

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

~ Minutes ~

Board Liaison Ed Easton
512-369-6040

Monday, January 27, 2020
12:15 PM

12:18 PM Meeting Called to Order
1:46 PM Meeting Adjourned

I. Pledge of Allegiance

II. Safety Briefing

Vice President of Safety and Risk Management Gardner Tabon presented his monthly briefing. This month's focus was on burn prevention.

III. Oath of Office

Chair Cooper administered the Oath of Office to Leander Mayor Troy Hill.

IV. Recognition

Chair Cooper continued monthly recognition of Capital Metro's longest-tenured employees, in this case 37-year Bus Operator Arthur Murillo.

V. Public Comment:

Gus Pena, citizen, spoke of difficulties that bus operators are having currently with the transition to a new service provider. They deserve better treatment, better pay, and respect because they have a difficult job. Mr. Pena complimented Board Member Stratton for his understanding on this issue.

Zenobia Joseph, citizen, spoke of safety issues along Route 392. She would like to see Stop ID #5857 (Chinatown southbound) moved from its current location to an existing bus pad in front of CVS Pharmacy. At other stops (for example Stop ID #4550) changes are made that do nothing to improve service, so she is not sure why it appears that the board has such an aversion to black people or minorities north of North Lamar Transit Center. She has asked staff for copies of Capital Metro's Service Standards and not received them. She raised a safety concern at Braker and I-35 where seniors are having to walk in the street due to construction.

VI. Advisory Committee Updates:

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

Yannis Banks, Community Involvement Specialist, presented the monthly report. This month the committee heard an update on a new app that can be used to report safety and security incidents on the bus; had a discussion on Project Connect; and elected new officers. The new Chair is Ephraim Taylor, and the Vice-Chair B. J. Taylor. Mr. Banks also reported that CSAC has been meeting at the Project Connect office, which has worked better than their previous location at 209 West 9th.

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

Yannis Banks, Community Involvement Specialist, presented the monthly report. This month the committee heard updates on the Transit Empowerment Fund; a new safety app that can be used to

report incidents on the bus; a Project Connect update; and an update on an upcoming new Pickup service zone. Mr. Banks also reported that SC

VII. Board Committee Updates:

1. CAMPO update

As Board member Mitchell was not able to attend this month's CAMPO meeting, Board member Kitchen reported that at the meeting new officers were elected and that Commissioner Cynthia Long will now serve as the CAMPO Chair, and that she (Board member Kitchen) is the new Vice Chair. There was also a presentation on the new 2045 Transportation Plan.

VIII. Action Items:

1. Approval of Minutes from the December 16, 2019 board meeting.

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

2. Approval of a resolution recognizing Capital Metro on the milestone of having provided 1 billion trips since its formation 35 years ago.

President Clarke introduced the resolution, coming in the agency's 35th year. He thanked Capital Metro's customers and staff on such a major milestone and for making the agency such an important part of the community. Chair Cooper also commented on the significance of such a large number.

RESULT:	ADOPTED [7 TO 0]
MOVER:	Wade Cooper, Chair
SECONDER:	Eric Stratton, Board Secretary
AYES:	Mitchell, Cooper, Kitchen, Renteria, Travillion, Stratton, Hill
RECUSED:	Garza

3. Approval of a resolution authorizing the President & CEO, or his designee, to amend the Fiscal Year 2020 Capital Budget in the amount of \$2,114,276 for the purpose of purchasing 2 additional Proterra battery electric buses with associated chargers and pedestal mounts to support reliability improvements.

Budget Director Kevin Conlan presented this item. These two buses will be used to improve service reliability during the peak period. The board previously approved the contract for the purchase.

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

4. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with Clever Devices, Ltd., to implement onboard digital displays for a base period of one year with two one-year options for ongoing maintenance and additional displays in an amount not to exceed \$1,351,341.

Chief Customer Officer/COO Dottie Watkins presented this item.

These displays will provide real time bus information, service alerts, public service announcements and safety information to customers. At this time displays would go on all of our MetroRapid vehicles

as well as the 12 new electric vehicles that are coming into the fleet. Dottie displayed examples of the displays from other agencies and said that these will be highly customizable.

Board member Stratton asked about the possibility of installing the displays on frequent local services as well. Dottie explained that at this time that would be cost prohibitive but that assuming we are happy with the technology -- and based on customer feedback -- there may be the opportunity to expand the program in future budget years.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Eric Stratton, Board Secretary
SECONDER:	Delia Garza, Vice Chair
AYES:	Mitchell, Cooper, Garza, Kitchen, Renteria, Travillion, Stratton, Hill

5. Approval of a resolution appointing Susan Renshaw, Controller, to the Capital Metro Investment Committee as a committee member, with the authorization to withdraw, invest, reinvest, and accept payment with interest, consistent with the investment policy.

CFO Reinet Marneweck presented this item. Capital Metro's previous Controller Lea Sandoz recently retired, and Ms. Renshaw would fill her vacancy on the Investment Committee.

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

6. Approval of a Resolution authorizing updates to certain policies adopted by the Board of Directors.

Staff Attorney Ayeola Williams presented this item. Board Bylaws required regular review and update of board-adopted policies.

Ayeola presented three policies for review and gave background for each: the MetroRail Fencing Policy; the Rail Grade Crossing Policy; and Policy on Rotation of Auditors.

For the Fencing and Grade Separation Policies the staff recommendations were the same -- that the policies be rescinded as board policies and replaced with a staff operating procedures managed by the Real Estate Department, with consultation from both the Risk & Safety and Rail Departments. The recommendation on the Rotation of Auditors Policy was that no changes be made at this time.

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

7. Approval of a resolution authorizing the President & CEO, or his designee, to amend the Capital Metro Procurement Acquisition Policy to ensure compliance with recent FTA recommendations.

Director of Procurement Muhammad Abdullah presented this item.

This policy gets changed periodically with guidance from the Federal Transit Administration. The most significant update at this time is a rise in the micro purchase threshold from \$3,000 to \$10,000. Other updates were to catch up with current regulations and language. FTA regularly reviews this policy as part of their triennial reviews of Capital Metro.

Board member Travillion asked how DBE and SBE firms are notified and rotated to ensure that they are given access to opportunities. Muhammad reviewed procedures for both small- and micro-purchase compliance to SBE and DBE goals.

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

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

Director of Strategic and Performance Initiatives Pat Vidaurri presented this item.

A worksession on this topic was held just prior to the board meeting today to discuss the 2019 strategic plan as well as develop a plan to implement an updated one for 2020.

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

9. Approval of a resolution confirming the appointments to the Finance, Audit and Administration Committee and Operations, Planning and Safety Committees for 2020.

Chair Cooper led the discussion of the 2020 Board Committee makeup. At this time the changes recommended are that new Board member Hill serve on the Finance, Audit and Administration Committee, and that Board member Stratton move over to the Operations, Planning and Safety Committee, with Board member Travillion as the new Chair of that committee.

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

10. Approval of a resolution electing officers of the Capital Metro Board of Directors for 2020.

Chair Cooper led the election of the 2020 Board Committee officers. No changes to the officers were made.

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

IX. Presentations:

1. Contract Bus Operations and Maintenance Transition Update

Chief Customer Officer/COO Dottie Watkins presented this item.

Dottie reviewed the highlights of the transition to MV Transportation as a single service provider at two garages. She touched on the on-boarding process for former RATP Dev employees and the current status of labor negotiations. There is currently a transition agreement in place until a final agreement can be worked out, and negotiations on that agreement are continuing.

Dottie also touched on the vehicle and facility inspections that have occurred as part of the transition, and on the Sunday, January 5th first day of service. There have been some service quality issues which are being addressed. Board member Kitchen asked for further information or details on service problems with MetroExpress routes and President Clarke commented on some specific issues he is aware of. Board member Stratton commented on his experiences using MetroExpress and the recent popularity of these routes exacerbating some of the problems. He also asked about whether the agency is considering asking for performance deficiency credits from MV for failure to meet service standards.

Board member Kitchen asked how many of the RATP Dev employees were successfully onboarded with MV. Dottie said with the exception of approximately 20 who chose not to make the transition, all others have successfully made the transition.

X. Reports:

1. President's Report

President Clarke presented his monthly report. This month's topics included Capital Metro's participation in the MLK, Jr. Day Festival and March; rollout of Capital Metro's first two electric buses at Campbell Elementary School and at a Creative Action event; upcoming recognition of Rosa Parks Day on each Capital Metro bus; and an introduction of the new People and Culture Director Terry "Thomas" Thomas.

XI. Items for Future Discussion:

XII. Adjournment

ADA Compliance

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

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

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