

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

~ Minutes ~

Board Liaison Ed Easton
512-369-6040

Monday, September 23, 2019
12:00 PM

12:10 PM Meeting Called To Order
2:16 PM Meeting Adjourned

I. Pledge of Allegiance

II. Safety Briefing

Vice President of Risk Management and Safety Gardner Tabon gave his monthly briefing. This month's briefing highlighted that this month's meeting is taking place during National Rail Safety Week.

III. Recognition

Vice President of Demand Response and Innovative Mobility Chad Ballentine and President Clarke recognized 4-year MetroAccess Operator Juan Lopez, who was recently instrumental in reuniting a lost child with her family. President Clarke presented Juan with a President's Coin.

IV. Public Comment:

There was no public comment this month.

V. Advisory Committee Updates:

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

Community Involvement Specialist Yannis Banks presented the update. This month the CSAC Committee heard a Project Connect and autonomous vehicles update, as well as a report on bus stop facilities and amenities.

2. Update on the Access Advisory Committee

Community Involvement Specialist Yannis Banks presented the update. This month the Access Committee took a field trip to the bus stop at 2nd and Pleasant Valley to look at the new shelter design and other passenger amenities so they could provide feedback on accessibility issues. They also heard updates on MetroAccess and Pickup software upgrades.

VI. Board Committee Updates:

1. Finance, Audit and Administration Committee

Chair Mitchell was not able to attend the meeting, so no report was given.

2. CAMPO update

Chair Mitchell was not able to attend the meeting, so no report was given.

VII. Action Items:

1. Approval of Minutes from the August 12, 2019 Special Board Meeting and August 26, 2019 Board Meeting.

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

2. Approval of the Fiscal Year 2020 Operating and Capital Budget and Five-Year Capital Improvement Plan.

CFO Reinet Marneweck presented this item.

The FY2020 Budget will provide just over \$403.5 million across Capital Metro's Operating and Capital budgets for current services and projects, as well as making a significant investment in Project Connect. The 5-year CIP includes money for the purchase of 80 electric vehicles, bus stop enhancements, and the new Downtown Station.

Chair Cooper made comments recognizing staff for their hard work on putting together this year's budget and Capital Improvement Plan. Board Members Travillion and Renteria also thanked staff for their time spent briefing board members individually and answering their concerns so thoroughly.

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

3. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a modification of Contract No. 200230 - Positive Train Control (PTC) with Modern Railway Systems, Inc. (MRS), to extend the contract end date and for additional engineering services for double tracking and PTC integration in the amount of \$5,020,304, plus \$2,100,000 in contingency, for a total not to exceed amount of \$7,120,304 for this modification, bringing the total board authorized amount on this contract to \$77,260,706.

Vice President of Rail Operations Dave Dech presented this item.

Dave gave a brief presentation summarizing the modifications. The changes are primarily related to integrating TIGER V double-tracking improvements with Positive Train Control, in order to comply with federal regulations. It will also replenish project contingency funding in case unexpected issues arise.

Board member Stratton asked whether these changes were all required by the largely unfunded federal mandate to implement PTC on our system. Dave responded that we are required to implement these changes if the tracks are to remain usable.

Board member Travillion asked about SBE and DBE participation on this contract. Will there be new subcontractors added to perform this work, and could I see a delta report of any changes since this work began?

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

4. Approval of a resolution authorizing the President & CEO, or his designee, to execute a modification to the contract with Downtown Gateway Partners to add \$650,000 to replenish contingency for design and engineering services that may be needed during construction for unforeseen conditions, for a total revised contract amount not to exceed \$5,632,445.

Project Manager Marc Guerrero presented this item.

Marc gave a brief presentation with an update on the current status of the Downtown Station construction project. Chair Cooper noted that he had recently toured the construction and was impressed with the progress on the site and complexity of the project.

Board member Travillion asked if the board could be provided with a delta report of SBE/DBE participation since the project began.

President Clarke thanked both the project team and the City of Austin for their collaboration on the project. He offered to arrange tours of the site for interested board members.

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

5. Approval of a resolution authorizing the President & CEO, or his designee, to execute a modification to the Construction Observation and Coordination Services Contracts to firms Freese & Nichols, Inc. and Aken Industries LLC, for a combined amount of \$1,200,000 for the additional construction observation and coordination services for a total revised contract amount not to exceed \$3,200,000.

Vice President of Capital Projects Ken Cartwright presented this item.

We utilize these services to coordinate and supervise construction projects in the field to ensure quality and safety practices are being followed. There has been an increase in the number of construction projects since the contract was awarded, so additional services are needed. Each individual project has money available in their budget to cover these services.

Board member Stratton thanked Ken for a recent briefing on how these capital project contract modifications are handled.

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

6. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute task order contracts with Allegiant Group, PLLC., National Valuation Group, Inc., Paul Hornsby and Company, and Aegis Group to provide Real Property Appraisal Services with a base term of one (1) year, with four (4) one-year options in an amount not to exceed \$2,130,000.

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

Board member Stratton asked how projects are assigned to each of the four firms on this contract. Shanea said that a "mini RFP" process is utilized to award work to the most qualified company.

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

7. Approval of a resolution authorizing the President & CEO, or his designee, to execute a contract with American Eagle to provide a Web Content Management System for a base period of one year, with four one-year options in an amount not to exceed \$468,360.

Chief Information Officer Jane Schroter presented this item.

This is a state of good repair purchase to replace a product that is no longer being sold or supported.

Board member Travillion asked whether there was an internal firewall to protect sensitive data. Jane explained that the software will have access levels that will restrict user's access from sensitive material. She also alerted the board that they will receive a cybersecurity update in Executive Session at the next board meeting.

Board member Stratton asked if this software will change the look and feel of the current website. Jane explained that this software is just the framework of the site, but that Marketing will have more and better options for improvements in the future when using the newer system.

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

8. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with Creative Consumer Research to conduct Origin and Destination Survey 2020 services in an amount not to exceed \$420,000.

Service Analysis Manager Jennifer Govea presented this item.

Jennifer gave a brief presentation to explain the purpose, goals, and methodology behind the Origin & Destination survey. This study collects information on the travel patterns of our customers. The last time this study was conducted was in early 2015. This survey also collects important data that is reported to the Federal Transit Administration (FTA).

Vice Chair Garza asked for clarification on who participates in the survey. Is this different than our Customer Satisfaction survey? Kerri Butcher clarified that we also survey non-riders as part of that survey, and that it focuses on other things including amenities. President Clarke also added that this is really a service planning tool, and that it is similar to what is done locally by CAMPO on a more holistic basis.

Board member Stratton asked about statistically valid standards and timing for the survey.

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

9. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute an Interlocal Agreement with the City of Georgetown for operation of transit service for an amount not to exceed \$371,950 in FTA funds and \$591,564 in local funds from the City of Georgetown.

Regional Coordination Manager Michelle Meaux presented this item and the following item as a pair.

The City of Georgetown uses a combination of federal transit and local funds to provide service in the city. CARTS operates the service under a separate agreement.

Chair Cooper asked about service levels in Georgetown. Michelle offered that there has been a small increase in federal funding and a corresponding increase in service.

Board member Stratton asked for confirmation that this is a pass-through cost to Capital Metro. Capital Metro administers the funds/funding but does not actually participate financially.

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

10. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute an addendum to the interlocal agreement with Capital Area Rural Transportation System (CARTS) for the provision of transit services to the City of Georgetown for a period of one year in an amount not to exceed \$963,514.

This item was taken up and approved as a pair with Action Item #9.

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

11. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute an amendment to the interlocal agreement with Travis County for the provision of transit services to increase the local funding share to \$357,133 per year.

Regional Coordination Manager Michelle Meaux presented this item and the following item as a pair.

Michelle gave a brief presentation explaining the service. Travis County participated in the Service Expansion program. We have a three-year ILA with the County to guide the implementation of projects. At this time they would like to make minor amendments to the ILA to clarify the project list and amend the budget. The highlight for this year is the Hornsby Bend service, which is a flex-type service pilot that will begin on October 7th. Travis County will fund the service.

Scheleen Walker, Long Range Planning Manager for Travis County, spoke in support of the changes and gave additional background on the funding used to pay for the services.

Board member Travillion, Vice Chair Garza, and Chair Cooper all made comments on the importance of these routes and the partnerships that have been formed in the process of getting them running.

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

12. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute Supplement No. 10 with the Capital Area Rural Transportation System (CARTS) for the provision of a pilot project with Travis County for the Hornsby Bend Feeder for a period of one year in an amount not to exceed \$229,878.

This item was taken up and approved as a pair with Action Item #11.

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

13. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a lease for office space with Travis County. The office space is located at 700 Lavaca and includes 19,671 rentable square feet for a base term of five (5) years, with two (2) unpriced option years for an amount not to exceed \$4,657,457.

(This item was taken up after the Executive Session.)

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

This new administrative space will allow for greater flexibility and relieve overcrowding at the 2910 East 5th building, allowing the service provider and Capital Metro Operations staff to better work together in that facility.

Chair Cooper commented on the overcrowding at 2910 East 5th, and thanked the County for making this space available.

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

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

Section 551.072 for real property issues - Real Estate - Downtown Office Space

Went into executive session at 1:27 PM.

Returned from executive session at 1:51 PM.

IX. Presentations:

1. Project Connect Update

Project Connect Program Officer Dave Couch presented this item.

The Capital Metro Board and Austin City Council will hold a joint worksession on Project Connect at the end of October. Dave presented a timeline and also gave updates on the current status and public outreach for the Orange and Blue Line corridors. He also gave an overview of Green Line stakeholder outreach.

Chair Cooper asked about a recent meeting with the administration at UT and options for service through the campus.

Board member Stratton asked about recent meetings with TxDOT and the current status of service planning along Parmer Lane.

X. Reports:

1. President's Report

President Clarke presented his monthly report, which this month included updates on the launch of new Pickup Zones, ridership growth, recent recognitions for both Project Manager Katherine Gonzalez and the Capital Metro IT Department, and an award from the Mayor's Fitness Council as the Healthiest Workplace. He also noted the hiring of Sharmila Mukherjee as the new EVP for Planning, and Dottie Watkins being made the permanent Chief Customer Officer/Chief Operating Officer.

XI. Items for Future Discussion:

XII. 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.