

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, May 21, 2018
12:00 PM

12:20 PM Meeting Called to Order
2:52 PM Meeting Adjourned

I. Pledge of Allegiance

II. Safety Briefing

Donna Simmons, Executive Vice President and Chief Safety Officer, provided her monthly safety briefing. Her emphasis this month was on pedestrian safety.

III. Public Comment:

Mona Mehdy, citizen, stated her continuing opposition to the Cap Remap changes. She feels the changes and loss of service places an inequitable burden on certain members of our community. She urges the board to take a time out and suspend the changes.

Mike Burnett, citizen, gave comments regarding transparency and productivity of business operations involving contractor payments and workflows.

Karen Flannagan, citizen, spoke on behalf of her neighbor C.J. Johnson. His medical issues do not allow him to get around and he has tried to obtain MetroAccess service. Unfortunately, he lives just outside the MetroAccess service area because of the 3/4 mile corridor. Mr. Johnson would be eligible if he lived in other Texas cities. Capital Metro could and should do more to help in this circumstance.

Ruven Brooks, citizen, gave input on the Capital Metro citizen advisory committees. He believes they could be improved and used the City of Austin boards and commissions as an example. He feels their input would become more useful by capturing it at the formative stage. He used mobility innovation zones and the new dashboard as examples of initiatives that would have benefited from this type of input.

Bay Scoggin, Director of Texas Public Information Research Group, highlighted their group's release of a report touting the benefits of electric buses. He knows Capital Metro has begun the process of bringing in some electric buses but feels these efforts should be ramped up. Board member Kitchen reminded the board and audience of the recent Smart Mobility roadmap effort that is bringing together the City and other partners including Capital Metro.

Patrick MacKillop, citizen, spoke against the Cap Remap changes. He lives in Gracy Farms and works at home. He is not happy with the loss of Route 240 in these changes, and does not feel that adequate public notice was provided.

Raquel Gudino, citizen, asked that Capital Metro not remove Route 240. It is the only transportation she has as she does not drive. Others agree but they could not attend the meeting today.

Maria Hernandez, citizen, also asked that Capital Metro reconsider removing Route 240.

Nelson Linder, stated his opposition to the Cap Remap changes on behalf of the Austin chapter of the NAACP. Mobility can help eliminate inequity, but these changes will negatively impact the poor and minorities in East Austin. He encourages the board to come up with a plan that ensures that black and brown people are taken care of.

Artenia Padron, citizen, is concerned about Route 37. She takes this route to UT every morning for work and with the Cap Remap changes she will no longer be able to take it directly. Chair Cooper asked staff to work with Ms. Padron to ensure that she is taking the best route after the changes occur.

Zenobia Joseph, citizen, made comments on Title VI of the Civil Rights Act of 1964. She is opposing Cap Remap and asking the board to delay implementation until August. There has been a loss of east-west connectivity. Mitigation of the disparate impacts on minority populations has been inadequate. She read a statement from the CEO Austin Area Urban League that specifies that the AAUL has not partnered with Capital Metro. She would like Capital Metro to pull its ad off radio station KAZI because it is false advertising.

IV. Advisory Committee Updates:

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

Kendall Jackson, Community Involvement, provided the report.

CSAC met on May 9th and heard updates on the following:

- Cap Remap implementation
- MetroRail schedules
- Performance Dashboard
- Summer pilot programs

2. Update on the Access Advisory Committee (AAC)

Kendall Jackson, Community Involvement, provided the report.

The AAC met on May 2nd and heard updates on the following:

- MetroAccess metrics
- the recent Pickup Pilot.
- beacon wayfinding pilot project.
- Cap Remap implementation.
- New bus stop signage

President Clarke added that he agrees with the earlier comments about how useful these committee's input is, and he will be encouraging senior staff to attend these meetings and will attend himself whenever he can. He wants the committees to become bigger and more active.

V. Board Committee Updates:

1. Operations, Planning and Safety Committee

Chair Jonse provided the report. The committee met on May 9th.

The committee heard a number of action items, all of which are on today's agenda. They also heard three presentations: an update on the FY2019 budget calendar; Cap Remap education and outreach; and the new performance dashboard.

Board member Travillion added some thoughts to follow on to what earlier public commenters have said. If significant changes are being made we have to make an extra effort to reach communities that historically have not been in the room. We need to reach out before change is made and get feedback community by community, and he is not convinced that efforts to receive these communities have been made. People need to feel like they are part of the outcome.

Board member Kitchen spoke up and reminded the board that when the Cap Remap resolution was passed there was an amendment brought forward that named some specific routes and asked for a conversation about those before Cap Remap was put in place. She wants to ensure that the process

we put in place and voted on is done. Would like a timeline of the specific points that we called for in the resolution. President Clarke responded that his understanding was that we would make extra efforts on community engagement in some areas where routes were being modified or adjusted. The Cap Remap will be adjusted in the future when we have good data to base decisions on, as early as January.

Board member Travillion added that he wanted to make sure that we include the community as we design the plans based on their experience. And once a change is planned, ensuring the education and outreach to these communities is thorough and complete. Chair Cooper added that much data and input was considered before Cap Remap was passed, and that adjustments are made three times a year. These are not easy decisions and we should look for ways to systematically get better public feedback. Board member Kitchen said her understanding is that there would be meetings and the board would get a report in June on the progress that had been made on the items in the resolution. President Clarke added comments summarizing some of the outreach efforts around the changes.

2. Finance, Audit and Administration Committee; and

Chair Mitchell was not present so the report was not given. Chair Cooper made comments on the FTA triennial review that was recently completed.

3. CAMPO update

Board member Mitchell was not present so the report was not given.

VI. Consent Items

1. Approval of the Minutes from the April 23, 2018 board meeting.
2. Approval of a resolution appointing Ephraim Taylor to the Customer Satisfaction Advisory Committee.
3. Approval of a resolution appointing Michael French to the Customer Satisfaction Advisory Committee.
4. Approval of a resolution authorizing the President/CEO, or his designee, to exercise option year one for first floor administrative space, in addition to nine months for basement administrative space, with Travis Properties, Inc. for downtown lease space located at 209 W. 9th Street in an amount not to exceed \$321,384.
5. Approval of a Resolution authorizing the President/CEO, or his designee, to finalize and execute a modification to AECOM's contract for the development of Project Connect Comprehensive Transit Analysis Study extending the "Period of Performance" from 30 Months to 34 Months with a final date of December 30, 2018 and increasing the existing "Price not to Exceed" of \$3,000,000 to \$3,600,000.

VII. Action Items:

1. Approval of a resolution authorizing the President/CEO, or his designee, to finalize and execute a contract with Muñiz Concrete & Contracting, Inc. for \$1,477,499, for the construction of an additional 16 MetroRapid stations and related infrastructure, with a 15% contingency amount of \$221,625 for a total not to exceed amount of \$1,699,124.

Vice President of Capital Projects Ken Cartwright presented this item.

Ridership on both MetroRapid lines is up significantly. Additional buses have been purchased and we have identified the need for addition stations. We expect the addition of these stations will grow ridership by approximately 11 percent.

4 of these stations will be impacted by future Mobility Bond improvements, so we will start out with stops that more closely resemble our regular bus stops until the improvements are complete. Further we are working on a plan to place temporary stations in some locations while the permanent stations are under construction in order to start service earlier. Stations are expected to be complete by the end of the calendar year.

Board member Renteria asked if we had consulted with anyone on the design of these stations. Ken answered that there was extensive public input before the two lines opened, and that one of the federal funding requirements for these lines was that they have distinctive branding. President Clarke also followed up and said that he had challenged staff to engage the community if there are unique or local ideas for modifying the design. We will also be making a presentation later in the year on the possibility of advertising at the bus stops and incorporating other mobility options (bikeshare, scooters) into the stations.

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

2. Approval of a resolution authorizing the President/CEO, or his designee, to finalize and execute a lease for office space located at 507 Calles Street, for 12,000 rentable square feet, plus a 12% add on factor for common restrooms and hallways with 3423 Holdings, LLC for a base term of five (5) years for an amount not to exceed \$1,844,521.

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

The agency's overall real estate strategy will be presented for discussion in September. This lease addresses a short-term need. This space will be largely to replace leased space that is being given up on the basement level of 209 West 9th Street. This addresses several accessibility issues we currently have at that location.

Board member Renteria asked for more detail on costs. The new space costs slightly more per square foot than the downtown location.

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

3. Approval of a resolution authorizing the President/CEO, or his designee, to finalize and execute a contract with G. Hyatt Construction, Inc. for the construction of the Westgate Transit Center for \$3,237,381 plus \$323,738 (10%) contingency for a total not to exceed amount of \$3,561,120.

Vice President of Capital Projects Ken Cartwright presented this item.

This facility will allow buses that currently lay over on a public street near the Westgate Shopping Center. It will feature 8 bus bays, a driver restroom, and parking for approximately 200 automobiles. It will also have bicycle and motorcycle parking.

Board member Travillion asked if the restrooms would be available to the public. Ken replied that we do not currently provide restrooms for customers. President Clarke added that providing customer restrooms could be a topic when the board discusses real estate in September.

Board member Kitchen commented that other amenities (mobility, restrooms, lockers) might be added in the future if partners that would assist with the costs could be found.

Board member Garza mentioned an earlier idea that park and ride facilities might be made more family-friendly. Ken replied that we are currently disussing and looking into doing so.

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

4. Approval of a resolution authorizing the president/CEO, or his designee, to finalize and execute contracts with Riata Enterprises and Muñiz Concrete and Contracting, Inc. for transit facility construction projects for a one (1) year base period with two (2) option years for a total amount not to exceed \$2,344,927.

Vice President of Capital Projects Ken Cartwright presented this item.

This would be a rotational contract for concrete and installation work at our bus stops. Our current contracts are expiring. Having two contractors helps balance the workload and ensures that we are not dependent on a single entity.

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

5. Approval of a resolution authorizing the President/CEO, or his designee, to execute a modification of the contract with Downtown Gateway Partners to add \$370,000 for additional Engineering services work to be performed, plus \$500,000 in contingency, for a total revised contract amount not to exceed \$4,982,445.

This item was pulled from the consent agenda at the request of Board member Renteria. Project Manager Marc Guerrero presented this item.

The additional money being added to this contract covers design changes that were not anticipated when the original contract was awarded. Several of these have arisen as we have gone through the permitting process.

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

6. Approval of a resolution authorizing the President/CEO, or his designee, to negotiate, finalize, and execute a cooperation agreement with Bread and Circus, LLP for the removal and reconstruction of their southern staircase/ramp and associated encroachment application with the City of Austin.

This item was also pulled from the consent agenda at the request of Board member Renteria. Project Manager Marc Guerrero presented this item.

This is for the removal and rebuilding of a staircase at a private event center that encroaches on the rail right of way. This space is needed for work on the nearby bridge.

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

VIII. Presentations:

1. Project Connect Update

Executive Vice President Todd Hemingson presented this item.

The intent is to provide a more in-depth update and discussion to the board in June. This update is largely about public outreach. We have had good attendance at our events and good response rates to our surveys. We have also been out in the community with our "engagement" bus. Efforts are focused on reaching populations that are traditionally underserved. Overall this plan has been very well received.

Board member Travillion commented that he has attended a couple of events and they have been well planned and received. Board member Kitchen asked about scheduling the engagement bus for future events.

2. Rail Customer Service Enhancement Plan

Vice President of Rail Operations Dave Dech presented this item.

This presentation covered a series of customer-facing enhancements for MetroRail, including tweaks to the schedule to remedy on-time issues and improved communication with the public when delays occur. Dave also discussed longer-term enhancements including the double-tracking being done under TIGER V. There will also be pilot starting in several areas which will run through the summer: extended late night service on Fridays and Saturdays, and earlier Saturday service one Saturday per month. Expenses for the summer pilots should not exceed \$62,000. We will be working closely with partners to promote these services.

Dave also showed photos of the new solar lighting at the entrance to the Leander MetroRail Station. We may consider the same lights at other locations.

IX. Reports:

1. Quarterly Planning and Ridership Report

Executive Vice President Todd Hemingson presented the quarterly ridership report.

Ridership for the first quarter of calendar 2018 overall was down 5%. One positive was the MetroRapid ridership continues strong, up by about 25% for the quarter. Todd also gave overviews of our ridership compared to transit agencies across the country. Many agencies are also facing ridership declines over the last couple of years. Multiple factors may be driving these declines.

President Clarke added that one factor he believes may be affecting Austin's ridership is the availability of free and inexpensive parking. Secondarily local development without consideration of transit in the early planning stages is a factor.

2. Quarterly Operations Report

Vice President of Bus Operations Dottie Watkins presented the quarterly report.

Our combined rating for overall bus operations for the 2nd quarter of FY2018 was the highest ever: 9.37. Dottie thanked our service providers for their help in reaching this number.

3. Quarterly Financial Report

Chief Financial Officer Reinet Marneweck presented the quarterly report.

Halfway into our FY2018 budget overall our revenue is very close to budget, with favorable growth in sales tax revenue. We are 2% above budget in sales tax receipts. Annual growth of sales tax is at about 4.2% currently. Job growth has also increased recently.

Overall our Operating Expenses are below budget, mostly due to salaries and benefits for vacancies. Fuel and purchased transportation are also tracking below estimates. Reinet reviewed some of the other budget variances. On the Capital Budget we are also slightly below estimated expenses.

4. Performance Dashboard

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

Under development is a series of transparency and performance dashboards which will present key performance indicators for the agency in a central location. These metrics would be available to the public, board, and stakeholders. Pat displayed several examples of what the dashboard might look like. These dashboards would present in a more integrated way some of the same performance information that currently gets presented in individual monthly and quarterly reports.

5. President/CEO Report

President and CEO Randy Clarke presented his report. He included:

- kudos to Dave Dech and Rail Operations on their efforts to improve on-time performance and in getting the summer pilots off the ground.
- information on a pilot program for the Exposition Boulevard area.
- a summary of recent employee town halls and information on a new employee newsletter.
- highlights of the ceremony unveiling updated historical plaques at the East 12th and Chicon bus stop.
- a mention of Caitlin D'Alton's recent graduation from APTA's Emerging Leaders program.
- Capital Metro's recognition as a gold star employer for our efforts in reducing cancer and promoting cancer prevention
- the launch of the Cap Remap outreach teams, which started this morning.

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

This item was postponed until a later date.

Section 551.504 for Personnel Matters regarding President/CEO Performance Metrics.

XI. Items for Future Discussion:

XII. 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; Pio Renteria, Terry Mitchell, Jeffrey Travillion, Rita Jonse and Ann Kitchen. 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.