

CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY BOARD OF DIRECTORS MEETING

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~ Minutes ~

Monday, January 25, 2021
12:30 PM

1:03 PM Meeting Called To Order
3:46 PM Meeting Adjourned

I. Recognition

Chair Cooper began the meeting with a moment of silence for Operator Jose Barragan, a bus operator who passed away from COVID-19 in December.

He then moved on to a recognition for Joel Mason, retiring as a bus operator after 44 years with no preventable accidents on his record.

The final recognition was for retiring Central Texas Regional Mobility Authority (CTRMA) Executive Director Mike Heiligenstein. Chair Cooper thanked him for his many years of service, and Mr. Heiligenstein spoke to say a few words on the importance of the partnership between CTRMA and Capital Metro.

II. Public Comment:

Isiah Smith spoke of problems with field road supervisors who deal with bus operators and customers in a disrespectful manner. He suggests that they may benefit from additional training in courtesy and professionalism. He also suggests that Capital Metro would benefit from having its own police department, and that they may be federal funding available for that type of initiative.

Lisa Soininen, citizen, spoke of difficulties she has had with transportation in the Manor area. She has felt unsafe in and around our bus stops there, and suggests better lighting be installed. She has also found it a challenge to make the connection between the MetroExpress service and Pickup, since the Pickup operating hours end before the last express bus arrives in Manor. She has had to walk a long distance since there was no service available. Board Member Kitchen asked to follow up with staff on the safety issues mentioned, and Board Members Stratton and Travillion asked for further discussion on Pickup service, standards, and amenities as new zones are launched.

Tom Wald, Executive Director of the Redline Parkway Initiative, gave information on his organization and the initiative. A formal agreement between his group and Capital Metro is still under development, but he hopes to have it completed by the end of March. He would like to see Capital Metro more in alignment with national rails with trails best practices. He will put together a list for the board of the most urgent needs and deadlines prior the next Operations Committee meeting. Board Member Stratton expressed his support and says that the board has committed to continuing to move forward on this. President Clarke said that the agency is working with the City on this, and that staff supports the buildout of this trail so long as it does not create issues with safety, maintenance access, or future expansion of service.

III. Advisory Committee Updates:

1. Customer Service Advisory Committee (CSAC)

Community Engagement Team member Yannis Banks gave the monthly report. This month CSAC met on January 13th and received a Project Connect update, an update on the new bus stop ramp/boarding system going in at Dean Keaton and Guadalupe, an update on the new ACC Riverside stop, and a construction update for the Downtown Station.

2. Access Advisory Committee

Community Engagement Team member Yannis Banks gave the monthly report. This month the Access Committee received an update on Project Connect, the ATP Board meeting, and upcoming public meetings for the Blue and Orange Lines. They also heard an update on the new digital display system that will be installed on fixed-route buses, the new ACC Riverside stop, and an update on the new Downtown Station.

IV. Board Committee Updates:

1. CAMPO update

Board Member Mitchell presented the report. CAMPO met this month on January 11th, and actions taken included renewing a contract for legal counsel, updated criteria for selection of programs for Federal Transit Administration Section 5310 funding, and took action on funding transportation alternatives projects including a shared-use path in Manor that was previously de-funded.

Board Member Stratton also spoke to suggest that the board consider a future report in this agenda area that would include an update on the Austin Transit Partnership monthly meetings. Chair Cooper agreed and asked for consensus that it be included on future agendas, which he received.

V. Action Items:

1. Approval of a resolution recognizing Mike Heiligenstein on his retirement from Central Texas Regional Mobility Authority.

Passed by acclamation.

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

2. Approval of Minutes from the December 14, 2020 Capital Metro board meeting and December 18, 2020 joint meeting with Austin City Council.

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

3. Approval of a resolution electing officers of the Capital Metro Board of Directors for 2021.

Chair Cooper brought this item forward. He expressed that he hopes to continue in the role of Chair until the Joint Powers Agreement between Capital Metro, the City of Austin, and the Austin Transit Partnership is executed, but that he recognizes that he serves at the pleasure of his colleagues. He stated that he sees value in having diversity among the board officers, and that if Commissioner Travillion is ready to serve that he would nominate and support him as the Vice Chair.

Board Member Kitchen spoke and thanked Chair Cooper, and expressed that while she is interested in the position of Vice Chair she also sees the value in having diversity amongst the leadership. She suggests postponing this item by a month to give the board more time to consider its options and so that a full complement of board members can participate.

Board Member Renteria weighed in to say that he supports Board Member Kitchen's recommendation.

Motion to postpone was made by Board Member Kitchen. Second by Board Member Renteria.

Board Member Stratton asked counsel if postponing created any issues with office being vacant until elections can be held. Chief Counsel Butcher replied that no, it would not, that there is an allowance for holdovers until new elections can be held.

Board Member Travillion spoke to say that he has been thinking a lot lately about the role of transportation in low-income and minority populations, and that he is pleased with the progress the board has made but cannot say no to the idea of doing more.

Motion to postpone passes 5-2 (Cooper, Stratton were nays).

4. Approval of a resolution confirming the appointments to the Finance, Audit and Administration Committee and Operations, Planning and Safety Committee for 2021.

Chair Cooper asked that this item also be postponed until officer elections can be held.

5. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with Unity Contractor Services, Inc. to provide Landscaping Maintenance Services in an amount not-to-exceed \$705,092 for a base period of two (2) years, with three (3) one-year extension options, for a total amount not to exceed \$1,770,660.

Vice President of Facilities and Construction Ken Cartwright brought this item forward.

This contract includes landscaping services at all of Capital Metro's facilities, including park & rides, transit centers, and rail stations.

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

6. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with Baker Tilly US, LLP for Miscellaneous Accounting and Audit Support Task Order services for a base period of one (1) year and four (4) one-year option periods in an amount not to exceed \$1,000,000.

Capital Metro Controller Susan Renshaw brought this item forward.

This task order contract would assist Capital Metro staff by providing consulting and accounting guidance when needed when our independent auditing firm cannot provide those services in order to maintain their independent status.

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

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

CFO Reinet Marneweck brought this item forward.

Reinet gave a brief presentation giving an outline of the agreement, which would provide administrative and program support for the new Austin Transit Partnership (ATP) entity. This is the first ILA, but others are expected as the relationship between ATP and Capital Metro evolves. This agreement was approved by the ATP Board at their meeting last week. Reinet also reviewed some of the project and financial support arrangements that the board had previously approved.

Board Member Kitchen requested more information and a briefing on the timeline for the allocation of the \$300 million set aside for equity-focused housing. She would also like a timeline and details on the agreement between ATP and the City of Austin for this funding. President Clarke provided a summary of the timing and outline of the agreement and said that further details would be provided.

Board Member Stratton asked how much funding from Capital Metro was going to be contributed to this anti-displacement funding under the integrated financial model. Reinet responded that revenue sources were not specifically designated or delineated under the model, so timings will be continuously updated as projects move forward. President Clarke added that while adjustments will be made over time, any changes to the approved program sequencing plan are required to come back to the board and city council for adoption. He said that further details will be provided to the board.

President Clarke closed the item out by letting the board know that Reinet has decided to retire from Capital Metro, and thanked her for her outstanding service to the agency. Chair Cooper added that he is sad to see her go but appreciates her great work, in particular the ways that she promoted financial transparency during her tenure.

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

8. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute an amendment to an Interlocal Agreement with the University of Texas at Austin to address service reductions required during the current pandemic resulting in a corresponding reduction in revenue of \$234,500.

Chief Customer Officer and COO Dottie Watkins brought this item forward.

This agreement reduces the flat fee that the University pays to Capital Metro for service, to account for the reduced service levels during the pandemic emergency.

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

9. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and exercise a contract with United Safety and Survivability Corporation for air purification systems for buses in an amount not to exceed \$1,700,000.

Chief Customer Officer and COO Dottie Watkins brought this item forward.

These devices will assist in purifying the air onboard our buses using a combination of ultraviolet light and aerosolized hydrogen peroxide. They will install into the existing air conditioning units on each vehicle.

Board Member Renteria asked whether these would also be included on new buses and other vehicles in the fleet. Dottie responded that yes they will be included on new vehicles, and that we are currently evaluating the possibility of installing them on MetroAccess vehicles.

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

VI. Presentations:

1. Diversity and Inclusion Program Update

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

Donna kicked off the presentation by reviewing Capital Metro's diversity and inclusion program goals and commitments. She then went on to give overviews of the agency and service provider's workforce demographics both overall, and then by category, when compared with the Austin job market. She also discussed vendor diversity and provided an overview of the Disadvantaged Business Enterprise (DBE) and Small Business Enterprise (SBE) programs and their compliance with recent annual goals. She also discussed the agency's new Diversity, Equity and Inclusion Council and other recent equity-related initiatives. She closed by summarizing 2020 progress in these areas and the specific goals for the program in 2021.

2. Project Connect Update

Austin Transit Partnership Director of Community Involvement and Engagement Jackie Nirenberg and Capital Metro Executive Vice President of Planning and Development Sharmila Mukherjee gave the presentation.

Jackie reviewed upcoming community engagement opportunities for Project Connect, including scoping meeting for both the planned Blue and Orange Lines. There are also community meetings coming up for the Expo and Pleasant Valley MetroRapid lines. Meetings will be in both English and Spanish, and a "virtual open house" is available for those unable to attend specific meetings.

Jackie also outlined plans for more specific committees and community working groups that will assist and advise ATP leadership as elements of the Project Connect move forward.

Sharmila then presented information on an Equitable Transit Oriented Development (ETOD) Strategy framework, which was shared with the ATP board at their last meeting. The Federal Transit Administration recently awarded Capital Metro \$900,000 for a pilot program on TOD planning. The

focus will be on the North Lamar/Guadalupe/Riverside corridors. She summarized the program's process and expected outcomes and presented a timeline for both.

3. CARE Update

Chief Customer Officer and COO Dottie Watkins presented this item.

The agency's recent focus on pandemic response has been to work with Austin Public Health to ensure that our frontline employees receive vaccinations. Recently a notification system has been rolled out to notify staff of vaccine availability and other important information. Dottie relayed that there have recently been some service impacts with a higher than hoped-for COVID positivity rate in the operations and maintenance areas, but that staff has been working hard to adjust service to where it is needed most. Board Member Stratton thanked Dottie and Capital Metro for their support in making staff and vehicles available to aid employees and volunteers who are working at mass vaccination centers in Williamson County.

VII. Reports:

1. January 2021 President's Report

President Clarke gave his monthly report.

This month's topics included updates on Capital Metro's participation in the recent Martin Luther King Day event and a reminder that February 4th is Rosa Parks Day across the country. He also highlighted recent progress on soil sampling below Lady Bird Lake as part of the Project Connect NEPA process, and a package put together for the Biden transition team with information on the Project Connect plans and progress.

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; 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.