

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

~ Minutes ~

Board Liaison Ed Easton
512-369-6040

Monday, December 16, 2019
12:00 PM

12:17 PM Meeting Called To Order
3:19 PM Meeting Adjourned

I. Pledge of Allegiance

II. Safety Briefing

Vice President of Risk Management and Safety Gardner Tabon presented his monthly briefing. This month's focus was safe holiday decorating tips.

III. Recognition

Chair Cooper recognized and congratulated Master Mechanic Lupe Mendoza on his 39 years of service at Capital Metro.

Chair Cooper also recognized outgoing board member Mayor Rita Jonse for her 4+ years of service to the agency. Mayor Jonse served as the Chair of the Operations, Planning and Safety Committee during her tenure. President Clarke thanked Mayor Jonse on behalf of staff for her service. State Representative Celia Israel also gave remarks wishing Mayor Jonse well.

IV. Public Comment:

Gus Pena of Veterans for Progress spoke and said he has been a longtime and proud member of several unions. He does not feel that the Capital Metro union is being treated fairly and in a beneficial way for the bus operators right now. 99 percent of the operators are kind and courteous. Please do a better job of negotiating -- they deserve respect and equal pay.

Nailah Sankofa, citizen, feels that services have declined in the last year and a half since the Cap Remap changes. She has ridden transit in many cities and used to be in love with the agency but now wants a divorce. Bus stops too far apart and too dark - should not have to get her cell phone out to alert the operator that she is waiting at the stop. Capital Metro needs to do better and listen to its customers.

Silver White Mountain, citizen, spoke of the difficulty in getting accurate information about bus service and stop opening at the new HEB at South Congress and Slaughter. She has received different information from several bus operators, customer service, and a bus supervisor. She also spoke of an incident on Route 17 where the operator pulled away from the curb too quickly and lacked courtesy.

V. Advisory Committee Updates:

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

Yannis Banks from the Community Engagement Team gave the monthly report. CSAC did not have a quorum this month so no official meeting was held, but the members who were there heard updates on the Green Line and discussed Project Connect.

2. Update on the Access Advisory Committee (AAC)

Yannis Banks from the Community Engagement Team gave the monthly report. The Access Committee heard an update on the new Ticket Vending Machines, worked on their annual workplan,

and held an election for their 2020 officers. Two committee members have recently stepped down, so we will be looking to fill their position in the near future.

VI. Board Committee Update:

1. CAMPO update

Board member Mitchell provided his report. CAMPO met on December 9th and approved amendments to the 2019-2022 Transportation Improvement Plan.

VII. Action Items:

1. Approval of Minutes from the November 18, 2019 Board Meeting.

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

2. Approval of a resolution authorizing the President & CEO, or his designee, to extend an Interlocal Agreement (ILA) with the City of Austin for employee transit passes for a period of one year from January 1, 2020, to December 31, 2020, and increase the total contract amount by \$400,000 for the option period.

CFO Reinet Marneweck presented this item.

Ridership under this agreement has been strong and it has been a good partnership with the City of Austin. In FY 2019 city employees took 252,000 rides as part of this program.

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

3. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with CDW Government, LLC. to acquire workstation technology in an amount not to exceed \$200,000.

CIO Jane Schroter presented this item.

This contract will be used to replace equipment that has past its useful life.

Board member Travillion asked about DBE/SBE goals under the contract. Jane replied that while we did make an effort to reach out to DBE/SBE vendors during the process, the lowest bid was received from CDW.

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

4. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with Bytemark, Inc. for the annual hosting, licensing, maintenance and support of the Mobile Ticketing and Traveler Tools Application Systems for a base period of one year, with four one-year options in an amount not to exceed \$6,079,065.

CIO Jane Schroter presented this item.

This will cover maintenance and support from ticketing and payment tools that have become critical to our operations.

Board member Stratton asked for a little more background on the procurement process. Jane explained that this was done as a sole source procurement since this is a proprietary system. There were no objections to the sole source notice.

Board member Travillion asked if the scope had been looked at to see if some of them might lend themselves to local or SBE/DBE participation. Jane said that much of this work may not be done on site, but that Bytemark has committed to using a DBE subcontractor for much of the onboard validator installation work. She will inquire with Bytemark to see if there are opportunities under this scope as well.

Chair Cooper asked about the future of the Cap Metro app. Jane explained that one of the major items we are working on with Bytemark is the incorporation of a stored value, account-based system. This capability will also allow us to improve services to customers who may be un-banked or who doesn't want to use a credit card.

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

5. Approval of a resolution confirming the evaluation rating for Fiscal Year 2019 for President & CEO Randy Clarke as Exceptionally Satisfied and that the Board approves the adjustment of base pay to \$317,875 and a performance achievement bonus of \$18,000. The increases are awarded retroactively to October 6, 2019 in accordance with the Employment Agreement.

(This item was taken up after Executive Session.)

EVP of Administration Donna Simmons presented this item, confirming the board's performance evaluation for President Clarke for FY 2019.

Several board members and Chair Cooper thanked President Clarke and expressed their appreciation for the direction he is taking the agency.

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

6. Approval of a resolution authorizing the President/CEO or his designee, to implement the FY 2020 Strategic Plan.

This item was deferred until a later date.

VIII. Presentations:

1. FY2019 Financial Report

CFO Reinet Marneweck presented the report.

This was a preliminary review of FY 2019 financial data, which has not been audited yet. Reinet gave an overview of revenues, operating expenses, and current capital projects. She gave further details on fare revenue and the some of the variables behind it. She also reported on budget transfers over \$150,000 for the year and current reserve fund balances.

Board member Renteria asked about transfers to the 1/4 cent City of Austin obligations. Reinet explained that the money is set aside in a reserve fund and the city will send invoices for reimbursement as projects are completed.

Board member Kitchen asked about funds that were in excess of projections and how they will be allocated. Reinet explained that an additional \$15 million will be put into a capital expansion fund as unallocated and gave several examples of how it could be used in the future, including a local match on projects where federal funding might be available.

IX. Reports:

1. President's Report

President Clarke presented his monthly report. This month he featured the opening of the Norwood Transit Center; another successful Stuff the Bus campaign; the launch of Pickup service in Leander; a reminder to all about a joint worksession with the Austin City Council on January 14th; and an introduction of Sharmila Mukherjee, the new EVP of Planning and Development.

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

Section 551.074 for personnel matters - President & CEO 2019 Performance Evaluation.

Into session: 2:03 p.m.

Returned: 3:13 p.m.

XI. Items for Future Discussion:

XII. Adjournment

ADA Compliance

Reasonable modifications and equal access to communications are provided upon request. Please call (512) 369-6040 or email ed.easton@capmetro.org if you need more information.

BOARD OF DIRECTORS: *Wade Cooper, Chair; Delia Garza, Vice Chair; Eric Stratton, Secretary; Terry Mitchell; Rita Jonse; Ann Kitchen, Jeffrey Travillion and Pio Renteria.*

The Board of Directors may go into closed session under the Texas Open Meetings Act. In accordance with Texas Government Code, Section 551.071, consultation with attorney for any legal issues, under Section 551.072 for real property issues; under Section 551.074 for personnel matters, or under Section 551.076, for deliberation regarding the deployment or implementation of security personnel or devices; arising regarding any item listed on this agenda.