

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

~ Minutes ~

Board Liaison Ed Easton
512-369-6040

Monday, October 28, 2019
12:00 PM

12:05 PM Meeting Called to Order
3:11 PM Meeting Adjourned

I. Pledge of Allegiance

II. Safety Briefing

Vice President of Risk Management & Safety Gardner Tabon gave his monthly briefing. This month's focus was on fire safety.

III. Recognition

President Clarke kicked off a new employee recognition program in which the board will recognize long-tenured employees every month. This month's recognition included Paul Torres, a Master Mechanic with 39 years of service; and Johnny Mujica, a recently retired Bus Operator who had 40 years of service. This program will continue in the coming months.

IV. Public Comment:

Evron Barber, a RATPDev employee, spoke about the transfer of the contract to MV and some of the challenges he has faced. He feels he has been harassed by his current supervisors for going to the MV Human Resources department, which is across the street. He has trouble communicating sometimes and brings a steward in when he talks to supervisors to help.

Heather Barber, the wife of Evron Barber, agreed with her husband's concerns and relayed that he had received a write-up for communicating with her by phone while she was recuperating from surgery.

Cliff Bodenhafer, customer, relayed issues he has been having with MetroAccess pickups being late. This is a bad habit they have gotten into. He was picked up late for the last board meeting, causing him to be 1 1/2 hours late. He hears this complaint from many others.

Annye Jones, MetroAccess customer, also expressed that she is experiencing late pickups. She has had to pay late fees at her doctor's office. She has also been late for church services and activities. She has also had difficulty with the Cap Metro app losing her pre-paid passes and tickets, and with shared rides taking longer than necessary.

Brent Payne from ATU Local 1091 gave the board an update on negotiations with MV. They are making progress, but it has been slow. He said there are concerns in particular with making sure accrued sick leave transfers over.

Ron Barnes from MV Transit also updated the board on the transition and negotiating process. His team is continuing negotiations with the Union, and in the meantime is taking operators and mechanics through the process of qualifying to work at MV. After Thanksgiving employees will begin enrolling for their benefits. President Clarke clarified that in reference to Mr. Payne's comment about sick leave accrual, Capital Metro will ensure that the process of transferring that leave over happens.

V. Advisory Committee Updates:

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

Yannis Banks, Community Involvement Specialist, provided the report.

The CSAC Committee heard from Dottie Watkins on her new role as Capital Metro's Chief Customer Officer; a update on the Proposed January 2020 Service Changes; and a briefing on new Pickup Service zones. They also spent some time on their 2020 work plan.

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

Yannis Banks, Community Engagement Specialist, provided the report.

This month the Access Committee heard updates on Project Connect; the Proposed January 2020 Service Changes; and a 2020 work plan for the Committee. They also heard an update on the new and improved drop-off zone for MetroAccess customers at the airport and got an update from Dottie Watkins on her new role as Capital Metro's Chief Customer Officer.

VI. Board Committee Updates:

1. Operations, Planning and Safety Committee

Vice Chair Garza presented the report. The Committee heard several items that are on the Consent and Action Item agendas today and received a Safety Department Update presentation.

2. Finance, Audit and Administration Committee; and

Chair Mitchell presented the report. The Committee had a presentation from and discussion with the auditors from PFM about Capital Metro's investment policies and holdings.

3. CAMPO update

CAMPO did not meet this month.

VII. Consent Items

Board member Stratton asked that Consent Item #3: ePaper Dynamic Messaging Signs be removed from the Consent Agenda and moved to the regular agenda.

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

1. Approval of Minutes from the September 11, 2019 Public Hearing and September 23, 2019 Board Meeting.

2. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with Core Office Interiors for the purchase and installation of furniture for the administrative lease space at 700 Lavaca, Suite 1400, in an amount not to exceed \$500,000.

VIII. Action Items:

1. Approval by the Board of Directors of Capital Metro's Investment Policy.

CFO Reinet Marneweck presented this item.

The board is required by the Public Funds Investment Act to annually review and approve the agency's Investment Policy. This item was reviewed in more detail by the Finance, Audit and Administration Committee earlier in the month. The one change to the Texas Public Funds Investment Act that affects our policy is the extension of the maturation date for commercial paper.

Previously it was limited to 270 days, but that has been changed to 365 days. That change is now reflected in the Capital Metro policy.

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

2. Approval of a resolution authorizing the President & CEO, or his designee, to implement the January 2020 Service Changes.

Principal Short-range Planner Lawrence Deeter presented this item.

These changes are fairly minor in nature and do not meet the major service change threshold. They include the resumption of Saturday MetroRail service from Leander; minor schedule adjustments to both MetroBus and MetroExpress services to improve reliability and reduce overcrowding; and minor routing changes to Routes 980 and 20. We will also be restoring regular routing to Route 337, which had been on long-term detour due to US Hwy 183 construction.

Board member Kitchen asked about customer feedback on these changes, and Lawrence relayed that overall it was positive. Some customers are concerned about connections to the HEB from the re-routed 337.

Zenobia Joseph, citizen, mentioned difficulties she is having connecting to the WiFi in the boardroom. She opposes the January Service Changes as she believes they create an inequitable distribution of resources with school trippers being added to Route 337 but not to other areas that need service. She also complimented Operator ID #600573 on Route 392 for good customer service but contrasted that with a bad experience she had yesterday with an operator who passed her by as she tried to attend an event downtown.

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

3. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with M. A. Smith Contracting, Inc. for the construction of the North Operations Facility bus yard expansion to accommodate electric buses in the amount of \$7,500,000, plus \$750,000 (10%) contingency for a total not to exceed amount of \$8,250,000.

Vice President of Capital Projects Ken Cartwright presented this item.

Ken gave a brief presentation with photographs and a site plan of the area where this yard would be built. Capital Metro expects the first ten electric buses to be placed into service during this fiscal year. This project will be sequenced into two phases to minimize disruption to current bus services. We have worked previously with the chosen contractor.

Board member Stratton asked if there was flexibility to adapt this bus yard if Capital Metro doesn't ultimately purchase as many electric buses as the fleet plan calls for. Ken clarified that this contract is for concrete and electric conduit work, and that there would be a subsequent contract for the actual electrification. That contract will be phased so that we are pulling electrical service to parking spaces as the buses come online. In the meantime, this yard can be used for any type of vehicle.

Board member Renteria asked whether we are considering solar to help with the charging. Ken responded that we are, and that we have a study underway looking at solar for this entire facility.

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

4. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with Bytemark, Inc. to provide and install onboard validators, with a 10% contingency, in an amount not to exceed \$3,734,412.

Chief Customer Officer/Chief Operating Officer Dottie Watkins presented this item.

Dottie gave a brief presentation that reviewed the previously agreed-upon Fare Strategy Roadmap. This contract is the next step in getting our onboard hardware ready for an account-based fare collection system. These validators are similar to the ones on the MetroRapid vehicles -- which allow for rear door boarding and speed the boarding process.

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

5. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract modification with Luminator Mass Transit LLC for ePaper Dynamic Message Signs (DMS) in an amount not-to-exceed \$1,705,270 for a revised total contract award not-to-exceed of \$3,487,603.

This item was pulled from the Consent Item at the request of Board member Stratton. Chief Information Officer Jane Schroter presented this item.

This contract modification will replace out of life-cycle signs that are currently installed at MetroRapid and MetroRail stations and allow for further installations of ePaper and solar signage at high ridership and multiple-route stops in the future. Funding will come through the Capital Improvement Plan process.

Board member Stratton commented that his pulling the item from the Consent Agenda had to do with the large total dollar amount, not a lack of support of this modification.

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

IX. Presentations:

1. Pickup Service Update

Vice President of Demand Response and Innovation Mobility Chad Ballentine gave the presentation.

Chad's presentation gave an overview of the program, including the service's goals, highlights from community engagement meetings and efforts, marketing, and ridership statistics. Ridership numbers are fairly small given the nature of the service but growing. In December Capital Metro will roll out a new zone in Leander and we have begun outreach in that area. We are also working with the Texas

A&M Transportation Institute to develop an evaluation framework and metrics which will help us make decisions about services like Pickup in the future.

Board member Stratton thanked Chad and staff for their work to get the Leander service up and running, and asked how that service will be evaluated given that it will be newer than other zones when the first planned evaluation process is undertaken in 2020.

Board member Travillion asked about outreach and marketing efforts, and how we are making sure that people are aware of the service.

Board member Stratton said that he will be curious how Pickup may supplement or compliment MetroAccess service in the future.

Chair Cooper asked about tracking customer destinations and whether we are also looking at whether they are continuing their trip on transit.

President Clarke commented that in the future this technology and this type of service may help some of the smaller cities and towns that would like transit but might not be well served by a larger bus.

2. Diversity Report

Executive Vice President of Administration Donna Simmons gave the presentation.

Donna's presentation gave an overview of Capital Metro's commitment to diversity and its linkage to the agency Strategic Plan initiatives. She also went through the agency's workforce diversity, vendor diversity, vendor diversity outreach, and cultural diversity programs for employees. She also reviewed the timeline for the roll out of a new diversity and inclusion program, which is expected to be fully implemented by January 2021.

Vice Chair Garza asked if the board could receive a breakout of diversity by pay grade.

Board members asked for a brief summary of what may have changed over time that shifted the agency's focus from a compliance emphasis to more of a cultural one. He also asked if the SBE and DBE statistics could be further broken out in the "non-minority" category.

X. Reports:

1. President's Report

President Clarke presented his monthly report, which this month included a summary of continued ridership gains; a contest for students at L.L. Campbell Elementary to design wraps for our first 2 electric buses; Austin's annual White Cane Day celebration and a KLRU feature on Martin Kareithi; and the upcoming joint work session on Project Connect with the Austin City Council.

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

Section 551.076 for Security Issues -- Physical and Cyber Security Update

Went into session at 2:02 pm

Return from session at 3:11 pm

XII. Items for Future Discussion:

XIII. 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.