

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

~ Minutes ~

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

Monday, July 30, 2018
12:00 PM

12:12 PM Meeting Called To Order
2:29 PM Meeting Adjourned

I. Pledge of Allegiance

II. Safety Briefing

Chief Safety Officer Donna Simmons gave her monthly briefing. Donna screened a short PSA sponsored by Capital Metro that focused on distracted driving.

III. Public Comment:

B.J. Taylor, citizen and Customer Service Advisory Committee member, is a regular rider and spoke to encourage people to give both positive and constructive feedback on Capital Metro's operations and bus operators. She also spoke of the challenges entering the building where CSAC meetings are held.

Cliff Bodenoffer, citizen, is a fixed-route and MetroAccess customer. Mr. Bodenoffer spoke of an incident in July where a driver could not find his church for a pickup and he was left to sit out in the heat for an hour. He has had problems with this driver before and he feels his complaints are not being followed up on. Chair Cooper apologized and asked staff to speak with Mr. Bodenoffer.

Lucius Davis, citizen, spoke of several incidents where bus operators would not put the ramp down for him. He has reported this but is unhappy with the follow up to his complaints. He feels he is lucky to have not been hurt. President Clarke asked Dottie Watkins to follow up with Mr. Davis.

Nailah Sankofa, citizen, expressed her disappointment in a meeting she held recently with President Clarke. She also met with some residents and Capital Metro planning staff about Route 300, and it is clear that Capital Metro is not going to help residents of The Reserve, which had previously been served by this route. It is time for more community action regarding the lack of services from Capital Metro.

Zenobia Joseph, citizen, reiterated her comments that Capital Metro is not following Title VI regulations. Capital Metro has not analyzed all the alternatives and implemented the least discriminatory as required. Changes to routes have disproportionately affected minority populations in North Austin. We have no east-west connectivity on the north side.

IV. Board Committee Updates:

1. Finance, Audit and Administration Committee; and

Chair Mitchell provided his report. The committee met and had two Action Items which are on the agenda today. There were also presentations related to the budget and internal audit.

2. CAMPO update

There was not a CAMPO meeting this month so no report was given.

V. Consent Items

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

1. Approval of Minutes for June 18, 2018 Public Hearing and June 25, 2018 Board Meeting.

2. Approval of a resolution authorizing the President & CEO, or his designee, to execute an Interlocal Agreement (ILA) with Austin Community College for student and employee transit passes for a period of one year from September 1, 2018, to August 31, 2019, that establishes a flat-fee for paratransit, rail and fixed-route bus services of \$429,000 for the term of the agreement and includes an option to extend the ILA for four additional years.

Chair Cooper made remarks on the importance of this agreement and thanking ACC's Dr. Rhodes and his staff in helping to craft it.

VI. Action Items:

1. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute an Interlocal Agreement with the City of Round Rock for the in-kind exchange of life expired Capital Metro owned vehicles for a comparable value in training for heavy vehicle rescue.

Vice President of Bus Operations Dottie Watkins presented this item. Capital Metro typically auctions vehicles when they are retired from service, but from time to time there is a request that may be of better use to the Agency for these retired vehicles. This agreement would grant 3 non-running vehicles to the Round Rock Fire Department for their International Rescue Academy, who would use them in training exercises. In exchange Capital Metro would receive 7 slots for our security personnel and supervisors to attend the Academy.

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

2. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute an Interlocal Agreement (ILA) with Capital Area Rural Transportation System (CARTS) to provide space at Plaza Saltillo for an interim bus transfer hub.

Executive Vice President of Planning and Development Todd Hemingson presented this item. This agreement would grant space in the existing building at Plaza Saltillo for CARTS to sell tickets, provide information, and facilitate transfers of customers. Some minor building modifications will be made.

Board member Renteria asked about the specific location of the ticket booth and waiting room, and about overall plans for upgrading this site. Todd commented that there is some funding in the proposed budget to begin that process.

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

3. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute an Interlocal Agreement (ILA) with Travis County for a Green Line Financing Analysis and implementation of the Travis County Transit Development Plan in an amount not to exceed \$87,242 in FTA Section 5307 funds and \$21,810 in local funds from Travis County.

Executive Vice President of Planning and Development Todd Hemingson presented this item. Capital Metro's service expansion program has been in place since 2014, and a portion of our Federal Transit Administration funding is made available to Travis County for service within the county but not in the Capital Metro service area. That effort has been initiated, and this agreement covers a remaining balance within the current fiscal year for two items: a Green Line Financing Analysis, which is a component of Project Connect, and some capital costs related to implementation of the Travis County Transit Development Plan. Todd expects to be back in the coming months with a similar request for FY2019 FTA funds.

Board member Kitchen requested a copy of the Travis County TDP be provided to the board. She also requested clarification of the funding for the Manor on-demand project that Todd mentioned in his presentation.

Board member Travillion commented on the importance of this project in addressing service gaps.

Board member Kitchen asked if the plan could be presented to the board, and Chair Cooper added that it might be useful to see an overview of all of these types of plans.

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

4. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with Restroom Facilities Ltd. for the construction and installation of a pre-fabricated operator restroom at the Westgate Transit Center for a total not to exceed amount of \$172,160.

Project Manager Roger Lewis presented this item. This pre-fabricated restroom would serve bus operators with two accessible, gender-neutral bathrooms at the under-construction Westgate Transit Center.

Board member Kitchen asked if we are planning to provide drinking fountains at this facility. Roger indicated that they are not in the current scope. Board member Kitchen asked if staff could follow up with her on that.

Board member Travillion asked if it was going to be our practice going forward to provide facilities like this. President Clarke responded that we already have some facilities that are like this, and this will also be a part of the larger discussion on real estate that we have with the board in September.

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

5. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute an Interlocal Agreement with the University of Texas at Austin for shuttle services and rides on Capital Metro services for an estimated revenue of \$19,400,000 for a period of three years starting September 1, 2018.

Vice President of Bus Operations Dottie Watkins presented this item. This agreement would continue a partnership we have had with the University since 1989.

Currently Capital Metro has two agreements of this type with UT -- one agreement covers the UT Shuttle and rides on our regular services for UT students, and the other provides for faculty and staff rides. The latter expires at the end of August, and this ILA would consolidate the two agreements into one. This agreement would also change the arrangement for UT Shuttle service from a cost-per-hour charged to the University to a flat fee. It would also change how student, faculty and staff rides get charged from a per-swipe arrangement to a flat fee based on current ridership with moderate ridership increases built in. Both these changes will simplify administration of the agreement for both parties. The third major change in the agreement would change payment for advertising on the UT Shuttle from a revenue share to the greater of a flat 35% of revenue or \$100,000.

Board member Travillion asked about tracking usage by UT customers, and asked if he could see some of the data.

Board member Mitchell asked about ridership. Dottie replied that she hopes UT ridership on MetroRapid and frequent services will grow.

Chair Cooper commented that UT has been a great partner, and that the densification of West Campus has led to some decreases in ridership but is an overall positive for land use.

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

6. Approval of a resolution authorizing the President & CEO, or his designee, to approve the August 2018 Service Changes described in the attached document beginning Sunday, August 19, 2018.

Executive Vice President of Planning and Development Todd Hemingson presented this item.

These are all minor changes apart from Route 350. These changes are primarily school services that were suspended during the summer which are being restored, and other minor schedule and frequency adjustments.

The only significant change is to Route 350, which has been on a temporary detour for the last few weeks which is now being formalized. Instead of entering the Crestview development the route will continue up North Lamar to a terminus at the North Lamar Transit Center. Todd also mentioned that a new Route 493 senior route will be starting connecting the RBJ Center with the H-E-B on East 7th. This will be a one day a week service and funded by an FTA grant.

Board member Garza asked for follow up from staff on changes to the Del Valle feeder route, which will no longer serve the ACC campus.

Board member Kitchen asked how the next service change in January will relate to the Cap Remap changes from June. Todd relayed that we normally like to wait and gather data for six months to a year after route changes, but that we will know more when the impacts of student ridership are felt in the coming weeks and we will assess looking for major issues that might get adjusted in January. In early 2019 we will be in a much better place to discuss the full impact of Cap Remap. Board member Kitchen asked when the board will see a compilation of the public comments received from Cap Remap. Board member Travillion also asked if the board could see more empirical data about the change.

Board member Renteria thanked staff for identifying the funding for the new senior route to the RBJ Center.

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

7. Approval of a resolution authorizing the President & CEO, or his designee, to approve a contract with Ernst & Young, LLP for Enterprise Project Portfolio Management Integration and Implementation Services in the amount of \$1,495,311.

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

This contract would provide assistance and expertise to Capital Metro in integrating processes and software to manage our capital projects. In addition, it would provide assistance in creating analytics that would allow for monitoring and reporting on these projects. Once complete the integration will also allow for better financial control for large projects.

Board member Travillion asked if this system would allow for better integration with county and city GIS systems. Pat replied that it was not in the current scope, but it's certainly something that could be looked into for the future.

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

VII. Presentations:

1. Capital Metro Fleet Plan

Vice President of Bus Operations Dottie Watkins presented this item.

This presentation focused on all Capital Metro rubber-tired vehicles. It included a summary of the types and numbers of vehicles we deploy, an overview of State of Good Repair and the fleet replacement process, a peek into what types of vehicles are being considered for the future, and how fleet planning impacts facility planning. She covered the steps that Capital Metro has taken and is taking to prepare our infrastructure and fleet for electrification. Two pilots of electric buses from two different manufacturers will begin shortly.

Board member Travillion asked if there was a resource for transit agencies showing which agencies are using electric vehicles, how many they have, when did they start using them, lessons learned, etc.

Board member Kitchen asked about the timing of the in-service date for electric buses. Dottie replied that they will be in service in 2022, mostly as a result of the required infrastructure improvements that will need to be made. We have also been watching the development of the technology behind electric buses to ensure that when we do purchase buses that they have a range that will suit our needs over their projected 12-year lifespan. Lastly we have been programming the additional money necessary to build the infrastructure and purchase the buses into our future years' financial plans. Board member Kitchen asked if there was a document or memo explaining how we got to this Phase I plan, and whether there was going to be a board conversation to get more information and discuss the implementation of our short- and long-term plans for electrification. President Clarke responded that this first presentation was a baseline, and that further and more strategic discussions will occur.

2. Update on Autonomous Vehicle Pilot

This item was pulled by staff.

3. FY2019 Capital Metro Budget Proposal

Budget Director Kevin Conlan presented this summary of the Proposed FY2019 Operating and Capital Budget, along with an update to the 5-year Capital Improvement Plan. Kevin reviewed the budget calendar to date and provided an overview of assumptions made when putting the budget together.

Chair Cooper asked for clarification on some of the fixed-route service levels before highlighting that we are putting about 9% more vehicle hours out on the street.

VIII. Reports:

1. President & CEO Update

President & CEO Randy Clarke presented his report:

- An introduction of two new staff members -- Brian Carter, our new Vice President of Communications and Marketing; and Gardner Tabon, new Vice President for Risk, Safety and Accessibility. He spoke of his decision to group these three areas together in a senior management position.
- Capital Metro has received our final FTA Triennial Review, with only three minor findings which have already been remediated. Randy thanked staff for their cooperation and hard work on the review.
- The Art Box program. New art has been created by local artists and now adorns some of the Austin Energy utility boxes along the MetroRapid lines.
- Jordan Golembeski from our Marketing Department has been awarded an APTA scholarship for marketing design.
- Highlights from a calendar of upcoming events of interest.

IX. Items for Future Discussion:

X. Adjournment

ADA Compliance

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

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

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