

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

Wednesday, November 14, 2018
12:00 PM

12:08 PM Meeting Called To Order
4:10 PM Meeting Adjourned

I. Pledge of Allegiance

II. Safety Briefing

Program Manager Paul Phalen provided the monthly update. Paul emphasized and provided information on fire prevention during the Christmas season.

III. Recognition

The board recognized MetroAccess Operator Arlene Benavides for her assistance with a recent hit-and-run accident. Director of Demand Response Suzie Edrington provided details on the incident.

The board also recognized and thanked outgoing Williamson County representative Juli Word for her service.

IV. Public Comment:

Ofelia Zapata from Eastside Memorial High School PTSA spoke on the loss of Capital Metro service to the campus in May. She would like to see Routes 4 and 17 restored. She presented a petition from parents, staff and student.

Rebecca Hernandez, citizen, also spoke to the loss of service to the Eastside campus. Volunteers and parents are no longer able to volunteer and attend meetings because of this. Please restore Routes 4 and 17.

Audrea Diaz is a MetroAccess customer and would like to see better communication between MetroAccess operators and dispatch. She has experienced numerous issues with no-show, late, or cancelled trips.

Andrew Clements for the Austin Coalition for Transit gave a brief presentation urging the board to set priorities for corridors when the board approves the Project Connect vision map in December, in particular the Orange Line and light rail.

Mike Burnett, citizen, thanked the board for going forward with a project management system along with an electronic bidding system.

Scott Morris, citizen, spoke on key performance indicators and CEO performance criteria. Ridership and ridership growth should be considered the metric that matters most. Existing ridership should be used to prioritize Project Connect corridors.

Susan Pantell, citizen, is upset about what happened to the Project Connect process. The proposal presented in October is significantly different and much worse than one presented early this year. Trust has been broken and transparency is gone. Mr. Clarke and the agency are not listening to transit advocates.

Bay Scoggin, Director of the Texas Public Interest Research Group, encouraged the board to redouble their efforts toward electrification of the Capital Metro bus fleet.

Zenobia Joseph, citizen, believes that the only way that Capital Metro will comply with Title VI is through litigation. She has written to the attorney for Ernesto Garcia Gonzalez and encouraged him to include Capital Metro in a lawsuit filed related to Mr. Gonzalez' death. Ms. Joseph believes that Route 315 should never have been created, as it does not meet ridership criteria. She believes that the onboard notices advertising MetroLink are innocuous and most people can't see them. Many people do not have phones to access the that service. She questioned the process for removal of a board member and said it is unclear to the public what it is.

V. Advisory Committee Updates:

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

Yannis Banks, Community Involvement Specialist, presented the report. The Access Committee received updates on new technology, the expansion of the MetroLink service, the autonomous vehicle pilot, the Capital Metro Strategic Plan and the transition of the South Base Paratransit contract.

VI. Board Committee Updates:

1. Operations, Planning and Safety Committee

Vice Chair Garza provided the report as Chair Jonse missed the committee's monthly meeting.

The committee made recommendations on several action items which are reflected on today's Action and Consent agendas. The committee also heard a presentation on the new Operations Control Center.

2. CAMPO update

Board member Mitchell was not present so no report was given.

VII. Consent Items

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

1. Approval of Minutes from the October 10, 2018 Public Hearing and October 22, 2018 Board Meeting

2. Approval of a resolution authorizing the President & CEO, or his designee, to execute a modification to the contract with Huitt-Zollars, Inc. for additional construction phase engineering consulting services for TIGER V railroad improvements in the amount of \$200,000 for a total revised not to exceed contract amount of \$3,533,404.

3. Approval of a resolution authorizing the President & CEO, or his designee, to execute a modification of the contract with G Hyatt, Inc. for additional construction phase contingency for Westgate Transit Center construction in the amount of \$350,000 for a total revised not to exceed contract amount of \$3,911,120.

4. Approval of a resolution by the Capital Metropolitan Transportation Authority Board of Directors adopting the 2019 Board Meeting Calendar.

VIII. Action Items:

1. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract modification with Ricoh USA to extend the contract for On-Site Business Center Services through May 11, 2019 in an amount not to exceed \$300,000 and increasing the total estimated not to exceed amount to \$4,930,606.

Donna Simmons, Executive Vice President of Administration, presented this item.

This contract extension with Ricoh was on last month's board Consent Agenda and approved, but there were typos in the final written resolution itself and the recommended course of action was to have the board re-vote to approve the item.

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

2. Approval of a resolution authorizing the President/CEO, or his designee, to finalize and execute a contract with SpawGlass to construct an Operations Control Center and supporting spaces including a breakroom and Emergency Operations Center, in an amount not to exceed \$359,402.

Dottie Watkins, Vice President of Operations, presented this item and the two following items related to the Operations Control Center together.

All three items are related to standing up a new Operations Control Center at our existing North Ops facility. This center should be open sometime in early 2019 and is hoped to great increase the ability to respond quickly to unexpected service interruptions or special events that affect our services. The center will consolidate security, operations, and dispatch for each of our service contracts in one room.

This contract will support construction/renovation of approximately 3000 square feet to house the OCC.

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

3. Approval of a resolution authorizing the President/CEO, or his designee, to finalize and execute a contract with QA Systems to implement and support a video wall solution for the Operations Control Center in an amount not to exceed \$250,000. This consists of the hardware, software, and installation services with one year of support and options for an additional four years of support.

Dottie Watkins, Vice President of Operations, presented this item.

This video wall will help the Operations Control Center consolidate the view of our system.

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

4. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with Swiftly, Inc. to provide hosted services for the generation of "real time" vehicle information and analytics tools for key performance indicators for a base period of one year with four optional one-year periods in an amount not to exceed \$1,585,000.

Dottie Watkins, Vice President of Operations, presented this item.

These services and software will generate more accurate vehicle locations for both operational and customer-oriented applications.

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

5. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with Weston Solutions for environmental engineering services for two base years and three, one-year options in an aggregate amount not to exceed \$2,000,000.

Ken Cartwright, Vice President of Capital Projects, presented this item.

These services are spread across multiple projects.

RESULT:	ADOPTED [7 TO 0]
MOVER:	Juli Word, Secretary
SECONDER:	Delia Garza, Board Member
AYES:	Mitchell, Word, Cooper, Garza, Kitchen, Jonse, Travillion
AWAY:	Renteria

6. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with Motor Coach Industries, utilizing the Houston Galveston Area Council Purchasing Cooperative, to purchase twenty-eight (28) over-the-road, commuter style coaches in an amount not to exceed \$17,728,613 for the purpose of replacing life-expired commuter buses.

Dottie Watkins, Vice President of Operations, presented this item.

These 28 buses would replace life-expired buses and have a higher passenger capacity than the vehicles they are replacing.

Chair Cooper commented that he is pleased to see the additional capacity given that demand for our express routes continues to grow.

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

7. Approval of a resolution authorizing updates to certain policies adopted by the Board of Directors.

Chief Counsel Kerri Butcher presented this item.

The new board bylaws require a review of board-adopted policies at least once every five years. 4 of these policies are part of this item. The most substantive changes are to the Capital Metro Code of Conduct. Kerri also addressed the earlier public comment on the process for removal of a board member.

Chair Cooper thanked Kerri for her work on these revisions and the new Code of Ethics. Board member Word made the motion in her last action on the board.

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

IX. Presentations:

1. Performance Dashboard Key Performance Indicators

CFO Reinet Marneweck presented this item.

The presentation was to illustrate and get feedback on the first version of the new Capital Metro performance dashboard, which will replace the quarterly reports on safety, ridership, operations and finance previously presented to the board. The dashboard will also be available to the public through the Capital Metro website.

Board member Mitchell asked about the timing of the full launch of the route-by-route data. Reinet answered that we are currently working on a complete roll-out schedule, but we may also find that there is an interim solution that will allow us to have some of the data up sooner.

Board member Kitchen asked about the frequency of updates to the dashboard. Reinet replied that after we get the data center up and running it should be monthly.

2. Positive Train Control Update

Deputy CEO Elaine Timbes presented the report.

Elaine gave updates on items that were complete in October and November. We are focused on the section from Leander to Lakeline in order to help us get an extension on the FRA deadline. She reported that our substitute criteria plan has just been accepted by the FRA and that will also support the granting of an extension. She intends to present a more complete report in December.

President & CEO Clarke thanked staff and our contractor partners for their tireless work on this project.

3. Discussion of K-12 Fare Structure Change.

President & CEO Clarke led this discussion on the possible extension of the K-12 fare structure. By law a pilot program can only run for six months before it is considered a permanent change. If we intend to keep the free fare program going without interruption we will need to act fairly quickly and take action before the pilot expires on December 6th.

Vice Chair Garza expressed her support for the pilot and a desire to make it permanent. She has heard good feedback from the community.

Chair Cooper asked about the opportunity to replace the lost revenue from these fares. President Clarke replied that it is difficult to calculate precisely without an account-based system, but we estimate that to be about \$250,000 to \$300,000 annually. We are looking for partners and possible assistance from the City on allowing advertising at our bus stops to help generate this type of revenue. Vice Chair Garza said a way of moving forward on that change might be for our board to make a more formal request to Austin City Council asking the City to look into those rules and regulations. Board member Kitchen agreed and said that would be helpful.

President Clarke said that from a timing perspective we could post notice of the required public hearing today, and take action on both the K-12 fare structure and a board request to the City Council at a special board meeting on December 5th.

X. Reports:

1. President & CEO Update

President & CEO Clarke presented his report. This month he covered:

- improvements to the intersection at East 45th and Red River in coordination with the City of Austin
- a ceremony to celebrate veterans that took place in the boardroom on Veteran's Day
- Thanksgiving lunches across each of the Capital Metro facilities
- recent and upcoming Community Conversations on Project Connect

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

Section 551.074 regarding Personnel Matters -- Discussion of CEO Performance

Board went into executive session at 2:05 p.m.

Returned at 4:10 p.m.

XII. Items for Future Discussion:

XIII. 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, chairperson; 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.