

**CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY**  
**BOARD OF DIRECTORS MEETING**  
2910 East Fifth Street Austin, TX 78702

~ Minutes ~

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Monday, March 29, 2021  
12:00 PM

12:03 PM Meeting Called to Order  
2:50 PM Meeting Adjourned

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**I. Public Comment:**

Susan Pantell, citizen, commented on Pickup Service standards and guidelines. She would like that analysis of Pickup zones when evaluating the service not just include other Pickup zones, but also be compared with expansion or providing more frequency on fixed-route services. She is also concerned that she emailed staff about her concerns on this topic but did not receive a response.

**II. Advisory Committee Updates:**

**1. Customer Service Advisory Committee**

Community Engagement Specialist Yannis Banks provided the monthly update.

This month the CSAC Committee heard updates on the new wheelchair ramp pilot near the University of Texas; new Riverside Drive bus lane; and the new Pflugerville Pickup zone.

Board member Kitchen asked about the possibility of making the advisory committee meetings more accessible to the public by either streaming live or recording the meetings. President Clarke said that he would be sure that staff looks into doing so.

**2. Access Advisory Committee**

Community Engagement Specialist Yannis Banks provided the monthly update.

This month the Access Committee heard updates on the new wheelchair ramp pilot near the University of Texas; the upcoming vehicle grant program; the Pickup program; and the agency's winter storm response.

**III. Board Committee Updates:**

**1. Operations, Planning and Safety Committee**

This month's committee meetings were canceled, so no report was given.

**2. Finance, Audit and Administration Committee**

This month's committee meetings were canceled, so no report was given.

**3. CAMPO update**

This month's report was given at the Special Board meeting on March 17. The next CAMPO meeting is scheduled for April 12th.

**4. Austin Transit Partnership update**

Board Member Stratton provided an Austin Transit Partnership (ATP) March board update. Charters for the new ATP Technical Advisory Committees were approved, as was the grant agreement with the City of Austin governing the provisioning of the \$300 million in anti-displacement funding, with some of the funding being brought forward to make it available earlier. The board also received updates on the current community engagement efforts on the Blue, Orange, and MetroRapid lines.

Following the ATP update, Board Member Pool suggested that at some point in the future there may be questions around Project Connect (or ATP) initiatives - either financial or technical - that Board Member Stratton is not able to answer as part of his regular updates, and wondered if the Capital Metro board would be given direct access to ATP staff for those sorts of questions. She would like to ensure proper cross-pollination. President Clarke and other board members discussed some of the expectations and logistics around those types of informational updates, with President Clarke explaining that if needed for a particular update ATP staff could be brought in for Cap Metro board meetings.

Further discussion ensued, with Board Member Kitchen following up with a further question about timing of the anti-displacement funding and the frequency of updates to the Cap Metro board and city council. Board Member Stratton summarized his understanding of the process and when updates and actions would be provided and required. Board Member Kitchen indicated that she will request that a specific schedule for reviewing the integrated financial model be incorporated into the joint powers agreement, and also that the Cap Metro board receive a separate update on the model before that time. Vice Chair Travillion suggested that the board put process questions like the ones this discussion has raised in writing and discussed at a later date to clarify the ask and who will be responsible.

#### IV. Action Items:

1. Approval of minutes from the January 25, 2021 Public Hearing and January 25, 2021 Board Meeting.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Leslie Pool, Board Member
<b>SECONDER:</b>	Troy Hill, Board Member
<b>AYES:</b>	Mitchell, Kitchen, Renteria, Travillion, Stratton, Hill, Pool
<b>ABSENT:</b>	Cooper

2. Approval of a resolution appointing a slate of candidates selected by the joint Capital Metro-Austin City Council Nominating Committee ("Nominating Committee") for the Project Connect Community Advisory Committee ("CAC").

Manager of Community Involvement Jackie Nirenberg brought this item forward.

Jackie presented the board with the slate of candidates recommended by the nominating committee for the Community Advisory Committee (CAC). 64 applications were received, with 9 being put forward as recommended. 5 members designated as coming from other groups and committees.

Board Member Kitchen thanked the nominating committee for their work and reminded the board that a full report on the process is in the board packet this month. Board Member Stratton noted that one of the recommended candidates is ex officio, and wanted to ensure that the CAC charter allowed for that. Jackie responded that it does. Board Member Pool noted how much she enjoyed serving on the committee and that the City Council approved these candidates at their meeting last week.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Ann Kitchen, Board Member
<b>SECONDER:</b>	Terry Mitchell, Board Member
<b>AYES:</b>	Mitchell, Kitchen, Renteria, Travillion, Stratton, Hill, Pool
<b>ABSENT:</b>	Cooper

3. Approval of a resolution authorizing the President & CEO, or his designee, to approve a contract for Literature Distribution services with SmartMail of Austin, Inc. for a base one (1) year amount not to exceed \$245,705 and four (4) option years with a total not to exceed amount of \$1,282,565.

Executive Vice President and Chief Experience and Engagement Officer Brian Carter brought this item forward.

Many customers still rely on printed customer information to assist them in riding Capital Metro services, including route leaflets and special event notices. Demand for these materials have remained consistent during the reduced pandemic ridership.

Board Member Stratton asked if we produce these materials in multiple languages. Brian responded that most frequently additional languages are included on the same leaflet, rather than producing multiple versions of the same leaflet in different languages.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Terry Mitchell, Board Member
<b>SECONDER:</b>	Sabino Renteria, Board Member
<b>AYES:</b>	Mitchell, Kitchen, Renteria, Travillion, Stratton, Hill, Pool
<b>ABSENT:</b>	Cooper

## V. Presentations:

### 1. Title VI Policy Update

(This item was taken out of order and presented following Public Comment.)

Principal Planner Lawrence Deeter and consultant Tina Spencer from NWC Partners gave the presentation. Lawrence provided the board with an overview on the process of these policies, and the reasons for doing so. He then introduced Ms. Spencer, who walked the board through the requirements under Title VI, which Capital Metro is bound by as a direct recipient of Federal Transit Administration funds. She included the goals and a process for updates to the agency's Language Assistance Plan (LAP) for Limited English Proficiency (LEP) populations. She also introduced the board to the proposed updates to three Capital Metro Title VI policies: the Major Service Change Policy, the Disparate Impact Policy, and the Disproportionate Burden Policy. These policies can only be updated once every three years. Federal guidance also requires documentation of a public outreach process on any updates, and a draft plan has been sent to each board member.

Lawrence then walked through a proposed timeline and next steps for the policy updates. Submission of the updated policies is required on or before July 31, 2021. The team expects to ask for board approval at the June board meeting.

Board Member Kitchen asked if the board's two advisory committees would be updated and consulted as these proposed changes move forward. Lawrence said that he will on the CSAC and Access Committee agendas for May. She also asked about the deadline for comments on the Public Outreach Plan. Lawrence said he hoped to receive all comments back this week.

## 2. Red Line Parkway

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

Sharmila updated the board on recent developments along the MetroRail Red Line, include efforts to improve schedule optimization, special events, signal upgrades, station projects at McKalla and Broadmoor, track improvements and coordination to improve multimodal connections.

Board Member Stratton asked about the long term speed goal and double tracking efforts along the line. Vice President of Rail Operations Dave Dech responded that speed and run time are two of the things that we are working with our schedule consultants on, and that a long section of passing track will be coming online between Lakeline and Leander that will allow for additional service.

## 3. NEPA Process Overview

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

Sharmila gave an overview of what the National Environmental Policy Act (NEPA) of 1970 is, and which projects it applies to. There are three levels of environmental clearance for projects based on their level of impact to the environment, and Sharmila presented an overview of each as they apply to transportation projects. Prior to a full review there is a tiered process to determine which NEPA phase a project will move forward into. NEPA reviews include a whole host of impacts that fall under the physical/natural environment, human environment, and cultural environment categories. Sharmila also summarized the prescribed roles and responsibilities of the various agencies and stakeholders during the NEPA process.

Board Member Kitchen asked Sharmila to give a quick update on where several current Project Connect projects are in the process. Sharmila updated the board on the Blue and Orange Lines, which are in the NEPA scoping process, and the new MetroRapid lines, which are advancing under NEPA categorical exclusion. President Clarke gave further details on the timeframe for each of the submissions, how stakeholder comments are considered and responded to, and what some of the touch points along the way will be. Board Member Kitchen followed up asking when board members might be able to get further details on route alignments and station locations so that they could keep the public informed. President Clarke indicated that he expects those sorts of briefings to board and council to begin in May, and that keeping everyone fully informed is critical to the process.

## VI. Reports:

### 1. President's Report

President Clarke presented his monthly report. This month's topics included the activities celebrating Transit Employee Appreciation Day; the launch of the new Pickup zone in Pflugerville, and Capital Metro's recognition of Women's History Month by highlighting the agency's female leadership. He also updated the board on the potential for a new infrastructure bill from the Biden administration, and that staff is working hard to identify any opportunities for grant funding that might arise from that.

## VII. Items for Future Discussion:

## VIII. 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:** Wade Cooper, Chair; Jeffrey Travillion, Vice Chair; Eric Stratton, Secretary; Terry Mitchell; Troy Hill; 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.