~ NOTICE OF MEETING ~
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING

2910 East Fifth Street Austin, TX 78702

~ Agenda ~

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

Monday, December 18, 2017 | 12:00 PM | Capital Metro Board Room

I. Pledge of Allegiance

II. Safety Briefing

III. Public Comment:

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

Section 551.071 for legal advice and Section 551.074 for Personnel matters regarding President/CEO Annual Performance Review and President/CEO Search.

V. Board Committee Updates:

1. Operations, Planning and Safety Committee
2. CAMPO update

VI. Consent Items

1. Approval of minutes from the November 1, 2017 Public Hearings; November 15, 2017 Board Meeting; and November 28, 2017 Worksession.

2. Approval of a resolution appointing Jeff Lewis to the Customer Satisfaction Advisory Committee.

3. Approval of a resolution appointing Mike Gorse to the Access Advisory Committee.

4. Approval of a resolution appointing Pat Thomas to the Access Advisory Committee.

5. Approval of a resolution authorizing the President/CEO, or her designee, to modify the contract with Presidio Networked Solutions Group, LLC to apply an option year for Cisco Hardware and Software Warranty and Support, for a total contract amount not to exceed $161,770.

6. Approval of a resolution authorizing the President/CEO, or her designee, to execute a contract with Petroleum Solutions, Inc., utilizing the Buy Board Purchasing Cooperative, to purchase a Gasboy Plus Fleet Management System for the North Operations Facility in an amount not to exceed $172,930.

7. Approval of a resolution authorizing the President/CEO, or her designee, to negotiate, finalize and execute an Interlocal Agreement (ILA) with the City of Austin for the removal of the existing overhead electrical service lines and electrical poles and to replace them with new underground electrical services lines as a betterment on behalf of Austin Energy as part of the Downtown Rail Station Improvements project, for a not to exceed amount of $407,500.

8. Approval of a resolution authorizing the President/CEO, or her designee, to finalize and execute a Multiple Use Agreement with the Texas Department of Transportation (TxDOT) to permit the construction, maintenance, and operation of four (4) pairs of MetroRapid Stations in TxDOT's right-of-way.

9. Approval of a resolution authorizing the President/CEO, or her designee, to modify the contract with EAN Holdings, LLC to extend the agreement for MetroRideshare services through January 31, 2019, and increase the contract amount by $600,000 for a total contract amount not to exceed $6,673,116.

10. Approval of a resolution authorizing the President/CEO, or her designee, to finalize and execute a contract with Freeit Data Solutions to upgrade the current Data Center Infrastructure to replace outdated equipment and improve performance, reliability, and security, in an amount not to exceed $2,000,000, which consists of servers, storage, backup equipment, services, and installation.

VII. Action Items:

1. Approval of a resolution authorizing the President/CEO, or her designee, to finalize and execute a contract for Wayfinding and Customer Information Services with CHK America, Inc. in the aggregate amount not to exceed $1,590,381 for one (1) base year and four (4) one-year options.

2. Approval of a resolution authorizing the President/CEO, or her designee, to approve amendments to the Capital Metropolitan Transportation Authority Board of Directors Bylaws.

3. Approval of a resolution confirming the evaluation rating for the fourth year of the President/CEO's Employment Agreement as Amended and Restated on January 1, 2014 and approving the amount of the annual performance award of ___ percent increase in base pay and a __ percent performance bonus. The increases are awarded retroactively to the annual Employment Agreement date of July 26, 2017.

4. Approval of a resolution appointing an Interim President/CEO.

VIII. Reports:

1. Finance Report
2. Operations Report
3. President's Report

IX. Items for Future Discussion:

X. Adjournment

ADA Compliance

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

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Capital Metropolitan Transportation Authority Board of Directors

MEETING DATE: 12/18/2017 (ID # 3910)

November 2017 Board Minutes

Approval of minutes from the November 1, 2017 Public Hearings; November 15, 2017 Board Meeting; and November 28, 2017 Worksession.

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

~ MINUTES ~

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

Wednesday, November 1, 2017
12:00 PM

12:05 PM Meeting Called To Order
2:39 PM Meeting Adjourned

I. Presentations:

1. Proposed June 2018 Service Changes.

Lawrence Deeter, Planning Department, provided background information on Connections 2025 and noted Connections 2025 is Capital Metro's Board approved transit plan for a more reliable, more frequent and better connected transportation network. The plan, which is designed to address declining ridership and better meet community needs was adopted in February after more than a year of public input and board direction. Connections 2025 also guides three times per year service changes. Deeter noted the Board is scheduled to vote on the Proposed June 2018 service changes at the November 15 Board of Directors meeting. If approved the changes will take effect June 3, 2018.

Deeter next presented highlights of the proposed June 2018 service changes, with the most significant change being that half of the Capital Metro routes would be changing. The plan is designed to create a high frequency network, expanding from six routes to 14 routes, operating seven times a week, with service every 15 minutes. Lawrence concluded with the public outreach process, comments, and recommended changes based on comments and requests received. The potential impact on MetroAccess customers was also discussed, with Board member Kitchen requesting additional information on the total number (home and work addresses) of MetroAccess customers that will be impacted by the proposed service changes.

II. Public Comment:

Judge Susan Steeg, Justice of the Peace from Precinct 3, Travis County, stated if proposed service changes are enacted they will lose their part time fixed route and will become the only precinct office not served by Capital Metro. The Travis County campus includes the County Health and Human Services, Tax Office, and the Community Care FQHC Clinic. They must have MetroAccess continue to provide means for those with transportation needs to access the campus.

Min Liu, University of Texas professor, lives in Oak Hill and has been a MetroAccess door-to-door customer for the past 19 years. She communicated if changes are approved she will be one of the 36 customers who will lose MetroAccess. Ms. Liu stated she relies on MetroAccess to get to get to work and her rehab appointments and without MetroAccess she does not have other alternatives. She urged the board to consider protecting the existing MetroAccess customers and services.

Heidi Ross asked the Board to keep Route 21/22. She explained students from O. Henry Middle School ride this bus to and from school and to afterschool activities. Ms. Ross indicated she supported the approval of Connections 2025 based on the resolution that fixed route service would continue for those areas where service would be eliminated until mobility innovation zones were developed. She added the proposed changes do not address the north-south corridor west of Mopac and losing service west of Mopac is not a good idea. Board Member Kitchen announced she stands by the Resolution referenced by Ms. Ross and stated we need to have discussions with the public about the mobility innovation zones before we change or eliminate routes.

Gram Mueller, student, O. Henry Middle School, commented he has been riding Route 21/22 for the past 2 years. He stated it takes him 20 minutes to get home from school. He likes that the bus operators are friendly and have good knowledge of the route and can safely maneuver through the neighborhoods. He

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asked the Board to keep this route.

Owen Murphy, student, O. Henry Middle School, is concerned about losing bus service to O. Henry Middle School. He takes bus 21/22 to return home from school and to after school activities, such as church youth group activities. He's learned how to use public transportation and appreciates the service. Many adults including his parents are impressed that students are riding the city bus, as they themselves don't know how to use public transportation. To conclude, he asked the Board to keep this route.

Charlie Ross, student, O. Henry Middle School spoke in favor of Route 21/22.

Harry Ross, student, O. Henry Middle School, advocated for Route 21/22. He takes this bus to and from school every day. He also rides this bus to after school soccer practice and said this would not be possible if he had to ride the regular school bus.

Sparti Locklin, student, O. Henry Middle School, does not want Route 21/22 eliminated. He stated it's a safe and easy way to get home for middle school students as well as Austin High school students. He also takes this bus to afterschool activities.

Samir Kassim, student, O. Henry Middle School, asked the Board not to eliminate Route 21/22 as he uses this bus to get home from school as well as to afterschool activities.

Charlotte Pounds, student, O. Henry Middle School, supports Route 21/22 because it gets her home from school in less time than the regular school bus. Getting home an hour before the regular school bus allows her time for homework, chores, and volleyball practice.

Ryan Teague, student, O. Henry Middle School, does not want Route 21/22 eliminated. She's takes this bus to gymnastics practice after school. She said she's learning how to use public transportation by riding this bus to school and to after school activities.

Marissa Davila, student, O. Henry Middle School, spoke in favor of Route 21/22 and stated it allows her to be home in 20 minutes as opposed to one hour on the regular school bus. Arriving home early allows her to complete chores, do homework, and cheerleading practice.

Patrick Wallace, student, O. Henry Middle School, advocated for Route 21/22. Like other students, he uses this bus to get home from school and appreciates getting home early to do his homework and chores around the house.

Andrew Mosser, student, O. Henry Middle School, supports Route 21/22 and does not want it eliminated. He stated school ends at 3:30 and his parents get off work at 5:00 and would not be able to pick him up until later. This bus allows him to get home early and to attend after school activities such as football practice and church youth group functions.

Tenishia Jackson, Campus Director and Academic Dean, Altierus Career College, formerly Everest Institute, spoke in favor of route 323. Students rely on this route to attend classes at this campus to further their educational process. She asked the Board to reconsider continuing this bus route that allows access to the campus located at 9100 US Hwy 290 west.

Mary Bahari, resides in Pflugerville and relies on MetroAccess for transportation to medical appointments. CARTS is not an option as her address is urban and not rural. Ms. Bahari is concerned that fixed route 243 will be discontinued and this will impact her MetroAccess services. She asked the Board to keep this route and to keep MetroAccess as it stands.

Lanna Anosseva, asked the Board to reconsider eliminating bus 383, in particular the route in the Anderson Mill region. Ms. Anosseva was directed to speak to Lawrence Deeter, Planning Department, for further clarification.

Rebecca LaBanve, urged the Board to keep Routes 21/22 and 490 - RBJ bus stop. Residents depend on

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these two routes to go to the grocery store, medical appointments and church services. Ms. LaBanve also shared a signed petition with the Board in favor of these routes.

Judi Rockman, complimented the bus drivers for their friendliness and great customer service. She offered the following suggestions: replace service to the North Medical Center - route 240 that is proposed to be eliminated. She suggested perhaps this route could be included in the circulator service to the Domain. She also suggested that we advertise our transportation services in parking lots and parking garages.

Patricia King, opposes changes to Route 271 due to safety reasons. The proposed changes have this route stopping at the Del Valley Correctional Institute and then coming to her neighborhood. She does not feel safe with this approach. She urged the Board to not make any changes to the route. She wants this route to continue as is and stated residents depend on this bus to go to the grocery store and ACC. This bus is their lifeline.

Patricia Crow, urged the Board to not make any changes to Route 300 and shared a petition stating the reasons why this route should not be eliminated.

Sandra Davis, expressed support for Routes 300, 7, 37 and 383. She stated she does not own a vehicle and Route 300 is her lifeline. Occasionally, she travels to North Lamar Transit Center to connect with the 383 to go to the Domain. The proposed changes will entail having to walk a mile to the nearest bus stop and will have several connections. She is concerned many residents currently served by Route 300 may not be able to walk the distance.

Elizabeth Stehl, supports the proposed changes to Routes 20, 22, 335 and 350. She is in favor of more frequent service.

Councilmember Alison Alter, District 10, stressed the importance of innovations zones in areas proposed to lose service due to service changes or elimination of routes. While she is sympathetic to budget constraints, the need to increase ridership, and increased frequency, she believes we have to make sure we are serving people that depend on transit, mainly the youth, disabled, seniors, and those coming to medical appointments or going to/from work. She supports Route 21/22 and indicated she is not opposed to changes but wants the opportunity to discuss innovation zones as promised.

Roberta Chitwood, is concerned about possible changes to Route 10 going to Greyhound and the proposed changes on Cameron Road. She has a disability and is unable to walk long distances. She would like a bus stop at Cameron and St. Johns. In addition, she wants to keep the number 7 at St. Johns.

Susan Pantell, agrees with the need for a more efficient, more frequent and better connected network. She believes staff has listened to the community and asked the board to move forward and approve the plan. Ms Pantell supports grandfathering existing MetroAccess customers. She also supports transportation innovation zones for areas that will completely lose service but does not support street segments that don't justify the ridership.

D'Ann Johnson, representing Texas Rio Grande Legal Aid, said they bought the office building due to the bus stop next to the facility. Five other social services are in that area. The proposed changes to Routes 10, 37 and 320 will leave them with no bus service. The nearest bus stop would be on 52nd and Cameron - across I35 - with 5 lanes of traffic and two feeder roads. An alternative solution would be to make the 350 a rapid route and move the bus stop closer to 50th street.

Jo Staton, resident at RBJ Center advocated for Route 21/22. She stated residents at RBJ depend on this bus to go to the grocery store and to doctors' appointments. She said she can't walk and does not want this route eliminated.

Helen Varty, administrator at RBJ Center, representing the RBJ Board of Directors, stated the residents are concerned about the proposed changes to Route 21/22 and the elimination of the 490 shuttle. The

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proposed changes to Route 21/22 involve several transfers which will be difficult for many seniors who take this bus to doctor's appointments. Elimination of the 490 shuttle will impact their ability to travel to the grocery store.

Brent Payne, Amalgamated Transit Union, feels the Board is not listening to the public's concerns regarding the proposed service changes. He asked the Board to hear and understand all concerns before making a decision on whether or not to approve the plan. Mr. Payne is also concerned the proposed frequency on certain routes do not offer proper recovery times for the bus operators and proper places to use the restroom. He is concerned they don't have adequate breaks to provide safe service.

Susana Almanza, from PODER, stated her concerns with the proposed elimination of bus 4 on Vargas Road. This route serves children at Allison Elementary, the youth at IDEA, Elementary at Vargas, and it also takes people from that community to the food bank at Southwest Key Center, among other places. Ms. Almanza suggested we look at the reality of the ridership and serve the true bus riders - those who are truly dependent on public transportation.

Gregory Watson, stated he would like to keep the portion of Route 333 that serves the Oak Hill Park & Ride (Route 171, the commuter express flyer). This will allow residents from the Maple Run neighborhood to maintain accessibility to the Oak Hill shopping center, in particular access to the HEB located in that area.

David Knoll, representing Ryan Companies and the Housing Authority COA, spoke about the Reserve at Springdale - an affordable housing community. He stated a big part of choosing to build at that location was the transit options, specifically route 300. He opposes changes to this route and asked the Board to reconsider keeping the route for the benefit of the residents, in particular the portion that runs by Rogge Lane and Springdale.

Shirley Eason would like to keep Route 323 & 6 combined. She wanted to know if Route 237 is going to be replaced by Route 323. It was suggested that she meet with Lawrence Deeter for further specifics. Lastly, she wanted to know what does the marketing slogan "Use it or Lose it" mean?

Bobby Rich, rides the Routes 1,7,10, and 320. He is concerned with Route 323 not going any further east and wanted to know the replacement route. Lawrence Deeter responded and said Route 323 will be replaced with Route 339.

David King, feels low income families and families of color are being displaced and moving out to the suburbs. He is concerned the proposed changes are going to leave these families without transportation options. He feels these are the people that need transit the most. He offered suggestions on how to restructure bus fare so it is equitable.

Carolina Baumanis is a student at UT and is a daily rider of the 465 bus that takes the redline commuters to the UT campus. She mentioned parking at UT is a challenge and she is currently on a 2 year waiting list for a parking permit. Route 465 is the only route that provides a direct connection from where she lives (a transit oriented development) to the UT Campus. Removing and replacing it with Route 18 is not a good decision.

David Wittie, member of Adapt of Texas, supports the proposed changes. Mr. Wittie has migrated from paratransit services to fixed route service. He does not agree with phasing out MetroAccess customers from the system. He shared that he lives near the Greyhound bus station and the proposed changes will have people walking one mile to catch the bus. He is concerned for their safety and losing connectivity at Greyhound station. Chair Cooper said he would like to have a later discussion with Mr. Wittie to see how we can more efficiently serve MetroAccess customers. It currently costs the agency $25k per year/per person to provide service. We do not want to abandon the customers, but we need to create a safety net that works well.

Valora Porter, is 84 and lives at Crosspark and Exchange. She urged the Board to keep MetroAccess.

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She still works seven days a week and this is her only mode of transportation.

Shana McGary, spoke on behalf of her 26 year old daughter, Karly Lay who lives with her and is autistic. Ms. McGary moved to her home in Maple Run because of the bus stop availability. She opposes changes to Route 333. It took her daughter a year to practice memorizing this bus route to take to Goodwill where she works. Buses serve people first. She asked the board to do the right thing and not make changes to this route.

John Vickers does not want Route 228 eliminated. He stated this route was developed to serves the veteran's clinic. It offers the veterans multiple transfers - they can go to 20 different places by taking this route. Ninety percent of the riders on this route are veterans. He asked the board to save Route 228.

Gene Brooks, a UT faculty member, would like future discussion regarding MetroAccess include all stakeholders.

Virginia Nailing is against elimination of Routes 21/22 and proposed changes to number 18, especially in west Austin. She lives in this area but does not own a vehicle. She enjoys going to the library but safety is a concern as there are no sidewalks leading to the library. She is also concerned with the number 18 running later more routinely.

Stacy Suits, Travis County Constable, spoke in favor of grandathering MetroAccess customers for at least 5 years. He believes it is the right thing to do.

Zenobia Joseph, asked the board to look at routes 323, 300 and 350 for equitable distribution of resources. She also expressed gratitude for the uncoupling of route 383/392.

III. Items for Future Discussion:

IV. Adjournment

ADA Compliance

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

~ MINUTES ~

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

Wednesday, November 1, 2017 **5:34 PM Meeting Called To Order**
5:30 PM **7:25 PM Meeting Adjourned**

I. Presentations:

1. Proposed June 2018 Service Changes.

Lawrence Deeter, Planning Department, shared the following routes have been adjusted after receiving extensive and repeated feedback from the community: Routes 339, 271, 383, 243 and 490. He provided background information on Connections 2025 and noted Connections 2025 is Capital Metro's Board approved transit plan for a more reliable, more frequent and better connected transportation network. The plan, which is designed to address declining ridership and better meet community needs was adopted in February after more than a year of public input and board direction. Connections 2025 also guides three times per year service changes.

Deeter next presented highlights of the proposed June 2018 service changes, with the most significant change being that half of the Capital Metro routes would be changing. Deeter noted the Board is scheduled to vote on the Proposed June 2018 service changes at the November 15 BOD meeting. If approved the changes will take effect June 3, 2018. Lawrence concluded with the public outreach process, comments, and recommended changes based on comments and requests received. The potential impact on MetroAccess customers was also discussed, with Board member Kitchen requesting additional information on the total number of MetroAccess customers that will be impacted by the proposed service changes.

Throughout the discussion on the recommended changes, Board members had remarks regarding Routes 333 and 490.

II. Public Comment

Gus Peña, does not support changes to Routes 331, 300 and 17.

Heiwa Salovitz, with Adapt of Texas, supports the proposed service changes. He is in favor of more frequency and more routes. He feels it will be a more useable system. In addition, he thanked the Board for supporting MetroAccess.

Mike Gorse, spoke in favor of the proposed service changes. He considers the changes an overall improvement and acknowledged buses will be part of a frequent network that will run every 15 minutes. Mr. Gorse believes bus transfers will also be more efficient.

Rothko Hauschildt, resident of Bouldin Creek, is concerned about elimination of Route 5. She heavily depends on this bus to go to and from work. She asked the Board to reconsider eliminating this route.

Geneo, East Austin resident, had remarks regarding Routes 17, 300, 320, 3 and 325. He feels a decision has already been made regarding these routes. He believes not enough public outreach was done regarding the proposed service changes and stated we are taking transit away from people that need it the most.

Sonya Williams, Springdale resident, asked the Board to reconsider making changes to Routes 2, 6, 300. She believes changes to these routes are a disservice to those individuals who need transit the most. Ms. Williams stated her mother is a diabetic who will not be able to walk the ½ mile to the next closest bus

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stop. There are other individuals who also have a physical impediment that does not allow them to walk far to catch a bus.

Yvette Roe, commuter, works for the City of Austin and takes the train from Howard Station to downtown. Ms. Roe then walks from the Convention Center to 5th and San Jacinto to catch the 21/22 to her job at RBJ. She does not want her bus stop eliminated.

Linda Krueger, thanked the Board for having a meeting in the evening which allows her and others to comment. Ms. Krueger is a regular transit user on the numbers 18, 20, 801 and 803. She does not support any changes to Route 18. Ms. Krueger also uses the *PickUp* service and is overall happy with the service. However, she feels the location services software needs some improvement. Ms. Krueger supports the changes of the 323 to the 339 route.

Justin Erwin, representing Manos de Cristo, located on 49th street near I-35, spoke in favor of bus stop 37 and 320 located in front of the building. This bus stop is essential to the multitude of people that access Manos de Cristo services. If eliminated people will have to walk from either the bus stop at Airport or the one on the other side of the highway. Mr. Erwin is concerned about their safety, in particular those individuals who are mobility impaired and will be coming from the direction with no sidewalks.

Albert Metz, with Adapt Texas, supports the changes. He would like to see the 803 go all the way down Manchaca because he lives behind the HEB on Manchaca and Slaughter. The number 3 runs every half hour and if he misses it he has to wait 30 minutes to catch the next one.

Sharon Flounay, believes Route 21 that runs on Exposition is a major route and should not be eliminated. People that work in that area depend on this route as well as indigent individuals that come to Good Sheppard Episcopal church for different services. Ms. Flounay supports the proposed 15 minute frequency.

Debbie Locklear, former bus operator, does not want any changes to Route 37. She stated she has spoken to many people who are in favor of this route and who are worried about how they're going to get to their jobs if the route is eliminated.

Kyle Holland, would like to see more east-west service and vice-versa. He believes canceling Route 392 before it gets to 183 and Braker will create a huge problem for people who live near Tech Ridge and have to get west to work. He would like coverage to expand to Cedar Park and Georgetown but understands those cities have to opt in. He would like public restrooms at all transit centers; internet access on all buses; bus service to the new library; shelters for all buses; and 803 service to Lakeline.

Chase Holdridge, would like to see public bathrooms at all transit centers. He appreciates the reduced rate for the 803 and 801 and wishes it was the same for the MetroExpress.

Jennifer McPhail, with Adapt, stated she has heard positive feedback from the frequent routes. However, changes to route 2 will have people walking almost a mile to get to a bus stop and sometimes the environment is not safe. Ms. McPhail also suggested that when purchasing new buses we need to make sure the fare box is accessible to people in wheelchairs. She believes we are making too many service changes at one time and recommended we have another public hearing to explain the changes in greater detail. She also suggested everyone should ride the bus to better understand transit.

Maria Vela Munoz, bus rider since 1986 is concerned with the proposed changes to Route 21/22. She lives off Pleasant Valley and takes the 20 to downtown to catch the 21 to get to Exposition and Windsor where she works. If this route is replaced by 335 how many transfers will she need to make to get to work? She asked the Board to not eliminate bus Route 21/22.

Inez Garcia, advocated for Route 240. She stated elimination of this route would be cutting off services to a hospital/medical complex in the Mopac/Cedar Bend area.

Patricia Crow, is concerned about senior citizens losing a bus stop they've become dependent on and having to walk to a different bus stop. She wants to understand the rationale for the service changes, in particular Route 300.

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David Knoll, on behalf of The Reserve at Springdale, asked the Board to consider modification to route 300 to continue serving mixed use at the Reserve at Springdale and our low income residents.

Robin Orlowski, agrees with the proposed changes to routes 383 and 392. She is not in favor of eliminating route 18 as it cuts service to ACC. She suggested Route 803 should be extended to the Arboretum and to Seton Northwest hospital. Ms. Orlowski also feels Route 240 should not be eliminated as it will cut service to the North Austin Vocational Rehabilitation office. She suggested staff's salaries should be cut in order to keep some of the routes that are proposed to be eliminated.

Zenobia Joseph, asked the Board to look at Route 325 which she stated serve 23 riders under Connections 2025, but we are losing $584k on that route. This is the only east west connectivity in the far Northeast area. Ms. Joseph also asked that we look at Route 323 and compare it to 392. Route 323 was created to go northwest but it generates fewer rides than the current 392. In addition, she asked that we look at Title VI - equitable distribution of resources, when comparing action taken on Routes 333 and 392. Lastly, she asked the Board to recognize the number of buses that have been removed from the northeast area of town.

III. Items for Future Discussion:

IV. Adjournment

ADA Compliance

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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

Wednesday, November 15, 2017 **12:09 PM Meeting Called To Order**
12:00 PM **3:56 PM Meeting Adjourned**

I. Pledge of Allegiance

II. Oath of Office

Chairman Cooper swore in Jeffrey Travillion, Travis County Precinct One Commissioner, as the new Travis County appointee to the board.

III. Safety Briefing

Donna Simmons, Vice President of Administration, gave the safety briefing which included safety holiday fire tips. She reminded us to check smoke detectors to make sure they're working properly and to have an exit plan in the event of a fire.

IV. Public Comment:

Gus Pena, representing Veterans for Progress, stated low income citizens are Capital Metro riders and we need to recognize they are the ones that depend on transit the most. He stated the proposed service changes will be catastrophic for these riders. Mr. Pena also expressed concern for routes 331 and 21/22. He noted residents of the RBJ senior facility will be negatively impacted with any changes to route 21/22 as some cannot walk appreciable distances.
Frank Atkins does not support the proposed service changes and suggested that the plan not be endorsed. He criticized routes 801 and 803 and stated buses are bunched together. He would like the agency to consider adding a bus stop at the new library.

Anthony Walker, East Austin Coalition, announced he drives the Route 323 and riders are very concerned about the proposed service changes. He shared a petition with the Board opposing the service changes. He believes we need to be expanding service and not cutting service.

Councilmember Ellen Troxclair asked the Board to consider grandfathering all existing MetroAccess customers for at least 1 year while we develop a plan to most cost-effectively serve those customers. In addition, she asked that before we make any changes to Route 333, we develop a connected service plan for the Oak Hill area to include ACC, the Oak Hill Park & Ride, the Oak Hill Plaza, and the Travis County Tax Office. Route 333 is the only east-west connector for Southwest Austin residents.

Fabeolia Johnson has been riding the bus since it was Austin Transit. She explained she is a MetroAccess customer who rides fixed bus Route 5 and any changes to this route will affect her service. Ms. Fabiola advocated for low income residents in her area and stated she would like to see the MCI buses go to her neighborhood as well. She asked the Board to retain Routes 5 and 333.

Randy Johnson lives at the corner of Staggerbrush and Monterrey Oaks. He depends on Route 5 and Route 333 to get around. He is concerned about the proposed elimination of both routes. He wants to know which bus stop he will have to walk to if Route 5 is eliminated. He suffers from back problems and is unable to walk appreciable distances.

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Shirley Griffin resides at Allegre Point apartments, located at 1833 Cheddar Loop. She advocated for Route 243 and would like MetroAccess to continue for residents at Allegre Point.

Patricia Crow expressed concerns with the proposed changes to Route 300. She has problems with her knees and is unable to walk long distances. Ms. Crow urged the board not to make changes to this route.

George Roberts objects to the proposed service changes to Route 350. He has lived in the Montopolis area for many years and depends on public transportation like the majority of his neighbors. His mother is 93 years old and still rides this bus. Mr. Roberts stated changes to this route will affect many people in his community who depend on bus 350 to get to and from their jobs.

Heiwa Salovitz, ADAPT of Texas, supports the proposed service changes and believes in more frequent and better reliable service. Mr. Salovitz hopes people will get used to the new system and believes the system will be effective.

Mr. Metz stated he rides the Route 333 on Sunday to get to church. He is concerned about this route.

Ruven Brooks shared a slide outlining the WIC clinics in Austin and stated that under the proposed service changes service to the clinics would be every 15 minutes. He feels women with children will appreciate the high frequency service to the clinics and spending less time waiting for a bus with children in tow.

Charles Mitchell expressed concern with Routes 300 and 30 and wants to know how these routes will be changing. .

Elizabeth Stehl is excited about the proposed service changes and is looking forward to faster and more frequent service. Ms. Stehl lives in the old Mueller area and routinely takes Route 20 to Red River where she walks to Guadalupe to catch buses going north. She also mentioned she supports a new bus stop at the new library. In addition, she is interested on being on the CSAC committee and has submitted an application for consideration.

Heidi Ross reminded the board that under the approved Connections 2025 plan, the areas served by Route 21/22 were defined as mobility innovation zones. She asked the asked the board to vote to keep these routes until innovation zones for Exposition are in place.

David King believes low and middle income families are getting pushed out of the urban core due to the high cost of living. They are losing service due to being outside the service area. He stated we must not lose focus of these people who have been disenfranchised and are transit dependent.

John Roussgau spoke in support of Route 21/22. He stated if this route is removed there is no connection from Guadalupe/Lamar into west Austin. Also there is no north-south connection there at all. Many students as well as working people depend on this route.

Ryan Young suggested transfers need to be a lot easier in order for the plan to be effective.

Pamela Rogers, representing the Maple Run Neighborhood Association thanked the board and staff for keeping route 333. However, it no longer connects to the 171 which would take riders to Oak Hill and downtown. Please add this segment back to Route 333.

Jay Blazek Crosley representing Farm & City suggested the board move forward with adopting this plan as it will provide low income people with more and better transit. Mr. Crosley noted that today Capital Metro serves 18% of low income population and with the proposed service changes it will serve 32% of the low income families.

Marissa Balonon-Rosen, east Austin resident and UT student said she relies on public transportation. She is very concerned about removal of Route 21/22 and noted this is the only route that goes north south

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through east Austin and connects to the northern part of the UT area. People depend on this route to go to school, work and medical appointments. The proposed changes will harm a lot of Austin residents.

Brent Payne, Amalgamated Transit Union, supports more frequent routes but is concerned that it does not allow drivers enough time to take a bathroom break. He is also concerned the proposed changes will have riders walking long distances to the nearest bus stop.

John Laycock, AURA, rides the MetroRapid 801 every day. He does not own a car and depends on pubic transportation. He supports a system with more frequency and asked the board to vote for the proposed service changes.

Darrell Sorrells, bus operator, read a poem written by one of his colleagues about the proposed service changes. In conclusion, he stated he does not support the proposed elimination of Route 17 and others. He further added frequency for some of these routes will be unattainable due to traffic congestion.

Jennifer McPhail, ADAPT of Texas, is supportive of the plan. Having buses every 15 minutes is a great thing.

Nailah Sankofa stated she has been a transit rider for 28 years. She is very familiar with Capital Metro's transit system and bus operators. She vehemently opposes the proposed service changes and disagrees with everyone who supports the plan. Ms. Sankofa stated the changes do not make any sense and will affect seniors and mobility impaired citizens. She challenged the board to ride the bus for one month to see if the changes make sense to them.

Zenobia Joseph (she provided comments after Todd Hemingson's presentation - Action Item 2).
Ms. Joseph referenced Title VI and commented there is not an equitable distribution of resources when you compare frequency of Routes 383/392 and 323 to Route 333. She feels the citizens that live in far north Austin are being ignored. Ms. Joseph showed a brief video from the U.S. Department of Transportation's Office of Civil Rights about public engagement.

V. Advisory Committee Updates:

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

Sam Sargent, Community Involvement, presented the monthly report. The Committee's main focus this month were the Proposed June 2018 Service Changes. They reiterated their support of the changes and encouraged Capital Metro to continue to move forward in the development of the Mobility Innovation Zones.

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

Sam Sargent, Community Involvement, presented the report. The Access Advisory Committee met on November 1st and the main topic of discussion were the Proposed June 2018 Service Changes. They recommended the grandfathering of MetroAccess customers who would lose service under the proposal.

Mr. Sargent also updated the board on the membership and vacancies on the two advisory committees. We are looking at bylaw and mission updates for both and also at what peer agencies do to ensure that they get good feedback from their advisory groups. Although there were no new appointees brought forward this month for either Access or CSAC, we currently have enough applicants that we should be able to have full compliments of 9 members for each committee at or before the January 2018 board meeting.

VI. Board Committee Updates:

1. CAMPO update

Board Member Mitchell reported on this month's CAMPO meeting. Biggest discussion was on criteria for project selection. CAMPO also had a joint meeting with the Alamo area Planning Organization to talk about connectivity between the two regions. Chair Cooper added that Lone Star rail has some

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legislated powers that might be useful for transit in partnership or if we were to assume some of those responsibilities.

VII. Consent Items

1. Approval of Minutes from the October 23, 2017 Board Meeting and October 24, 2017 Board Worksession.

2. Approval of the 2018 Capital Metro Board Meeting Calendar

VIII. Action Items:

1. Approval of the appointment of Jeffrey Travillion to the Operations, Planning and Safety Committee, and Rita Jonse as Committee Chairperson.

Board Member Travillion was appointed to the Operations, Planning and Safety Committee and Board member Jonse agreed to serve as Committee Chairperson until the next election was held.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Wade Cooper, Chair
SECONDER:	Delia Garza, Board Member
AYES:	Mitchell, Word, Cooper, Travillion, Kitchen, Jonse, Renteria

2. Approval of a resolution authorizing the President/CEO, or her designee, to implement the June 2018 Service Changes.

Todd Hemingson, Vice President for Strategic Planning & Development, gave an overview of Connections 2025, focusing on the proposed June 2018 Service Changes of the plan.

Based on board-established goals, analysis of existing and future ridership, and feedback from Capital Metro riders and key stakeholders, the June 2018 Service Changes are designed to create a more frequent, more reliable and better connected transit system. If approved, the proposed changes would result in 14 services operating as high frequency routes at least every 15 minutes, 7 days a week. New analysis of the proposal includes:

- Households in poverty within 5-minute walk of frequent service is currently15% - with the proposed service changes that number will increase to 27%.
- Households in poverty within a 10-minute walk of frequent service is currently 33% - with the proposed service changes that number jumps to 48%.
- Minority population within 5-minute walk of access to frequent service is currently12%. If the proposed service changes are approved the number would be 22%.
- Minority population within a 10-minute walk of frequent service is currently 25%- current 25 - with approval of proposed service changes that number increases to 39%.

Hemingson reported significant English and Spanish public engagement was conducted to inform the community about the proposed service changes. As a direct result of the public engagement process nine service proposals were modified, four entire routes were retained, two major route changes were removed and one entire route was added to the plan.

Lastly, Hemingson spoke about the revised MetroAccess proposal and the Title VI Analysis results.

Chair Cooper asked Mr. Hemingson to walk the board through any changes to the resolution since the board worksession was held on 10/24. Mr. Hemingson enumerated several: 1. proposing to begin engaging the communities that might be served by mobility innovation zones in early 2018, before the June Service Changes are implemented; 2. addressing changes to the plan in the 5th whereas, including monitoring of changed routes for timepoints and ridership and making adjustments as early as August; and 3. adjustments to the proposal on MetroAccess that would include a one-year hold on any changes to customers and a plan to study options for the service after that.

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Board member Kitchen moved on the base motion and stated that she had an amendment. Board member Mitchell seconded the base motion. Ms. Kitchen then explained that her amendment would replace the last three Be It Resolved clauses dealing with MetroAccess, with the primary change being that it keeps the analysis of that service but does not set an end date (i.e. one year) for current customers. Board member Garza seconded the amendment.

Board member Travillion spoke and agreed with the MetroAccess comments and changes. He also emphasized that we have another community that we need to pay attention to -- residents east of Hwy 183. Had hoped for a specific mitigation plan for customers who would be losing service. Families are being displaced from Austin and we need to keep up with those trends. This plan feels premature and makes it difficult for people who rely on public transportation.

Chair Cooper spoke on the amendment and suggested that the board keep the staff language, primarily because continuing to serve these customers is cost prohibitive. Taking away anyone's service is still going to require an affirmative vote from the board. Board member Kitchen stated that her intent was really to remove the timeframe for ending service to existing customers, so simply striking the clause about maintaining service until June 2019 would suffice. Chair Cooper asked to be clear that we are only discussing the 36 customers who would lose service, not all MetroAccess customers. Board member Garza seconded.

Board member Kitchen commented that she would like to have a discreet vote on this amendment, but that she withdraws her original amendment, to be replaced with one that simply strikes the "through June 2019" phrase. Garza again seconded. Chair Cooper offered a friendly amendment to the amendment saying that the board may act on the 36 customers impacted by the June changes separate and apart from action on other MetroAccess customers. Board member Kitchen agreed as long as it reads "may".

Board member Mitchell asked if there had been a cost analysis done on these 36 customers. Hemingson replied that as the resolution stands it is estimated to cost $200,000 to $300,000 a year. Board member Garza asked about the City of Austin annexations and stated that it may add up to $500,000 in sales tax revenue.

Amendment to the resolution carried 8-0.

Board member Kitchen then proposed an additional amendment to the base resolution, adding an additional Be It Resolved clause with further detail to include further engagement with stakeholders and implementation of specific solutions to concerns raised during the public input process, to include service along Exposition; a school tripper along Pleasant Valley Road (Route 333); a voucher or other private service solution for access to the Travis County offices on Tx71; service to the Oak Hill shopping center along Route 333; and last, the safety and access concerns in the Rogge Lane and Springdale Road area near the Housing Authority of the City of Austin (HACA) facility. Staff will report back on these activities in the Spring of 2018 prior to the June 2018 service change implementation.

She then read the second part of this amendment, which directs staff to continue to develop Mobility Innovation Zones as previously identified, and to host meetings from January to March, 2018, to address concerns about service along Exposition Boulevard. Board member Garza seconded. Mr. Hemingson suggested changing the January-March timeframe to "Spring".

Board member Renteria commented on the Route 21/22, included how few customers he has encountered when riding it recently.

Board member Travillion offered a friendly amendment to include the routes that are going to be changed in East Austin. Board member Renteria voiced support.

Chair Cooper offered a friendly amendment to change "implement" to "recommend" since it is up to the board to implement the changes, and also to add "and funding" after "specific solutions". He also wanted clarification on the "East Austin" addition from Board member Travillion, which is much more

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general than the discreet set of issues proposed by Board member Kitchen. Travillion clarified that we would be looking for funding and specific mitigation plans and that they are communicated to the community at large.

Board member Kitchen suggested that a way to address this might be to go back to the original amendment language and add "and specific mitigation plans to address routes proposed for changes in East Austin" after the "Housing Authority of the City of Austin" phrase. Board member Travillion clarified that he is looking for specific route information but also insuring that disabled customers are not unfairly burdened with their changes. And that there are other opportunities for those customers to continue to receive some type of service. Chair Cooper clarified he was fine with the language, as long as it was understood that "mitigation" could be taken to mean outreach to inform customers of their new routes. Board member Travillion was amenable to that.

Board member Kitchen repeated the language of the amendment. The second amendment to the resolution carried 8-0.

Chair Cooper called for any additional discussion on the base amendment. Board Member Mitchell thanked colleagues and the public for their thoughtful input. He emphasized that the agency is trying to a lot with very limited financial resources. Federal grants are not guaranteed and we have high capital requirements. We are financially healthy but have big obligations. Board Member Garza commented that these changes are good for the system but that the public input process was flawed. Other government entity used "heat maps" to find where there were gaps in the public input process and we should consider that type of thing. Chair Cooper commented that we have to not keep doing the same thing, and that the analysis shows strong metrics going forward and that we will help the mobility of the disabled in our community. These changes will do a lot of good. Board Member Travillion stated that he is very concerned about residents displaced from Austin who don't have a way to get to their basic needs. The folks that we are missing rely on us to be their voice.

Resolution passes 6 to 2, with Travillion and Garza voting no.

RESULT:	**ADOPTED [6 TO 2]**
MOVER:	Ann Kitchen, Board Member
SECONDER:	Terry Mitchell, Board Member
AYES:	Mitchell, Word, Cooper, Kitchen, Jonse, Renteria
NAYS:	Garza, Travillion

3. Approval of a resolution authorizing the President/CEO, or her designee, to extend an Interlocal Agreement (ILA) with the City of Austin for employee transit passes for a period of 1 year from January 1, 2018, to December 31, 2018, and leave the CY2018 contract term not-to-exceed amount unchanged at $400,000.

Greg Buford, Business Development Coordinator, presented this item. Ridership with the City of Austin through this program has gone up 16% in FY2017 and revenue is up 23%.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Terry Mitchell, Board Member
SECONDER:	Rita Jonse, Board Member
AYES:	Mitchell, Word, Cooper, Garza, Travillion, Jonse

4. Approval of a resolution authorizing the President/CEO, or her designee, to finalize and execute a contract modification with Krauthamer & Associates for executive recruiting services to increase the amount by $87,000 for a total not to exceed contract amount of $648,000 for one year with four 12 month options.

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Virginia Keeling, Human Resources Director, presented this item. On March 23, 2017, Capital Metro awarded a contract to Krauthamer & Associates for Executive Recruitment Services in an amount not to exceed $101,000 for the base year to provide Capital Metro with an executive search agency in the event of a vacancy of top level positions, to be assigned as needed. In the current contract year, additional services are required for the recruitment of a new President/CEO and a new Vice President, Rail Operations.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Rita Jonse, Board Member
SECONDER:	Juli Word, Secretary
AYES:	Mitchell, Word, Cooper, Garza, Travillion, Jonse

5. Approval of a resolution authorizing the President/CEO, or her designee, to finalize and execute a contract with Bytemark, Inc. for the implementation of software upgrades to the trip planning and traveler tools system in an amount not to exceed $373,460 for one-time implementation costs plus a one-year option of $98,628 for a total not to exceed $472,088.

Jonathan Tanzer, IT Project manager, presented this item. The proposed upgrades will implement additional functionality that will improve the customer experience with Capital Metro's trip planning and traveler tools. Key enhancements include improvements to provide multi-modal trip plans, additional service change including Connections 2025 and detour information in the website, mobile app, automated telephone and text message system, and additional mobile payments options such as Android Pay and Apple Pay in the CapMetro app on mobile devices.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Delia Garza, Board Member
SECONDER:	Rita Jonse, Board Member
AYES:	Mitchell, Word, Cooper, Garza, Travillion, Jonse

6. Approval of a resolution authorizing the President/CEO, or her designee, to execute a contract with Creative Bus Sales, utilizing the Buy Board Purchasing Cooperative, to purchase up to twenty-two Champion Paratransit Vans in an amount not to exceed $2,117,371.

Andrew Murphy, Manager, Maintenance Standards and Projects, presented this item. These vans will replace existing paratransit vehicles which have fulfilled their anticipated life cycle. In addition, this procurement will ensure we are maintaining a state of good repair. One van being purchased will replace a van which was in an accident and damaged beyond repair.

Board member Jonse wanted to know what will happen to the vans being replaced. The vehicles will be donated or auctioned off on Govdeals.com.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Delia Garza, Board Member
SECONDER:	Rita Jonse, Board Member
AYES:	Mitchell, Word, Cooper, Garza, Travillion, Jonse

7. Approval of a resolution authorizing the President/CEO, or her designee, to extend and confirm the termination date of the existing Bus Stop Accessibility Interlocal Agreement (ILA) with the City of Austin on May 22, 2019.

Mark Herrera, Project Manager, Bus Operation Accessibility Program, presented this item. The continuation of this ILA will allow Capital Metro to continue with the partnership with the City of Austin

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to design, build and implement accessible bus stops and connecting sidewalks in the Capital Metro service area.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Jeffrey Travillion, Board Member
SECONDER:	Rita Jonse, Board Member
AYES:	Mitchell, Word, Cooper, Garza, Travillion, Jonse

IX. Presentations:

1. Review of proposed changes to Capital Metro Board Bylaws.

Kerri Butcher, Chief Counsel, presented this review of proposed board bylaws changes to the board. These changes are largely to clean a few things up and not substantive. Board Member Garza pointed out that one of the changes on Advisory Committees being created may need to be corrected. Ms. Butcher agreed. After today's presentation the board may review these in the coming weeks. The changes will be posted as an Action Item at the board meeting in December. They will require a two-thirds majority of the entire board to make the amendments.

X. Reports:

1. Quarterly Planning and Ridership Report

Todd Hemingson, Vice President of Planning and Development, presented his year-end report. Ridership was down on fixed-route services 1.8% for the year, but MetroRapid ridership has seen significant ridership gains after the adjustment to the fare early in the year. Our UT ridership has been a challenge -- service hours are down and we have had some routing challenges. If you exclude UT ridership from our totals, we are actually up 1% for the year. We are slightly below overall budgeted ridership for the year. We are looking forward to seeing results on newly-launched and upcoming services that take advantage of the Mopac managed lanes.

2. President/CEO Update

President/CEO Linda Watson presented her report, which included updates on the following:

- A partnership with the Austin Public Library that encouraged customers to park at branch libraries and come down to the grand opening of the new Central Library.
- Implementation and launch of our new service on the Mopac managed lanes.

XI. Items for Future Discussion:

XII. 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; Delia Garza, vice chair; Juli Word, board secretary; Terry Mitchell, Pio Renteria, Jeffrey Travillion, 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.

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CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS WORKSESSION

2910 East Fifth Street Austin, TX 78702

~ MINUTES ~

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

Wednesday, November 28, 2017
11:00 AM

11:07 AM Meeting Called To Order
1:23 PM Meeting Adjourned

I. Presentations:

1. Discussion on President/CEO Candidates

At 11:08 AM the Board of Directors went into Executive Session under Chapter 551 of the Texas Government Code: Section 551.071 for legal advice and Section 551.074 for Personnel matters regarding discussion of President/CEO candidates.

The board returned from Executive Session at 1:22 PM.

II. Items for Future Discussion:

III. 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; Delia Garza, vice chair; Juli Word, board secretary; Terry Mitchell, Pio Renteria, Jeffrey Travillion, Rita Jonse and Ann Kitchen. Board Liaison: Gina Estrada (512)389-7458, email gina.estrada@capmetro.org if you need more information.*

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Attachment: 171128 Board Worksession Minutes (3910 : November 2017 Board Minutes)

Capital Metropolitan Transportation Authority ***MEETING DATE: 12/18/2017***
Board of Directors ***(ID # 4009)***

Appointment of CSAC Member Jeff Lewis

Approval of a resolution appointing Jeff Lewis to the Customer Satisfaction Advisory Committee.

Capital Metropolitan Transportation Authority ***MEETING DATE: 12/18/2017***
Board of Directors ***(ID # AI-2017-647)***

Appointment of CSAC Member Jeff Lewis

SUBJECT:
Approval of a resolution appointing Jeff Lewis to the Customer Satisfaction Advisory Committee.

FISCAL IMPACT:
This action has no fiscal impact.

STRATEGIC PLAN:
3. Community

Strategic Objectives:
3.3 Create service strategies that utilize community and stakeholder feedback

EXPLANATION OF STRATEGIC ALIGNMENT:
The Customer Satisfaction Advisory Committee (CSAC) provides valuable insight and recommendations to the Board of Directors to assist in making riding Capital Metro services safe, reliable, and accessible.

BUSINESS CASE:
Does not apply.

COMMITTEE RECOMMENDATION:
This agenda item will be presented to the full board on December 18, 2017.

EXECUTIVE SUMMARY:
Pursuant to Section 451.107, Texas Transportation Code, and Article II, Section 17, Capital Metro Board of Directors Bylaws, the Board of Directors established the Customer Satisfaction Advisory Committee (CSAC) as part of a comprehensive community involvement strategy to provide input to the Board of Directors on decisions that affect the Authority.

Based on a recommendation from the Capital Metro President/CEO each member of the Board of Directors appoints one member of the committee with the exception of the Chair who appoints two members. At this time, Board Member Rita Jonse recommends Jeff Lewis as her appointee to fill the vacant position on CSAC.

DBE/SBE PARTICIPATION: Does not apply.

PROCUREMENT: Does not apply.

RESPONSIBLE DEPARTMENT: Marketing/Communications

Attachment: Resolution-AI-2017-647 New (4009 : Appointment of CSAC Member Jeff Lewis)

RESOLUTION

OF THE

CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY

BOARD OF DIRECTORS

STATE OF TEXAS

COUNTY OF TRAVIS RESOLUTION (ID # AI-2017-647)

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro are committed to successful and meaningful public involvement; and

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro seek informed consent from the public by providing equitable access to decision making and offering opportunities to provide input from a representative set of the population that reflects the interests of the community when transportation decisions are made; and

WHEREAS, there exists a need to fill a vacant position on the Customer Satisfaction Advisory Committee (CSAC).

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that Jeff Lewis is named to CSAC to serve a term concurrent with the term of Board Member Rita Jonse.

_____ **Date:** _____

Secretary of the Board
Juli Word

Attachment: Resolution-AI-2017-647 New (4009 : Appointment of CSAC Member Jeff Lewis)

Capital Metropolitan Transportation Authority ***MEETING DATE: 12/18/2017***
Board of Directors ***(ID # 4007)***

Appointment of Access Advisory Committee Member Mike Gorse

Approval of a resolution appointing Mike Gorse to the Access Advisory Committee.

Capital Metropolitan Transportation Authority ***MEETING DATE: 12/18/2017***
Board of Directors ***(ID # AI-2017-645)***
Appointment of Mike Gorse to the Access Advisory Committee

SUBJECT:
Approval of a resolution appointing Mike Gorse to the Access Advisory Committee.

FISCAL IMPACT:

This action has no fiscal impact.

STRATEGIC PLAN:
3. Community

Strategic Objectives:
3.3 Create service strategies that utilize community and stakeholder feedback

EXPLANATION OF STRATEGIC ALIGNMENT:
The Access Advisory Committee provides valuable insight and recommendations to the Board of Directors to assist in making riding Capital Metro services safe, reliable, and accessible.

BUSINESS CASE:
Does not apply.

COMMITTEE RECOMMENDATION:
This agenda item will be presented to the full board on December 18, 2017.

ECUTIVE SUMMARY:
Pursuant to Section 451.107, Texas Transportation Code, and Article II, Section 17, Capital Metro Board of Directors Bylaws, the Board of Directors established the Access Advisory Committee as part of a comprehensive community involvement strategy to provide input to the Board of Directors on decisions that affect the Authority.

Based on a recommendation from the Capital Metro President/CEO each member of the Board of Directors appoints one member of the committee with the exception of the Chair who appoints two members. At this time Board Member Delia Garza recommends Mike Gorse as her appointee to fill the vacant position on the Access Advisory Committee.

DBE/SBE PARTICIPATION: Does not apply.

PROCUREMENT: Does not apply.

RESPONSIBLE DEPARTMENT: Marketing/Communications

Attachment: Resolution-AI-2017-645 (4007 : Appointment of Access Advisory Committee Member Mike Gorse)

RESOLUTION

OF THE

CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY

BOARD OF DIRECTORS

STATE OF TEXAS

COUNTY OF TRAVIS **RESOLUTION (ID # AI-2017-645)**

Appointment of Mike Gorse to the Access Advisory Committee

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro are committed to successful and meaningful public involvement; and

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro seek informed consent from the public by providing equitable access to decision making and offering opportunities to provide input from a representative set of the population that reflects the interests of the community when transportation decisions are made; and

WHEREAS, there exists a need to fill a vacant position on the Access Advisory Committee.

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that Mike Gorse is named to the Access Advisory Committee to serve a term concurrent with the term of Board Member Delia Garza.

_____ **Date:** _____

Secretary of the Board
Juli Word

Attachment: Resolution-AI-2017-645 (4007 : Appointment of Access Advisory Committee Member Mike Gorse)

Capital Metropolitan Transportation Authority ***MEETING DATE: 12/18/2017***
Board of Directors ***(ID # 4008)***

Appointment of Access Advisory Committee Member Pat Thomas.

Approval of a resolution appointing Pat Thomas to the Access Advisory Committee.

SUBJECT:
Approval of a resolution appointing Pat Thomas to the Access Advisory Committee.

FISCAL IMPACT:

This action has no fiscal impact.

STRATEGIC PLAN:
Strategic Goal Alignment:
3. Community

Strategic Objectives:
3.3 Create service strategies that utilize community and stakeholder feedback

EXPLANATION OF STRATEGIC ALIGNMENT:
The Access Advisory Committee provides valuable insight and recommendations to the Board of Directors to assist in making riding Capital Metro services safe, reliable, and accessible.

BUSINESS CASE:
Does not apply.

COMMITTEE RECOMMENDATION:
This agenda item will be presented to the full board on December 18, 2017.

EXECUTIVE SUMMARY:
Pursuant to Section 451.107, Texas Transportation Code, and Article II, Section 17, Capital Metro Board of Directors Bylaws, the Board of Directors established the Access Advisory Committee as part of a comprehensive community involvement strategy to provide input to the Board of Directors on decisions that affect the Authority.

Based on a recommendation from the Capital Metro President/CEO each member of the Board of Directors appoints one member of the committee with the exception of the Chair who appoints two members. At this time, Board Member Ann Kitchen recommends Pat Thomas as her appointee to fill the vacant position on the Access Advisory Committee.

DBE/SBE PARTICIPATION: Does not apply.

PROCUREMENT: Does not apply.

RESPONSIBLE DEPARTMENT: Marketing/Communications

Attachment: Resolution-AI-2017-646 New (4008 : Appointment of Access Advisory Committee Member Pat Thomas.)

RESOLUTION

OF THE

CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY

BOARD OF DIRECTORS

STATE OF TEXAS

COUNTY OF TRAVIS RESOLUTION (ID # AI-2017-646)

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro are committed to successful and meaningful public involvement; and

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro seek informed consent from the public by providing equitable access to decision making and offering opportunities to provide input from a representative set of the population that reflects the interests of the community when transportation decisions are made; and

WHEREAS, there exists a need to fill a vacant position on the Access Advisory Committee.

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that Pat Thomas is named to the Access Advisory Committee to serve a term concurrent with the term of Board Member Ann Kitchen.

_____ **Date:** _____

Secretary of the Board
Juli Word

Attachment: Resolution-AI-2017-646 New (4008 : Appointment of Access Advisory Committee Member Pat Thomas.)

Capital Metropolitan Transportation Authority ***MEETING DATE: 12/18/2017***
Board of Directors ***(ID # 4006)***

IT Network and Security Systems Warranty and Support

Approval of a resolution authorizing the President/CEO, or her designee, to modify the contract with Presidio Networked Solutions Group, LLC to apply an option year for Cisco Hardware and Software Warranty and Support, for a total contract amount not to exceed $161,770.

SUBJECT:
Approval of a resolution authorizing the President/CEO, or her designee, to modify the contract with Presidio Networked Solutions Group, LLC to apply an option year for Cisco Hardware and Software Warranty and Support, for a total contract amount not to exceed $161,770.

FISCAL IMPACT:

Funding for this action is available in the FY2018 Operating Budget.

STRATEGIC PLAN:
Strategic Goal Alignment:
1. Customer

Strategic Objectives:
1.2 Improve system reliability and convenience

EXPLANATION OF STRATEGIC ALIGNMENT:
Maintaining a robust and reliable network and security infrastructure ensures reliable access to systems available to both internal and external customers.

BUSINESS CASE:
Network and Security services provide reliable access to the mission critical systems that support all Capital Metro locations and all users for both internal services and external customer services.

COMMITTEE RECOMMENDATION:
This agenda item was presented and is recommended for approval by the Operations, Planning and Safety Committee on December 6, 2017.

EXECUTIVE SUMMARY:
Capital Metro employs several network and security solutions to achieve robust, redundant, and secure connectivity within our own internal network and to the internet. As Capital Metro continues to expand its service offerings and the internet environment becomes a higher risk engagement, it is imperative that we establish a secure and reliable platform to deliver services to our customers.

DBE/SBE PARTICIPATION: Does not apply.

PROCUREMENT: Does not apply.

Attachment: Resolution-AI-2017-627 (4006 : IT Network and Security Systems Warranty and Support)

RESPONSIBLE DEPARTMENT: Information Technology

Attachment: Resolution-AI-2017-627 (4006 : IT Network and Security Systems Warranty and Support)

RESOLUTION

OF THE

CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY

BOARD OF DIRECTORS

STATE OF TEXAS

COUNTY OF TRAVIS **RESOLUTION (ID # AI-2017-627)**

IT Network and Security Systems Warranty and Support

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management endeavor to provide reliable and secure networking solutions; and

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management recognize the need to provide reliable and secure networking solutions for its internal and external customers.

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that the President/CEO, or her designee, is authorized to finalize and execute a contract modification with Presidio Networked Solutions Group, LLC to apply an option year for Cisco Hardware and Software Warranty and Support, for a total contract amount not to exceed $161,770.

_____ **Date:** _____

Secretary of the Board
Juli Word

Attachment: Resolution-AI-2017-627 (4006 : IT Network and Security Systems Warranty and Support)

Capital Metropolitan Transportation Authority ***MEETING DATE: 12/18/2017***
Board of Directors ***(ID # 3988)***

Fuel System Upgrade for North Operations Facility

Approval of a resolution authorizing the President/CEO, or her designee, to execute a contract with Petroleum Solutions, Inc., utilizing the Buy Board Purchasing Cooperative, to purchase a Gasboy Plus Fleet Management System for the North Operations Facility in an amount not to exceed $172,930.

SUBJECT:
Approval of a resolution authorizing the President/CEO, or her designee, to execute a contract with Petroleum Solutions, Inc., utilizing the Buy Board Purchasing Cooperative, to purchase a Gasboy Plus Fleet Management System for the North Operations Facility in an amount not to exceed $172,930.

FISCAL IMPACT:

Funding for this action is available in the FY2018 Capital Budget.

STRATEGIC PLAN:
Strategic Goal Alignment:
1. Customer

Strategic Objectives:
1.1 Promote a culture of safety.

1.2 Improve system reliability and convenience

EXPLANATION OF STRATEGIC ALIGNMENT:
Upgrading the Fuel Management System will help improve the monitoring of fuel transactions for fleet buses and fuel inventory in the underground storage tanks (UST).

BUSINESS CASE:
Gasboy Plus Fleet Management System software architecture and hardware, such as vehicle ring, data pass, and wireless nozzle readers, make it a safe and reliable system to manage fleet fuel transactions. The system will reduce human error created by manual entries and improve efficiency in fueling bus fleet.

COMMITTEE RECOMMENDATION:
This agenda item was presented and recommended for approval by the Operations, Planning and Safety Committee on December 6, 2017.

EXECUTIVE SUMMARY:
Upgrading the facility Fuel Management System will help improve the monitoring of fuel transactions on fleet buses and fuel inventory in the underground storage tanks. The new software and hardware will accurately record all fuel transactions and provide a history saved in the network.

SBE PARTICIPATION**:** Does not apply.

PROCUREMENT: The contract will utilize Buy Board Contract No. 510-16 held by Petroleum Solutions, Inc. for Fuel Systems Upgrade.

Attachment: Resolution-AI-2017-620 (3988 : Fuel System Upgrade for North Operations Facility)

Buy Board awarded contracts are made available for use by Capital Metro via Title 7, Intergovernmental Relations Chapter 791, Interlocal Cooperation Contracts and The Texas Interlocal Cooperation Act.

Purchases made using Buy Board contracts satisfy applicable competitive bidding requirements. Pricing for the North Operations Rail Maintenance Facility fuel system upgrade was determined to be fair & reasonable by the Buy Board organization during its solicitation and award process.

Buy Board contract pricing provided by Petroleum Solutions, Inc. for the North Operations Rail Maintenance Facility Fuel System Expansion: $172,928.29.

The contract is a fixed price type contract.

RESPONSIBLE DEPARTMENT: Property and Asset Management

Attachment: Resolution-AI-2017-620 (3988 : Fuel System Upgrade for North Operations Facility)

RESOLUTION

OF THE

CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY

BOARD OF DIRECTORS

STATE OF TEXAS

COUNTY OF TRAVIS **RESOLUTION (ID # AI-2017-620)**

Fuel System Upgrade for North Operations Facility

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management recognize the need to capture accurate fuel information for operations and regulatory purposes.

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that the President/CEO, or her designee, is authorized to execute a contract with Petroleum Solutions, Inc., utilizing the Buy Board Purchasing Cooperative, to purchase a Gasboy Plus Fleet Management System for the North Operations Facility in an amount not to exceed $172,930.

_____ **Date:** _____

Secretary of the Board
Juli Word

Attachment: Resolution-AI-2017-620 (3988 : Fuel System Upgrade for North Operations Facility)

Capital Metropolitan Transportation Authority ***MEETING DATE: 12/18/2017***
Board of Directors ***(ID # 3992)***

ILA with the City of Austin for the Downtown Station Improvements

Approval of a resolution authorizing the President/CEO, or her designee, to negotiate, finalize and execute an Interlocal Agreement (ILA) with the City of Austin for the removal of the existing overhead electrical service lines and electrical poles and to replace them with new underground electrical services lines as a betterment on behalf of Austin Energy as part of the Downtown Rail Station Improvements project, for a not to exceed amount of $407,500.

SUBJECT:
Approval of a resolution authorizing the President/CEO, or her designee, to negotiate, finalize and execute an Interlocal Agreement (ILA) with the City of Austin for the removal of the existing overhead electrical service lines and electrical poles and to replace them with new underground electrical services lines as a betterment on behalf of Austin Energy as part of the Downtown Rail Station Improvements project, for a not to exceed amount of $407,500.

FISCAL IMPACT:

This action reimburses CMTA for expenses incurred.

STRATEGIC PLAN:
3. Community

Strategic Objectives:
3.2 Build Strong Community Partnerships that further Capital Metro's mission and vision.

EXPLANATION OF STRATEGIC ALIGNMENT:
This is an inter-agency partnership with the City of Austin allowing for utility infrastructure improvement in coordination with the Downtown Station project. This action will benefit both agencies and the public through cost efficiency and construction coordination for utility infrastructure.

BUSINESS CASE:
This Interlocal Agreement between the City and Capital Metro is part of an on-going inter-agency partnership and will allow Capital Metro to be reimbursed by the City of Austin for the requested betterment. The City will reimburse Capital Metro 100% of both the design and construction costs incurred for these improvements.

COMMITTEE RECOMMENDATION:
This agenda item was presented and is recommended for approval by the Operations, Planning and Safety Committee on December 6, 2017.

EXECUTIVE SUMMARY:
The Texas Department of Transportation awarded a $50 million grant to Capital Metro for the purpose of purchasing four new commuter rail vehicles and constructing a permanent Downtown Rail Station. The execution of this Interlocal Agreement with the City of Austin will allow Capital Metro, on behalf of Austin Energy, to design and construct new underground electrical service infrastructure as a means of removing the existing overhead electrical service lines and electrical poles near the intersection of 4th Street and Sabine Street, during the Downtown Rail Station project, or at a future time

Attachment: Resolution-AI-2017-615 (3992 : ILA with the City of Austin for the Downtown Station Improvements)

by Austin Energy. The City will reimburse Capital Metro 100% of both the design and construction costs incurred which is estimated at a not to exceed amount of $407,500. The Interlocal Agreement generally includes the scope and limits of the betterment, roles and responsibilities for design, construction, and management, establishes the framework for reimbursement by the City of Austin to Capital Metro and references the master ILA executed between the City of Austin and Capital Metro.

DBE/SBE PARTICIPATION: Does not apply.

PROCUREMENT: Does not apply.

RESPONSIBLE DEPARTMENT: Capital Projects

Attachment: Resolution-AI-2017-615 (3992 : ILA with the City of Austin for the Downtown Station Improvements)

RESOLUTION

OF THE

CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY

BOARD OF DIRECTORS

STATE OF TEXAS

COUNTY OF TRAVIS **RESOLUTION (ID # AI-2017-615)**

ILA with the City of Austin for the Downtown Station Improvements

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management endeavor to design, build, operate and maintain a new Downtown Rail Station and partner with the City of Austin to complete a utility upgrade for the purposes of cost efficiency, construction coordination, and project expedition; and

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management recognize the need to partner with the City as part of an on-going inter-agency partnership that will allow Capital Metro to be reimbursed by the City of Austin for the cost incurred of the requested betterment.

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that the President/CEO, or her designee, is authorized to negotiate, finalize and execute an Interlocal Agreement with the City of Austin for the removal of existing overhead electrical service lines and electrical poles and to replace them with new underground electrical service lines or infrastructure as a betterment on behalf of Austin Energy as part of the Downtown Rail Station Improvements project.

_____ **Date:** _____

Secretary of the Board
Juli Word

Attachment: Resolution-AI-2017-615 (3992 : ILA with the City of Austin for the Downtown Station Improvements)

Capital Metro Downtown Station Improvements

CMTA Board Resolution

Austin Energy Betterment (Interlocal Agreement)

December 2017

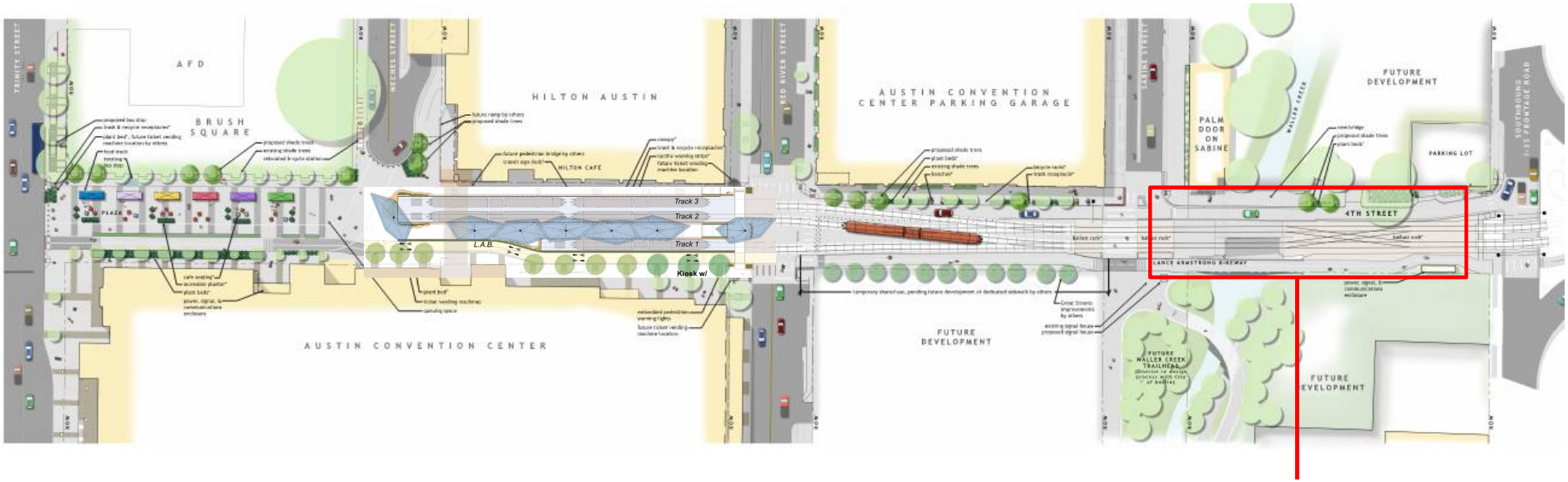
projectconnect

Texas Department of Transportation

CITY OF AUSTIN FOUNDED 1839

Attachment: DowntownStation-CMTA Board AE ILA_Nov2017 (3992 : ILA with the City of Austin for the

Overall Site Plan

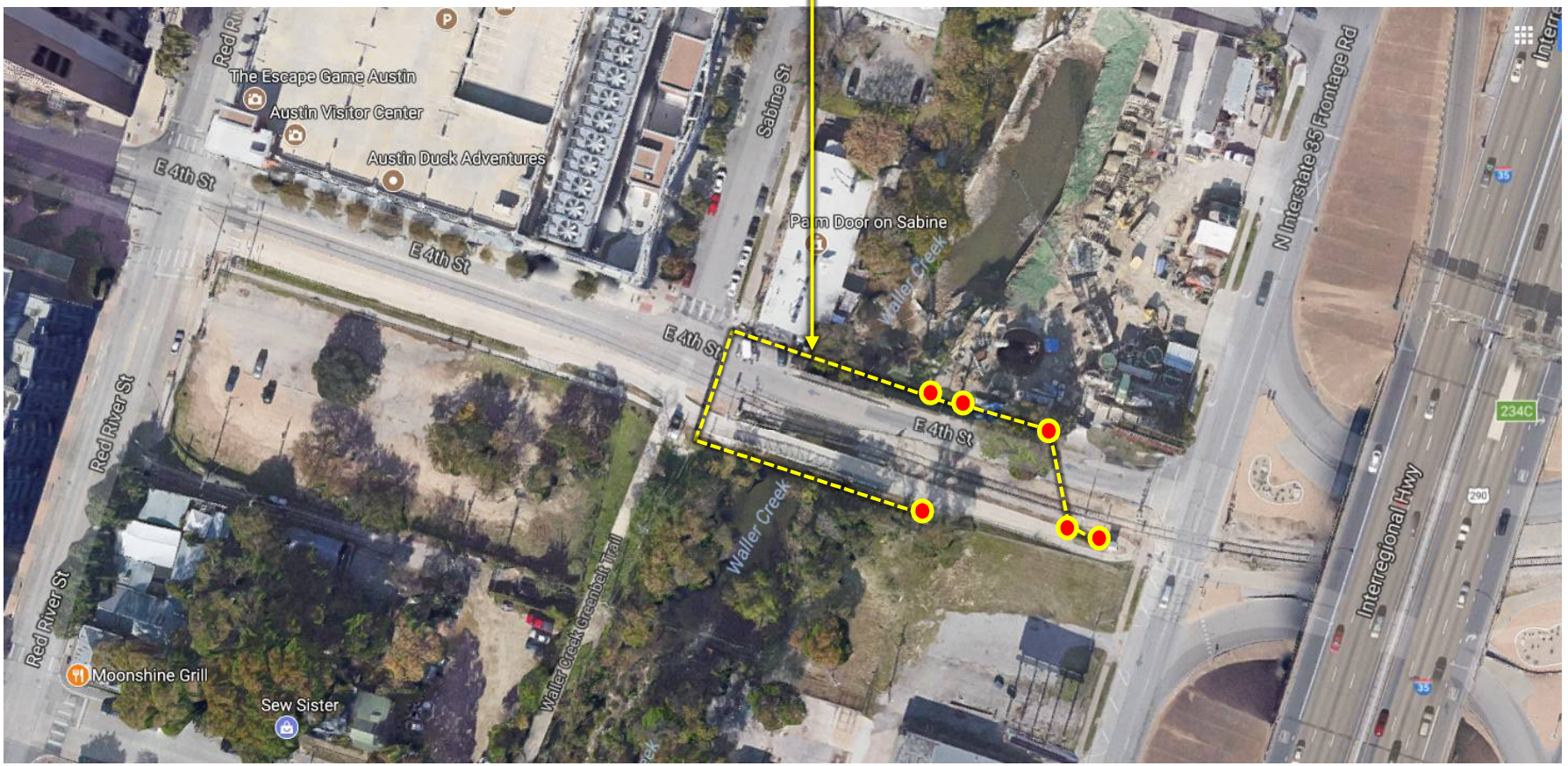


Area of Proposed Betterment

Attachment: DowntownStation-CMTA Board AE ILA_Nov2017 (3992 : ILA with the City of Austin for the

Area of Work

Location of power poles and aerial power lines to be removed as part of the Austin Energy Betterment



Attachment: DowntownStation-CMTA Board AE ILA_Nov2017 (3992 : ILA with the City of Austin for the

Thank you.

For more information visit:
https://www.capmetro.org/plans-development/

Downtown Multimodal Station

projectconnect

Texas Department of Transportation

CITY OF AUSTIN FOUNDED 1839

Attachment: DowntownStation-CMTA Board AE ILA_Nov2017 (3992 : ILA with the City of Austin for the

Capital Metropolitan Transportation Authority ***MEETING DATE: 12/18/2017***
Board of Directors ***(ID # 3991)***
TxDOT for additional Metro Rapid Stations

Approval of a resolution authorizing the President/CEO, or her designee, to finalize and execute a Multiple Use Agreement with the Texas Department of Transportation (TxDOT) to permit the construction, maintenance, and operation of four (4) pairs of MetroRapid Stations in TxDOT's right-of-way.

SUBJECT:
Approval of a resolution authorizing the President/CEO, or her designee, to finalize and execute a Multiple Use Agreement with the Texas Department of Transportation (TxDOT) to permit the construction, maintenance, and operation of four (4) pairs of MetroRapid Stations in TxDOT's right-of-way.

Locations include:
Parmer Lane Station Pair:
1-North Lamar at Indian Mound Drive-Northbound
2-North Lamar at Parmer Lane-Southbound

Rutland Station Pair:
3-Burnet Road at Mc Hale Ct.-Northbound
4-Burnet Road at Rutland-Southbound

Fairfield Station Pair:
5-North Lamar at Fairfield Drive-Northbound
6-North Lamar at Fairfield Drive-Southbound

Slaughter Station Pair:
7-South Congress Avenue at Slaughter Lane-Northbound
8-South Congress Avenue at Slaughter Lane-Southbound

FISCAL IMPACT:

This action has no fiscal impact.

STRATEGIC PLAN:
1. Customer,

2. Ridership,

3. Community

Strategic Objectives:
1.2 Improve system reliability and convenience,

2.3 Pursue service expansion opportunities,

3.4 Support plans and programs designed to build ridership and increase market share of alternate transit use.

EXPLANATION OF STRATEGIC ALIGNMENT:
The use of TxDOT right of way to construct MetroRapid Stations will improve system reliability and convenience while developing new ridership markets. The completed project will increase the number of MetroRapid Stations available to our customers,

Attachment: Resolution-AI-2017-610 (3991 : TxDOT for additional Metro Rapid Stations)

improving the safety and reliability of Capital Metro’s Bus Rapid Transit (BRT) System.

Attachment: Resolution-AI-2017-610 (3991 : TxDOT for additional Metro Rapid Stations)

BUSINESS CASE:
There is a need for additional MetroRapid Stations in Capital Metro's Bus Rapid Transit (BRT) system for Route 801 and Route 803. The cooperative partnership with TxDOT eliminates the cost of property acquisition for a project that will improve customer service, increase ride capacity, increase system ridership, and improve on-time performance. There is no funding required to fulfill the requirements of this agreement.

COMMITTEE RECOMMENDATION:
This agenda item was presented and is recommended for approval by the Operations, Planning and Safety Committee on December 6, 2017.

EXECUTIVE SUMMARY:
This agreement will allow Capital Metro to utilize TxDOT's right-of-way to construct, maintain, and operate MetroRapid Stations via a Multiple Use Agreement.

DBE/SBE PARTICIPATION: Does not apply.

PROCUREMENT: Does not apply.

RESPONSIBLE DEPARTMENT: Capital Projects

Attachment: Resolution-AI-2017-610 (3991 : TxDOT for additional Metro Rapid Stations)

RESOLUTION

OF THE

CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY

BOARD OF DIRECTORS

STATE OF TEXAS

COUNTY OF TRAVIS **RESOLUTION (ID # AI-2017-610)**

Multiple Use Agreement with TxDOT for additional Metro Rapid Stations

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management endeavor to provide greater access to public transportation; and

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management recognize the need to provide additional MetroRapid Stations in Texas Department of Transportation (TxDOT) right-of-way.

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that the President/CEO, or her designee, is authorized to finalize and execute a Multiple Use Agreement with the Texas Department of Transportation (TxDOT) to permit the construction, maintenance, and operation of four pairs of MetroRapid Stations in the TxDOT right-of-way.

_____ **Date:** _____

Secretary of the Board
Juli Word

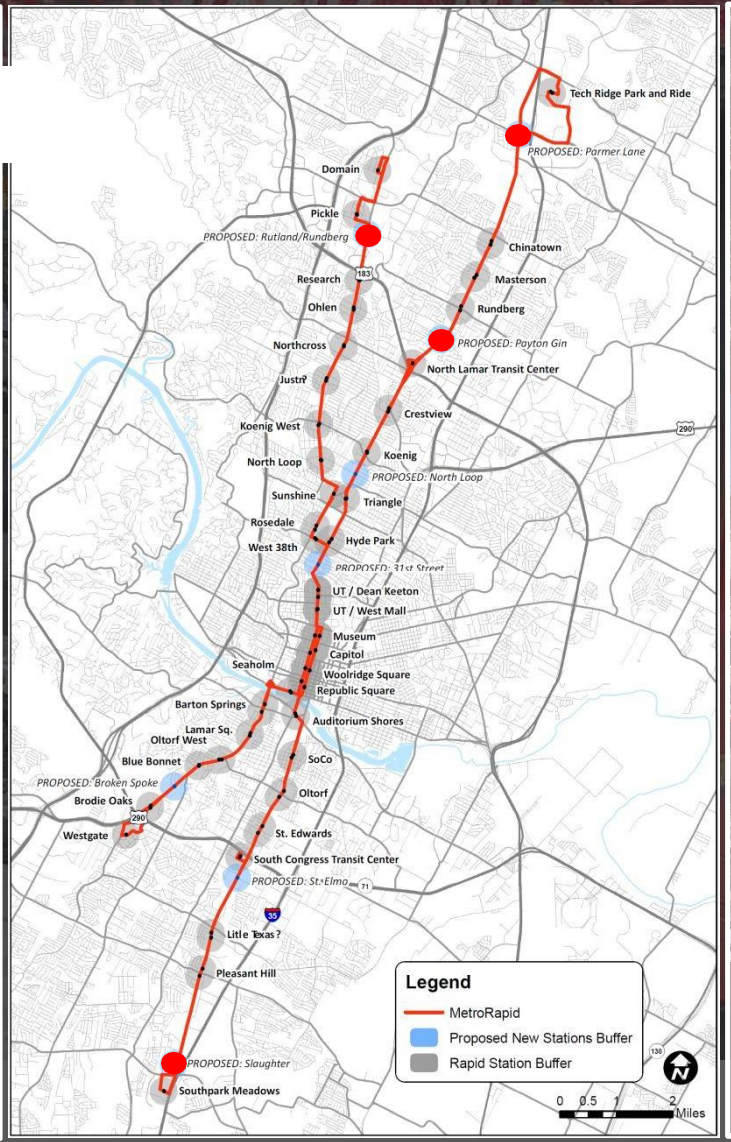
Attachment: Resolution-AI-2017-610 (3991 : TxDOT for additional Metro Rapid Stations)

NEAR TERM ADDITIONS (2017) ONS

Route 803

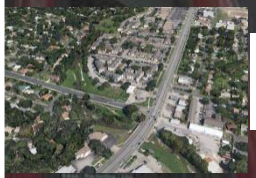
Rutland (TXDOT)

Broken Spoke



Route 801

Parmer Ln (TXDOT)



Fairfield (TXDOT)
Payton Gin

North Loop

31st Street

St Elmo

Slaughter (TXDOT)

Attachment: MetroRapid Additional Stations-TXDOT ROW (3991 : TxDOT for additional Metro Rapid

Capital Metropolitan Transportation Authority ***MEETING DATE: 12/18/2017***
Board of Directors ***(ID # 3989)***

Modification to Contract with EAN Holdings, LLC for MetroRideshare

Approval of a resolution authorizing the President/CEO, or her designee, to modify the contract with EAN Holdings, LLC to extend the agreement for MetroRideshare services through January 31, 2019, and increase the contract amount by $600,000 for a total contract amount not to exceed $6,673,116.

SUBJECT:
Approval of a resolution authorizing the President/CEO, or her designee, to modify the contract with EAN Holdings, LLC to extend the agreement for MetroRideshare services through January 31, 2019, and increase the contract amount by $600,000 for a total contract amount not to exceed $6,673,116.

FISCAL IMPACT:

Funding for this action is available in the FY2018 Operating Budget.

STRATEGIC PLAN:
1. Customer

Strategic Objectives:
1.4 Deliver a customer-friendly experience through our people and systems

EXPLANATION OF STRATEGIC ALIGNMENT:
The MetroRideshare program provides a transit option which is more flexible than traditional bus or rail service and suitable to serve areas of the region which do not currently have other transit service.

BUSINESS CASE:
Extension of the contract will align the contract end date with the timeline for annual rate adjustments to which our customers have grown accustomed.

COMMITTEE RECOMMENDATION:
This agenda item was presented and was recommended for approval by the Operations, Planning and Safety Committee on December 6, 2017.

EXECUTIVE SUMMARY:

The MetroRideshare program provides eligible groups of 5-12 riders with a month-to-month vanpool lease agreement including insurance, maintenance, 24-hour roadside assistance and optional fuel purchasing program. The program is subsidized by Capital Metro and operated by a contracted service provider. The goal of the program is to reduce the use of single occupant vehicles during peak travel times to reduce congestion and improve air quality.

On October 7, 2013, the Rideshare services contract was executed allowing vRide to begin the process of transitioning customers under the contracted service model. The original contract is for five-years with a not to exceed amount of $6,073,116.

Attachment: Resolution-AI-2017-507 (3989 : Modification to Contract with EAN Holdings, LLC for MetroRideshare)

In January 2014, vRide officially began operating the program with a total of 100 vanpools. Currently, there are 247 vanpools in operation. Because program growth has exceeded expectations, an increase in funding is required.

The current Rideshare services contract is set to expire October 16, 2018. In preparation for a competitive solicitation process for a new contracted service provider and to allow adequate time for implementation of new services, staff is recommending an extension of Contract No. 200240 for Rideshare Services through January 31, 2019. Further, this extension will align the contract end date with the timeline for annual rate adjustments to which our customers have grown accustomed.

DBE/SBE PARTICIPATION: Does not apply.

PROCUREMENT: On September 23, 2013, the Capital Metro Board of Directors approved a contract to vRide for Rideshare services in an amount not to exceed $6,073,116 for five years. In June 2017, the contract was assigned to EAN Holdings, LLC (a subsidiary of Enterprise Holdings, Inc.), after Enterprise acquired vRide.
The contract is in the fifth and final year of ending October 16, 2018.
This modification adds 3-1/2 months to extend the contract to January 31, 2019 and increases amount by $600,000 for a total amount not to exceed $6,673,116.

RESPONSIBLE DEPARTMENT: Bus and Paratransit Services

Attachment: Resolution-AI-2017-507 (3989 : Modification to Contract with EAN Holdings, LLC for MetroRideshare)

RESOLUTION

OF THE

CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY

BOARD OF DIRECTORS

STATE OF TEXAS

COUNTY OF TRAVIS RESOLUTION (ID # AI-2017-507)

Modification to Contract with EAN Holdings, LLC for MetroRideshare

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management endeavor to offer a variety of transportation options to the region; and

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management recognize the need to adjust the timing of the existing MetroRideshare program contract.

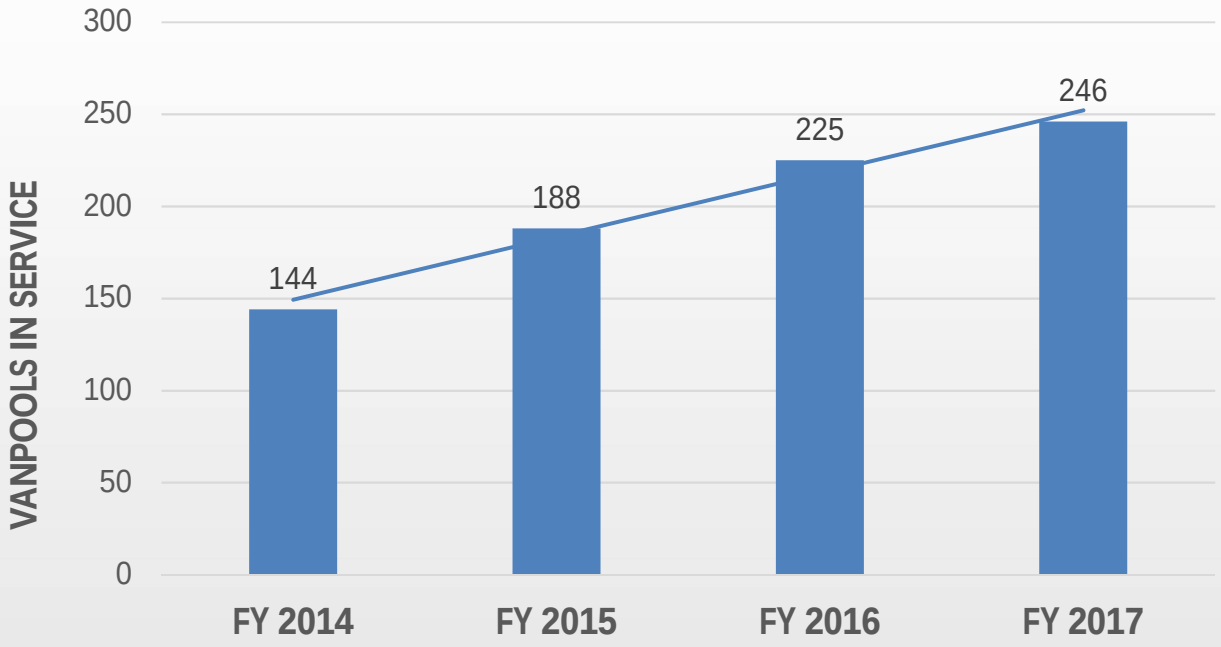
NOW, THEREFORE, BE IT RESOLVED that the President/CEO, or her designee, is authorized to modify the contract with EAN Holdings, LLC, to extend the agreement through January 31, 2019, and increase the amount by $600,000 for a total contract amount not to exceed $6,673,116.

_____ **Date:** _____

Secretary of the Board
Juli Word

Attachment: Resolution-AI-2017-507 (3989 : Modification to Contract with EAN Holdings, LLC for MetroRideshare)

MetroRideShare Vanpool Program



Financial Statistics as of Q3 in FY2017 (thru June 2017):

- Fare Recovery: 89.2%
- Subsidy per Passenger is $0.25, based on Cost per Passenger of $2.29 and Revenue per Passenger of $2.04
- In comparison, Subsidy per Passenger for Local Bus is $4.74 and Commuter Bus is $11.17

METRO

Attachment: RideShare Vanpools in Service 2014-2017 (3989 : Modification to Contract with EAN

Capital Metropolitan Transportation Authority Board of Directors

MEETING DATE: 12/18/2017 (ID # 3990)

Data Center Modernization

Approval of a resolution authorizing the President/CEO, or her designee, to finalize and execute a contract with Freeit Data Solutions to upgrade the current Data Center Infrastructure to replace outdated equipment and improve performance, reliability, and security, in an amount not to exceed $2,000,000, which consists of servers, storage, backup equipment, services, and installation.

Capital Metropolitan Transportation Authority
Board of Directors

MEETING DATE: 12/6/17
(ID # AI-2017-576)
Data Center Modernization

SUBJECT:
Approval of a resolution authorizing the President/CEO, or her designee, to finalize and execute a contract with Freeit Data Solutions to upgrade the current Data Center Infrastructure to replace outdated equipment and improve performance, reliability, and security, in an amount not to exceed $2,000,000, which consists of servers, storage, backup equipment, services, and installation.

FISCAL IMPACT:

Funding for this action is available in the FY2018 Capital Budget.

STRATEGIC PLAN:
1. Customer

5. Finance

Strategic Objectives:
1.2 Improve system reliability and convenience
5.3 Continue commitment to State of Good Repair (SOGR) and transit asset management

EXPLANATION OF STRATEGIC ALIGNMENT:
Maintaining Data Center infrastructure in a state of good repair ensures stable and reliable systems available to both internal and external customers.

BUSINESS CASE:
Much of the existing Data Center equipment has been in place beyond its supported life span and is past its useful life or fast approaching it. The new system will improve performance, reliability, stability, and security. Failure to act will result in issues with performance and reliability as well as increase risk of outages. In addition, the overall design, security, and roadmap must be reviewed for implementation of a long term secure and robust solution to support business continuity.

COMMITTEE RECOMMENDATION:
This agenda item was presented and recommended for approval by the Operations, Planning and Safety Committee on December 6, 2017.

EXECUTIVE SUMMARY:
The Data Center infrastructure must be kept up to date to properly service the business needs of Capital Metro.

This project is for the holistic review of the existing environment, to develop a long-term strategy and plan, and implement the ongoing upgrade and replacement of Data Center components that will include: servers, storage area network and backup solutions, cloud services, implementation services, and any other hardware, licensing or software necessary to maintain the state of good repair and a secure robust Data Center infrastructure solution.

Attachment: Resolution-AI-2017-576 (3990 : Data Center Modernization)

DBE/SBE PARTICIPATION: The SBE goal is 9%. The contractor will exceed the goal utilizing the following SBE subcontractor.

SBE Subcontractor	SERVICE/PRODUCT	%
Network Alliances	Equipment supply and professional services	10%

PROCUREMENT:
On March 22, 2017, a Request for Proposals was issued and formally advertised. By the closing date of May 26, 2017, nine (9) proposals were received. The evaluation team used the following factors in the evaluation of proposals:

(1) The Offeror's demonstrated technical background, past performance and experience on projects of a similar size, scope, complexity and nature; including compliance with Exhibit F, Scope of Services.
(2) The offerors demonstrated, understanding of the, project undertaking, the proposed plan for the performance of the work and technical approach proposed by the offeror. Including the methodology and quality of the work plan proposed to meet project objectives
(3) The qualification and capabilities of the proposed project personnel.

Four firms were invited to oral discussions, which occurred 7/24-25/2017. Final Proposal Revisions (FPRs) were requested from all four firms and received by the due date of 8/25/17. Clarification was required on pricing, and 2nd FPRs were requested from the firms to clarify pricing. A 3rd FPR was requested 10/18/17 and 3 firms submitted FPRs by the due date of 10/26/17. A team evaluation meeting on 11/6/17 determined by unanimous consensus that the proposal from Freeit Data Solutions was the best value to the Authority, price and other factors considered. Price was deemed to be fair and reasonable based on price analysis. Freeit Data Solutions is not on any debarred vendor lists. The contract will be a fixed price contract. The term of the Contract will be a two-year base period with five extension options of 1-year each, for pricing as follows:

Total Pricing Base (Years 1-2)	$1,319,946.43
Total Pricing Options (Years 2-5)	$487,427.70
GRAND TOTAL	**$1,807,374.13**
Contingency	$192,625.87
Total Board NTE authorization request	**$2,000,000.00**

RESPONSIBLE DEPARTMENT: Information Technology

Attachment: Resolution-AI-2017-576 (3990 : Data Center Modernization)

RESOLUTION

OF THE

CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY

BOARD OF DIRECTORS

STATE OF TEXAS

COUNTY OF TRAVIS

RESOLUTION (ID # AI-2017-576)

Data Center Modernization

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management endeavor to provide adequate state of good repair to the Data Center infrastructure; and

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management recognize the need to provide continued Data Center infrastructure performance, reliability and security to its customers.

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that the President/CEO, or her designee, is authorized to finalize and execute a contract with Freeit Data Solutions to upgrade the current Data Center infrastructure to improve performance, reliability, and security, in an amount not to exceed $2,000,000 which consists of Data Center infrastructure, cloud services, and implementation services.

_____ **Date:** _____

Secretary of the Board
Juli Word

Attachment: Resolution-AI-2017-576 (3990 : Data Center Modernization)

Capital Metropolitan Transportation Authority ***MEETING DATE: 12/18/2017***
Board of Directors ***(ID # 3994)***

Wayfinding and Customer Information Services

Approval of a resolution authorizing the President/CEO, or her designee, to finalize and execute a contract for Wayfinding and Customer Information Services with CHK America, Inc. in the aggregate amount not to exceed $1,590,381 for one (1) base year and four (4) one-year options.

SUBJECT:
Approval of a resolution authorizing the President/CEO, or her designee, to finalize and execute a contract for Wayfinding and Customer Information Services with CHK America, Inc. in the aggregate amount not to exceed $1,590,381 for one (1) base year and four (4) one-year options.

FISCAL IMPACT:

Funding for this action is available in the FY2018 Capital and Operating Budgets.

STRATEGIC PLAN:
Strategic Goal Alignment:
1. Customer

Strategic Objectives:
1.4 Deliver a customer-friendly experience through our people and systems

EXPLANATION OF STRATEGIC ALIGNMENT:
Maintaining clear wayfinding and schedule information that allows the customer to successfully navigate the system is a mission critical component. Maps, schedules, and information at stops are touchpoints of the user experience that help define the success of customer experience.

BUSINESS CASE:
Wayfinding services, which may include route maps, system maps, information displays, corridor maps, wayfinding information or transit stop information, are all elements that customers depend upon to understand and use Capital Metro services. The continuous improvement of these complex systems requires the Authority to contract with specialists who are able to audit, design and implement these projects on an ongoing basis. The Connections 2025 service changes will require design and deployment of over 60% of our current wayfinding.

COMMITTEE RECOMMENDATION:
This agenda item will be presented to the full board on December 18, 2017.

EXECUTIVE SUMMARY:
Capital Metro has used the services of a wayfinding and customer information services firm for over ten years. These services have allowed Capital Metro to improve and provide clear information through maps and wayfinding that allow the customer to understand and successfully navigate the system. With the implementation of the Connection 2025 services changes, and the necessity to redefine our service, transit stops, and wayfinding systems, these services will provide a wide variety of key wayfinding elements, up to and including the replacement of bus stop signage.

Attachment: Resolution-AI-2017-623 (3994 : Wayfinding and Customer Information Services)

The base year of this contract includes funding to replace approximately 2000 bus stop sign assemblies, redesign transit center and park and ride maps, information display units, and special services maps, line maps and regional maps. The remaining option years will be used to maintain and update these systems as additional changes are initiated through three service changes annually.

DBE PARTICIPATION:
The DBE goal is 7%. The contractor will meet the goal utilizing the following DBE subcontractor.

DBE Subcontractor	**Service/Product**	**7%**
MacWatson Enterprises, Inc.	Printing products	7%

PROCUREMENT: The RFP was issued on September 27, 2017 and two (2) proposals were received from CHK America, Inc. and Found Design, LLC (d.b.a. MERJE) by the due date of November 1, 2017. The evaluation team met on December 12, 2017, to discuss the matrix results of evaluations of the proposals, and the consensus resulted in agreement to recommend CHK America, Inc. to the Capital Metro Board of Directors.

The pricing is considered fair and reasonable based on adequate competition. The resulting contract will be an indefinite quantity/indefinite delivery contract for a not-to-exceed amount of $1,022,381 for a one-year base period plus a not-to-exceed amount of $568,000 for four (4) Option Periods of 12 months each, for a total not-to-exceed amount of $1,590,381 for five (5) years.

RESPONSIBLE DEPARTMENT: Marketing/Communications

Attachment: Resolution-AI-2017-623 (3994 : Wayfinding and Customer Information Services)

RESOLUTION

OF THE

CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY

BOARD OF DIRECTORS

STATE OF TEXAS

COUNTY OF TRAVIS

RESOLUTION (ID # AI-2017-623)

Wayfinding and Customer Information Services

WHEREAS, The Capital Metropolitan Transportation Authority Board of Directors and management recognize the need to provide clear and reliable wayfinding information systems and infrastructure for a customer-friendly experience; and

WHEREAS, The Capital Metropolitan Transportation Authority Board of Directors and management recognize the need to secure professional wayfinding and customer information services to manage and improve our systems.

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that the President/CEO, or her designee, is authorized to execute a contract with CHK America, Inc. for a base amount of $1,022,381 and four option years in a total amount not to exceed $1,590,381.

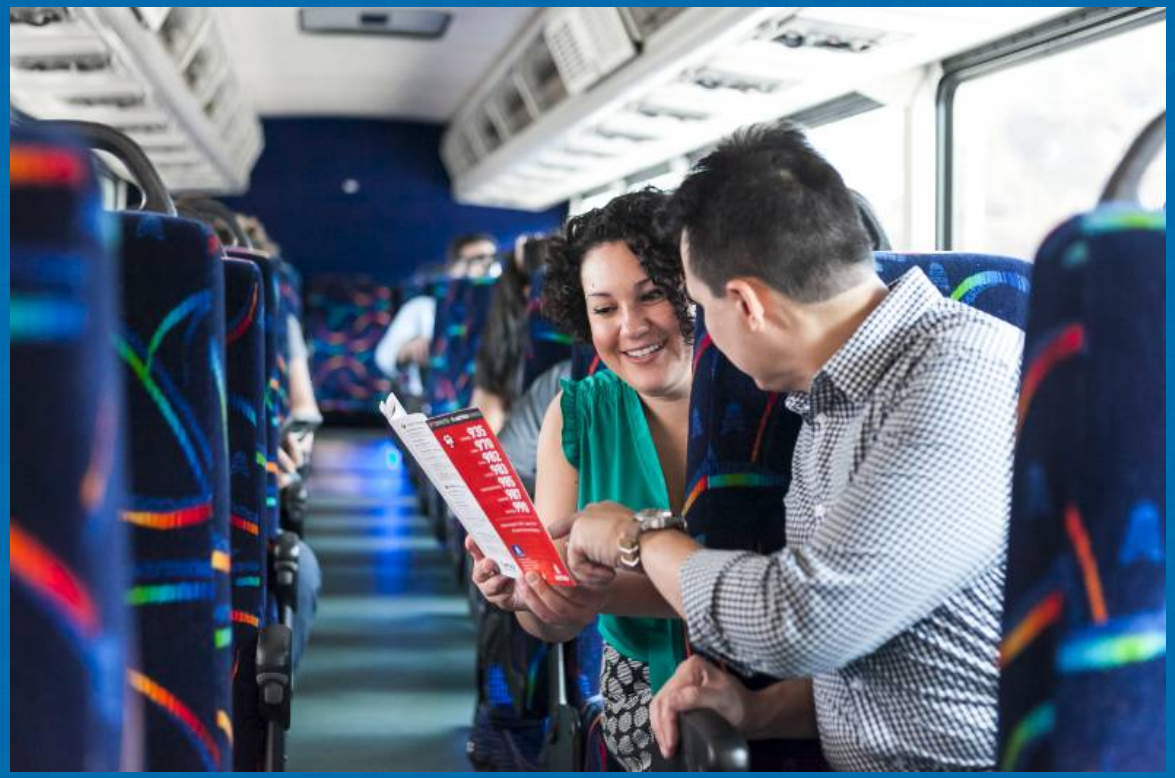
_____ **Date:** _____

Secretary of the Board
Juli Word

Attachment: Resolution-AI-2017-623 (3994 : Wayfinding and Customer Information Services)

Wayfinding & Customer Information Services Contract

Contract Overview



METRO

Attachment: Wayfinding and Customer Information Services_BOD Preso_171211 (3994 : Wayfinding and

Action Requested

Resolution to finalize and execute:

- **Wayfinding and Customer Information Services Contract**
- **CHK America**
- **5 years**
- **$1,590,381**
  - Base year: $1,022,381 (due to June 2018 requirements)
  - Remaining option years: $568,000

Strategic Goal:

1.4) Deliver a customer-friendly experience through our people and systems.

Attachment: Wayfinding and Customer Information Services_BOD Preso_171211 (3994 : Wayfinding and

Purpose of Contract

Ensures accurate information at every stop and customer touchpoint!

- Continuous improvement of Capital Metro's complex wayfinding system requires us to contract with specialists who are able to audit, design and implement service improvements on an ongoing basis.

Attachment: Wayfinding and Customer Information Services_BOD Preso_171211 (3994 : Wayfinding and

June 2018 Special Requirements

Updates/Replacements

- **2,000 stops** require sign fabrication and replacement.
- Nearly **all maps and print materials** require updates.
- Over **60% of on-street signage** requires changes.

All supported by base year of contract.

Attachment: Wayfinding and Customer Information Services_BOD Preso_171211 (3994 : Wayfinding and

Overview of Current Wayfinding

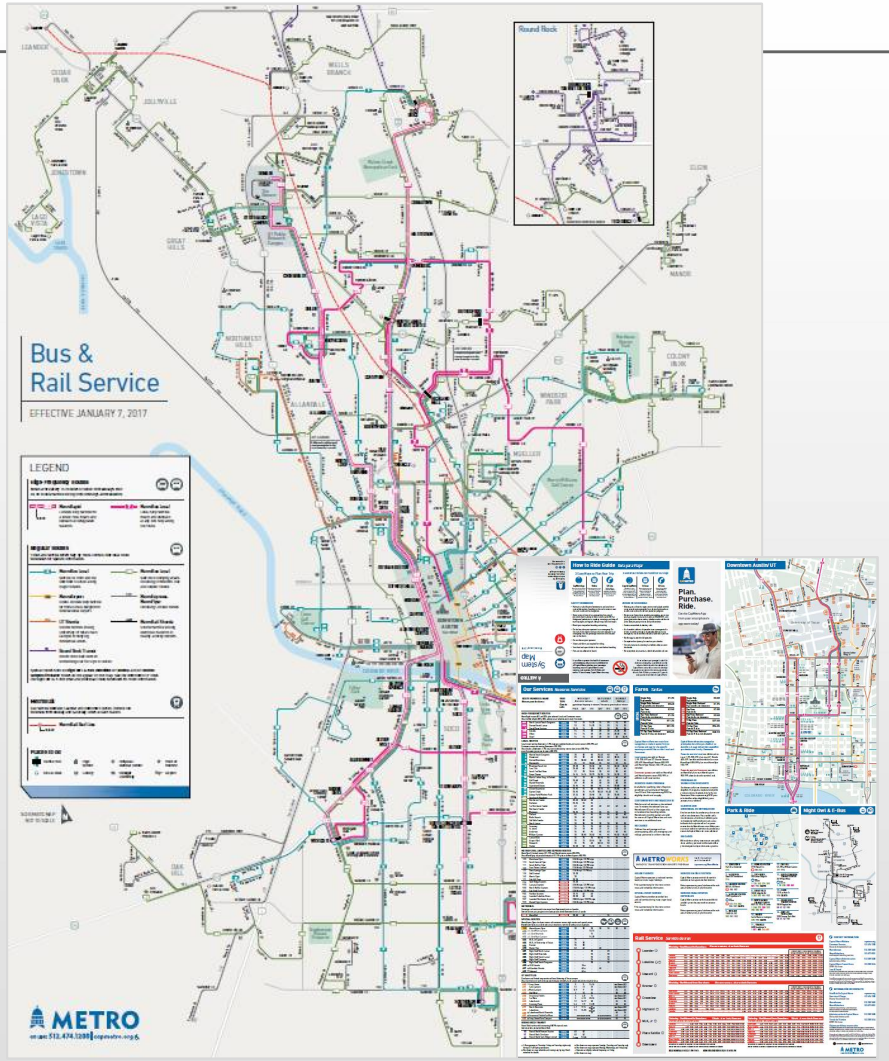
- Transit-Wide System Map (1)
- Individual Route Maps (74)
- Pocket Schedules and Color Brochures (35)
- Information Display Units (229 total)
  - MetroRapid (122)
  - Standard (48)
  - Oversized (9)
  - Rail (9)
  - Corridor (41)
- Hard Signage and Bus Stop Strip Signs (2,700 stops)

Attachment: Wayfinding and Customer Information Services_BOD Preso_171211 (3994 : Wayfinding and

Current Wayfinding

1

Transit-wide System Map



Attachment: Wayfinding and Customer Information Services_BOD Preso_171211 (3994 : Wayfinding and

Current Wayfinding

74

Individual Route Maps

35

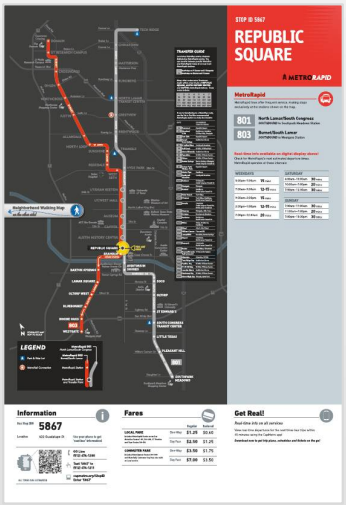
Pocket Schedules and Color Brochures

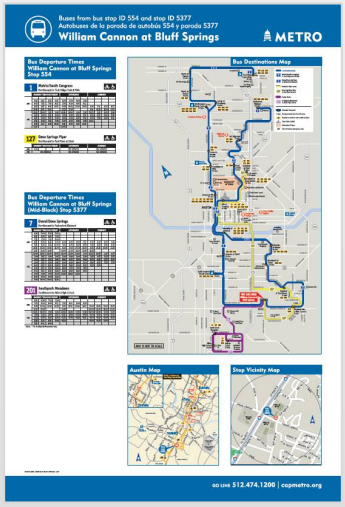
Attachment: Wayfinding and Customer Information Services_BOD Preso_171211 (3994 : Wayfinding and

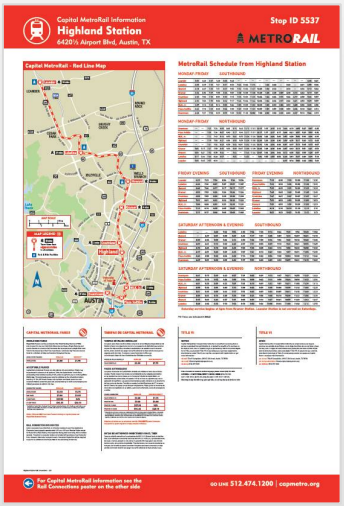
Current Wayfinding

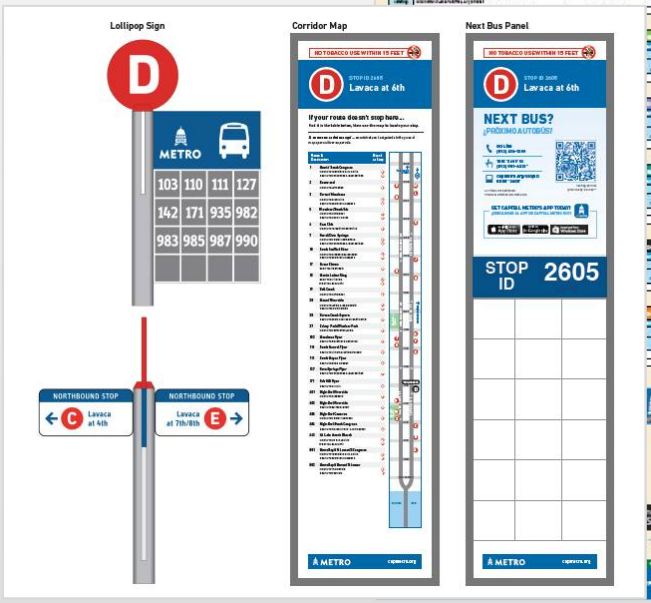
229

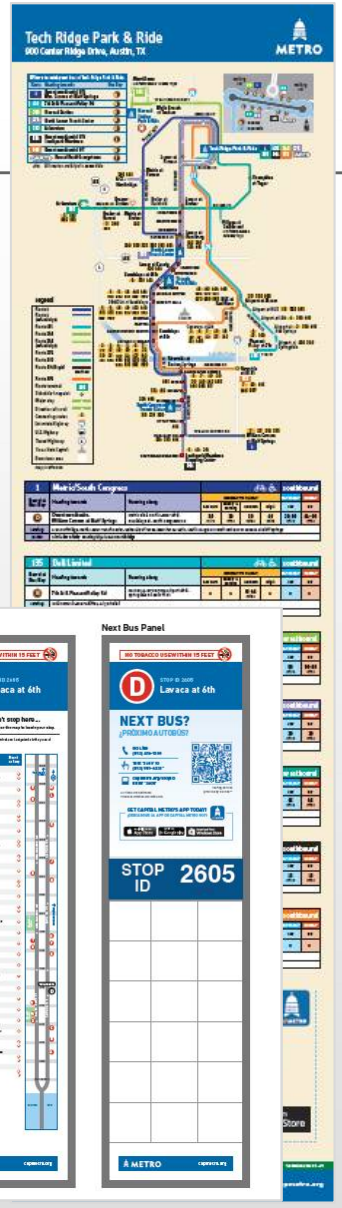
Information Display Units











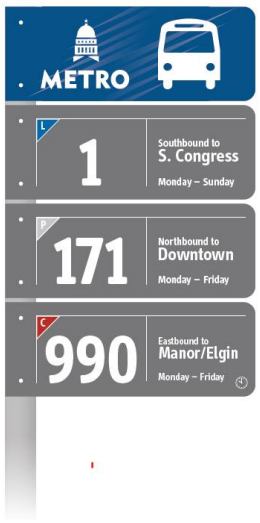
Attachment: Wayfinding and Customer Information Services_BOD Preso_171211 (3994 : Wayfinding and

Current Wayfinding

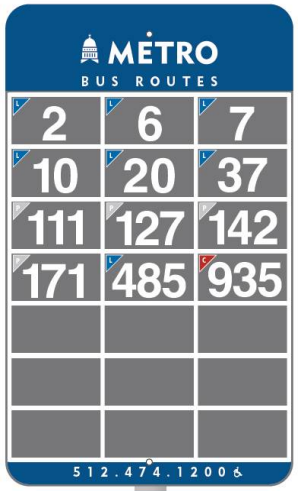
2,700

Combination of hard signage & strip signs

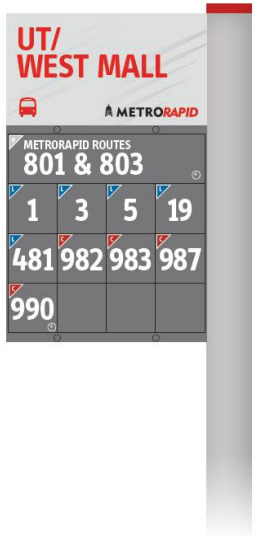
Neighborhood Sign



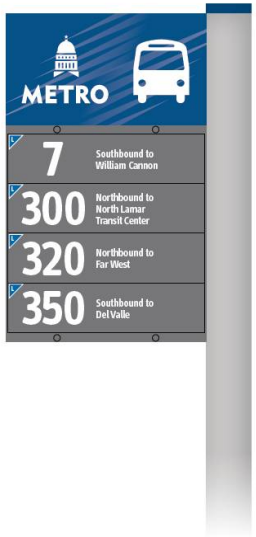
Combo Board



MetroRapid Urban Pole Sign



Local Urban Pole Sign



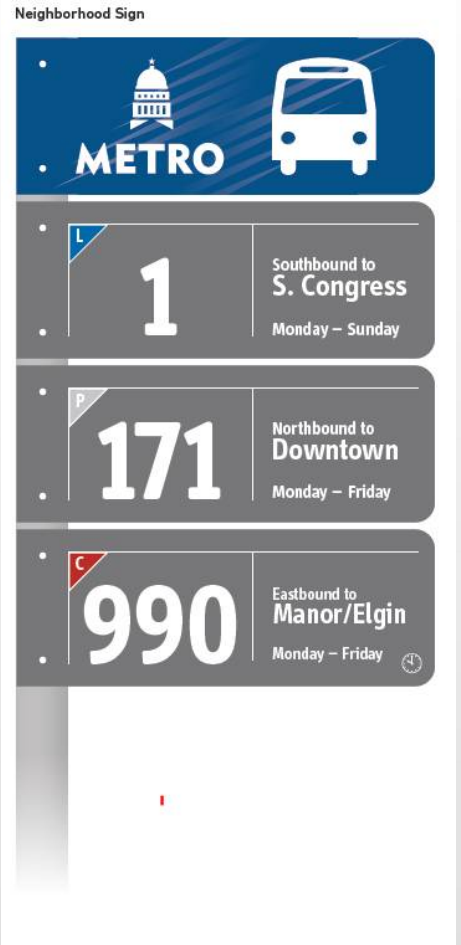
Strip Sign

Attachment: Wayfinding and Customer Information Services_BOD Preso_171211 (3994 : Wayfinding and

June 2018 Signage Requirements

- **Fabrication of new signage**
  - Update stop information according to June changes
  - Move from outdated blue and green branding to current Capital Metro brand

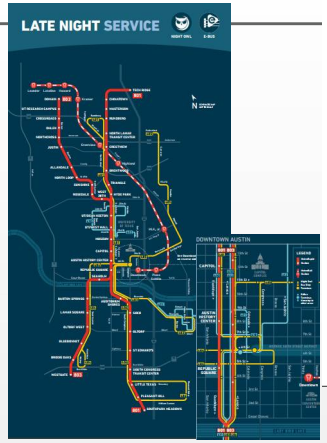
Contract will include fabricating new signs for up to 2,000 stops!

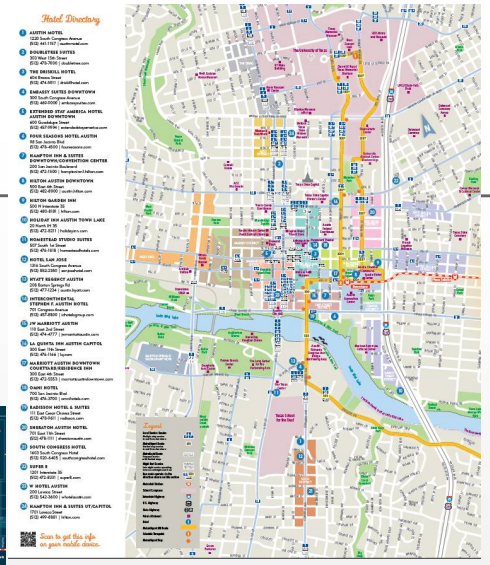


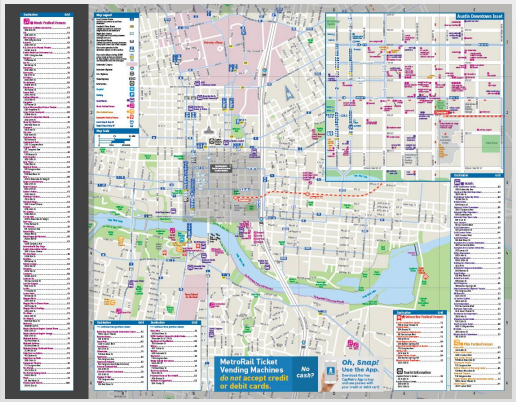
Attachment: Wayfinding and Customer Information Services_BOD Preso_171211 (3994 : Wayfinding and

Other Featured Services

- **Temporary Wayfinding**
  - Utilized for special event season in October – ACL, F1, Halloween
- **Specialized Maps**
  - High-Frequency Map
  - Late Night Service Map
  - Downtown Austin Map







Attachment: Wayfinding and Customer Information Services_BOD Preso_171211 (3994 : Wayfinding and

Summary

- Capital Metro has used the services of a Wayfinding and Customer Information Services firm for over 10 years.
- Approval of this resolution will **ensure continuity of our system through the ongoing development of clear information** that allows the customer to understand and navigate the system more easily.
  - This will be especially **critical as changes are implemented for June, 2018.**

Attachment: Wayfinding and Customer Information Services_BOD Preso_171211 (3994 : Wayfinding and

Thank you!

Attachment: Wayfinding and Customer Information Services_BOD Preso_171211 (3994 : Wayfinding and

Capital Metropolitan Transportation Authority Board of Directors

MEETING DATE: 12/18/2017 (ID # 3968)

Board Bylaws Revisions

Approval of a resolution authorizing the President/CEO, or her designee, to approve amendments to the Capital Metropolitan Transportation Authority Board of Directors Bylaws.

SUBJECT:
Approval of amendments to the Capital Metropolitan Transportation Authority Board of Directors Bylaws.

FISCAL IMPACT:

This action has no fiscal impact.

STRATEGIC PLAN:
Strategic Goal Alignment:
4. Human Capital

Strategic Objectives:
4.1 Enhance organizational development

EXPLANATION OF STRATEGIC ALIGNMENT:
The Bylaws of the Board of Directors provide the governing principles and requirements of the Board of Directors for efficient operation of the Board and compliance with statute.

BUSINESS CASE:
The proposed amendments to the Bylaws of the Board of Directors will conform them to changes in the law, codify current practices and incorporate best practices.

COMMITTEE RECOMMENDATION:
This agenda item will be presented to the full board.

EXECUTIVE SUMMARY:
The Board of Directors has adopted Bylaws for the conduct of business under Section 451.517 of the Transportation Code. These bylaws conform to the requirements of state statute and provide governance on membership, meetings and other requirements of the Board.

The Board Bylaws were last amended in 2009. The proposed amendments would conform the bylaws to current statutory requirements and existing Capital Metro Board practices and reflect the addition of best practices for governance. The content has also been reformatted for easier reference.

The proposed substantive changes to the bylaws are as follows:
- Sec. 3.4.3 Duties of the Secretary. The proposed addition would authorize the Chairperson or Vice Chairperson to certify and sign documents in the absence of the Secretary.

Attachment: Resolution-AI-2017-600 (3968 : Board Bylaws Revisions)

- Sec. 5.4.2. Roll Call Voting Procedure. The proposed addition establishes that votes are taken by voice unless a roll call vote is requested by two board members prior to the vote or the Chairperson is unclear about the results of the vote.

- Sec. 6.1.1. Membership on Board Committees. The proposed addition creates a requirement for electing a committee Vice Chairperson to serve in the absence of the Chairperson.

- Sec. 8.6. Policies. The proposed addition would require the board to review and update, if required, all of its adopted policies every five years.

Modifications to the bylaws require an affirmative vote of two-thirds of the appointed and qualified members of the board. As required by the bylaws, the proposed modifications were presented for discussion at the November Board of Directors meeting and submitted for approval at the December Board meeting.

DBE/SBE PARTICIPATION: Does not apply.

PROCUREMENT: Does not apply.

RESPONSIBLE DEPARTMENT: Legal

Attachment: Resolution-AI-2017-600 (3968 : Board Bylaws Revisions)

RESOLUTION

OF THE

CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY

BOARD OF DIRECTORS

STATE OF TEXAS

COUNTY OF TRAVIS

RESOLUTION (ID # AI-2017-600)

Revisions to Board of Directors Bylaws

WHEREAS, the Board may by resolution adopt rules and bylaws for the conduct of Board meetings in accordance with Section 451.517 of the Texas Transportation Code; and

WHEREAS, the Board may amend such bylaws at any regular meeting of the Board by a two-thirds vote of the Board members, provided that the amendment has been submitted in writing at the previous regular meeting of the Board; and

WHEREAS, the Board has followed the required process and desires to amend the Bylaws.

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that the attached Bylaws are hereby adopted as amended to supercede and replace the Bylaws adopted on March 23, 2009.

_____ **Date:** _____

Secretary of the Board
Juli Word

Attachment: Resolution-AI-2017-600 (3968 : Board Bylaws Revisions)

Attachment: Bylaws REDLINE DRAFT Oct 2017 (3968 : Board Bylaws Revisions)

Capital Metropolitan Transportation Authority

Bylaws of the Board of Directors

BLACK Text – Current Bylaws
RED Text – Proposed language
BLUE Text - Reference

DRAFT – REDLINE & ANNOTATED
October 2017

Article 1 – The Authority

Section 1.1. Creation. Pursuant to the provisions of Article 1118x, Texas Revised Civil Statutes, as amended and recodified as Chapter 451 of the Texas Transportation Code ("Code"), and pursuant to a favorable vote of the qualified voters in a confirmation and tax election held January 19, 1985, a metropolitan rapid transit authority, is created and exists in the City of Austin, Texas, constituting the environs of the "principal city" as defined herein, and any other such areas that may subsequently vote to join the Authority. The Authority is a political subdivision of the state of Texas. Pursuant to Section 451.107 of the Code, power is granted to the Authority's Board of Directors to adopt rules and regulations and such bylaws as it may deem necessary.

Section 1.2. Name. The name of the Authority shall be the Capital Metropolitan Transportation Authority ("Authority").

Section 1.3. Purpose and General Powers. The purpose of the Authority shall be to plan, develop and operate public transportation services within the territory of the Authority and to exercise any other powers and duties as allowed or specified in the Code, and other applicable state and federal law. The Authority shall constitute a political entity and corporate ~~public~~ body ~~corporate and politic~~, exercising public and essential governmental functions, having the powers necessary or convenient to carry out and effectuate the purposes and provisions of the Code. *[Match statute – §451.052]*

Section 1.4. Territory. The territory of the Authority shall constitute the corporate limits of the City of Austin, being the principal city; the corporate limits of the following incorporated municipalities within Travis County: Lago Vista, Point Venture, ~~Volente,~~ San Leanna, Manor and Jonestown; the following incorporated municipalities located within Williamson County: Leander; ~~the~~ a portion of Commissioner's Precinct Number 1 of unincorporated ~~portion of~~ Williamson County known as Anderson Mill ~~and defined as Williamson County voting precincts 5, 17, 18 and 39~~; and Commissioner's Precinct Number 2 of unincorporated Travis County; and any other town or county area wherein the voters elect to become a part of the Authority pursuant to Sec. 451.552 of the Code. *[Match current service area]*

Article 2 – The Board of Directors

Section 2.1. Governing Body. The governing body of the Authority shall be the Board of Directors ("Board"). The responsibility for the management, control and operation of the Authority and its properties is vested in the Board.

Section 2.2 Powers of the Board.

2.2.1 The Board shall exercise its responsibility as the governing body of the Authority by adopting all general policies of the Authority, including the adoption of annual capital and operating budgets, the establishment of the goals of the Authority, adoption of a strategic plan, *[§451.135]* and the selection and performance evaluation of a general manager (President/Chief Executive Officer) and a qualified individual to perform internal auditing services. *[Match statute – §451.458]*

2.2.2 Rules and Regulations. The Board may adopt and enforce rules and regulations for such purposes as provided in Section 451.107 of the Code. All rules and regulations established by the Board shall be published and made available for public review in accordance with the Code.

2.2.3 The Board shall adopt and impose reasonable and nondiscriminatory fares and charges for the use of the system and shall have the authority to enforce fares for the use of the system. *[§§451.061 and .0611]*

Attachment: Bylaws REDLINE DRAFT Oct 2017 (3968 : Board Bylaws Revisions)

2.2.4 In addition to the statutory authority provided to the President/Chief Executive Officer, the Board may delegate certain duties and responsibilities to the President/Chief Executive Officer for the management and operation of Authority. *[§451.106 and Res. 1992-147]*

Section 2.3. Members of the Board of Directors

2.3.1 Oath of Office. The oath of office shall be given to all members of the Board before commencement of duties as a member of the Board. *[Tex. Const. Article 16, Sec. 1]*

2.3.2. Duties. Board members shall act collectively on behalf of the Board in the best interest of the Authority and in accordance with the constitutions and laws of the United States of America and the State of Texas and within policies adopted by the Board. No individual Board member is authorized to bind the Authority by their statements or actions. *[Statute and current practice]*

2.3.3. Membership. ~~The members of the Board shall be resident citizens and "registered" voter residing within the boundaries of the Authority~~ The term, criteria for eligibility for membership and appointment process are established in Section 451.5021, Tex. Transp. Code. *[Match statute]*

2.3.4. Attendance. Each member of the Board is expected to serve faithfully and attend all meetings. A board member may be removed from office for absence, without having been excused by a majority vote of the board, from more than one-half of the regularly scheduled board meetings that the member is eligible to attend during a calendar year. *[§451.510(6)]*

2.3.5. Removal. Any member may be removed from the Board by a majority vote of the other members of the board because of a ground for removal described by Section 451.510 or by a majority vote of the entity ~~agency~~ that appointed the member because of a ground for removal described by Section 451.510 of the Code. ~~pursuant to Sections 451.509, .510 and .511 of the Code for inefficiency, neglect of duty or malfeasance in office.~~ The person or entity proposing to remove a board member pursuant to Section 451.510 must give the member a written statement of the grounds for removal and the member is entitled to a hearing in accordance with Section 451.511 of the Code. *[Match statute]*

2.3.6. Vacancies. A member may resign their position on the Board by submitting a written resignation to the Chair or the entity that appointed the member. A resignation is effective upon receipt by the Chair or upon a date specified by the member. All vacancies occurring on the Board shall be filled for the remainder of the term by the same person or entity ~~agency~~ that made the original appointment for the vacant position. *[Match current practice]*

2.3.7. Conflict and Disclosure of Interest. Members of the Board shall comply with all state laws and the Capital Metro Code of Conduct regarding conflicts of interest and disclosure of interests, including but not limited to, Chapter 171, Local Government Code. Members with a potential conflict of interest under the law or Code of Conduct or whose personal interests may create an appearance of a conflict of interest are required to file an affidavit with the Board Secretary or his/her designee and must not vote or participate in the Board's discussion of the matter. A member's personal interests may create an appearance of a conflict of interest if it would appear to a reasonable person that the member's personal interests were inconsistent with the public's interest or the decision would directly or indirectly benefit the member greater than the benefit to the general public.
[Match statute and best practices]

A member may identify a potential conflict of interest of a fellow member to the Chair or Vice Chair for discussion by the Board. *[Match current practice]*

2.3.8. Indemnification. Each Board Member shall be defended by the Authority against any action, suit or proceeding arising from an act or omission alleged to have been committed by the Board Member within the scope of the individual's official capacity to the full extent allowed by applicable law. *[Best practice]*

Attachment: Bylaws REDLINE DRAFT Oct 2017 (3968 : Board Bylaws Revisions)

Article 3 – Officers of the Board

Section 3.1. Election of Officers. The members of the Board shall elect from among their number a Chairperson, a Vice Chairperson, and a Secretary. Such officer of the Board shall be elected annually, generally at the first regular January meeting of the Board for the terms to expire at the first regular meeting of the Board in the succeeding year.

Section 3.2. Vacancy. The members of the Board shall fill any vacancy in any office of the Board by election, such appointment to continue until the expiration of the current term of the office which becomes vacant.

Section 3.3. Removal. An officer of the Board may be removed as an officer by a vote of a majority of all appointed and qualified ~~the other~~ members of the Board. *[Best practice - Match statute]*

Section 3.4. Powers and Duties of Board Officers.

3.4.1. The Chairperson shall preside at all meetings of the Board; shall determine by inspection and investigation if orders and resolutions promulgated by the Board are being carried into effect, and may report from time to time his or her findings to the Board; may sign and execute for and on behalf of the Authority contracts of insurance, bonds, deeds, mortgages, debentures, contracts or any other instruments or documents of whatever nature that the Board has authorized him or her to execute; with the assistance of the President/Chief Executive Officer, shall establish the proposed agenda for each meeting of the Board; shall recommend the Chairperson, members and tenure of all Board committees, provided such appointments are made with the concurrence of the members of the Board; shall perform all duties prescribed for the Chairperson by these bylaws or assigned from time to time by the Board.

3.4.2. The Vice Chairperson shall preside at any meeting of the Board when the Chairperson is absent and shall perform the duties of the Chairperson in case of the absence, disability or disqualification of the Chairperson or when requested to perform such duties by the Chairperson, and shall perform such other duties as may from time to time be assigned to him or her by the Chairperson of the Board. The Vice Chairperson shall serve as the Ethics Officer for the Board receiving and responding to potential ethics concerns raised by members of the Board or the President/CEO. *[Code of Conduct]*

3.4.3. The Secretary shall certify ~~keep~~ the permanent records of all proceedings and transactions of the Authority, including resolutions. In the absence of the Secretary, the Chairperson or Vice Chairperson may certify records of the Authority. The Secretary shall keep the minutes of all official meetings of the Board, and see that notices are duly given in accordance with the provisions of these bylaws or as may be required by law ~~with the assistance of~~ or delegate such responsibility to the Board support staff. The Secretary shall perform the duties of the Chairperson in case of the absence, disability or disqualification of the Chairperson and Vice Chairperson. *[NEW proposal - Current practice]*

Section 3.5. Appointment of Board Members to outside boards or organizations. The Chairperson shall approve any requests for members of the Board to represent Capital Metro in an official capacity on local, state or national transit-related committees, boards, organizations or associations. (Resolution 2010-69)

Article 4 – Meetings

Section 4.1. Open Meetings. The Board shall be subject to and comply with Chapter 551 of the Texas Government Code, the Texas Open Meetings Act. *[§451.514]*

Attachment: Bylaws REDLINE DRAFT Oct 2017 (3968 : Board Bylaws Revisions)

Section 4.2. Closed Session. Closed ~~Executive~~ sessions may be held by the Board in compliance with the provisions of the Texas Open Meetings Act. Members shall protect the confidentiality of all communications and information discussed or presented during closed session and not reveal, divulge, or disclose communications or information unless required by law. *[Match statute – current practice]*

Section 4.3. Establishment of Place, Date and Time. Regular meetings of the Board shall be held at least monthly at a date, time and place designated by the Board by resolution. *[§451.514]*

Section 4.4. Quorum. A majority of all appointed and qualified the members of the Board shall constitute a quorum of the Board for the purpose of conducting its business and exercising its powers, except as otherwise specified in these bylaws. If a quorum is not present at any meeting of the Board, a majority of the Board members present at any meeting may adjourn the meeting to another time and place provided that all members of the Board are notified in writing of the change in the time and place of the meeting, and the meeting is posted in compliance with the Texas Open Meetings Act. Temporary absence from the meeting room that results in less than a quorum present in the room does not halt a meeting but a vote may not be taken. *[Match statute – Robert's Rules of Order]*

Section 4.5. Public Involvement. Subject to requirements prescribed by the Board, any citizen may address the Board at a meeting. *[§451.138]*

Section 4.6. Decorum. The Board may establish guidelines reasonably necessary to maintain order and protect health and safety. The Chair shall assure that order and decorum are maintained in the meetings. *[§451.517 - Best practice]*

Section 4.7. Public Hearings. Public hearings shall be held by the Board before the adoption of the annual budget and as such other hearings are deemed appropriate or necessary by the Board, at such times and places as set by the Board. Copies of the budget, and other items being considered at the public hearing shall be made available for public review according to the provisions of the Code and policies set by the Board. ~~[Copies shall be available at the main office of the Authority and at offices of the local entities within the Authority.]~~ *[Not necessary]*

Article 5 – Conduct of Business

Section 5.1. Meeting Procedures. All meetings of the Board and Board committees shall be conducted in compliance with the rules contained in the current version of **Robert's Rules of Order Newly Revised** to the extent that said rules are not inconsistent with these bylaws and any procedures or policies the Board may adopt.

Section 5.2. Request to call a meeting or add an agenda item. Special meetings of the Board should be called by the Chairperson of the Board and shall be called by the Chairperson upon the written request of two members of the Board or the President/Chief Executive Officer. Additional items shall be placed on the Board agenda upon the request of two members of the Board to the Chairperson.

Section 5.3. Consideration of Consent Agenda Items. The Board may consider and approve routine, noncontroversial items on a consent agenda. The Board shall adopt items on the Consent Agenda by a single vote. Any Board member may remove an item from the Consent Agenda for

Attachment: Bylaws REDLINE DRAFT Oct 2017 (3968 : Board Bylaws Revisions)

discussion and consideration on the Action Item Agenda by request to the Chair at any time prior to the vote to approve the Consent Agenda. *[§451.138(a)(2) – Current practice]*

Section 5.4. Voting. All action of the Board is taken by a vote and each member of the Board is expected to vote. *[Best practice]*

5.4.1. On any question presented, the number of members present shall be recorded by the Board Secretary or Board support staff. Provided that a quorum is present, action may be taken by the Board upon a vote of a majority of the Board members present, unless the act of a greater number shall be required by law ~~or these bylaws~~. *[Not applicable]*

5.4.2. All votes shall be taken by voice vote unless a request for a roll call vote is made by two members of the Board prior to a vote being initiated or the Chair is unclear of the results of a voice vote. *[Best practice]*

5.4.3 No vote by proxy shall be permitted for any vote of the Board or for any Board committee.

Section 5.5. Minutes. The minutes shall consist primarily of a record of the actions taken. They shall not be a full transcript of the meeting but must give a true reflection of the matters discussed and the views of the participants related to any action taken. *[Current/Best practice]*

Article 6 – Committees of the Board

Section 6.1. Board Committees. The Board may from time to time establish Board committees~~/task forces~~ made up of members of the Board with specific duties, terms and responsibilities. *[Clarity]*

Section 6.1.1. Membership on Board Committees. The Chairperson shall nominate the Committee Chairperson and members of the Board committees annually, subject to ~~approval~~ confirmation by the Board. The Committee shall elect a Committee Vice Chairperson from among its members at its first meeting of the year to perform the duties of the Chairperson in case of the absence, disability or disqualification of the Committee Chairperson. *[Current practice – NEW proposal]*

6.1.2. Role of Board Committees. The Board may refer any matter to the Board Committee for consideration. The Board Committee shall study and make recommendations for action to the full Board of Directors. The Board Committee shall have no power to bind the Authority with its decisions or recommendations. *[Current practice]*

6.1.3. Charter Statement. The Board Committee shall adopt a Charter Statement that will be reviewed periodically which identifies the Committee's areas of responsibility and oversight. *[Board resolution]*

6.1.4. Meetings. The Board Committee shall meet as needed to conduct its business. *[Best practice]*

Section 6.2. Ad Hoc Committees or Task Forces. The Board from time to time may establish ad hoc committees or task forces made up of members of the Board and/or members of the community to study and make recommendations on matters of interest to the Authority. The Board shall determine at the time of establishment the membership and roles and responsibilities of the Ad Hoc Committee or Task Force. *[Separated for clarity]*

Article 7 - Citizen Advisory Committees

Section 7.1. Creation. ~~An advisory committee shall be established consisting of resident citizens of the Authority's territory. The Citizen Advisory Committee shall have a structure, duties and~~

Attachment: Bylaws REDLINE DRAFT Oct 2017 (3968 : Board Bylaws Revisions)

~~responsibilities as may be determined by the Board. The Board may from time to time establish other advisory committees/taskforces that may include citizen members.~~ The Board shall from time to time establish citizen advisory committees or taskforces that may include citizen members. The citizen advisory committees shall have a structure, duties and responsibilities as may be determined by the Board and in accordance with Section 451.109, Tex. Transp. Code. The citizen advisory committees may study and make recommendations to the Board but shall not have any power to bind the Authority or direct staff. Elected officials and candidates may not serve on citizen advisory committees. *[Res. 2010-67]*

Article 8 – Business Administration

Section 8.1. Fiscal Year. The fiscal year of the Authority shall begin and end on such dates as the Board at any time shall determine by resolution. However, the fiscal year shall not be changed more than once in a five-year period. The fiscal year shall begin on the first day of October and end on the last day of September of the subsequent year. *[Best practice]*

Section 8.2. Budget. Prior to the commencement of a fiscal year, the Board shall adopt an annual budget in a format and with such detail as determined by the Board. Before the Board adopts its annual budget, it shall conduct a public hearing and shall make the proposed annual budget available to the public at least fourteen days prior to the hearing. The Authority may not make operating expenditures in excess of the total amount specified for operating expenditures for a fiscal year unless the Board amends the operating budget by resolution after public notice and hearing. *[Match statute]*

Section 8.3. Capital Improvement Plan. The Board shall adopt a five-year plan for capital improvement projects. The Board shall hold a public meeting on a proposed capital improvement plan before adopting it and must make the plan available to the public for review and comment. The Board shall annually reevaluate, and if necessary, amend the plan to ensure compliance with Section 451.132 of the Code. *[Statute]*

Section 8.4. Annual Financial Audit. The Board each year shall have prepared an audit of its affairs in accordance with generally accepted auditing standards by an independent certified public accountant or a firm of independent certified public accountants, which shall be open to public inspection. Such auditors shall have no personal interest directly or indirectly in the fiscal affairs of the Authority and shall be experienced and qualified in accounting and auditing of public bodies. It is provided, however, that the Authority's auditors may not undertake consulting services for the Authority in addition to their duties in connection with the annual audit without the prior consent of the Board to ensure the services do not create a potential conflict of interest and/or improper influence on the annual audit. *[Best practice]*

Section 8.5. Investment Authority. The Board shall have all necessary investment authority in accordance with the Public Funds Investment Act, Section 2256, Texas Government Code. *[Statute – best practice]*

Section 8.6. Policies. The Board shall adopt all policies necessary and useful for the conduct of its business in accordance with state and federal law and regulations, including for the competition and award of contracts. The Board shall review and amend as necessary each of its policies at least every five years. *[Best practice]*

Attachment: Bylaws REDLINE DRAFT Oct 2017 (3968 : Board Bylaws Revisions)

Attachment: Bylaws REDLINE DRAFT Oct 2017 (3968 : Board Bylaws Revisions)

9 – Modification of Bylaws

These Bylaws can be amended at any regular meeting of the Board by a two-thirds vote of all the appointed and qualified members of the Board, provided that the amendment has been submitted in writing at the previous regular meeting of the Board. *[Match statute]*

Article 10 – Interpretation of the Bylaws

These bylaws are designed solely to facilitate the handling by the Board of Directors of its own business, and the Board of Directors retains the right to interpret these rules. No action taken by this board shall be deemed invalid because of any conflict with these rules, so long as the action taken is in accordance with any applicable law. *[obligatory lawyer's contribution]*

Certificate by Secretary. The undersigned, being the Secretary of the Capital Metropolitan Transportation Authority, certifies that these bylaws were duly adopted by the Board of the Authority effective as of _____ and shall supersede all past Bylaws or amended Bylaws of the Authority.

IN WITNESS WHEREOF, I have signed this certification on the _____.

_____
Secretary

Attachment: Bylaws REDLINE DRAFT Oct 2017 (3968 : Board Bylaws Revisions)

Capital Metropolitan Transportation Authority ***MEETING DATE: 12/18/2017***
Board of Directors ***(ID # 3996)***

Annual Review for President/CEO

Approval of a resolution confirming the evaluation rating for the fourth year of the President/CEO's Employment Agreement as Amended and Restated on January 1, 2014 and approving the amount of the annual performance award of ___ percent increase in base pay and a __ percent performance bonus. The increases are awarded retroactively to the annual Employment Agreement date of July 26, 2017.

Capital Metropolitan Transportation Authority
Board of Directors

MEETING DATE: 12/18/2017
(ID # AI-2017-605)
Annual Review for President CEO

SUBJECT:
Approval of a resolution confirming the evaluation rating for the fourth year of the President/CEO's Employment Agreement as Amended and Restated on January 1, 2014 and approving the amount of the annual performance award of ___ percent increase in base pay and a __ percent performance bonus. The increases are awarded retroactively to the annual Employment Agreement date of July 26, 2017.

FISCAL IMPACT:

Funding for this action is available in the FY2018 Operating Budget.

STRATEGIC PLAN:
Strategic Goal Alignment:
4. Human Capital

Strategic Objectives:
4.1 Enhance organizational development

EXPLANATION OF STRATEGIC ALIGNMENT:
Annual Board evaluation and specific action on the President/CEO's performance increases improves organizational development by linking compensation to the accomplishment of Capital Metro's strategic plan.

BUSINESS CASE:
An annual evaluation by the Capital Metro Board of Directors and specific determination of performance score on the President/CEO's performance increases accountability by linking compensation to the accomplishment of Capital Metro's strategic plan.

COMMITTEE RECOMMENDATION:
This agenda item will be presented to the full board.

EXECUTIVE SUMMARY:
Capital Metro's Employment Contract with Linda S. Watson states that at least annually, the Board of Directors shall review her performance. In addition, the Board of Directors adopted the President/CEO Total Compensation Policy on June 20, 2010 that established the process for linking President/CEO pay to performance.

Linda Watson's performance goals and objectives are directly linked to Capital Metro's Strategic Plan. The board's evaluation of performance for the seventh year of employment under her contract has resulted in a performance rating of __ .

Attachment: Resolution-AI-2017-605 (3996 : Annual Review for President/CEO)

DBE/SBE PARTICIPATION: Does not apply.

PROCUREMENT: Does not apply.

RESPONSIBLE DEPARTMENT: Human Resources

Attachment: Resolution-AI-2017-605 (3996 : Annual Review for President/CEO)

RESOLUTION

OF THE

CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY

BOARD OF DIRECTORS

STATE OF TEXAS

COUNTY OF TRAVIS

RESOLUTION (ID # AI-2017-605)

Annual Review for President CEO

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors entered into an Amended and Restated Employment Agreement with Linda S. Watson effective January 1, 2014; and

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors has evaluated Linda S. Watson's performance in accordance with her contract and the President/CEO Total Compensation Policy.

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that the evaluation rating for the fourth year of the President/CEO's Employment Agreement as Amended and Restated on January 1, 2014 and approving the amount of the annual performance award of ___ percent increase in base pay and a ___ percent performance bonus. The increases are awarded retroactively to the annual Employment Agreement date of July 26, 2017.

_____ **Date:** _____

Secretary of the Board
Juli Word

Attachment: Resolution-AI-2017-605 (3996 : Annual Review for President/CEO)

Capital Metropolitan Transportation Authority ***MEETING DATE: 12/18/2017***
Board of Directors ***(ID # 3997)***

Appointment of Interim President/CEO

Approval of a resolution appointing an Interim President/CEO.

SUBJECT:
Approval of a resolution appointing an Interim President/CEO.

FISCAL IMPACT:

Funding for this action is available in the FY2018 Operating Budget.

STRATEGIC PLAN:
Strategic Goal Alignment:
4. Human Capital

Strategic Objectives:
4.1 Enhance organizational development

EXPLANATION OF STRATEGIC ALIGNMENT:
Appointment of the Interim President/CEO contributes to organizational development by providing executive leadership until a new President/CEO is selected and begins employment with Capital Metro.

BUSINESS CASE:
Based on the projected timeline for the selection and appointment of the new President/CEO, it is necessary to appoint an interim President/CEO to fill the position beginning December 31, 2017 at 5:00 p.m.

COMMITTEE RECOMMENDATION:
This agenda item is being presented to the full Board on December 18, 2017.

EXECUTIVE SUMMARY:
President/CEO Linda Watson has announced her retirement effective December 31, 2017. The board is in the process of the recruitment and selection for a new President/CEO and is expected to appoint their selected candidate on January 29, 2018. Based on this timeline, the projected start date for the new President/CEO is late February to early March 2018.

DBE/SBE PARTICIPATION: Does not apply.

PROCUREMENT: Does not apply.

RESPONSIBLE DEPARTMENT: Human Resources

Attachment: Resolution-AI-2017-622 (3997 : Appointment of Interim President/CEO)

RESOLUTION

OF THE

CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY

BOARD OF DIRECTORS

STATE OF TEXAS

COUNTY OF TRAVIS

RESOLUTION (ID # AI-2017-622)

Appointment of Interim President/CEO

WHEREAS, the Board of Directors recognized the retirement of Linda Watson, President/CEO from Capital Metro effective December 31, 2017; and

WHEREAS, the Board desires to designate an experienced Interim President/CEO to manage the day to day operation of the Authority until the new President/CEO begins employment.

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Board of Directors that Elaine Timbes, Deputy CEO and Chief Operating Officer is hereby designated as the Interim President/CEO effective December 31, 2017 at 5:00 p.m. until a new President/CEO begins employment.

_____ **Date:** _____

Secretary of the Board
Juli Word

Attachment: Resolution-AI-2017-622 (3997 : Appointment of Interim President/CEO)

Capital Metropolitan Transportation Authority ***MEETING DATE: 12/18/2017***
Board of Directors ***(ID # 4011)***
Finance Report

TITLE: Finance Report

Financial Report – Fiscal Year 2017

Year to Date September 30, 2017

Presented on December 18, 2017

Attachment: CFO Monthly Report September 2017 (4011 : Finance Report)

Major Highlights

Revenue

- Sales tax remittances received YTD September 2017 are 3.15% higher than YTD September 2016
- Plaza Saltillo lease income budgeted for $1.6 million and will not realize in FY2017
- Capital Grants are below budget due to delayed spending on Downtown Station and Rail Tiger projects

Operating Expenses

- $229.6 million expended to date, or 92.5% of full year budget
- Lower diesel cost per gallon and usage ~ $8 million favorable to budget
- $3.7 million unfavorable admin pension adjustment, $2 million unfavorable bargain pension adjustment

Capital Projects

- Capital project spending is below budget with 55.3% of budget expended or committed
- FY 2017 Capital spending of $87.7 million. Below budget by $70.8 million
  - FY2017 delayed spending for Positive Train Control, TIGER Grant Project, Downtown Station Improvements, Westgate Transit Center Park & Ride and Private Crossing Signalization

Attachment: CFO Monthly Report September 2017 (4011 : Finance Report)

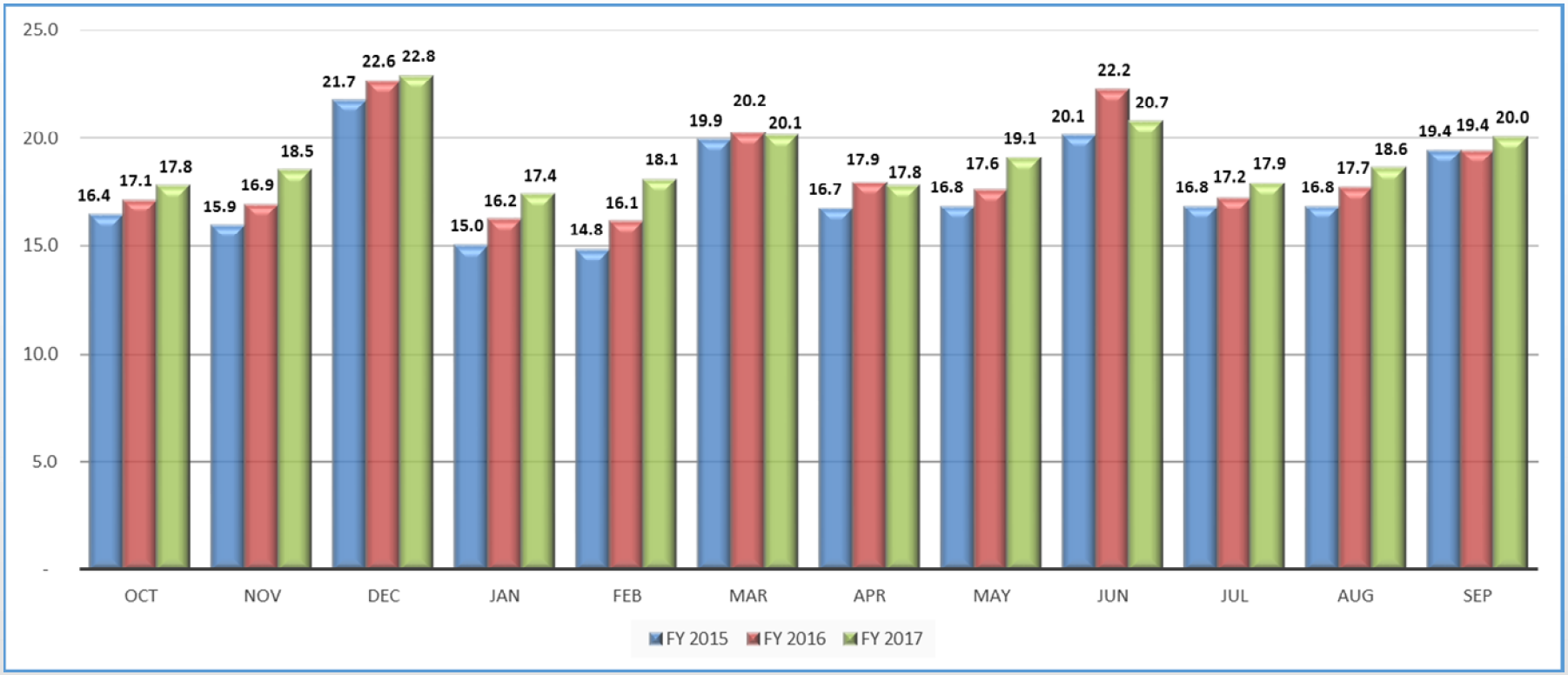
Revenue

$' Million Category	FY16 Sep YTD Actual	FY17 Sep YTD Actual	FY17 Full Year Budget	% of Budget	Comments
Ridership	*30,482,386*	*29,950,671*	*30,565,742*	*98.0%*	FY17 UT Ridership down 875K to budget offset by increased MetroRapid ridership of 693K to budget
Sales Tax	$221.3	$228.5	$231.1	98.9%	
Passenger Fares	17.7	17.1	18.4	92.6%	Hurricane Harvey, Free ride days for elections and New Year Elimination of Premium fare not budgeted
Third Party Fares	6.4	6.8	6.6	102.6%	
Freight Railroad Revenue	4.8	4.5	4.3	104.2%	
Other Revenue	3.8	3.8	4.7	79.6%	Plaza Saltillo lease income of $1.6M budgeted and will not realize in FY17
Operating Contributions and Grants	29.2	30.7	30.0	102.5%	
Capital Contributions and Grants	17.6	29.2	41.4	70.6%	$12M variance due to delayed projects: Downtown Station and Rail TIGER projects
Total	**$300.7**	**$320.7**	**$336.6**	**95.3%**	
Fare Revenue per Passenger	*$ 0.79*	*$ 0.80*	*$ 0.82*		

Attachment: CFO Monthly Report September 2017 (4011 : Finance Report)

Actual Sales Tax Receipts

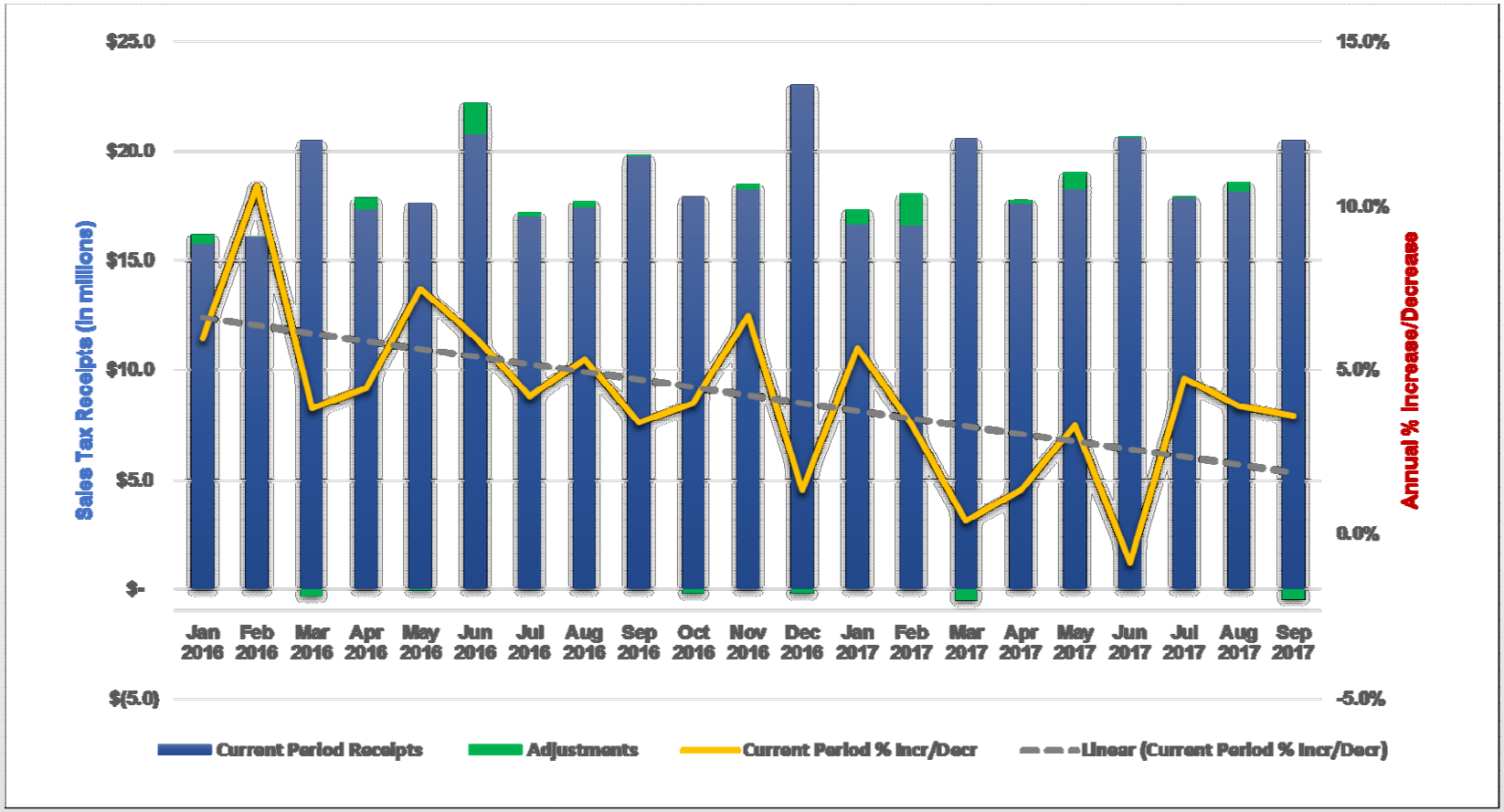
$'M



	FY 2015	FY 2016	FY 2017
Total	$210.4M	$221.3M	$228.5M

Attachment: CFO Monthly Report September 2017 (4011 : Finance Report)

Sales Tax Trend



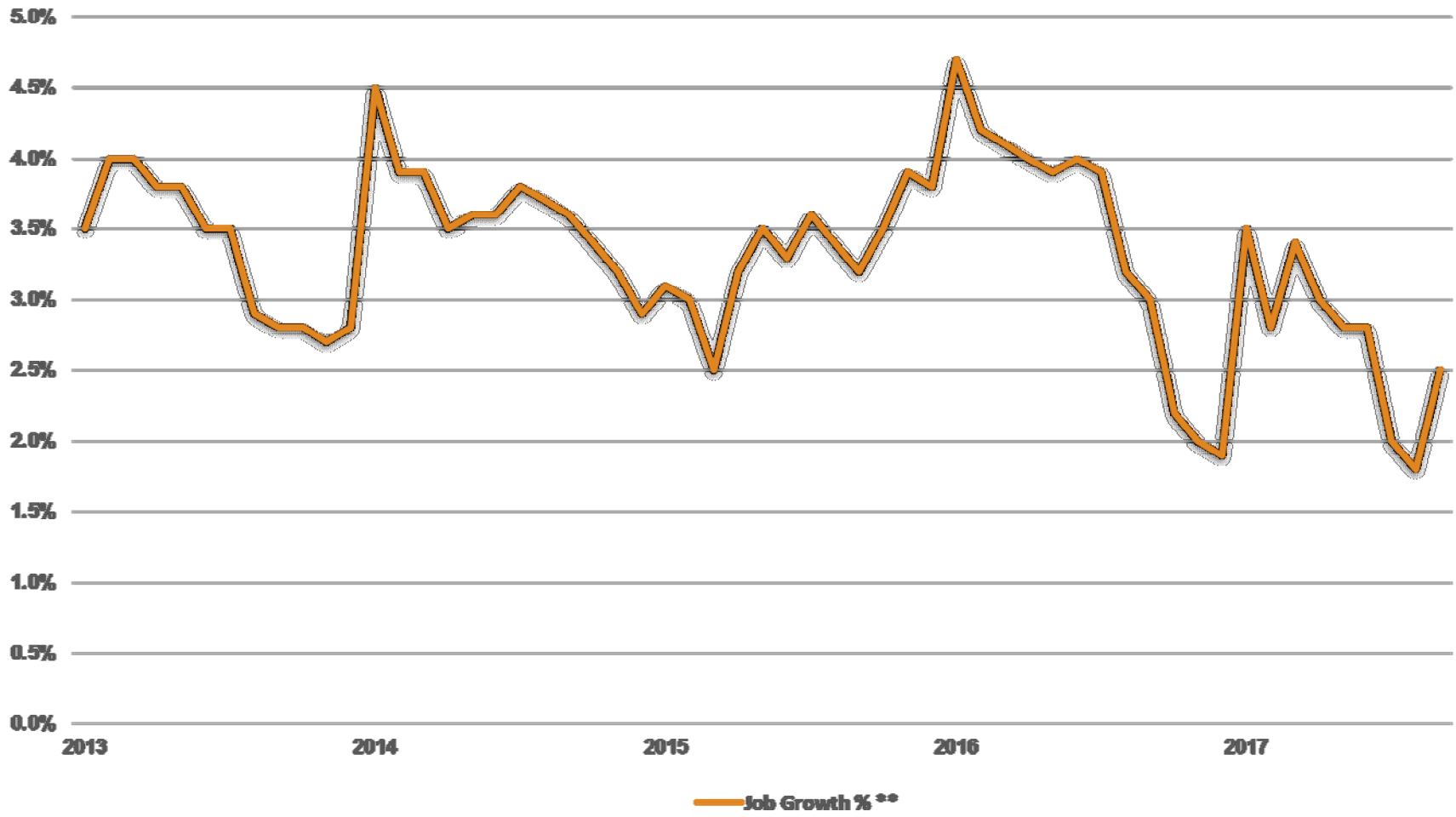
6 Month Annual Growth **5.1%**

6 Month Annual Growth **3.3%**

6 Month Annual Growth **2.6%**

Attachment: CFO Monthly Report September 2017 (4011 : Finance Report)

Job Growth Trend



Attachment: CFO Monthly Report September 2017 (4011 : Finance Report)

Operating Expense

$' Million Category	FY16 Sep YTD Actual	FY17 Sep YTD Actual	FY17 Full Year Budget	% of Budget	Comments
Revenue Hours	*1,757,186*	*1,787,921*	*1,947,446*	*91.8%*	Delay in MoPac Express service, South Express with City of Buda
Revenue Miles	*23,880,988*	*24,685,317*	*26,083,768*	*94.6%*	and lower than planned MetroRideShare service
Salaries and Benefits	$35.9	$43.9	$39.3	111.6%	$3.7M unfavorable admin pension adjustment; $2M unfavorable bargain pension adjustment
Professional Services	19.2	20.9	21.6	96.8%	$3.6M reclass of capital to operating expense - Bus Stop Amenities and Accessibility, MetroRapid Project, Productivity Software
Materials and Supplies	3.3	1.3	1.7	72.8%	
Fuel and Fluids	13.1	11.2	20.4	55.2%	$4.9M favorable due to lower than budgeted diesel cost; $2.6M favorable diesel usage variance to budget
Utilities	2.7	2.8	3.1	90.7%	
Insurance	0.7	0.5	0.9	55.0%	
Taxes	1.0	1.1	0.0	0.0%	
Purchased Transportation	145.0	143.8	154.0	93.4%	$2.7M favorable Rail DMU overhaul shift to FY18 and fewer hours; $1.7M favorable MoPac Express and C2025 hours; $1M favorable CARTS hours
Lease/Rentals	1.7	1.6	2.3	68.5%	$0.7M favorable due to delay in leasing additional administrative facility and delayed spending for additional Park & Rides
Other Expenses	3.1	2.6	4.9	52.7%	Delayed timing of advertising expense and $800K contingency
Total	**$225.9**	**$229.6**	**$248.2**	**92.5%**	
Cost per Revenue Hour	*$ 128.56*	*$ 128.41*	*$ 127.45*		

Attachment: CFO Monthly Report September 2017 (4011 : Finance Report)

Budget Transfers

Consistent with Capital Metro's financial policies, there was 1 budget transfer to report for Quarter 4 for the period ending September 30, 2017 that cumulatively exceeded $150,000

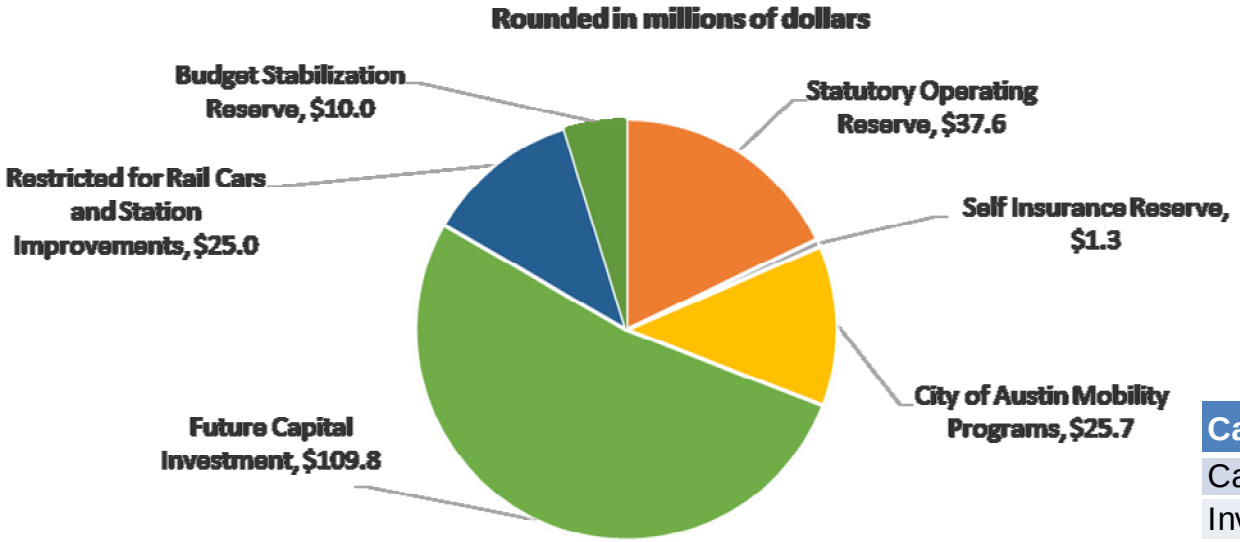
July-17					
Transfer #1					
From:	FIN1702	Capital Projects Committed Contingency	47,071,458	Realign funding between capital projects with bi-annual
To:	BPS1403	Non-revenue Vehicle Replacement	(150,000)	reforecast
	BPS1406	Paratransit Vehicle Replacement	(439,000)	
	BPS1602	Vehicle Camera Systems	(400,000)	
	BPS1603	Senior Route Vans	(342,854)	
	CPG1502	Howard Lane Parking Spaces	60,000	
	CPG1516	Downtown Station Improvements funded by TxDOT	(4,625,000)	
	CPG1517	Bus Stop Litter Containers	(54,002)	
	CPG1518	Bus Stop Signage	(493,800)	
	CPG1519	Bus Benches	(31,602)	
	CPG1520	Bus Shelters	(51,000)	
	CPG1522	Bus Stop Accessibility Improvements	(100,000)	
	CPG1603	Hybrid Beacons at Bus Stops	(138,000)	
	CPG1604	Airport Bus Stop Digital Kiosk	(35,000)	
	CPG1605	Westgate Transit Center Park and Ride	(2,000,000)	
	CPG1608	Digital Clocks for Techridget Park & Ride	(35,000)	
	CPG1702	Lakeline Park and Ride Exit Improvements	(12,000)	
	CPG1703	Leander Trail	(100,000)	
	CPG1705	North Lamar Transit Center Redevelopment	(165,000)	
	CPG1707	Loyola Bus Operations Facility	(1,145,803)	
	CPG1708	Leander Rail Maintenance Facility (Phase 1)	(693,622)	
	CPG1709	DT Station-Pedestrian Crossings	(375,000)	
	CPG1713	Double Tracking-NBFR to Plaza Saltillo	(475,000)	
	ITS1304	Financial System	(349,982)	
	ITS1402	Data Warehousing	(250,000)	
	ITS1502	Mobile Applications	(125,000)	
	ITS1504	Other Legacy Systems Replacements	4	
	ITS1505	Fare Collection System Rollout to Fleet	(450,000)	
	ITS1601	Dynamic Message Signs for Fixed Route and Commuter Rail	(200,000)	
	ITS1604	Real Estate Software	(170,000)	
	ITS1605	Management System/SPEAR Replacement	(96,960)	
	ITS1702	Data Center Modernization	(1,000,000)	
	ITS1703	Positive Train Control IT Support	(150,000)	
	PAM1404	Fuel System Upgrade at Thompson Lane	(53,000)	
	PAM1608	Thompson Lane Roofing Repairs	(10,000)	
	PAM1611	Saltillo Crossings and Signals	(562,000)	

Budget Transfers (continued)

Consistent with Capital Metro's financial policies, there was 1 budget transfer to report for Quarter 4 for the period ending September 30, 2017 that cumulatively exceeded $150,000

		PAM1702	Drill Press (East 5th Street Facility)	920		
		PAM1705	FREON Reclaimer (East 5th Street Facility)	(2,500)		
		PAM1706	Fuel System Upgrade (North Operations Facility)	(250,000)		
		PAM1707	Heavy Machinery Room Remodel (North Operations Facility)	(7,000)		
		PAM1710	Water Boilers Replacement (East 5th Street Facility)	(15,000)		
		REA1419	Maintenance Facility	32,823		
		REA1601	Real Estate Acquisition	(250,000)		
		RRC1102	Positive Train Control	(9,000,000)		
		RRC1302	Crossings Improvements Reimbursed by TxDOT	(500,000)		
		RRC1407	TIGER Grant Project	(8,000,000)		
		RRC1502	Central Subdivision Electric Locks	(285,000)		
		RRC1503	Central Subdivision Quiet Zone	(2,063,769)		
		RRC1509	Nearside Crossing Gate Downtime Reduction	(703,000)		
		RRC1510	Private Crossing Signalization Commuter Rail Corridor	(1,667,000)		
		RRC1511	Public Crossing Surface Renewal Program - Commuter Rail	(170,120)		
		RRC1512	Rail Drainage Improvements	(412,349)		
		RRC1515	Timber and Surface Program - Commuter Rail	(300,000)		
		RRC1516	West/East Haul Road Crossing Surface Rehabilitation	(51,628)		
		RRC1604	North Operations Improvements to Accommodate New Rail Cars	(250,000)		
		RRC1606	Private Crossing Surface Program	(55,817)		
		RRC1609	High-wide and Flood Detectors	(300,000)		
		RRC1614	Rail Vehicle Engineering and Commissioning Support	(809,460)		
		RRC1615	Bridge Load Capacity Upgrade	(750,000)		
		RRC1701	Laptops - Commuter Rail Vehicle Maintenance	(150,000)		
		RRC1702	Safety Upgrades to Existing Rail Cars	(1,000,000)		
		RRC1703	Upgrades to Existing Rail Vehicles (G1 to G4)	(554,711)		
		RRC1704	Timber Bridge Inspection and Treatment	(630,000)		
		RRC1707	Metro Drive pre-emption	(65,880)		
		RRF1501	East Subdivision Quiet Zone	(900,000)		
		RRF1502	Crossings Improvements Reimbursed by TxDOT	(696,841)		
		RRF1601	Crossing Gate Mechanism Changeout	(20,000)		
		RRF1602	Public Crossing State of Good Repair	(27,488)		
		RRF1701	Bertram Scale Upgrades	(750,000)		
		RRF1702	Out of service infrastructure repairs	(4,017)		
		RRF1703	Timber Bridge Inspection and Treatment	(960,000)		
		SEC1701	Electronic security system replacements and improvements	(36,000)		
		SEC1702	Property perimeter hardening and enhancements	(285,000)		
		SEC1703	Security Cameras in Capital Metro Police vehicles	36,000		

Cash, Investments and Reserves



Cash & Investments	
Cash and cash equivalents	$100.2M
Investments	$109.2M
Total	$209.4M

Note:

- Additional funding was allocated to the statutory operating and budget stabilization reserves based on the Board approved funding formula. The statutory operating reserve equals 2 months of FY2016 operating expenses. Contributions to the budget stabilization reserve began in February 2016 and $7 million was reserved in FY2016, with an additional contribution of $3 million budgeted for FY2017 in quarterly installments of $750,000.

- Funds for future capital investment will be required to help address extensive 2017-2018 capital needs. The capital budget for FY2017 is $158 million, with $69 million funded by FY2017 income and $89 million from reserves. Due to project delays it is projected that $71 million of the FY2017 capital budget will carry forward to FY2018. These capital improvements are needed to get caught up with the state of good repair of the community's transit infrastructure and to be in compliance with Federal regulations

Attachment: CFO Monthly Report September 2017 (4011 : Finance Report)

Statement of Revenue, Expenses and Changes in Net Position

$' Million	FY16 Sep YTD Actual	FY17 Sep YTD Actual	FY17 Full Year Budget	% of Budget
Operating Revenue				
Passenger Fares	$17.7	$17.1	$18.4	92.6%
Third Party Fares	6.4	6.8	6.6	102.6%
Freight Railroad Revenue	4.8	4.5	4.3	104.2%
Other Revenue	2.5	2.1	3.7	55.9%
Total	31.3	30.5	33.2	92.0%
Operating Expenses				
Salaries and Benefits	35.9	43.9	39.3	111.6%
Professional Services	19.2	20.9	21.6	96.8%
Fuel and Fluids	13.1	11.2	20.4	55.2%
Utilities	2.7	2.8	3.1	90.7%
Purchased Transportation	145.0	143.8	154.0	93.4%
Other Expenses	8.2	5.4	7.6	71.1%
Lease/Rental	1.7	1.6	2.3	68.5%
Depreciation & Amortization	35.6	38.3	36.4	105.4%
Total	261.5	267.9	284.6	94.1%
Operating Income/Loss	*(230.2)*	*(237.4)*	*(251.5)*	*94.4%*
Non-Operating Revenue/(Expenses)				
Sales Tax	221.3	228.5	231.1	98.9%
Investment Income	1.4	1.7	1.0	168.3%
Operating Contributions and Grants	29.2	30.7	30.0	102.5%
Capital Contributions and Grants	17.6	29.2	41.4	70.6%
Mobility Interlocal Agreements	(1.9)	(5.9)	(15.9)	37.4%
Other	.5	.2	-	0.0%
Non-Operating Income/(Loss)	*268.1*	*284.4*	*287.6*	*98.9%*
Change in Net Position	$37.9	$47.0	$36.1	130.1%

Attachment: CFO Monthly Report September 2017 (4011 : Finance Report)

Budget Variances by Department

$'000 Department	FY16 Sep YTD Actual	FY17 Sep YTD Actual	FY17 Full Year Budget	% of Budget	Comments
100 - Non-Allocated Benefits	$11,193	$15,725	$10,268	153.1%	Unfavorable bargain and admin pension adjustments
102 - Wellness Center	284	245	276	88.8%	
103 - Child Care Center	778	896	832	107.7%	
105 - Business Center	340	321	354	90.7%	
110 - Executive Staff	716	747	873	85.6%	
115 - Communications	729	674	769	87.6%	
118 - Government Relations & Compliance	972	1,214	1,237	98.1%	
120 - Board Of Directors	238	269	303	88.8%	
125 - Internal Audit	270	286	414	69.1%	Vacancy savings, HR department audit postponed
130 - Strategic Oper Mgt. & Administration	670	725	788	92.0%	
141 - Security	3,850	4,166	4,002	104.1%	Additional APD Officer expense for increased coverage
150 - Legal	1,033	1,123	1,135	98.9%	
220 - Finance	3,125	3,002	3,989	75.3%	Vacancy savings; Unspent contingency of $800K
230 - Information Technology	8,460	8,686	9,144	95.0%	
250 - Procurement	1,180	1,253	1,312	95.5%	
275 - Rideshare	2,076	2,411	2,740	88.0%	
320 - Planning	3,131	2,347	3,508	66.9%	Planning projects delayed or cancelled
330 - Marketing	4,008	2,950	3,757	78.5%	First/Last Mile, C2025, MoPac Express projects postponed
331 - Community Involvement	930	688	1,297	53.0%	Vacancy savings, Reduced MetroArt and Try Transit spending
332 - Customer Service	1,262	1,220	1,675	72.8%	Vacancy savings, Special events cancelled
340 - Human Resources	1,373	1,708	1,725	99.0%	
420 - Risk Management And Safety	1,273	1,466	2,172	67.5%	
457 - Public Facilities	4,078	4,120	4,953	83.2%	
530 - Capital Projects	2,598	4,093	2,115	193.5%	Reclass of capital to operating expense - Bus stop amenities/accessibility
540 - Real Estate And Property Mgt.	1,546	1,821	1,874	97.1%	
542 - Freight Rail Management	392	1,482	1,521	97.4%	
544 - Commuter Rail Operations	18,487	16,103	19,891	81.0%	Diesel savings, DMU overhaul postponed to FY18, FRA 2-man crew cancelled
550 - Real Estate and Facility Planning	3,482	2,757	3,654	75.5%	
600 - Bus And Paratransit Services	3,669	3,638	3,914	93.0%	
610 - Bus Contract Operations	112,535	111,303	122,472	90.9%	Diesel savings, Purchased transportation hours savings
620 - Paratransit Contract Operations	28,037	28,350	30,664	92.5%	
630 - Paratransit Administration	283	304	335	90.7%	
640 - Paratransit Reservation & Control	1,562	1,668	1,804	92.5%	
650 - Paratransit Eligibility	897	898	947	94.8%	
920 - Central Corridor Development	441	916	1,558	58.8%	Revised timing of Project Connect corridor study spending
Total	$225,900	$229,575	$248,273	92.5%	

Attachment: CFO Monthly Report September 2017 (4011 : Finance Report)

Capital Projects Summary

$'000 Project Category	Expended	Outstanding Commitments	Budget	Expended & Committed as % of Budget	Comments
Commuter Rail	$29,383	$11	$63,550	46.3%	Payment on 4 New Trains, Tiger Grant Project and Rail Replacement. Delayed projects: PTC & TIGER
Vehicles	46,929	-	57,055	82.3%	Bus Replacements, 6 Commuter Buses, 15 Rapid Buses and 19 Paratransit Vans
Information Technology	3,492	-	8,287	42.1%	Intelligent Transportation Systems Project. Delayed projects: Fare Collection Systems and Data Center
Real Estate	36	-	344	10.4%	
Facilities	6,859	13	20,645	33.3%	Lakeline Parking, Downtown Station and Bus Stops Delayed projects: DT Station and Westgate Park&Ride
Freight Railroad	223	-	3,680	6.0%	
Property and Asset Mgmt	689	-	2,583	26.7%	
Contingency	-	-	1,500	0.0%	
Security	100	-	897	11.2%	
Total	**$87,711**	**$24**	**$158,541**	**55.3%**	

Outstanding commitments are for the purchase orders that have been issued.

Attachment: CFO Monthly Report September 2017 (4011 : Finance Report)

Questions/Discussion

Attachment: CFO Monthly Report September 2017 (4011 : Finance Report)

Capital Metropolitan Transportation Authority ***MEETING DATE: 12/18/2017***
Board of Directors ***(ID # 4010)***
Operations Report

TITLE: Operations Report

METRO
SERIOUS ABOUT SAFETY

Operations Report
2017 Year End Report

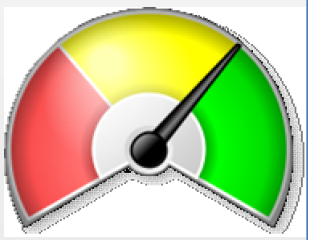
METRO

Attachment: Operations Report FY 2017 (4010 : Operations Report)

Bus

			Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
McDonald	On Time Performance	Actual	81.%	81.92%	87.11%	85.2%	82.8%	82.4%	83.7%	83.9%	84.7%	87.3%	85.7%	81%
		Goal		82%										
	Vehicle Accidents	Actual	3.34	4.97	5.81	3.97	5.77	4.65	4.03	4.06	3.65	4.05	4.98	3.15
		Goal		2.4										
	Passenger Accidents	Actual	0.26	0.12	0.2	0.19	0.38	0.28	0.31	0.06	0.19	0.47	0.19	0.42
		Goal		0.35										
	Miles Between Roadcalls	Actual	6,523	6,958	6,016	6,635	8,588	8,132	6,323	7,259	6,666	8,964	7,344	8,616
		Goal		5,500										
	Complaints per 100000 Passengers	Actual	10.14	13.08	10.1	13.87	13.5	13.72	11.16	12.87	13.76	9.63	13.15	16.47
		Goal		16										
MV	On Time Performance	Actual	77.8%	78.05%	79.9%	78.6%	76.37%	77.5%	81.1%	81.3%	80.8%	82%	79.2%	77.4%
		Goal		82%										
	Vehicle Accidents	Actual	1.92	2.37	3.06	2.22	2.99	4.04	2.13	2.34	7.78	2.9	3.54	2.88
		Goal		2.4										
	Passenger Accidents	Actual	0	0	0.36	0	0.21	0	0	0	0	0	0.38	0
		Goal		0.35										
	Miles Between Road Calls	Actual	2,588	3,243	3,771	4,412	4,187	4,954	4,263	6,470	8,936	7,952	8,247	4,738
		Goal		5,500										
	Customer Complaints	Actual	6.10	4.57	5.74	7.32	5.91	6.39	7.24	4.82	11.45	11.16	12.07	12.77
		Goal		16										

Sep Score 4.47

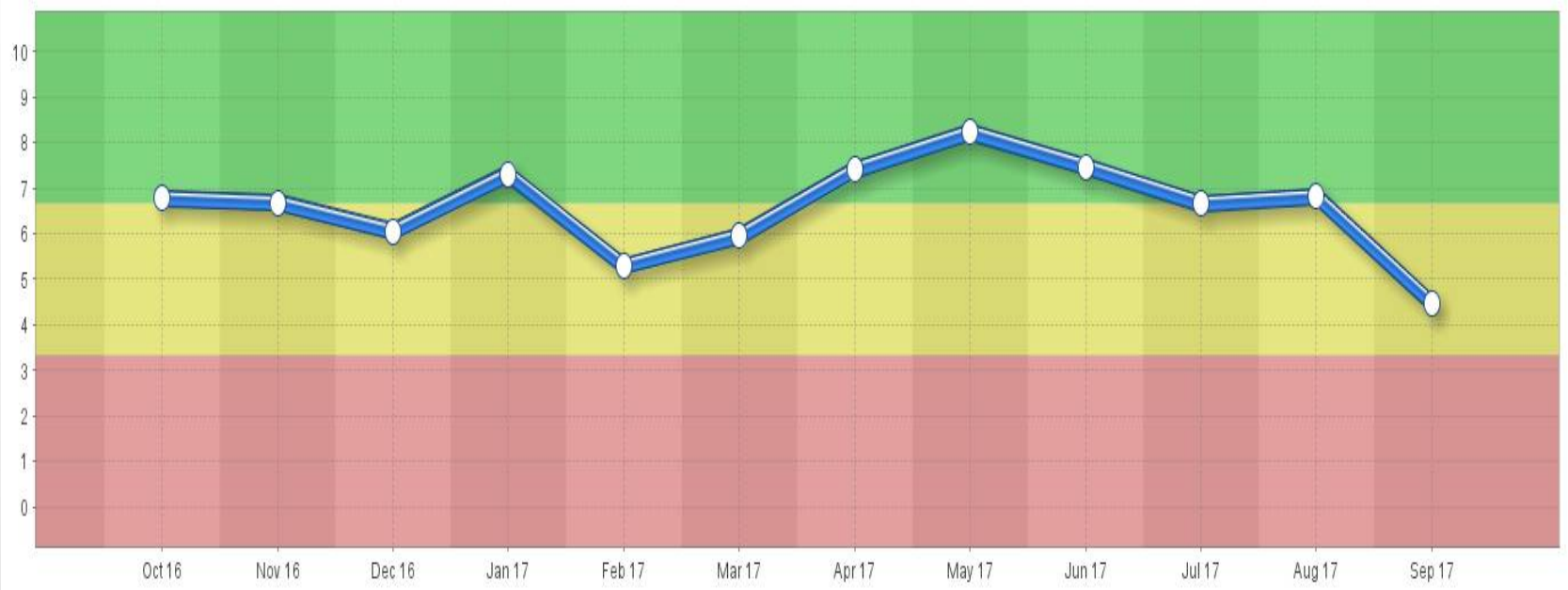


Year End Score 6.69

Vehicles: 404
Avg. Fleet Age: 10.3

Attachment: Operations Report FY 2017 (4010 : Operations Report)

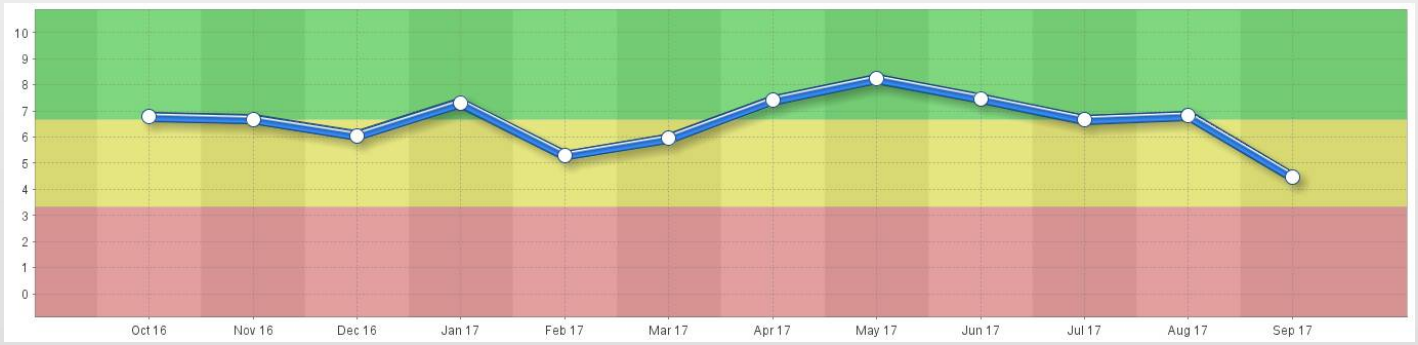
Bus



Attachment: Operations Report FY 2017 (4010 : Operations Report)

MV– MetroRapid

		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
On Time Performance	Actual	84.2%	84.9%	84.46%	84%	82.43%	82.3%	82.7%	83.1%	84.5%	84.7%	83.4%	82.6%
	Goal	82%											
Vehicle Accidents	Actual	2.71	3.51	4.53	2.83	2.49	3.76	1.18	6.05	3.45	6.01	3.83	6.15
	Goal	2.4											
Passenger Accidents	Actual	0.34	0	0	0	0.36	0.29	0	0	0	0	0.34	0.27
	Goal	0.35											
Miles Between Road Calls	Actual	3,684	3,167	3,155	3,756	3,145	4,231	4,598	3,789	2,938	3,268	3,938	3,792
	Goal	5,500											
Customer Complaints	Actual	4.48	7.75	6.46	12.07	7.49	6.59	4.6	5.79	4.67	9.82	7.73	12.03
	Goal	16											



Sep Score 5.45

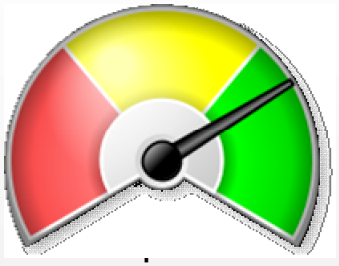
Year End Score
5.64

Vehicles: 40
Avg. Fleet Age: 1.4

Attachment: Operations Report FY 2017 (4010 : Operations Report)

Paratransit

			Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
MV Paratransit	On Time Performance	Actual	93.1%	91.68%	93.21%	93.39%	91.77%	92.81%	91.62%	92.98%	93.46%	94.01%	93%	91.57%
		Goal	92%											
	Vehicle Accidents	Actual	1.63	4.2	2.2	1.7	1.83	2.09	1.11	1.06	0.82	0.57	2.83	1.92
		Goal	2											
	Passenger Accidents	Actual	0	0	0	0	0	0.25	0.54	0	0	0.28	0.52	0
		Goal	0.25											
	Miles Between Roadcalls	Actual	15,310	15,535	12,560	16,778	13,634	21,295	21,153	18,919	16,596	17,425	19,442	26,108
		Goal	20,000											
	Customer Complaints/10,000	Actual	3.63	5.6	4.02	3.17	4.5	5.06	2.44	4.1	9.17	4.5	7.3	7.45
		Goal	8											
Ride Right	On Time Performance	Actual	95.42%	94.19%	95.69%	94.82%	93.91%	94.89%	93.59%	93.57%	95.13%	95.05%	94.19%	93.16%
		Goal	93%											
	Vehicle Accidents	Actual	3.06	1.3	2.59	1.25	3.96	1.76	4.31	1.76	1.84	1.27	2.38	1.17
		Goal	2											
	Passenger Accidents	Actual	0	0	0	0	0	0	0	0	0	0	0	0
		Goal	0.25											
	Complaints per 10,000	Actual	4.23	7.07	3.86	6.61	4.89	6.14	8.4	3.96	10.8	4.41	8.79	12.31
		Goal	8											



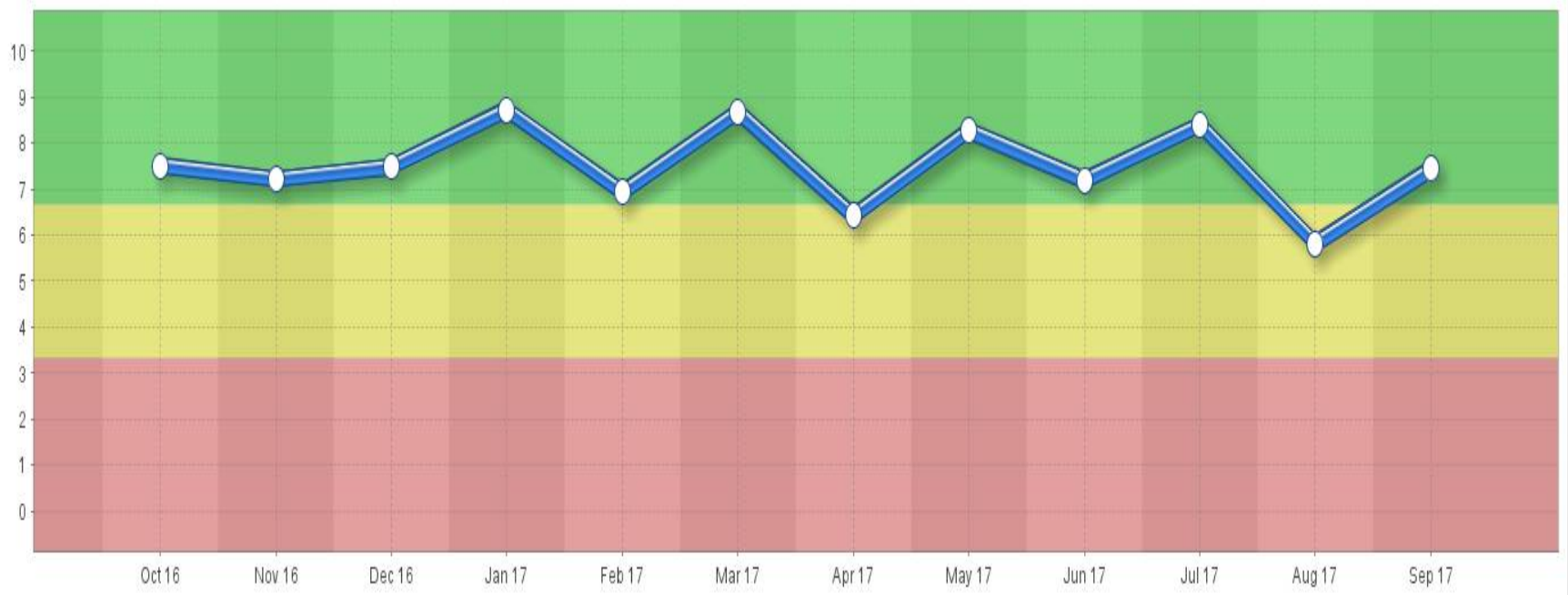
7.44

8.25

Vehicles: 116
Avg. Fleet Age: 1.7

Attachment: Operations Report FY 2017 (4010 : Operations Report)

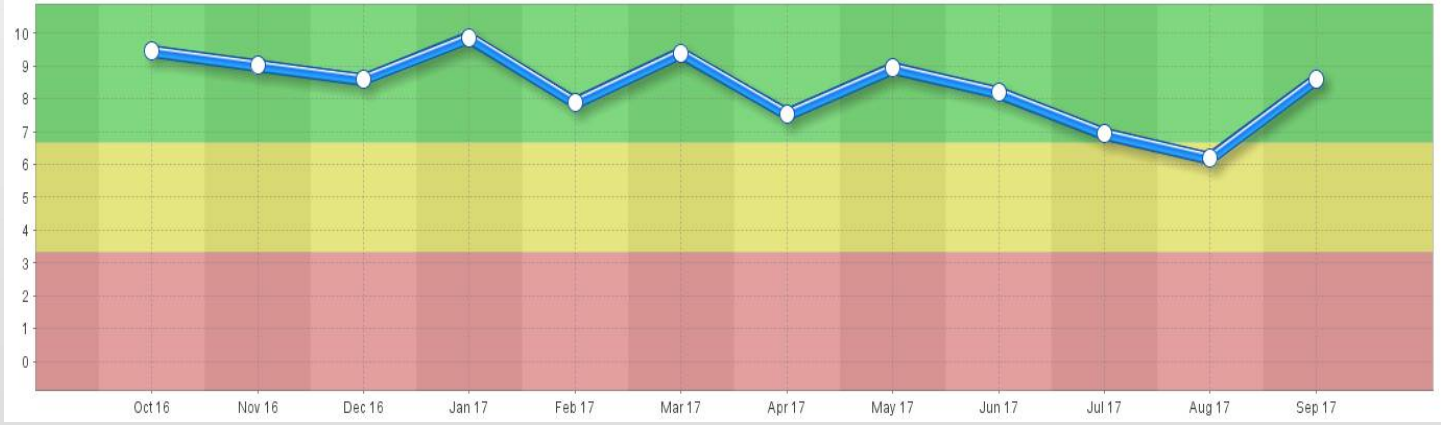
Paratransit



Attachment: Operations Report FY 2017 (4010 : Operations Report)

Commuter Rail

		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
On Time Performance	Actual	97.16%	95.8%	98.19%	99.65%	99.6%	97.07%	97.48%	99.42%	98.61%	95.04%	92.19%	98.3%
	Goal	96.04%											
Vehicle Accidents	Actual	0	0	0	0	0	0	0	0	1	0	0	0
	Goal	1											
Passenger Accidents	Actual	0	0	0	0	0	0	0	0	0	0	0	0
	Goal	1											
Customer Complaints/20,000	Actual	0.97	1.98	2.91	0.99	0.94	0.85	0.94	0.59	0.63	1.36	2.26	1.15
	Goal	5											
Mean Distance Between Failures	Actual	32,954	25,093	14,413	26,538	8,492	17,331	6,645	13,801	13,909	5,362	9,595	13,480
	Goal	15,000											



Score 8.6

Year End Score
8.9

Vehicles: 6
Avg. Fleet Age: 5.2

Attachment: Operations Report FY 2017 (4010 : Operations Report)

Overall Score Customer Satisfaction Index

Overall Score	Score By Mode		By Provider	
4.73	4.47	Bus	4.49	McDonald
			4.46	MV Bus
	5.45	BRT	5.45	MV BRT
	7.44	Paratransit	8.15	MV Paratransit
			6.73	Ride Right
	8.6	Rail	8.6	Herzog

Attachment: Operations Report FY 2017 (4010 : Operations Report)

Overall Score Customer Satisfaction Index FY 2017

	Mode of Service		By Provider	
FY 2017 6.63	6.69	Bus	7.7	McDonald
			5.68	MV Bus
	5.64	BRT	5.64	BRT
	8	Paratransit	7.76	MV Paratranist
			8.25	Ride Right
	8.9	Rail	8.9	MetroRail

Attachment: Operations Report FY 2017 (4010 : Operations Report)