

MEETING MINUTES
CARTS Board of Directors
May 25, 2023, CARTS Board of Directors Web Conference Link
Found at RideCARTS.com/about/board
Thursday, May 25, 2023, 9:30 AM
Lee Dildy Operations Center, 5300 Tucker Hill Lane
Cedar Creek, Texas 78612

Board Members Present		Staff Present	
	Present		Present
X	Commissioner Glass, Bastrop County	X	Dave Marsh, General Manager
X	Commissioner Riley, Blanco County	X	Pearl Jackson, Assistant General Manager
X	Commissioner Wall, Burnet County	X	Ed Collins, CARTS Planning
	Commissioner Berckenhoff, Fayette County	X	Lyle Nelson, Chief of Staff
X	Commissioner Cohen, Hays County	X	Dana Platt, Community Outreach Director
X	Commissioner Knobloch, Lee County	X	Rachid Breir, Director of Operations
	Commissioner Gomez, Travis County	X	Jo Tucker, Finance Director
	Commissioner Horne, Caldwell County		Adrian Elliott, Director IT Services
	Commissioner Boles, Williamson County		
X	David Salazar, Travis County (Proxy)		
			Guests
			Vanessa Owens, TxDOT Jose Becerra, Travis County Amy Codgill, City of San Marcos Ronny Armstrong, Atchley and Associates

Call to Order

Lee County Commissioner, Steven Knobloch (CARTS Chair) affirmed a quorum and called the May 25, 2023, meeting to order at 9:30 am.

Commissioners Glass, Riley, Wall, and Knobloch were on-site at CARTS HQ, other Board members present attended by a TEAM'S remote connection.

Consideration/Action regarding the Minutes of the Board Meeting held Thursday, January 26, 2023

After discussion, the following motion was made:

*To approve the minutes as presented for the March 30, 2023, meeting of the CARTS Board of Directors.
 (Moved by Glass, second by Wall, unanimously approved)*

Financial Reports

The Agency Financial Report was given by Jo Tucker, Finance Director. After discussion, the following motion was made:

*To approve the financial reports as presented.
(Moved by Riley, second by Wall, unanimously approved)*

Consideration/Action regarding the adoption of the Annual Report on CARTS Finances for the Fiscal year 2022. Presentation by Ronny Armstrong of Atchley and Associates

Mr. Armstrong presented the audit report via a TEAM'S connection. A draft copy was enclosed in the background items.

After discussion and consideration, the following motion was made:

*To accept the Annual Report on CARTS Finances for Fiscal Year 2022 as presented and to authorize the publication and distribution of a final report.
(Moved by Wall, second by Riley, unanimously approved)*

Consideration/Action regarding the CARTS Title VI FY2023 – FY2026 program pursuant to changes in FTA regulations and to meet the requirements for TXDOT Public Transportation Compliance Department

Mr. Marsh stated that CARTS is required to update its Title VI Program every three (3) years to meet the requirements for TxDOT and FTA Compliance. The updated version of our Title VI Program was enclosed in your background materials.

After review, the following motion was made:

*To approve and adopt the updated CARTS Title VI FY2023 – FY2026 program as presented by staff.
(Moved Glass, second by Wall, unanimously approved)*

Contracts and Grants Summary Review: Discussion/ Action as Necessary

Jo Tucker, CARTS Finance Director, provided an overview of all open contracts and grants as noted in the agenda under this item.

Reports and Updates

A. Update on project “Connecting People and Communities in the CARTS District” to develop a Transportation Development Plan (TDP) to guide the implementation of CARTS services for the time period 2023-2027. Ed Collins, Project Manager

Mr. Collins provided the Board with an update regarding the Transportation Development Plan. He stated that we are in the final stages of this effort and will be presenting the final report at the July meeting.

B. Update regarding entering into a contract (Location Related Services Agreement) with Greyhound/Flix Lines, Inc. for continued CARTS operation of that company's Austin bus terminal operations at the Eastside Bus Plaza with an effective date of February 22, 2023.

Mr. Marsh reported on the execution of the last contract amendment from Greyhound Lines that aligns with the new FlixBus system of contracting.

C. Update on the CARTS San Marcos Urban Operations, Rachid Breir, Director of Operations

Mr. Brier provided an update on the operations of the San Marcos system that we oversee on behalf of the City of San Marcos.

D. Update on Pre-authorized Bus Procurement, Consideration/Action for approval of purchase of two (2) units for CARTS Now.

Mr. Marsh reported on the purchase of these units. The following motion was made:

To approve the Pre-Authorized Bus order for two (2) Type 2 units from the Oklahoma Buyboard in the amount of \$338,560.

(Moved by Riley second by Wall, unanimously approved)

E. Briefing on the closure from the Federal Transit Administration (FTA) of the Triennial Review of CARTS Urban District for San Marcos/Redwood Urbanized area for FFY2019 (October 2018-September 30, 2019). Lyle Nelson, Chief of Staff

Lyle Nelson reported that the CARTS staff met all the required timelines, and the Federal Transit Administration (FTA) has informed us that all findings in the FY 2022 Triennial Review of Capital Area Rural Transportation System (CARTS) in Cedar Creek, Texas have been resolved. A closeout letter issued by the FTA Region 6 Office was included in your background material.

Other items as presented for discussion/information.

Mr. Marsh reported that TXDOT consultant has completed the review of our Microtransit launch in Bastrop and has provided the final assessment and guide they produced from the review of that project to TXDOT for approval.

He also stated that we have had our initial meeting with Jackson-McElhaney architects about the Smithville rehabilitation project and we decided to take it in two stages, and to focus on the demolition side first, and then proceed to the construction phase. Design-development will be conducted contemporaneously.

Lastly, he announced that we had our initial meeting with A3 Creative to outline the tasks and the approach for the website design they have been selected to do and this project is underway.

Adjournment and set next meeting date and location.

The Board determined that the next scheduled meeting of the Board would be July 27, 2023, at the Lee Dildy Operations Complex located at 5300 Tucker Hill Ln, Cedar Creek, TX 78612 at 9:30am, or remotely dependent on conditions at that time.

The following motion was made:

*To adjourn the May 25, 2023, and set the next regular meeting for July 27, 2023, at the Lee Dildy Operations Complex located at 5300 Tucker Hill Ln, Cedar Creek, TX 78612 at 9:30am.
(Moved by Glass, Wall second by, unanimously approved)*

Executive Session: The Board may adjourn into Executive Session to consider any item listed on this agenda if a matter is raised that is appropriate for Executive Session discussion. An announcement will be made of the basis for the Executive Session discussion. The Board may also publicly discuss any item listed on the agenda.