

**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, January 29, 2018  
12:00 PM

12:15 PM Meeting Called To Order  
1:20 PM Meeting Adjourned

**I. Pledge of Allegiance**

**II. Safety Briefing**

Vice President of Administration & Chief Safety Officer Donna Simmons presented the safety briefing. This month's safety briefing focused on maintaining safety around our transit vehicles.

**III. Public Comment:**

Florence Ponziano shared what happened to her last week while riding the 300 bus in East Austin. A woman came up to her and hit her in the head repeatedly, trying to steal her purse. The attacker ended up getting away with her glasses. After her comments, Board member Cooper asked Ms. Ponziano to meet with Dottie Watkins, Vice President, Bus & Paratransit Services to provide additional details.

Zenobia Joseph had remarks regarding on time performance, amenities and frequency with routes 392, 333, 801 and 803.

**IV. Advisory Committee Updates:**

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

Sam Sargent, Community Involvement Team Coordinator gave the update for the committee. The committee met January 10<sup>th</sup> and discussed the following:

- January 2018 Service Change
- 2018 Committee Work Plan
- 2018 Committee Bylaws Update

2. Update on the Access Advisory Committee (AAC)

Sam Sargent, Community Involvement Team Coordinator gave the update for the committee. The committee met January 3<sup>rd</sup> and discussed the following:

- 2018 Committee Work Plan Review
- Transit Empowerment Fund Update
- Election of 2018 Committee Officers

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

Section 551.072 for real property issues - real estate - Plaza Saltillo and Section 071 for legal matters and Section 551.074 for personnel matters regarding President/CEO employment agreement.

Went into executive session at 12:44 PM  
Returned at 1:16 PM

## VI. Board Committee Updates:

### 1. Operations, Planning and Safety Committee

Board Member Jonse, Chair of the Operations, Planning and Safety Committee, presented the report from the January 17th O/P/S Committee meeting. The committee approved the December 6, 2017 O/P/S Committee minutes and action items 5 and 7 which are on today's Consent agenda. Lastly, the committee heard a Monthly Operations Report.

### 2. Finance, Audit and Administration Committee; and

Board Member Mitchell, Committee Chair provided the report from the January 17th Finance, Audit and Administration Committee meeting. The committee had three action items and two are on today's Consent agenda:

- Approval of Capital Metro's Investment Policy for 2018
- Appointment of Kerri Butcher as an interim member of the Capital Metro Investment Committee

### 3. CAMPO update

There was no report for this month.

## VII. Consent Items

1. Approval of Minutes from the December 11, 2017 Board Worksession; December 13, 2017 Board Worksession; and December 18, 2017 Board Meeting.

2. Appointment of Lin Rui Li to the Customer Satisfaction Advisory Committee.

3. Appointment of Elizabeth Stehl to the Customer Satisfaction Advisory Committee.

4. Approval of a resolution approving Capital Metro's Investment Policy for 2018.

5. Approval of a resolution authorizing the Interim President/CEO, or her designee, to execute a contract with Vehicle Inspection Systems, Inc. for the purchase of dynamic brake tester equipment for the North Operations facility and 2910 Fleet Operations facility in an amount not to exceed \$275,640.

6. Approval of a resolution appointing Kerri Butcher, Chief Counsel, to the Capital Metro Investment Committee as an interim committee member with the authorization to withdraw, invest, reinvest and accept payment with interest, consistent with the investment policy.

7. Approval of a resolution authorizing the Interim President/CEO, or her designee, to finalize and execute a contract with ASD Consultants, Inc. for the North Operations Rail Maintenance Facility addition in an amount not to exceed \$327,777, for the construction of additional storage space for new railcar spare parts.

## VIII. Action Items:

1. Approval of a resolution appointing officers of the Capital Metro Board of Directors for 2018.

Board member Mitchell made the motion to appoint Board member Cooper as Chairman, Board member Garza as Vice Chair, and Board member Word as Secretary. Jonse second. Motion carries.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Terry Mitchell, Board Member
<b>SECONDER:</b>	Rita Jonse, Board Member
<b>AYES:</b>	Mitchell, Word, Cooper, Garza, Kitchen, Jonse, Renteria, Travillion

2. Approval of a resolution confirming the appointments to the Finance, Audit and Administration Committee and Operations, Planning and Safety Committees for 2018.

It was suggested by Chair Cooper that the committee makeup stay as it is currently. Current members of the Finance, Audit and Administration Committee are: Board Members Mitchell, Renteria, Word, and Cooper. Committee members for Operations, Planning and Safety Committee are: Board Members Garza, Kitchen, Jonse, and Travillion.

On Election of Committee Chairs a motion was made that Board member Mitchell continue to chair Finance, Audit and Administration, and that Board Member Jonse become the chair Operations, Planning and Safety. Motion to approve by Board Member Travillion. Second by Jonse. Motion carries.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Jeffrey Travillion, Board Member
<b>SECONDER:</b>	Rita Jonse, Board Member
<b>AYES:</b>	Mitchell, Word, Cooper, Garza, Kitchen, Jonse, Renteria, Travillion

3. Approval of a resolution by the Board of Directors to offer Randy Clarke the position of General Manager and President/Chief Executive Officer of the Capital Metropolitan Transportation Authority under the terms and conditions reflected in the attached Employment Agreement. Upon acceptance of this offer by Randy Clarke, the Board Chairperson is hereby authorized to execute the agreement.

Executive Vice President of Administration Donna Simmons presented this item.

Motion by Board Member Garza. Second by Travillion. Motion carries: 8-0

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

## IX. Reports:

### 1. President's Report

Elaine Timbes, Interim President/CEO presented the report. This month her report included the following:

- CMTA Wins Seton Health and Wellness Award
- Update on Pickup Pilot metrics
- Update on Capital Metro Mobile App sales and downloads

## X. Items for Future Discussion:

## XI. Adjournment

### ADA Compliance

*Reasonable modifications and equal access to communications are provided upon request. Please call (512)389-7458 or email [gina.estrada@capmetro.org](mailto:gina.estrada@capmetro.org) if you need more information.*

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