

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

~ Minutes ~

Board Liaison Ed Easton
512-369-6040

Monday, March 25, 2019
12:00 PM

12:13 PM Meeting Called to Order
2:16 PM Meeting Adjourned

I. Pledge of Allegiance

II. Safety Briefing

Vice President of Risk Management and Safety Gardner Tabon presented the monthly briefing. This month's briefing focused on distracted driving and the myth of multitasking while driving.

III. Recognition

Janet Allen from the Transit Empowerment Fund (TEF) spoke and marked the recent 5 million ride milestone for rides taken under this pass program.

IV. Public Comment:

Gus Pena, President of Veterans for Progress, commented on the termination of an employee without pay, but did not mention the employee's name or employer. He also spoke of the difficulties getting to the new VA clinic on transit. He urged the board to cherish the drivers.

(After Action Item #1) Zenobia Joseph, citizen, asked for Route 392 to be restored to the Arboretum. She also raised the issue of pedestrian safety while walking to bus stops, and the lack of sidewalks to many stops. She also says the seniors along the 392 are being asked to walk a further distance and have less access to shopping than seniors in other areas.

V. Advisory Committee Updates:

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

Yannis Banks from Community Involvement presented the report.

This month the committee discussed Cap Remap feedback; the Norwood Walmart project and transit access; and upcoming transit innovation zones. The committee is going to try moving their next meeting to the Project Connect office downtown.

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

Yannis Banks from Community Involvement presented the report.

This month the committee heard a presentation on the new Westgate Transit Center; updates on stops that have recently been made more accessible; future innovation zones; and stop announcements on fixed-route buses.

VI. Board Committee Updates:

1. Finance, Audit and Administration Committee

Chair Mitchell provided the report. The committee met on March 13th and recommended the approval of the Fare Collection Consulting Services contract on today's agenda, and heard an Internal Audit update.

2. CAMPO update

Board member Mitchell relayed that CAMPO did not meet this month.

VII. Consent Items

1. Approval of Minutes from the February 25, 2019 Board Meeting
2. Approval of a resolution authorizing the President & CEO, or his designee, to execute a task order contract with Four Nines Technologies to provide Fare Collection Consulting Services for a base period of five years in an amount not to exceed \$950,000.

VIII. Action Items:

1. Approval of a resolution authorizing the President & CEO, or his designee, to implement the June 2019 Service Changes.

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

Todd gave a presentation with a summary of the changes. Most of these changes represent adjustments to the larger changes made under Cap Remap or service-level adjustments to school services. We are also anticipating the opening of the new Westgate Transit Center, and making a change to the Route 470 in Manor to create a new on-demand service. By working with Travis County we will be able to provide service outside the main service area.

Todd also discussed the disruption to MetroRail service that will occur during construction of the new Downtown Station. From roughly June to October a bus shuttle will provide service between Plaza Saltillo and Downtown. We expect some ridership decline on rail while this disruption is occurring.

Board member Travillion encouraged the planning team to reach out and both attend school PTA meetings and use public radio and minority media when publicizing the new Manor service.

Board member Kitchen asked for more information about public feedback received for these changes, including the Westgate Transit Center. Todd replied that he believed the feedback was minimal but would follow up.

RESULT:	ADOPTED [6 TO 0]
MOVER:	Eric Stratton, Board Member
SECONDER:	Rita Jonse, Board Member
AYES:	Mitchell, Cooper, Kitchen, Jonse, Travillion, Stratton
AWAY:	Garza
RECUSED:	Renteria

2. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with Flowbird to provide Ticket Vending Machines (TVMs) for a base period of one year with nine optional one-year periods plus a ten percent (10%) contingency in an amount not to exceed \$4,926,486.

CFO Reinet Marneweck presented this item.

Reinet gave a brief presentation on overall fare strategy and the ticket vending machines that would be purchased under this agreement. This is a state of good repair project, to replace machines that

are twelve years old and are out of PCI compliance. These machines are by the same manufacturer and will be in some ways very similar to the machines used to purchase street parking in the city of Austin. Parkeon dba Flowbird has extensive transit experience across the world. Reinet also reviewed pricing on the model chosen and a project timeline.

Board member Stratton commented on some of the difficulties of using the current TVMs and asked about the lifespan and maintenance of the new machines.

RESULT:	ADOPTED [7 TO 0]
MOVER:	Eric Stratton, Board Member
SECONDER:	Rita Jonse, Board Member
AYES:	Mitchell, Cooper, Kitchen, Jonse, Renteria, Travillion, Stratton
AWAY:	Garza

3. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with AECOM to provide Orange Line Preliminary Engineering Design Services and recommendation of the Locally Preferred Alternative in accordance with the NEPA process and FTA requirements. The contract is for a base period of one year with one option period of two years plus one option period of one year in the amount as follows: one (1) base year for a total not to exceed amount of \$5,082,528.34 plus 10% contingency in the amount of \$508,252.83 for a not exceed amount of \$5,590,782 for the base period; and one (1) two-year plus one (1) one-year options with a value not to exceed \$12,048,640.

Project Connect Program Officer Dave Coach presented this item, which included his later agenda item - the Project Connect update.

Dave gave an overview of the Orange Line timeline, the details of this procurement, and the federal process. There will be an Orange Line pre-scoping Open House on April 8th.

A similar process is being followed for the Blue Line PE/NEPA contract. That should be awarded at the April board meeting. Additional Project Connect components/contracts will follow. Dave also reviewed the Public Involvement Plan and finalizing the dashboard that will display involvement metrics.

Chair Cooper asked for clarification of some language in the resolution itself. Board member Kitchen asked for further clarification on the timing of the approval of the Locally Preferred Alternative (LPA) and timing of the approval of the BRT components of the project. She also asked about the timeline for completion of the analysis for Park & Ride projects under the plan, and how the contractors will participate in the public involvement process.

Board member Stratton asked about exercising the option for Phase II portion of this contract. President Clarke clarified that once the board approves an LPA the agency will continue to move forward with this contract in place.

Board member Travillion asked if the contract's DBE/SBE information could be further broken out with gender and ethnicity classification.

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

4. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with CDW Government LLC to acquire workstation technology in an amount not to exceed \$300,000.

Interim Chief Information Officer Jane Schroter presented this item.

This contract will replace out of life-cycle equipment and components.

Board member Travillion asked whether we had ever compared the cost of leasing this equipment vs. purchasing. Jane responded that Finance had run the analysis on this contract and concluded that purchasing was a better option for the agency.

RESULT:	ADOPTED [7 TO 0]
MOVER:	Jeffrey Travillion, Board Member
SECONDER:	Rita Jonse, Board Member
AYES:	Mitchell, Cooper, Garza, Jonse, Renteria, Travillion, Stratton
AWAY:	Kitchen

5. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with Muñiz Concrete and Contracting, Inc. for the installation of shelters, benches, litter containers and related improvements at 125 bus stops for \$2,964,979 plus a 25% contingency for a total amount not to exceed of \$3,706,224.

Vice President of Capital Projects Ken Cartwright presented this item.

These improvements would be installed at 125 bus stops to fulfill our service standard that calls for additional amenities at stops with greater than 50 boardings a day. Stops that serve more than 5 routes (15 locations) will also have previously-procured e-Paper displays and to-be-procured in the future solar lighting installed under this contract.

Board member Stratton asked about amenity upgrades for the stop at 15th and Colorado and whether that stop was included.

Board member Garza asked about flexibility under the service standards to provide amenities at stops that don't meet the thresholds under special circumstances.

During the presentation of the next Action Item (#6) Board member Stratton raised a question about the contingency amount for this contract -- whether it was Capital Metro's practice to include contingency to cover unforeseen costs (as in Action Item 6) or for extra items that could be covered under the same contract (as Ken suggested for this item). Ken replied that the normal practice was to use contingency for unforeseen circumstances, and that this contract was unique. President Clarke explained that in this case the better term for the additional money might have been "reserve", since the money would first be used to cover cost overruns under the original scope and only then be used to fund further stops.

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

6. Approval of a resolution authorizing the President & CEO, or his designee, to amend the Muñiz Concrete & Contracting, Inc. contract #200300 to increase contingency funding by \$147,750 for the construction of additional MetroRapid stations for a not to exceed total contract amount of \$1,846,874.

Vice President of Capital Projects Ken Cartwright presented this item.

This additional contingency is needed to cover construction expenses that were higher than expected due to underground utilities. There is a water line at the station at North Lamar and North Loop that is much shallower than expected that will need to be protected.

RESULT:	ADOPTED [7 TO 0]
MOVER:	Jeffrey Travillion, Board Member
SECONDER:	Eric Stratton, Board Member
AYES:	Mitchell, Cooper, Garza, Jonse, Renteria, Travillion, Stratton
AWAY:	Kitchen

7. Approval of a resolution authorizing the President & CEO, or his designee, to execute a task order contract with McGray and McGray Land Surveyors for Real Property Surveying Services for three (3) base years with two (2) options years in an amount not to exceed \$2,955,000.

Vice President of Real Estate and Property & Asset Management Shanea Davis presented this item.

Board member Stratton asked if we had ever considered hiring staff who could perform these services, since there appears to be a frequent need. Shanea and President Clarke explained that the use of surveyors ebbs and flows greatly depending on what projects are ongoing.

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

8. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with Apollo Video Technology for the installation of a High Definition (HD) video system in 16 Capital Metro police vehicles for an amount not to exceed \$168,854.

Director of Security Darryl Jamail presented this item.

Board member Travillion asked whether the officers have bodycams when they exit their vehicles. Darryl explained that as all of our officers are also APD officers, they are required to wear their APD bodycams, and that we have an agreement in place with them to share that video if the need arises.

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

9. Approval of a resolution to rescind Board Resolution, CMTA 2014-84 Installing or Modifying At-Grade Railroad Crossing Warning Systems Located on Capital Metro Rail which was adopted by a resolution of the Board of Directors as it is an internal operating procedure that does not require approval by the Board of Directors for future actions and amendments.

Vice President of Rail Operations Dave Dech presented this item.

When this resolution was adopted our rail line was fairly new, and the board at that time wished to have greater oversight over contractors who worked on the rail line. Rescinding this resolution would allow municipalities along the rail line to work directly with contractors who have prior approval from Capital Metro, with full oversight and approvals throughout the construction process. This will simplify the budgeting both for Capital Metro and the municipality, allow work to be completed more quickly, and not result in compromised safety or oversight. Previously we had to budget for the work to be done and then be reimbursed by the municipality after it was complete.

Board member Travillion asked about which contractors might qualify for this type of work. President Clarke clarified that contractors must have passed rigorous safety and Federal Railroad Administration requirements. Contractors will be chosen by the municipality, not Capital Metro.

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

10. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract for the Printing of System Maps to Richmond Printing in an aggregate not to exceed \$807,500, for one (1) base year plus four (4) one option years.

Vice President of Marketing and Communications Brian Carter presented this item.

Despite increase availability of digital information, the system map remains a very popular piece of collateral.

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

IX. Discussion Items

1. Project Connect Update

This update was included with earlier Action Item #3.

X. Reports:

1. President's Report

President Clarke presented his monthly report.

Included this month were Capital Metro's receipt of the Texas Transit Association 2019 Metropolitan Transit System of the Year award; a wrap-up of 2019 SXSW service; APTA's upcoming "Get on Board" day (4/25); and Transit Driver Appreciation Day.

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; 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.