

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

~ Minutes ~

Board Liaison Ed Easton
512-369-6040

Friday, June 21, 2019
12:00 PM

12:18 PM Meeting Called to Order
2:15 PM Meeting Adjourned

I. Pledge of Allegiance

II. Safety Briefing

Safety Program Manager Paul Phalen gave the monthly briefing. This month's briefing focused on Independence Day safety tips.

III. Recognition

Vice President of Bus Operations and Maintenance Dottie Watkins recognized winners and participants in the local, state, and national-level bus and paratransit rodeos.

IV. Public Comment:

Silver White Mountain, citizen, commented on downtown pedestrian safety and feels the too often Capital Metro drivers are blocking the box. She gave examples of other bad behaviors and poor customer service from bus operators. She also relayed a bad experience she had with Capital Metro customer service not knowing about the date and time of board meetings.

Amruta Sakalker from the Center for Transportation, Equity, Decisions and Dollars (CTEDD) gave the board an overview of the Texas - Building Better Boards initiative. This program works to do continuing education and networking for transit board members throughout Texas. She previewed the TX-BBB board member's "Boot Camp" which will take place at UT-Arlington in September and encouraged the board to get involved and attend.

Anthony Walker of the East Austin Coalition addressed the board and made comments on the last rail bond referendum. Mr. Walker feels that the citizens of Austin voted the referendum down as retaliation against Capital Metro's broken promises around the MetroRail line. He also commented on the perceived differences between the two bus service providers -- MV and RATP-Dev -- and urged the board to make the right decision on the upcoming procurement.

V. Advisory Committee Updates:

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

CSAC Chair David Foster presented the report. Mr. Foster started his report by complimenting Anthony Walker, who had spoken earlier, as being an excellent bus operator.

This month CSAC heard updates on the upcoming Contracted Bus Operations and Maintenance contract award; a preview of the proposed FY2020 budget; an update on Project Connect; and an update on the upcoming update to the Capital Metro app.

David also relayed that CSAC members are looking for guidance from the agency on whether there are limits to the advocacy that they can do in support of Project Connect.

2. Update on the Access Advisory Committee (AAC)

Access Chair Chris Prentice gave the report.

The committee met on June 5th. They heard their monthly MetroAccess statistical report; an update on new innovation zones and pilot programs; a preview of the proposed FY2020 budget; and an update on the upcoming Contracted Bus Operations and Maintenance contract award. The committee also approved minutes from their previous meeting, and decided to not hold a meeting in July.

VI. Board Committee Updates:

1. Operations, Planning and Safety Committee

No committee meeting was held this month, so no report was given.

2. Finance, Audit and Administration Committee

No committee meeting was held this month, so no report was given.

3. CAMPO update

Board member Mitchell was absent from the meeting, so no report was given.

VII. Action Items:

1. Approval of minutes from the May 24, 2019 Board Meeting.

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

2. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with UNUM for basic life and AD&D insurance, long-term and short-term disability insurance; and FMLA administration paid by Capital Metro, and voluntary life and long term buy-up disability insurance paid by employees, for a base period of eighteen (18) months with one option for an additional twelve (12) month period in an amount not to exceed \$1,136,905.

Executive Vice President of Administration Donna Simmons presented this item.

Donna gave a brief overview of the contract and both the Capital Metro and Employee-paid benefits and costs. This contract also includes administration of Capital Metro's Family and Medical Leave Act (FMLA) program.

After a question from Board member Kitchen, Donna explained that this contract provides the same insurance that we have now, with the only exception being that short-term disability insurance was once an employee-elected benefit but will now be a Capital Metro-provided benefit.

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

3. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with SpawGlass for the installation and construction of safety and security enhancements not to exceed \$282,000.

Director of Security Darryl Jamail presented this item.

This project would make the perimeter of Capital Metro's bus yard more secure, an identified need after a third-party threat assessment was performed in 2016. Capital Metro applied for and was awarded a grant for this work through the Transit Security Grant Program. No matching funds are required.

Board member Travillion asked about the lack of an SBE goal on this contract. Darryl explained that as a Homeland Security-funded grant that was not required, however the proposed contract will be making a good faith effort and using an SBE electrical contractor.

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

4. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with ASD Consultants for improvements and repairs at Plaza Saltillo in an amount not to exceed \$329,600.

Project Manager Julie Barr presented this item.

Julie gave a board a brief history of Capital Metro's involvement with Plaza Saltillo and ran through some of the current uses of the site. She also gave highlights of the proposed project.

Board member Renteria queried Julie about the renovation of the plaza's fountain.

Board member Travillion asked about cultural issues around the site. He is interested in discussions about some of these issues, but understands that this contract is only for renovation. President Clarke commented that getting the plaza in good shape is a logical first step, and then we can begin to address the community activation piece.

Board member Renteria asked about efforts to provide more shade for the plaza to provide relief from the heat.

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

VIII. Presentations:

1. Contracted Bus Operations and Maintenance Services Update

Vice President of Bus Operations and Maintenance Dottie Watkins gave the presentation.

Dottie ran through the background and a brief history of our two bus operations and maintenance contracts. She also discussed the current procurement and status. Currently we are evaluating the final proposals in order to make a recommendation to the board in July. We also fully engaged with post-award planning.

Board member Stratton asked Dottie if she could discuss the communication process to employees and asked about 3rd-party support for the vehicle transition process.

2. Fare Strategy Update

CFO Reinet Marneweck gave the presentation.

Reinet ran through the vision and goals for a new fare collection system that should allow the agency to expand the options for our fare programs and processes. She then gave a updates on the two current initiatives -- the CapMetro Mobile App, and Ticket Vending Machine replacement -- and reported that we are also in the process of working with a fare consultant to evaluate our current systems and benchmarking against other transit agencies across the country. She then previewed some of the upcoming milestones as the agency moves forward with the program.

3. Review and Discussion FY2020 Budget Assumptions

CFO Reinet Marneweck gave the presentation.

Reinet ran through the key assumptions that were used to develop the Proposed FY2020 Budget, which will come before the board for approval in September. The are indicators that the overall economy may be slowing so recent sales tax revenues may not be sustainable. We are budgeting based on a 3% growth in sales tax this year. Reinet also ran through some of the major operating cost drivers of the budget, including the upcoming bus operations contract, and highlights from the proposed capital budget.

4. Project Connect Update - June

Project Connect Program Officer Dave Couch gave the presentation.

Dave gave updates on Project Connect recent initiatives and outreach. We continue to do outreach and gather community input at community meetings, and are in the process of getting the environmental and preliminary engineering contract for the BRT Light lines in place. Dave also presented an updated schedule and the steps to be taken as the project moves forward toward the selection of a Locally Preferred Alternative in March, 2020.

Dave then presented several slides with examples of generic right of way configurations that included both above and below ground transitways. To end the presentation he also summarized the overall Project Connect design priorities.

Board member Stratton asked about how and when alternatives for various segments - and their costs - might be presented to the community. President Clarke commented that while we will be getting input on individual areas and pieces, our goal is to build an overall system that works as such. He also referred back to Dave's summary slide and the importance of not focusing solely on mode when planning an effective system.

5. Disadvantaged Business Enterprise Update and Triennial Goal

Executive Vice President and Chief Counsel Kerri Butcher gave the presentation.

Kerri presented an update on where the agency is on the achievement of our current Disadvantaged Business Enterprise (DBE) goal and the setting of our triennial goal for the next three years for this program. As a federally-funded agency, the Federal Transit Administration measures progress and

achievement towards these goals. These goals apply only to contracts that involve federal funds. We are currently achieving our 17% goal.

Board member Travillion asked if it were possible to disaggregate some of the overall goal numbers. Kerri said she did not have those figures at hand today, but would provide them to the board.

Kerri then gave an overview of the process for setting the triennial goal. Based on this methodology our goal for FY2020-2022 will be 19%.

Board member Garza then asked if the board might want to consider a policy for DBE goals for non-federally funded projects. Board member Stratton asked about state policies for utilizing these types of vendors and setting these types of goals. Board member Kitchen commented in support of such a policy. Kerri responded that staff would look at presenting the board with some options to consider for such a policy.

IX. Reports:

1. President's Report

President Clarke presented his monthly report. This month's report included a ridealong with Mayor Jonse on the new Manor Pickup Service; the recent Juneteenth Parade; a video highlighting the new Westgate Transit Center opening; a program to provide more frequency and a discounted entrance pass to customers who ride transit to Zilker Park; Staff Attorney Ayeola Williams' election as the President of the Austin Black Lawyers Association; and a mention of encouraging ridership news.

X. Items for Future Discussion:

XI. 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; Rita Jonse; 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.