

CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY

BOARD OF DIRECTORS MEETING

Videoconference Meeting
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~ Minutes ~

Board Liaison Ed Easton
512-369-6040

Monday, June 22, 2020
12:00 PM

12:04 PM Meeting Called to Order
1:47 PM Meeting Adjourned

I. Public Comment:

Zenobia Joseph, citizen, pointed out a problem with the meeting minutes documenting her comments from the May board meeting and asked that they be corrected. She also asked if it might be possible to include FM 969 in the multi-use agreement with TxDOT that the board approved last month, and pointed out that the free COVID workforce passes require a physical address, which inhibits participation from the homeless population.

II. Advisory Committee Updates:

1. Customer Service Advisory Committee (CSAC)

Community Involvement Specialist Yannis Banks summarized the committee's monthly meeting. This month's meeting took place on the same day as the joint board/council meeting (June 10th), so an update on that was provided. The committee also heard updates on the FY 2021 budget; system safety; and bus stop relocations and amenities.

2. Access Advisory Committee

Community Involvement Specialist Yannis Banks summarized the committee's monthly meeting. This month Access passed a resolution in support of the Project Connect Locally Preferred Alternative, and heard updates on the grocery delivery and WiFi programs that the agency is running to assist during the COVID pandemic. They also received briefings on bus stop relocations and amenities; safety and security updates; and the preliminary FY 2021 budget. Yannis also highlighted that the committee has two new board appointees.

III. Board Committee Updates:

1. Finance, Audit and Administration Committee; and

Chair Mitchell provided the report. This month the committee met on June 15th and recommended approval of a Round Rock MOU for 5307 funding that is on today's agenda. They also heard two internal audit reports, including one on documenting service delays.

2. CAMPO update

Board member Mitchell provided the report. This month the CAMPO board met on June 8th, and approved funding changes related to the I-35 improvements. They also approved the 2021-2024 TIP program and a Travis County interlocal agreement.

IV. Consent Items

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

1. Approval of Minutes from the May 22, 2020 Board Meeting

(Minutes will be updated to reflect the mistake pointed out by Ms. Joseph during Public Comment.)

2. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a Memorandum of Understanding with the City of Round Rock authorizing Round Rock to be a Direct Recipient of a portion of Capital Metro's FY2021 and FY2022 Federal Section 5307 Program funds.

V. Action Items:

1. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with Converjint Technologies, LLC. for the design, build and installation of the Video System Integration Software and supporting equipment for an amount not to exceed \$839,317.

Director of Security and Emergency Management Darryl Jamail presented this item.

This software will help integrate video feeds from all of our regional partner agencies, which will enhance safety and monitoring of our stops and vehicles at the Operations Control Center.

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

2. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract modification to the base contract with HDR Engineering, Inc. (Program Manager Owner Representative) in an amount not to exceed \$1,800,000 for the work to be done on Project Connect for the base period that ends January 3, 2021. The revised base contract amount is \$7,600,000 with an existing contingency amount of \$580,000 for a total not to exceed amount of \$8,180,000.

Project Connect Program Officer Dave Couch presented this item.

This amendment will add funds to the existing contract approved in December, 2018 by the board. Unanticipated work on planning, modeling, and public meetings has been performed by the vendor and these funds are necessary to get us to the end of the base contract in January, 2021.

Board Member Kitchen asked Dave if he could provide follow up on the impact of CAMPO deferring Project Connect funding at their last meeting.

Board Member Renteria encouraged Dave to continue to push for additional DBE/SBE participation on this contract. Dave replied that this is largely a timing issue and that of the three DBE/SBE firms involved on this contract, two of them are expected to be utilized with greater frequency in the coming months.

Board Member Stratton asked for a little more detail on what the additional work has been. Dave highlighted the virtual open houses that have been held, and the extensive public input which has led to running modeling on multiple scenarios.

Board Member also explained his previous conflict of interest with this vendor, which caused him to recuse himself from the previous vote on this contract. His previous conflict no longer exists.

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

VI. Presentations:

1. FY2021 Budget Development Update

CFO Reinet Marneweck gave the presentation. (Board Member Travillion joined the meeting during the presentation.)

Reinet walked the board through the budget development calendar, the impacts that the COVID-19 crisis is having on revenue and spending, and the major FY 2021 budget assumptions for both operating and capital funding.

Board Member Stratton asked for further details on what Capital Metro's CARES Act funding is being used for, and whether it can be drawn upon for FY 2021 spending.

Chair Cooper asked Reinet if she anticipates the agency having to dip into reserves before the end of the year, or whether the CARES Act funding will help us get through the current crisis. Reinet replied that currently we are not anticipating have to do so - she believes that Capital Metro's reserves will remain intact.

2. Positive Train Control (PTC) Update

Vice President of Rail Operations Dave Dech gave the presentation.

Dave gave an overview of the purposes and operation of the PTC System and the key activities of Capital Metro's project. He highlighted the recent milestones and the steps still necessary to have the system fully certified. Our PTC Safety Plan has been submitted to the Federal Railroad Administration (FRA) and we have been working with them toward approval. Capital Metro will also need to have a Full Revenue Service Demonstration, and the FRA has approved that for the end of June and July. Dave recognized the hard work of his staff and the agency's partners as they continued to make progress towards close out during the pandemic.

President Clarke commented on how PTC provides an additional layer of safety for an already safe system. He thanked the Capital Metro team, our local partners at MRS and Herzog, and the FRA. He also singled out Dave Dech for his tireless work on the project.

3. COVID-19 Recovery Task Force Update

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

Sharmila discussed the agency's focus on safety, equity, and data as we plan for the recovery process. She also shared some of the specific actions that have been taken recently to enhance safety for customers and employees across our vehicles and facilities. She highlighted the efforts to provide masks for customers and the program to provide free passes to unemployed workers as examples of innovative customer programs that were implemented quickly in response to the crisis.

Board Member Kitchen asked if there was data available on how comfortable the public was feeling about riding transit currently. Sharmila responded that she is serving on an APTA task force to discuss industry response to COVID, and that enhanced cleaning and masks both appear to make customers more confident about riding. President Clarke also added that some survey work has been done nationally, and we will consider doing some locally as well. He acknowledged that there is a perception of there being a safety issue with transit, but that there have not been any reports of transit creating any hotspots of infection.

Sharmila will provide a written report to the board via email, and continue to provide reports on recovery efforts to the board monthly.

VII. Reports:

1. President's Report

In his report President Clarke highlighted that staff will be giving the board an updated Diversity, Equity and Inclusion presentation next month with some expanded insights on both our HR practices and how we interact with the local community. He also previewed that next month the Operations Committee will also get a presentation on Capital Metro security, and the idea of potentially changing the model on how we utilize off-duty APD officers to provide it.

VIII. Items for Future Discussion:

IX. 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.