

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

~ Minutes ~

Board Liaison Ed Easton
512-369-6040

Monday, August 26, 2019
12:00 PM

12:13 PM Meeting Called to Order
2:47 PM Meeting Adjourned

I. Pledge of Allegiance

II. Safety Briefing

Gardner Tabon, Vice President of Safety and Risk Management, gave his monthly safety briefing. This month's message focused on drowning prevention for children.

III. Public Comment:

Gus Pena, Veterans for Progress, spoke on the importance of providing more frequent service to the new municipal court location when the current one closes. He also spoke on making sure that bus operators are treated fairly and get equitable pay raises. The drivers and routes are key.

Cynthia Washington, citizen, came to thank MetroAccess staff for their assistance during a recent illness.

IV. Advisory Committee Updates:

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

Yannis Banks, Community Involvement Team Coordinator, presented the report.

At their meeting the CSAC got a demo and update on the new community engagement tracker for Project Connect; an August Service Change update; a budget update; and an update on new processes for Metro Service Alerts.

2. Update on the Access Advisory Committee (AAC)

Yannis Banks, Community Involvement Team Coordinator, presented the report.

At their meeting the Access Committee heard an update on the new Pickup service; a budget presentation; the Contracted Bus Operations and Maintenance contract; and an update on the August Service Change.

V. Board Committee Updates:

1. Operations, Planning and Safety Committee

Chair Jonse presented her report.

The Committee met on August 12 and took action on eight items, most of which are on today's Consent Agenda except for the Update to Board Policies item, which is on the Action Item agenda.

2. Finance, Audit and Administration Committee

Chair Mitchell presented the report.

The Committee met on August 12th, and took action on four items, three of which are on today's Consent Agenda and the Updates to Board Policies item, which is on today's Action Item agenda.

VI. Consent Items

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

1. Approval of Minutes from the July 29, 2019 Board Meeting.
2. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute an Interlocal Agreement with the City of Austin to provide broadcast assistance and televise Capital Metro Board of Director meetings and public hearings on the ATXN channel for a base period of one year with nine automatic renewals with an agreed-upon price of \$400 per meeting.
3. Approval of a resolution authorizing the President & CEO, or his designee, to amend and restate the Interlocal Agreement with the State of Texas, acting through its Texas Department of Transportation, the City of Austin, County of Travis, and the Capital Metropolitan Transportation Authority (CMTA) for the operation and maintenance of the regional Combined Transportation, Emergency, and Communications Center (CTECC).
4. Approval of a resolution authorizing the President & CEO, or his designee to exercise the four remaining option years, as they occur, on the 209 W. 9th Street lease space with 1303 Properties Ltd. Continuation of the lease allows Capital Metro to provide space for MetroAccess Eligibility and the Transit Store in an amount not to exceed \$742,106.
5. Approval of a resolution authorizing the President & CEO, or his designee, to allocate funding for additional task orders during Option Year 1 of the current contract with Transit Research Consultants (Contract 200317) in an amount up to \$296,000 in FY2020, and not to exceed the original agreed-upon contract amount of \$326,510.
6. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute extensions to the interlocal agreement with Austin Community College for one stop on the Northwest Feeder route for an amount not to exceed \$19,325.
7. Approval of a resolution authorizing the President & CEO, or his designee, to extend an Interlocal Agreement (ILA) with Travis County for employee transit passes for a period of one year from October 1, 2019, to September 30, 2020.
8. Approval of a resolution authorizing the President & CEO, or his 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, 2019, to August 31, 2020, that establishes a flat-fee for paratransit, rail and fixed-route bus services of \$429,000 for the term of the extension.

9. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract modification with Standard Insurance Company for premium payments for life and disability insurance for an additional \$61,000 for the total contract not to exceed an amount of \$986,971.

VII. Action Items:

1. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract modification with Balfour Beatty Infrastructure, Inc. for additional Plaza Saltillo Signalization services in the amount of \$130,000, for a new contract amount not to exceed amount of \$1,200,640.

This item was removed from the Consent Agenda at the request of Board member Stratton.

Program Manager Julie Barr spoke to the extra funds needed for this project, which reflect changes to the scope due to Downtown Station construction as well as Positive Train Control requirements.

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

2. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with New Flyer of America to purchase up to six battery electric transit buses and related equipment in an amount not to exceed \$8,265,154.

Acting Chief Operating Officer and Vice President of Bus Operations and Maintenance Dottie Watkins presented this item.

Capital Metro learned last month that we were the recipient of federal funding (\$2.6 million) to allow us to move forward with this purchase. This purchase is also supported by funding from a Clean Fleet grant through the Texas Commission for Environmental Quality (\$1.5 million).

This purchase is for 2 60-foot articulated buses and 4 40-foot buses.

Board member Stratton asked why this purchase is from a different manufacturer that our previous electric bus purchase. Dottie responded that it was partly due to a desire to begin adding 60-foot buses to the fleet, and the company that we purchased from before (Proterra) does not currently offer a 60-foot model. Dottie also discussed standardization of the charging stations.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Ann Kitchen, Board Member
SECONDER:	Rita Jonse, Board Member
AYES:	Mitchell, Garza, Kitchen, Jonse, Renteria, Travillion, Stratton
ABSENT:	Cooper

3. Approval of a resolution authorizing updates to certain policies adopted by the Board of Directors.

Executive Vice President and Chief Counsel Kerri Butcher presented this item.

Kerri gave a brief presentation on the policies covered, including a change to the annual board Personal Financial statement form; meeting Public Comment Policy and procedures; board reporting

requirements under the Community Involvement Policy; and new language that would provide guidelines for which board items are placed on the Consent Agenda at monthly meetings.

On the Public Comment Policy, Board member Kitchen suggested that the language be softened requiring presentations from members of the public be provided early, to suggest that they be provided early rather than require it. She also asked that language on making copies of materials provided by the public be removed, and stated that at Austin City Council meetings copies are made free of charge.

President Clarke expressed his concern about computer thumb drives from the public being plugged into the Capital Metro network. An audit of best practices regarding storage devices is currently underway.

On the Community Involvement Policy, Board member Travillion asked if we were documenting lessons learned on an ongoing basis, to ensure that we keep things that are working.

Zenobia Joseph, citizen, spoke and said that she doesn't believe changes to the Public Comment Policy are necessary -- at Austin City Council thumb drives are allowed and copies are made. She also opposes changes to the threshold for Consent Agenda items in the interest of transparency.

Board member Stratton asked for clarification on the amount of time given to each speaker -- whether individuals were limited to three minutes to speak to the board total, or whether it was three minutes per item. And if three minutes per item is the rule, he asked if a member of the public speak on multiple items during the public comment period.

Gus Pena, citizen, commented that he would appreciate greater clarity on the Public Comment policy.

The Board returned to consider and take action on this item following the Long Range Financial Plan presentation; however, audio is not available for this portion of the meeting.

Kerri presented a revised proposed Public Comment Policy, eliminating Section 2 requiring submission of presentations by members of the public in advance of the meeting and requiring that members of the public bring hard copies of materials they wish to provide to board members. The board had further discussion on removal of this section and decided to encourage members of the public to submit their presentations in advance of a meeting, but not require it, and to allow staff to continue to make copies of printed materials provided by the public when reasonable.

The board also had further discussion about how many minutes would be available to the public to speak on more than one action item. Kerri clarified that the text of the policy is accurate as written and that the statute requires a public entity to allow a member of the public to speak on each action item before the board but allows the board to establish reasonable time limits for speakers. Kerri also clarified the section of the Public Comment Policy that allows a representative of a group to speak for five minutes. The proposed change to this section of the policy makes the designation of a representative permissive instead of mandatory, in accordance with the change to the law. Kerri also clarified that the policy is written to state that this appointment of a designated speaker for a group can only be made when more than one member of a group is present to speak to the board.

The Board adopted the resolution as proposed and included in the board materials with a revised Public Comment Policy as described above.

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

VIII. Presentations:

1. Fleet Strategy Update

Acting Chief Operating Officer and Vice President of Bus Operations and Maintenance Dottie Watkins gave the presentation.

Dottie's presentation covered the types of vehicles Capital Metro operates; State of Good Repair and fleet replacement; the future of the Capital Metro fleet; and impacts on facility planning. She also reviewed some of the long term considerations of converting to an all-electric fleet.

Board member Kitchen asked about long term variability of electric rates. Dottie stated that conversations on the rate structure are underway with Austin Energy.

Board member Stratton asked about the current daily mileage of our diesel buses. Dottie explained that while some routes have a daily mileage as high as 275 miles, but many routes are not that high and we are comfortable that electric vehicles under current technology can cover a large number of our routes.

2. Proposed FY2020 Budget Update

Budget Director Kevin Conlan gave a brief presentation, including a revenue update, annual revenue comparison, and next steps toward approval of the Proposed FY202 Budget.

Zenobia Joseph, citizen, gave public comments.

3. Long Range Financial Plan

CFO Reinert Marneweck gave the presentation. She reviewed the objectives of the plan; the benefits of a long-range plan model; a revenue overview; historical sales tax review; a review of fare revenue; operating expenses; and service levels. She also laid out a proposed long-term Capital Plan for the agency. Her modeling included versions of the agency financial plans with both optimistic and recession scenarios included. She also listed unfunded projects in the plan and potential risks to the plan.

4. Project Connect Community Engagement Update

Community Involvement Manager Jackie Nirenberg gave the presentation, which included a review of recent Project Connect outreach activities, a overview of the new dashboard tool which displays both metrics and individual comments, and a summary of the overall themes of comments heard so far. She also previewed upcoming outreach events.

IX. Reports:

1. President's Report

President Clarke gave his monthly report, which this month included the opening of the new Guadalupe contraflow lane; Capital Metro's participation in the recent Austin Pride Parade; and the launch of new Pickup service zones.

X. Items for Future Discussion:

XI. 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; Rita Jonse; 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.