

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

**~ Agenda ~**

**Board Liaison** Ed Easton  
512-369-6040

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Monday, January 28, 2019

12:00 PM

Capital Metro Board Room

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**I. Pledge of Allegiance**

**II. Public Comment:**

**III. Advisory Committee Updates:**

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

**IV. Board Committee Updates:**

1. Operations, Planning and Safety Committee
2. Finance, Audit and Administration Committee; and
3. CAMPO update

**V. Consent Items**

1. Approval of Minutes from the December 5, 2018 Public Hearing, Special Board Meeting, and Work Session; and the December 17, 2018 Board Meeting.
2. Appointment of Audrea Diaz to the Access Advisory Committee.
3. Approval of a resolution affirming the Charter Statement for the Finance, Audit and Administration Committee.
4. Approval of a resolution affirming the Charter Statement for the Operations, Planning and Safety Committee.
5. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with Apollo Video Technology to update the video capability on the G1 Diesel Multiple Units (DMUs), replacing a total of 144 video units in an amount not to exceed \$271,895.
6. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with Total Demolition, Inc. in an amount not to exceed \$157,500 for the demolition of the former Serta warehouse structure located at the North Operations Facility.

**VI. Action Items:**

1. Approval of a resolution appointing officers of the Capital Metro Board of Directors for 2019.
2. Approval of a resolution confirming the appointments to the Finance, Audit and Administration Committee and Operations, Planning and Safety Committees for 2019.
3. Approval of revisions to Capital Metro's Reserves and Budgetary Policy.

## **VII. Presentations:**

1. Downtown MetroRail Station Update
2. Customer Satisfaction Survey Results

## **VIII. Reports:**

1. Project Connect Update
2. President & CEO Report

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

Section 551.074 for personnel matters - President & CEO Performance Metrics.

## **X. Memo**

1. November 2018 Ridership Report

## **XI. Items for Future Discussion:**

## **XII. Adjournment**

### **ADA Compliance**

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

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.

**Capital Metropolitan Transportation Authority MEETING DATE: 01/28/2019**

**Board of Directors**

**(ID # 4318)**

**Update on the Customer Satisfaction  
Advisory Committee (CSAC)**

**TITLE:** Update on the Customer Satisfaction Advisory Committee (CSAC)

**Customer Satisfaction Advisory Committee**  
**Wednesday, December 12, 2018**  
**209 W 9<sup>th</sup> St., Austin, Texas 78702**  
**6:00 p.m. – 7:10 p.m.**

**Call to Order:**

*Vice Chairman Michael French, Customer Satisfaction Advisory Committee*

Vice Chairman French called the meeting to order at 6:03 p.m.

**Introductions:**

Committee members present were Elizabeth Stehl, Ephraim Taylor, Michael French, BJ Taylor, Betsy Greenberg, and Jeffrey Lewis, David Foster.

Capital Metro staff present were Dottie Watkins, Michelle Meaux, Lawrence Deeter, Eric Bustos, Nadia Barrera-Ramirez and Yannis Banks.

Others present were Ruven Brooks and David Shapiro.

**Citizens' Communication**

*Members of the public*

Ruven – Go to January Service Change – Remix: You get to a different kind of map for bus systems with much more information.

**Transit Speed and Mobility Program**

*Nadia Barrera-Ramirez, Project Manager, Transit Speed & Reliability*

Elizabeth - Some improvements were supposed to be paid by mobility bond. Nadia – Mobility bond didn't cover everything so we are covering what wasn't.

West 5<sup>th</sup> St – Hoping to decrease the travel time. Currently takes more time to get to Campbell & Lamar than it takes to get from New Life to 5<sup>th</sup> street. Ephraim asked what kind of Red paint is being used. Nadia – we don't know yet. The city is interviewing other cities for best material to use. Elizabeth – what's the purpose of using a bus/bike lane. Nadia – It was a protected bike lane so we are taking what was a traditional bike lane away of them. We aren't expecting there to be a ton of right turning traffic so it shouldn't be a big problem. 10-20 bikes an hour so low bike riding corridor & 30 buses an hour. Not high use. There will be room for 2 bikes to ride beside each other. Ephraim – many bikes are moving faster than traffic. Buses and bikes will get preference at signal to go towards Lamar 1<sup>st</sup>.

Guadalupe Contraflow Lane: There will be red pavement marketing to show where Contraflow Lane will go. It's still under design. Elizabeth – try it out with paint first. Nadia – we did try that at the bus yard in North Ops to see if it works. Contraflow lane is from MLK to 18<sup>th</sup> St

South 1<sup>st</sup> Bridge Improvements: Cesar Chavez to Riverside. Looking at partnering with the city to get improvements on the bridge. Could be some Contraflow

Downtown Multi-Modal Plan: Where transit should be in Downtown area. Confirm best east/west corridors. 1<sup>st</sup> public meeting will be in February

William Cannon & Brush Country: Looking for a place to pull in & layover our buses.

Ephraim – any concern about traction of the paint being used. Previous paint was slippery. Nadia – talked about doing a narrow strip of paint. Not sure where they are going to land on what it will look like. But it will be cheap & safe. David – These small fixes can add up to something big. Glad to see Austin doing something to be more efficient etc. Nadia – City has hired someone specific to transit. Jordan Swain. Elizabeth – Who decides on what places could benefit? Nadia – We have been working with SeeIt team. They look for bottlenecks, high ridership/low performing routes, etc. We narrow it down & look to where it needs to be fixed. We then work with the city to come up with solutions. Next time we will do more formalized outreach because these projects happen fast. See Attached PowerPoint for more info.

### January Service Change

*Lawrence Deeter, Senior Planner, Planning*

- Eliminated & added some express routes
- Adjustments to improve on-time performance
- Express Routes: Moved low ridership on 987, 980, 935 to add more routes to 985. 985 has become more popular. Additional morning and afternoon trip on 980 to go to Round Rock
- We regularly evaluate schedules to understand performance. We didn't make any route changes but we did do schedule adjustments. Route 10, 17, 20 received more time. Route 20 has become one of our more popular routes. Northeast Austin got later service, about 2 hours of additional service. 322 is now interlined 345. Our 600 routes got more time to improve reliability there.
- Downtown route adjustments (on Hold)
  - Redevelopment of lot south of Republic Square will require rerouting service that lays over on San Antonio at 4<sup>th</sup> or on 4<sup>th</sup> on Guadalupe
    - Need to move 6 buses. 5 & 982 will layover on 5<sup>th</sup> St. It's not a detour, it is a service change. We got everything ready but the city wants to do a little more work before removes parking on 5<sup>th</sup> St to do more outreach. Not a big change.
- Route 315 & 333
  - No longer serve ACC Pinnacle. Was confirmed to us too late for June service change. They are interlined.
- Betsey – any plans for an Airport shuttle that runs later. Also, no place for people suitcases. Lawrence – I have been lobbying for it but data shows that we don't need it yet. He has experienced late flight with no bus. Betsey - #5 bus. Use to have 338 but no

longer. Can #5 go across the bridge & turn across Barton Spring Rd so people won't have to go into downtown. The 4 is there for every 15 mins.

- BJ – Springdale from MLK going Northbound & turns now from 51<sup>st</sup> St heading west. A lot of buildings there & go to Rogge but now w/o transportation. Lawrence – Metrolink is now an option for people. Ridership is growing. Rogge & 51<sup>st</sup> is probably the most successful of 3 areas. BJ - 5900 Airport Boulevard is the address for Foundation Communities. A lot of people don't have cars. It's a long walk in between bus stops. Is that area being looked at for a bus stop. Lawrence – there is a Northbound bus stop but not an easy way to cross the road. BJ – She's tried it at night & it is challenging & dangerous. Lawrence – He will take it back & look at it. Will give Yannis a response to report back.
- Betsey – The #6 took her all the way over to Airport & 12<sup>th</sup>. Was 4 mins after the last Northbound 350. The schedule didn't link up so she had to walk a long way at night.
- Ruven – asked how 350 is doing? Is it a candidate for improved frequency? Lawrence – it's doing ok.
- Ruven – Where did the mailing list for Metro link come from?
- Elizabeth – is there a place to look at the long list of all the changes & information for January service change. Lawrence will get the info to them. David asked about 3 changes. Lawrence said it was just minor tweaks.
- Betsey – any tweaks to 335 to make sure to match up for transfers. Lawrence – we aren't a time transfer system due to if you make one work there is another that won't. We are a grid system instead of time connect & try to counteract that with 15 min frequency. Elizabeth – do operators let other operators know about possible connections. Dottie – Operators will blow horn if they can see the other bus.
- BJ – any comments about 323 or 339 connection. Lawrence – He believes they have been timed to work right at the connection at Wal-Mart. Also, schedulers try to make the routes come in between routes so that you will have a half wait time. Betsy – would like to help with scheduling. Lawrence – Our primary scheduler is a former bus operator.

### **Transit Empowerment Fund**

*Eric Butros, Government Relations Manager; Michelle Meaux, Regional Coordination Manager*

Eric – TEF was created around 2011. Smaller nonprofits or gov't entities can get passes for less than 50% discount due to their tight budgets. It was originally called Basic Transportation Need Fund. Cap Metro contributes some & other organizations contribute. They have done 5 million rides thru this prog. One of the things it does is demonstration projects – If these entities have an idea or program that will look at transportation gaps in community they will fund it. They also give microgrants. Once a year, you can submit an application and they will decide whether to award you partial or whole in the Summer. Sometimes immediate or different needs can arise. The microgrant process can give them \$1000 and extra passes or if they need to use it for some other transportation need. There is a website with all the info.

[www.transitempowermentfund.org](http://www.transitempowermentfund.org) Applications have just opened, and will close Feb 5<sup>th</sup> for any organizations that want to apply.

Michelle – A year and half they have done a call for Participation Grants. With the last two Participation Grants Community Care was working w/RideAustin to help folks get to appointments. Nurses would book ride thru RideAustin. Another was HOCA properties. They have established transit ambassadors. The ambassadors would become transportation experts to show others transportation options for them. Currently interviewing 2 organizations right now to see if they want to distribute funds. Before they had problems with not enough people applying but since there are all these rideshares a lot more are applying. The board meets quarterly. They do not have staff or anything. There is some admin support that tries to guide the process. Ruven – how much outreach have been done to Cap Metro board? There are 2 who don't know about this. Eric & Michelle – We go twice to the board to do presentations on this. It's a pretty successful & noncontroversial program. Ruven – what are the limits that can be done? Can a nonprofit use funds to buy cell phone to use Metrolink? Michelle & Eric – Not sure. Might be stretching it. David – Curious about research that they do. Do you do it internal or do you outsource it? Michelle – Most of the research has been thru Demonstration Grants. David –How is the relationship with affordable housing advocates? – Michelle & Eric – mostly thru bus pass purchasing program. We share a relationship with admin from One Voice Central Texas. David – We read all the time on reduce fare lunch students but not about households that are transit dependent. Eric – They do have data. There are monthly reports that they must do (nonprofits). Michelle – each pass is coded towards agency that gives them out so we know how they use them etc. David – will be valuable to correlate reduce fare lunch etc. Eric – A lot of these nonprofits have a non-disclosure that is signed. That would make it hard to track. BJ – When you have state agencies that have bus passes are they tracked to see if they give them or sell them to the employees. Eric – most agencies give them for free. Dottie – clarifies that most people who use this program wouldn't be state agencies it will be nonprofits helping those in need. State Agencies or businesses would purchase passes thru MetroWorks to get them in bulk at discount. Elizabeth – There were recently instructions for city manager to form stakeholder group about transit. Should there someone from the TEF board be a part of the group? Eric – That would be valuable but thinks it's not worded from this. More like if Austin Energy user you could get a discount bus discount.

### **New CSAC Charter**

*Yannis Banks, Community Engagement Specialist*

February 6<sup>th</sup>

They want Project Connect to be a standing item on the agenda.

### **Approval of December 2018 Minutes**

**Betsy motion to approve minutes & Ephraim 2<sup>nd</sup>**

**Adjourned 7:42 pm**

**Capital Metropolitan Transportation Authority MEETING DATE: 01/28/2019**

**Board of Directors**

**(ID # 4319)**

**Update on the Access Advisory Committee  
(AAC)**

**TITLE:** Update on the Access Advisory Committee (AAC)



**Access Advisory Committee**  
**Wednesday, November 7, 2018**  
**624 N. Pleasant Valley, Austin, Texas 78702**  
**5:30 p.m. – 6:35 p.m.**

**Call to Order:**

*Chairman Chris Prentice, Access Advisory Committee*

Chairman Prentice called the meeting to order at 5:45 p.m.

**Introductions:**

Chris Prentice, Molly Birrell, Mike Gorse, Glenda Born, Paul Hunt, Estrella Barrera

Yannis Banks, Raul Vela Ride Right, Nadia Barrera-Ramirez Cap Metro, Jeff Davis Cap Metro, Martin Kareithi Cap Metro, Suzie Edrington Cap Metro, Chad Ballentine Cap Metro, Jack Hempstead Ride Right, Chris Westbrook Ride Right, Julie Lampkin Cap Metro, Ricardo Bulware Ride Right,

Others present were Cheryl Hunt and Catherine Rutledge

**Citizens' Communication**

*Members of the public*

Glenda: Wanted to follow up on her comments about abuse towards drivers. Suzie: We talked to the contractors about the comments made & training. We have been talking more about sensitivity training. Ride Right is putting together a proposal on what will be in training. We are looking to do a comprehensive training on sensitivity & diversity.

**Statistics/Tech Update**

*Suzie Edrington, Director of Demand Response, Capital Metro*

Oct-Dec: Ridership & registered customer continue to grow. Metro Access met effectiveness and efficiency goal. Not quite there with on-time performance but we are improving. Hoping to meet 90% target in January w/overall goal at 92%. Ridership compared to a year ago has grown 3.5% for the 1<sup>st</sup> quarter of this year. We have added an addition 5% more in service hours compared to a year ago. Both North Base & South Base are meeting complaint goal & call center is fully staffed. We are meeting call abandonment & hold time goals as begin of Jan. Registered customers have grown 1.2% and active have grown 3.3%.

Glenda: Is need to increase fleet due to ridership & passengers increase? Suzie: Yes. We are constrained by a few things like by facilities not being able to hold enough vehicles. North Base is going into new facility to be able to hold more.

When is the move going to take place? Jack – Our projected date for full operations is in April. We are planning to do a phase in operation with new facility. Intent to do it in short order. Alleviate some operations from North base facility.

What is turnaround time for new applications? Suzie – Average is 4 or 5 days. Chad – We always tell customers 21 days due to legal rights but try 4 or 5 days

Glenda – With the government shutdown, how has that impacted ridership? Suzie – we had identified 25 potential people going to and from Federal buildings. Julie called all 25 & 21/25 were Federal employees. Some are going in & working but most are not. 1 person in particular was a contract worker for a cafeteria who had to be there but was not getting paid. We made her trips free.

Chad – We are doing it for fixed routes as well.

Julie – The people we reached out to were grateful & surprised.

### **Pilot Projects Update**

*Suzie Edrington, Director of Demand Response, Capital Metro*

Metrolink: 231 total trips across 3 areas. Largest is Springdale/Rogge – 154 trips  
Springdale/Johnston – 46 trips, St David's 62 trips  
35 total individuals use it across all 3 areas.

Looking to talk to community members about a new pilot & seeing what we can do to tailor it to make it better.

Randy popped in to greet Access Committee & thanked them for their service.

Community Engagement will be doing several public meetings in the 3 zones plus Tarrytown & will have a more in-depth conversation about what the community wants/need. You want first/last mile service? What will that look like? We will start that in a few months & see what the new pilot will look like.

Autonomous Vehicles are still on the agenda. Meeting with the city to work with city infrastructure so vehicles can talk at stoplights, etc. We really want to get something autonomous moving. We are looking at a Pickup 2.0. We are going to do an RFP for software to get it going again.

Trapeze has been giving us problems lately. Had our 3<sup>rd</sup> crash today in recent days. We are getting it resolved as we speak. We are five versions behind on our updates. It is mostly the same across the board with most transit agencies. Most agencies aren't on the current version. Asked if that is because of cost? Chad – No it's free but it takes a lot of time & staff to do the trials.

Paul – Tried an Autonomous vehicle in Vegas. Used Lyft. May want to reach out to them about how it is working. Chad – we are on committee with them and have been in contact with them. Federal regulations are also a problem.

### **Transit Speed & Reliability**

*Nadia Barrera-Ramirez, Project Manager, Transit Speed & Reliability*

1. West 5<sup>th</sup> St
  - a. Chris – Is shared bus lanes done in other cities? Nadia – designing came from NACTO. They recommend using this facility on roads with low bus & bike volumes. At peak, we have almost 20 buses an hour (a bus every 3 or so mins). The same for bikes. Should be low interaction for buses & bikes. Low speeds also. In the long term, we'd love to have our own lane & bikes have their own. That will take coordination with the city. There are examples in Chicago, Washington D.C., and New York.
  - b. Second phase should be implemented in Spring. There will be digital messaging signs to help. Martin – Are those signs permanent? Nadia - Yes
2. Guadalupe Contra Flow lane – Chris asked for clarity on what is happening with the street design. Paul – How does that help with wrong way traffic? Nadia – there will be enough of a design element to help keep people from going the wrong way. Follow up question - Is this being done in other places? Nadia – it is being done in other cities.

Her power point presentation is attached to the notes.

### **January Service Change**

*Caitlin D'Alton, Senior Planner, Planning Department*

Adjustments to Express Routes & adjustments to almost half routes on system to improve OTP. Needed to realign where they layover for their stops. 2,5,6,982 layover downtown. Until Jan did it just south of Republic Square. That prop is going under development so we now stop them on north side of Rep Square. The new development construction hasn't happened yet so we haven't made the adjustments just yet but will happen.

Made adjustments to 315 & 333 (ACC Pinnacle Closure)

Westgate Transit Center (Approved but not implemented). 803, 318, 311, 315, 30, etc.

Varying demand since using MOPAC express routes. Ridership on route 985 has sky rocketed but 935 has decreased. Eliminated trips from some routes to cover the growing demand on others.

Mike asked about time stop on route 271 at the Jail. Can timepoint be at the spot on 71 at Sheboygan. Caitlyn – Martin had forwarded that suggestion to her. It didn't make it for the January service change but it can be looked at for June.

### **Transit Empowerment Fund**

*Eric Butros, Government Relations Manager*

Pass distribution is done once a year. Application is open. Deadline to apply is Feb 5<sup>th</sup>, 2019. Send people to the website. [www.transitempowermentfund.org](http://www.transitempowermentfund.org). Any orgs that think should apply help spread the word. He will come back after distribution & show how it went.

## New CSAC Charter

Presented draft to the committee to get feedback from them. Need feedback by February 1<sup>st</sup>. The goal is to increase the effectiveness & participation from CSAC. Will get more interaction & feedback from the Access. We will start to provide food & beverages at the meetings. Will get feedback from Access to staff in early stages of projects planning and again before projects go before the board. Want them weigh in on: Whether project meets customer needs, positive and negative impacts of the project, equity concerns, mitigation strategies, customer communication and engagement strategies. Also we would like to have a representative from the committee give the reports at the board meetings.

### Minutes approval

Paul moves approval with corrections

Wasn't Paul who was hit, it was Chris.

Glenda second

Approved Unanimously

Meeting adjourned at 6:48 pm

***Capital Metropolitan Transportation Authority  
Board of Directors***

***MEETING DATE: 01/28/2019  
(ID # 4311)***

***Approval of December 2018 Board Minutes***

Approval of Minutes from the December 5, 2018 Public Hearing, Special Board Meeting, and Work Session; and the December 17, 2018 Board Meeting.



# CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY BOARD OF DIRECTORS PUBLIC HEARING

2910 East Fifth Street Austin, TX 78702

~ MINUTES ~

Board Liaison Ed Easton  
512-369-6040

Wednesday, December 5, 2018  
12:00 PM

12:13 PM Meeting Called to Order  
12:49 PM Meeting Adjourned

## I. Presentations:

### 1. K-12 Fare Structure Change

Chief Financial Officer Reineta Marneweck gave a brief presentation on the K-12 Fare Structure Change. The proposed change would allow K-12 students to ride free on Capital Metro services, including MetroAccess. The pilot of this program has been very well received in the community. There will be some fare revenue lost if the program is made permanent, estimated at \$250,000 to \$300,000 annually. A fare equity analysis has been performed and found significant benefits to low-income and minority populations.

## II. Public Comment

Brian Hill, Special Assistant to the Superintendent of AISD, spoke in favor of the proposal and thanked Capital Metro for the summer pilot program. This is a great partnership, and will allow students more flexibility in their travel and greater opportunity.

Emily Sawyer for the Eastside Vertical Team spoke in favor of the structure change, but advocated for better Capital Metro service to the Eastside International High School. Changes to Routes 4 and 17 have made access to the school less safe and more distant.

Sonya Kaleel from the Austin Council of PTAs thanked the board for bringing this to the table. There have been many letters and voices from the community who say they will benefit from this proposal. It really helps kids to stay involved in after-school activities in particular.

Roxanne Saldivar from Austin Public Health spoke on behalf of some of the youth that she works with. This will help them go to school, work, and volunteer opportunities. This will be a great change and benefit so many in our community.

Attachment: 181205 Public Hearing Minutes (4311 : Approval of December 2018 Board Minutes)

Wes Boyett, Juvenile Case Coordinator with the Austin Municipal Court, spoke in favor and noted that this change would benefit many in the juvenile justice system and their families.

Dave Dobbs, Texas Association for Public Transportation, gave a short presentation and spoke on the mission and goals of Capital Metro. He advocated for a basic high-capacity starter line running through downtown that he believes will benefit everyone.

Zenobia Joseph, citizen, spoke out on the costs of the proposal and the difficulties of verifying eligibility for this fare. She expects that with operators not asking students for identification that there will be many who are not students who will take advantage and ride for free. Houston Metro gives a reduced fare and requires students to show a report card. She would like this item to be tabled until more research can be done. She would like to see a swipeable or other ID card issued to reduce abuse.

### 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 ~

Board Liaison Ed Easton  
 512-369-6040

Wednesday, December 5, 2018  
 12:15 PM

12:52 PM Meeting Called to Order  
 01:13 PM Meeting Adjourned

## I. Oath of Office

Chair Cooper administered the Oath of Office to new Williamson County representative Eric Stratton.

## II. Public Comment:

There was no public comment.

## III. Action Items:

1. Approval of a resolution appointing Eric Stratton to the Finance, Audit and Administration Committee.

**RESULT:** ADOPTED [7 TO 0]

**MOVER:** Rita Jonse

**SECONDER:** Jeffrey Travillion

**AYES:** Cooper, Garza, Kitchen, Jonse, Renteria, Travillion, Stratton

**AWAY:** Terry Mitchell

2. Approval of a resolution adopting a change to the Capital Metro Fare Structure to provide Free Fares for K-12 students on all Capital Metro services and MetroAccess passengers under the age of 19, and authorizing the President & CEO, or his designee, to implement the change.

Chief Financial Officer Reinet Marneweck presented this item.

Board member Garza spoke to the issue of using IDs to verify eligibility for this fare. President Clarke commented that we will be working with AISD and other districts to tie them into future fare systems including smartcard technologies.

Attachment: 181205 Special Board Meeting Minutes (4311 : Approval of December 2018 Board Minutes)



Board member Travillion spoke to the idea of using resources wisely but working with our partners to insure that we are providing access to locations where AISD, ACC and other entities have activities.

Board member Renteria spoke in favor of the resolution and noted that we will be looking at other revenue sources to pay for these types of programs, including advertising at bus stops.

Board member Stratton thanked staff for bringing him up to speed so quickly on this issue, and wanted it noted on the record that homeschool students and other students who might not have a student ID can participate. Reinet answered that indeed these types of students can go to the Capital Metro Transit Store to obtain an ID that will allow access.

Chair Cooper added comments that this will provide great opportunities and while we always need to be looking at the bottom line, the costs of this are not great compared with the benefits.

**RESULT:**       **ADOPTED [7 TO 0]**  
**MOVER:**       Sabino Renteria, Board Member  
**SECONDER:** Delia Garza, Board Member  
**AYES:**       Cooper, Garza, Kitchen, Jonse, Renteria, Travillion, Stratton  
**AWAY:**       Terry Mitchell

3. Approval of a resolution requesting that the Austin City Council consider amendments to the City Code of Ordinances, Chapter 25-10 – Sign Regulations, to allow advertising at bus stops and transit facilities for additional revenue for transit services.

President Clarke presented this item, which is based on direction given by the board at the last board meeting. Additional revenue raised via advertising at bus stops would go toward transit services.

Board member Kitchen spoke in favor of this item and believes this is an appropriate request for the board to make. She is excited about the additional revenue this would generate.

**RESULT:**       **ADOPTED [7 TO 0]**  
**MOVER:**       Ann Kitchen, Board Member  
**SECONDER:** Sabino Renteria, Board Member  
**AYES:**       Cooper, Garza, Kitchen, Jonse, Renteria, Travillion, Stratton  
**AWAY:**       Terry Mitchell

#### IV. Items for Future Discussion:

#### V. Adjournment

##### ADA Compliance

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**BOARD OF DIRECTORS:** *Wade Cooper, Chair; Delia Garza, Vice Chair; Eric Stratton; Terry Mitchell, Pio Renteria, Jeffrey Travillion, Rita Jonse and Ann Kitchen. Board Liaison: Ed Easton (512) 369-6040.*

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

~ MINUTES ~

Board Liaison Ed Easton  
512-369-6040

Wednesday, December 5, 2018  
12:30 PM

01:33 PM Meeting Called to Order  
03:37 PM Meeting Adjourned

## I. Presentations:

1. Project Connect Vision Map  
Dave Couch, Program Officer for Project Connect, led the board through a discussion of the Project Connect Vision Map, including adjustments and changes made as a result of the public involvement process over the last two years. He gave an overview of comments received related to four major Project Connect areas: the project corridors; modes; community engagement/funding; and service. He also reviewed proposed adjustments to the vision map as a result of the public involvement process.
2. Strategic Plan Performance Scorecard  
Deputy CEO Elaine Timbes reviewed recent work that has been done on the Capital Metro Strategic Plan, which is scheduled for adoption at the December 17th board meeting, and presented the board with a draft of the plan and updated scorecard to accompany the plan. She reviewed changes made based on board and staff feedback.

## II. Adjournment

### ADA Compliance

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**BOARD OF DIRECTORS:** Wade Cooper, Chair; Delia Garza, Vice Chair; Eric Stratton, Ann Kitchen, Jeffrey Travillion, Terry Mitchell, Pio Renteria and Rita Jonse. Board Liaison: Ed Easton (512) 369-6040, email [ed.easton@capmetro.org](mailto:ed.easton@capmetro.org)

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.

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

~ Minutes ~

Board Liaison Ed Easton  
512-360-6040

**Monday, December 17, 2018  
12:00 PM**

**12:13 PM Meeting Called to Order  
4:15 PM Meeting Adjourned**

## **I. Pledge of Allegiance**

Marie from the Central Texas Girl Scouts led both the U.S. and Texas pledges.

## **II. Safety Briefing**

Gardner Tabon, Capital Metro's Vice President of Risk and Safety, led the briefing. This month's focus was on holiday season travel tips.

## **III. Public Comment:**

State Senator Kirk Watson spoke in support of Project Connect. Transit must play an active and substantial role in order for our community to be successful. We must think big and creatively.

Austin Mayor Steve Adler added support for Project Connect. Austin's quality of life is threatened if we don't address our mobility and affordability challenges, both of which include high-capacity mass transit.

Judge Sarah Eckhardt also spoke in support of Project Connect. We have vibrant communities that are outside the City of Austin that are realizing the value of transit and Project Connect will help to meet their needs. Project Connect will also have a very positive effect on our environment and air quality.

State Representative Celia Israel joined in her support of Project Connect. Many voices in the community are asking for this plan. Planning infrastructure like this is like planting an oak - you do it for future generations.

Gus Pena, citizen, spoke on the difficulties in getting to the Veteran's Administration and the planned location of the Municipal Court facilities on Capital Metro. Also, bus operators are not being allowed to use the restroom at Crestview and they should be.

Susan Pantell encourages Capital Metro to remove the designation of "BRT Light" for secondary corridors in the Project Connect Plan, and she would like to see the Downtown Circulator added back to the plan. She also feels that there may be too much included in the highest priority corridors -- we need a plan that both the community and Federal Transit Administration will support. There should be ways for transit advocates to get more deeply involved in this process.

Michael Burnett, citizen, discussed his concerns with managerial oversight of large initiatives such as Project Connect. He also thanked board member Kitchen for her efforts on the new Westgate Park & Ride.

Eric Goff from the group AURA proposed edits to the Project Connect resolution. They are largely supportive of the vision and direction of Capital Metro on this. Their group has some concerns over phasing, making the plan more understandable without the vision map being present, and with some of the new corridors that have been recently added.

Attachment: 181217 Board Meeting Minutes (4311 : Approval of December 2018 Board Minutes)

Ruven Brooks, citizen, focused his comments on the Orange Line corridor -- he wants to urge Capital Metro to begin negotiations with TxDOT to include the northern end of the corridor in an early phase of the project.

Dick Kallerman, Austin Sierra Club, wonders if the Project Connect may not be focusing too heavily on regionalism. He understands that the plan needs votes from the suburbs but that may be detracting from the core need. Planning is the other half of the equation. A city like Minneapolis no longer has single-family zoning or minimum parking requirements.

Bay Scoggin, Texas Public Interest Research Group, commented on the problems with current vehicle technology: congestion, expense, and pollution. Building more roads is not the answer. He fully supports the efforts of the agency to move toward an all-electric fleet.

Thad Hayes is with the Austin Rowing Club, which operates the Waller Creek Boathouse. Although ARC members are largely support of more transit, they have concerns about the potential for a new transit center in the vicinity of the boathouse that have so far gone unanswered. President Clarke answered that no decisions have been made on specific locations or alignments for these projects.

Dan Keshet, citizen, urged the board to vote for this vision. This is a great day for Austin. He has some concerns on the downtown connections between lines and urges greater connectivity wherever possible.

Kaiba White from the non-profit Public Citizen supports the revised Project Connect map and urges more dedicated transit lanes. Buses sitting in traffic is not going to encourage people to leave their car at home. The city needs to be a primary partner to make that happen.

Josiah Stevenson, AURA, supports the Project Connect plan. He has also heard from many in the Riverside corridor that they are generally happy with Cap Remap but that they find it difficult to get to North Lamar Transit Center.

Dave Dobbs, gave a brief presentation on the importance of a multi-modal system. Money can be made on development increasing the tax base around the stations. We need to focus on the 6 mile corridor starting at the Crestview Station down to Slaughter Lane.

(After Action Item #1 Presentation) Scott Morris of the Central Austin Community Development Corporation and Austin Coalition for Transit spoke in support of the Project Connect plan. He thanked staff and President Clarke for including community feedback into the revised plan. This is the "people's plan". He suggested two changes to today's resolution to strengthen the first and last "be it resolved" clauses. He also suggested alternatives for routing through the downtown area and lake crossing.

#### **IV. Advisory Committee Updates:**

##### **1. Update on the Customer Satisfaction Advisory Committee (CSAC); and**

Yannis Banks, Community Involvement Specialist, presented the monthly report. CSAC met and heard updates on MetroLink and innovation zones, farebox technology, the mobile app, and Project Connect. They also worked on the committee's workplan for 2019.

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

Yannis Banks, Community Involvement Specialist, presented the monthly report. The Access Committee met and received updates on monthly ridership statistics, MetroLink and future innovation zones, and the mobile app. They also worked on their annual workplan for 2019. They also discussed issues with scooters being left at transit centers and conditional eligibility based on weather forecasts.

#### **V. Board Committee Updates:**

##### **1. CAMPO update**

Board member Mitchell was not present, so no report was given.

## VI. Consent Items

<b>RESULT:</b>	<b>ADOPTED [5 TO 0]</b>
<b>MOVER:</b>	Delia Garza, Board Member
<b>SECONDER:</b>	Rita Jonse, Board Member
<b>AYES:</b>	Cooper, Garza, Kitchen, Jonse, Travillion
<b>ABSTAIN:</b>	Stratton
<b>ABSENT:</b>	Mitchell, Renteria

1. Approval of Minutes from the October 31, 2018, November 14, 2018 Board Meeting, and November 28, 2018 Worksession.

## VII. Action Items:

1. Approval of a resolution accepting the Project Connect Long Term Vision Plan, and authorizing staff to pursue the next phase of the process which includes preliminary engineering, NEPA review and an extensive community engagement process.

Dave Couch, Program Officer Project Connect, presented this item.

Dave started with a review of the project timeline. Approval of the Vision Map today will move us into the next phase, which includes the federal NEPA review and preliminary engineering for the approved corridors. He also summarized recent meetings that have taken place and public participation process. He discussed and explained recent revisions to the map based on board and community feedback. He highlighted the plan's call for an all-electric fleet and discussed the ways that Capital Metro and the City of Austin are working together toward a vote in late 2020.

After the presentation President Clarke clarified that as part of the process of looking at a new crossing over Lady Bird Lake that existing crossings would also be studied. He also thanked the Austin City Council and city staff for their support of dedicated transit lanes in the plan. He also made comments related to sequencing and prioritization of the corridors.

Following public comments from Mr. Morris, Dave added that each of the corridors will move forward through the NEPA and PE processes as discrete projects.

Board member Kitchen asked for clarification of the dashed lines in the north and south. Dave clarified that that designation was to indicate that we will need to partner with TxDOT for those segments to get dedicated right of way. Board member Garza indicated that she feels like the dashed lines create additional confusion, and that we need to clearly indicated that dedicated right of way is the intention regardless of who the partner is.

Board member Travillion made comments in appreciation of staff for putting this plan together, and thanking them for their listening and consideration of feedback from the community.

Chair Cooper made comments strongly supporting the plan as an investment in the future of our region. He also emphasized the importance of regional partners joining us in this vision.

Board member Kitchen asked for clarification of several points, including asking staff to look at creating some language that further explains the specifics of the vision outside the map itself and confirming the inclusion of a comprehensive community engagement plan.

Board member Jonse expressed her support of the plan and appreciative of the community engagement to date.

Board member Stratton offered an amendment making minor changes to three sentences in the resolution's Be It Further Resolved clauses, which he feels would strengthen the relationships with regional partners as the pieces of the system come together. Chief Counsel Kerri Butcher read the changes back and board member Kitchen commented that she considered the changes to be a friendly amendment.

Board members Kitchen and Garza both made further comments supporting the plan and highlighting the process. President Clarke thanked staff and partners from the City of Austin for their efforts in getting this item passed.

<b>RESULT:</b>	<b>ADOPTED AS AMENDED [UNANIMOUS]</b>
<b>MOVER:</b>	Ann Kitchen, Board Member
<b>SECONDER:</b>	Delia Garza, Board Member
<b>AYES:</b>	Cooper, Garza, Kitchen, Jonse, Travillion, Stratton
<b>ABSENT:</b>	Mitchell, Renteria

2. Approval of a resolution authorizing the President & CEO or his designee, to enter into a contract with HDR as the Program Manager Owner Representative for work to be done on Project Connect for \$5.8 million with a 10% contingency for two (2) base years for a total not to exceed amount of \$6.38 million for the base period; and four (4) two-year options with a value not to exceed 2% of the program, the value of which will be determined at the end of the base period.

Dave Couch, Program Officer Project Connect, presented this item. Board member Stratton recused himself from this item due to a conflict.

This contract would support staff various tasks related to Project Connect.

Board member Kitchen encouraged staff to the extent possible to get the all-BRT RFP out as soon as they can, in order to facilitate coordination with the City and Austin Strategic Mobility Plan.

<b>RESULT:</b>	<b>ADOPTED [5 TO 0]</b>
<b>MOVER:</b>	Jeffrey Travillion, Board Member
<b>SECONDER:</b>	Rita Jonse, Board Member
<b>AYES:</b>	Cooper, Garza, Kitchen, Jonse, Travillion
<b>ABSENT:</b>	Mitchell, Renteria
<b>RECUSED:</b>	Stratton

3. 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, 2019 to December 31, 2019 for an amount not to exceed \$400,000.

CFO Reinet Marneweck presented this item.



**RESULT:** ADOPTED [5 TO 0]  
**MOVER:** Rita Jonse, Board Member  
**SECONDER:** Eric Stratton, Board Member  
**AYES:** Cooper, Kitchen, Jonse, Travillion, Stratton  
**ABSENT:** Mitchell, Renteria  
**AWAY:** Garza

4. Approval of a resolution authorizing the President & CEO, or his designee, to implement the FY19 Capital Metro Strategic Plan.

Deputy CEO Elaine Timbes presented this item.

Changes to the plan have been based on discussions with staff and feedback from the Board. We are still working on the thresholds for various performance measures, and other business alignments that will need to cascade down after this approval.

Board members Stratton and Kitchen requested that Elaine share this thresholds and other updates with the board at a future board or committee meeting.

**RESULT:** ADOPTED [5 TO 0]  
**MOVER:** Ann Kitchen, Board Member  
**SECONDER:** Rita Jonse, Board Member  
**AYES:** Cooper, Kitchen, Jonse, Travillion, Stratton  
**ABSENT:** Mitchell, Renteria  
**AWAY:** Garza

5. Approval of a resolution confirming the evaluation rating for the initial period of President & CEO Randy Clarke's Employment Agreement is exceptionally satisfied and that the Board approves the adjustment of base pay to \$300,000 and a performance achievement bonus \$8,000. The increases are awarded retroactively to October 7, 2018 in accordance with the Employment Agreement.

Vice Chair Garza confirmed an approval rating of "exceptionally satisfied" and a base salary adjustment to \$300,000, along with a performance achievement bonus of \$8,000. The increase is retroactive October 7, 2018 in accordance with the employment agreement.

The Chair and Vice Chair both thanked President Clarke for his energy and progress that we have made since he joined the agency. Board members Travillion and Jonse affirmed those comments. President Clarke thanked his team at Capital Metro.

**RESULT:** ADOPTED [5 TO 0]  
**MOVER:** Delia Garza, Board Member  
**SECONDER:** Rita Jonse, Board Member  
**AYES:** Cooper, Garza, Jonse, Travillion, Stratton  
**ABSENT:** Mitchell, Renteria  
**AWAY:** Kitchen

## VIII. Presentations:

### 1. Positive Train Control (PTC) Update

Deputy CEO Elaine Timbes presented this item.

We have submitted our substitute criteria plan to the FRA and are continuing our updates to them. In December we completed our FRA PTC readiness inspection and are awaiting their formal report, but comments from them have been positive.

## 2. FY2018 Annual Financial Report

CFO Reinet Marneweck presented her quarterly report, which included FY2018 year-end results.

Chair Cooper asked and Reinet confirmed that this is the first time we have had the Budget Stabilization Fund fully funded.

## IX. Reports

### 1. President & CEO Report

This report was not given due to time constraints.

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

Section 551.074 regarding personnel matters - Discussion of FY2018 President & CEO Performance Review and FY2019 Performance Goals.

Into session: 2:36 p.m.

Out of session: 3:55 p.m.

## XI. Items for Future Discussion:

## XII. Adjournment

## ADA Compliance

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**BOARD OF DIRECTORS:** Wade Cooper, Chair; Delia Garza, Vice Chair; Terry Mitchell, Pio Renteria, Jeffrey Travillion, Rita Jonse, Ann Kitchen and Eric Stratton. Board Liaison: Ed Easton (512) 369-6040.

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***Capital Metropolitan Transportation Authority  
Board of Directors***

***MEETING DATE: 01/28/2019  
(ID # 4320)***

***Appointment of Audrea Diaz to the Access Advisory Committee***

Appointment of Audrea Diaz to the Access Advisory Committee.

**Capital Metropolitan Transportation Authority  
Board of Directors**

**MEETING DATE: 1/28/2019**

**(ID # AI-2019-969)**

**Appointing Audrea Diaz to the Access Advisory Committee**

**SUBJECT:**

Approval of a resolution appointing Audrea Diaz 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 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 January 28, 2019.

**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 Committee as part of a comprehensive community involvement strategy to provide input to the Board of Directors on decisions that affect the Authority.

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, Chair Wade Cooper recommends Audrea Diaz as his appointee to fill the vacant position on the Access Advisory Committee.

**DBE/SBE PARTICIPATION:** Does not apply.

**PROCUREMENT:** Does not apply.

**RESPONSIBLE DEPARTMENT:** Community Involvement

Attachment: Resolution-AI-2019-969 (4320 : Appointment of Audrea Diaz to the Access Advisory Committee)



**RESOLUTION  
OF THE  
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS**

**STATE OF TEXAS**

**COUNTY OF TRAVIS**

**RESOLUTION (ID # AI-2019-969)**

**Appointing Audrea Diaz 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 Audrea Diaz is named to Access Advisory Committee to serve a term concurrent with the term of Board Member Wade Cooper.

\_\_\_\_\_  
**Secretary of the Board**

**Date:** \_\_\_\_\_

Attachment: Resolution-AI-2019-969 (4320 : Appointment of Audrea Diaz to the Access Advisory Committee)

***Capital Metropolitan Transportation Authority  
Board of Directors***

***MEETING DATE: 01/28/2019***

***(ID # 4306)***

***F/A/A Committee Charter Review***

Approval of a resolution affirming the Charter Statement for the Finance, Audit and Administration Committee.

**Capital Metropolitan Transportation Authority****MEETING DATE: 1/28/2019****Board of Directors****(ID # AI-2018-947)****Review of the Finance, Audit and Administration Committee Charter****SUBJECT:**

Approval of a resolution affirming the Charter Statement for the Finance, Audit and Administration Committee.

**FISCAL IMPACT:**

This action has no fiscal impact.

**STRATEGIC PLAN:**

Strategic Goal Alignment:

4. Human Capital

Strategic Objectives:

4.2 Enhance employee recognition/ reward programs

**EXPLANATION OF STRATEGIC ALIGNMENT:**

Capital Metro's two board committees assist the Board of Directors in providing strong governance and play a key advisory role to the full board. Their expertise and in-depth look at issues before the board is vital to our long-term strategic planning.

**BUSINESS CASE:**

Does not apply.

**COMMITTEE RECOMMENDATION:**

This agenda item was presented and is recommended for approval by the Finance, Audit and Administration Committee on January 16, 2019.

**EXECUTIVE SUMMARY:**

In 2010, each of the committees of the Board of Directors adopted Committee Charter Statements defining their areas of responsibility. A periodic review of these charters was requested by the board upon adoption and allows the committees to ensure that the charters still meet the needs and parameters of each committee. This charter was last reviewed by the board in January, 2017. At this time there are no changes proposed for the charter.

DBE/SBE PARTICIPATION: Does not apply.

PROCUREMENT: Does not apply.

RESPONSIBLE DEPARTMENT: Board of Directors

Attachment: Resolution-AI-2018-947 (4306 : F/A/A Committee Charter Review)



**RESOLUTION  
OF THE  
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS**

**STATE OF TEXAS**

**COUNTY OF TRAVIS**

**RESOLUTION (ID # AI-2018-947)**

**Review of the Finance, Audit and Administration Committee Charter**

WHEREAS, the Board of Directors has established committees made up of members of the Board to consider specified areas of interest to the Authority; and

WHEREAS, the Board of Directors has adopted Committee Charter Statements that define the roles and responsibilities of each of these committees; and

WHEREAS, the Board of Directors desires to review the Committee Charter Statement to ensure that it reflects current roles and responsibilities.

NOW, THEREFORE, BE IT RESOLVED that the Capital Metropolitan Transportation Authority Board of Directors hereby affirms the attached Committee Charter Statement for the Finance, Audit and Administration Committee.

\_\_\_\_\_  
**Secretary of the Board**

**Date:** \_\_\_\_\_

Attachment: Resolution-AI-2018-947 (4306 : F/A/A Committee Charter Review)



## **CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY FINANCE, AUDIT AND ADMINISTRATION COMMITTEE CHARTER**

### **PURPOSE**

To assist the Capital Metropolitan Transportation Authority (Capital Metro) Board of Directors in fulfilling its oversight responsibilities for accounting and financial reporting processes, the system of internal controls, the audit processes, and systems for monitoring compliance with laws, regulations, and the Capital Metro Code of Ethics.

Executive management is responsible for preparing complete and accurate financial statements, managing business and financial risk, and for monitoring internal controls and compliance with all applicable laws, regulations, and internal policies and procedures. The Board of Directors has oversight responsibility in these areas and is charged with establishing and supporting an adequate control environment within the organization for ensuring accountability and demonstrating proper stewardship over public funds.

### **AUTHORITY**

The Finance, Audit and Administration (FAA) Committee has authority to conduct or authorize investigations into any matters within its scope of responsibility. It is empowered to:

- Ensure the independence of any registered public accounting firm employed by Capital Metro.
- Resolve any disagreements between management and the auditor regarding financial reporting.
- Provide oversight and direction of the internal audit function.
- Use independent counsel, accountants, auditors, or others to advise the FAA Committee or to assist in the conduct of an investigation.
- Seek any information it requires from employees—all of whom are directed to cooperate with FAA Committee requests—or external parties.

### **MEMBERSHIP**

The FAA Committee shall consist of at least three members of the Board of Directors. The Board will appoint FAA Committee members and the FAA Committee Chairperson. Each member of the FAA Committee must be financially literate, as the Board interprets such qualification in its business judgment, or must become financially literate within a reasonable period of time after his or her appointment. In addition, one member of the FAA Committee must be a metropolitan planning organization appointee with at least 10 years of experience as a financial or accounting professional.

Committee members shall be free of any relationship that would interfere with his or her individual exercise of independent judgment.

### **EDUCATION**

Capital Metro executive management is responsible for providing the FAA Committee with educational resources related to accounting principles and procedures, risk management, ethics, and other information that may be requested by the FAA Committee. Capital Metro executive management shall assist the FAA Committee in maintaining appropriate financial and compliance literacy.

## MEETINGS

The FAA Committee will meet at least four times a year, with authority to convene additional meetings, as circumstances require. All meetings will be conducted in accordance with the Texas Open Meetings Act. FAA Committee members are expected to attend each meeting. The FAA Committee may direct members of management, auditors, or others to attend meetings and provide pertinent information, as necessary.

## RESPONSIBILITIES

The FAA Committee will carry out the following responsibilities:

**Financial & Other Reporting:** *The FAA Committee shall provide reasonable assurance to the Board that financial information reported by management substantively portrays Capital Metro's financial condition, results of operations, plans, and long-term commitments. The FAA Committee may review other reports requiring Board approval prior to submission to public sector entities. The FAA Committee will:*

- Review fiscal, investments, and other financial management policies and practices including but not limited to:
  - Operating & Capital Budgeting
  - Procurement and contracting
  - Revenue (e.g., grants, fare structure, new revenue opportunities including partnerships with external entities)
  - Debt and investments
  - Disadvantaged Business Enterprise (DBE) Program
  - Insurance and risk management
- Review financial statements, including interim financial statements, auditor's opinions and management letters and consider whether they are complete, consistent with information known to FAA Committee members, and reflect appropriate accounting principles.

**Internal Control:** *The FAA Committee shall understand Capital Metro's key financial reporting risk areas and the internal control structure. The FAA Committee will:*

- Consider the effectiveness of Capital Metro's internal control systems, including information technology security and control.
- Understand the scope of internal and external auditors' review of internal controls over financial reporting, and obtain reports on significant findings and recommendations, together with management's responses.
- Review and provide oversight for technology investments and processes that support the Authority's strategic financial goals and objectives.
- Review the reports and results of internal and external audits.

**Internal Audit:** *The FAA Committee shall provide direct oversight of Capital Metro's internal audit function. To facilitate the effectiveness and independence of the internal audit function, the internal audit function is ultimately accountable to the Board of Directors and the FAA Committee. The FAA Committee will:*

- Make recommendations to the full Board of Directors regarding the appointment and removal of the Chief Audit Executive (CAE).
- Review annually with management and the CAE the charter, audit plans, activities, staffing, and organizational structure of the internal audit function.

- Ensure there are no unjustified restrictions or limitations on the internal audit function Review audit results, reports, and recommendations and ensure adequate management follow-up and resolution.
- Meet with the CAE to discuss any matters that the FAA Committee or internal audit believes should be discussed.
- Request internal auditors to perform special studies, investigations, or other services in matters of interest or concern to the FAA Committee or Board that may be outside the scope of the approved Audit Services Plan. Such projects could include investigation of areas of high control risk, potential or suspected fraud or other irregularities, compliance with laws, regulations, policies and procedures, or evaluation of external auditors.
- Conduct an annual performance review and evaluation of the CAE.
- Review the effectiveness of the internal audit function through periodic external quality assurance reviews.

*External Audit: The FAA Committee shall assure independence in fact and in appearance of all external financial assurance services. External auditors are ultimately accountable to the Board of Directors and the FAA Committee. The FAA Committee will:*

- Review the external auditors' proposed audit scope and approach, including coordination of audit effort with internal audit.
- Consider the facts and circumstances of each case in order to determine if firm or audit partner rotation is needed in order to ensure an independent financial audit.
- Approve in advance any non-audit services by external auditors or their consulting practice/affiliates.
- External auditors shall not (1) provide non-audit services that involve performing management functions or making management decisions and (2) audit their own work or provide non-audit services that are significant or material to the subject matter of the audits.
- Meet with the external auditors to discuss any matters that the FAA Committee or auditors believe should be discussed in detail.
- Review with management and the external auditors the results of the audit, including any serious difficulties or disputes with management encountered during assurance work.

*Compliance: The FAA Committee shall provide reasonable assurance to the Board of Directors that its policies are being carried out and that systems are in place to ensure compliance with laws and regulations. The FAA Committee will:*

- Review the effectiveness of the system for monitoring compliance with laws and regulations and the results of management's investigation and follow-up (including disciplinary action) of any instances of noncompliance.
- Review the findings of any examinations by regulatory agencies, and any auditor observations.
- Review the process for communicating the Code of Ethics to company personnel and for monitoring compliance therewith.
- Obtain regular updates from the Board Ethics Officer and the Staff Ethics Officer regarding ethics and compliance matters.

*Reporting Responsibilities: The FAA Committee will:*

- Report and recommend action, as appropriate to the Board of Directors about FAA Committee activities, issues, and related recommendations.
- Provide an open avenue of communication between internal audit, the external auditors, and the Board of Directors.

- Review any other reports Capital Metro issues that relate to FAA Committee responsibilities.

Other Responsibilities: *The FAA Committee will:*

- Perform other activities related to this charter as requested by the Capital Metro Board of Directors.
- Review and assess the adequacy of the FAA Committee Charter annually, requesting Board approval for proposed changes, and ensure appropriate disclosure as may be required by law or regulation.
- Confirm annually that all responsibilities outlined in this charter have been carried out.

### History:

See most recent FAA Committee approvals at:

2015-56

[DOCUMENT RECORDS MGT-#335187-2009 Board Resolutions Nos. 057-068](#) (Resolution CMTA-2009-60 p. 23/29)

[DOCUMENT RECORDS MGT-#209034-2007 Board Resolution November Nos. 084-089](#)

***Capital Metropolitan Transportation Authority  
Board of Directors***

***MEETING DATE: 01/28/2019***

***(ID # 4303)***

***O/P/S Committee Charter Review***

Approval of a resolution affirming the Charter Statement for the Operations, Planning and Safety Committee.

**Capital Metropolitan Transportation Authority  
Board of Directors**

**MEETING DATE: 1/28/2019**

**(ID # AI-2018-946)**

**Review of the Operations, Planning and Safety Committee Charter**

**SUBJECT:**

Approval of a resolution affirming the Charter Statement for the Operations, Planning and Safety Committee.

**FISCAL IMPACT:**

This action has no fiscal impact.

**STRATEGIC PLAN:**

Strategic Goal Alignment:

4. Human Capital

Strategic Objectives:

4.2 Enhance employee recognition/ reward programs

**EXPLANATION OF STRATEGIC ALIGNMENT:**

Capital Metro's two board committees assist the Board of Directors in providing strong governance and play a key advisory role to the full board. Their expertise and in-depth look at issues before the board is vital to our long-term strategic planning.

**BUSINESS CASE:**

Does not apply.

**COMMITTEE RECOMMENDATION:**

This agenda item was presented and is recommended for approval by the Operations, Planning and Safety Committee on January 16, 2019.

**EXECUTIVE SUMMARY:**

In 2010, each of the committees of the Board of Directors adopted Committee Charter Statements defining their areas of responsibility. A periodic review of these charters was requested by the board upon adoption and allows the committees to ensure that the charters still meet the needs and parameters of each committee. This charter was last reviewed by the board in January, 2017. At this time there are no recommended changes to the charter.

**DBE/SBE PARTICIPATION:** Does not apply.

**PROCUREMENT:** Does not apply.

**RESPONSIBLE DEPARTMENT:** Operations

Attachment: Resolution-AI-2018-946 (4303 : O/P/S Committee Charter Review)



**RESOLUTION  
OF THE  
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS**

**STATE OF TEXAS**

**COUNTY OF TRAVIS**

**RESOLUTION (ID # AI-2018-946)**

**Review of the Operations, Planning and Safety Committee Charter**

WHEREAS, the Board of Directors has established committees made up of members of the Board to consider specified areas of interest to the Authority; and

WHEREAS, the Board of Directors has adopted Committee Charter Statements that define the roles and responsibilities of each of these committees; and

WHEREAS, the Board of Directors desires to review the Committee Charter Statement to ensure that it reflects current roles and responsibilities.

NOW, THEREFORE, BE IT RESOLVED that the Capital Metropolitan Transportation Authority Board of Directors hereby affirms the attached Committee Charter Statement for the Operations, Planning and Safety Committee.

\_\_\_\_\_  
**Secretary of the Board**

**Date:** \_\_\_\_\_

Attachment: Resolution-AI-2018-946 (4303 : O/P/S Committee Charter Review)

## **CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY OPERATIONS, PLANNING AND SAFETY COMMITTEE CHARTER**

### **PURPOSE**

The role of the Operations, Planning and Safety Committee shall be to review and make recommendations to the full Board of Directors on policies and practices related to the efficient, safe, and reliable operation of the Capital Metro system and effective short and long-range planning for a sustainable Capital Metro.

### **RESPONSIBILITIES**

The Committee shall be responsible for:

- Overseeing short-range service planning and modification;
- Developing and making recommendations to the Board of Directors on long-range system planning and coordinating with external partners on regional planning initiatives;
- Reviewing and making recommendations to the Board of Directors on route standards and service standards;
- Monitoring performance indicators for service and operations, including but not limited to ridership, customer service and satisfaction, passenger and employee safety and security standards, and facility and vehicle maintenance;
- Making recommendations to the Board of Directors on system safety and security initiatives and plans to enhance organizational focus on safety and security and comply with FAST Act regulations;
- Making recommendations to the Board of Directors on vehicle purchase and fleet management plans and other capital purchases related to operations;
- Overseeing facility and capital project design and construction programs;
- Recommend to the board policies and processes designed to provide for effective and efficient IT governance;
- Reviewing and making recommendations to the Board of Directors on land use related to the Authority and property acquisition and disposal;
- Ensuring compliance with Title VI requirements;
- Overseeing the implementation of system start-ups; and
- Ensuring that all Capital Metro services operate effectively as an integrated transit system.

### **MEETINGS**

The Committee will meet at least four times a year, with authority to convene additional meetings, as circumstances require. All meetings will be conducted in accordance with the Texas Open Meetings Act. Committee members are expected to attend each meeting. The Committee may direct members of management, auditors, or others to attend meetings and provide pertinent information, as necessary.

The Operations, Planning and Safety Committee shall take up and consider any other items as directed by the Chair of the Board of Directors.

All committees are advisory to the Board of Directors which has the legal responsibility to make decisions and policies for Capital Metro.



**Capital Metropolitan Transportation Authority**  
**Board of Directors**

**MEETING DATE: 01/28/2019**  
**(ID # 4302)**  
**DMU Safety Upgrades**

Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with Apollo Video Technology to update the video capability on the G1 Diesel Multiple Units (DMUs), replacing a total of 144 video units in an amount not to exceed \$271,895.

**Capital Metropolitan Transportation Authority  
Board of Directors**

**MEETING DATE: 1/16/2019  
(ID # AI-2018-894)  
Safety Upgrades to Existing Rail Cars**

**SUBJECT:**

Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with Apollo Video Technology to update the video capability on the G1 Diesel Multiple Units (DMUs), replacing a total of 144 video units in an amount not to exceed \$271,895.

**FISCAL IMPACT:**

Funding for this action is available in the FY2019 Operating Budget.

**STRATEGIC PLAN:**

Strategic Goal Alignment:

1. Customer

Strategic Objectives:

1.1 Promote a culture of safety

**EXPLANATION OF STRATEGIC ALIGNMENT:**

This action will allow Capital Metro to improve its culture of safety by updating the video systems in the G1 MetroRail vehicles enhancing commuter rail passenger safety. The video system currently in use is no longer supported by the original equipment manufacturer and has outlived its life cycle.

**BUSINESS CASE:**

Updates will be made to the GTW G1 Diesel Multiple Units (DMUs) video systems, replacing a total of 144 video units with present-time digital technology, from analog to digital. The first 132 video units will provide 1080 videos with a 360-degree view. The remaining 12 will be forward-facing video units with a 4K view and a recording capability of 1080 videos. The contract includes DVRs, removal of old and installation of new equipment, wiring and operating and maintenance training.

**COMMITTEE RECOMMENDATION:**

This agenda item was presented and is recommended for approval at the Operations, Planning and Safety Committee meeting on January 16, 2019.

**EXECUTIVE SUMMARY:**

Capital Metro will improve its culture of safety by updating video systems in the G1 MetroRail vehicles DMUs with present-time technology, from analog to digital, with 1080 videos that have a 360-degree view, thus enhancing commuter rail passenger security. The old video system allowed real time review and support for investigations of operations, accidents and mechanical events; however, the new video system will provide enhanced digital functionality for real time reviews, monitoring operations,



safety and security.

DBE/SBE PARTICIPATION: Does not apply.

PROCUREMENT: The contract will utilize the General Service Administration (GSA) contract, #GS-07F-0776X held by Apollo Video Technology, Inc. for safety and security video products and services. GSA 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 GSA contracts satisfy otherwise applicable competitive bidding requirements. Pricing for the Apollo video system was determined to be fair and reasonable by the GSA organization during its solicitation and award process.

Apollo Video Technology's pricing for the replacement of the video system on (6) DMU rail cars will not exceed \$271,895.

The contract is a fixed price type contract.

RESPONSIBLE DEPARTMENT: Rail Operations



**RESOLUTION  
OF THE  
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS**

**STATE OF TEXAS**

**COUNTY OF TRAVIS**

**RESOLUTION (ID # AI-2018-894)  
Safety Upgrades to Existing Rail Cars**

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management endeavor to provide a safe and secure passenger environment.

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that the President & CEO, or his designee, is authorized to finalize and execute a contract with Apollo Video Technology to update the G1 diesel multiple units' (DMUs') video systems in an amount not to exceed \$271,895.

\_\_\_\_\_  
**Secretary of the Board**

**Date:** \_\_\_\_\_

Attachment: Resolution-AI-2018-894 (4302 : DMU Safety Upgrades)

***Capital Metropolitan Transportation Authority  
Board of Directors***

***MEETING DATE: 01/28/2019  
(ID # 4300)  
Serta Warehouse Demolition***

Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with Total Demolition, Inc. in an amount not to exceed \$157,500 for the demolition of the former Serta warehouse structure located at the North Operations Facility.

**Capital Metropolitan Transportation Authority  
Board of Directors**

**MEETING DATE: 1/28/2019  
(ID # AI-2019-945)**

**North Ops "Serta" Warehouse Demolition**

**SUBJECT:**

Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with Total Demolition, Inc. in an amount not to exceed \$157,500 for the demolition of the former Serta warehouse structure located at the North Operations Facility.

**FISCAL IMPACT:**

Funding for this action is available in the FY2019 Capital Budget.

**STRATEGIC PLAN**

Strategic Goal Alignment:

5. Finance

Strategic Objectives:

5.2 Sustainability

**EXPLANATION OF STRATEGIC ALIGNMENT:**

Demolition of the former Serta warehouse at the North Operations Facility will allow Capital Metro to expand the existing bus yard at the North Ops Facility to support 214 buses, including up to 187 future electric buses. This will maximize the capacity of the facility for bus operations and contribute to Capital Metro's provision of safe and reliable transit service throughout the service area.

**BUSINESS CASE:**

Additional bus parking opportunities at the North Ops Facility will allow for expanded system reliability and service by accommodating parking spaces for a total of 214 buses which will maximize the utilization of this operational facility. The funding for this project is included in the FY2019 Capital budget.

**COMMITTEE RECOMMENDATION:**

This agenda item was presented and is recommended for approval by the Operations, Planning and Safety Committee on January 16, 2019.

**EXECUTIVE SUMMARY:**

To meet the growing needs of the public, Capital Metro facilities must accommodate the projected growth of buses, paratransit, and rail. The Facility Programming Study and Master Plan (December 2016) prioritizes the implementation and development of facilities that support the projected growth of the bus fleet.

Demolition of the former Serta warehouse at the North Operations Facility, located at 9313 McNeil Road, Austin, Texas 78758, will permit a subsequent phase of paving under a separate contract that will accommodate additional buses and will contribute to Capital Metro's provision of safe and reliable transit service throughout the service area.

Attachment: Resolution AI-2018-945 (4300 : Serta Warehouse Demolition)



The building is informally referred to as the “Serta” building due to the existing “Serta” sign on premises.

After mobilization and sedimentation controls are established, the contractor will demolish the former Serta warehouse (165,000 SF) at the North Operations Facility, salvage and haul-off any materials, remove utilities inside the building, and cap any utility connections.

**DBE/SBE PARTICIPATION:**

The SBE goal is 17%. The contractor will exceed the goal utilizing the following SBE subcontractor.

<b>SBE Subcontractor</b>	<b>Service/Product</b>	<b>SBE Responsive</b>
Melendrez Trucking LLC.	Hauling Services	19.5%

**PROCUREMENT:** On 11/06/18 an Invitation for Bids was issued and formally advertised. By the closing date of 12/07/18 seven (7) bids were received from the following bidders:

<b>No</b>	<b>Bidder</b>	<b>Amount</b>
1.	Total Demolition, Inc.	\$157,500.00
2.	AAR Incorporated	\$192,300.00
3.	JR Ramon & Sons, Inc.	\$265,800.00
4.	Robles 1, LLC	\$439,500.00
5.	Midwest Wrecking Co.	\$458,505.00
6.	Travis Paving & Excavating	\$475,700.00
7.	Sabre Demolition Corp.	\$557,492.50

Total Demolition, Inc. was the lowest, responsive, responsible bidder and submitted all the required documents with their bid, which was received prior to the established date and time for the receipt of bids. Customer references were checked and revealed a positive performance record. A financial analysis was conducted revealing no financial concerns reflecting that the firm has the adequate financial resources and capacity to conduct the work. Total Demolition, Inc. is not debarred on the Federal or State Debarred vendor lists. The price was determined to be fair and reasonable based on adequate competition. The contract is a fixed, unit price contract. The period of performance is 100 calendar days from notice to proceed.

**RESPONSIBLE DEPARTMENT:** Capital Projects



**RESOLUTION  
OF THE  
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS**

**STATE OF TEXAS**

**COUNTY OF TRAVIS**

**RESOLUTION (ID # AI-2019-945)**

**North Ops “Serta” Warehouse Demolition**

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management endeavor to maintain assets in a state of good repair; and

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management recognize the need to improve existing operational facilities to provide additional bus fleet space.

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that the President & CEO, or his designee, is authorized to finalize and execute a contract with Total Demolition, Inc. in an amount not to exceed \$157,500 for the demolition of the former Serta warehouse at the North Operations Facility.

\_\_\_\_\_  
**Secretary of the Board**

**Date:** \_\_\_\_\_

Attachment: Resolution AI-2018-945 (4300 : Serta Warehouse Demolition)



# North Operations "Serta" Warehouse Demolition

1

[capmetro.org](http://capmetro.org)

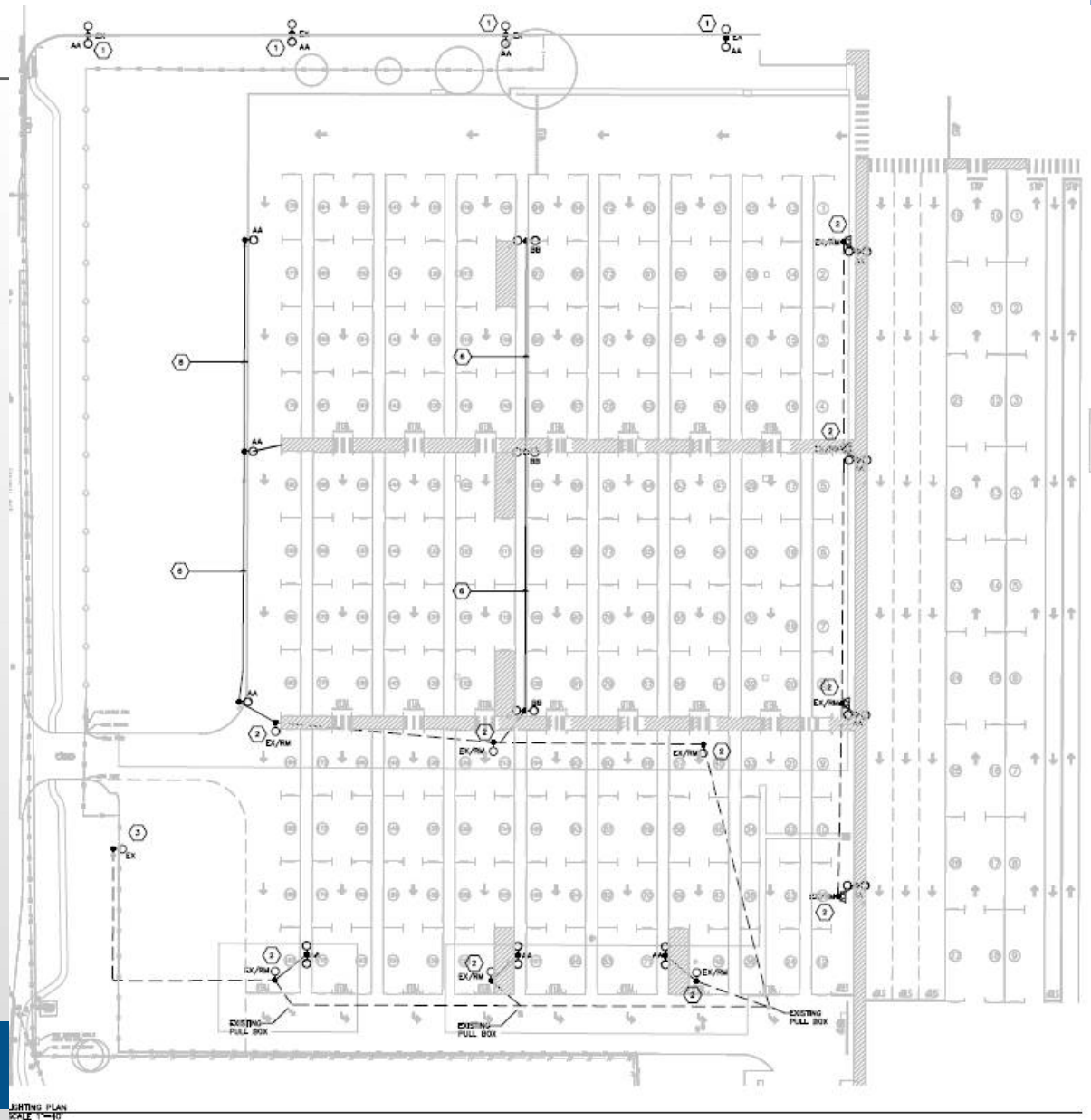
## Current Bus Yard

- Stores 165 buses:
  - MetroRapid (BRT):
    - 29 sixty foot
    - 26 forty foot buses
  - Fixed Route and UT Service:
    - 31 thirty-five foot
    - 79 forty foot buses



# Planned Bus Yard

- Will store 214 buses:
  - 27 sixty foot
  - 187 forty foot  
(electric conduit for future electric fleet)



# North Operations “Serta” Warehouse Demo/Paving Schedule Milestones

North Ops Bus Yard Expansion		2019				2020			
Phase	Project Task								
Demolition	Serta Demolition								
Construction	Bus Yard Bidding, Permitting								
	Bus Yard Construction								

***Capital Metropolitan Transportation Authority  
Board of Directors***

***MEETING DATE: 01/28/2019  
(ID # 4314)***

***Annual Election of Capital Metro Board Officers***

Approval of a resolution appointing officers of the Capital Metro Board of Directors for 2019.

**Capital Metropolitan Transportation Authority  
Board of Directors**

**MEETING DATE: 1/28/2019  
(ID # AI-2018-944)  
Election of Capital Metro Board Officers**

**SUBJECT:**

Approval of a resolution appointing officers of the Capital Metro Board of Directors for 2019.

**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:**

Does not apply.

**BUSINESS CASE:**

Does not apply.

**COMMITTEE RECOMMENDATION:**

This agenda item will be presented to the full board on January 28, 2019.

**EXECUTIVE SUMMARY:**

Capital Metropolitan Transportation Authority Board of Directors Bylaws requires that officers of the Board of Directors be selected annually, generally at the first meeting of each new calendar year.

In accordance with the bylaws, the officers are Chair, Vice Chair and Secretary.

The primary duties of the Chair are to preside at all meetings of the board, ensure that the board's adopted policies and resolutions are being effectively carried out, execute financial obligations of the authority as required, establish meeting agenda and recommend the Chair and members of the board's committees.

The primary duties of the Vice Chair are to preside at all meetings and perform all duties in the absence of the Chair and to serve as the Ethics Officer for the Board of Directors.

The primary duty of the Secretary is to act as the custodian of all permanent records of transactions of the Authority including minutes and notices and to perform the duties of the Chair in the absence of the Chair and Vice Chair.



DBE/SBE PARTICIPATION: Does not apply.

PROCUREMENT: Does not apply.

RESPONSIBLE DEPARTMENT: Board of Directors



**RESOLUTION  
OF THE  
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS**

**STATE OF TEXAS**

**COUNTY OF TRAVIS**

**RESOLUTION (ID # AI-2018-944)  
Election of Capital Metro Board Officers**

WHEREAS, the Board of Directors Bylaws of the Capital Metropolitan Transportation Authority require that officers of the Board of Directors be selected annually, generally at the first regular meeting of each calendar year for a term of one year ending in January..

NOW, THEREFORE, BE IT RESOLVED that the Board hereby elects \_\_\_\_\_ as Chair; and Vice Chair \_\_\_\_\_ and Secretary \_\_\_\_\_ to serve as officers of the Capital Metro Board of Directors for the 2019 Calendar Year.

\_\_\_\_\_  
**Secretary of the Board**

**Date:** \_\_\_\_\_

Attachment: Resolution-AI-2018-944 (4314 : Annual Election of Capital Metro Board Officers)



**Capital Metropolitan Transportation Authority**  
**Board of Directors**

**MEETING DATE: 01/28/2019**  
**(ID # 4315)**

**Annual Confirmation of Capital Metro Board Committee Assignments**

Approval of a resolution confirming the appointments to the Finance, Audit and Administration Committee and Operations, Planning and Safety Committees for 2019.

**Capital Metropolitan Transportation Authority  
Board of Directors**

**MEETING DATE: 1/28/2019**

**(ID # AI-2018-948)**

**Appointment of 2019 Committee Chairs and Members**

**SUBJECT:**

Approval of a resolution confirming the appointments to the Finance, Audit and Administration Committee and Operations, Planning and Safety Committees for 2019.

**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:**

Does not apply.

**BUSINESS CASE:**

Does not apply.

**COMMITTEE RECOMMENDATION:**

This agenda item will be presented to the full board on January 28, 2019.

**EXECUTIVE SUMMARY:**

In accordance with the Capital Metropolitan Transportation Authority Board of Directors Bylaws the Board desires to formalize the appointment of a Chair and Members for the Finance, Audit and Administration Committee and Operations, Planning and Safety Committee subject to the concurrence of the members of the board.

**DBE/SBE PARTICIPATION:** Does not apply.

**PROCUREMENT:** Does not apply.

**RESPONSIBLE DEPARTMENT:** Operations



**RESOLUTION  
OF THE  
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS**

**STATE OF TEXAS**

**COUNTY OF TRAVIS**

**RESOLUTION (ID # AI-2018-948)**

**Appointment of 2019 Committee Chairs and Members**

WHEREAS, the Board of Directors, desires to formalize the appointment of a Chair and Members to the Finance, Audit and Administration Committee in accordance with the Board Bylaws; and

WHEREAS, The Board Chair recommends \_\_\_\_\_ as Chair and \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ to serve as members of the Finance, Audit and Administration Committee for 2019 Calendar Year; and

WHEREAS, The Board of Directors, desires to formalize the appointment of a Chair and Members to the Operation, Planning and Safety Committee in accordance with the Board Bylaws; and

WHEREAS, The Board Chair recommends \_\_\_\_\_ as Chair and \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ to serve as members of the Operations, Planning and Safety Committee for 2019 Calendar Year.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby approves these appointments for Calendar Year 2019.

\_\_\_\_\_  
**Secretary of the Board**

**Date:** \_\_\_\_\_

Attachment: Resolution-AI-2018-948 (4315 : Annual Confirmation of Capital Metro Board Committee Assignments)

***Capital Metropolitan Transportation Authority  
Board of Directors***

***MEETING DATE: 01/28/2019  
(ID # 4305)***

***Revisions to Reserves and Budgetary Contingencies***

Approval of revisions to Capital Metro's Reserves and Budgetary Policy.

**Capital Metropolitan Transportation Authority****MEETING DATE: 1/28/2019****Board of Directors****(ID # AI-2019-952)****Approval of revisions to Capital Metro's Reserves and Budgetary Contingencies Policy****SUBJECT:**

Approval of revisions to Capital Metro's Reserves and Budgetary Policy. The revision is to update the policy with current practices and reserves.

**FISCAL IMPACT:**

This action has no fiscal impact.

**STRATEGIC PLAN:**

Strategic Goal Alignment:

5. Finance

**Strategic Objectives:**

Exhibit good stewardship of public funds and resources.

5.1 Continue improvement of the financial systems of the agency

**EXPLANATION OF STRATEGIC ALIGNMENT:**

Adequate reserves ensure the financial health and sustainability of the agency.

**BUSINESS CASE:**

Sound governmental practices require the creation and maintenance of financial reserve and contingency accounts to help stabilize the budget when needed, or to accumulate funds for future spending requirements. Periodic review and updates to policies adopted by the Board of Directors are prudent in order to ensure they meet the ongoing needs of the Authority.

**COMMITTEE RECOMMENDATION:**

This agenda item was presented and recommended for approval by the Finance, Audit and Administration Committee on January 16, 2019.

**EXECUTIVE SUMMARY:**

Attached is a copy of recommended revisions to Capital Metro's Reserves Policy, which are primarily intended to allow for additional reserves and to reflect current practices. Also attached is a clean copy of the new policy document. The recommended revisions include the following:

- Allows for the creation of additional reserves at the discretion of the Chief Executive Officer, to set aside funds for specific future purposes.
- With the budget stabilization reserve now fully funded to equal one month of annual average operating expenses, the requirement to also reserve excess sales tax revenues is not required.



- The reporting requirement of budget transfers was updated from monthly to quarterly to reflect current practice.
- The discretionary use terms of the capital project contingency was updated to match the terms of the operating contingency account. i.e., that the contingency can be used at the discretion of the Board of Directors or the Chief Executive Officer.

DBE/SBE PARTICIPATION: Does not apply.

PROCUREMENT: Does not apply.

RESPONSIBLE DEPARTMENT: Finance



**RESOLUTION  
OF THE  
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS**

**STATE OF TEXAS**

**COUNTY OF TRAVIS**

**RESOLUTION (ID # AI-2019-952)**

**Approval of revisions to Capital Metro's Reserves and Budgetary Contingencies Policy**

WHEREAS, pursuant to Sec. 451.053 of the Texas Transportation Code, the Board of Directors is responsible for the management, operation and control of an authority and its property; and

WHEREAS, sound and prudent governmental financial practices require the accumulation and maintenance of reserves and contingencies to help stabilize the budget when needed; and


WHEREAS, it is prudent to periodically review and update policies to ensure they continue to meet the needs of the Authority.

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that the attached revisions to the Reserves and Budgetary Contingencies Policy are approved.

\_\_\_\_\_  
**Secretary of the Board**

**Date:** \_\_\_\_\_

Attachment: Resolution-AI-2019-952 (4305 : Revisions to Reserves and Budgetary Contingencies)

 <b>METRO</b>	<b>Reserves and Budgetary Contingencies Policy</b> <b>FIN-220-11</b>  <b>Finance</b>	<b>Issued: September 24, 2010</b> <b>Revised: January 28, 2019</b>  <b>Approved by:</b> <b>Board of Directors</b>
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### **Reserves and Budgetary Contingencies Policy**

Sound governmental practices require the creation and maintenance of financial reserve and contingency accounts to help stabilize the budget when needed, or to accumulate funds for future spending requirements. These accounts may be used to address funding issues that may occur periodically, such as temporary cash flow shortages, emergencies or other unforeseen events, long-term capital needs, and one-time opportunities.

It is the policy of the Capital Metro Board of Directors to establish conservative reserve and contingency targets consistent with the strategic plan, the long-range financial forecast, and State of Texas statutory requirements. Subdividing total reserves and contingencies into separate special purpose accounts for specific strategic purposes helps to provide guidance and structure when it becomes necessary to utilize these funds for appropriate needs.

Section 451.134 of the Texas Transportation Code establishes minimum reserve requirements for Capital Metro. The minimum reserve requirement is not less than an amount equal to actual operating expenses for two months based on actual operating reserves for the 12 months preceding the annual adjustment to the reserve.

Capital Metro will maintain the following reserve and budgetary contingency accounts in addition to any cash balances that must be maintained to support current spending requirements. Capital Metro management will report quarterly to the Board of Directors and annually as part of budget development and long-range planning processes the reserve and budgetary contingency balances and any significant changes to the balances.

- A statutory operating reserve equal to at least two months of operating expenses. The prior fiscal year's actual audited operating expenses will be used when calculating the allocation. The statutory operating reserve is to be used at the discretion of the Board of Directors only if the Board of Directors considers the expenditure necessary to address circumstances that could not have been planned or anticipated. Expenditures from the reserve should provide temporary financing for emergencies or unforeseen extraordinary needs.
- A capital project reserve equal to at least 10 percent of the five year annual average capital expenditure of the adopted Five Year Capital Improvement Plan, but not less than \$2,000,000. The capital reserve is to be used at the discretion of the Board of Directors or the Chief Executive Officer for needed capital costs not already included in Capital Metro's budget for a given year.
- A budgetary operating contingency account equal to two percent of the prior fiscal year actual operating expenses, but not less than \$1,000,000. The operating contingency account is to be used at the discretion of the Board of Directors or the Chief Executive Officer to provide for unforeseen needs that arise during the year, including new service needs that are identified after the budget process. Transfers to and from the contingency account of \$150,000 or more should be reported to the Board of Directors quarterly.



- A self-insurance reserve equal to at least 25 percent of the prior fiscal year actual claim payments. The self-insurance reserve is to be used at the discretion of the Board of Directors only to fund claims not already included in Capital Metro's budget for a given year.
- A budget stabilization reserve ("rainy day fund") equal to one month of annual average operating expenses. The budget stabilization reserve is to be used at the discretion of the Board of Directors for use in times of unexpected revenue shortfall caused by events such as significant economic downturns.
- Additional reserves may be created by the agency to set aside funds for specific future purposes. These reserves are to be used at the discretion of the Chief Executive Officer.

The reserve and budgetary contingency balances are to be reviewed annually during the budget development process to reflect the most recent financial information available. The allocations budgeted for these reserves will be published in the annual budget document and posted online, including the following information: (a) the balance at the end of the fiscal year, (b) deposits, (c) expenditures, and (d) interest income, if applicable.

 <b>METRO</b>	<b>Reserves and Budgetary Contingencies Policy</b> <b>FIN-220-11</b>  <b>Finance</b>	<b>Issued: September 24, 2010</b> <b>Revised: <u>January 28, 2019</u></b>  <b>Approved by:</b> <b>Board of Directors</b>
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### **Reserves and Budgetary Contingencies Policy**

Sound governmental practices require the creation and maintenance of financial reserve and contingency accounts to help stabilize the budget when needed, or to accumulate funds for future spending requirements. These accounts may be used to address funding issues that may occur periodically, such as temporary cash flow shortages, emergencies or other unforeseen events, long-term capital needs, and one-time opportunities.

It is the policy of the Capital Metro Board of Directors to establish conservative reserve and contingency targets consistent with the strategic plan, the long-range financial forecast, and State of Texas statutory requirements. Subdividing total reserves and contingencies into separate special purpose accounts for specific strategic purposes helps to provide guidance and structure when it becomes necessary to utilize these funds for appropriate needs.

Section 451.134 of the Texas Transportation Code establishes minimum reserve requirements for Capital Metro. The minimum reserve requirement is not less than an amount equal to actual operating expenses for two months based on actual operating reserves for the 12 months preceding the annual adjustment to the reserve.

Capital Metro will maintain the following reserve and budgetary contingency accounts in addition to any cash balances that must be maintained to support current spending requirements.

Capital Metro management will report quarterly to the Board of Directors and annually as part of budget development and long-range planning processes the reserve and budgetary contingency balances and any significant changes to the balances.

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**Deleted:** on progress made to achieve these goals

- A statutory operating reserve equal to at least two months of operating expenses. The prior fiscal year's actual audited operating expenses will be used when calculating the allocation. The statutory operating reserve is to be used at the discretion of the Board of Directors only if the Board of Directors considers the expenditure necessary to address circumstances that could not have been planned or anticipated. Expenditures from the reserve should provide temporary financing for emergencies or unforeseen extraordinary needs.
- A capital project reserve equal to at least 10 percent of the five year annual average capital expenditure of the adopted Five Year Capital Improvement Plan, but not less than \$2,000,000. The capital reserve is to be used at the discretion of the Board of Directors or the Chief Executive Officer for needed capital costs not already included in Capital Metro's budget for a given year.
- A budgetary operating contingency account equal to two percent of the prior fiscal year actual operating expenses, but not less than \$1,000,000. The operating contingency account is to be used at the discretion of the Board of Directors or the Chief Executive Officer to provide for unforeseen needs that arise during the year, including new service needs that are identified after the budget process. Transfers to and from the contingency account of \$150,000 or more should be reported to the Board of Directors quarterly.

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- A self-insurance reserve equal to at least 25 percent of the prior fiscal year actual claim payments. The self-insurance reserve is to be used at the discretion of the Board of Directors only to fund claims not already included in Capital Metro's budget for a given year.
- A budget stabilization reserve ("rainy day fund") equal to one month of annual average operating expenses. The budget stabilization reserve is to be used at the discretion of the Board of Directors for use in times of unexpected revenue shortfall caused by events such as significant economic downturns.
- Additional reserves may be created by the agency to set aside funds for specific future purposes. These reserves are to be used at the discretion of the Chief Executive Officer.

The reserve and budgetary contingency balances are to be reviewed annually during the budget development process to reflect the most recent financial information available. The allocations budgeted for these reserves will be published in the annual budget document and posted online, including the following information: (a) the balance at the end of the fiscal year, (b) deposits, (c) expenditures, and (d) interest income, if applicable.

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**Deleted:** as a base plus an annual contribution of 25 percent of actual sales tax receipts in excess of sales tax budget

**Deleted:** to set aside excess revenue

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**Capital Metropolitan Transportation Authority    MEETING DATE: 01/28/2019**  
**Board of Directors    (ID # 4312)**  
**Downtown MetroRail Station Update**

**TITLE:** Downtown MetroRail Station Update



# Capital Metro Downtown Station Improvements

CMTA Board Briefing  
Project Update  
January 2019



# Agenda



-  **Project Designs - Updates**

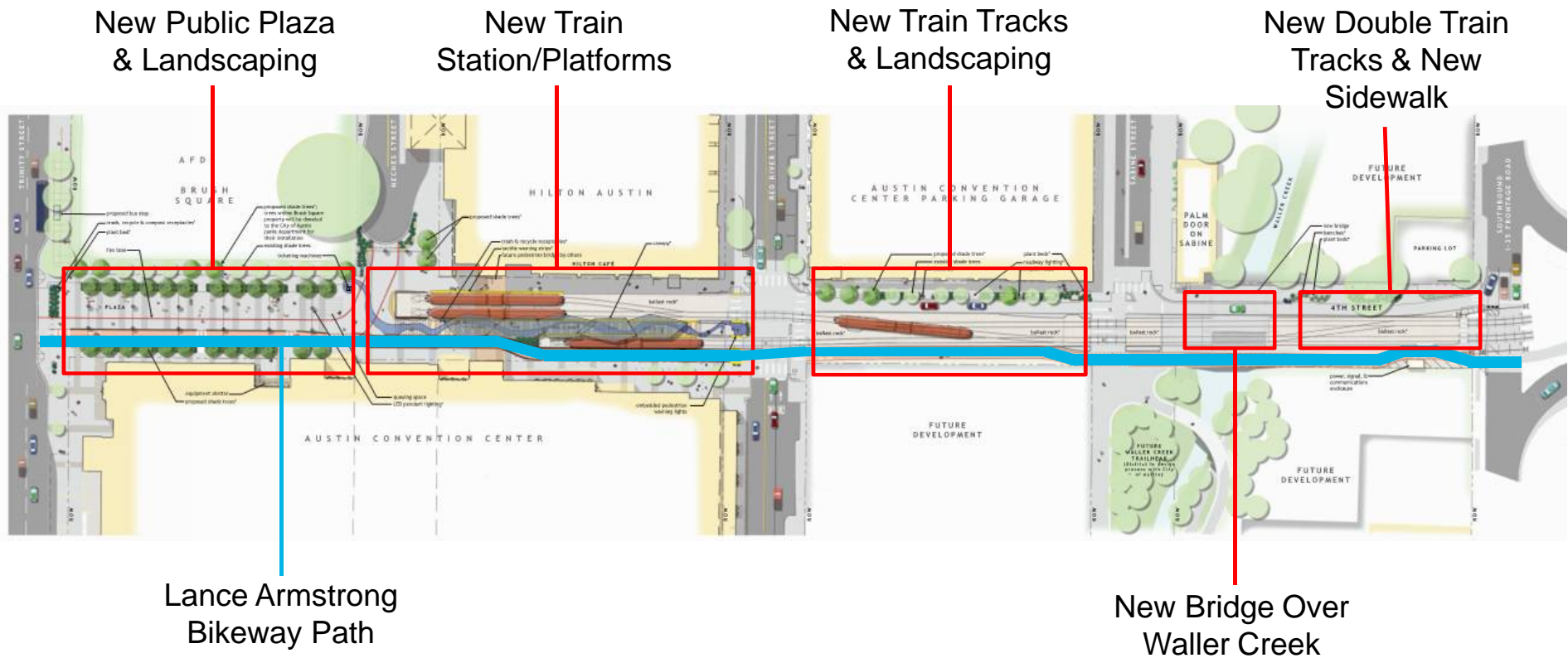
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-  **Recent City Council Action**

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-  **Project Schedule**

# Project Designs – Site Plan



## Federal Project Approach:

Federal provisions included for potential Project Connect benefits. (Letter of No Prejudice)

## Design Updates:

- Redesign portion of track #3
- Reduce canopy structures
- Ticketing kiosks
- Reduce misc. landscape & decorative concrete



# Project Designs - Updates

View looking West from Red River and 4<sup>th</sup> Street





# Project Designs - Updates

View looking East from Plaza



# Recent City Council Action

December 13, 2018 meeting

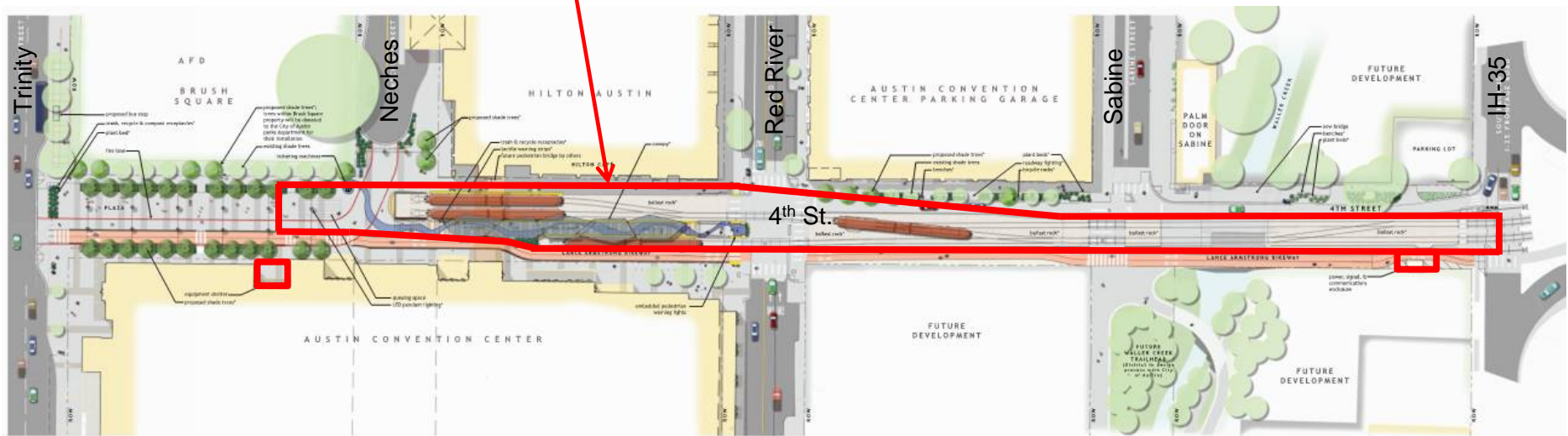


- Approved CMTA Encroachment Agreements
- Approved Fee Waivers
  - Land value of encroachments, easements, & temporary easements
  - Application fees
  - Plan review fees
  - Permit, mitigation, & fiscal fees
  - Inspection fees during construction
  - Loss of revenue from parking meters
- Approved Palm Door Encroachment Agreement

# Approved Encroachment Permit



## General Outline of Master Encroachment



Note: minor encroachments and easements not shown for clarity.

# Project Schedule



- Nov 2018 – Jan 2019 - Evaluate Construction Proposals & Prices
- February 2019 – Board Award of Construction Contract
  - March 2019 – Groundbreaking after SXSW
  - Spring 2021 – Construction Complete  
(pending unforeseen conditions during construction)

## Other Milestones:

- February 2019 – all permits obtained from City (pending)
- Temporary station platform during construction – second half of construction

## Schedule Risks





Thank you.

For more information visit:

<https://www.capmetro.org/plans-development/>

Downtown Multimodal Station



**Capital Metropolitan Transportation Authority    MEETING DATE: 01/28/2019**  
**Board of Directors    (ID # 4313)**  
**Customer Satisfaction Survey Results**

**TITLE:** Customer Satisfaction Survey Results

# Customer Satisfaction Survey

January 28, 2019

1



# Customer Satisfaction Survey

- Conducted the survey in March & December 2018
- Focused on overall satisfaction analysis, key drivers of current customer satisfaction, ridership drivers, and service frustrations
- Review of customer profile



# Methodology

- Current fixed-route riders on Local/Flyer, MetroRapid, UT, MetroRail and MetroExpress
- Number of surveys collected were proportionate to ridership by mode
- Surveys were performed through intercepts on vehicles, at stops and stations in English and Spanish; administered by CCR and analysis performed by Sensis and TransPro

# Respondent Profile Overview

- Anglo 37%, Hispanic 37%, Asian/Pacific Islander 13%, African American 12%
- 50% male and 50% female
- Use Capital Metro to get to work
- 70% make under \$50,000
- Utilize Capital Metro services on weekends nearly as much as weekdays

# March vs. December Comparisons

	MAR '18		DEC '18
Overall Satisfaction	85%	↑	88%
Likelihood to Recommend	90%	↑	92%
Likelihood for Continue Use	95%	↑	97%

# March vs. December Comparisons

	MAR '18	DEC '18
Sense of personal safety on the transit vehicle	4.3	4.3
Courteous, knowledgeable, and friendly bus driver	4.3	4.3
PA announcements are loud, clear, and accurate	4.1	4.2
Online trip planner at Cap Metro web site	4.0	4.1
Condition and cleanliness of transit vehicle	4.1	4.1
Sense of personal safety at the stop/boarding platform	4.1	4.0
Easy-to-use system maps and timetables	4.1	4.2
Comfortable temperature on the transit vehicle	4.1	4.2
Safe, smooth ride - steady stops and starts	4.1	4.2

(Scale: 1=Poor; 3=Average; 5=Excellent)

# March vs. December Comparisons

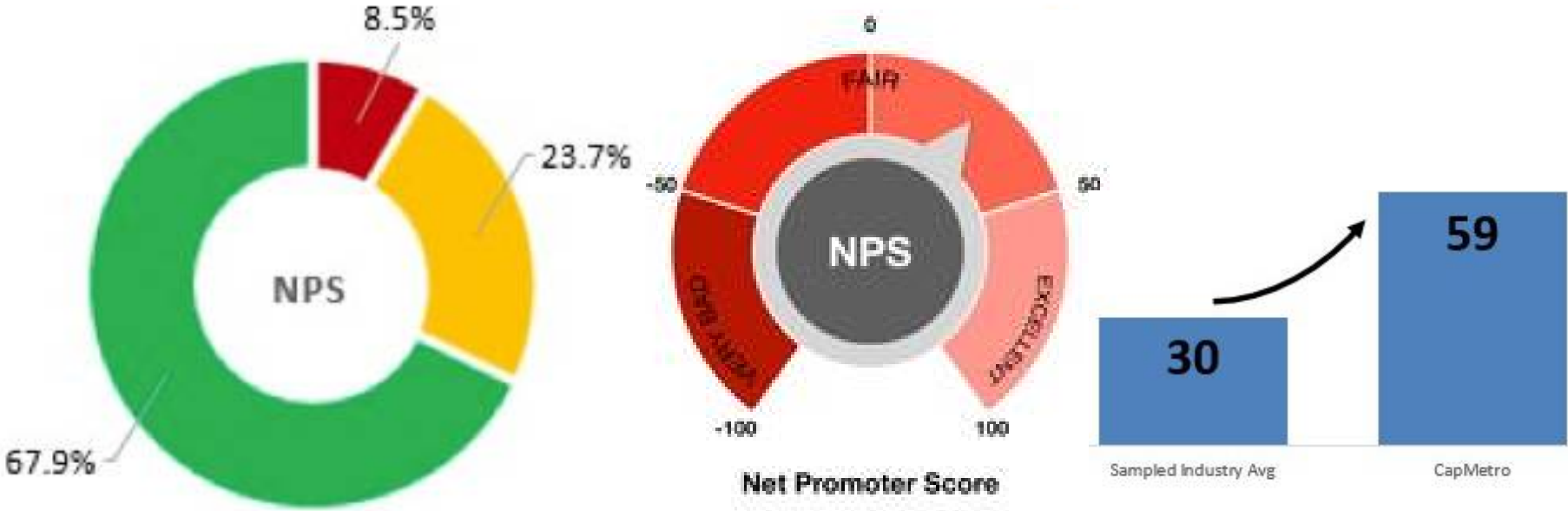
	MAR '18	DEC '18
Knowledgeable, courteous call center operators	4.1	4.2
Condition and cleanliness of bus stop shelters and benches	3.9	3.9
Always a seat available, not too crowded	3.9	4.0
Availability of bike spaces on vehicles	4.0	4.1
Reliable - Transit vehicle arrives within 5 minutes of scheduled time	3.8	3.9
Frequent service, no more than 10-15 minute waits	3.6	3.9
Capital Metro fares are a good value	4.2	4.3

(Scale: 1=Poor; 3=Average; 5=Excellent)

# Customer Experience Ratings – Dec '18

Service Features (Top 2 Boxes Only)	%of Total Respondents Agree	N/A
In-app ticket purchase and use is easy	91%	31%
Comfortable temperature	90%	0%
Feel safe riding vehicle	89%	0%
Easy to find out when the next bus/train is coming	89%	1%
Fare prices are reasonable	89%	10%
Safe, smooth ride	89%	0%
Loud, clear, and accurate PA	86%	1%
Bike space is sufficient	83%	27%
Vehicle cleanliness	83%	0%
Seating space is sufficient	82%	0%
Feel safe waiting	80%	0%
Real time app info is accurate	78%	12%
Shelters in good condition	77%	0%
Shelters provide adequate protection	54%	0%

# Net Promoter Score



# Thank You!



**Capital Metropolitan Transportation Authority**  
**Board of Directors**

**MEETING DATE: 01/28/2019**

**(ID # 4317)**

**Project Connect Monthly Update**

**TITLE:** Project Connect Update



## Project Connect Monthly Update

- Notice to proceed was issued to the PMOR contractor January 4, 2019
- The response to the Orange Corridor National Environmental Policy Act (NEPA) / Preliminary Engineering SOQ received last Friday the 25<sup>th</sup>
  - Evaluation of the proposal will begin later this week
  - Presentation to the Board for approval to award the contract at the March Board meeting
- The Blue Corridor SOQ contract package is finalized and will be issued for proposals in mid-February



## Project Connect Monthly Update

- Development of the public involvement plan is underway for presentation to the Board at the February meeting
- Staff is now officing at the Project Connect Downtown storefront and a public opening is scheduled for February.



**Capital Metropolitan Transportation Authority**  
**Board of Directors**

**MEETING DATE: 01/28/2019**

**(ID # 4316)**

**November 2018 Ridership Report**

**TITLE:** November 2018 Ridership Report

# Capital Metro Monthly Ridership Report

**November 2018  
(Fiscal Year-End 2019)**



# Ridership Summary

This is a summary of Capital Metro system-wide ridership statistics for the month of November 2018 by mode of service.

## November Total Boardings by Mode

Mode	Nov-17	Nov-18	Nov 17 to Nov 18	FY2018	FY2019	FY Change
Total Fixed Route <sup>1</sup>	1,984,517	1,946,326	-1.9%	4,223,202	4,136,643	-2.0%
Total Express	44,673	56,151	25.7%	95,237	124,718	31.0%
Total Special Events	172	847	392.4%	122,233	90,069	-26.3%
Total MetroAccess	54,192	55,174	1.8%	112,592	116,573	3.5%
Total Innovative Mobility <sup>2</sup>	1,984	84	-95.8%	3,932	95	-97.6%
Total Rideshare	39,653	48,499	22.3%	82,014	100,041	22.0%
Total MetroRail	63,756	60,069	-5.8%	146,677	142,535	-2.8%
Total MetroRapid	355,810	408,934	14.9%	754,251	878,269	16.4%
<b>Total System</b>	<b>2,544,756</b>	<b>2,576,084</b>	<b>1.2%</b>	<b>5,540,137</b>	<b>5,588,943</b>	<b>0.9%</b>

<sup>1</sup> UT Shuttle now a part of Fixed Route Bus

<sup>2</sup> Innovative Mobility - Pickup Pilot Service ended in June and Ride Austin Exposition began in June

## November Average Daily Boardings by Mode

Mode	Weekday			Saturday			Sunday		
	Nov-17	Nov-18	Nov 17 to Nov 18	Nov-17	Nov-18	Nov 17 to Nov 18	Nov-17	Nov-18	Nov 17 to Nov 18
Fixed Route <sup>1</sup>	81,183	77,259	-4.8%	42,720	45,994	7.7%	29,451	34,237	16.2%
Express	2,234	2,808	25.7%	-	-	-	-	-	-
Special Events	8	42	416.5%	2	-	-100.0%	-	-	-
MetroAccess	2,261	2,296	1.5%	940	985	4.8%	857	868	1.3%
Innovative Mobility	83	4	-95.0%	63	-	-100.0%	-	-	-
Rideshare	1,931	2,359	22.1%	144	165	15.0%	62	98	59.7%
MetroRail	2,969	2,819	-5.1%	874	739	-15.5%	-	-	-
MetroRapid	14,110	16,145	14.4%	8,549	10,122	18.4%	6,173	7,086	14.8%
<b>Total System</b>	<b>104,779</b>	<b>103,731</b>	<b>-1.0%</b>	<b>53,291</b>	<b>58,005</b>	<b>8.8%</b>	<b>36,542</b>	<b>42,289</b>	<b>15.7%</b>

<sup>1</sup> UT Shuttle now a part of Fixed Route Bus

***All tables reflect ridership data as of December 18, 2018.***

Attachment: 2018-11 Monthly Ridership v3 (4316 : November 2018 Ridership Report)

The table below shows the factors that potentially impact ridership in the current month. Peer agencies have shown this type of information is useful for explaining ridership changes.

### Factors Affecting Ridership this Month

Factor	Service Level	November 2017	November 2018	Impact
<b>Calendar Mix (FR, Rail, Rapid)</b>	Weekday	20	20	<b>0</b>
	Saturday	5	5	<b>0</b>
	Sunday	5	5	<b>0</b>
<b>Calendar Mix (UT Shuttle Full Service)</b>	Weekday	19	19	<b>0</b>
	Sunday	3	4	<b>1</b>
<b>Weather Impact</b>	Weekday	1	4	<b>3</b>
	Saturday	0	0	<b>0</b>
	Sunday	1	3	<b>2</b>
<b>Special Events</b>	Fixed Route	0	0	<b>0</b>
	MetroRail	0	0	<b>0</b>
	MetroRapid	0	0	<b>0</b>
<b>Fuel Prices*</b>	All	2.34	2.35	<b>1%</b>

\* Average monthly Gulf Coast All Grades Reformulated (<http://www.eia.gov/petroleum/gasdiesel/>)

**Red** indicates potential negative impact on ridership

**Green** indicates potential positive impact on ridership

### Ridership Overview

#### ***November 2018 – Cap Remap***

System-wide ridership was up 1.2% compared to November 2017. Average weekday however, was down 1.0%. Saturday and Sunday averages were up 8.8% and 15.7% respectively. There was a little more rain this November compared to last. Number of weekdays year-over-year was unchanged.

Taken together, in the first six months of CapRemap system ridership is up 2.8%.



### **MetroBus (with UT) and MetroRapid**

Looking at Fixed Route, including MetroRapid, ridership was up 0.6% from November 2017. Average weekday was down 2%.

Taken together, in the first six months of CapRemap Fixed Route and Rapid ridership is up 2.3%.

**MetroRapid** by itself saw a 14.9% increase from November 2017. Average weekday ridership was up 14.4%. Saturday and Sunday ridership averages were up 18.4% and 14.8% respectively.

**MetroBus** (with UT) monthly total was down 1.9%. Average weekday ridership was down 4.8%. Saturday and Sunday ridership averages were up 7.7% and 16.2% respectively. Excluding UT services, which saw a year over year decline of 24.6%, MetroBus ridership was up 1.4%.

### **MetroExpress**

Express ridership was up 25.7% compared to November 2017. Additional service and Mopac Express lanes are encouraging riders on this service.

Taken together, in the first six months of CapRemap MetroExpress ridership is up 33%.

### **MetroAccess**

MetroAccess saw an increase in ridership of 1.8% for November 2018 compared to last year.

### **MetroRideShare**

The vRide program continues going strong seeing a 22.3% increase in ridership over November 2017.

### **MetroRail**

Important construction projects continue along the entire length of the line. These construction projects will enhance safety, add frequency and capacity to existing service and will be ongoing until the end of 2018 and may affect existing operations.

MetroRail ridership was down 5.8% from November 2017 and average weekday ridership was down 5.1% from the same period.