

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

~ Minutes ~

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

Monday, February 26, 2018
12:00 PM

12:08 PM Meeting Called to Order
2:04 PM Meeting Adjourned

I. Pledge of Allegiance

II. Safety Briefing

Donna Simmons, Executive Vice President and Chief Safety Officer, gave her monthly safety briefing. This month focused on the "See Something, Say Something" campaign. We have security officers and guards at our facilities but we also rely on reports from our customers and the community to keep everyone safe.

III. Public Comment:

Susan Pantell, citizen, gave comments about Project Connect. She wanted the board to take into consideration operating costs of any new service and the impact on existing services of those costs. She also wanted the board to consider what the fare will be -- it may price some customers off the service. Displacement of lower-income residents will also have an impact if these residents can't afford to live near these services. Capital Metro may want to consider income-based fares.

Ryan Young, citizen, gave comments on the June service changes. The new terminus of Route 392 in the Pickle Research Campus is a long way from any MetroRapid stops. Transfers need to be easier.

Zenobia Joseph, citizen, gave comments on June service changes and also voiced opposition to Consent Agenda Item #3 on the Leander Trail. The costs were not clear when it came before you before and are too high for such a short stretch of trail. Consider what your priorities should be. Route 325 provides connectivity east-west. Route 392 will run too infrequently and there is conflicting information out there about what will happen to this route.

IV. Advisory Committee Updates:

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

Kendall Jackson, Community Involvement Team, gave the report. The committee met on February 14th and heard updates on the following:

- Project Connect update
- Downtown Station update

The committee also held annual officer elections.

2. Update on the Access Advisory Committee (AAC)

Kendall Jackson, Community Involvement Team, gave the report. The committee met on February 7th and heard updates on the following:

- MetroAccess 10-Year Plan
- Update on MetroAccess vehicle replacement
- Project Connect update

- Technology Update on Bluetooth wayfinding.

V. Board Committee Updates:

1. Operations, Planning and Safety Committee

Vice Chair Garza gave the report in the absence of Committee Chair Jonse. The committee heard a presentation on the MetroAccess 10-Year Plan in an overlapping session with the Finance, Audit and Administration Committee.

The committee also recommended approval of both contracts with Trapeze Software Group; the item on the construction of the pedestrian and bicycle trail near the Leander Station; and the item for hosting of Positive Train Control (PTC) software in the cloud.

The committee also had one item - on the modification of a contract with RideRide LLC for paratransit operations - that they chose to bring directly to the full board.

2. Finance, Audit and Administration Committee

Committee Chair Mitchell gave the report. It was a brief meeting this month with presentations on the Internal Audit plan; the monthly financial report, and then a joint session with the Operations, Planning and Safety Committee to hear a presentation on the MetroAccess 10-Year Plan.

3. CAMPO update

Board Member Mitchell reported that at the February 12th meeting the CAMPO board selected Austin Mayor Adler as Vice Chair; discussed safety performance measures; approved a TTI Interlocal Agreement; and renewed the HERO program.

VI. Consent Items

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

1. Approval of January 29, 2018 Board Meeting Minutes
2. Approval of a resolution authorizing the Interim President/CEO, or her designee, to execute a contract with Trapeze Software Group, Inc. to provide services and support for the upgrade of the Trapeze scheduling system in the amount not to exceed \$258,450.
3. Approval of a resolution authorizing the Interim President/CEO, or her designee, to modify the Contract #200230 - Positive Train Control (PTC) with Modern Railway Systems, Inc. (MRS) for the hosting of the RailComm PTC software system in an amount not to exceed \$399,934.

VII. Action Items:

1. Approval of a resolution authorizing the Interim President/CEO, or her designee, to finalize and execute a contract modification with Ride Right, LLC for operation of the North Base Paratransit services, with an adjusted base term of five (5) years with two (2) one-year options and an increase to the total contract amount by \$25,679,658, for a total not to exceed amount of \$78,673,506.

Chad Ballentine, Vice President of Demand Response and Innovative Mobility, presented this item.

This is a modification of an existing contract with Ride Right LLC for an expansion of services out of Capital Metro's North Base paratransit location.

This is necessary due to additional volume after the shutdown of our previous overflow provider, LaFleur Transportation. Secondly we would like to expand operations out of this location because it has lower costs than our South Base location. The operating contract for that location is up for bid and we expect to be back next month.

Board member Kitchen questioned the timing and process on this and asked if this was an extension of the contract. Mr. Ballentine answer that essentially all we were doing was adding hours, not extending. This contractor's performance has been good.

Board member Mitchell and Chair Cooper asked for clarification on hours and costs. Are we locked into a certain number of hours or years if new technologies emerge in the future?

Board member Kitchen expressed concern about adding these dollars without a competitive bidding process given that we are out for bid on the South Base contract.

Vice Chair Garza asked whether it would be possible to change the number of base years on this. Mr. Ballentine explained that we would have to start over on this and get new costs from the provider if we shortened the base. Vice Chair Garza has concerns about tying our hands if there ends up being some more efficient solution for providing this type of service. Board member Travillion asked if we might be missing an opportunity to lower our costs by not going out for bid.

Board member Kitchen asked if it might not be better to wait and vote on the two contracts at the same time, so we could have more of a discussion and be sure that we had provisions we might want in both contracts. Chair Cooper agreed that maybe the appropriate thing to do is to have the committee take another look at these. Board member Kitchen would also like a better understanding of labor costs.

No action was taken pending further discussion at the committee level.

2. Approval of a resolution authorizing the Interim President/CEO, or her designee, to finalize and execute a contract with Trapeze Software Group, Inc. for software maintenance and support of Trapeze software consisting of one (1) base year with three (3) option years in an amount not to exceed \$2,089,985.

Charlie Jackson, IT Project Manager, presented this item. This resolution is for new contract for the renewal of our Trapeze Software license. This software is used extensively in our day-to-day operations, including planning and dispatch for fixed route and paratransit.

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

3. Approval of a resolution authorizing the Interim President/CEO, or her designee, to finalize and execute a contract with Clearfield Construction for an amount not to exceed \$389,459 for the construction of a pedestrian and bicycle trail connecting the Leander Station to Mel Mathis Boulevard.

This item was pulled from the Consent Agenda by Board Member Kitchen for further discussion.

Ken Cartwright, Vice President Capital Projects, presented this item. This contract would fund the construction of a portion of a pedestrian and bicycle trail to the new ACC Campus from our Leander Station. Our portion is approximately 1/4 mile. The contract is a little expensive because it will require

the construction of a bridge over a drainage way. Mr. Cartwright clarified that this property is within our service area.

Board member Travillion asked that in light of Ms. Joseph's comments are we looking at similar ways to improve connectivity in places like the North Lamar Transit Center. Executive Vice President Todd Hemingson answered that indeed we are looking at ways to improve pedestrian access as well as access to our MetroRapid service so that it is not slowed by having to pull all the way into the center from North Lamar. Board member Kitchen also asked to circle back on some of the specific routes and frequencies that Ms. Joseph brought up in her earlier comments.

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

VIII. Reports:

1. Quarterly Financial Report

Reinet Marneweck, Chief Financial Officer, presented her report. This report covered the first quarter of FY2018.

Sales tax is running ahead of projections -- we are about \$580,000 favorable -- and revenue is also strong. On the expense side we are tracking very close to budget at this point in the year. We are at 22% of expenses after the first quarter.

Board member Kitchen asked if the board could hear more about the plans to electrify our fleet at a future meeting.

2. Quarterly Planning/Ridership Report

Executive Vice President Planning and Development Todd Hemingson presented the report for Q1 FY2018. Overall system ridership is down 2.1% from the same period last year. The biggest decline was on MetroBus, 8.8% total. Some of the decline would be attributed to customers switching to MetroRapid, which has seen ridership increases of 50% year-on. Increased frequency and lower fares both contributed to that.

Chair Cooper asked about ridership and expectations for the newer services in Round Rock and Georgetown. Board member Garza asked if the increased ridership on MetroRapid might be contributing to bunching on that service.

3. Quarterly Operations Report

Dottie Watkins, Vice President of Operations, presented the report for the first quarter. We have changed a couple of measures in the report to better align with industry standards. The new standard for accidents will be a national standard used in the National Transit Database. We are also adjusting how we measure on-time performance. Overall we have had a very good quarter on the bus mode.

Ms. Watkins noted in response to Board Member Garza's question that increased frequency on MetroRapid can lead to more opportunities for bus bunching, but we are working to improve in that area. Customers need to be able to expect even frequency. Board member Kitchen asked if we are communicating in real-time with the operators on this service and Ms. Watkins explained that yes as of the end of last year we are doing so on their terminals to indicate how far ahead or behind they are. Board member Kitchen also wondered about using 83% as our on-time goal. Ms. Watkins gave an explanation of how some peer agencies handle these goals.

4. President's Report

Acting Interim CEO Donna Simmons presented the report. She discussed two items: we received word from the Transportation Research Board that we will be received a grant to work with TTI to create an app to assist with wayfinding for disabled customers to allow them to travel more comfortably; also Joe Iannello our CIO has been named the President of the Board for a local tech group called Austin CityUp, which works to connect local government with corporations to encourage innovation.

IX. Items for Future Discussion:

Board member Garza asked about a timeline to discuss Project Connect and whether there will be any "ask" as part of a bond vote in November. Chair Cooper offered to make this part of the discussion at the worksession on March 9th.

Board member Garza also asked if in a future meeting there could be a discussion of offering free - rather than just reduced - fares for high school students.

Board member Renteria asked if the board could hear an update on the new CARTS facility in East Austin, and also on the latest plans at the Plaza Saltillo site.

X. 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.