

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, July 31, 2017
12:00 PM

12:08 PM Meeting Called To Order
3:27 PM Meeting Adjourned

I. Pledge of Allegiance

II. Safety Briefing

Donna Simmons, Vice President of Administration, provided the safety briefing for this month. The safety message focused on safety around trains and railroad tracks.

III. Public Comment:

David Dobbs, Executive Director, Texas Association for Public Transportation opposes IH-35 transit services. He believes Capital Metro will not see a return on the proposed \$18 million investment with TxDOT.

IV. Advisory Committee Updates:

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

Kendall Jackson, Community Involvement Team, informed the Board that CSAC and Access Advisory Committees were in recess in July and will reconvene in August. Therefore, there are no updates at this time.

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

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

Section 551.074 for personnel matters President/CEO - annual performance review.

Went into session at 1:42 PM

Returned at 3:25 PM

VI. Consent Items

1. Minutes for the June 26, 2017 Board of Directors Meeting

VII. Action Items:

1. Approval of a resolution authorizing the President/CEO, or her designee, to extend an Interlocal Agreement (ILA) with Austin Community College for student and employee transit passes for a period of one year from September 1, 2017, through August 31, 2018.

Greg Buford, Marketing Coordinator, presented this item. He provided an overview of the MetroWorks program and commented that 33% of MetroWorks revenue for the first half of this fiscal year came from ACC. However, there's been a 51% decline in ACC ridership over the last few years and the possible reasons for this include: lower gas prices, inexpensive parking, the \$25 Green Pass fee and/or the pricing structure of our green pas program. Discussion continued regarding the cost of the ACC Green Pass versus the cost of ACC's parking pass, with Gregg broadly outlining three steps to address the Green Pass's declining popularity. In conclusion, Board Member

Kitchen suggested that Capital Metro Chair Wade Cooper open up a dialogue with ACC Board of Trustees Chair Barbara Mink to address how we can improve the program in a way that benefits everyone.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Rita Jonse, Board Member
SECONDER:	Sabino Renteria, Board Member
AYES:	Silas, Mitchell, Word, Cooper, Garza, Kitchen, Jonse, Renteria

2. Approval of a resolution authorizing the President/CEO, or her designee, to finalize and execute contracts with Andrews Kurth Kenyon; Bickerstaff Heath Delgado Acosta LLP; Greenberg Traurig LLP; Gruber Elrod Johansen Hail Shank; Husch Blackwell LLP; Jackson Lewis PC; Kaplan Kirsch & Rockwell LLP; K&L Gates LLP; Meyertons, Hood, Kivlin, Kowert & Goetzel; Olson & Olson LLP; Thompson Coburn LLP and Winstead PC for outside legal counsel services in the aggregate amount not to exceed \$2,400,000 for one (1) base year and three (3) one-year options.

Kerri Butcher, Chief Counsel, presented this item. Capital Metro employs in-house legal counsel to address the need for daily legal advice, counsel and representation of the Authority. In addition to these daily needs, Capital Metro routinely requires the services and expertise of outside legal counsel to supplement the resources of in-house legal staff or to provide services in highly-specialized areas of the law. These will be Task Order contracts and work will be requested and performed as legal needs arise. There is no guarantee that a firm will receive work under these contracts if services in their practice area is not required and no minimum work is guaranteed.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Juli Word, Secretary
SECONDER:	Ann Kitchen, Board Member
AYES:	Silas, Mitchell, Word, Cooper, Garza, Kitchen, Jonse, Renteria

3. Approval of a resolution authorizing the President/CEO, or her designee, to negotiate and execute an Interlocal Agreement (ILA) with Travis County for Transit Service and a Transit Development Plan (TDP) in an amount not to exceed \$168,789 in FTA Section 5307 funds from Capital Metro and \$231,095 in local funds from Travis County.

Approval of a resolution authorizing the President/CEO, or her designee, to negotiate and execute an Interlocal Agreement (ILA) with Travis County for a Transit Development Plan (TDP) in an amount not to exceed \$64,000 in FTA Section 5307 funds and \$16,000 in local funds from Travis County.

Todd Hemingson, VP Strategic Planning & Development, presented this item. This project will establish a partnership between Capital Metro and Travis County to use Section 5307 funding for a TDP. The TDP will provide service recommendations and a financing plan in order to assist Travis County in making decisions for future transit decisions with Capital Metro. Board Member Kitchen wanted to know the timeline for developing the TDP. The timeline is 6-9 months. Staff provided additional information to Board member Renteria regarding Routes 233 and 237.

Chair Cooper asked for a motion to take action on items 3 and 4.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Beverly Silas, Vice Chair
SECONDER:	Delia Garza, Board Member
AYES:	Silas, Mitchell, Word, Cooper, Garza, Kitchen, Jonse, Renteria

4. Approval of a resolution authorizing the President/CEO, or her designee, to negotiate and execute an interlocal agreement (ILA) with Travis County to fund a portion of Routes 233 and 237 in an amount not to exceed \$104,789 in FTA Section 5307 funds and \$215,095 in local funds from Travis County.

This item was discussed and voted on in conjunction with Action Item #3.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Beverly Silas, Vice Chair
SECONDER:	Delia Garza, Board Member
AYES:	Silas, Mitchell, Word, Cooper, Garza, Kitchen, Jonse, Renteria

5. Approval of a resolution authorizing the President/CEO, or her designee, to finalize and execute Amendment #1 to the Contracted Service Supplement No. 2 with Capital Area Rural Transportation System (CARTS) for the operation of Route 214 Northwest Feeder for a period of three years in an amount not to exceed \$1,760,979.

Dottie Watkins, VP Bus and Paratransit, presented items 5, 6, 7, 8, and 9. All of the items are for supplements to the ILA with Capital Area Transportation System (CARTS) CARTS for contracted services. Dottie briefed the Board on the partnership with CARTS, the Regional Mobility Agreement and the Master Interlocal Agreement (MIA). The MIA identifies general terms and conditions applicable to all services under the partnership. Each service provided is further defined by a service supplement. Approval of this resolution will authorize the amendment to the current contracted service.

Board member Cooper wanted to know how we evaluate CARTS service, routes success and efficiency. Most of them are feeder routes, but those that are not were incorporated into the Connections 2025 study. Enhancements that are envisioned in the Service plan include potential changes to some routes.

Board member Jonse asked if CARTS was used mostly for transportation to doctor's appointments. These are fixed route services, with the exception of Georgetown, who has on demand response services. Georgetown will have fixed route service in August.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Beverly Silas, Vice Chair
SECONDER: Terry Mitchell, Board Member
AYES: Silas, Mitchell, Word, Cooper, Garza, Kitchen, Jonse, Renteria

6. Approval of a resolution authorizing the President/CEO, or her designee, to finalize and execute Amendment #1 to the Contracted Service Supplement No. 4 with Capital Area Rural Transportation System (CARTS) for the operation of Route 990 Manor Express for a period of three years in an amount not to exceed \$641,756.

This item was discussed and voted on in conjunction with Action Item #5.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Beverly Silas, Vice Chair
SECONDER: Terry Mitchell, Board Member
AYES: Silas, Mitchell, Word, Cooper, Garza, Kitchen, Jonse, Renteria

7. Approval of a resolution authorizing the President/CEO, or her designee, to finalize and execute Amendment #1 to the Independently Provided Services Supplement No. 5 with Capital Area Rural Transportation System (CARTS) for provision of CARTS Route 1517/Gold for a period of five months in an amount not to exceed \$51,000.

This item was discussed and voted on in conjunction with Action Item #5.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Beverly Silas, Vice Chair
SECONDER: Terry Mitchell, Board Member
AYES: Silas, Mitchell, Word, Cooper, Garza, Kitchen, Jonse, Renteria

8. Approval of a resolution authorizing the President/CEO, or her designee, to finalize and execute Amendment #1 to the Contracted Service Supplement No. 8 with Capital Area Rural Transportation System (CARTS) for the Operation of Route 470 - Manor Flex for a three-year period in an amount not to exceed \$701,577.

This item was discussed and voted on in conjunction with Action Item #5.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Beverly Silas, Vice Chair
SECONDER: Terry Mitchell, Board Member
AYES: Silas, Mitchell, Word, Cooper, Garza, Kitchen, Jonse, Renteria

9. Approval of a resolution authorizing the President/CEO, or her designee, to finalize and execute Amendment #1 to the Contracted Service Supplement No. 9 with Capital Area Rural Transportation System (CARTS) for the operation of GoGeo Transit Services for a period of two years in an amount not to exceed \$1,772,387.

This item was discussed and voted on in conjunction with Action Item #5.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Beverly Silas, Vice Chair
SECONDER: Terry Mitchell, Board Member
AYES: Silas, Mitchell, Word, Cooper, Garza, Kitchen, Jonse, Renteria

10. ILA with SAO for TeamMate License

Paula Bishir-Jensen, Interim VP, Internal Audit, presented this item. This agenda item requests approval of an ILA with SAO for an annual renewal of the TeamMate audit software license for three users. The Interlocal Agreement (ILA) with the Texas State Auditor's Office (SAO) extends a volume discount on the cost of the TeamMate audit software to state agencies, higher education, and political subdivisions of the State. The SAO per seat annual license is \$250, a 94% discount from the direct purchase price of \$4050 per license. The total cost for three licenses will be \$750.00. The licensing period is for September 1, 2017 - August 31, 2018.

Board Member Kitchen wanted to know the purpose of the software. The TeamMate audit software will allow Capital Metro Audit team to organize and store critical audit data. The software is used in the day to day operations of the Audit Department, with the information accessible to Capital Metro only.

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

11. Approval of a resolution confirming the evaluation rating for the third year of the President/CEO's Employment Agreement as Amended and Restated of January 1, 2014 and approving the amount of the annual performance award of 3.5 percent increase in base pay and a 8 percent performance bonus. The increases are awarded retroactively to the annual Employment Agreement date of July 26, 2016.

This item was discussed in an earlier Executive Session.

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

VIII. Presentations:

1. Proposed FY2018 Budget

Reinet Marneweck, Vice President and Chief Financial Officer, presented the Proposed FY2018 Budget and Five Year Capital Plan. Staff and the Board of Directors discussion included:

- Budget Development Calendar
- Budget Overview

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- Operating Budget Highlights - Overall decrease in expense spending of \$1.7 million from FY 2017 Budget to FY 2018 Budget
 - Capital Budget/Capital Improvement Plan

Board member Cooper asked for clarification regarding - Local Funding under Total Capital Projects - FY2019 (Slide 15).

Staff: We will have the capacity to fund \$40 million of the \$79 million. We will have to borrow the additional \$40 million for those projects in 2019 or defer some projects to 2020.

Lastly, Unfunded Capital Projects were discussed with Board members asking the following questions:

Board member Kitchen: Is the cost for fleet electrification and autonomous vehicles included in the FY2018 budget?

Staff: That project is in the planning stages and is not included in this 5-Year Capital Plan Budget.

Board Member Cooper asked for clarification regarding cost of Total State of Good Repair - \$21.4 million.

Staff: This amount - \$21.4 million is out of the 5-Year CIP

Board Member Garza: Are routes 804 and 820 funded in this budget?

Staff: Those MetroRapid routes are part of the longer-range Connections 2025 initiative and are not part of this budget.

Board Member Garza: Is there a contingency reserve to fund those routes if we receive overwhelming public outcry for those routes?

Staff: We currently have an operating contingency of \$3 million in the budget that can be utilized for that. However, the cost in 2019 becomes heavy when we have 12 months of service related changes.

2. Sustainability Update

This report was postponed due to time constraints and will be presented at next month's Board meeting.

IX. Reports:

1. President's Report

This report was postponed due to time constraints.

X. Items for Future Discussion:

XI. 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 if you need more information.

BOARD OF DIRECTORS: Wade Cooper, chair; 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 if you need more information.
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.

Date: July 31, 2017

Chris Brent
Executive Assistant to the President/CEO