.
4. External Audit: *The FAA Committee shall assure independence in fact and in appearance of all external financial assurance services. External auditors are ultimately accountable to the Board of Directors and the FAA Committee. The FAA Committee will:*
- Review the external auditors' proposed audit scope and approach, including coordination of audit effort with internal audit.
  - Consider the facts and circumstances of each case in order to determine if firm or audit partner rotation is needed in order to ensure an independent financial audit in accordance with the Policy on Rotation of Auditors.
  - Approve in advance any non-audit services by external auditors or their consulting practice/affiliates.
  - Ensure that external auditors do not (1) provide non-audit services that involve performing management functions or making management decisions, or (2) audit their own work or provide non-audit services that are significant or material to the subject matter of the audits.
  - Meet with the external auditors to discuss any matters that the FAA Committee or auditors believe should be discussed in detail.
  - Review with management and the external auditors the results of the audit, including any serious difficulties or disputes with management encountered during assurance work.
5. Compliance: *The FAA Committee shall provide reasonable assurance to the Board of Directors that its policies are being carried out and that systems are in place to ensure compliance with laws and regulations. The FAA Committee will:*

- Review the effectiveness of the system for monitoring compliance with laws and regulations and the results of management's investigation and follow-up (including disciplinary action) of any instances of noncompliance.
  - Review the findings of any examinations by regulatory agencies, and any auditor observations.
  - Review the process for communicating the Code of Ethics to company personnel and for monitoring compliance therewith.
  - Obtain regular updates from the Board Ethics Officer and the Staff Ethics Officer regarding ethics and compliance matters.
6. Reporting Responsibilities: *The FAA Committee will:*
- Report and recommend action, as appropriate to the Board of Directors about FAA Committee activities, issues, and related recommendations.
  - Provide an open avenue of communication between internal audit, the external auditors, and the Board of Directors.
  - Review any other reports Capital Metro issues that relate to FAA Committee responsibilities.
7. Other Responsibilities: *The FAA Committee will:*
- Perform other activities related to this charter as requested by the Capital Metro Board of Directors.
  - Review and assess the adequacy of the FAA Committee Charter annually, requesting Board approval for proposed changes, and ensure appropriate disclosure as may be required by law or regulation.
  - Confirm annually that all responsibilities outlined in this charter have been carried out.

**History:**

See most recent FAA Committee approvals at:

2015-56

[DOCUMENT RECORDS MGT-#335187-2009 Board Resolutions Nos. 057-068](#) (Resolution CMTA-2009-60 p. 23/29)

[DOCUMENT RECORDS MGT-#209034-2007 Board Resolution November Nos. 084-089](#)



# Capital Metropolitan Transportation Authority

2910 East 5th Street  
Austin, TX 78702

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Board of Directors

Item #: AI-2022-355

Agenda Date: 2/28/2022

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**SUBJECT:**

Approval of Updates to the Board of Directors Advisory Committees Policy.

**FISCAL IMPACT:**

This action has no fiscal impact.

**STRATEGIC PLAN:**

**Strategic Goal Alignment:**

1. Internal/External Customer Service Excellence     2. Stakeholder Engagement  
 3. Financial and Environmental Sustainability     4. Staff Development     5. Agency Growth Management

**Strategic Objectives:**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> 1.1 Safety & Risk            | <input checked="" type="checkbox"/> 1.2 Continuous improvement | <input type="checkbox"/> 1.3 Dynamic Change                      |
| <input type="checkbox"/> 1.4 Culture of Innovation    | <input type="checkbox"/> 2.1 Be an Employer of Choice          | <input checked="" type="checkbox"/> 2.2 Organization Development |
| <input type="checkbox"/> 2.3 Organization Culture     | <input type="checkbox"/> 3.1 Resource optimization             | <input type="checkbox"/> 3.2 Safety Culture                      |
| <input type="checkbox"/> 3.3 Environmental Leadership | <input type="checkbox"/> 4.1 Educate & Call to Action          | <input type="checkbox"/> 4.2 Build Partnerships                  |
| <input type="checkbox"/> 4.3 Value of Transit         | <input type="checkbox"/> 4.4 Project Connect                   |  |

**EXPLANATION OF STRATEGIC ALIGNMENT:** The Board of Directors Advisory Committee Policy sets forth the structure, duties and powers of citizen advisory committees that form the backbone of Capital Metro's public involvement program helping Capital Metro improve its effectiveness.

**BUSINESS CASE:** Does not apply.

**COMMITTEE RECOMMENDATION:** This item was presented and recommended for approval at the Finance, Audit and Administration Committee meeting on February 14, 2022.

**EXECUTIVE SUMMARY:** Section 8.6 of the Bylaws of the Capital Metro Board of Directors requires the continuous review and update of all policies adopted by the Board of Directors over a five-year period, beginning in 2018. The Advisory Committees Policy was adopted in 2010 to guide the Board in the

restructuring of the Customer Services Advisory Committee and the Access Advisory Committee in accordance with the Board Bylaws and applicable law. Staff recommends revisions to this policy to (i) enhance community involvement by broadening member eligibility to include persons who live in or around the Capital Metro service area with a preference for transit users; (ii) modify the appointment process to conform with the new Public Safety Advisory Committee charter; and (iii) update the language to further align with Board Bylaws and Texas Transportation Code Section 451.109, which authorizes the Board to establish advisory committees from time to time.

DBE/SBE PARTICIPATION: Does not apply.

PROCUREMENT: Does not apply.

RESPONSIBLE DEPARTMENT: Board of Directors

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

**STATE OF TEXAS  
COUNTY OF TRAVIS**

**AI-2022-355**

WHEREAS, the Board of Directors from time to time establishes citizen advisory committees as part of its comprehensive community involvement strategy that includes plans for receiving input for major decision-making processes including, but not limited to, policy development, strategic planning, access and mobility, budgeting, capital projects planning, safety, fare adjustments and transit service changes; and

WHEREAS, the Board of Directors adopted an Advisory Committees Policy to guide the restructuring of citizen advisory committees and to set forth the structure, duties and powers of the citizen advisory committees; and

WHEREAS, the Board of Directors desire to review and revise the Advisory Committees Policy to broaden eligibility criteria, incorporate the recently established Public Safety Advisory Committee, and update the language in accordance with Board Bylaws and applicable law.

NOW, THEREFORE, BE IT RESOLVED that the Capital Metropolitan Transportation Authority Board of Directors hereby adopts the revised Advisory Committees Policy.

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

\_\_\_\_\_  
**Secretary of the Board  
Leslie Pool**



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

**STATE OF TEXAS  
COUNTY OF TRAVIS**

**RESOLUTION CMTA-2010-67**

**Board of Directors Advisory Committee Policy**

**WHEREAS**, the Board of Directors believes that effective community involvement improves the quality of decision-making processes and builds public trust in Capital Metro; and

**WHEREAS**, the Board of Directors and Capital Metro management desire to pursue a comprehensive community involvement strategy that includes plans for receiving input for major decision-making processes including, but not limited to, policy development, strategic planning, budgeting, capital projects planning, fare adjustments and transit service changes; and

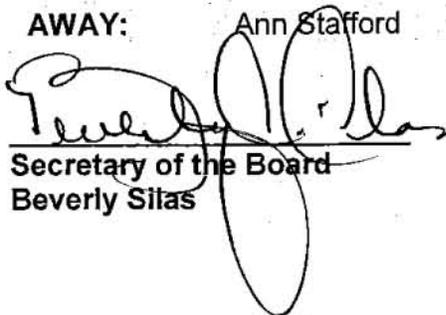
**WHEREAS**, the Board of Directors believes that the efforts of its advisory committee structure should be comprehensive and closely tied to Board decision making and that any policy for advisory committee reporting should ensure consideration of committee input in advance of Board decisions as well as effective tracking of Board adoption, rejection or modification of advisory committee recommendations.

**NOW, THEREFORE, BE IT RESOLVED** by the Capital Metropolitan Transportation Authority Board of Directors that an Advisory Committee Policy is adopted that allows the Board of Directors to restructure the current advisory committees (Customer Services Advisory Committee and Access Advisory Committee) per the bylaws. The restructured committees will follow a new appointments process delineated in this policy. The committees shall have structure, duties, and responsibilities as may be determined by the Board. The Board seeks this comprehensive approach in order to enhance its decision-making processes as it serves the community-at-large in meeting a variety of transit needs and to ensure an appointment process for the engagement of a diverse range of stakeholders.

**\*Two friendly amendments by Board member Langmore.**

- 1. Under procedure A of the policy - that the amendment says there is a preference that members be transit users.**
- 2. Under section Hiii of the policy and under iii, leave the rest to say it does not require any staff approval to make it to the Board**

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



A handwritten signature in black ink, appearing to read 'Beverly Silas', is written over a horizontal line. The signature is stylized and cursive.

Secretary of the Board  
Beverly Silas

Date: September 24, 2010

**DRAFT**

**METRO**  
**ADVISORY COMMITTEES**  
**POLICY/PROCEDURES**

Overview: Pursuant to Section 451.107 of the Texas Transportation Code which establishes Capital Metro the Board of Directors may adopt rules and regulations and such bylaws, as it deems necessary. In Article II, Section 17 of the Capital Metro Board of Director's Bylaws, the Board of Directors may from time to time establish Board committees/taskforces with specific duties, terms and responsibilities. In Section 18, the Board of Directors also has the authority to establish advisory committees consisting of resident citizens of the Authority's territory. The citizen advisory committee shall have structure, duties, and responsibilities as may be determined by the Board. The Board may from time to time establish other advisory committees/taskforces that may include citizen members. The Board of Directors believes that although no one approach guarantees successful involvement, effectiveness in communication and building community trust stems from careful planning and attention to creating a balance between the needs of the Authority and the needs of the community.

**POLICY:**

This policy allows the Board of Directors to restructure the current advisory committees--Customer Services Advisory Committee and Access Advisory Committee--using a new appointments process per the bylaws.

**PROCEDURES:**

- a. Membership: Each committee will consist of nine (9) members. The members of each of the advisory committees will be appointed by each member of the Capital Metro Board of Directors. The Chairman of the Board has two appointments and each of the other members of the Board of Directors has one appointment. Members of each committee will serve at the will of their appointing Board member and their term shall end with the end of their appointing member's term (see section c). The committee representatives will 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 must live in the Capital Metro service area. Members must be transit users and may include residents, business owners and other key stakeholders concerned about transit service in the service area.
- b. Appointment: As per statutory requirements, each member of the Capital Metro Board of Directors will select their appointees based on a recommendation from the President/CEO.

- c. **Terms of Appointment:** The nine (9) members of each of the advisory committees serve at the pleasure and concurrently with the appointing Board member.
- d. **Authority:** Each committee's highest level of authority is to provide advice and recommendations to the Board of Directors. A member of any one of the advisory committees may not act in an official capacity except through the action of the board.
- e. **Absences:** A committee member who is absent for three (3) consecutive regular meetings or one-third (1/3) of all meetings in a twelve month period automatically vacates the position. This does not apply to an absence due to an illness or injury if the committee member notifies the appointing Board member or committee staff liaison of the reason for the absence no later than the next committee meeting.
- f. **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.
- g. **Reporting:** The advisory committees report directly to the Board of Directors. However, any reports to the Board of Directors will be submitted to the designated Capital Metro Staff Liaison assigned to support the work of each of the committees so that reports can be distributed in a timely manner for review by the entire Board of Directors. The Chair of each committee will report to the Board of Directors on the committee's activities at each monthly Board meeting.
- h. **Recommendations:** The Capital Metro Board of Directors will receive committee recommendations only when they include:
  - i. Full description of the issue under deliberation;
  - ii. Information provided captures all sides of an issue; and
  - iii. The Staff Liaison has presented the recommendation to the Capital Metro President/CEO and received approval to move this recommendation forward to a specific Board of Directors Committee.
- i. **Roles & Responsibilities of the advisory committees:**
  - i. 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; and
  - ii. Provide a sounding board for innovative practices and ideas on specific topics of importance to the Agency.
- j. **Subcommittees or Ad Hoc Task Forces:**
  - i. The Board of Directors may approve the formation of subcommittees or Ad Hoc Task Forces to work on specific issues of importance to the Authority when community input on such issues may enhance the development and implementation of a project or service initiative.
- k. **Timelines:** The Board of Directors will set specific timelines for requested input.

**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.*

# METRO

## CAPITAL METRO BOARD OF DIRECTORS

### ADVISORY COMMITTEES

#### ~~POLICY/PROCEDURES~~

~~Overview: Texas Transportation Code Section 451.109 and Pursuant to Section 451.107 of the Texas Transportation Code which establishes Capital Metro the Board of Directors may adopt rules and regulations and such bylaws, as it deems necessary. In Article 11, Section 17 of the Capital Metro Board of Director's (the "Board") Bylaws authorize, the Board of Directors may to from time to time establish citizen Board committees/taskforces with specific duties, terms and responsibilities. In Section 18, the Board of Directors also has the authority to establish advisory committees or taskforces to make recommendations to the Board or the President & CEO on the operation of Capital Metro, consisting of resident citizens of the Authority's territory. The citizen advisory committees shall have the purposes, structure, duties, and responsibilities powers as may be determined by the Board. The Board may from time to time establish other advisory committees/taskforces that may include citizen members. The Board of Directors believes that although no one approach guarantees successful involvement, effectiveness in communication and building community trust stems from careful planning and attention to creating a balance between the needs of the AuthorityCapital Metro and the needs of the community.~~

#### **POLICY:**

~~This policy allows the Board of Directors to restructure the current advisory' committees Customer Services Advisory Committee and Access Advisory Committee using a new appointments process per the bylawsCitizen advisory committees established by the Board shall have the structure, duties, and powers set forth in this policy, Board Bylaws, and applicable law.~~

#### **PROCEDURES:**

- a. **Membership:** Each committee will consist of at least nine-eight (98) members.~~The members of each of the advisory committees will be who are~~ appointed by each member of the Capital Metro Board of Directors. ~~The Chairman of the Board has two appointments and each of the other members of the Board of Directors has one appointment. For a committee with greater than 8 members, the additional members shall be appointed by the Board Chair or in accordance with the applicable committee charter.~~ Members of each committee will serve at the will of their appointing Board member and their term shall end with the end of their appointing member's term (see section c). The committee ~~representatives-members~~ will 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 must live in or around the Capital Metro service area. ~~Members must be transit users~~ and may include residents, business owners and other key stakeholders concerned about transit service in the service area. There is a preference that members be transit users. The members shall have knowledge about and interests in, and represent a broad range of viewpoints about, the work of the committee. Per Board Bylaws, elected officials and candidates may not serve on advisory committees.
- b. **Appointment:** As per statutory requirements, each member of the Capital Metro Board of Directors will select their appointees based on a recommendation from the President & /CEO.

- c. **Terms of Appointment:** The ~~nine (9)~~ members of each of the advisory committees serve at the pleasure and concurrently with the appointing Board member. Members appointed by the President & CEO and confirmed by the Board serve at the pleasure of the President & CEO.
- d. **Authority:** Each committee's highest level of authority is to provide advice and recommendations to the Board of Directors. A member of any one of the advisory committees may not act in an official capacity except through the action of the Board.
- e. **Absences:** A committee member who is absent for three (3) consecutive regular meetings or one-third (1/3) of all meetings in a twelve-month period automatically vacates the position. This does not apply to an absence due to an illness or injury if the committee member notifies the appointing Board member or ~~committee~~ the designated Capital Metro sStaff Liaison of the reason for the absence no later than the next committee meeting.
- f. **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 ~~s~~Staff Liaison. If possible, the resignation should allow for a thirty-day notice so the Board member can appoint a replacement.
- g. **Reporting:** The advisory committees report directly to the Board of Directors. However, any reports to the Board of Directors will be submitted to the ~~designated Capital Metro~~ Staff Liaison assigned to support the work of each of the committees so that reports can be distributed in a timely manner for review by the entire Board ~~of Directors~~. The Chair of each committee or a designated Capital Metro staff member will report to the Board of Directors on the committee's activities at each monthly Board meeting.
- h. **Recommendations:** The ~~Capital Metro~~ Board ~~of Directors~~ will receive committee recommendations only when they include:
  - i. Full description of the issue under deliberation;
  - ii. Information provided captures all sides of an issue; and
  - iii. The Staff Liaison has presented the recommendation to the Capital Metro President & /CEO and received approval to move ~~the~~ his recommendation forward to a specific Board of Directors Committee.
- i. **Roles & Responsibilities of the aAdvisory Committees:**
  - i. 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; and
  - ii. Provide a sounding board for innovative practices and ideas on specific topics of importance to ~~the Agency~~ Capital Metro.
- j. **Subcommittees or Ad Hoc Task Forces:** The Board of Directors may approve the formation of subcommittees or Ad Hoc Task Forces to work on specific issues of importance to the Authority when community input on such issues may enhance the development and implementation of a project or service initiative.
- k. **Timelines:** The Board of Directors will set specific timelines for requested input.

4.1. Compensation: A member of an advisory committee may not be compensated by the Authority for Committee service but is entitled to reimbursement for actual and necessary expenses incurred in the performance of committee services.

**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.

# METRO

## CAPITAL METRO BOARD OF DIRECTORS ADVISORY COMMITTEES POLICY

**Overview:** Texas Transportation Code Section 451.109 and the Capital Metro Board of Directors (the “Board”) Bylaws authorize the Board to from time to time establish citizen advisory committees or taskforces to make recommendations to the Board or the President & CEO on the operation of Capital Metro. The citizen advisory committees shall have the purposes, structure, duties, and powers as may be determined by the Board. The Board of Directors believes that although no one approach guarantees successful involvement, effectiveness in communication and building community trust stems from careful planning and attention to creating a balance between the needs of Capital Metro and the needs of the community.

### **POLICY:**

Citizen advisory committees established by the Board shall have the structure, duties, and powers set forth in this policy, Board Bylaws, and applicable law.

- a. **Membership:** Each committee will consist of at least eight (8) members who are appointed by each member of the Capital Metro Board of Directors. For a committee with greater than 8 members, the additional members shall be appointed by the Board Chair or in accordance with the applicable committee charter. Members of each committee will serve at the will of their appointing Board member and their term shall end with the end of their appointing member's term (see section c). The committee members will 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 must live in or around the Capital Metro service area and may include residents, business owners and other key stakeholders concerned about transit service in the service area. There is a preference that members be transit users. The members shall have knowledge about and interests in, and represent a broad range of viewpoints about, the work of the committee. Per Board Bylaws, elected officials and candidates may not serve on advisory committees.
- b. **Appointment:** As per statutory requirements, each member of the Capital Metro Board of Directors will select their appointees based on a recommendation from the President & CEO.
- c. **Terms of Appointment:** The members of each of the advisory committees serve at the pleasure and concurrently with the appointing Board member. Members appointed by the President & CEO and confirmed by the Board serve at the pleasure of the President & CEO.
- d. **Authority:** Each committee's highest level of authority is to provide advice and recommendations to the Board of Directors. A member of any one of the advisory committees may not act in an official capacity except through the action of the Board.
- e. **Absences:** A committee member who is absent for three (3) consecutive regular meetings or one-third (1/3) of all meetings in a twelve-month period automatically vacates the position. This does not apply to an absence due to an illness or injury if the committee member notifies the appointing Board member or the designated Capital Metro Staff Liaison of the reason for the absence no later than the next committee meeting.

- f. **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.
- g. **Reporting:** The advisory committees report directly to the Board of Directors. However, any reports to the Board of Directors will be submitted to the Staff Liaison so that reports can be distributed in a timely manner for review by the entire Board. The Chair of each committee or a designated Capital Metro staff member will report to the Board of Directors on the committee's activities at each monthly Board meeting.
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**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

2910 East 5th Street  
Austin, TX 78702

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Board of Directors

**Item #:** AI-2021-291

**Agenda Date:** 2/28/2022

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FY2021 Annual Diversity Report

# Diversity, Equity, and Inclusion Update

Board of Directors Meeting  
February 28, 2022

*Jacqueline Evans, Director - Diversity, Equity, and Inclusion*

# Agenda

Diversity, Equity and Inclusion Program Update

2021 Accomplishments & Overview of Workforce & Contractor Diversity

Looking Ahead

A photograph of three people sitting on a light-colored bench in a meeting room. The man on the left is wearing a light purple polo shirt and glasses, laughing heartily. The woman in the middle is wearing a red blazer and glasses, also laughing and holding a white mug. The woman on the right is wearing a yellow top and a blue skirt, laughing with her hands clasped. The background wall is decorated with botanical line art. A white rounded rectangle is overlaid on the image, containing the text 'DEI Program Update'.

# DEI Program Update



The mission of the Capital Metro is to **connect people and communities to jobs and opportunities** by providing quality transportation choices. Through the provision of public transit as an essential public service, the Board of Directors further notes it is Capital Metro's goal to provide **safe, equitable, reliable and cost-effective public transit to improve mobility and stimulate economic development**. The mobility Capital Metro provides ensures access to jobs, healthcare, education, worship, entertainment and much more.

**Capital Metro is committed to diversity, equity and inclusion** in the delivery of our programs, projects and services and to demonstrating our commitment through transparency and accountability.



— *Board of Directors Diversity, Equity, and Inclusion Policy Statement*

# CapMetro DEI Definitions:

## Diversity

The range of human differences, including but not limited to, race, ethnicity, gender identity, sexual orientation, age, social class, physical or mental disability or attributes, religion, national origin and political beliefs

## Equity

Fairness in process, distribution or resources, opportunity and provision of varying levels of support based upon need, to achieve greater fairness

## Racial Equity

In acknowledgement of historical inequity based on race, where race no longer determines one's socioeconomic outcomes and when everyone has what they need to thrive

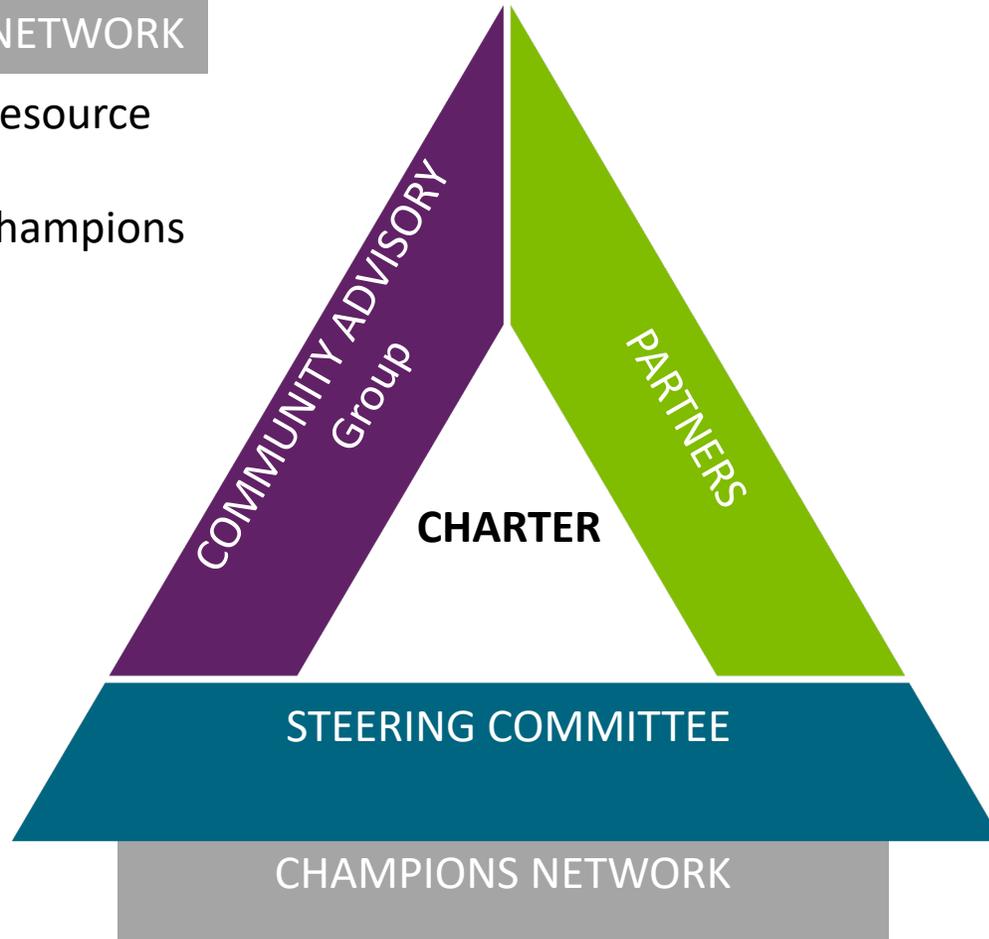
## Inclusion

Involvement and empowerment, where everyone feels welcomed, respected, supported and valued

# Diversity, Equity, and Inclusion Council

## CHAMPIONS NETWORK

- Employee Resource Groups
- Volunteer champions



## STEERING COMMITTEE

- Various Capital Metro departments
  - Including frontline employees
- Service provider leadership
- Union leadership

## PARTNERS

- City of Austin
- Austin Transit Partnership

## COMMUNITY ADVISORY GROUP

Representatives of community organizations committed to diversity, equity and inclusion

# Diversity, Equity, and Inclusion Strategy Objectives

- ✓ Show Leadership Commitment
- ✓ Consider Equity in Service Decisions and Delivery
- ✓ Build Employee Understanding and Commitment
- ✓ Engage Employees, Community Partners and Stakeholders
- ✓ Maintain and enhance workforce diversity and at all levels
- ✓ Become a leader in Contract/Vendor Diversity
- ✓ Build Accountability



A group of seven diverse people, including men and women of various ethnicities, are celebrating in a parking lot. They are all smiling and raising their fists in a gesture of triumph. In the background, several red and blue buses are parked. The scene is set outdoors under a bright, cloudy sky.

# 2021 Accomplishments By Objective

# Leadership Commitment



Board of Directors DEI Policy Statement



Updated EEO Statement



Disparity Study Participation



Appointed a DEI Director



Promoted the Director of Systemwide Accessibility



Equity & Opportunity as a Core Value in the Strategic Plan



New CBA reflects frontline employee pay

# Service Equity



**Comprehensive  
Public Safety  
Program for  
Customers &  
Operators**



**Customer Amenities**



**Additional Pickup  
Zones**



**Prioritize Service on  
Routes for Essential  
Workers**



**Title VI Assessments**



**Community Services  
(Trips to Vaccinations  
& Shelter Support)**

# Build Employee Understanding & Commitment

DEI Steering Committee

Town Hall Meeting Updates

Department Partnerships

- Sponsorship Committee
- Environmental Sustainability Committee
- Community Engagement
- Service Planning
- Strategic Communications
- People and Culture

# Community, Staff, and Stakeholder Engagement

DEI Community  
Advisory Group

Internal DEI  
Steering  
Committee

CapMetro, ATP &  
City of Austin  
Joint Partnership  
Agreement

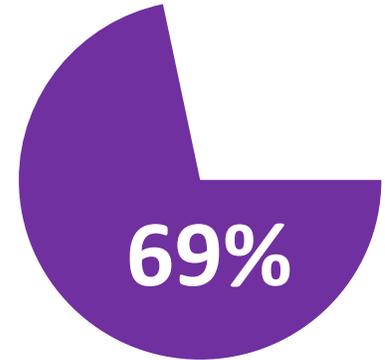


# Workplace and Vendor/Contractor Diversity

# Workforce Diversity Executive Summary

## Diversity of Staff

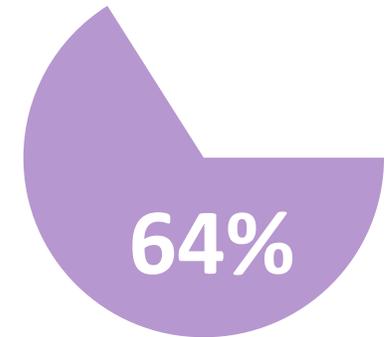
- More racially diverse than the Austin market, both for CapMetro and service providers.
- Cap Metro has more gender equality than Austin market, though we are continuing to work with our service providers and the union to identify more opportunities to increase female service provider staff.



**New hires in 2021 identified as non-white**

## Diversity in Promotions and Hiring

- New hires more gender and racially diverse than the Austin market.
- Promotion opportunities distributed equitably by gender and race.

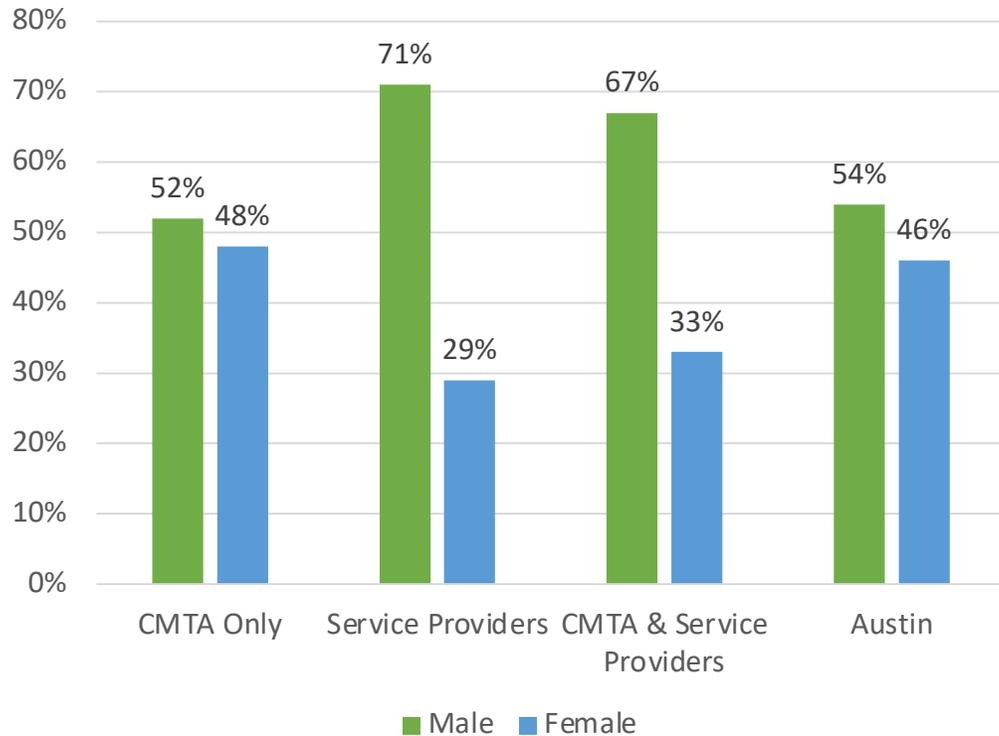


**Staff promoted in 2021 identified as non-white**

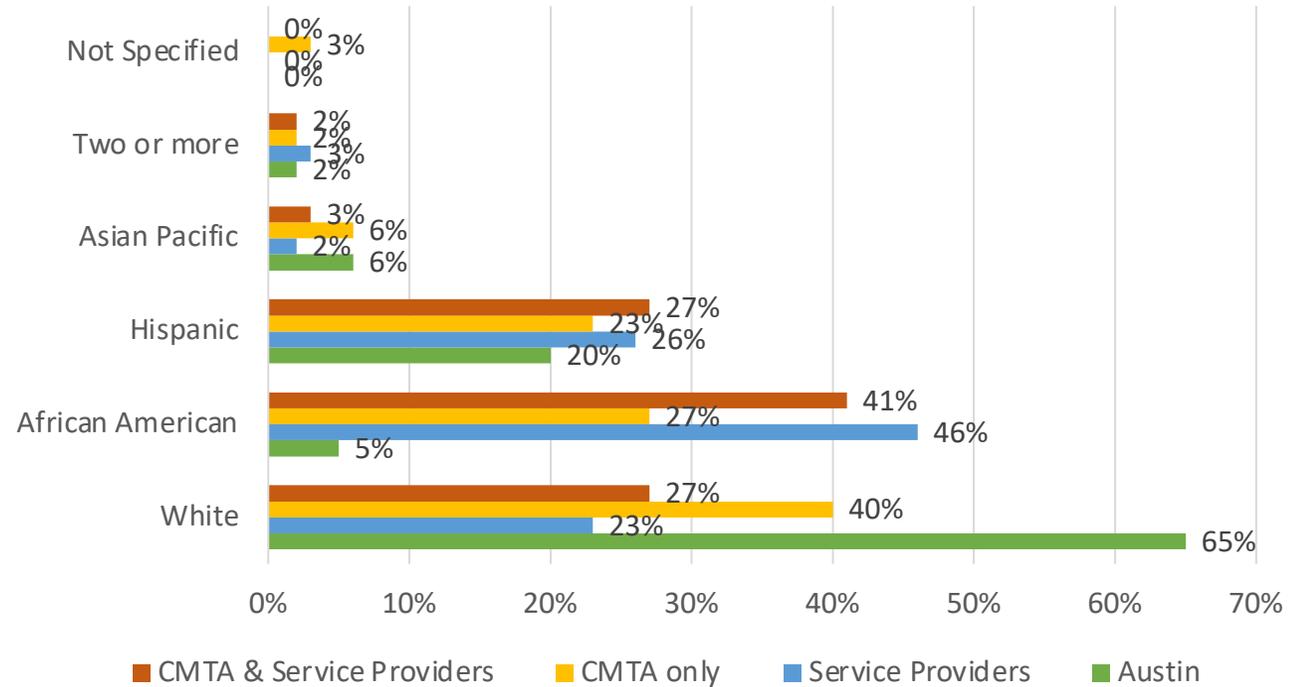
# Diversity of Staff

Capital Metro Calendar Year 2021

## Gender



## Race



# of CMTA Employees-460

# of Service Provider Employees-1,615

Total Workforce 2,075

Austin availability: 2014-2018 ACS EEO Tabulation

# Contractor/Vendor Diversity Goal Achievement

## Disadvantaged Business Enterprise (DBE)

FY 2020			
Goal	Achievement	Total Contract	Total Commitment
19%	18.7%	\$13,886,945	\$2,599,759
FY 2021			
Goal	Achievement	Total Contract	Total Commitment
19%	25%	\$9,506,060	\$2,398,805

▶ Large increase in participation (from 18.7 – 25 percent) year over year, exceeding our goal. This increase is a 6.3% increase

## Small Business Enterprise (SBE)

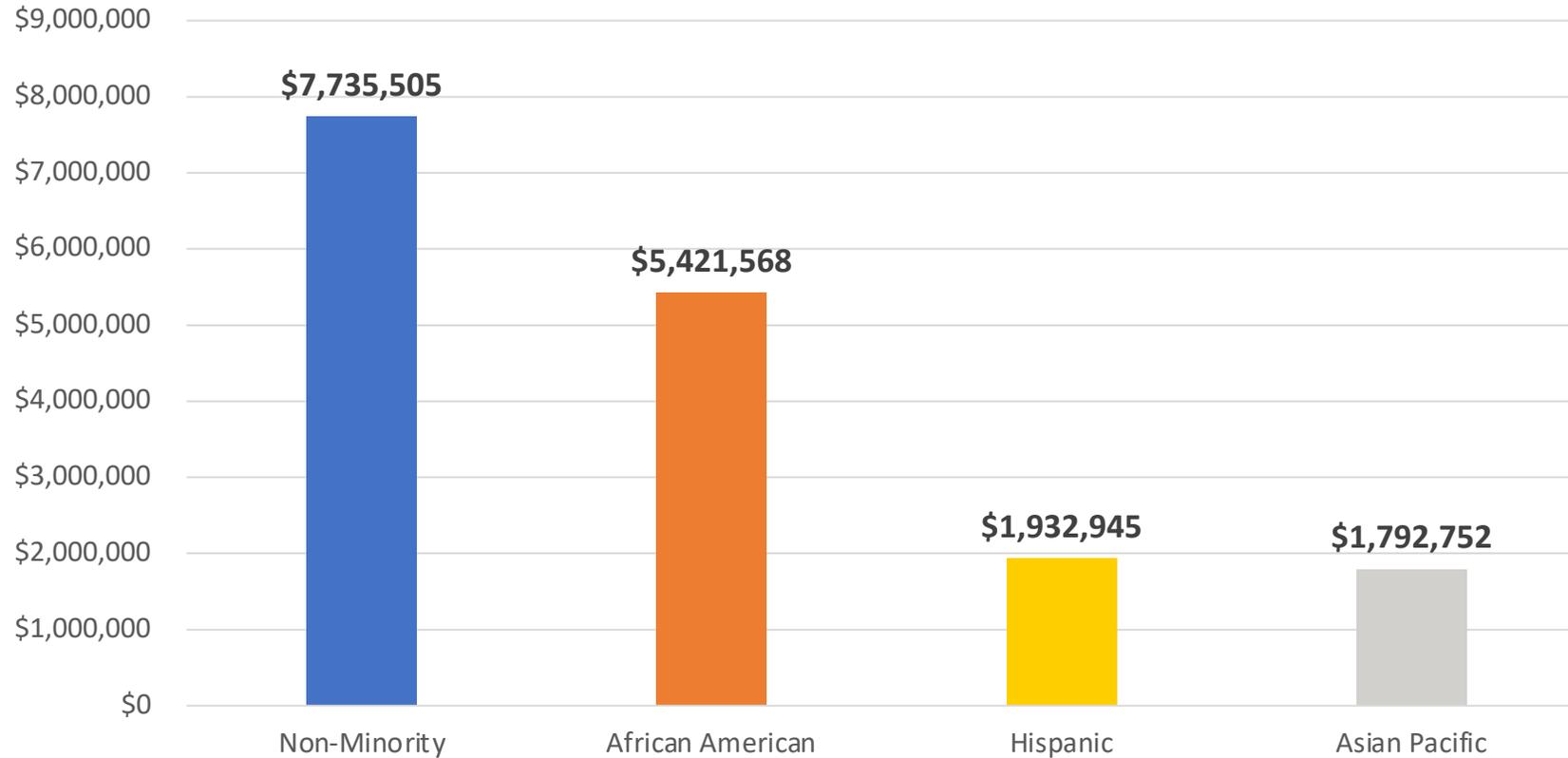
FY 2020			
Goal	Achievement	Total Contract	Total Commitment
16%	31%	\$1,211,523	\$373,033
FY 2021			
Goal	Achievement	Total Contract	Total Commitment
21%	33%	\$13,562,964	\$4,536,413

▶ Exceeded our goal for FY20 and FY21 in SBE participation

Increase in SBE commitment from FY 2020 to FY 2021: 12 times

# Contractor/Vendor Diversity: Payments to DBE/SBE Contractors by Race

October 1, 2020 – September 30, 2021



\$16.9 million in economic contribution to DBE/SBE contractors in FY 2021



# Looking Ahead

# Advancing the Understanding, Commitment & Culture Outcome

- CapMetro's people are the foundation of our organization and help reinforce our commitment to Diversity, Equity and Inclusion (DEI) internally and externally
- To reinforce and expand our understanding of and commitment to DEI, and expand a culture of DEI we:
  - Host and celebrate multicultural events and observances
  - Highlight DEI principles as a value during staff training, and make it a commitment of leadership
  - Use DEI principles as a factor in annual performance evaluations
  - Celebrate diversity of our staff

# Metrics

	Current Metrics	Potential Future Metrics
<b>Workforce Diversity</b>	Gender & Race Diversity	Additional workforce diversity characteristics Equity in Opportunity
<b>Organizational Effectiveness</b>	DBE & SBE % of Vendor Contracts and payments	Increase in number DBE & SBE certified small businesses
<b>Understanding, Commitment &amp; Culture</b>	2020 Employee Survey on diversity	2022 updated diversity & staff engagement survey
		Employees attending DEI training
		Employee Resource Groups
<b>Customer &amp; Community</b>	Community Engagement Multicultural Opportunities	Environmental Sustainability
		Continued Community Engagement & Collaboration

# Project Connect Goals and Metrics

- Evaluating the Project Connect Program as a whole to define Equity
  - Design and Engineering Phase
  - Construction (Impacts to the Community - Accessibility)
  - Operations Multimodal Service Planning
- Formulating a timeline for how metrics are determined
  - Continued engagement with DEI Internal Steering Committee, Community Advisory Committee - CAC, Planning, Sustainability, Equity, & DBE Committee (PSEC), DEI Advisory Group

# Availability and Disparity Study

Internal & External Interviews being conducted

Internal – DEI, Project Managers, &  
Procurement

External – Business Owners



Scheduled to be completed fall of 2022

# Other Initiatives and Opportunities:

- DBE/SBE
  - Readiness Program with IC<sup>2</sup> Institute
  - Mentoring Program
  - Enhanced Outreach and Engagement
- Employee Resource Groups
- Environmental Sustainability
- Continued Department Collaboration
- Commitment to participate in APTA DEI Racial Equity Pilot
  - *One of the first agencies to commit*

DEI Director Participating in APTA DEI Racial Equity Pilot Webinar





# Celebrating Rosa Parks

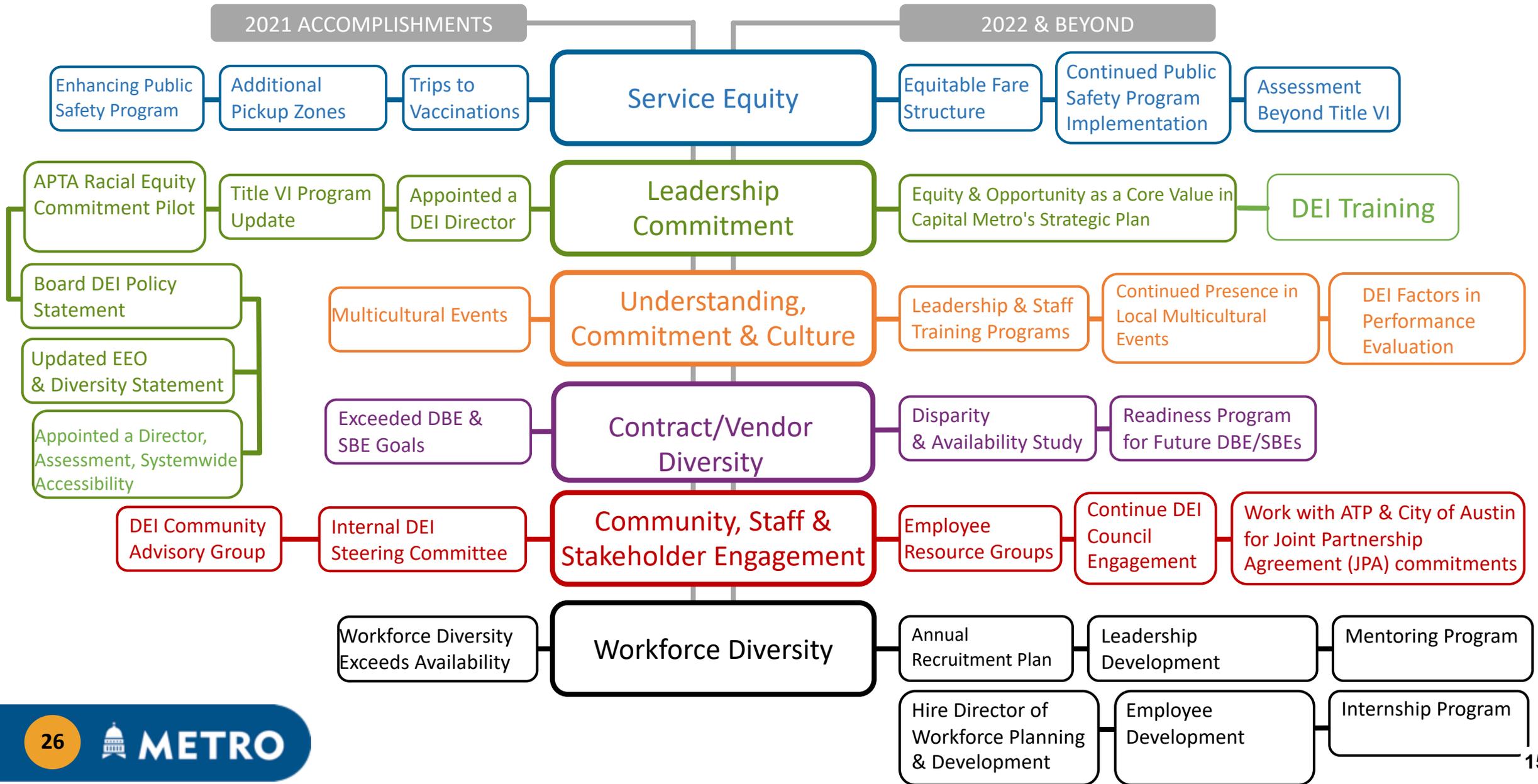


**THANK YOU!**

# Diversity, Equity & Inclusion Actions

2021 ACCOMPLISHMENTS

2022 & BEYOND



# Workforce and Contract/Vendor Diversity Report FY 2021

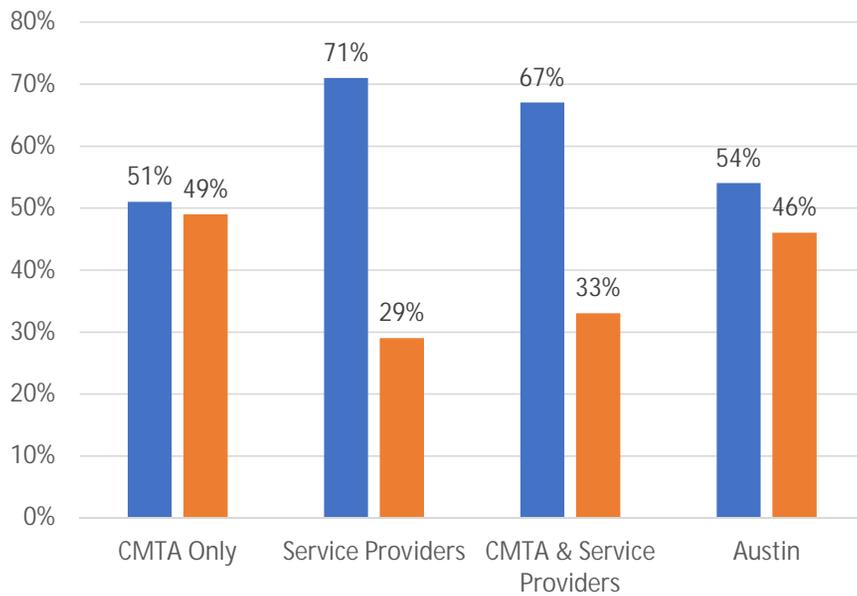
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 METRO

# Capital Metro Staff Overall Diversity Report FY21

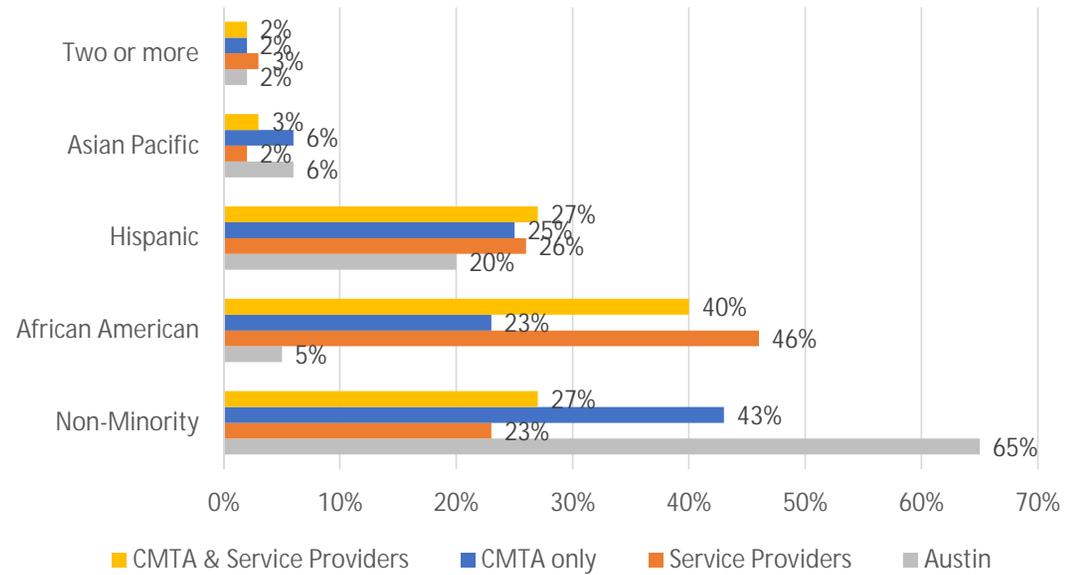
## CMTA, Service Providers and Austin

Gender



■ Male ■ Female

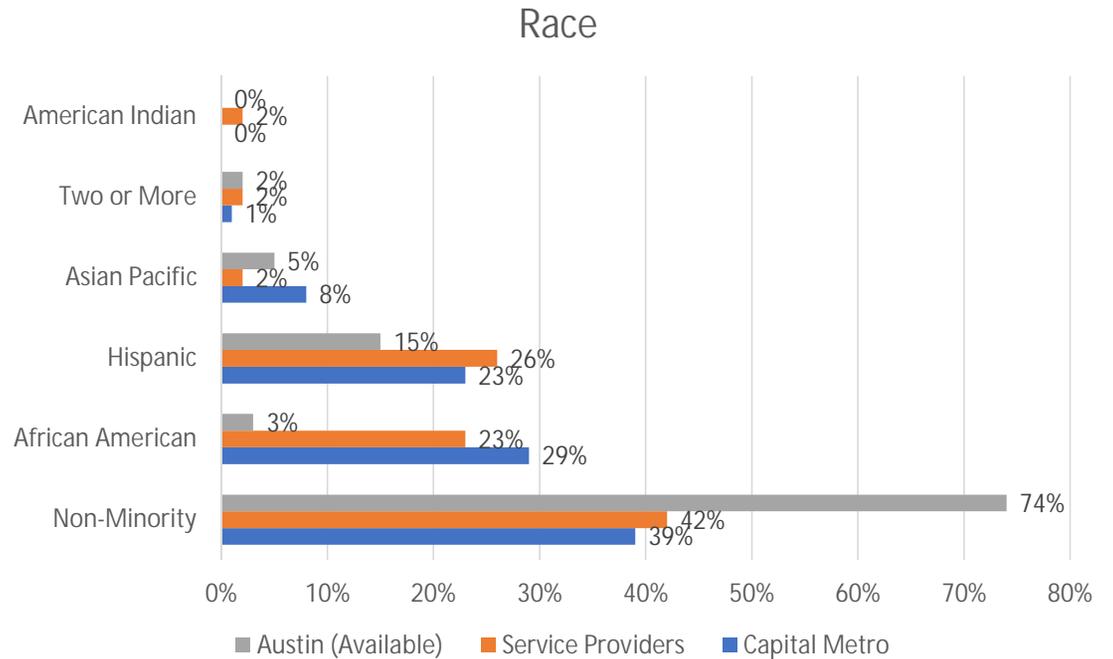
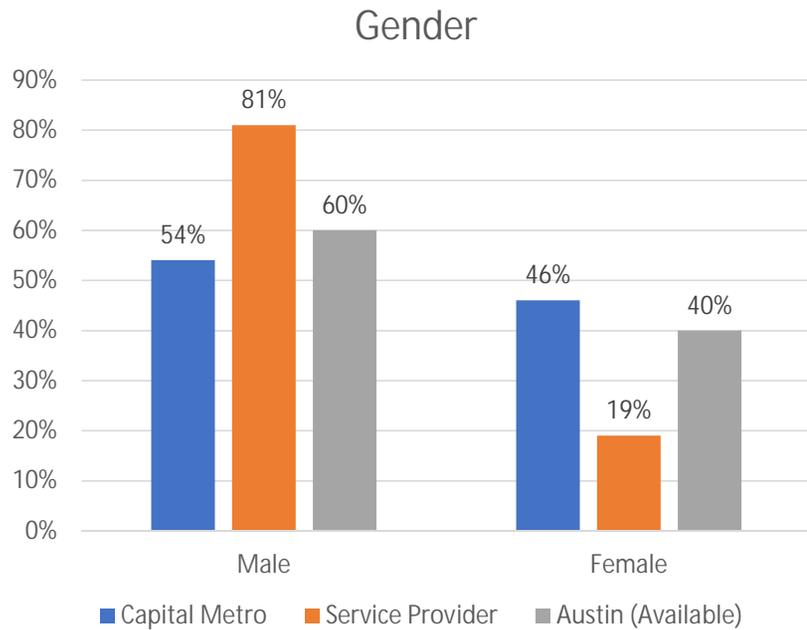
Race



FY 2021  
 # of CMTA Employees-370  
 # of Service Provider Employees-1,619  
 Total Workforce 1,989  
 Austin availability: 2014-2018 ACS EEO Tabulation

# Officials and Administrators

Capital Metro - President, EVP, VP, Directors, Managers and Supervisors  
 Service Providers - VP, Directors, Managers, Supervisors



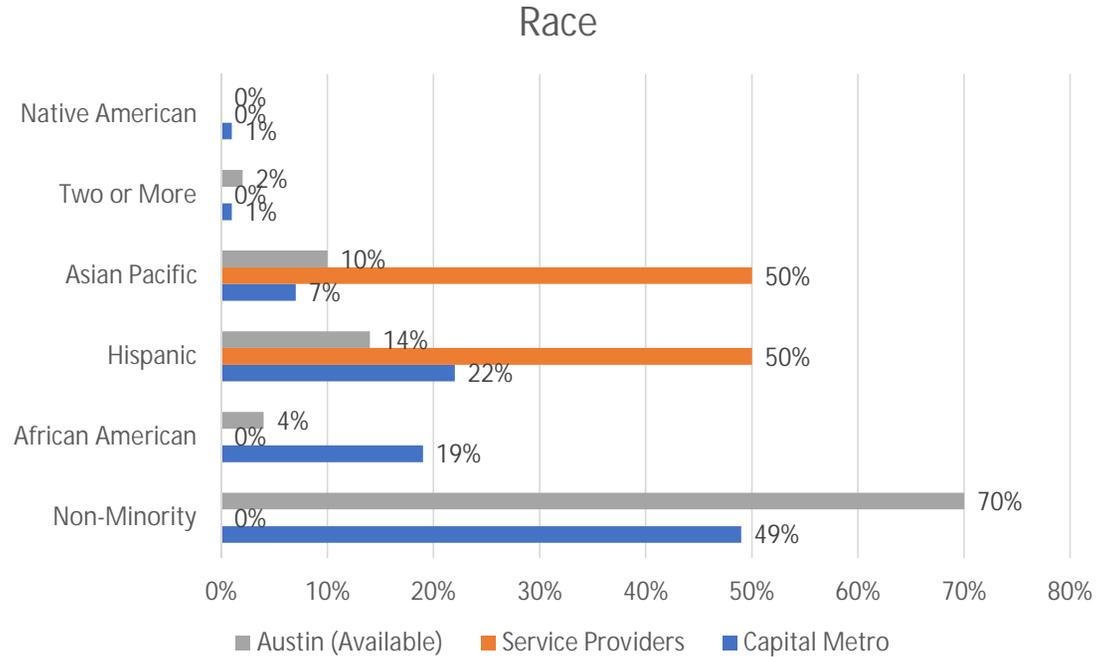
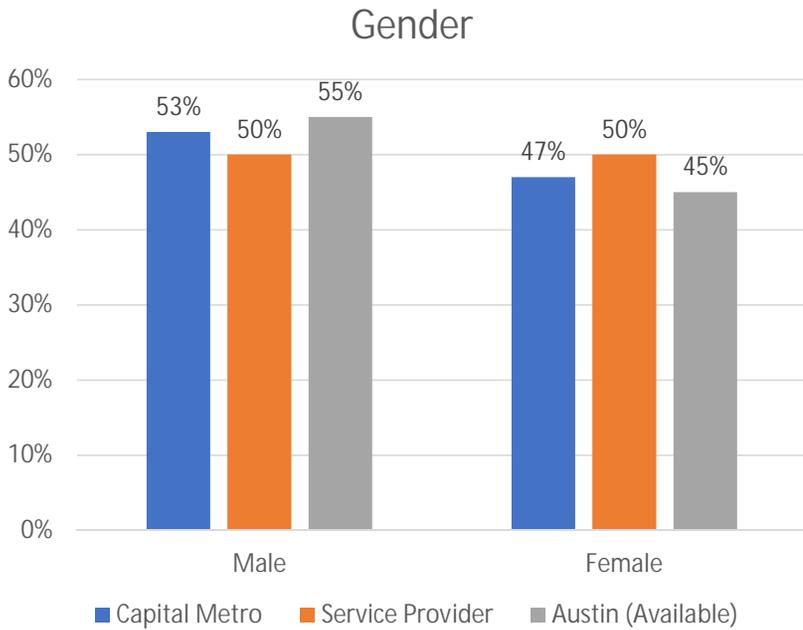
# of CMTA Employees-106  
 # of Service Provider Employees-43  
 Austin availability: American Community Survey (ACS) 2018



# Professionals

Capital Metro: Accountants, Business System Analysts, Communications Specialist, Contracts Administrators, Coordinators, Data Analysts, HR Generalists, Planners, Buyers, Legal Coordinators, QA Specialists, Inventory Specialist, and other similar jobs.

Service Providers- Program Compliance Administrator, Logistics Technology Specialist



# of CMTA Employees-148  
 # of Service Provider Employees-2  
 Austin availability: American Community Survey (ACS) 2018

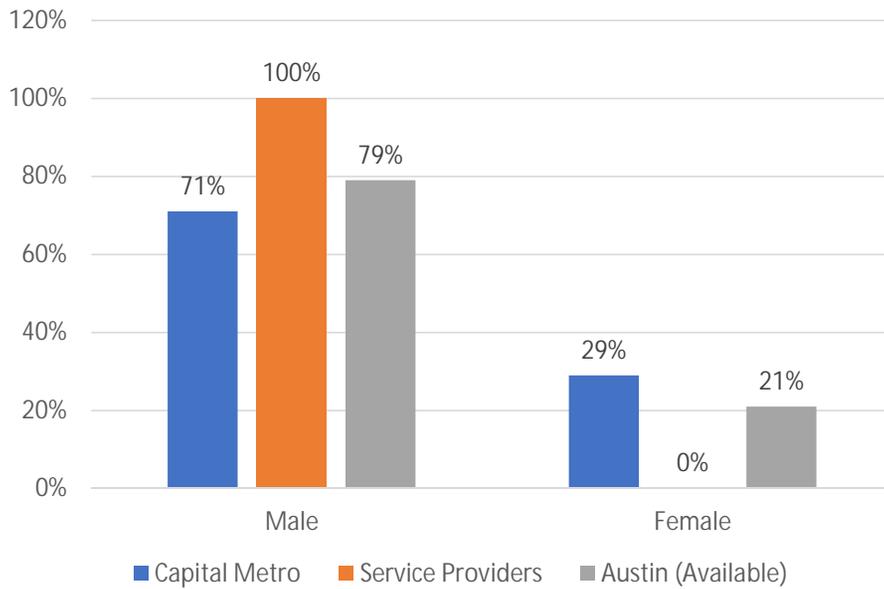


# Technicians

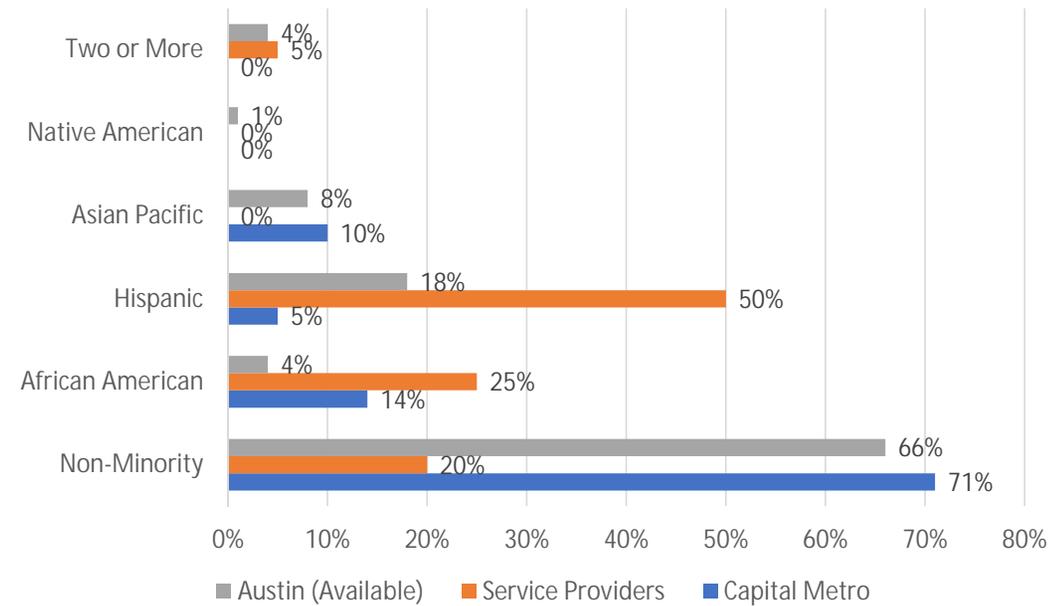
Capital Metro:

Service Providers-Facility Technician, Logistics Technology Technician, Maintenance, Shop Foreman

### Gender



### Race

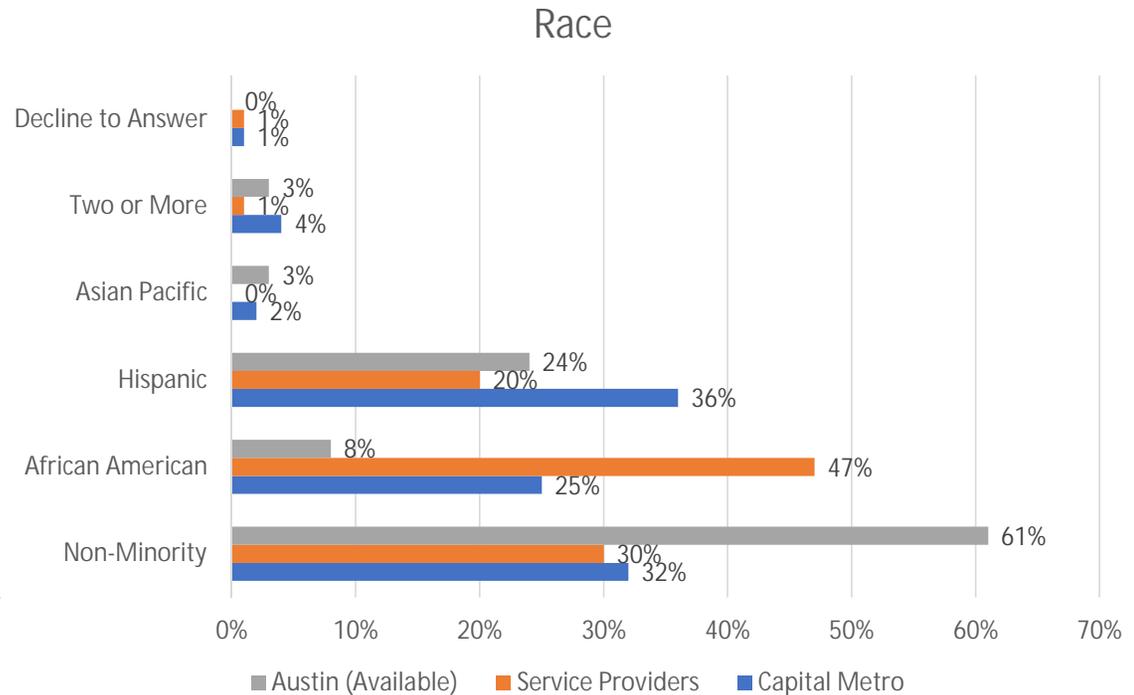
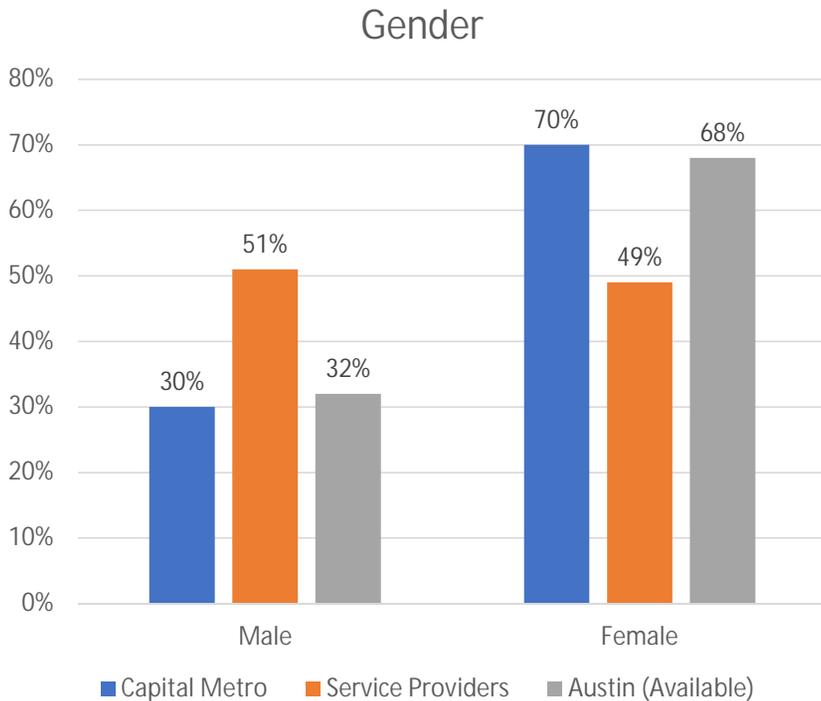


# of CMTA Employees-21  
 # of Service Provider Employees-20  
 Austin availability: American Community Survey (ACS) 2018



# Administrative Support

Capital Metro: Account Payable/Receivable Specialists, Customer Service Reps, Support Specialists, and other similar jobs.  
 Service Providers- Supervisors, Administrative Assistant, Specialists, HR Generalist, Coordinators, Trainers, Clerks, Foreman, Operations Assistant, Dispatcher, Data Analyst, Schedulers



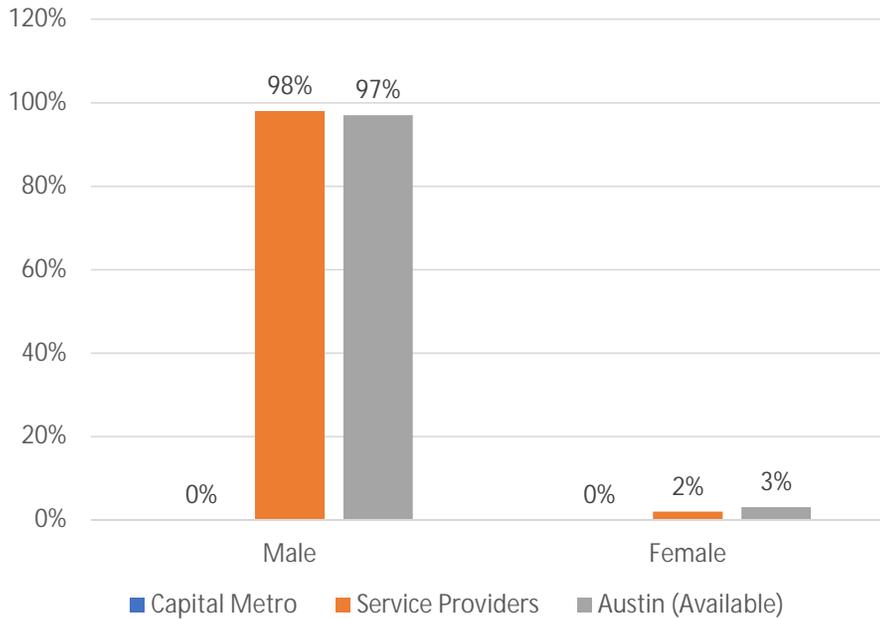
# of CMTA Employees-81  
 # of Service Provider Employees-142  
 Austin availability: American Community Survey (ACS) 2018



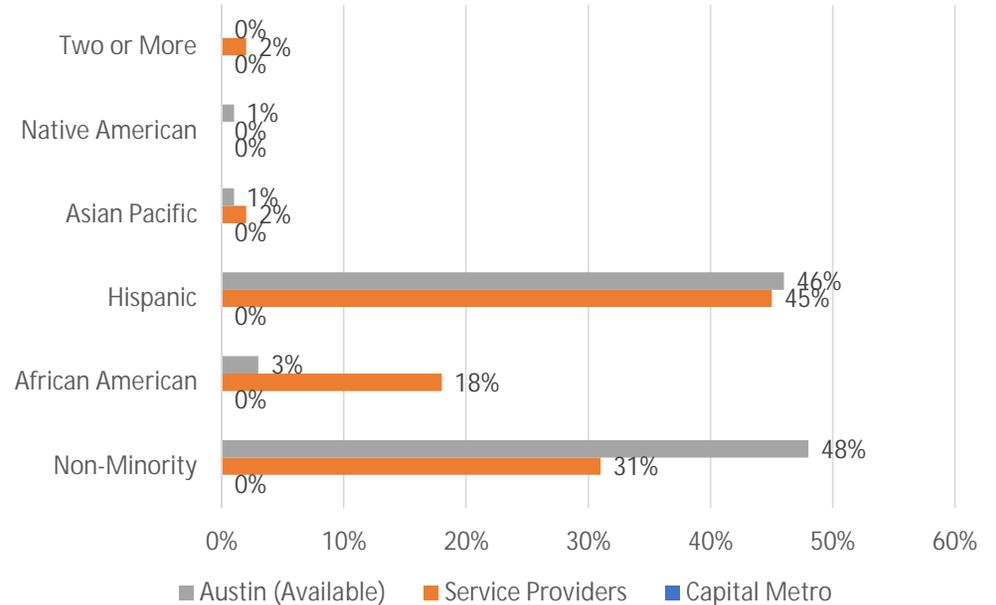
# Skilled Craft Workers

Service Providers-Auto Techs, Body Shop Techs, Mechanics

Gender



Race



# of CMTA Employees-0

# of Service Provider Employees-154

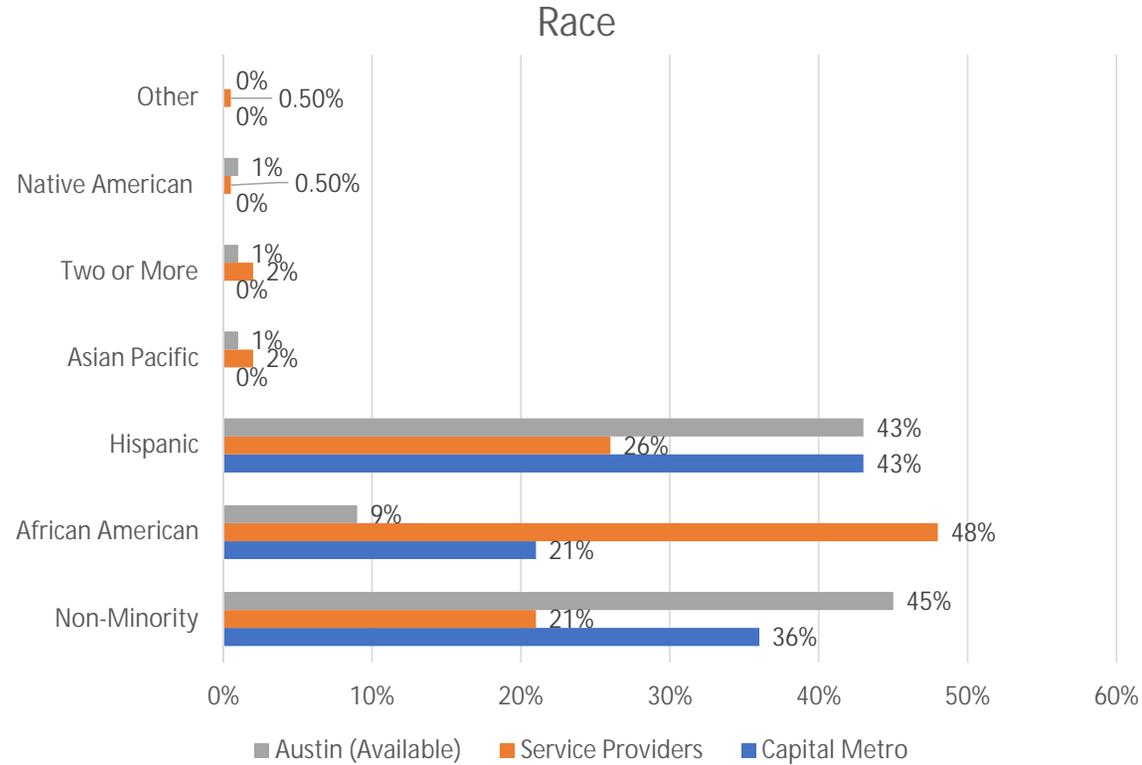
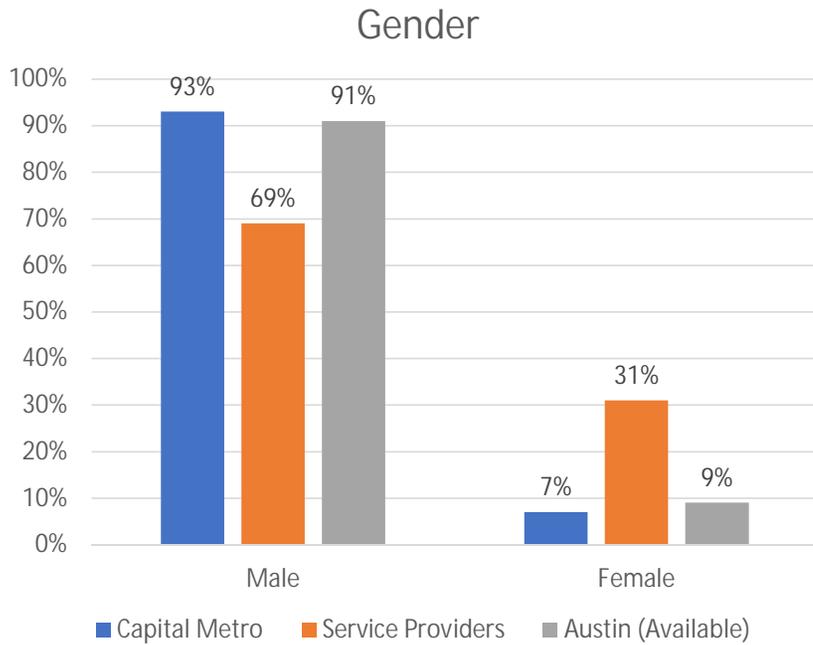
Austin availability: American Community Survey (ACS) 2018



# Service and Maintenance

Capital Metro: Facility Installers, and other similar jobs.

Service Providers- Dispatchers, Engineers, Conductors, Utility Workers, Facilities Techs & Maintenance, Operators

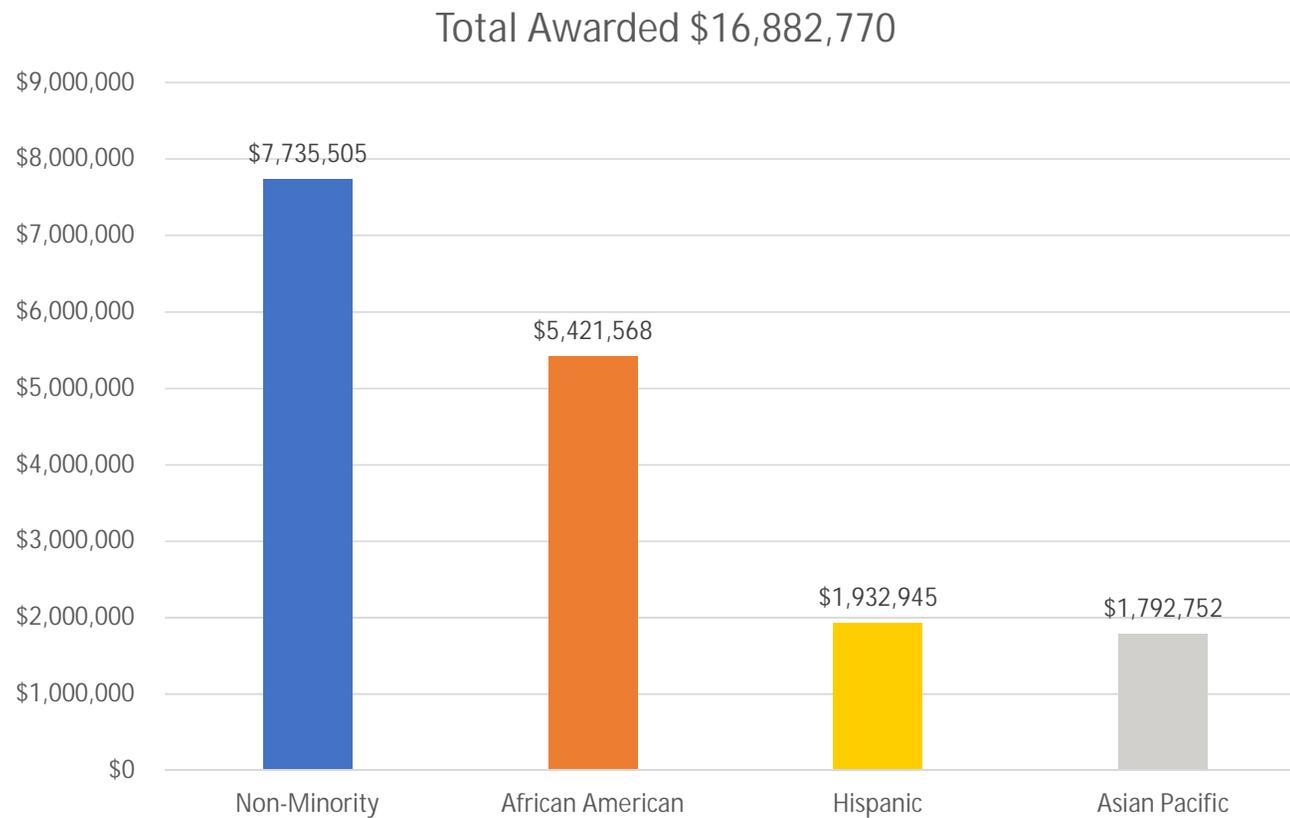


# of CMTA Employees-14  
 # of Service Provider Employees-1,254  
 Austin availability: American Community Survey (ACS) 2018

Calendar Year 2021 Comparison  
 Total- 14: Male-13/93% : Female- 1/7%  
 Non-Minority 5/36% African American 3/21% Hispanic 6/43%

# Contractor/Vendor Diversity: DBE/SBE Contractor Commitments

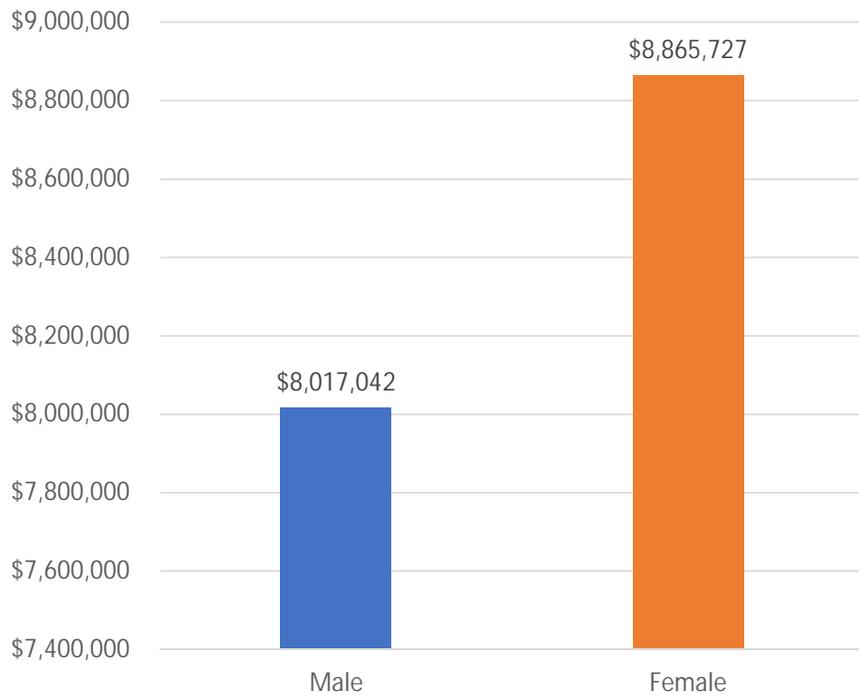
October 1, 2020 – September 30, 2021



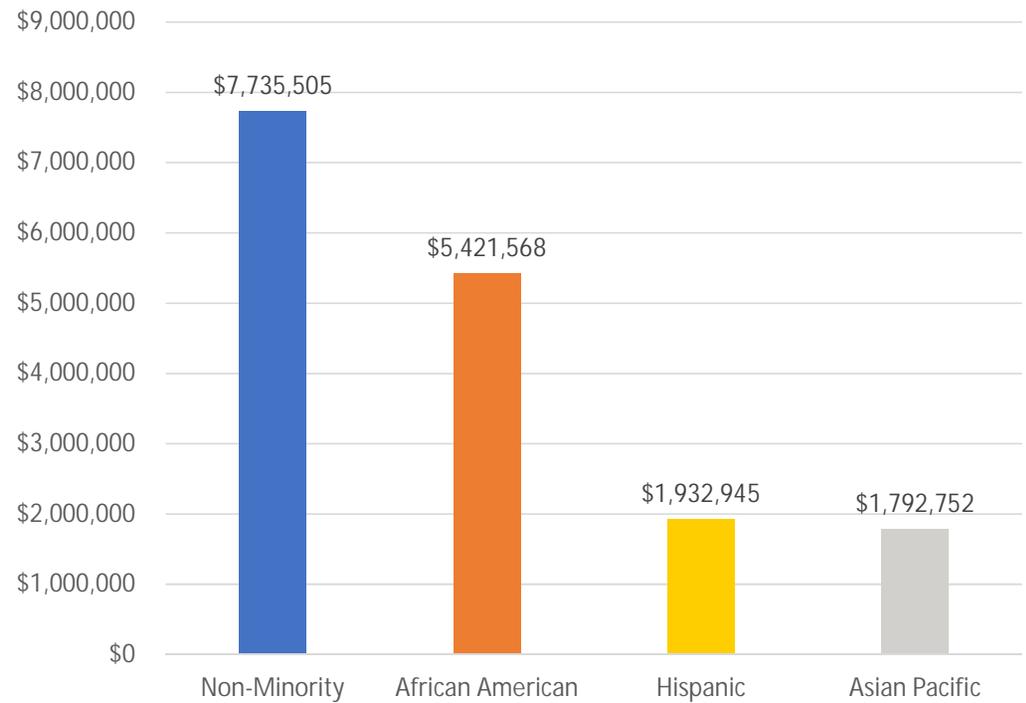
# Contractor/ Vendor Diversity: Payments to DBE/SBE Contractors by Race

October 1, 2020 – September 30, 2021

### Gender



### Race



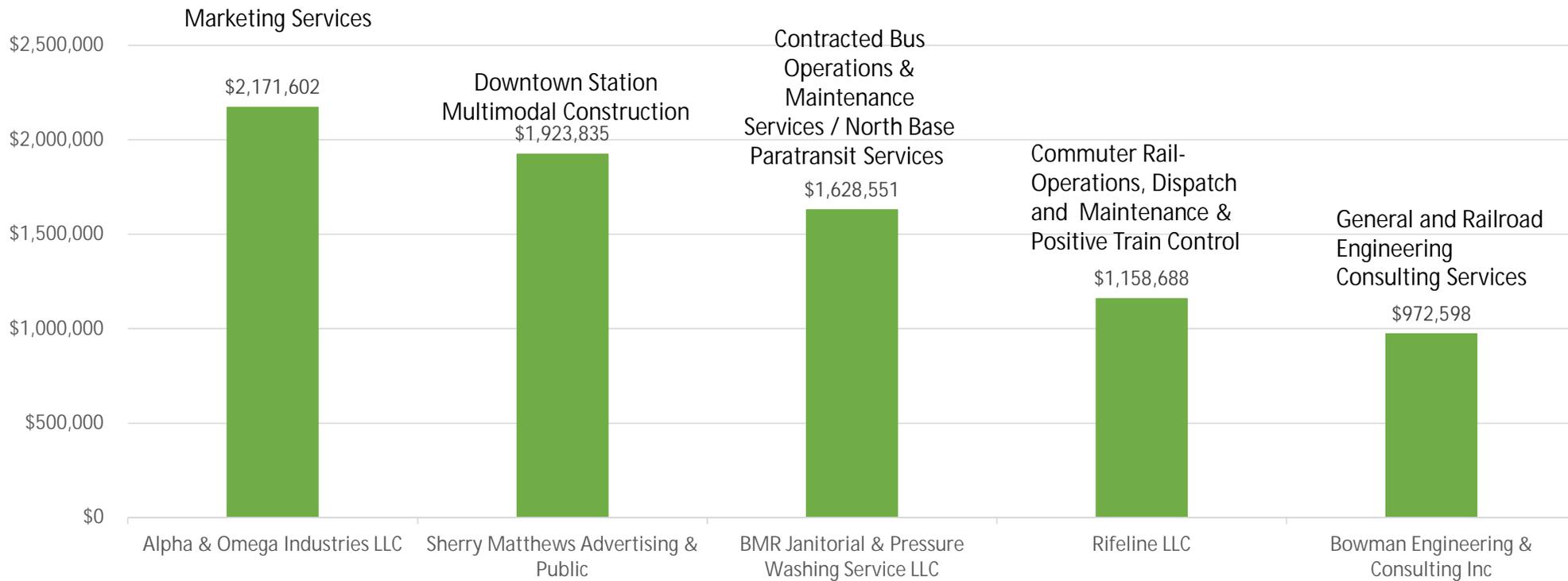
# Diversity of Contractor/Vendors

Payments to DBEs and SBEs

	FY 2018	FY 2019	FY 2020	FY 2021
Ethnicity	Payments	Payments	Payments	Payments
African American	\$3,722,867	\$4,248,337	\$7,786,543	\$5,421,568
Hispanic	\$1,629,945	\$5,140,440	\$4,460,596	\$1,932,945
Asian	\$1,599,841	\$1,887,351	\$2,366,128	\$1,792,752
Native American	\$0	\$163,222	\$0	\$0
Non-Minority	\$4,500,333	\$6,228,534	\$6,156,027	\$7,735,505
<b>Total</b>	<b>\$11,452,986</b>	<b>\$17,667,884</b>	<b>\$20,769,294</b>	<b>\$16,882,770</b>

# Contractor/Vendor Diversity: Highest Paid DBE/SBE Contractors/Vendors

October 1, 2020 – September 30, 2021





**METRO**

**THANK YOU!**



# Capital Metropolitan Transportation Authority

2910 East 5th Street  
Austin, TX 78702

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Board of Directors

**Item #:** AI-2022-343

**Agenda Date:** 2/28/2022

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Sustainability Vision Plan Update Presentation

# Sustainability Vision Plan

CapMetro Board Presentation

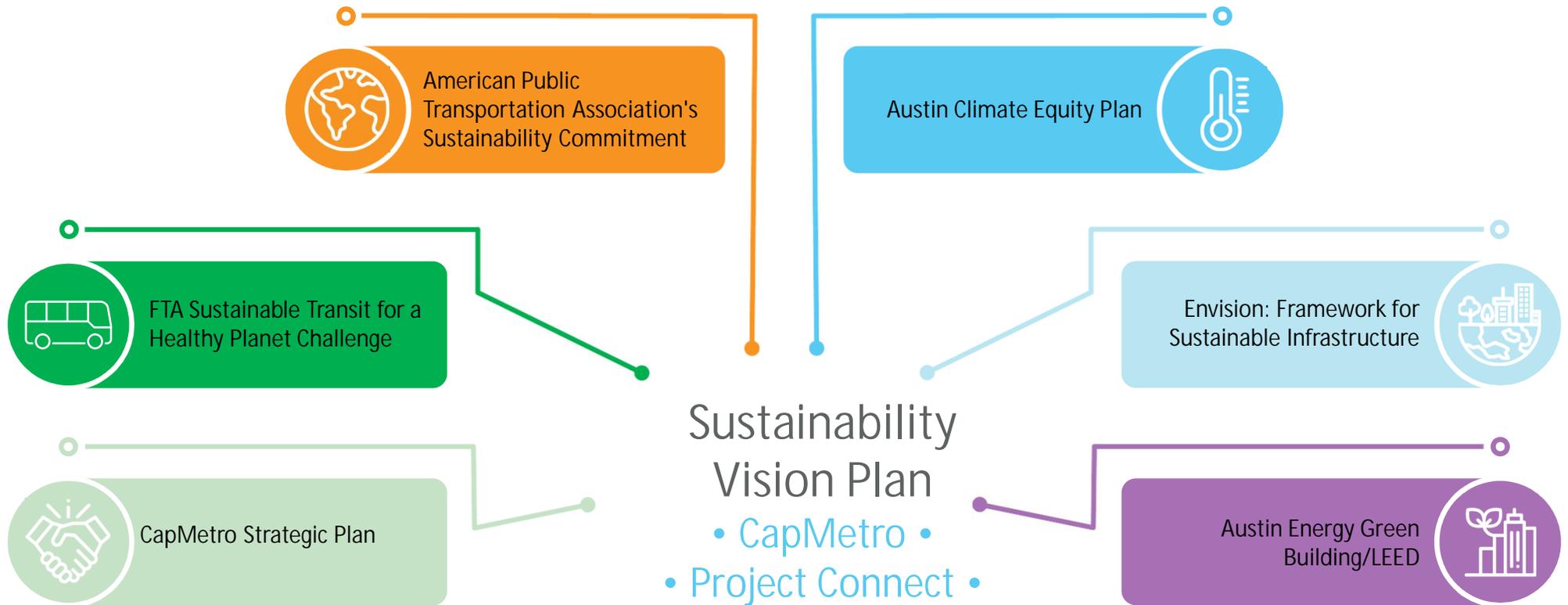
February 28, 2022

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# Sustainability Guiding Framework

## Building on existing programs



# Elements of the Plan

## Sustainability Vision Plan

- Establish vision statement, goals, guiding principles, action areas
- Align with CapMetro Strategic Plan and Project Connect Values; Provide a route map to APTA Sustainability Platinum Level; Align with FTA Sustainable Transit for a Healthy Planet Challenge
- Transparent to the community

## Internal Action Plans

- Set department-level sustainability goals and commitments; Aligned with budget cycle; Integrated with other plans –FMP, Fleet Transition; MetroBike Strategic Expansion
- Identify strategies and track action items
- Monitor and report metrics on GHG/Carbon, Air Emissions, Energy, Water, Waste/Reuse
- Establish departmental leads and responsibilities

## Annual Report

- Report metrics and key activities
- Aligned with Strategic Plan (annual update and report; revisit and innovate 5-year cycle)
- Track APTA Sustainability Commitment
- Available to the community and stakeholders

## Plan Implementation and Support

### Proposed leadership structure



# Regional Sustainability Efforts Guiding the Sustainability Vision Plan

## Climate Equity Plan

- Community-wide net zero carbon by 2040
- Support goal of 40% of total vehicle miles traveled electrified in Austin
- Buildings
  - All new buildings are net-zero carbon
  - 25% emissions reduction from existing buildings
- 30% natural gas emissions reduction, if relevant to Cap Metro facilities
- 40% reduction in embodied carbon footprint of building materials in construction
- Strengthen sustainable purchasing program, encourage employee engagement in sustainability activities
- 50% tree canopy cover achieved citywide by 2050

## Austin Zero Waste Plan

- Zero Waste by 2040 - reduce the amount of trash sent to landfills by 90%

## Water Forward

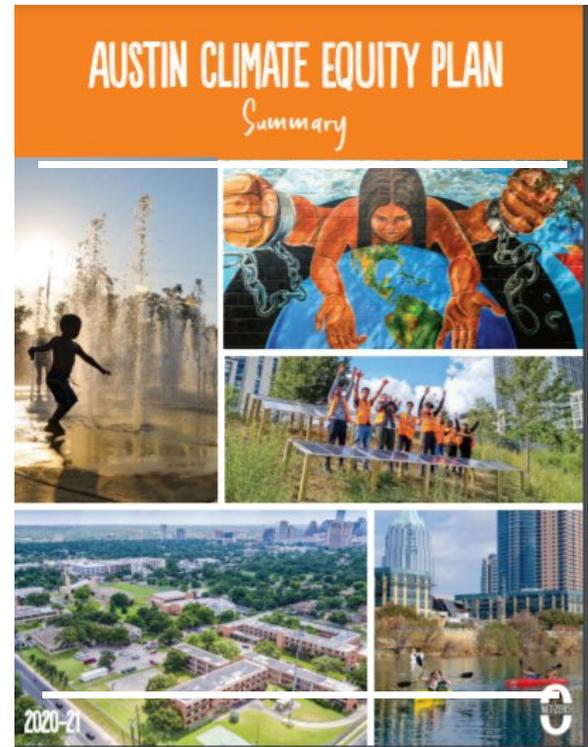
- Continued focus on water conservation and water use efficiency
- Using resources that are technically, socially, economically feasible
- Continue to protect Austin's natural environment

# Summary of Austin Climate Equity Plan

**Austin Climate Equity Goals** Sustainability Vision Plan Goals/Targets (to be considered)

<b>Sustainable Buildings</b>	
Net zero carbon buildings/reduce emission from existing buildings	●
Reduce refrigerant leaks	●
Reduce embodied carbon footprint of building materials	●
Reduce water demand	●
<b>Transportation and Land use</b>	
80% new non-residential in City's activity center	●
Preserve housing units, new housing within 1/2 mile of activity center	●
50% of trips in Austin -public transit, biking, walking, carpooling, work from home	●
<b>Transportation Electrification</b>	
40% of vehicle miles are electrified	●
Equitable distribution of EV charging	●
Region is leader in transportation electrification	●
<b>Food and Product Consumption</b>	
Access to a sustainable food system	●
GHG from government purchasing reduced by 50%	●
Zero waste	●
<b>Natural Systems</b>	
Protect natural lands as carbon pools and for resilience	●
Protect farmland	●
50% tree cover with a focus on equitable tree cover	●
All City owned lands under a management plan to reduce carbon and maximize benefits	●

● equivalent    ● support    ● both



## 2020 APTA Scorecard Summary

APTA **Platinum Level** requires:

- 2 indicator **reductions** at 10%, 2 at 5%, and all others at 2%
- Commitment to 2 at 20%; 2 at 10%; all others at 5%
- 40 action items (activities); 6 stretch goals; commitment to 3 additional

Indicator	2%	5%	10%
Energy Usage: Electricity			- 34 %
Water Usage			- 14 %
Waste			
Recycling Level			
Energy Use: Fuel			
Criteria air pollutant emissions			- 63 %
Greenhouse gas emissions			- 32 %
Greenhouse gas (GHG) savings			

Note: Sustainability indicator % changes are normalized by annual revenue vehicle miles traveled, except for recycling level

Capital Metro is currently at the  
**Gold Level**

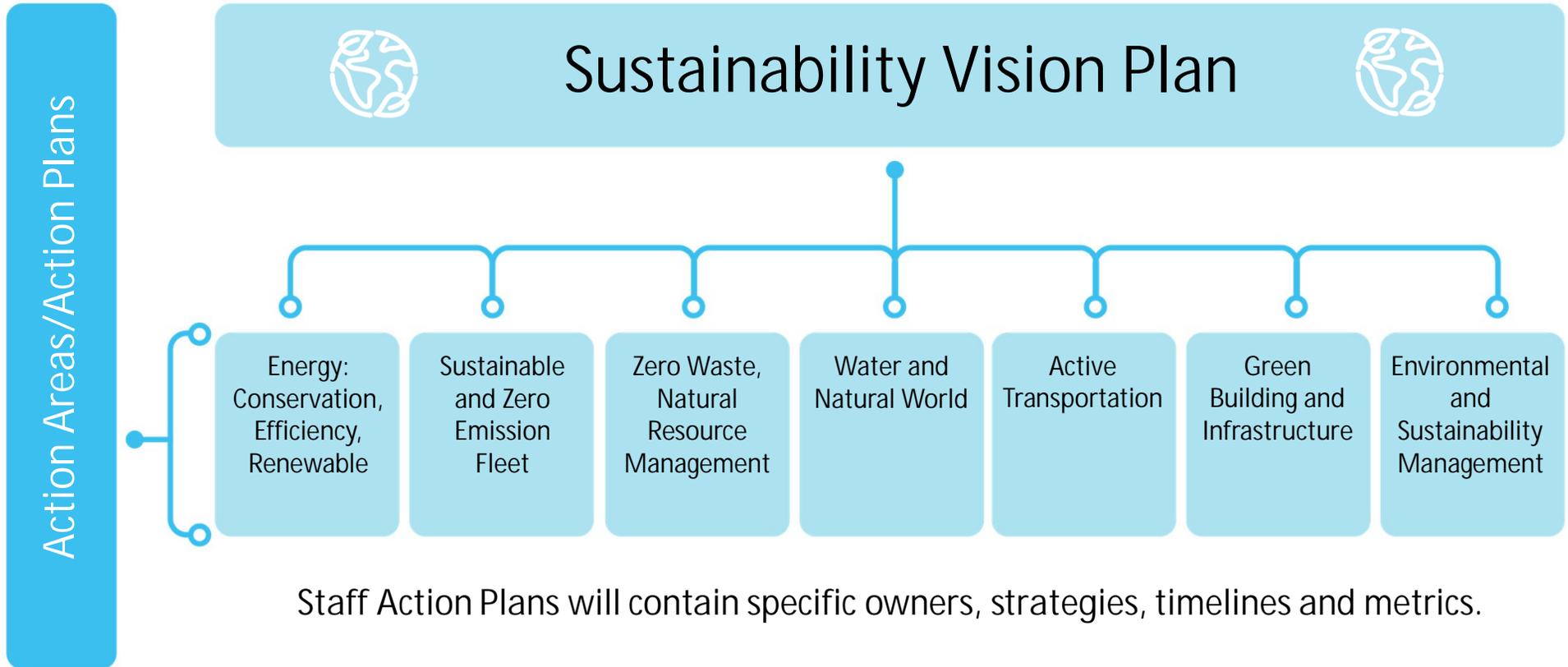


# Sustainability Vision Plan Framework

Consistent with CapMetro Strategic Plan

- Vision Statement
- Guiding Principles
  - Equity
  - Climate Resiliency
  - Sustainability Valuation
- Overarching Goals
- Action Areas
- Action Plan Structure
  - Targets
  - Strategies
  - Tasks

## Sustainability Vision Plan Structure



## Proposed Vision Statement

To build and operate **sustainable transit infrastructure** that keeps communities connected, protects and restores our natural systems and environment, and helps grow a vibrant local economy.

## CapMetro's Sustainability Vision Plan Goals



### GHG/Carbon Neutral Goal:

Carbon Neutral by 2040, consistent with Austin Climate Equity Plan.



### Zero Waste Goal:

90% reduction of waste to landfills by 2040, consistent with Austin Zero Waste Plan.



### Water and Nature Goal:

Sustainably manage water resources and enhance nature and natural systems through conservation and green infrastructure.



### Sustainable Buildings and Infrastructure Goal:

Use sustainable design guidelines and rating systems (Envision, Austin Energy Green Building, LEED) to guide all capital projects.



### Equity, Customer Experience, Sustainable Transit:

Transit as the equitable and sustainable solution to a livable community.

### Overarching guiding principles of...

- **Equity:** All communities will share in the sustainability benefits.
- **Climate resiliency:** Consideration will be given to design that can help mitigate the impacts of climate change.
- **Lifecycle, S-ROI, sustainability valuation:** Projects will be evaluated based on the overall costs and benefits (including environmental) over the lifetime of each project.

will be reflected in Sustainability Vision Plan vision statement.

## Proposed Sustainability Project Fund

Subject to approval

Description	<p>A supplemental fund for capital and operational projects that support:</p> <ul style="list-style-type: none"> <li>• the goals of the Sustainability Vision Plan;</li> <li>• achieving/maintaining APTA Sustainability Commitment ( Platinum Level);</li> <li>• the goals of the Austin’s Climate Equity Plan/Zero Waste Plan/ Water Forward Plan</li> </ul>	
Project Categories	<ul style="list-style-type: none"> <li>• Energy and Climate</li> <li>• Sustainable and Zero Emission Fleet</li> <li>• Zero Waste</li> <li>• Water and Natural World</li> <li>• Active Transportation</li> <li>• Green Building and Infrastructure</li> <li>• Environmental and Sustainability Management</li> </ul>	
Examples of Projects	<ul style="list-style-type: none"> <li>• Zero emission vehicles or charging infrastructure</li> <li>• Green building/Infrastructure design</li> <li>• MetroBike equipment</li> <li>• Urban forestry, sustainable landscaping, or habitat projects</li> <li>• Public facility recycling</li> </ul>	<ul style="list-style-type: none"> <li>• Renewable energy projects or pilots</li> <li>• Pollution prevention projects</li> <li>• Third-party support for sustainability rating ( AEGB, Envision, SITES)</li> <li>• Energy conservation upgrades/retro-fits</li> <li>• IT equipment and software for energy conservation</li> </ul>
Process	<p>Sustainability Leadership Committee will identify and select projects consistent with procurement guidelines; and based on sustainability impact and sustainability return on investment.</p>	



## Sustainability Action Area Summary

### Energy: Conservation, Efficiency, Renewable Energy

#### Path forward

Reduce the energy used in our current facilities and operations through a comprehensive energy management program, conservation and energy upgrades. Apply Zero Energy design guidelines to all new facilities. Renewable energy is the first choice.

#### Where are we now (current strategies)?

- 100% Austin Energy Green Choice
- Over 200 solar bus stop lighting systems, information displays
- Energy upgrades such as LED lighting at park and rides
- 34% reduction in energy, since 2014 (normalized to revenue miles traveled)
- 32% reduction in carbon emissions/GHG since 2016

#### Where do we want to be (targets)?

- 100% renewable energy for all sources
- Net zero carbon/energy design for all new buildings and facilities



GreenChoice



ENERGY STAR®

PortfolioManager®





## Sustainability Action Area Summary

### *Sustainable/Zero Emission Fleet*

#### Path forward

Convert all revenue and non-revenue fleets to zero emission, as technology is available to meet the needs of our customers. Guide our strategy with a comprehensive zero-emission vehicle transition plan.

#### Where are we now (current strategies)?

- North Ops Electric Bust Depot, electric-ready for 200 buses
- Procurement of 197 new electric buses over the next 5 years
- 8 electric Nissan Leaf, staff fleet vehicles and charging infrastructure
- Powered by Green Choice renewable energy
- 63% reduction in Criteria Air Pollutants (NOx) since 2016

#### Where do we want to be (targets)?

- 100% zero emission revenue and non-revenue fleets
- 100% zero emission light rail
- Public charging infrastructure at public facilities for customers and the community



# Online Action Plan and Tracking Tool

- Written plan (Overview, Goals, Targets, Strategies, Milestones, Project Manager, etc.)
- Intended to track progress in achieving targets
- Accountable department included
- Each Action Plan will have a separate sheet in the Excel-based tool
- Illustration only, actual tool is in development

### Zero Waste/Natural Resource Management

**GOALS**

- > Reduce amount of waste generated through operations and construction
- > Increase waste diversion to achieve zero waste to landfill goal
- > Implement sustainable procurement practices
- > Monitor and track performance for continuous improvement

**TARGETS**

1. 70% reduction in landfill construction waste by 2025 from 2019 baseline.
2. 50% reduction in landfill operation waste by 2025 from 2019 baseline.
3. Achieve zero waste to landfill.

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**Background**  
 The City of Austin, TX has studied the issue of waste disposal and diversion and developed a Zero Waste Strategic Plan which outlines goals to divert 90% of waste from landfills and incinerators by 2040. With the city's continued growth and related expansion of transportation and other services, developing an interim zero waste infrastructure is a pro-active measure to identify best strategies for increasing waste diversion and preserving landfill space. Businesses are leading the way, diverting 90% of their waste from landfills and simultaneously saving money, reducing liability, increasing efficiency and addressing climate change. Understanding that these materials are a resource for other manufacturing businesses leads to collaboration, partnerships and identification of appropriate measures for future needs.

**Overview**  
 Cap Metro understands the importance of addressing climate change through all elements of operations and continues to update sustainability efforts included in daily processes. Cap Metro coordinates and collaborates with Austin Energy Green Building requirements, which include criteria for waste diversion. Providing means for riders of public transportation systems to divert waste and guidance for waste diversion at Cap Metro facilities, related to operations, renovations and new construction are identified sustainability goals.

**Definitions**  
 Waste Diversion – percentage of waste diverted from the landfill through source reduction, reuse, recycling, composting

Zero waste – Average diversion rate of 90% or higher for overall diversions from landfill, incineration and the environment for solid, non-hazardous wastes for the most recent 12 months. Diverted materials are reduced, reused, recycled, composted and/or recovered for productive use in nature or the economy.

Circular economy - a model of production and consumption, which involves sharing, leasing, reusing, repairing, refurbishing and recycling existing materials and products as long as possible

Number	Action Area	Target	Strategy	Base Year	Interim Year	Target Year	Value Base	Value Interim	Value Target	Units	Source	Tasks	Accountable Dept.	Status
1	Zero Waste/Natural Resource Management	70% reduction in landfill construction waste by 2025	Develop procurement policy requiring that support contractors must recycle all construction waste	2019		2025				tons				
2	Zero Waste/Natural Resource Management	50% reduction in landfill operation waste by 2025	Establish a public facility recycling program	2019		2025				tons				

## Next Steps

- Revise with staff, stakeholder, and Board input for **vision, goals, and guiding principles**
  - Customer Advisory Committees: ATP PSEC, ATP EAC, CapMetro CSAC
  - Internal (CapMetro/ATP) *Sustainability Leadership Committee*
  - External (CoA, Travis County, CAPCOG) *Sustainability Advisory Group*
- Finalize Vision Plan
- Board ***Sustainability Vision Policy Statement*** adoption by April 15
- Submit to FTA's Sustainable Transit for a Healthy Planet
- Finalize sustainability action plans



**METRO**

**THANK YOU!**



# Capital Metropolitan Transportation Authority

2910 East 5th Street  
Austin, TX 78702

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Board of Directors

**Item #:** AI-2022-339

**Agenda Date:** 1/24/2022

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President & CEO Monthly Update