

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

~ Minutes ~

Executive Assistant/Board Liaison Gina Estrada  
512-389-7458

Monday, April 24, 2017  
12:00 PM

12:08 PM Meeting Called To Order  
2:59 PM Meeting Adjourned

**I. Pledge of Allegiance**

**II. Safety Briefing**

Donna Simmons, Vice President of Administration, gave the Safety Briefing. May is Bike Safety Month and May 19th is Bike to Work day. Motorists should give at least three feet when passing cyclists. Cyclists should wear visible clothing and abide by the same traffic laws as motor vehicles.

**III. Recognition**

John Jones, Interim Head of Security, recognized Austin Police Department Assistant Chief Joseph Chacon. Chief Chacon oversaw APD's contract to provide security to Capital Metro and effectively utilize APD resources. He was instrumental in rebranding Capital Metro's security vehicles.

Chad Ballentine, Director of Paratransit, recognized Fred Reutzel, a McDonald Transit operator who located an elderly customer who had wandered off from her MetroAccess trip and boarded a fixed-route bus.

**IV. Public Comment:**

Beverly Colosky, citizen, said that her family owns land at 605 East 55th Street. She is curious about Capital Metro's plans for property acquisition. Staff will follow up with her.

**V. Advisory Committee Updates:**

1. Update on the Customer Satisfaction Advisory Committee (CSAC).

Sam Sargent, Community Involvement, gave the CSAC update. The Committee met on April 12th. They received updates on the Proposed August 2017 service changes and upcoming MetroRail improvements.

2. Update on the Access Advisory Committee (AAC).

Sam Sargent, Community Involvement, gave the update. The Access Advisory Committee met on April 12th. The Committee received an update on current and future Park and Rides and the Proposed August 2017 Service Changes.

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

The board entered Executive Session at 1:17 and returned at 1:59.

Section 551.072 for real property issues - Real Estate - Downtown Rail Property

**VII. Board Committee Updates:**

1. Operations, Planning and Safety Committee

Chair Silas gave the update. The Committee met on April 12th. Action Items #s 1, 4, 5, and 6 on today's agenda are brought forward from the Operations meeting. The Discussion Items included a Fare Administration Program update, Park and Ride assessment, and the Monthly Operations Report.

## 2. Finance, Audit and Administration Committee; and

Chair Mitchell gave the update. The Committee met on April 12th. There were two action items -- one of which is on the action agenda today and one that is on the consent agenda. As Discussion Items the Committee heard the 2016 Financial Audit Results and the Monthly Financial Report.

## 3. CAMPO update

Board Member Mitchell did not attend the CAMPO meeting this month, so there was not a report given.

## VIII. Consent Items

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Beverly Silas, Vice Chair
<b>SECONDER:</b>	Juli Word, Secretary
<b>AYES:</b>	Silas, Mitchell, Word, Cooper, Garza, Jonse, Renteria
<b>ABSENT:</b>	Kitchen

1. Minutes for the March 27, 2017 Public Hearing and Board Meeting.
2. Approval of a resolution authorizing the President/CEO, or her designee, to negotiate, finalize and execute an Interlocal Agreement with the City of Austin for administration of the Smart Trips program, with financial contribution from Capital Metro not to exceed \$150,000.
3. Approval of a resolution authorizing the President/CEO, or her designee, to execute a modification Civil Engineering Services Contracts for the total combined amount of \$500,000 for additional design and engineering services for a total revised contract amount not to exceed \$3,000,000.
4. Approval of a resolution authorizing the President/CEO, or her designee, to modify a contract for Literature Distribution Services with SmartMail of Austin, Inc. in an amount not to exceed \$201,495 for one (1) option year.

## IX. Action Items:

1. Approval of a resolution authorizing the President/CEO, or her designee, to take an exception to the surplus asset disposal policy and resume the Capital Metro Vehicle Grant Program for disposal of retired MetroAccess vehicles.

Michelle Meaux, Regional Transportation Coordinator, presented the item. In 2014, the Board approved a Van Grant Program to distribute retired rideshare vehicles to nonprofit and government agencies. The Van Grant Program distributed 66 vans and saved an estimated \$933,550 in trips that otherwise would have been made using MetroAccess trips. This resolution is to once again make exception to our normal surplus asset disposal process to allow for a similar distribution program for 19 retiring MetroAccess vehicles.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Rita Jonse, Board Member
<b>SECONDER:</b>	Delia Garza, Board Member
<b>AYES:</b>	Silas, Mitchell, Word, Cooper, Garza, Jonse, Renteria
<b>ABSENT:</b>	Kitchen

2. Approval of a resolution authorizing the President/CEO, or her designee, to fund, design and build an estimated \$6 million storm water system upgrade as part of the Downtown Rail Station Improvements. The City of Austin will reimburse Capital Metro 50% of the total cost up to \$3 Million.

Ken Cartwright, Vice President of Capital Projects, presented the resolution. The Downtown station will move one block to the east. The city's watershed protection division advised that the 30" stormwater line is undersized. Since Capital Metro is taking on the project, it is responsible for the stormwater upgrade. The estimated cost is five to six million dollars. The City of Austin has agreed to split the cost up to a \$3M contribution.

Board Member Mitchell explained that the resolution came through the Finance Committee without a recommendation. There are concerns about the proportionality of the project. Chair Cooper also voiced concerns about proportionality and wondered if a private developer would be expected to make these changes.

Andy Linseisen, from the City of Austin, answered a few questions. He said that Capital Metro is not being asked to do more than a private developer would. In fact, the City would probably not be putting in \$3M if this were a private developer. The board discussed concerns about the size of the pipes, the fact that the city would not replace the pipes if there were no project, and the possibility of going over budget. The impact of holding off on the project is high: the engineers are out of additional work until a decision is made on this. Board Member Mitchell added an amendment to direct staff to try to find an alternative. The motion carries 4-3.

<b>RESULT:</b>	<b>ADOPTED AS AMENDED [4 TO 3]</b>
<b>MOVER:</b>	Sabino Renteria, Board Member
<b>SECONDER:</b>	Delia Garza, Board Member
<b>AYES:</b>	Silas, Mitchell, Garza, Renteria
<b>NAYS:</b>	Word, Cooper, Jonse
<b>ABSENT:</b>	Kitchen

3. Approval of a resolution authorizing the President/CEO, or her designee, to finalize and execute contracts with Adecco Government Solutions, Apple One, Infogini, Inc., Integrated Human Capital, Mindlance, Inc., SearchPros Staffing, LLC, SOAL Technologies, LLC, and vTECH Solution, Inc. for primary temporary services for a one-year base period and four (4) option periods of twelve (12) months each, with a total amount for all five (5) years not to exceed \$12,712,000.

Juliana Harris, Manager of Human Resources and Talent, presented the resolution. The resolution is for new temporary staffing agency contracts 12 employment agencies. Using additional agencies (there are currently two) will allow for specialization -- for example if an IT professional is needed we would use the agency that specializes in IT staff.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Beverly Silas, Vice Chair
<b>SECONDER:</b>	Rita Jonse, Board Member
<b>AYES:</b>	Silas, Mitchell, Word, Cooper, Garza, Jonse, Renteria
<b>ABSENT:</b>	Kitchen

4. Approval of a resolution authorizing the President/CEO, or her designee, to negotiate, finalize and execute an Interlocal Agreement with the City of Austin in order to design, build, operate and maintain the Downtown Rail Station and Required Easements.

This item was postponed.

<b>RESULT:</b>	<b>TABLED</b>
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5. Approval of a resolution authorizing the President/CEO, or her designee, to execute a modification of the contract with Downtown Gateway Partners to add \$1,084,318 for additional Engineering services work to be performed, plus \$500,000 for additional contingency, for a total revised contract amount not to exceed \$4,112,445.

Marc Guererro, Project Manager in Capital Projects, presented this item. It is for additional engineering work and contract contingency for the next Downtown MetroRail station.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Terry Mitchell, Board Member
<b>SECONDER:</b>	Delia Garza, Board Member
<b>AYES:</b>	Silas, Mitchell, Word, Cooper, Garza, Jonse, Renteria
<b>ABSENT:</b>	Kitchen

6. Approval of a resolution authorizing the President/CEO, or her designee, to implement the August 2017 Service Changes.

Roberto Gonzales, Manager of Short Term Planning, presented this item. The resolution will allow for moving ahead with the agency's normal August service changes. MetroRapid will have added frequency and the new MoPac lanes will be utilized if they are available in time.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Delia Garza, Board Member
<b>SECONDER:</b>	Juli Word, Secretary
<b>AYES:</b>	Silas, Mitchell, Word, Cooper, Garza, Jonse, Renteria
<b>ABSENT:</b>	Kitchen

7. Approval of a resolution authorizing the President/CEO, or her designee, to Approval of a resolution appointing Paula Bishir-Jensen as the Capital Metro Interim Internal Auditor.

President Watson presented this item. Staff recommends Paula Bishir-Jensen as the Interim Vice President of Internal Audit until a permanent replacement for Caroline Beyer can be found.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Rita Jonse, Board Member
<b>SECONDER:</b>	Juli Word, Secretary
<b>AYES:</b>	Silas, Mitchell, Word, Cooper, Garza, Jonse, Renteria
<b>ABSENT:</b>	Kitchen

8. Approval of a resolution authorizing the President/CEO, or her designee, to Approval of a resolutioun authorizing the President/CEO, or her designee, to negotiate, finalize and execute provisions of the Master Development and/or Ground Lease with Plaza Saltillo TOD, Ltd., related to the development of the owned property locally known as the Plaza Saltillo project.

Attorney Rick Reed gave an overview of what was discussed in Executive Session on the master development agreement with Endeavor. There are two requested modifications: a conversion of the \$3.25M rent deposit from cash to a letter of credit, and that the rent commencement date would be 28 months from the day the lease is signed in exchange for the 125 foot building being built. Endeavor added two years to the back end of the lease and guaranteed a 2.35% return in years 6-10 of the lease.

<b>RESULT:</b>	<b>ADOPTED [6 TO 0]</b>
<b>MOVER:</b>	Terry Mitchell, Board Member
<b>SECONDER:</b>	Rita Jonse, Board Member
<b>AYES:</b>	Silas, Mitchell, Word, Garza, Jonse, Renteria
<b>ABSENT:</b>	Kitchen
<b>RECUSED:</b>	Cooper

## X. Presentations:

### 1. MetroRapid Update

Roberto Gonzales, Manager of Short Term Planning, gave the MetroRapid update. In 2014, the 801 was introduced. The 803 was introduced later in the year and 1 million riders were served. Recent milestones include equalization of fares and and all-time monthly ridership record. In August, frequency goals are 10 minutes on weekdays and 15 on weekends. In 2017, ridership is up 26%. The 801 had the highest ridership ever in March 2017, probably due to the fare adjustment and SXSW. The 803 showed a similar trend. Capital Metro has purchased 15 additional MetroRapid buses. There will be increases in service levels in August as well. The FY2017 budget includes funding to build additional MetroRapid stations.

## XI. Reports:

### 1. President/CEO Update

President Watson gave her update. She discussed:

1. Three bills that were heard in committee, SB 1644 and House Bills 1764 and 1656. Christy Willhite, Manager of Government Relations, and her staff have been keeping a close eye on these bills.
2. The Austin Youth Film Fest and Capital Metro have teamed up for a contest with a cash prize. Teenagers who create a short film about a transit-related topic are eligible to have their film shown at the Alamo Drafthouse and win the prize.
3. The Finance Department won the Government Finance Officers Association Distinguished Budget Book Award.
4. Herzog has a new MetroRail GM, Lance Davis.
5. There will be a new picnic area outside the 2910 building to honor staff who have passed away. Plans are underway.

**XII. Items for Future Discussion:****XIII. Adjournment****ADA Compliance**

*Reasonable modifications and equal access to communications are provided upon request. Please call (512)389-7458 or email [gina.estrada@capmetro.org](mailto:gina.estrada@capmetro.org) if you need more information.*

**BOARD OF DIRECTORS:** *Wade Cooper, Chairperson; Beverly Silas, Vice Chair; Juli Word, Board Secretary; Terry Mitchell, Pio Renteria, Delia Garza, Rita Jonse and Ann Kitchen. Board Liaison: Gina Estrada (512)389-7458, email [gina.estrada@capmetro.org](mailto:gina.estrada@capmetro.org) if you need more information.*

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