

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, October 23, 2017
12:00 PM

12:13 PM Meeting Called To Order
3:06 PM Meeting Adjourned

I. Pledge of Allegiance

II. Oath of Office

This item was postponed until a question about Commissioner Travillion's eligibility to serve on the board has been answered.

III. Safety Briefing

Darryl Jamail, Director of Safety, provided the safety briefing for the month. Halloween is next week and Mr. Jamail reminded everyone to be safe. Exercise caution when driving and be vigilant of trick-or-treaters crossing the street. If you have young children, make sure they wear reflective gear or carry a flashlight. Also, use Capital Metro transit service for travel downtown to Halloween festivities.

IV. Public Comment:

John Laycock of the group AURA spoke in favor of Connections 2025 service changes and supports frequent service. He provided an analysis on how frequent service is more beneficial than coverage in the Austin area.

Darrell Sorrells, bus operator, expressed safety concerns with some bus stop shelters - in particular, Berkman and Briarcliff and ACC Riverside. He stated the new Gillig 2600 buses are coming in contact with these fixed objects. He feels it is unfair that a 21-year veteran operator was fired after she came into contact with a shelter. Next, he reported there are 30 accidents a month of this type. Lastly, he spoke against the proposed Connections 2025 service changes.

Board member Kitchen asked Capital Metro's President/CEO to follow up on safety issues discussed by Mr. Sorrells.

Ruven Brooks, shared poverty count information he has gathered from the US census that indicates low income families are still in Austin but have moved to other locations. Mr. Brooks feels the new service changes will better serve the low income riders. He believes the proposed service changes are good and supports the changes.

Angela Rangel, representing PODER, stated the previous speaker was reporting poverty count information from a 2010 US census data and not from the most recent study conducted by the Kerwin Institute. Ms. Rangel opposes the June 2018 service changes in particular routes 323, 4 and 17. She believes staff should do more public outreach, i.e., ride the bus to educate the community about the changes.

May Taylor, spoke in support of the proposed 2018 service changes and is looking forward to the high frequency routes that are being proposed.

Ms. Davis, customer, shared a few of her experiences and insights with the board.

Zenobia Joseph had remarks regarding our board minute meetings. While the videos are online, she feels they are sometimes spliced and the board minutes do not capture the discussions in their entirety, in particular issues and concerns related to Connections 2025. She suggested we go back and address the issues. Ms. Joseph does not agree with some of the proposed changes and feels northeast Austin has been gutted where there are people of color and rerouted to areas like Westgate where people are white. Chair Cooper asked Ms. Joseph what she thought of the comment about changes making service more frequently to low income riders. Ms. Joseph answered it does not provide coverage and does not take the ½ mile walk into consideration. She recommended we quantify the number of people who would have to walk the ½ mile prior to making the final changes.

V. Advisory Committee Updates:

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

Kendall Jackson, Community Involvement, gave the update. The committee met on October 12 and approved the August minutes. In addition, the committee heard a presentation on Connections 2025.

2. 3965 : Update on the Access Advisory Committee (AAC)

Kendall Jackson, Community Involvement team, gave the AAC update. The committee met on October 4 and approved the September minutes. In addition, the committee heard the following presentations:

- MetroAccess Monthly Statistic Report
- Georgetown & Round Rock Fixed Route Service Update

Board members had the following comments/observations:

Board member Kitchen - Do we have a full quorum on the advisory committees? She would like to hear directly from the advisory committee chairs on how the committees are doing.

Chairman Cooper - Would like to hear from the advisory committee chairs as well. Would like a report to the board about the advisory committees' attendance, appointees and how appointments are made. He suggested we may want to recommend a change to the process if we are not receiving robust feedback from the committees.

VI. Board Committee Updates:

1. Finance, Audit and Administration Committee; and

Terry Mitchell, Committee Chair, presented the update for the Finance, Audit and Administration Committee. The committee met October 13 and had one action item - CAMPO ILA extension. That item is on today's consent agenda. The committee also heard the following presentations:

- Internal Audit External Quality Assurance Review Report
- Internal Audit Utilities Management Audit Report
- Public Perception Survey
- August Financial Report

2. CAMPO update

Board member Mitchell, Capital Metro's CAMPO representative was unable to attend this month's CAMPO meeting. He is scheduled to meet with the CAMPO director and will report back to the board.

VII. Consent Items

1. Approval of Board Minutes for the September 14, 2017 Public Hearing and Special Board Meetings and the September 29, 2017 Board Meeting.

2. Approval of a resolution authorizing the President/CEO, or her designee, to amend an existing Interlocal Agreement (ILA) with the Capital Area Metropolitan Planning Organization for employee transit passes to extend the term of the agreement for a period from December 1, 2017, until November 30, 2018, with a contract amount not to exceed \$5,000.

VIII. Action Items:

1. Approval of a Vice Chair for the Capital Metro Board of Directors.

Board member Delia Garza was nominated and elected as Vice Chair.

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

2. Chair of the Committee and Committee Member

This item was postponed until the next Board of Directors meeting.

3. Approval of a resolution authorizing the President/CEO, or her designee, to finalize and execute an Interlocal Agreement (ILA) with Lower Colorado River Authority (LCRA) for radio communication equipment and services for a period of five years in an amount not to exceed \$4,093,000.

Andrew Murphy, Manager, Vehicle Maintenance Standards and Projects, presented this item. Since 2002, LCRA has provided Capital Metro with two-way radio communication infrastructure for all buses, trains, vans, cars, trucks, and personnel. LCRA provides airtime, equipment, and services. Equipment includes in-vehicle and handheld radios, dispatch consoles, broadcast towers, and microwave antennas. Services include installation and ongoing maintenance of equipment.

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

4. Approval of a resolution authorizing the President/CEO, or her designee, to negotiate, finalize and execute an Interlocal Agreement (ILA) with the City of Leander through which the City of Leander will contribute at least \$75,000 to Capital Metro to construct a trail connecting the Leander MetroRail Station to Mel Mathis Boulevard. Capital Metro will contribute the remaining funding to construct the trail. Upon construction completion, the City of Leander will own, operate, and maintain the trail.

Nadia Barrera-Ramirez, Project Manager, Capital Projects, presented this item. The Leander Trail project will include a bridge and associated lighting for safety and security of pedestrians and bicyclists using the trail to access ACC and other adjacent land uses.

Board member Jonse asked the following question: What is Capital Metro's share of the project? Staff's response: \$311,000

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

5. Approval of a resolution authorizing the President/CEO, or her designee, to finalize and execute a contract with Allied Universal Security for Unarmed Security Officer Services for a period of three years with two 1-year options for an amount not to exceed \$6,861,651.

Blair Spikes, Security Administrator, presented this item. The unarmed security officers employed under this contract perform a variety of security duties including access control, patrolling throughout our facilities, and monitoring of passive/active electronic systems 24 hours a day, 365 days a year. Two security facets of major importance to the agency are our security monitoring systems and personnel. The recommended contractor provides excellence in both.

Board member Jonse had questions regarding training for these security officers. Lastly, Chairman Cooper would like to hear a presentation on Capital Metro's Safety and Security Program.

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

6. Approval of a resolution authorizing the President/CEO, or her designee, to finalize and execute contracts with Austin Architecture Plus, Carson Design Associates, Jackson & McElhaney Architects, and McKinney York Architects for Architectural and Engineering Rotational Services for one base year and four, one year renewable options in an aggregate amount not to exceed \$1,950,000.

Ken Cartwright, Vice President, Capital Projects, presented this item. Similar to the last action item, Capital Metro employees architecture and engineer services to design and build facility infrastructure projects.

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

7. Approval of a resolution authorizing the President/CEO, or her designee, to finalize and execute contracts with Doucet & Associates, Inc., Half Associates, Inc., Huitt-Zollars, Inc., MWM DesignGroup and RPS, for Civil Engineering rotational services for one base year and four, one year renewable options in an aggregate amount not to exceed \$2,500,000.

Ken Cartwright, Vice President, Capital Projects, presented this item. Capital Metro routinely utilizes civil engineering rotational contracts for design facility infrastructure improvements. Some recent projects where we're utilizing these services include the design of Westgate Park & Ride; addition of MetroRapid Stations; and the Lakeline and Howard Park & Ride expansions.

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

8. Approval of a resolution authorizing the President/CEO, or her designee, to finalize and execute a contract with C.D.L. Electric Company, Inc. to equip the Loyola Lane and FM 969 rail crossings to comply with Federal Railroad Administration (FRA) quiet zone regulatory requirements on the East Subdivision for freight operations. The total amount for this project shall not exceed \$595,897.

Alvin Algarin, Rail Operations, presented this item. This action will allow Capital Metro to improve rail freight operation and safety at the Loyola Lane and FM969 locations, removing the requirement for freight trains to sound their horns. These modifications to the crossing configuration will allow this crossing to meet the FRA's regulatory requirements for a quiet zone.

Discussion ensued with board member Jonse expressing interest in the FRA requirements and approval process for quiet zones. Chairman Cooper sought reassurance that funding is consistent with standards for establishing quiet zones and that we're not jumping ahead of others on the list.

Elaine Timbes, Chief Operating Officer, stated we have other quiet zones in this community that are already in place, are completed and are active. These are the only two quiet zones that are pending and are funded in this year's budget for completion. We will provide a list of quiet zones to the Board.

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

IX. Presentations:

1. Long Range Financial Plan

Reinet Marneweck, Chief Financial Officer, explained the purpose of the Long Range Financial Plan (the LRFP). The LRFP is a 10-year plan for the Capital Metropolitan Transportation Authority that forecasts the Authority's financial resources and projected expenditures based on planned levels of service and the strategic goals of Capital Metro. The presentation focused on the following:

- Benefits of a Long Range Plan Model
- Revenues; Sales Tax History; Recent Sales Tax Trends
- Operating Expenses
- Cost of Connections 2025
- Capital Proposed Plan; Major Capital Projects
- LRFP Model Scenarios: Baseline - FY2018 Budget & Five-Year CIP; Aggressive, Recession, Proposed LRFP
- Proposed Plan Financials
- Unfunded Projects Next 10 Years
- Risks to LRFP
- Conclusions & Recommendations

Throughout the discussion, Board member Kitchen asked for the following:

- A briefing on our plans for electrification of vehicles and plans for autonomous vehicles
- Details on the \$54 million cost of the Paratransit facility - costs seem too high.

2. Pickup Pilot Project Status Update

Chad Ballentine, Vice President of Paratransit and Innovative Mobility Operations, presented this item. This is version two of the free on-demand service called *Pickup* which launched June 2017, operating on Tuesdays, Thursdays and Saturdays. The popular service reached six-month ridership goals within its first two months of service. As a result, starting this month service began operating Monday to Saturdays. With the addition of MetroRail's MLK Station to its service zone, we are looking to test Pickup's effectiveness as a first-mile, last-mile solution.

Throughout the discussion, Board members had questions on ridership and costs of the service so far. They also asked about possible partnerships with existing TNC or rideshare companies.

3. Try Transit Q3 Report

Lonny Stern, Community Involvement, presented the report. Lonny spoke about the outreach methods done to educate people on how to use transit. He also spoke about the various transit adventures and the Smart Trips program.

X. Reports:

1. President's Report

Linda Watson, President & CEO, presented the report. The President's report included the following:

- Recognition of Yannis Banks, Community Involvement Team
- Summary of our annual ACL service and a thank you to staff

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; Juli Word, board secretary; Terry Mitchell, Pio Renteria, Delia Garza, 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.

Date: October 23, 2017

Chris Brent
Executive Assistant to the President/CEO