

CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY BOARD OF DIRECTORS MEETING

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~ Minutes ~

Board Liaison Ed Easton
512-369-6040

Monday, July 20, 2020
12:00 PM

12:03 PM Meeting Called to Order
3:12 PM Meeting Adjourned

I. Recognition

Chair Cooper first led a moment of recognition for two Capital Metro colleagues who recently lost their lives to COVID-19.

Chair Cooper then acknowledged that earlier in July, Capital Metro celebrated the 35th anniversary of its founding. He then led the board through a presentation with photos of each of the employees who were around at that time and are still with the agency today, and ended it by leading a round of applause in recognition of that achievement.

II. Public Comment:

There were no public comments this month.

III. Advisory Committee Updates:

1. Customer Service Advisory Committee (CSAC)

Yannis Banks, Community Involvement Specialist, presented the report.

This month the CSAC heard updates on progress on the Red Line improvements; an update on the Good Hands program, and a Project Connect update.

2. Access Advisory Committee

Yannis Banks, Community Involvement Specialist, presented the report.

This month the committee heard about the agency's plans for the 30th anniversary of the Americans with Disabilities Act; an presentation on options for a new wheelchair securement system on our vehicles; and a Project Connect update.

IV. Board Committee Updates:

1. Operations, Planning and Safety Committee

Chair Travillion gave the update.

This month the OPS Committee met on the July 15th, and placed 2 items on the consent agenda for today. They also heard updates on the Proposed FY 2021 budget and had a presentation on security and emergency management.

V. Consent Items

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jeffrey Travillion, Board Member
SECONDER:	Eric Stratton, Board Secretary
AYES:	Mitchell, Cooper, Garza, Kitchen, Renteria, Travillion, Stratton, Hill

1. Approval of minutes from the June 10th, 2020 and June 22, 2020 board meetings.
2. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a one-year contract extension with MTM Inc. in an amount not to exceed \$339,971 for continued administration of functional assessments for the MetroAccess Eligibility Department.
3. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with Luminator Technology Group to purchase vehicle video systems for 272 revenue vehicles over an 18-month term, in an amount not to exceed \$2,968,870.

VI. Action Items:

1. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with Weaver and Tidwell LLP for Quadrennial Performance Audit services for a period of one hundred and eighty calendar days in an amount not to exceed \$180,610.

Vice President of Internal Audit Terry Follmer presented this item.

Texas Transportation Code requires the agency to undergo a quadrennial review every four years, and an independent, third-part consulting firm is required to perform this review. We expect the firm to complete this review towards the end of 2020 or beginning of 2021, and we expect to be ready to present it to the board in February, 2021.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Terry Mitchell, Board Member
SECONDER:	Sabino Renteria, Board Member
AYES:	Mitchell, Cooper, Garza, Kitchen, Renteria, Travillion, Stratton, Hill

2. Approval of a resolution authorizing the President & CEO, or his designee, to extend an Interlocal Agreement (ILA) with Austin Community College for student and employee transit passes that establishes a pay-per-ride arrangement for paratransit, rail and fixed-route bus services for the months of June 2020 through December 2020 and that establishes, for the months of January 2021 through August 2021, a flat-fee for paratransit, rail and fixed-route bus services of \$36,215 per month.

CFO Reinet Marneweck presented this item.

This agreement has a success to date, and in the year that ended FY 2019 , ACC ridership was up by 20%. This extension includes accommodations due to the COVID-19 pandemic, which would waive invoicing for rides taken during the period of free fares in April and May, and establish a pay-per-ride arrangement from the period June to December, 2020 due to lower ridership. The terms of the agreement would go back to the previous terms beginning in January, 2021.

Chair Cooper gave kudos the team for continuing this valuable relationship with ACC.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Ann Kitchen, Board Member
SECONDER:	Jeffrey Travillion, Board Member
AYES:	Mitchell, Cooper, Garza, Kitchen, Renteria, Travillion, Stratton, Hill

3. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with KPMG, LLP for Enterprise Resource Planning (ERP) Consulting services for a base period of one year and one twenty-four-month option period in an amount not to exceed \$2,381,291.

CFO Reinet Marneweck presented this item.

Capital Metro currently uses Microsoft Dynamics AX 2012 as our ERP system, but this is no longer being actively updated by the vendor. Staff does not have the expertise to guide the process of selecting a replacement for this mission-critical system. This consultant would help guide the agency through the selection and implementation process.

Board Member Renteria asked about the lifespan of software systems such as these. Reinet replied that it can be nearly indefinite if you choose the right system and perform the relevant updates along the way.

Board Member Stratton asked about the overall costs of ERP systems and budget timing. Reinet replied that for an agency of our size the costs could range anywhere from \$2 to \$6 million. We hope that this consultant will help us identify the best fit for our agency.

Board Member Travillion asked about the options of migrating our current system to one of the more current cloud-based systems. Reinet pointed out that we have been told that migrating to the Microsoft cloud-based system would likely cost as much as the purchase of a new system. There are also deficiencies in the current system that we hope a new system will address.

Board Member Travillion asked if the board could be kept updated on the direction that the project is headed. Reinet agreed that she would update the board after the alternative analysis is performed.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jeffrey Travillion, Board Member
SECONDER:	Sabino Renteria, Board Member
AYES:	Mitchell, Cooper, Garza, Kitchen, Renteria, Travillion, Stratton, Hill

4. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with Bytemark, Inc. to upgrade Capital Metro's existing fare systems, with a 21% contingency, in an amount not to exceed \$6,021,346.

CFO Reinet Marneweck presented this item.

Reinet gave a presentation outlining the agency's vision for a future customer payment system and the public engagement that has taken place to date on this topic. She also walked through the analysis of alternatives that was performed and how this upgrade would work within our existing systems. Over time the agency will be moving from a ticket validation system to an account-based system, with accounts stored on a variety of devices or media. She walked through the phases that would lead to a eventual account-based system.

Board Member Stratton asked for clarification on the approach behind not using an integrated system for this transition. Reinet explained that we are proceeding in a way that will lower our costs and allow for excellent flexibility and scalability in the future.

Vice Chair Garza asked whether these systems would ever replace the ability to use cash for payment in future. Reinet replied that no, there would likely always be an option to pay with cash. Ideally we would like to minimize the use of cash, but it would not be eliminated. Board Member Travillion agreed on the importance of not cutting out parts of our community who might not be technologically savvy or who are un-banked.

President Clarke extended his thanks to staff members who have helped bring this upgrade forward over the last two years.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Eric Stratton, Board Secretary
SECONDER:	Sabino Renteria, Board Member
AYES:	Mitchell, Cooper, Garza, Kitchen, Renteria, Travillion, Stratton, Hill

5. Approval of a resolution authorizing the President & CEO, or his designee, to negotiate and execute a Development Agreement with Broadmoor Austin Associates, a Texas general partnership (Developer) for the Transit Facilities and Related Improvements at the Broadmoor Development property in an amount not to exceed \$_____.

This item was pulled and will brought forward at the August board meeting.

RESULT:	TABLED
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6. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute an Interlocal Agreement between Capital Metro and the City of Austin to co-invest in and co-manage the Austin Bikeshare program for a four (4) year term with three (3) one-year options in an amount not to exceed \$2,250,000.

Vice President of Demand Response and Innovative Mobility Chad Ballentine presented this item.

Chad gave a brief presentation outlining the terms of the arrangement with the City of Austin to manage the program. The system would be overseen by a 5-member Oversight Committee. Rebranding is expected to occur prior to a relaunch later this year. There is also a planned expansion of the service area.

Board Member Kitchen commented that she hopes the expansion areas will include new areas of the city that have not been previously covered. Chad replied that there has been coordination to include transit corridors and underserved populations. Board Member Kitchen said that she would like further updates as these new areas are considered. She hopes that some aspect of the current B-Cycle branding can be retained.

Board Member Renteria commented how pleased he is with this partnership. He is an e-biker himself, and believes this program will be a success. Board Member Stratton echoed his comments, and said he would welcome the time when expansion might include areas near his home in Northwest Austin.

RESULT:	ADOPTED [7 TO 1]
MOVER:	Ann Kitchen, Board Member
SECONDER:	Terry Mitchell, Board Member
AYES:	Mitchell, Cooper, Garza, Kitchen, Renteria, Travillion, Stratton
NAYS:	Hill

7. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with Center for Transportation and the Environment (CTE) for technical assistance in support of electric bus implementation at Capital Metro and the FTA No and Low Emission Bus Grant awarded to Capital Metro in 2019 for a term ending September 30, 2021 with two (1) one-year options in an amount not to exceed \$169,691.

Capital Metro's Sustainability Officer Rob Borowski presented this item.

Portions of the grants that Capital Metro received for electric buses from the Federal Transit Administration (FTA) are reserved for technical assistance. Capital Metro was able to name both a vehicle provider (New Flyer) and a technical assistance provider in these grants. The technical assistance partner is the Center for Transportation and the Environment (CTE). CTE will perform three main tasks under this contract -- look at charging infrastructure alternatives; assess and plan for electric vehicle fleet deployment and expansion; and the creation of metrics and evaluation tools for the deployment.

Board Member Stratton asked if technical assistance was a prerequisite to receive these grants. Rob replied that it was recommended step in the process, but not a prerequisite. Board Member Stratton asked what the ramifications would be if the board did not approve this contract, if the grant award would be withdrawn. Rob responded that if the contract was not approved, the agency would not be able to go forward with the grant, or we would have to re-negotiate with the FTA.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Terry Mitchell, Board Member
SECONDER:	Delia Garza, Vice Chair
AYES:	Mitchell, Cooper, Garza, Kitchen, Renteria, Travillion, Stratton, Hill

VII. Presentations:

1. FY 2021 Budget Update

CFO Reinet Marneweck presented this item.

Reinet presented an overview of the FY 2021 budget, including the budget development calendar and comparison with the current year. She also explained the effects of the expected move of Project Connect's expenses to the Austin Transit Partnership. She also presented the updated 5-Year Capital Plan, summarized the electric bus, fare collection, and downtown station initiatives, and reviewed reserve balances. She also discussed the impact of the COVID-19 pandemic on Capital Metro's finances.

2. Pandemic Recovery and Improvement Plan Update

Executive Vice President of Planning and Development Sharmila Mukherjee gave the presentation.

Sharmila summarized the agency's response to the pandemic, including the service adjustments that will serve as this year's August Service change. She reviewed efforts to protect customers, operators and staff as well as current ridership trends. The agency is using daily boarding data and prior-year trends to make decisions about restoration of service levels for the fall. She walked through some of the possible restoration scenarios but emphasized the need to remain agile as we move toward

making the final changes. The agency has recently launched a special area of the website with a dashboard and other information on the changes due to COVID.

In response to a question from Chair Cooper, Sharmila discussed the current Federal Transit Administration guidance on service changes. Due to the pandemic, FTA is currently not requiring board approvals and public hearings for service adjustments.

3. Diversity, Inclusion and Equity Program Plan Update

Executive Vice President of Administration and Diversity and Inclusion Officer Donna Simmons gave the presentation.

Donna relayed a short story about her own experiences with segregation growing up in Virginia in the mid-1970s as her introduction into this important topic. She reviewed the Capital Metro guiding principles and emphasized that diversity and inclusion is a big part of them. She outlined an initiative to create a diversity, equity and inclusion council for the agency, which would also include members of the community. She also gave statistics on the diversity of r Capital Metro and its contractors, and reviewed recent metrics for the agency in working with DBE/SBE contractors and subcontractors.

Board Member Travillion thanked Donna and emphasized the importance of these efforts in ensuring that Capital Metro remains a leader in this space. Board Member Stratton followed with a question about coordination with the City of Austin on these efforts. He also emphasized the importance of including physical disability as an equity issue.

VIII. Reports:

1. President's Report

President Clarke presented his monthly report. He thanked the staff for their recent efforts on the initiatives presented today and gave kudos for all the hard work recently. He highlighted next week's joint board/City Council meeting and outlined the next steps on Project Connect. Finally he recognized Government Relations intern Jordan McGee on being awarded an academic scholarship from the American Public Transportation Association to continue her studies at UT.

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

Section 551.071 for consultation with an attorney for legal advice related to local government corporations

Into executive session: 1:31 p.m.
Out: 2:12 p.m.

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 if you need more information.

BOARD OF DIRECTORS: Wade Cooper, Chair; Delia Garza, Vice Chair; Eric Stratton, Secretary; Terry Mitchell; Troy Hill; Ann Kitchen, Jeffrey Travillion 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.