

**MEETING MINUTES**  
**CARTS Board of Directors**  
**September 29, 2022, CARTS Board of Directors Web Conference Link**  
**Found at RideCARTS.com/about/board**  
**Thursday, September 29, 2022, 9:30 AM**  
**Lee Dildy Operations Center, 5300 Tucker Hill Lane**  
**Cedar Creek, Texas 78612**

Board Members Present		Staff Present	
	Present		Present
X	Commissioner Snowden, Bastrop County	X	Dave Marsh, General Manager
X	Commissioner Granberg, Blanco County	X	Pearl Jackson, Assistant General Manager
X	Commissioner Wall, Burnet County	X	Lyle Nelson, Chief of Staff
	Commissioner Berckenhoff, Fayette County	X	Dana Platt, Community Outreach Director
	Ruben Becerra, Hays County Judge	X	Rachid Breir, Director of Operations
X	Commissioner Knobloch, Lee County	X	Jo Tucker, Finance Director
X	Margaret Gomez, Travis County		Adrian Elliott, Director IT Services
	Michael Cooper, Williamson County (Proxy)		Ed Collins, CARTS Planning
	Russ Boles, Williamson County		
X	Commissioner Shelton, Caldwell County		Guests
			Julie Mazur, OMM Vanessa Owens, TxDOT Amy Codgill, COSM Ricardo Rendon, Travis County David Salazar, Travis County

**Call to Order**

Blanco County Commissioner, Paul Granberg (CARTS Chair) affirmed a quorum and called the September 29, 2022, meeting to order at 9:30 am.

Commissioners Snowden, Granberg 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, July 28, 2022**

After discussion, the following motion was made:

*To approve the minutes as presented for the August 25, 2022, meeting of the CARTS Board of Directors.*  
*(Moved by Gomez, second by Snowden, 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 Gomez, second by Shelton, 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 the agenda under this item.

**Report on Schedule for the Board Re-appointment Cycle and Officer Elections**

Mr. Marsh suggested that in lieu of the three Board members retiring that we hold the officer election on November 17<sup>th</sup>. After discussion, the current Board members agreed.

**Consideration/Action on annual COLA for CARTS employees with an effective date of October 1, 2021, based on CPI-U increase of 8.3% for the 12 months ending August 31, 2022. Discussion/Action for any adjustment to the 8.3% rate, its effective date, or its application to the salary schedule.**

Mr. Marsh reported that the last COLA increase was effective October 1, 2021. This increase was for 5.3%. For the time period for the 12 months ending August 31, 2022, the U.S. Department of Labor Bureau of Labor Statistics reports the COLA (CPI-U) increase is 8.3%. He estimated cost of the increase in wages for the remainder of the fiscal year of 8.3% would be \$ 420,306 and this increase was anticipated and budgeted for the upcoming year.

After discussion, the following motion was made:

*To authorize the annual COLA for CARTS employees based on CPI-U increase of 8.3% for the 12 months ending August 31, 2023, for an effective date of October 1, 2022.  
(Moved by Knobloch, second by Wall, unanimously approved.)*

**Consideration/Action regarding the approval of updates, corrections and amendments to the CARTS Drug and Alcohol program pursuant to the compliance review conducted on June 14, 2022.**

Mr. Nelson reviewed the changes we submitted to our amended Drug and Alcohol Policy on August 31, 2022, as well as all required updates, corrections, amendments, and certification.

After discussion, the following motion was made:

*To approve the staff's request for Board approval to the updates, corrections and amendments to the CARTS Drug and Alcohol Program pursuant to findings of the TxDOT Compliance Review conducted June 14, 2022.  
(Moved by Knobloch, second by Gomez, unanimously approved)*

**Preview of Coordinated Call Projects Implementation for FY23-24**

Mr. Marsh reviewed the TXDOT contracts in place for the projects funded through the Coordinated Call process for FY23-24. He stated that we are slotting these projects into a schedule that will enable us to accomplish them within this two-year timeframe.

### **Update on Microtransit Operations and the 4<sup>th</sup> launch of CARTS *Now* in Marble Falls**

Dana Platt, Community Engagement Director, presented an overview of our deployments to-date, and she reviewed with the board the case study performed by TXDOT on the Bastrop launch and some information on ridership for the three current operations that were included in the background materials.

### **Update on Transportation Development Planning project**

Mr. Marsh explained that as the results of the 2020 Census have been delayed, we have put this project on idle until those results are published. Normally the results would have been finalized and published by April 2022 the earliest projection is now December 2022. TXDOT has agreed to extend the grant for this project to May 31, 2023, to accommodate this.

### **Update on the CARTS San Marcos Urban Operations, Rachid Breir, Director of Operations**

Rachid Breir, Director of Operations provided an update on the operations of the San Marcos system that we oversee on behalf of the City of San Marcos.

### **Construction Updates**

Mr. Marsh briefed the Board on the CARTS Eastside Bus Plaza Phase 3 and the Smithville station rehabilitation.

### **Update on Pre-authorized Bus Procurements, Consideration/Action as Necessary**

Mr. Marsh stated the units we need for CARTS *Now* are still not available, but he had been advised that we may be able to place an order in January.

### **Other items as presented for discussion/information**

Mr. Marsh reported that CARTS submitted its responses as outlined in our last meeting to the Federal Transit Administration pursuant to the Triennial Review conducted for CARTS urban operations for Fiscal year 2019 on August 25, 2022. He also indicated that while that agency has not issued a formal letter in response to our submittal, they indicated that all the items have been closed except certain items regarding ADA that require additional remedial action.

Mr. Nelson made a brief presentation on the subject.

### **Discussion and take appropriate action on terms of employment for General Manager**

Mr. Marsh announced that he had no plans to retire but would like to have a discussion at some point in Executive Session with the Board about succession planning in order to provide ideas on that subject as it relates to his terms of employment and the organizational structure of CARTS. He indicated that he was not prepared to have that discussion yet but wanted the Board to know that this is something we need consider and plan for.

Meeting Minutes  
CARTS Board of Directors  
September 29, 2022

**Adjournment and set next meeting date and location**

The Board determined that the next scheduled meeting of the Board would be November 17, 2022, 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 September 29, 2022, and set the next regular meeting for November 17, 2022, at the Lee Dildy Operations Complex located at 5300 Tucker Hill Ln, Cedar Creek, TX 78612 at 9:30am.*

*(Moved by Shelton, Snowden 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.*