

**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

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Monday, October 22, 2018  
12:00 PM

12:13 PM Meeting Called to Order  
4:04 PM Meeting Adjourned

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**I. Pledge of Allegiance**

**II. Safety Briefing**

Director of Risk Management Mike Nyren gave the briefing this month. Mike reviewed emergency procedures for the boardroom, and highlighted the importance of safety while using or driving near the many electric scooters that have become so popular in Austin lately.

**III. Public Comment:**

Chair Cooper began the Public Comment portion of the agenda by recognizing and thanking longtime Austin American Statesman transportation reporter Ben Wear, who is retiring from the newspaper this month.

Alex Meed, UT student, highlighted recent problems with timeliness on Route 671. The route never seems to operate at the frequency advertised. This causes Alex and others he has spoken with to be late for class.

Lyndon Henry, former Capital Metro board member, advocated for light rail to remain an important piece of the Project Connect plan. It has lower costs per mile and has higher ridership than bus rapid transit service. Chair Cooper then clarified some of the points brought up by Mr. Henry.

David King, citizen, is a member of the City's Planning Commission and spoke on the importance of close cooperation between Capital Metro and the City of Austin at the early stages of new development. He also wants Capital Metro to postpone the vote on the Proposed January 2019 Service Changes until after a more thorough analysis of the impacts on low-income and minority customers brought on by the June Cap Remap changes can be performed.

Mona Mehdy, citizen, spoke of cuts to routes in northeast Austin brought on by the Cap Remap changes despite meeting stated ridership metrics. Title VI requires an analysis of these routes if they have a disparate impact and she has not seen such an analysis performed. She is here on behalf the minority.

Shannon Jones, citizen, is a resident of Travis County and is concerned about lack of transit access to health centers and places of employment for residents of eastern Travis County. He strongly encourages the board to address this problem, as residents of this "eastern crescent" are often dependent on transit for their transportation needs.

Scott Morris is with the Austin Coalition for Transit. He gave a brief presentation on potential transit modes being proposed as part of Project Connect. Bus Rapid Transit and Autonomous Rapid Transit cannot be quickly, easily, or cheaply converted to light rail. He also reviewed and compared the current Project Connect vision map with earlier versions. He encouraged the board to go back to versions of the map presented in February, 2018. Chair Cooper followed Mr. Morris' comments with clarifications on several points.

Grace Edwards, UT student, spoke on reliability and overcrowding problems with the Route 670 and getting to campus. These problems seem to be worse since the Cap Remap changes. She would like to see more buses added to this route.

Dave Dobbs is the Executive Director of the Texas Association for Public Transportation. He believes that light rail would be far more future-proof than other options being considered. He showed a brief video and slide highlighting the economic benefits of light rail systems.

Councilmember Ora Houston read and passed out copies of a copy of a letter she wrote to Capital Metro criticizing the perceived agency focus on choice riders and pointing out problems with the Project Connect public and stakeholder input process. The Project Connect timetable is disrespectful of people we serve and creates a lack of trust.

Zenobia Joseph, citizen, does not believe that the agency has complied with its own service standards on the Cap Remap changes. She can give many examples of this. She would also like to see an analysis done of minority routes affected by Cap Remap before votes on future service changes are taken. Please recognize the growth that has taken place in the areas northeast of the central core.

Darrell Sorrells, bus operator and ATU shop steward, spoke on recent assaults on both customers and operators. He feels that more could be done and more support could be provided to keep everyone safe.

#### **IV. Advisory Committee Updates:**

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

Deputy Chief of Staff Sam Sargent provided the report.

The Access Advisory Committee met on October 10th and heard updates from staff on the mobile app, new MetroRapid stations, and the Westgate Transit Center.

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

Deputy Chief of Staff Sam Sargent provided the report.

The Access Advisory Committee met on October 3rd and heard their regular update on MetroAccess service and technology, along with updates from staff on the mobile app, new MetroRapid stops, and the Westgate Transit Center.

Sam mentioned that Kendall Jackson, who had been the previous staff coordinator for the two committees, has left the agency and that Yannis Banks from the Community Involvement Team will be taking over these duties and working with CSAC and Access.

#### **V. Board Committee Updates:**

##### **1. Finance, Audit and Administration Committee**

Chair Mitchell presented the report. This month the committee recommended action on the appointment of an investment committee member; the Capital Metro investment policy; extension of a contract for business services; and an ILA with CAMPO for employee transit passes.

##### **2. CAMPO update**

Board member Mitchell presented the report. This month CAMPO heard a presentation from Capital Metro on Cap Remap, as well as presentations on the regional incident management plan and public participation plan.

#### **VI. Consent Items**

1. Approval of Minutes for the September 14, 2018 Board Worksession and September 28, 2018 Board Meeting.

2. Annual approval of a resolution adopting the Internal Audit Charter.
3. Approval of a resolution authorizing the President & CEO, or his designee, to approve a resolution appointing Ilyse Niland, Deputy Counsel, to the Capital Metro Investment Committee as a committee member.
4. Approval of a resolution authorizing the President & CEO, or his designee, to approve the annual Internal Audit Plan.
5. Approval of a resolution authorizing the President & CEO, or his designee, to approve Capital Metro's Investment Policy.
6. Approval of a resolution authorizing the President & CEO, or his designee, to extend an Interlocal Agreement (ILA) with Capital Area Metropolitan Planning Organization (CAMPO) for employee transit passes.
7. 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.

## **VII. Action Items:**

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

Director of Service Planning Roberto Gonzalez presented this item.

Roberto stated that Capital Metro has heard feedback on both the June and August Service Changes and is making several adjustments to service based on those comments. These are mostly schedule and overcrowding issues. We are also making changes due to construction along 183 and the closure of ACC Pinnacle. We are also prepared to move forward with changes with the opening of the new Westgate Transit Center, although that opening has been delayed largely due to the long period of rain which we are experiencing.

Specifically addressing comments that were made earlier in the meeting, Roberto spoke to improvements in service for routes in northeast Austin covered under this proposal. He also mentioned that we are launching new pilot innovation zones to provide first/last mile service to areas that lost scheduled service including St. David's North Hospital.

Vice Chair Garza asked when the next time that we change service will be. Roberto responded that we will be back in Spring, 2019 with a more comprehensive review of Cap Remap and ridership that will inform further changes next June.

President Clarke thanked staff and made comments related to service planning and available resources. Capital Metro would love to run more frequent and comprehensive service but is constrained in what we can do without new sources of revenue.

Board member Travillion made comments related to resources, public trust and the importance of meaningful community communications. Board member Mitchell echoed those comments and emphasized the importance of partnering with community organizations and developers.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Juli Word, Secretary
<b>SECONDER:</b>	Delia Garza, Board Member
<b>AYES:</b>	Mitchell, Word, Cooper, Garza, Travillion
<b>ABSENT:</b>	Kitchen, Jonse, Renteria

2. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with Austin Business Furniture for the purchase and installation of furniture for the administrative office lease space at 507 Calles Street.

Vice President of Capital Projects Ken Cartwright presented this item.

Ken gave a brief presentation summarizing all of the administrative office space that is leased by the agency. This contract would furnish approximately 71 work stations in new space being leased at 209 Calles.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Jeffrey Travillion, Board Member
<b>SECONDER:</b>	Juli Word, Secretary
<b>AYES:</b>	Mitchell, Word, Cooper, Garza, Travillion
<b>ABSENT:</b>	Kitchen, Jonse, Renteria

3. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with SHI to renew our Microsoft software suite.

Interim Chief Information Officer Jane Schroter presented this item.

This is a 3-year renewal of our agency contract for Microsoft software, including maintenance.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Jeffrey Travillion, Board Member
<b>SECONDER:</b>	Terry Mitchell, Board Member
<b>AYES:</b>	Mitchell, Word, Cooper, Garza, Travillion
<b>ABSENT:</b>	Kitchen, Jonse, Renteria

## VIII. Presentations:

### 1. Fare Collection Strategy

Chief Financial Officer Reineta Marneweck presented this item.

Reineta reviewed Capital Metro's vision and goal for our fare collection policies and technology in the future. She emphasized the strategic importance for the agency in achieving these goals. She summarized our current fare revenue channels, fare types, and farebox/onboard technology and presented a vision of how new technology could be integrated in the future. She also discussed the mobile ticketing app and ticket vending machines and some of their possible future enhancements and an overall plan for a fare strategy.

Chair Cooper asked about general costs and funding for future improvements, and Board Member Mitchell asked about any cost savings that might come from fare collection enhancements. Board Member Travillion commented on the difficulty of getting some people to tie their credit cards to new types of payment systems. President Clarke spoke of the service quality enhancements that new

methods of fare payment might provide given shorter dwell times. Board Member Garza asked about using credit cards or smart cards to "tap" for payment.

## 2. Positive Train Control Update

Chief Operating Officer Elaine Timbes presented this item.

Elaine reviewed progress on the Positive Train Control initiative since her last update. She distributed a copy of a fact sheet that will also be posted on the Capital Metro website.

## 3. Project Connect Update

Project Connect Program Officer Dave Couch presented this item.

Dave reviewed the most recent Project Connect regional and system vision maps and each of the corridors/lines individually. He also discussed downtown and neighborhood circulators which are part of the plan. He ran through a four-step process of community engagement as the agency moves forward on Project Connect and the types of modes that are under consideration. He reviewed next steps in the design, engineering and procurement phases leading to a potential public vote in November 2020.

Board member Mitchell asked about how other agencies are moving forward given reduced Federal Transit Administration funding.

## IX. Reports:

### 1. President & CEO Update

President Clarke presented his monthly report. He reviewed the three areas where we will be launching MetroLink mobility pilots to assist with first/last mile connectivity; the DiversityFIRST award that Capital Metro recently received; and his first Facebook Live event, which will be a new way of reaching out and engaging with our customers and stakeholders.

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

Section 551.076 Physical and Cyber Security Device Briefing.

In: 2:54 p.m.

Out: 4:04 p.m.

## 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](mailto:gina.estrada@capmetro.org) if you need more information.*

**BOARD OF DIRECTORS:** Wade Cooper, chairperson; Delia Garza, vice chair; Juli Word, board secretary; Ann Kitchen, Terry Mitchell, Pio Renteria, Jeff Travillion and Rita Jonse. Board Liaison: Gina Estrada (512)389-7458, email [gina.estrada@capmetro.org](mailto: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.