



Agenda - Final revised
Capital Metropolitan
Transportation Authority
Board of Directors

2910 East 5th Street
Austin, TX 78702

Monday, March 28, 2022

12:00 PM

Travis County Building
700 Lavaca Street, Austin, TX 78701

Note: This meeting will be held in the 1st Floor Multipurpose Rooms at the Travis County Administration Building (700 Lavaca Street). It will also be livestreamed at www.capmetrotx.legistar.com

Any items marked with * have been revised.

I. Call to Order

II. Public Comment:

III. Advisory Committee Updates:

1. Customer Satisfaction Advisory Committee (CSAC)
2. Access Advisory Committee

IV. Board Committee Update:

1. Austin Transit Partnership Update

VI. Action Items:

1. Approval of Minutes from the February 28, 2022 board meeting.
- *2. Approval of an amendment to the Fiscal Year 2022 Operating Budget in the amount of \$29,713,087 and Capital Budget in the amount of \$11,494,000.
3. Approval of a resolution authorizing the President & CEO, or his designee, to implement the FY 2023 Strategic Plan.
4. Approval of a CapMetro Board resolution in support of the City of Austin's 2022 RAISE grant application for funding to support the combined Bergstrom Spur Urban Trail / South Pleasant Valley Road extension projects.
5. Approval of the Capital Metro Sustainability Vision Policy Statement.

- *6. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute an Interlocal Agreement (ILA) with the City of Leander for the FY2022 Build Central Texas Program and funding for transit supportive infrastructure.
7. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with New Flyer Industries (NFI) Parts Inc. for the purchase of 418 heavy duty driver barriers in an amount not to exceed \$2,564,741.
8. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with Creative Bus Sales, Inc., utilizing the State of Oklahoma Contract SW0797C, to purchase six (6) Pickup vehicles in an amount not to exceed \$922,500 for the purpose of expanding Pickup into new zones.
9. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with the State of Texas Department of Information Resources Shared Technology Services for licensing and implementation services for a Salesforce Customer Relationship Management system for a base period of one (1) year in an amount not to exceed \$1,965,363.
- *10. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with Dell Marketing, LP for a Planview Project Portfolio Management (PPM) system and implementation services for a base period of one (1) year with two (2) one-year option periods in an amount not to exceed \$841,197.
11. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with Parkeon Inc, (dba Flowbird) for Ticket Vending Machines (TVM) for a base period of one (1) year with five (5) one-year option periods in an amount not to exceed \$1,974,198.
12. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with Luminator, Inc for ePaper Dynamic Message Signs (DMS) for a base period of one (1) year with five (5) one-year option periods in an amount not to exceed \$3,233,471.
13. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with AT&T for telecommunication services for four (4) years in an amount not to exceed \$740,260.
14. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a settlement agreement with Watco Companies, L.L.C., Austin Western Railroad, L.L.C, and Herzog Transit Services, Inc. in connection with damages resulting from a train derailment that occurred on September 22, 2018 in the amount of \$425,000 from Capital Metro and other compensation from the parties.
15. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute an amendment to extend the term of the Interlocal Agreement (ILA) with the University of Texas for Regional Bus Rapid Transit Services until April 15, 2027.

- 16. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with Stacy and Witbeck, Inc. for the Design-Build of the McKalla Station Project for \$14,464,300 and \$2,169,645 (15%) contingency for a total not to exceed amount of \$16,633,945.
- 17. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with Hill International for Construction Management Services for the McKalla Rail Station Project for \$1,809,061 plus \$180,906 (10% contingency) for a total not to exceed amount of \$1,989,967. The term of the contract shall be twenty-one (21) months from the Notice to Proceed.
- 18. Approval of the Project Connect Community Advisory Committee (CAC) bylaws.
- 19. Approval of Updates to the Board of Directors Advisory Committees Policy.
- 20. Approval of a resolution directing staff on the publishing of full Board meeting agendas and backup materials.

VII. Discussion Item:

- 1. Fare Strategy Presentation

VIII. Report:

- 1. President & CEO Monthly Update

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

Section 551.074 for Personnel matters regarding discussion of President & CEO FY 2022 Performance Goals.

X. Items for Future Discussion:

XI. 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: Jeffrey Travillion, Chair; Ann Kitchen, Vice Chair; Leslie Pool, Secretary; Terry Mitchell; Becki Ross; Eric Stratton, Wade Cooper 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.



Capital Metropolitan Transportation Authority

2910 East 5th Street
Austin, TX 78702

Board of Directors

Item #: AI-2021-189

Agenda Date: 3/28/2022

Customer Satisfaction Advisory Committee (CSAC)

Capital Metropolitan Transportation Authority

Customer Satisfaction Advisory Committee (CSAC)

Wednesday, March 9th, 2022

6:00 PM – 8:00 PM

Virtual Presentation

Attendees:

Committee Members: Betsy Greenberg, David Foster, Ephraim Taylor, Fangda Lu, Diana Wheeler,

CapMetro Employees: Tevin Lionel, Edna Parra, Robert Borowski, Martin Kareithi, Dave Kubicek, Daniella Madubuiké, Rahul Nair, Jackie Nirenberg, Samantha Alexander, Christina Barbee, Hayley Pickett, Mike Gorse, Ruven Brooks, Glenda Born, Tom Wald,

6:05 PM

Welcome / Introductions / Call to Order

Chair Taylor

Public Communications

Mike Gorse: The audible announcements for the stops on a bus was not working and he was informed by another passenger that there was a new visual display on board. Wants to make sure that audible announcements are turned on for individuals with a visual impairment

Martin Kareithi : Let the committee know that if they remember the time on the bus, please let CapMetro know so because that is not the intended use of the visual displays, they are to work in tandem with audible announcements. If you experience this again, please let me or customer service know.

Tom Wald: Raised the issue about the name of the Red Line and the racist connotations about the name “Red Line” in reference to the term “redlining”, policy decisions that have disenfranchised persons of color for decades.

David Foster & Ephraim Taylor: There’s a lot to consider when changing the name of an already established line, but you do raise an excellent point about the name being problematic. Appreciate CapMetro looking into this issue to consider to change the name.

Edna Parra: Asked if there was anyone he was in contact with at CapMetro, and we will connect him with Cynthia Lucas, Sam Sargent and others that have been involved in this conversation, including Jaqueline Evans, who is our DEI officer.

Ruven Brooks: Inquired about the correlation between transit ridership and COVID-19 infections. The American Public Transit Association has done studies and noticed that there is low risk to riders in a bus for viral infections. One of the hypotheses is that buses have good enough air circulation to not pose a problem. I’ve also learned that CapMetro refreshes the air in busses every 2 ½ minutes, which is much more frequent as opposed to the industry standard of 12 minutes. This that this would be a CapMetro marketing initiative to attract riders onto the bus.

Edna Parra: I believe we have advertised this before, but maybe it is something we should bring up again. Response from communications: The CapMetro marketing team agrees the air purifiers are a compelling tool to show customers how we are keeping them safe, in particular as it relates to any COVID concerns. The purifiers have previously been featured in marketing materials and may be again in the future.

Edna Parra: Thanked everyone who showed up to the Meet and Greet, despite the weather, it was great to speak and meet everyone in person. And for anyone who missed it, we are hoping to have another one.

Ephraim Taylor: Now to approve February's Meeting Minutes. Motion to approve: four in favor. No opposition, no abstentions.

Light Rail Vehicles

Dave Kubicek, Austin Transit Partnership Senior Director of Systems & Vehicles

Rolling Stock Design

- 100 % Low-Floor Design
- Catenary Free Capabilities
- Batter & On-Board Energy Management
- Communications Based Train Control (CBTC)
- Customer Information systems & Technology
- Platform Screen Doors & Precision Stopping
- Application of European and Asian Equipment Technology
- Operation speed range up to 55 MPH (88 KPH) +/-

Accessibility Elements

- Passenger Doors
 - Fine Passenger Doorways per side
 - Illuminated Push Buttons/Staus Indicators
 - Door Annunciations

- Elderly and Disabled Accessibility
 - Height Control/Level Boarding
 - ADA Compliance
 - Wheelchair accommodations
 - Seating & Grab Handle Arrangement Options

- Designed for Space
 - Transverse Seating
 - Open gangway
 - Bike Storage

- Safety Elements
 - Emergency Intercoms
 - Public Address & Passenger Information Systems
 - Automatic Station Identification System
 - **Emergency Release – Interior & Exterior**

Rolling Stock Regulations & Standards Examples

- Federal Transit Administration
 - Regulations and Guidance
 - Americans with Disability Act (ADA)
 - Safety and Oversight
 - Buy America

- Industry Guidelines & Standards
 - American Public Transportation Association (ATPA)
 - American Society for Testing and Materials (ASTM)
 - American Welding Society (AWS)
 - European Standards (EN Standards)
 - Institute of Electrical and Electronics Engineers (IEEE)
 - International Electrotechnical Commission (IEC)

Tevin Lionel: Would the whole line use an overhead centenary system, or would there be cable free sections, while the tram runs on battery power?

Dave Kubicek: There would be section free of an overhead wire as to not be obtrusive to the general aesthetics of the city, and the tram would run on its battery.

Tevin Lionel: What is the battery range on the trams?

Dave Kubicek: I don't have an answer for that just yet, as we are still early on decisions of what tram to procure. The biggest drains on the battery though, would be the propulsion and the HVAC system.

Tevin Lionel: Have there been considerations for third rail electrification, or would this not be feasible due to the rail being at-grade there would be the risk of someone encountering the electric rail?

Dave Kubicek: Yes, absolutely. The third rail would be exposed so to avoid the chance of an incident, we prefer to use the overhead wire. There is also a technology called APS, which uses a third rail at-grade level [APS turns the electricity on and off automatically as the tram passes over it], though this option is quite more expensive.

Tevin Lionel: Where would the trams be manufactured? In the US or abroad, then shipped over to Austin?

Dave Kubicek: 75% of the tram would be built and manufactured in the US, so foreign firms will be manufacturing components of the tram, but 75% of the manufacturing will happen in the US.

Betsy Greenberg: Are all the tram cars going to be the same length, or will they vary?

Dave Kubicek: The trams would all be a uniform length as to be able to fit into the stations with platform screen doors.

David Foster: Will all the seating be parallel to the tram car, or will there perpendicular seating as well?

Dave Kubicek: The trams would have a varying seating configuration throughout, with some parallel and some perpendicular and also spaces for bikes, and wheelchair spaces.

Ephraim Taylor: Have there been estimates on the rider volumes you'd expect, and would the trams be able to accommodate many people all at once, and multi-modal commuters, who might have their bike with them? Would there be enough space for people and their other forms on transit?

Dave Kubicek: Formally right now, no. But this is a factor that will be addressed. Right now, we are showcasing the new line and what it offers to riders, but soon we can determine more data about how the line will be used by riders and where they are going and what accommodations need to be made on our part to give customers a pleasant experience.

Glenda Born: Be careful of contrasting colors in the design as it can make it difficult for people with vision impairments to use the service. Be wary of signs that are to visually busy as well, as it can make a sign become off-putting to even vision typical people.

Dave Kubicek: This is a major consideration we have. Making sure signs and visual elements are legible, clearly defined and accessible is one of our top priorities.

Tevin Lionel: Can the trams be linked together? If need be to fulfill demand at a station or for special events that would require more capacity for a limited time? Or would this be mitigated by having shorter headways?

Dave Kubicek: Yes, the trams are bi-directional and can be linked with other trams to increase capacity on a line.

Project Connect Upcoming Events & Updates

Christina Barbee, Project Connect & Christina Fortner, Project Connect

- **Goals**
 - Show the public they are being heard
 - Answer frequently asked questions, share information and speak to how the team has and will continue to address community feedback
 - Provide the opportunity to ask the project team questions face to face
 - Keep conversation going with the public to encourage community involvement

- **Content**
 - Program and project updates
 - Breakout discussion topics:
 - Traffic and transportation
 - System-wide connectivity
 - Environmental studies
 - Anti-displacement

- **Format**
 - Live Virtual Meetings with breakout groups
 - Tuesday, March 29, 5:30 – 7 p.m.
 - Thursday, March 31, 12 – 1:30 p.m.
 - On-Demand Virtual Open House
 - Tuesday, March 29 – Friday, April 29

Environmental Resources

- **Physical and Natural Environment**
 - Air Quality
 - Soils and Geology
 - Water Quality
 - Threatened and Endangered Species
 - Energy
 - Hazardous Materials
 - Noise and Vibration
 - Temporary Construction Impacts

- **Human Environment**
 - Environmental Justice (EJ)
 - Safety and Security
 - Land Use and Zoning
 - Socioeconomic and Economic Development
 - Transportation
 - Utilities
 - Land Acquisition and Displacements

- **Cultural Environment**
 - Cultural, Historic and Archeological
 - Parks and Recreational
 - Section 4(f) Evaluation
 - Visual and Aesthetic
 - Neighborhood and Community Resources

What is Transportation Analysis?

- Planning for the changes the Orange and Blue Line will bring to the city’s transportation network requires us to consider the needs of all road users. To do this, we evaluate the network as four interconnected components.

\$300 Million Anti-Displacement Funding: Contract with Voters

- When voters approved Project Connect in November 2020, Proposition A included \$300 million for anti-displacement work.
- Project Connect Anti-Displacement funding will help prevent the displacement of people due to rising costs that may result from transit-oriented development.
- Anti-displacement initiatives will create long-term impact with focus on creating affordable housing units and asset-building opportunities that enhance people's economic mobility and prevent displacement.
- This funding will help affordable areas remain affordable to the people who want to stay.

Besty Greenberg: Regarding anti-displacement, is this being offered to local businesses as well or only residential zones?
Christina Barbee: It is specific to neighborhoods; we can have a separate discussion and breakout room for commercial anti-displacement in the future.

Edna Parra: Regarding anti-displacement, does the City of Austin present this action?
Christina Barbee: They will be the meeting; the live virtual meeting dates themselves will be March 29th and on March 31st, and there's also going to be a virtual Open House component and that is come and go as you please and that's going to start on the 29th of March and run through the 29th of April.

Glenda Born: What were the topic areas?
Christina Barbee: The four topic areas are *Transportation & Traffic, Systemwide Connectivity, Environmental Studies* and *Anti-Displacement*.

Service Change / Proposed Service Change
Daniella Madubuike, Transportation Planner I

Reminder of Spring 2022 Service Changes

- **Minor Adjustments of Service**
 - Adjust Running Times – Minor adjustments to schedules due to ridership / travel conditions
- **Reduced Service Levels**
 - MetroRail – Continued reduced levels of service
 - MetroExpress & Flyers – Continued reduced service levels
 - E-Bus – Continued suspension of service

Overview of Summer 2022 Service Changes

- **Minor Adjustments of Service**
 - Adjust Running Times – Minor adjustments to schedule to improve on-time performance
 - Summer Service Adjustments – Normal transition on UT routes, and on select route trips to summer service levels
 - Continued Service Suspension – MetroExpress (routes 981 and 987) and E-Bus service remain suspended
 - MetroRail – Minor schedule adjustments on Weekdays and / or Saturdays to ensure more efficient and reliable service. In addition, planned maintenance work is scheduled between July 2nd through 10th.

Suspended Services (Summer 2022)

- Express Routes
 - Routes 981 & 987
- E-Bus
 - Route 410 / 411 & 412

Betsy Greenberg: Is the service change also going to affect MetroAccess?

Daniella Madubiike: Yes, in ways. The pandemic affected many areas of service and with the labor shortage is complicates the issue further. We will still operate MetroAccess as efficiently as possible because it’s demand-response and not fixed service, but yes, service, scheduling and frequency has been affected across the board.

Ephraim Taylor: Is CapMetro still anticipating the return of high-frequency routes returning to the regular 12–15 minute headway?

Daniella Madubiike: Long term, yes, we do plan on returning all services back to where they were prior to COVID and even more so as we experience more ridership growth. Right now, the service changes are meant to leverage our available resources in the most actionable ways we have at our disposal. That means mapping out routes that can carry the most people to key locations in reasonable timeframes, but there will still be shortcomings with this approach. Our plan is to get the service back to its full operational capacity in the long term.

Sustainability Vision Plan

Robert Borowski, Sustainability Officer

Sustainability Vison Plan

- CapMetro Strategic Plan
- FTA Sustainable Transit for a Healthy Planet Challenge
- American Public Transportation Associations Sustainability Commitment
- Austin Climate Equity Plan
- Envision: Framework for Sustainable Infrastructure
- Austin energy Building / LEED

Elements of the Plan

- **Sustainability Vision Plan**
 - Establish vision statement, goals, guiding principles, action areas

- Align with CapMetro Strategic Plan and Project Connect Values; Provide a route map to APTA Sustainability Platinum Level; Align with FTA Sustainable Transit for a Healthy Planet Challenge
- Transparent to the community
- **Internal Action Plans**
 - Set department-level sustainability goals and commitments; Aligned with budget cycle; Integrated with other plans –FMP, Fleet Transition; MetroBike Strategic Expansion
 - Identify strategies and track action items
 - Monitor and report metrics on GHG/Carbon, Air Emissions, Energy, Water, Waste/Reuse
 - Establish departmental leads and responsibilities
- **Annual Report**
 - Report metrics and key activities
 - Aligned with Strategic Plan (annual update and report; revisit and innovate 5-year cycle)
 - Track APTA Sustainability Commitment
 - Available to the community and stakeholders

Plan Implementation and Support

Proposed Leadership Structure

- **Sustainability Vision Plan (CapMetro Board)**
 - Adopt Sustainability Vision Policy Statement
- **Senior Management Team (Internal)**
 - Approve goals
- **Sustainability Leadership Committee**
 - Implement Sustainability Vision Plan and Action Plans
 - Approve Sustainability Fund Projects
 - Led by Sustainability Officer
- **Sustainability Advisory Group (External)**
 - Regional sustainability partners: ATP, Austin Energy, Office of Sustainability, PARD, Austin Resource Recovery, Austin Water, Watershed Protection; Austin Bergstrom, Austin Economic Development, Austin Fleet Management, Travis County, CAPCOG
 - Guide implementation, collaboration, exchange knowledge and experience
- **Green Team and Sustainability Contractor**
 - Support leadership staff committee in implementation and communication efforts
 - Assist the Sustainability Officer in developing and coordinating plans and tools for implementation

Regional Sustainability Efforts Guiding the Sustainability Vision Plan

- **Climate Equity Plan**
 - Community-wide net zero carbon by 2040
 - Support goal of 40% of total vehicle miles traveled electrified in Austin
 - Buildings:
 - All new buildings are net-zero carbon
 - 25% emissions reduction from existing buildings
 - 30% natural gas emissions reduction, if relevant to Cap Metro facilities
 - 40% reduction in embodied carbon footprint of building materials in construction
 - Strengthen sustainable purchasing program, encourage employee engagement in sustainability activities
 - 50% tree canopy cover achieved citywide by 2050
- **Austin Zero Waste Plan**
 - Zero Waste by 2040 – reduce the amount of trash sent to landfills by 90%
- **Water Forward**
 - Continued focus on water conservation and water use efficiency
 - Using resources that are technically, socially, economically feasible
 - Continue to protect Austin’s natural environment

Sustainability Vision Plan Structure

- **Sustainability Vision Plan**
 - Energy: Conservation, Efficiency, Renewable
 - Sustainable and Zero Emission Fleet
 - Zero Waste, Natural Resource Management
 - Water and Natural World
 - Active Transportation
 - Green Building and Infrastructure
 - Environmental and Sustainability Management

CapMetro's Sustainability Vision Plan Goals

- **GHG / Carbon Neutral Goal:**
 - Carbon Neutral by 2040, consistent with Austin Climate Equity Plan
- **Zero Waste Goal:**
 - 90% reduction of waste to landfills by 2040, consistent with Austin Zero Waste Plan
- **Water and Nature Goal:**
 - Sustainably manage water resources and enhance nature and natural systems through conservation and green infrastructure

- **Sustainable Building and Infrastructure Goal:**
 - Use sustainable design guideline ND RATING SYSTEMS (Envision, Austin Energy Green Building, LEED) to guide all capital projects.

- **Equity, Customer Experience, Sustainable Transit:**
 - Transit as the equitable and sustainable solution to a livable community.

Proposed Sustainability Project Fund

Subject to approval

Description	A supplemental fund for capital and operational projects that support: <ul style="list-style-type: none"> ▪ The goals of the Sustainability Vision Plan; ▪ Achieving/maintaining APTA Sustainability Commitment (Platinum Level); ▪ The goals of the Austin’s Climate Equity Plan/Zero Waste Plan/ Water Forward Plan 	
Project Categories	<ul style="list-style-type: none"> ▪ Energy and Climate ▪ Sustainable and Zero Emission Fleet ▪ Zero Waste ▪ Water and Natural World ▪ Active Transportation ▪ Green Building and Infrastructure ▪ Environmental and Sustainability Management 	
Examples of Projects	<ul style="list-style-type: none"> ▪ Zero emission vehicles or charging infrastructure ▪ Green building/Infrastructure design ▪ MetroBike equipment ▪ Urban forestry, sustainable landscaping, or habitat projects ▪ Public facility recycling 	<ul style="list-style-type: none"> ▪ Renewable energy projects or pilots ▪ Pollution prevention projects ▪ Third-party support for sustainability rating (AEGB, Envision, SITES) ▪ Energy conservation upgrades/retro-fits ▪ IT equipment and software for energy conservation
Process	Sustainability Leadership Committee will identify and select projects consistent with procurement guidelines; and based on sustainability impact and sustainability return on investment.	

Sustainability Action Area Summary

Energy: Conservation, Efficiency, Renewables

Path Forward

Reduce the energy used in our current facilities and operations through a comprehensive energy management program, conservation and energy upgrades. Apply Zero Energy design guidelines for all new facilities. Renewable energy is the first choice.

- **Where are we now (current strategies)?**

- 100% Austin Energy Green Choice
 - Over 200 solar bus stop lighting systems, information displays
 - Energy upgrades such as LED lighting at park and rides
 - 34% reduction in energy, since 2014 (normalized to revenue miles traveled)
 - 32% reduction in carbon emissions/GHG since 2016
- **Where do we want to be (targets)?**
 - 100% renewable energy for all electric sources
 - Net zero carbon/energy buildings and facilities

Sustainability Action Area Summary

Sustainable/Zero Emission Fleet

Path Forward

Transition all revenue and non-revenue fleets to zero emission, as technology becomes available to meet the needs of our operation and benefits our customers. Guide our fleet conversion with a comprehensive zero emission vehicle transition plan.

- **Where are we now (current strategies)?**
 - North Ops Electric Bus Depot, electric-ready for 179 buses
 - Procurement of 197 new electric buses over the next 5 years
 - Adding 15 plug-in hybrid vehicles to current fleet of 8 electric Nissan Leaf staff fleet vehicles; and expanding charging infrastructure for NRV fleets and employees.
 - Powered by Green Choice renewable energy
 - 63% reduction in Criteria Air Pollutants (NOx) since 2016.
- Where do we want to be (targets)?
 - 100% zero emission revenue and non-revenue fleets
 - 100% zero emission light rail
 - Public charging infrastructure at public facilities for customers and the community

Next Steps

- Revise with staff, stakeholder and Board input for **vision, goals and guiding principles**
 - Customer Advisory Committee: ATP, PSEC, ATP EAC, CapMetro CSAC
 - Internal (CapMetro / ATP) Sustainability Leadership Committee
 - External (CoA, Travis County, CAPCOG) Sustainability Advisory Group
- Finalize Vision Plan
- Board Sustainability Vision Policy Statement adoption by April 15th
- Submit to FTA's Sustainable Transit for a Healthy Planet
- Finalize sustainable action plans

Glenda Born: How far out is the Sustainability effort planned for, also, how are you dealing with the issue of growth?

Robert Borowski: Sustainability has been part of CapMetro's strategic plan for a long time, it is one of the guiding principles of the agency. And as such, Sustainability will continue to be part of CapMetro's plan for the

foreseeable future. We review and analyze findings year after year to see how we can improve further as time goes on to meet our goals of sustainability.



Capital Metropolitan Transportation Authority

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Board of Directors

Item #: AI-2021-190

Agenda Date: 3/28/2022

Access Advisory Committee



Capital Metropolitan Transportation Authority

2910 East 5th Street
Austin, TX 78702

Board of Directors

Item #: AI-2022-378

Agenda Date: 3/28/2022

Approval of Minutes from the February 28, 2022 board meeting.

Minutes
Capital Metropolitan
Transportation Authority
Board of Directors

2910 East 5th Street
Austin, TX 78702

Monday, February 28, 2022

12:00 PM

Rosa Parks Boardroom

I. Call to Order

12:20 p.m. Meeting Called to Order

Present:	Travillion, Kitchen, Cooper, Stratton, Renteria, and Mitchell
Absent:	Pool, and Ross

II. Public Comment:

There was no public comment this month.

III. Advisory Committee Updates:

1. Customer Satisfaction Advisory Committee (CSAC)
2. Access Advisory Committee

IV. Board Committee Updates:

1. Austin Transit Partnership Update
2. Finance, Audit and Administration Committee
3. CAMPO update

V. Consent Items:

A motion was made to approve the Consent Agenda. The motion carried by the following vote:

Aye: Travillion, Kitchen, Cooper, Stratton, Renteria, and Mitchell

1. Approval of minutes from the January 12, 2022 special board meeting and January 24, 2022 monthly board meeting.
2. Approval of a resolution affirming the Internal Audit Charter.
3. Approval of a resolution appointing Nadia Nahvi, Capital Metro Controller, to the Capital Metro Investment Committee as an investment officer, with the authorization to withdraw, invest, reinvest, and accept payment with interest, consistent with the investment policy.

VI. Action Items:

1. Approval of a resolution acknowledging the results of the Fall 2021 service change equity analysis.

A motion was made by Vice Chair Kitchen, seconded by Board Member Renteria, that this Resolution be adopted. The motion carried by the following vote:

Aye: Travillion, Kitchen, Cooper, Stratton, Renteria, and Mitchell

2. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with Verizon for telecommunication services for four (4) years in an amount not to exceed \$3,843,152.

A motion was made by Board Member Stratton, seconded by Board Member Cooper, that this Resolution be adopted. The motion carried by the following vote:

Aye: Travillion, Kitchen, Cooper, Stratton, Renteria, and Mitchell

3. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with the State of Texas Department of Information Resources Telecommunications for telecommunications data services for four (4) years in an amount not to exceed \$629,264.

A motion was made by Board Member Mitchell, seconded by Board Member Stratton, that this Resolution be adopted. The motion carried by the following vote:

Aye: Travillion, Kitchen, Cooper, Stratton, Renteria, and Mitchell

4. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with Silsbee Ford Inc. to purchase fifteen (15) Ford Escape Plug-In Hybrid Electric Vehicles for the Capital Metro Non-Revenue Vehicle Fleet in an amount not to exceed \$573,390.

A motion was made by Vice Chair Kitchen, seconded by Board Member Cooper, that this Resolution be adopted. The motion carried by the following vote:

Aye: Travillion, Kitchen, Cooper, Stratton, Renteria, and Mitchell

5. Approval of a resolution authorizing the President & CEO, or his designee, to modify contract #200523 with ConvergeOne, Inc for the Telephone System Replacement project for an additional \$1,108,199 to provide a fax server, chatbot functionality, and integration with the new demand response transit system for a total new contract amount not to exceed \$4,741,322.

A motion was made by Board Member Cooper, seconded by Board Member Stratton, that this Resolution be adopted. The motion carried by the following vote:

Aye: Travillion, Kitchen, Cooper, Stratton, Renteria, and Mitchell

6. Approval of a resolution authorizing the President & CEO, or his designee, to execute a contract with Inarda M. Solis for the sale of approximately 0.244 acres of Capital Metro property located at 1999 Old McDade Street in Elgin, Texas for an amount not to exceed \$10,100.

A motion was made by Vice Chair Kitchen, seconded by Board Member Cooper, that this Resolution be adopted. The motion carried by the following vote:

Aye: Travillion, Kitchen, Cooper, Stratton, and Mitchell

Away: Renteria

7. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute an agreement for the purchase of approximately 25 acres of land located near the southeast corner of Springdale Road and Cameron Road in Austin for the construction of a new Demand Response operations and maintenance facility in an amount not to exceed \$7,625,000.

A motion was made by Board Member Stratton, seconded by Vice Chair Kitchen, that this Resolution be adopted. The motion carried by the following vote:

Aye: Travillion, Kitchen, Cooper, Stratton, Renteria, and Mitchell

8. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with Dimensional Innovations, Inc. for the fabrication, delivery and installation of MetroRapid Shelters for \$15,743,387 plus \$2,361,508 (15% contingency) for a total amount not to exceed \$18,104,895. The term of the contract shall be five (5) years from Notice to Proceed.

A motion was made by Vice Chair Kitchen, seconded by Board Member Stratton, that this Resolution be adopted. The motion carried by the following vote:

Aye: Travillion, Kitchen, Cooper, Stratton, Renteria, and Mitchell

9. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with Core Office Interiors to purchase furniture for the first floor of our administrative facility at 2910 East 5th Street, in an amount not to exceed \$528,953.

A motion was made by Board Member Mitchell, seconded by Vice Chair Kitchen, that this Resolution be adopted. The motion carried by the following vote:

Aye: Travillion, Kitchen, Cooper, Stratton, Renteria, and Mitchell

10. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute an Amendment No. 2 to the Interlocal Agreement with the City of Pflugerville to extend the term of the Pickup Pilot through September 30, 2022, and for operation of the Pickup Service Pilot for an amount not to exceed \$105,261 in FTA funds and \$162,892 in local funds from the City of Pflugerville.

A motion was made by Board Member Stratton, seconded by Board Member Renteria, that this Resolution be adopted. The motion carried by the following vote:

Aye: Travillion, Kitchen, Cooper, Stratton, Renteria, and Mitchell

- 11. Approval of Updates to the Board of Directors Advisory Committees Policy.

This item was postponed until a future month.

- 12. Approval of a resolution affirming the Charter Statement for the Finance, Audit and Administration Committee.

A motion was made by Board Member Mitchell, seconded by Board Member Cooper, that this Resolution be adopted. The motion carried by the following vote:

Aye: Travillion, Kitchen, Cooper, Stratton, Renteria, and Mitchell

VII. Discussion Items:

- 1. FY2021 Annual Diversity Report
- 2. Sustainability Vision Plan Update Presentation

VIII. Reports:

- 1. President & CEO Monthly Update

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

Into Executive Session: 2:47 p.m.

Out of Executive Session: 3:45 p.m.

Section 551.071 for Consultation with Attorney for legal advice on pending litigation; Section 551.072 for Real Property issues regarding possible land sale; and Section 551.074 for Personnel matters regarding discussion of President & CEO FY 2022 Performance Goals.

X. Items for Future Discussion:

XI. Adjournment

3:45 p.m. Meeting Adjourned

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: Jeffrey Travillion, Chair; Ann Kitchen, Vice Chair; Leslie Pool, Secretary; Terry Mitchell; Becki Ross; Eric Stratton, Wade Cooper 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.

Board of Directors

Item #: AI-2022-370

Agenda Date: 3/28/2022

SUBJECT:

Approval of an amendment to the Fiscal Year 2022 Operating Budget in the amount of \$29,713,087 and Capital Budget in the amount of \$11,494,000.

FISCAL IMPACT:

Amending the Fiscal Year 2022 Operating Budget will provide an additional appropriation of \$29,713,087. Funding is available from Fiscal Year 2021 ending fund balance and favorable sales tax receipts during Fiscal Year 2022.

Amending the Fiscal Year 2022 Capital Budget will provide an additional appropriation of \$11,494,000. Funding is available from an offsetting TxDOT grant, Fiscal Year 2021 ending fund balance and favorable sales tax receipts during Fiscal Year 2022.

STRATEGIC PLAN:

Strategic Goal Alignment:

1. Internal/External Customer Service Excellence 2. Stakeholder Engagement
 3. Financial and Environmental Sustainability 4. Staff Development 5. Agency Growth Management

Strategic Objectives:

- | | | |
|---|---|---|
| <input type="checkbox"/> 1.1 Safety & Risk | <input type="checkbox"/> 1.2 Continuous improvement | <input type="checkbox"/> 1.3 Dynamic Change |
| <input type="checkbox"/> 1.4 Culture of Innovation | <input type="checkbox"/> 2.1 Be an Employer of Choice | <input type="checkbox"/> 2.2 Organization Development |
| <input type="checkbox"/> 2.3 Organization Culture | <input checked="" type="checkbox"/> 3.1 Resource optimization | <input type="checkbox"/> 3.2 Safety Culture |
| <input type="checkbox"/> 3.3 Environmental Leadership | <input type="checkbox"/> 4.1 Educate & Call to Action | <input type="checkbox"/> 4.2 Build Partnerships |
| <input type="checkbox"/> 4.3 Value of Transit | <input checked="" type="checkbox"/> 4.4 Project Connect | |

EXPLANATION OF STRATEGIC ALIGNMENT:

The approved FY2022 budget includes funding to maintain Capital Metro’s current services while also adding new innovative mobility initiatives, customer service enhancements and building infrastructure needed to support the region’s current and future growth. The five year capital improvement plan identifies planned projects that support achievement of Capital Metro’s strategic goals, ensure regulatory compliance and maintains assets in a state of good repair.

BUSINESS CASE:

Capital Metro has prepared a structurally balanced budget that provides the funding needed to continue delivering high-quality and efficient transportation services. As the fiscal year has developed, the initiatives outlined in the Executive Summary have surfaced and require additional budget appropriation.

COMMITTEE RECOMMENDATION:

This agenda item will be presented to the full board on March 28, 2022.

EXECUTIVE SUMMARY:

Amending the Fiscal Year 2022 Operating Budget in the amount of \$29,713,087 will fund the following initiatives that have surfaced during the current fiscal year.

Fiscal Year 2022 Operating Budget Amendment		
Subject/Description	Amount	Offsetting Funding
Small Member Cities		
Transit Supportive Infrastructure Fund <i>Establishment of Board recommended \$10 million Transit Supportive Infrastructure Fund for small member cities</i>	\$10,000,000	\$0
FY2021/2022 Sales Tax vs. Service Differential Fund <i>Estimate of the differential between Fiscal Year 2021 and 2022 sales tax paid to Capital Metro and cost of service provided to small member cities</i>	\$4,596,087	\$0
MV Bus Contract Transition		
Restructured Collective Bargaining Agreement with the ATU <i>Front-line worker wage rate increases for January through September 2022</i>	\$8,982,000	\$0
Additional Parts Purchasing Expense <i>Estimated additional expense of transitioning parts purchasing to Capital Metro due to the MV contract transition</i>	\$2,485,000	\$0
Additional Capital Metro Employees <i>Estimated additional expense of hiring 15 new FTE's to support Bus Operations due to the MV contract transition</i>	\$1,000,000	\$0
Project Connect Support		
Technology Project Connect Strategy and Road Map <i>Engagement of consultant to produce a technology strategy and road map report</i>	\$2,245,000	\$0
4 Additional Capital Metro Employee Additions <i>EVP, Project Integration; Coordinator, Documents and Scheduling; Manager, Service Planning Integration and Manager, Design Coordination</i>	\$405,000	\$0
Total - Operating Budget Amendment	\$29,713,087	\$0

Amending the Fiscal Year 2022 Capital Budget in the amount of \$11,494,000, with offsetting funding of \$555,200, will fund the following initiatives that have surfaced during the current fiscal year.

Fiscal Year 2022 Capital Budget Amendment		
Subject/Description	Amount	Offsetting Funding
Capital Metro Facilities		
Facility Master Plan Reserve Fund <i>Establish a fund from a portion of the available sales tax in FY2022 for future Capital Metro facility needs not included within the Project Connect n</i>	\$7,000,000	\$0
Red Line		
Plaza Saltillo Double Track <i>Plaza Saltillo Double Track between Onion Street to Distant Vallet Signal (7th Street Bridge) - 30% Preliminary Engineering & Categorial Exclusion (3</i>	\$900,000	\$0
Howard Area Double Track <i>Howard Area Double Track between Adelphi Street to McNeil Road - 30% Preliminary Engineering & Categorial Exclusion (1.5 Miles)</i>	\$900,000	\$0
Red Line Airport-Lamar Intersection Grade Separation <i>Airport-Lamar intersection grade separation 30% preliminary engineering with an offsetting TxDOT grant</i>	\$694,000	(\$555,200)
MV Bus Contract Transition		
Parts Inventory Purchase <i>Estimated cost to purchase the existing MV parts inventory at contract transition</i>	\$2,000,000	\$0
Total - Capital Budget Amendment	\$11,494,000	(\$555,200)

PUBLIC HEARING ON PROPOSED FY2022 OPERATING AND CAPITAL BUDGET AMENDMENT

March 28, 2022, 11:30 AM

Travis County Administration Building, 700 Lavaca Street, Austin, TX 78701

Served by routes 1, 2, 3, 4, 6, 7, 10, 19, 20, 30, 801 and 803.

DBE/SBE PARTICIPATION: Does not apply.

PROCUREMENT: Does not apply

RESPONSIBLE DEPARTMENT: Finance

**RESOLUTION
OF THE
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS**

STATE OF TEXAS
COUNTY OF TRAVIS

AI-2022-370

WHEREAS, pursuant to Section 451.102 of Chapter 451 of the Texas Transportation Code the Fiscal Year 2022 Operating Budget is amended in the amount of \$29,713,087; and

WHEREAS, pursuant to Section 451.132 of Chapter 451 of the Texas Transportation Code the five-year Capital Improvement Plan and Fiscal Year 2022 Capital Budget is amended in the amount of \$11,494,000; and

WHEREAS, pursuant to Section 451.102 if Chapter 451 of the Texas Transportation Code, the Fiscal Year 2022 Operating and Capital Budget amendment was made available to the public and a public hearing was held on March 28, 2022.

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that the Fiscal Year 2022 Operating Budget is amended in the amount of \$29,713,087 and Capital Budget in the amount of \$11,494,000.

Secretary of the Board
Leslie Pool

Date: _____

Board of Directors

Item #: AI-2022-381

Agenda Date: 3/28/2022

SUBJECT:

Approval of a resolution authorizing the President & CEO, or his designee, to implement the FY 2023 Strategic Plan.

FISCAL IMPACT:

This action has no fiscal impact.

STRATEGIC PLAN:

Strategic Goal Alignment:

- 1. Internal/External Customer Service Excellence
- 2. Stakeholder Engagement
- 3. Financial and Environmental Sustainability
- 4. Staff Development
- 5. Agency Growth Management

Strategic Objectives:

- 1.1 Safety & Risk
- 1.2 Continuous improvement
- 1.3 Dynamic Change
- 1.4 Culture of Innovation
- 2.1 Be an Employer of Choice
- 2.2 Organization Development
- 2.3 Organization Culture
- 3.1 Resource optimization
- 3.2 Safety Culture
- 3.3 Environmental Leadership
- 4.1 Educate & Call to Action
- 4.2 Build Partnerships
- 4.3 Value of Transit
- 4.4 Project Connect

EXPLANATION OF STRATEGIC ALIGNMENT: The strategic plan establishes the agency’s Mission, Vision, Goals and Objectives and serves as a guide for organizational direction and measures organizational success. The plan includes strategic performance measures to allow the agency to focus on performance improvement and strategic priorities.

BUSINESS CASE: The strategic plan is presented to the Board of Directors on an annual basis to ensure all business requirements are being implemented, measured, and reported. The plan serves as the roadmap for Capital Metro staff to develop business plans and budgets.

COMMITTEE RECOMMENDATION: This item will be presented to the full board on March 28, 2022.

EXECUTIVE SUMMARY: The Board of Directors and the Senior Management Team, led by President & CEO Randy Clarke, have developed a strategic plan that focuses on the following key goals:

1. Customer- Provide a convenient and desirable option for mobility in the region
2. Community- Being instrumental in supporting a growing region and working with regional partners and the community
3. Workforce- Capital Metro has a productive, invested, and valued workforce
4. Organizational Effectiveness- Capital Metro responsibly delivers on its mission

Staff will continue to monitor progress of the strategic plan by aligning with strategic initiatives.

DBE/SBE PARTICIPATION: Does not apply.

PROCUREMENT: Does not apply

RESPONSIBLE DEPARTMENT: Performance Management and Imagination

**RESOLUTION
OF THE
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS**

**STATE OF TEXAS
COUNTY OF TRAVIS**

AI-2022-381

WHEREAS, The Capital Metropolitan Transportation Board of Directors and Capital Metro staff endeavor to set the mission, vision and Strategic Plan for the Authority; and WHEREAS, THE Capital Metropolitan Transportation Authority Board of Directors and Capital Metro Staff endeavor to ensure to ensure all business objectives are accomplished.

NOW, THEREFORE, BE IT RESOLVED that the Capital Metropolitan Transportation Authority Board of Directors authorizes the President & CEO, or his designee, to implement the FY 2023 Strategic Plan.

Date: _____

**Secretary of the Board
Leslie Pool**

To: CapMetro Board of Directors
From: Jeff Hiott
Vice President, Imagination, Research, and Industry Benchmarking
Subject: Board of Directors Strategic Plan Summary of Edits
Date: March 22, 2022

On Monday, February 28, the Capital Metro Board of Directors met to discuss the proposed Strategic Plan Framework. The workshop was attended by a quorum of the Board of Directors, Executive Staff members, along with strategic business partners Lora Byala from FourSquare and Christina Holcomb from AECOM.

The purpose of the meeting was to discuss the proposed framework for delivering a strategic plan that would reflect Capital Metro's Core Values, Mission, Vision, Goals, and Objectives. After a presentation of the framework, the Board provided input on several themes to be considered within the plan including:

- *Public Service*
- *Transparency*
- *Capital Metro as Public Service and Regional Leader*
- *Service to underserved Communities/Region*
- *Innovation and Leadership*

Building on the discussion with the Board of Directors, staff presented the strategic plan framework to the Advisory Committee Chairs (ACCESS, CSAC, Public Safety) along with a representative the Diversity, Equity, and Inclusion group on March 9th. Lastly, the strategic plan was presented to CapMetro staff at a Town Hall meeting on March 10th with an opportunity to provide feedback via email.

After gathering the feedback from several stakeholders, the following changes were made to the original plan:

- Core Values
 - Added "transparency"
- Mission and Vision
 - Ensured that both "the region" and "communities" are included in the mission and vision
 - Added "responsible" before "delivery" in the mission to address the comments about covering good stewardship
- Goals
 - Added "accessible" to the customer goal
 - Incorporated "communities" into the customer goal
 - Added "leadership" and "collaboration" to the community goal
- Objectives
 - Added "regional leadership" to the objective related to sustainable growth through expansion of access

- Added reference to improving the environment in the objective related to carbon neutrality
- Added a new objective: Serve as the regional leader in collaborating with communities to develop regional transit plans and opportunities
- Added “well-compensated” to the objective related to retaining and developing employees
- Actions:
 - Added two new actions under the initiative for Develop and Pilot Innovative Service Models
 - Collaborate with the City of Austin on the development review process to increase commitments to transit enhancing infrastructure
 - Develop plan to take on a leadership role in collaboratively developing policies and plans for regional transit

Please feel free to contact me at jeff.hiott@capmetro.org if you have any further questions.

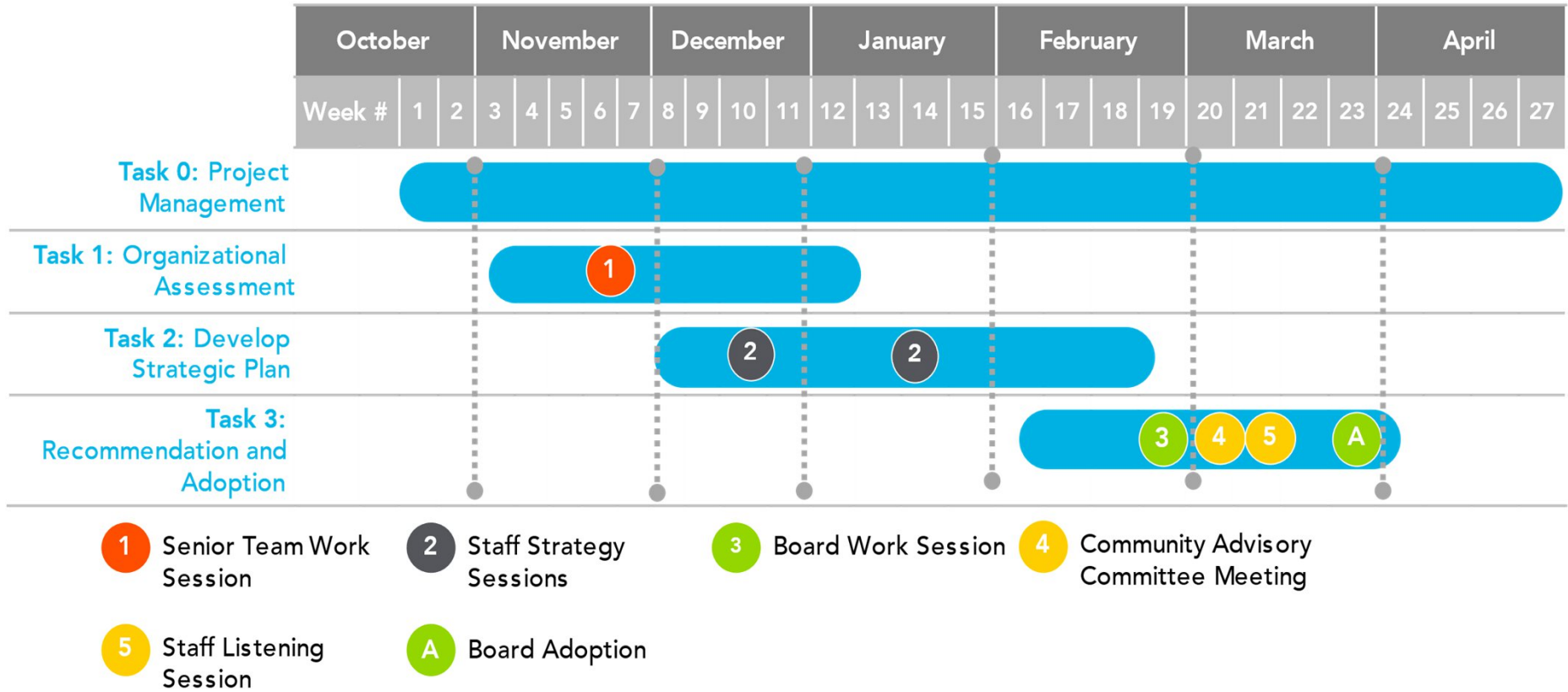


Strategic Plan Framework

CapMetro Board of Directors Meeting

March 28, 2022

Project Milestones



Core Values

Safety, Innovation, Equity, Transparency, and Sustainability

Mission

To empower, enhance, and serve the region and its communities through the responsible delivery of high-quality public transportation.

Vision

CapMetro is integral to the region and its communities, providing connectivity, fostering economic activity, and ensuring safe, environmentally sustainable, and equitable access to opportunity.

Customer

Provide a convenient, desirable, and accessible option for mobility in the region and its communities.

Community

CapMetro is the leader in supporting a growing region, collaborating with partners and communities.

Workforce

CapMetro has a productive, invested, and valued workforce.

Organizational Effectiveness

CapMetro responsibly and sustainably delivers on its mission.

A

Provide reliable and safe transit service.

B

Maintain a high-quality customer experience.

C

Ensure CapMetro has a system that is accessible for everyone in the region.

D

Be a regional leader in supporting sustainable growth through expansion of access to jobs, services, and opportunities.

E

Continue to improve the environment by transforming into a fully carbon-neutral transit agency.

F

Collaborate with the community, riders, and stakeholders to be responsive to their needs.

G

Serve as the regional leader in collaborating with communities to develop regional transit plans and opportunities.

H

Recruit and develop a full complement of diverse staff to meet CapMetro's growing needs.

I

Be an employer of choice that proactively retains a diverse and engaged workforce aligned with the agency's mission and guiding principles.

J

Expand a highly skilled workforce to meet the changing needs of the agency and community.

K

Be a fiscally responsible and transparent steward of public funds.

L

Instill a culture of safety in all staff throughout the organization.

M

Balance investments while prioritizing a state of good repair.

Progress Tracking and Reporting

- Monitor milestones for each action
- Monthly Senior Staff/CEO performance updates
- Quarterly Board Committee reporting and oversight- metrics and actions
- Bi-Annual Strategic Plan updates to the full Board

CapMetro

Thank you!



Capital Metropolitan Transportation Authority

2910 East 5th Street
Austin, TX 78702

Board of Directors

Item #: AI-2022-392

Agenda Date: 3/28/2022

SUBJECT:

Approval of a CapMetro Board resolution in support of the City of Austin's 2022 RAISE grant application for funding to support the combined Bergstrom Spur Urban Trail / South Pleasant Valley Road extension projects.

**RESOLUTION
OF THE
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS**

**STATE OF TEXAS
COUNTY OF TRAVIS**

AI-2022-392

WHEREAS, Capital Metro and the City of Austin developed the Project Connect System Plan, (“Project Connect”) a high-capacity transit system that works together with an integrated multi-modal system to ease traffic, bring jobs to our region, mitigate climate change and better connect people; and

WHEREAS, the City of Austin has invested nearly \$1.5 Billion property tax dollars through voter approved multi-modal and safety bonds in elections in 2016, 2018 and 2020; and

WHEREAS, the City of Austin also approved \$7 Billion in property tax dollars in 2020 and dedicated it to the Project Connect public transit system and expects to earn matching federal formula-based funds determined by meeting specified criteria; and

WHEREAS, the recent US Congressional Bipartisan Infrastructure Law (BIL) provides new and expanded opportunities for competitive transportation grant programs, including the RAISE, INFRA, Safer Streets for All and more; and

WHEREAS, Capital Metro is supported by the City of Austin in seeking federal formula monies and other Federal Transit Administration transit-supportive grants; and

WHEREAS, the City of Austin wishes to leverage all available competitive grant program opportunities during the five year period of the BIL’s funding period by seeking funds to meet numerous underfunded projects; and

WHEREAS, our federal competitiveness is increased by coalescing around common grant applications; and

WHEREAS, the Project Connect initial investment includes a new MetroRapid Bus Route along and dependent on South Pleasant Valley Road; and

WHEREAS, the City of Austin Strategic Mobility Plan, adopted by Council, identified the proposed South Pleasant Valley Road improvements as transit supportive infrastructure that will enhance multimodal connectivity; and

WHEREAS, the proposed South Pleasant Valley Road extension will connect a dead-end portion of South Pleasant Valley Road to Burluson Road, supporting the new MetroRapid Bus route by creating a critical and necessary road connection in Southeast Austin; and

WHEREAS, funds to plan for improvements to South Pleasant Valley Road were approved by voters in the 2016

and 2018 Mobility Bonds; and

WHEREAS, Capital Metro and the City of Austin are engaged in a partnership to deploy and expand an electric MetroBike program that directly benefits from expanded bike trail and infrastructure investments such as the Bergstrom Spur trail connection to Country Club Creek trail; and

WHEREAS, improvements to the Pleasant Valley Road and Bergstrom Spur corridors would serve historically underserved neighborhoods in Southeast Austin and would provide residents in the area more options for transportation to transit, schools, employment centers, commercial centers, and recreation facilities; and

WHEREAS, the Bergstrom Spur Urban Trail project is an approximately 6-mile long corridor running from Vinson Drive in Southwest Austin to U.S. 183 in Southeast Austin is identified in the Urban Trails Master Plan, adopted by Council in September 2014 as a Tier I Urban Trail; and

WHEREAS, the Bergstrom Spur Urban Trail corridor will provide vital bicycle and pedestrian connections, not just to the Austin Bergstrom International Airport but to the South Pleasant Valley Corridor, the S. Congress Transit Center (future Orange line) and the Blue line at Riverside Dr., the Country Club Creek Trail, the buffered cycle tracks on Todd Lane, Burleson Road, East and West St. Elmo Road, South Congress Avenue, current and future transit 31 stations, and other civic assets; and

WHEREAS, a combined Bergstrom Spur Urban Trail and South Pleasant Valley Road extension project would deliver multimodal benefits to transit, pedestrians, bicyclists and motorists for an underserved sector of Austin.

NOW, THEREFORE, BE IT RESOLVED, that the Capital Metro Board of Directors formalizes its support for the City of Austin’s 2022 RAISE grant application for funding to support the combined Bergstrom Spur Urban Trail / South Pleasant Valley Road extension projects.

BE IT FURTHER RESOLVED, the Capital Metro Board of Directors directs the President and CEO to review, identify and collaborate on additional forthcoming federal grant opportunities with city and regional partners.

Date: _____

Secretary of the Board
Leslie Pool

Board of Directors

Item #: AI-2022-382

Agenda Date: 3/28/2022

SUBJECT:

Approval of the Capital Metro Sustainability Vision Policy Statement.

FISCAL IMPACT:

This action has no fiscal impact.

STRATEGIC PLAN:

Strategic Goal Alignment:

- 1. Internal/External Customer Service Excellence 2. Stakeholder Engagement
- 3. Financial and Environmental Sustainability 4. Staff Development 5. Agency Growth Management

Strategic Objectives:

- 1.1 Safety & Risk 1.2 Continuous improvement 1.3 Dynamic Change
- 1.4 Culture of Innovation 2.1 Be an Employer of Choice 2.2 Organization Development
- 2.3 Organization Culture 3.1 Resource optimization 3.2 Safety Culture
- 3.3 Environmental Leadership 4.1 Educate & Call to Action 4.2 Build Partnerships
- 4.3 Value of Transit 4.4 Project Connect

EXPLANATION OF STRATEGIC ALIGNMENT: The Sustainability Vision Policy Statement provides strategic direction to the President & CEO and the Authority with regard to Sustainability. By definition, sustainability is the planning decision-making process to manage resources while considering environmental, social, and economic impacts. This policy focuses primarily on environmental sustainability aspects but aligns with equity and financial aspects. Sustainability is an overarching strategic goal and is integrated into almost all strategic objectives and agency activities. Successful sustainability implementation requires strong internal and external partnerships.

BUSINESS CASE: Sustainability best practices consider sustainability valuation, sustainability return-on-investment, and total cost assessment to evaluate overall lifecycle costs for capital and operational investments. Long term impacts and benefits on social and environmental systems are also considered in the decision making. In short, the decision that is best for the environment often translates to lower cost and improved community health. Sustainability is a key objective of many federal (FTA’s Sustainable Transit for a Healthy Environment, FTA ESMS) and regional (CoA Climate Equity Plan, CAPCOG Ozone Advance) and result in partnerships, shared resources, and benefits. Sustainability has

many co-benefits which are difficult to quantify. An example of this is the drastically reduced noise and external heat from an electric bus, which is a considerable customer benefit.

COMMITTEE RECOMMENDATION: Does not apply.

EXECUTIVE SUMMARY: The purpose of the Sustainability Vision Policy Statement is to outline Capital Metro's commitment to providing a robust, sustainable transportation network and to minimize the environmental impact of its operations and construction through sound practices. The Sustainability Vision Plan will: Be guided by the principles of equity, climate resilience, and sustainability valuation. Establish goals for zero waste; water and nature; sustainable buildings and infrastructure; greenhouse gas emissions; and equitable and livable communities. Consist of the following initial Action Areas: (a) Energy conservation, efficiency, and renewable sources; (b) Sustainable and zero emission fleet; (c) Zero waste and natural resource management; (d) Water and natural world; (e) Active transportation; (f) Green building and infrastructure; and (g) Environmental and sustainability management. Be led by the Sustainability Officer and the Sustainability Leadership Committee consisting of senior staff from Capital Metro and Austin Transportation Partnership. The Committee will review and, as necessary, revise the Action Areas on an annual basis, and establish measurable and meaningful targets and strategies for each of the Actions Areas. The Action Areas, targets and strategies will be subject to approval by Capital Metro's Senior Management Team and the President & CEO.

DBE/SBE PARTICIPATION: Does not apply.

PROCUREMENT: Does not apply.

RESPONSIBLE DEPARTMENT: Strategic Planning

**RESOLUTION
OF THE
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS**

**STATE OF TEXAS
COUNTY OF TRAVIS**

AI-2022-382

WHEREAS, Capital Metro is committed to operating its transit system sustainably by reducing its environmental impact and helping to improve the environment in the communities in which it operates. We will apply sustainability and environmental best practices and comply with all environmental laws and regulations as we expand transit opportunities through Project Connect. We recognize that transportation contributes a significant amount of greenhouse gases to the atmosphere, and Capital Metro, as a public transit provider, will take steps to lessen the risk of climate change through design, technology choices, and by providing its customers with lower-impact transportation options.

WHEREAS, Capital Metro will implement a Sustainability Vision Plan that guides all operations, and the planning, design, construction, and performance of its transit system with the following overarching vision: To build and operate sustainable transit infrastructure that keeps communities connected, protects, and restores our natural systems and environment, and helps grow a vibrant local economy.

WHEREAS, The Sustainability Officer will report annually to the Board of Directors on the Action Areas and Capital Metro's progress on meeting the targets.

NOW, THEREFORE, BE IT RESOLVED The Board of Directors approves of this process to establish a Sustainability Vision Plan to guide Capital Metro's commitment to providing a robust, sustainable transportation network and minimizing the environmental impact of its operations and construction through sound practice.

**Secretary of the Board
Leslie Pool**

Date: _____



1. **PURPOSE**

To outline Capital Metro’s commitment to providing a robust, sustainable transportation network and minimizing the environmental impact of its operations and construction through sound practices.

2. **CAPITAL METRO’S COMMITMENT**

A. *General.* Capital Metro is committed to operating its transit system sustainably by reducing its environmental impact and helping to improve the environment in the communities in which it operates. We will apply sustainability and environmental best practices and comply with all environmental laws and regulations as we expand transit opportunities through Project Connect. We recognize that transportation contributes a significant amount of greenhouse gases to the atmosphere, and Capital Metro, as a public transit provider, will take steps to lessen the risk of climate change through design, technology choices, and by providing its customers with lower-impact transportation options.

B. *Sustainability Vision Plan.* Capital Metro will implement a Sustainability Vision Plan that guides all operations, and the planning, design, construction, and performance of its transit system with the following overarching vision: To build and operate sustainable transit infrastructure that keeps communities connected, protects, and restores our natural systems and environment, and helps grow a vibrant local economy.

The Sustainability Vision Plan will:

- i. Be guided by the principles of equity, climate resilience, and sustainability valuation.
- ii. Establish goals for zero waste; water and nature; sustainable buildings and infrastructure; greenhouse gas emissions; and equitable and livable communities.
- iii. Consist of the following initial Action Areas: (a) Energy conservation, efficiency, and renewable sources; (b) Sustainable and zero emission fleet; (c) Zero waste and natural resource management; (d) Water and natural world; (e) Active transportation; (f) Green building and infrastructure; and (g) Environmental and sustainability management.
- iv. Be led by the Sustainability Officer and the Sustainability Leadership Committee consisting of senior staff from Capital Metro and Austin Transportation Partnership. The Committee will review and, as necessary, revise the Action Areas on an annual basis, and establish measurable and meaningful targets and strategies for each of the Actions Areas. The Action Areas, targets and strategies will be subject to approval by Capital Metro’s Senior Management Team and the President & CEO.



- C. Annual Report. The Sustainability Officer will report annually to the Board of Directors on the Action Areas and Capital Metro's progress on meeting the targets.

Board of Directors

Item #: AI-2022-377

Agenda Date: 3/28/2022

SUBJECT:

Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute an Interlocal Agreement (ILA) with the City of Leander for the FY2022 Build Central Texas Program and funding for transit supportive infrastructure.

FISCAL IMPACT:

Funding for this action is included in the FY2022 amended budget.

STRATEGIC PLAN:

Strategic Goal Alignment:

- 1. Internal/External Customer Service Excellence
- 2. Stakeholder Engagement
- 3. Financial and Environmental Sustainability
- 4. Staff Development
- 5. Agency Growth Management

Strategic Objectives:

- 1.1 Safety & Risk
- 1.2 Continuous improvement
- 1.3 Dynamic Change
- 1.4 Culture of Innovation
- 2.1 Be an Employer of Choice
- 2.2 Organization Development
- 2.3 Organization Culture
- 3.1 Resource optimization
- 3.2 Safety Culture
- 3.3 Environmental Leadership
- 4.1 Educate & Call to Action
- 4.2 Build Partnerships
- 4.3 Value of Transit
- 4.4 Project Connect

EXPLANATION OF STRATEGIC ALIGNMENT: This interlocal agreement (ILA) outlines the terms and conditions under which the City of Leander is eligible to receive funding under the Build Central Texas (BCT) Program and additional available funding to support transit supportive infrastructure projects which further enhances our partnership with Leander and our other suburban member cities.

BUSINESS CASE: A new ILA is needed for FY2022 to facilitate the January 2022 Board approved interlocal agreement expanding the BCT program to include the City of Leander through September 2032 and funding approved in the budget amendment adopted on March 28, 2022 for transit supportive infrastructure. The ILA is intended to provide support for transportation system improvement projects in suburban communities.

COMMITTEE RECOMMENDATION: This item will be presented to the full board on March 28, 2022.

EXECUTIVE SUMMARY: The BCT program was developed by Capital Metro to assist suburban member cities with transit supportive infrastructure projects. The program has been expanded to include the City of Leander for the purposes of providing funds for capital projects in an amount equal to the annual difference between the sales tax contributions attributed to the City of Leander and the Total Costs of Service attributed to the city. Funding for the expanded BCT program and the allocation of a proportionate share of \$10 million in FY22 for transit supportive infrastructure projects in suburban member cities is made available in FY22 through an amendment to the Capital Metro budget.

A draft of this agreement for the provision of BCT funds to the City of Leander was approved by the Board of Directors on January 24, 2022. Non-substantive changes to clarify the mechanics of execution of the program have been made in partnership with the City of Leander. The only substantive change to this draft is to allow the recently approved infrastructure funds to be administered under the terms of this agreement also.

DBE/SBE PARTICIPATION: Does not apply.

PROCUREMENT: Does not apply.

RESPONSIBLE DEPARTMENT: Finance

/

**RESOLUTION
OF THE
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS**

**STATE OF TEXAS
COUNTY OF TRAVIS**

AI-2022-377

WHEREAS, Capital Metro has a strong interest in serving all the members of its service area, which today include the cities of Austin, Jonestown, Lago Vista, Leander, Manor, Point Venture, San Leanna, and parts of Travis and Williamson counties, and in the success of their economic development as they grow in population; and

WHEREAS, Capital Metro's partnership with suburban cities in the Central Texas area is critical in addressing our regional transportation challenges and in the success of our overall transportation systems; and

WHEREAS, Capital Metro is committed to supporting the transit infrastructure throughout its service area and working with its small cities partners to maximize the value of their transit investments; and

WHEREAS, Build Central Texas (BCT) has been a valuable program since May 2004, enabling funds to return to our small member cities for transit supportive infrastructure development; and

WHEREAS, the Capital Metro Board directed staff on January 12, 2022 to pursue using the BCT program annual fiscal year surplus sales tax revenue above the annual fiscal year total costs of service to regional communities for transit supportive infrastructure beginning in Fiscal Year 2022; and

WHEREAS, the Capital Metro Board directed staff on January 12, 2022 to provide an additional \$10M to be included in a future budget amendment for FY2022 funds scheduled for March 28, 2022 to fund transit supportive infrastructure projects proposed by small member cities.

WHEREAS, the Capital Metro Board approved on January 24, 2022 a draft ILA for the provision of BCT funds to the City of Leander.

NOW, THEREFORE, BE IT RESOLVED that the Capital Metropolitan Transportation Authority Board of Directors authorizes the President & CEO to finalize and execute an Interlocal Agreement with the City of Leander for the Build Central Texas Program - Suburban Communities Program (BCT) and include its proportional share of the \$10M Transit Capital Investment for FY2022.

Secretary of the Board
Leslie Pool

Date: _____

**INTERLOCAL AGREEMENT
BETWEEN
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
AND
CITY OF LEANDER
FOR
BUILD CENTRAL TEXAS**

This Interlocal Agreement (“Agreement”) is entered into by and between the City of Leander, a home rule City, (hereinafter “Leander” or “Suburban Community”) and Capital Metropolitan Transportation Authority (“Capital Metro”) a transportation authority and political subdivision organized under Chapter 451 of the Texas Transportation Code. Capital Metro and Leander are referred to in this Agreement individually as a “Party” and collectively as the “Parties”.

I. Recitals

Whereas, this Agreement is authorized and governed by the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code;

Whereas, each Party represents and warrants that in the performance of its respective obligations as set forth in this Agreement, it is carrying out a duly authorized governmental function that it is authorized to perform individually under the applicable statutes of the State of Texas or its charter;

Whereas, Capital Metro has developed the Build Central Texas Program – Suburban Communities Program (“**BCT Program**”) to meet the transportation infrastructure needs of suburban cities and portions of counties in the Capital Metro service area by providing for their transportation system improvement projects each fiscal year (October 1 through September 30);

Whereas, Capital Metro has created a transit supportive infrastructure fund to fund additional transit supportive infrastructure projects proposed by the Suburban Communities;

Whereas, the Parties now desire to enter into a mutually beneficial agreement that meets the transportation mobility needs of both Parties; and

NOW THEREFORE, in consideration of mutual covenants and agreements contained herein, the Parties agree to the terms and conditions below as evidenced by the signatures of their respective authorized representatives.

II. BCT Program Funding, Guidelines and Procedures

- A. Funding for Leander in the BCT Program will be allocated annually in an amount equal to the difference between the sales tax contributions attributed to Leander and the Total Cost of Service attributed to Leander for the prior fiscal year (the “**BCT Allocation**”). For the purposes of this Agreement, Total Cost of Service shall be defined as operations and maintenance costs for transit service provided to Leander plus fifty percent (50%) of the total capital depreciation of commuter rail assets (net of grant and capital contribution revenue) (the “**Total Cost of Service**”). For Fiscal Year 2022, BCT Allocation is agreed to be \$1,921,057. For future fiscal years, Capital Metro staff will notify Leander of the BCT Allocation for Leander by March 31 of the applicable fiscal year, and the terms and conditions of this Agreement will apply (the “**BCT Allocation Notification**”). Reports showing detailed calculations of the Total Cost of Service in a form substantially similar to that set forth in the attached **Appendices A and B** will accompany the BCT Allocation reported to Leander each year.

- B. Capital Metro shall provide audited annual financial statements to Leander upon request. All cost information and service metrics are available monthly on the Capital Metro website dashboard. Any additional data valuable to Leander will be reasonably provided upon request. Leander may audit documentation related to the Total Cost of Service and the BCT Allocation to ensure compliance with the terms of this Agreement. Capital Metro shall make available to Leander's designated auditor during regular business hours and upon reasonable notice, applicable records related to the calculation of the Total Cost of Service and the BCT Allocation. If the event that such audit demonstrates that the Total Cost of Service or BCT Allocation was calculated incorrectly and resulted in an underpayment of the BCT Allocation, the correct amount shall be paid by Capital Metro within thirty (30) days of notification by Leander. In the event that such audit demonstrates that the Total Cost of Service or BCT Allocation was calculated incorrectly and resulted in an overpayment of the BCT Allocation, the overpayment amount will be refunded to Capital Metro within thirty (30) days of the determination. Leander must exercise its right to audit a particular Total Cost of Service and/or BCT Allocation within twelve (12) months of their corresponding BCT Allocation Notification.
- C. Once Capital Metro staff notifies Leander of a BCT Allocation under this Agreement, Leander shall submit to Capital Metro a proposed project list for the applicable fiscal year in accordance with the Suburban Communities Program Procedures and Guidelines attached to this Agreement as **Appendix C** (the "**BCT Guidelines and Procedures**"). The project list may include a proposal to rollover a BCT Allocation for use in a later fiscal year. If a project list for any fiscal year is not submitted to Capital Metro by the end of the fiscal year in which funds are allocated, then such fiscal year funds are forfeited. Leander may, during the applicable fiscal year, submit for Capital Metro's approval, a revised project list to allocate unattached funds to prior-approved projects.
- D. For projects approved for Fiscal Year 2022, Capital Metro shall make payments to Leander as follows:
- a. a check for fifty percent (50%) of the BCT Allocation will be available on June 1, 2022.
 - b. For projects funded with less than Five Hundred Thousand Dollars (\$500,000) of the applicable BCT Allocation, payment for outstanding project costs will be made out of the remaining fifty percent (50%) of the BCT Allocation by check upon submission of an invoice from Leander evidencing completion or substantial completion of the project, together with satisfactory documentation for payment, and otherwise in accordance with the BCT Guidelines and Procedures.
 - c. For projects funded with Five Hundred Thousand Dollars (\$500,000) or more of the applicable BCT Allocation, payment for outstanding project costs will be made out of the remaining fifty percent (50%) of the BCT Allocation by check upon submission of an invoice from Leander evidencing completion or substantial completion of the project, together with satisfactory documentation for payment, in accordance with an established project milestone schedule agreed upon by the Parties prior to commencement of the project and otherwise in accordance with the BCT Guidelines and Procedures.
- E. For projects approved for Fiscal Year 2023 and subsequent fiscal years, Capital Metro shall make payments to Leander as follows:
- a. For projects funded with less than Five Hundred Thousand Dollars (\$500,000) of the applicable BCT Allocation, fifty percent (50%) of the budgeted costs for each such project shall be mailed to Leander upon submittal of an invoice on Leander letterhead. Payment for the remaining project costs will be made to Leander by check upon submission of an invoice from Leander evidencing completion or substantial completion

of the project, together with satisfactory documentation for payment, and otherwise in accordance with the BCT Guidelines and Procedures.

- b. For projects funded with Five Hundred Thousand Dollars (\$500,000) or more of the applicable BCT Allocation, twenty percent (20%) of the budgeted costs for each such project shall be mailed to Leander upon submittal of an invoice on Leander letterhead, provided that such payment will not exceed One Million Dollars (\$1,000,000). Payment for the remaining project costs will be paid by check upon submission of an invoice from Leander evidencing completion or substantial completion of the project, together with satisfactory documentation for payment, in accordance with an established project milestone schedule agreed upon by the Parties prior to commencement of the project and otherwise in accordance with the BCT Guidelines and Procedures.
- F. Capital Metro shall pay all invoices in accordance with the Texas Prompt Payment Act, Chapter 2251, Texas Government Code. Capital Metro shall have the right to audit project documentation to ensure compliance with the terms of this Agreement and the BCT Guidelines and Procedures.
 - G. Capital Metro shall provide Leander requested technical or project assistance in pursuing federal grant funds to complement the funding available under the Program that supports transit supportive infrastructure and joint Leander and Capital Metro goals.
 - H. Unless otherwise provided in this Agreement, Leander will comply with the BCT Guidelines and Procedures, which set out the rules and regulations governing participation in the BCT Program and payments to be made to Leander under this Agreement. Capital Metro reserves the right, in its sole discretion to make amendments to the BCT Program Guidelines and Procedures from time to time, provided that such amendments shall not reduce the funding for prior-approved projects, shorten the deadlines for Leander to submit proposed projects to Capital Metro (unless Capital Metro provides the City with sixty days' written notice of the amendments), change the Total Service Cost, cause the BCT Allocation to become unavailable, or change a material term of this Agreement.

III. Transit Supported Infrastructure Fund

- A. By action of the Board on March 28, 2022, Capital Metro approved a Ten Million Dollars (\$10,000,000) transit supportive infrastructure fund to fund transit supportive infrastructure projects proposed by the Suburban Communities, with Seven Million Four Hundred Seventeen Thousand Nine Hundred and Twenty Three Dollars (\$7,417,923.00) being apportioned for use by Leander (“**Leander Transit Infrastructure Funds**”). Unless otherwise provided in this Article III, the projects funded with Leander’s Transit Infrastructure Funds (the “**Leander Infrastructure Projects**”) will be subject to the BCT Guidelines and Procedures, with references to the BCT Program and BCT projects deemed to mean the Transit Supportive Infrastructure Fund and Leander’s Transit Infrastructure Funds.
- B. Leander will submit to Capital Metro for approval a list of proposed Leander Infrastructure Projects by May 31, 2022. The project list may include a proposal to use Transit Infrastructure Funds beyond Fiscal Year 2022. If the project list is not submitted to Capital Metro by September 30, 2022 then the Transit Infrastructure Funds are forfeited. Leander may submit for Capital Metro’s approval, a revised project list to allocate unattached funds to prior-approved projects. Capital Metro will review and approve Leander Infrastructure Projects in accordance with the BCT Guidelines and Procedures.
- C. Capital Metro shall make payments to Leander for approved Leander Infrastructure Projects

as follows:

- a. For Leander Infrastructure Projects funded with less than Five Hundred Thousand Dollars (\$500,000) of the Leander Transit Infrastructure Funds, fifty percent (50%) of the budgeted costs for the Leander Infrastructure Funds shall be mailed to Leander on or after June 1, 2022, upon submittal of an invoice on Leander letterhead. Payment for the remaining costs for such Leander Infrastructure Projects will be made to Leander by check upon submission of an invoice from Leander evidencing completion or substantial completion of the project, together with satisfactory documentation for payment, and otherwise in accordance with the BCT Guidelines and Procedures.
 - b. For Leander Infrastructure Projects funded with Five Hundred Thousand Dollars (\$500,000) or more of the Leander Transit Infrastructure Funds, twenty percent (20%) of the budgeted costs for each such project shall be mailed to Leander on or after June 1, 2022, upon submittal of an invoice on Leander letterhead, provided that such payment will not exceed One Million Dollars (\$1,000,000). Payment for the remaining costs will be made to Leander by check upon submission of an invoice from Leander evidencing completion or substantial completion of the applicable Leander Infrastructure Project, together with satisfactory documentation for payment, in accordance with an established project milestone schedule agreed upon by the Parties prior to commencement of the applicable Leander Infrastructure Project and otherwise in accordance with the BCT Guidelines and Procedures.
- D. Capital Metro shall pay all invoices in accordance with the Texas Prompt Payment Act, Chapter 2251, Texas Government Code. Capital Metro shall have the right to audit project documentation to ensure compliance with the terms of this Agreement and the BCT Guidelines and Procedures.

IV. Cooperation on Other Matters

- A. Capital Metro shall ensure enhanced coordination with Leander on the federally required service planning process prior to bringing service changes to the Board of Directors of Capital Metro for consideration and approval.
- B. Capital Metro shall coordinate with Leander staff to enhance Leander's comprehensive service planning and community outreach methods to inform Leander residents of Capital Metro services and opportunities.
- C. When determining transit service levels and capital improvements in Leander, Capital Metro shall solicit feedback from Leander's designated representative regarding proposed transit service levels and improvements in Leander.

V. Term and Termination

- A. The initial term of this Agreement is from the date of the last Party to sign ("**Effective Date**") through September 30, 2032, unless terminated earlier in accordance with this Agreement. After the initial term, the Agreement will automatically renew annually on the anniversary of the Effective Date unless either Party provides written notice ninety (90) days in advance of the end date of its intent not to renew. Notwithstanding anything to the contrary, the Parties may mutually agree to terminate this Agreement at any time.
- B. If, at any time during the term of the Agreement, Leander is no longer included in Capital Metro's

service area, this Agreement will automatically terminate and be null and void as of the date on which Leander is removed from Capital Metro's service area. As of such date, neither party will have any obligations under this Agreement, including any obligation by Capital Metro to make any payments to Leander under this Agreement.

- C. Notwithstanding anything contained herein to the contrary, in the event of termination of the Agreement, the funding for any projects approved prior to the termination of the Agreement shall remain available and payable to Leander under the terms set forth in this Agreement, and the obligation to pay the BCT Allocation to Leander for such approved projects shall survive termination of this Agreement.
- D. If Capital Metro becomes subject to a legislative change, revocation of statutory authority, or lack of funds which would render Capital Metro's performance under this Agreement impossible or unnecessary, this Agreement will be terminated or cancelled and be deemed null and void. In the event of such termination or cancellation, Capital Metro will not be liable to Suburban Community for any damages, which are caused or associated with such termination, or cancellation. In such event, Capital Metro shall cooperate with Leander to determine whether there is an alternative source of funding for the BCT Allocation or an alternative structure that can be used to achieve the purposes of this Agreement.

VI. General Provisions

- A. Successors and Assigns. This Agreement will be binding upon and inure to the benefit of the Parties and their successors and assigns, including without limitation, any receivers, administrators, or trustees in bankruptcy.
- B. Severability. If any provision of the Agreement will, for any reason, be held to violate any applicable law, and so much of the Agreement is held to be unenforceable, then the invalidity of such a specific provision will not be held to invalidate any other provisions, which other provisions will remain in full force and effect unless removal of said invalid provisions destroys the legitimate purpose of the Agreement, in which event the Agreement will be canceled.
- C. Cooperation. The Parties to this Agreement agree to cooperate at all times in good faith to effectuate the purposes and intent of this Agreement.
- D. Independent Contractor. This Agreement will not be construed as creating an employer-employee relationship, a partnership, or a joint venture between the Parties.
- E. Entire Agreement. This Agreement, together with Appendices A, B and C, represents the complete and entire agreement between the Parties respecting the matters addressed herein, and supersedes all prior negotiations, agreements, representations, and understanding, if any, between the parties respecting the subject of this Agreement.
- F. No Amendment of Other Agreements. Unless otherwise expressly stipulated in this Agreement, this Agreement is separate from and is not an amendment or modification of any other agreement between the parties.
- G. Applicable Law. This Agreement will be governed by and construed in accordance with the laws of the State of Texas, exclusive of its choice of law provisions. Both parties recognize that Leander and Capital Metro are subject to the Texas Public Information Act ("TPIA") and unless accepted by that Act, documents and information in Leander's and Capital Metro's possession are subject to public disclosure.
- H. Venue. Venue for any action arising under this Agreement will be in Travis County, Texas.
- I. Interpretation of Laws and Authorities. All federal and state contractual provisions, as applicable,

will be included in any corresponding contracts or procurements by the Parties. Capital Metro will reasonably cooperate with Leander to identify any federal and state contractual provisions that are required to be in contracts because the contracts will be funded with BCT Allocation funds. The Parties shall be responsible for the settlement of all contractual and administrative issues arising out of procurements entered into by the individual Party in support of the contract work. The Parties will retain responsibility for ensuring that the performances rendered under any subcontracts comply with all requirements of this Agreement as if the respective Party, entering into the subcontract, rendered such performances. In no event does this provision relieve each Party of its individual responsibility for ensuring that the services rendered under all subcontracts are rendered in compliance with this Agreement.

- J. Notices. Any notice given hereunder by either Party to the other will be in writing and may be effected by personal delivery in writing or by registered or certified mail, return receipt requested when mailed to the proper Party, at the following addresses:

Leander: City of Leander, Texas
Attn: City Manager
P. O. Box 319
Leander, Texas 78641

Capital Metro: President/CEO
Capital Metropolitan Transportation
Authority
700 Lavaca, Suite 1400
Austin, Texas 78701

With a copy to: Chief Counsel
Capital Metropolitan Transportation Authority
700 Lavaca, Suite 1400
Austin, Texas 78701

- K. Liability. **THE PARTIES AGREE THAT EACH GOVERNMENTAL ENTITY IS RESPONSIBLE FOR ITS OWN PROPORTIONATE SHARE OF ANY LIABILITY FOR THE NEGLIGENT ACTS OR OMISSIONS OF ITS EMPLOYEES, AGENTS, CONTRACTORS, OR SUBCONTRACTORS ARISING OUT OF, CONNECTED WITH, OR AS A CONSEQUENCE OF ITS PERFORMANCE UNDER THIS AGREEMENT.**

NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR ANY INDIRECT, SPECIAL, INCIDENTAL, PUNITIVE, OR CONSEQUENTIAL DAMAGES (INCLUDING BUT NOT LIMITED TO LOSS OF BUSINESS, REVENUE, PROFITS, OR OTHER ECONOMIC ADVANTAGE), HOWEVER IT ARISES, WHETHER IN AN ACTION OF CONTRACT, NEGLIGENCE, TORT OR OTHER ACTION, ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT, EVEN IF ADVISED OF THE POSSIBILITY THEREOF.

- L. Administrative Approval. Leander's duly authorized representative and the Capital Metro President & CEO will have the authority to negotiate and execute amendments to this Agreement without further action or action from their respective governing bodies, but only to the extent necessary to implement and further the clear intent of the respective governing bodies' approval, and not in such a way as would constitute a substantive modification of the terms and conditions hereof or otherwise violate Chapter 791 of the Texas Government Code. Any amendments that

would constitute a substantive modification to the Agreement must be approved by the governing bodies of the Parties.

M. Government Immunity. By execution of this Agreement, neither Party waives nor relinquishes any immunity rights available to it by law except as otherwise stipulated by applicable laws.

VII. Signatories

This Agreement is hereby accepted and agreed to by the following individuals or officers who are duly authorized to bind the Parties as set forth above:

**Capital Metropolitan
Transportation Authority**

City of Leander

By: _____

By: _____

Catherine Walker
EVP, Chief Financial & Risk Officer

Printed Name: _____

Title: _____

Date: _____

Date: _____

APPENDIX A

ESTIMATED SALES TAX RECEIPTS AND COST OF SERVICE

Fiscal Year	The Goodman Corporation FY2022 Adjusted		Cost of Service Estimated	Sales Tax to Cost of Service Over/(Under)
	Amount	% Increase		
2021	9,600,436	23.4%	7,679,379	1,921,057
2022	11,520,523	20.0%	9,845,493	1,675,030
2023	12,204,329	5.9%	12,476,505	(272,176)
2024	13,144,780	7.7%	13,738,234	(593,454)
2025	14,114,911	7.4%	14,150,381	(35,470)
2026	15,116,468	7.1%	14,574,892	541,575
2027	16,343,244	8.1%	15,012,139	1,331,105
2028	17,698,634	8.3%	15,462,503	2,236,131
2029	18,580,306	5.0%	15,926,378	2,653,928
2030	19,507,954	5.0%	16,404,169	3,103,785
2031	20,482,741	5.0%	16,896,295	3,586,446
2032	21,508,740	5.0%	17,403,183	4,105,557

Notes:

- 1) The Goodman Corporation FY2022 assumption adjusted to 20% growth due to October and November 2021 actual receipts.
- 2) The Goodman Corporation annual growth rate assumptions utilized for Fiscal Years 2023 - 2032.
- 3) Assumption of return to pre-COVID service hour levels - Rail (FY2023); Commuter (FY2024); Rideshare (FY2024).
- 4) No additional service hour increases after return to pre-COVID levels.
- 5) Cost of service assumes 3% annual inflation rate with additional 2% cost increase (new labor rates) in FY2022.
- 6) Total rail capital depreciation discounted at 50%.
- 7) Does not include future capital expenditures.

**APPENDIX B
ESTIMATED COST OF SERVICE**

For Leander Service Use Only

Fiscal Year	MetroRail Cost /			MetroExpress Cost /			MetroAccess Cost /			MetroRideShare Cost /			Pickup Cost /			Total Cost of Service
	Hours	Hr	Total Cost	Hours	Hr	Total Cost	Trips	Trip	Total Cost	Vanpools	Vanpool	Total Cost	Hours	Hr	Total Cost	
2020	2,078	\$ 2,830.48	\$ 5,881,737	4,273	\$ 212.81	\$ 909,337	131	\$ 81.71	\$ 10,704	8	\$ 6,000.00	\$ 48,000	6,084	\$ 60.96	\$ 370,881	\$ 7,220,659
2021	2,415	\$ 2,809.12	\$ 6,784,025	1,769	\$ 219.19	\$ 387,755	-	\$ 84.16	-	4	\$ 6,000.00	24,000	7,702	\$ 62.79	\$ 483,599	\$ 7,679,379
2022	3,019	\$ 2,949.58	\$ 8,904,033	1,769	\$ 230.15	\$ 407,142	-	\$ 88.37	-	4	\$ 6,000.00	24,000	7,741	\$ 65.93	\$ 510,318	\$ 9,845,493
2023	3,502	\$ 3,038.06	\$ 10,638,538	5,307	\$ 237.06	\$ 1,258,070	40	\$ 91.02	3,641	8	\$ 6,000.00	48,000	7,779	\$ 67.91	\$ 528,256	\$ 12,476,505
2024	3,502	\$ 3,129.21	\$ 10,957,694	8,757	\$ 244.17	\$ 2,138,090	60	\$ 93.75	5,625	15	\$ 6,000.00	90,000	7,818	\$ 69.94	\$ 546,824	\$ 13,738,234
2025																
2026																
2027																
2028																
2029																
2030																
2031																
2032																

Notes:

- 1) Assumption of return to pre-pandemic service hour levels - Rail (FY2023); Commuter (FY2024); Rideshare (FY2024).
- 2) No additional service hour increases after return to pre-COVID levels.
- 3) Cost of service assumes 3% annual inflation rate with additional 2% cost increase (new labor rates) in FY2022.
- 4) Total MetroRail cost per hour: Operations and Maintenance (O&M) costs plus fifty percent (50%) of the total commuter rail assets capital depreciation (net of grant and capital contribution revenue) for service hours between Lakeline and Leander.
- 5) Total MetroExpress cost per hour: Operations and Maintenance (O&M) plus proportional share of capital depreciation for express service assets based on service hours between Lakeline and Leander.
- 6) Total MetroAccess cost per trip: Fully allocated cost of service by trip for the system. The calculations are based on the total number of trips taken by/within Leander residents on MetroA
- 7) Total MetroRideShare cost per vanpool: The cost is the subsidy for program run by Enterprise times the number of total vanpools that originate within Leander.
- 8) Total PickUp cost per hour: The O&M costs as well as the capital costs proportionally assigned to Leander for service hours performed in Leander.
- 9) Does not include future capital expenditures.

APPENDIX C

THE BUILD CENTRAL TEXAS - SUBURBAN COMMUNITIES PROGRAM PROCEDURES AND GUIDELINES

The Build Central Texas – Suburban Communities Program was established by Capital Metro to finance transportation projects that are of mutual benefit to Capital Metro and the respective communities in the Capital Metro service area. The Capital Metro Board of Directors created the Suburban Communities Program to ensure that the suburban cities and portions of counties in the Capital Metro service area (collectively, the “**Suburban Communities**”) benefit from the Build Central Texas Program.

The following procedures and guidelines are provided to assist the Suburban Communities in Capital Metro's service area with developing and administering their annual Build Central Texas Program - Suburban Communities Program project proposals. Capital Metro staff will be available to assist with any questions that may arise regarding the program.

Project Criteria

1. The purpose of a project must be for transit related capital improvements and generally will fall into one of the following categories, unless otherwise agreed to by Capital Metro:
 - a. Transit Capital Improvements:
 - i. Includes sidewalks, sidewalk curb ramps, safety signage, electronic pedestrian signals, walkway lighting and hike and bike facilities, passenger amenities such as shelters, benches, landscaping, bus stop lighting, concrete bus pads, and roadway improvements that improve traffic safety or traffic flows.
 - ii. Must be along a transit route or directly leading to a transit route or transit facility, unless otherwise approved by Capital Metro. A statement from the Suburban Community that the project is along or directly leading to a transit route must be included in the proposed project list when submitted to Capital Metro.
 - b. Street Resurfacing and Improvements:
 - i. Includes asphalt and concrete resurfacing of streets, street reconstruction, and construction of new streets which will serve as transit corridors. Street repair and maintenance should focus on current and future transit routes. Street projects may only include non-transit related roadways when all transit roadways are in an improved condition.
 - ii. Transit street projects are given priority for resurfacing over non-transit streets. Funding may be applied to the repair of non-transit streets provided all of a Suburban Community's transit streets have been resurfaced in the last five years and are in good condition, as determined by Capital Metro staff. Written verification of such resurfacing must be submitted.
 - c. Mobility Improvements:

- i. Includes planning, review, and implementation of programs and projects which have a benefit to transit service and include the planning for, review of, and implementation of intersection improvements, signal timing changes, widening of roadways, signage, lighting, transit-related bicycle and pedestrian improvements, and other mobility enhancement projects and programs. Transit-related bicycle and pedestrian improvements are defined as those projects which use various transportation methods to providing multi-modal access to homes, business, public facilities and which provide improved access to transit facilities or service.
2. Strong preference is given to projects that are directly on a transit route.
3. Strong preference is given to projects that directly improve transit service, traffic safety, or passenger convenience.
4. Joint funding of projects between Capital Metro, the Suburban Community, and other financing sources is encouraged.

Project Submittal

1. When Capital Metro staff notifies the Suburban Community of a fiscal year allocation, the Suburban Community shall submit to Capital Metro a proposed project list for that fiscal year (October 1-September 30). The proposed project list must be submitted on or before May 31 of each fiscal year that funds are allocated provided the project list does not exceed the fiscal year allocation. The project list shall define the scope of work for the services to be provided by Suburban Community.
2. Upon request, Suburban Community may be required to submit to Capital Metro additional project details and timelines. Capital Metro has the right to reject any submitted project that does not meet the established Project Criteria. Any project not rejected by Capital Metro shall be deemed approved.
3. The Suburban Community's projects list must include all new projects as well as any previously approved unfinished projects and their status. Capital Metro will review the proposed projects and provide guidance to the respective Suburban Communities as applicable. Proposed projects will be reviewed by Capital Metro Planning and Development Department and Capital Projects staff to ensure that projects do not conflict with other regional projects. When the projects are approved, the Suburban Community will be notified.

Final project proposals should be in letter form and directed to Capital Metro at the following address or via electronic email address:

Capital Metropolitan Transportation Authority

Attn: Finance

2910 East Fifth Street

Austin, Texas 78702

Melanie.Capesius@capmetro.org

Capital Metro will notify the Suburban Community in writing of any changes to the above address.

4. Projects that are not competitively contracted will only be reimbursed for directly related costs. No indirect costs will be covered. It is a requirement under this Agreement that the Suburban Community will so state in their submitted projects list that all projects will be competitively bid noting any exceptions for emergency projects. Direct costs that are covered include the categories of project development, project design, and project construction. A letter or agreement detailing eligible costs will be required for projects that are not competitively contracted before final payment is released. Notwithstanding the foregoing, emergency projects deemed by the Suburban Community to be of grave public necessity and necessary to meet unusual and unforeseen conditions are exempt from the competitive contracting requirement.
5. In order to advance efforts by Capital Metro and the Suburban Community to increase the participation of small businesses in publicly funded projects, Small Business Enterprise (“SBE”) participation is strongly encouraged. Each Suburban Community may set SBE goals on procurements using its own “Small Business Program” or the Suburban Community may follow Capital Metro’s SBE program.
6. If a project list for any fiscal year that funds are allocated is not submitted to Capital Metro by the end of the fiscal year in which funds are allocated, then such fiscal year funds are forfeited; Leander may, during the applicable fiscal year, submit for Capital Metro’s approval, a revised project list to allocate unattached funds to prior-approved projects.
7. For projects with costs of \$500,000 or more, the Suburban Community and Capital Metro, through its Planning and Development Department staff, will develop milestones specific to the project prior to commencement of the project.
8. Requests for modifications to project lists or any substitution of the projects previously approved must be submitted in writing to Capital Metro. Written approval by Capital Metro of proposed changes is required.

Project Administration

Throughout the term of any project, Suburban Community will:

1. Maintain regular communication with Capital Metro.
2. If requested, provide Capital Metro with all requested documentation needed to conduct a project audit. In the event Capital Metro determines that fiscal year funds were not spent on an approved project, then upon demand, the Suburban Community shall reimburse Capital Metro for any funds identified by in such audit as not spent on an approved project.
3. Ensure all pedestrian projects and policies developed through the BCT Program are developed in accordance with the requirements of the Americans with Disabilities Act.
4. Notify Capital Metro or its representative when the project is complete or substantially completed.
5. Upon request, arrange a site visit to allow Capital Metro or its representative an opportunity to inspect a project.

Invoicing and Payment

1. The Suburban Community is responsible for invoicing Capital Metro based on milestones, as applicable, and/or completion or substantial completion of the project in accordance with the terms

of the Agreement. The invoices should be in letter form to Capital Metro and have attached photocopies of any documentation pertaining to the cost of the project such as construction contracts, supply invoices, timesheets, change orders, contractor pay vouchers, etc.

2. The Suburban Community shall provide Capital Metro with any documentation pertaining to any approved project, including pre-construction or construction meeting minutes, copies of pay applications, change orders, progress reports, photographs, payment vouchers, and project close-out documents if requested by Capital Metro.
3. The Suburban Community is responsible for informing Capital Metro in a timely manner of any substantial delays or alterations in the project scope of work.
4. Capital Metro shall pay all invoices from revenue that is currently available to Capital Metro.
5. Payments to Suburban Community are expressly contingent upon Suburban Community's strict compliance with this Agreement, including the BCT Guidelines and Procedures.
6. All interest that may accrue to program funding held by the Suburban Community must be allocated toward program projects. The local Suburban Community administrator will propose the projects to which the funding will be allocated and submit in writing a project modification request to Capital Metro.

CapMetro

CapMetro & City of Leander Interlocal Agreement

Board Meeting 3/28

Capital Metro & City of Leander Resolution

- Capital Metro & City of Leander Resolution – approved by Board in January, new partnership agreement includes:
 - Bringing Leander into the Build Central Texas program.
 - Leander to receive portion of new \$10 million transit supportive infrastructure funds, based on sales tax contributions relative to other small member cities.
 - Improved coordination and transparency for planning and finance decisions impacting Leander.
 - Increased CapMetro support of Leander comprehensive planning efforts and community engagement.
 - CapMetro will coordinate with Leander on agency-owned real estate for non-CapMetro purposes.

City of Leander Build Central Texas (BCT) ILA

- New BCT ILA, developed by Capital Metro and Leander staff, includes:
 - Annual BCT funding for transit supportive infrastructure in Leander, amount equal to the difference between sales tax contribution and total cost of service in city.
 - FY2021 BCT Allocation for Leander is \$1,921,057, to be allocated in FY22.
 - Guidelines for selecting and funding transit supportive infrastructure; providing CapMetro technical assistance with planning and grants; audit availability.
 - Leander also eligible for \$7,417,923 of the new \$10,000,000 transit supportive infrastructure fund, separate from BCT sales tax / cost of service.
- BCT ILA amendments for remaining suburban member city participants scheduled for April board action.

CapMetro

THANK YOU!

Board of Directors

Item #: AI-2021-275

Agenda Date: 3/28/2022

SUBJECT:

Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with New Flyer Industries (NFI) Parts Inc. for the purchase of 418 heavy duty driver barriers in an amount not to exceed \$2,564,741.

FISCAL IMPACT:

Funding for this action is available in the FY2022 Capital Budget

STRATEGIC PLAN:

Strategic Goal Alignment:

- 1. Internal/External Customer Service Excellence 2. Stakeholder Engagement
- 3. Financial and Environmental Sustainability 4. Staff Development 5. Agency Growth Management

Strategic Objectives:

- 1.1 Safety & Risk 1.2 Continuous improvement 1.3 Dynamic Change
- 1.4 Culture of Innovation 2.1 Be an Employer of Choice 2.2 Organization Development
- 2.3 Organization Culture 3.1 Resource optimization 3.2 Safety Culture
- 3.3 Environmental Leadership 4.1 Educate & Call to Action 4.2 Build Partnerships
- 4.3 Value of Transit 4.4 Project Connect

EXPLANATION OF STRATEGIC ALIGNMENT: Internal and external customer service excellence meets the strategic objective of safety & risk by improving the safety for operators and passengers by providing permanent heavy duty driver barriers in the MetroBus fleet. The existing plexiglass barriers will be replaced as part of the strategic objective for continuous improvement. The new heavy duty driver barriers also maintain a state of good repair as part of the strategic objective for resource optimization.

BUSINESS CASE: Plexiglass driver barriers were installed across the MetroBus fleet using funding from the Coronavirus Response and Relief Supplemental appropriations Act (CRRSAA). These driver barriers created separation between the operator and customer within the bus to improve the work environment for our staff and demonstrate our commitment for safety to our customers. The heavy-duty driver barriers are more

functional for the operator and designed to fit in the operator area for the various types of buses within the Metrobus and MetroExpress fleets.

COMMITTEE RECOMMENDATION: This item will be presented to the full board on March 28, 2022.

EXECUTIVE SUMMARY: The existing plexiglass driver barriers, installed in 2020 to promote social distancing during the pandemic, will be replaced with enhanced heavy-duty driver barriers. These heavy-duty driver barriers will improve the security, safety, and health conditions for operators and for passengers. Prior to the procurement solicitation, three typical heavy-duty barriers were installed on buses in order to collect input from CapMetro operators, maintenance, ATU Local 1091, and CapMetro Safety and Security Departments. Upon award, the project is expected to take 9 months, and will include additional prototype installations as part of the finalizing the designs. The procurement solicitation requested heavy-duty driver barriers for 425 buses, however, there is no offering for heavy duty barriers for the seven (7) cutaway vehicles. A total of 418 barriers will be purchased with this contract.

DBE/SBE PARTICIPATION: No SBE goal is assigned to this project due to limited subcontracting opportunity. However, we will work with the selected vendor for a commitment towards small business participation.

PROCUREMENT: On December 6, 2021, a Request for Proposals was issued and formally advertised. By the closing date of January 27, 2022, two (2) proposals were received. The evaluation team used the following factors in the evaluation of the proposals: (1) Demonstrated understanding of the requirements as described in Exhibit F-Revised-2, (2) Past Performance in delivering barriers of similar design and similar quantities, including manufacturing capabilities, (3) Quality of barrier appearance and holistic aesthetic, and (4) Ability to meet the Delivery Schedule requirement, not to exceed 180 calendar days from notice to proceed, and demonstrate strategic approach to installing barriers with minimum impact to ongoing transit operations. The proposal from The Aftermarket Parts Company, LLC, dba New Flyer Industries (NFI) Parts Inc. was determined to be the best value to the Authority, price and other factors considered. The contract is a fixed price contract. The term of the Contract is 180 calendar days.

RESPONSIBLE DEPARTMENT: Operations and Maintenance Oversight

**RESOLUTION
OF THE
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS**

**STATE OF TEXAS
COUNTY OF TRAVIS**

AI-2021-275

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management recognize the need to purchase heavy duty driver barriers to provide safe equipment for the day-to-day business needs.

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that the President & CEO, or his designee, is authorized to finalize and execute a contract with New Flyer Industries (NFI) Parts Inc. for the purchase of 418 heavy duty driver barriers in an amount not to exceed \$2,564,741.

Date: _____

**Secretary of the Board
Leslie Pool**

CapMetro

Heavy Duty Driver Barriers

Board Meeting 3/28

Heavy Duty Driver Barriers

Comparison



Heavy Duty Driver Barriers

Features and Benefits

- Sliding window
- Door lock mechanism
- Steel protection to floor
- Maximum shoulder room
- Allows wheelchair access
- Allows farebox access
- Quiet, no rattle
- Clear views for operator



CapMetro

THANK YOU!

Board of Directors

Item #: AI-2022-389

Agenda Date: 3/28/2022

SUBJECT:

Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with Creative Bus Sales, Inc., utilizing the State of Oklahoma Contract SW0797C, to purchase six (6) Pickup vehicles in an amount not to exceed \$922,500 for the purpose of expanding Pickup into new zones.

FISCAL IMPACT:

Funding for this action is available in the FY2022 Capital Budget

STRATEGIC PLAN:

Strategic Goal Alignment:

- 1. Internal/External Customer Service Excellence
- 2. Stakeholder Engagement
- 3. Financial and Environmental Sustainability
- 4. Staff Development
- 5. Agency Growth Management

Strategic Objectives:

- 1.1 Safety & Risk
- 1.2 Continuous improvement
- 1.3 Dynamic Change
- 1.4 Culture of Innovation
- 2.1 Be an Employer of Choice
- 2.2 Organization Development
- 2.3 Organization Culture
- 3.1 Resource optimization
- 3.2 Safety Culture
- 3.3 Environmental Leadership
- 4.1 Educate & Call to Action
- 4.2 Build Partnerships
- 4.3 Value of Transit
- 4.4 Project Connect

EXPLANATION OF STRATEGIC ALIGNMENT: This item will promote the customer experience by supporting the implementation of a new Pickup service zone. The six (6) additional vehicles will be used to support Pickup service that will start operating this fiscal year.

BUSINESS CASE: This item will allow for the expansion of Pickup services to replace fixed route service.

COMMITTEE RECOMMENDATION: This item will be presented to the full board on March 28, 2022.

EXECUTIVE SUMMARY: CapMetro’s Pickup service provides on-demand transit service in pre-defined zones. This service type provides customers in hard-to-reach zones the ability to request a ride using a smartphone app or by calling Pickup dispatch directly. Customers may travel anywhere within the defined zone. Pickup

services are managed according to the board-approved Pickup Service Guidelines.

This contract will purchase six (6) additional Pickup vehicles that are required to operate additional Pickup services which are being planned for late summer 2022.

DBE/SBE PARTICIPATION: Does not apply.

PROCUREMENT:

The contract will utilize the State of Oklahoma Contract SW0797C held by Creative Bus Sales, Inc. to sell Lone Star Promaster 3500 branded wheelchair accessible Pickup vehicles.

The State of Oklahoma awarded contracts are made available to use by Capital Metro via Title 7, Intergovernmental Relations Chapter 791, Interlocal Cooperation Contracts and The Texas Interlocal Cooperation Act.

Purchases made using the State of Oklahoma contracts satisfy otherwise applicable bidding requirements. Pricing for the Lone Star Promaster 3500 Pickup vehicles was determined to be fair & reasonable by the State of Oklahoma during its solicitation and award process.

The State of Oklahoma pricing for Lone Star Promaster 3500 Pickup vehicles is referenced as follows:

Item #	Description	Required Delivery Date	Quantity	Unit Price	Extended Price
1	Lone Star Promaster 3500 Pickup vehicle	6/30/2022	6	\$153,750	\$922,500
Grand Total Price:					\$922,500

The contract is a fixed price contract.

RESPONSIBLE DEPARTMENT: Operations and Maintenance Oversight

**RESOLUTION
OF THE
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS**

**STATE OF TEXAS
COUNTY OF TRAVIS**

AI-2022-389

WHEREAS, The Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management endeavor to expand the Pickup service in accordance with adopted service guidelines; and.

WHEREAS, The Capital Metro management has identified the need to increase the Pickup vehicle fleet to support additional service.

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that the President & CEO, or his designee, is authorized to finalize and execute a contract with Creative Bus Sales, Inc., utilizing the State of Oklahoma Contract SW0797C, to purchase six (6) Pickup vehicles in an amount not to exceed \$922,500 for the purpose of expanding Pickup into new zones.

Date: _____

**Secretary of the Board
Leslie Pool**

Board of Directors

Item #: AI-2021-181

Agenda Date: 3/28/2022

SUBJECT:

Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with the State of Texas Department of Information Resources Shared Technology Services for licensing and implementation services for a Salesforce Customer Relationship Management system for a base period of one (1) year in an amount not to exceed \$1,965,363.

FISCAL IMPACT:

Funding for this action is available in the FY2022 Capital Budget and FY2023 Capital Budget

STRATEGIC PLAN:

Strategic Goal Alignment:

1. Internal/External Customer Service Excellence 2. Stakeholder Engagement
 3. Financial and Environmental Sustainability 4. Staff Development 5. Agency Growth Management

Strategic Objectives:

- 1.1 Safety & Risk 1.2 Continuous improvement 1.3 Dynamic Change
 1.4 Culture of Innovation 2.1 Be an Employer of Choice 2.2 Organization Development
 2.3 Organization Culture 3.1 Resource optimization 3.2 Safety Culture
 3.3 Environmental Leadership 4.1 Educate & Call to Action 4.2 Build Partnerships
 4.3 Value of Transit 4.4 Project Connect

EXPLANATION OF STRATEGIC ALIGNMENT: A Customer Relationship Management (CRM) system will allow Capital Metro to centrally manage customer information, better capture customer concerns and resolve their issues more quickly as well as provide customers with the latest Capital Metro information at the desired time and frequency. Customers will be able to connect with Capital Metro through a single account, integrated with our various customer software applications and will be able to receive focused information aligned with their specific needs. This will allow Capital Metro to build customer service excellence by delivering innovative and continuous solutions to customer needs. This will build Capital Metro's brand reputation as an organization that is easily reachable, listens and provides value to the community while at the same time providing customer service excellence.

BUSINESS CASE: Capital Metro has multiple application systems that capture customer information; these systems currently operate in silos and are not able to share information. As a result, Capital Metro does not have a comprehensive system for managing customer experience and customers have little control in the preference of information they want to receive. Capital Metro lacks a '360 degree' profile of its customers that would allow delivery of the targeted, personalized communications expected of a modern brand in the digital market. This has resulted in a customer experience that is fragmented, duplicative and potentially frustrating. Customers use several application systems to engage with Capital Metro, but each requires separate sign-on credentials to interact which is more difficult for customers to manage so sign-on credential through a central system will improve use of the various customer software applications. The system currently providing customer call support to track and manage concerns expressed or issues experienced has been in place for 6 years and no longer meets the needs of the growing agency. To address this, Capital Metro needs a CRM system which aggregates and centralizes customer information for tailored outreach and communication, provides customers with a seamless, single sign-on, and a more personalized, satisfying experience with the Capital Metro brand. Salesforce is a CRM technology for centrally managing relationships and interactions with customers and potential customers and will help Capital Metro stay connected to customers, streamline processes, and provide customers with better tools to interact with Capital Metro.

COMMITTEE RECOMMENDATION: This item will be presented to the full board on March 28, 2022.

EXECUTIVE SUMMARY: Capital Metro will be implementing a CRM system to centralize customer information and provide customers with a better tool to address their needs as well as a seamless, single sign-on, and a more personalized, satisfying experience with the Capital Metro brand. To help ensure that Capital Metro procures a best-fit system that meets the current and future business needs of the agency and to ensure that it is implemented most effectively, Capital Metro will be procuring the Salesforce technology and implementation services from the State of Texas Department of Information Resources Shared Technology Services as the system integrator. The technology included with the contract will address all Capital Metro current needs and provide an excellent platform for growth. The implementation services will examine our business needs and deliver a fully functional system to include migration of data, training, organizational adoption, as well as ongoing managed services for maintenance and support.

DBE/SBE PARTICIPATION: No SBE goal is assigned to this project due to no subcontracting opportunity.

PROCUREMENT: The Authority will utilize the Department of Information Resources (DIR) Contract No. DIR-SS-ILC0030 held by DIR for Shared Technology Services to provide Salesforce CRM Software licensing and implementation.

DIR awarded contracts are made available for use by Capital Metro via Title 7, Intergovernmental Relations Chapter 791, Interlocal Cooperation Contracts and The Texas Interlocal Cooperation Act. Purchases made using DIR contracts satisfy otherwise applicable competitive bidding requirements. Texas Government Code, Section

2054.0565 (b) states that DIR Contracts meet competitive requirements for all governmental entities.

7.5.a

The term is one (1) year:

Description	DIR Shared Technology Services
Salesforce Licensing and Services	\$1,965,363

The contract is fixed price.

RESPONSIBLE DEPARTMENT: Information Technology

**RESOLUTION
OF THE
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS**

**STATE OF TEXAS
COUNTY OF TRAVIS**

AI-2021-181

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management endeavor to implement a customer relationship management system; and

WHEREAS the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management recognize the need to procure and implement a best-fit customer relationship management solution that will provide improved customer features and staff management of customer information to meet current and future business growth.

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that the President & CEO, or his designee, is authorized to finalize and execute a contract with the State of Texas Department of Information Resources Shared Technology Services for licensing and implementation services for a Salesforce Customer Relationship Management system for a base period of one (1) year in an amount not to exceed \$1,965,363.

Date: _____

**Secretary of the Board
Leslie Pool**



Enterprise Customer Relationship Management (CRM) Platform

Brian M. Carter – EVP, Chief Engagement & Experience Officer

March 28, 2022

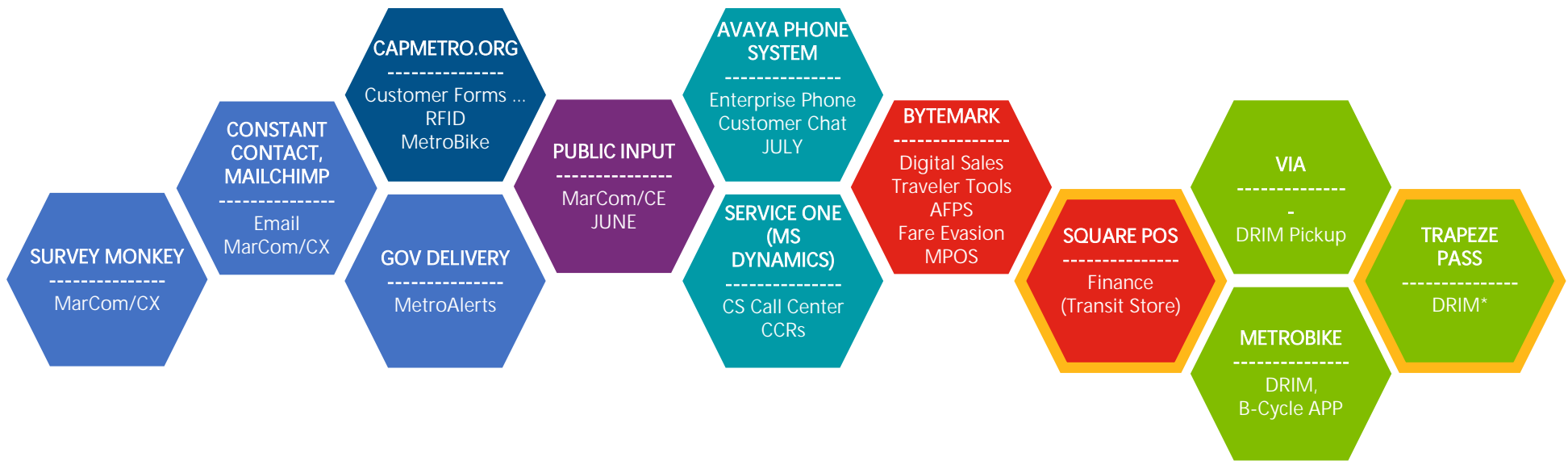
Executive Summary: CRM/CSP Platform

What problem are we trying to solve?

CapMetro has multiple line of business (LOB) systems that capture customer information; these systems currently operate in silos (are not able to share information). As a result,

- Customer Experience & Engagement (i.e. Marketing, Community Engagement, Customer Care, Communications) does not have a way to directly manage the customer experience and tailor engagement with customers and other stakeholders.
- CapMetro lacks a '360 degree' profile of its customers that would allow delivery of the targeted, personalized communications expected of a modern brand in the digital market
- The current CapMetro customer experience is fragmented, duplicative and potentially frustrating

CapMetro Customer Data Systems TODAY



Experience & Engagement

Finance/Sales

Operations

To be replaced: Square POS with Core BT, TPASS with Spare

* Demand Response Innovative Mobility

Executive Summary: CRM/CSP Platform

What is a CRM/CSP?

- A technology for managing relationships and interactions with existing and potential customers; A CRM system strengthens connections to customers, streamlines processes, and can improve overall B2C health and growth

Why does CapMetro needs a CRM/CDP?

- To collapse the current silos of customer information and create a 360 degree customer profile: AKA 'single source of truth'
- The data can then be used to improve the quality of customer and community communications and to potentially give customers seamless, centralized management of their relationship to CapMetro – from trip planning and pass sales to service alerts and agency news

Salesforce in Transit

Salesforce is the industry leader in CRM and is serving as the single source of truth for customer data at an increasing number of public transportation agencies around the country.



Texas DIR Shared Technology Services

- The Texas Department of Information Resources (DIR) is a cooperative contract leveraging the buying power of the state of Texas to provide members access to competitively procured, ready-to-use contracts for best-of-breed software and services
- Salesforce for Government is offered as part of the DIR's shared technology services (STS) program for eligible agencies, with application development support fulfilled by Deloitte and public cloud management from Rackspace
- CapMetro has an existing ILC covering use of these programs

Board Resolution AI-2021-181

- The first Agile engagement is proposed at \$1.9 million for software and services: it will replace the current MS Dynamics CRM and deliver 10 internal system integration design/configurations
- We will assess and prioritize the tasks for a second engagement at the completion of the first and make a request for service in 2023

Description	DIR Shared Technology Services
Base Year – Salesforce Licensing and Services	\$1,965,363

CapMetro

Thank you!

Board of Directors

Item #: AI-2021-276

Agenda Date: 3/28/2022

SUBJECT:

Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with Dell Marketing, LP for a Planview Project Portfolio Management (PPM) system and implementation services for a base period of one (1) year with two (2) one-year option periods in an amount not to exceed \$841,197.

FISCAL IMPACT:

Funding for this action is available in the FY2022 Capital Budget

STRATEGIC PLAN:

Strategic Goal Alignment:

- 1. Internal/External Customer Service Excellence 2. Stakeholder Engagement
- 3. Financial and Environmental Sustainability 4. Staff Development 5. Agency Growth Management

Strategic Objectives:

- 1.1 Safety & Risk 1.2 Continuous improvement 1.3 Dynamic Change
- 1.4 Culture of Innovation 2.1 Be an Employer of Choice 2.2 Organization Development
- 2.3 Organization Culture 3.1 Resource optimization 3.2 Safety Culture
- 3.3 Environmental Leadership 4.1 Educate & Call to Action 4.2 Build Partnerships
- 4.3 Value of Transit 4.4 Project Connect

EXPLANATION OF STRATEGIC ALIGNMENT: The Planview Project Portfolio Management (PPM) system will build on the project management improvements that have already occurred to provide a system capable of better managing our Capital Improvement Plan (CIP) and integrating with the new Enterprise Resource Management (ERP) Oracle Cloud Fusion system currently being implemented. Better oversight of the portfolio will support each of our strategic goals and objectives by improving project performance for these key projects and providing better oversight to plan, execute and monitor them.

BUSINESS CASE: The current project management tool was developed in 2018 as a custom solution to centralize the project approval process as well as monitoring and tracking of project progress. It is integrated with our current financial system, Microsoft Dynamics AX and has been effective in improving our project

management performance and maturity. However, the tool needs to be replaced with a new PPM system due to key reliance on the new ERP system being implemented which provides financial management and human capital information. In addition, there are limitations of the current tool that cannot be overcome. It cannot be reasonably or timely upgraded to integrate with the new ERP system, is not adequate to manage our expanding CIP to address the needs of the growing agency and provides only very basic features for portfolio management. The new Planview PPM system is closely aligned with standards and practices of the Project Management Institute (PMI) recognized as the industry leader in portfolio project management; these PMI standards and practices are the foundation of our Enterprise Project Portfolio Management (EPPM) program. The key benefits of a new PPM system include increasing project visibility across the organization resulting in better cross-department planning and execution; providing enterprise portfolio data and reports to facilitate prioritization; rebalancing and management of the portfolio; automating project management processes to improve team collaboration and project execution; streamlining and standardizing project proposals to support annual board funding and planning processes; and improving project planning, to optimize our investments. These improvements will allow us to build on the successes achieved with the EPPM program and the customized tool and implement a tool that will enhance our project portfolio management maturity capabilities.

COMMITTEE RECOMMENDATION: This item will be presented to the full board on March 28, 2022.

EXECUTIVE SUMMARY: Capital Metro will be implementing a new Planview Project Portfolio Management (PPM) system to build upon the successes of the custom project management tool using modern technologies and methodologies integrated to our new ERP system. To help ensure that Capital Metro procures a best-fit system that meets the current and future business needs of the agency and to ensure that it is implemented most effectively, Capital Metro will be procuring the technology and services of Dell Marketing, LP. The technology included with the contract will address all Capital Metro project portfolio needs. The implementation services will examine our business needs and deliver a fully functional system to include migration of data, training, organizational adoption, as well as ongoing managed services for maintenance and support.

DBE/SBE PARTICIPATION: No SBE goal is assigned to this project due to limited subcontracting opportunity. However, we will work with the selected vendor for a commitment towards small business participation.

PROCUREMENT: The Authority will utilize the Department of Information Resources (DIR) Contract No. DIR-TSO-3763 held by Dell Marketing, LP to resell various IT Equipment and Software which includes Planview Project Portfolio Management Software and Services.

DIR awarded contracts are made available for use by Capital Metro via Title 7, Intergovernmental Relations Chapter 791, Interlocal Cooperation Contracts and The Texas Interlocal Cooperation Act. Purchases made using DIR contracts satisfy otherwise applicable competitive bidding requirements. Texas Government Code, Section

2054.0565 (b) states that DIR Contracts meet competitive requirements for all governmental entities.

7.5.a

The base term is one (1) year with two (2) one-year options for renewal. The following are not to exceed amounts for base and option years:

Description	Dell Marketing, LP
Base Year - Planview Software Licensing and Implementation Services	\$491,415.8 0
Option Year 1 - Planview Software Licensing Renewal	\$168,976.3 3
Option Year 2 - Planview Software Licensing Renewal	\$180,804.6 8
Grand Total for Base and Option Years:	\$841,196

The contract is fixed price.

RESPONSIBLE DEPARTMENT: Information Technology

**RESOLUTION
OF THE
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS**

**STATE OF TEXAS
COUNTY OF TRAVIS**

AI-2021-276

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management endeavor to implement a project portfolio management system; and

WHEREAS the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management recognize the need to procure and implement a best-fit project portfolio management solution that will provide improved functionality to meet current and future business growth.

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that the President & CEO, or his designee, is authorized to finalize and execute a contract with Dell Marketing, LP for a Planview Project Portfolio Management (PPM) system and implementation services for a base period of one (1) year with two (2) one-year option periods in an amount not to exceed \$841,197.

Date: _____

**Secretary of the Board
Leslie Pool**

Board of Directors

Item #: AI-2021-286

Agenda Date: 3/28/2022

SUBJECT:

Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with Parkeon Inc, (dba Flowbird) for Ticket Vending Machines (TVM) for a base period of one (1) year with five (5) one-year option periods in an amount not to exceed \$1,974,198.

FISCAL IMPACT:

Funding for this action is available in the FY2022 Capital Budget

STRATEGIC PLAN:

Strategic Goal Alignment:

1. Internal/External Customer Service Excellence 2. Stakeholder Engagement
 3. Financial and Environmental Sustainability 4. Staff Development 5. Agency Growth Management

Strategic Objectives:

- 1.1 Safety & Risk 1.2 Continuous improvement 1.3 Dynamic Change
 1.4 Culture of Innovation 2.1 Be an Employer of Choice 2.2 Organization Development
 2.3 Organization Culture 3.1 Resource optimization 3.2 Safety Culture
 3.3 Environmental Leadership 4.1 Educate & Call to Action 4.2 Build Partnerships
 4.3 Value of Transit 4.4 Project Connect

EXPLANATION OF STRATEGIC ALIGNMENT: Capital Metro’s Ticket Vending Machines (TVM) are essential to provide customers with the ability to purchase fares before boarding to help reduce dwell time and maintain on-time performance. Providing customers with this station amenity delivers high quality customer service excellence.

BUSINESS CASE: Capital Metro currently provides 27 TVMs at various stations and expects to purchase up to 46 more during the next six years as part of an updated amenities standards program, service expansion for MetroRapid and other grant-funded projects. The current TVM contract that was awarded in 2019 does not contain the Buy America clauses (the percentage that needs to be Made in America) needed to access federal funding sources through the FTA so a new contract is needed. It’s important to provide this amenity to deliver

a consistent customer experience.

COMMITTEE RECOMMENDATION: This item will be presented to the full board on March 28, 2022.

EXECUTIVE SUMMARY: Capital Metro will be implementing additional TVMs as part of its updated amenities standards as well as several grant-funded projects that will require inclusion of federal clauses. Providing customers with a way to purchase fares beforehand, reducing dwell time to maintain on-time performance is key to providing customer excellence. To help ensure that Capital Metro procures a best-fit system that meets the current and future business needs a contract with Flowbird is needed. This contract allows for the provisioning of additional TVMs during the next six years as needs arise.

DBE/SBE PARTICIPATION: No DBE goal is assigned to this project due to no subcontracting opportunity.

PROCUREMENT: On December 13, 2021, a Request for Proposals was issued and formally advertised. By the closing date of January 12, 2022, one (1) proposal was received. The evaluation team used the following factors in the evaluation of proposal:

- (1) The Offeror's demonstrated experience and qualifications working with Capital Metro and projects of similar nature.
- (2) The Offeror's demonstrated understanding of the project undertaking, the proposed plan for the performance of the work and the technical approach proposed by the Offeror, and requirements in Exhibit F, Scope and Compliance Matrix.
- (3) The qualifications of the Project Team members.

Pricing listed is as follows:

Item	Description	Base Year	Option Year 1	Option Year 2	Option Year 3	Option Year 4	Option Year 5
1	Ticket Vending Machines	\$286,143	\$260,708	\$33,403	\$68,477	\$35,094	\$71,943
2	Spare Parts Inventory	\$11,932	\$7,821	\$1,002	\$2,054	\$1,053	\$2,158
3	Installation	\$14,353	\$13,650	\$2,100	\$4,305	\$2,206	\$4,523
4	Project Mgt	\$63,400	\$25,000	-	-	-	-
5	Training	\$5,620	\$5,760	\$5,905	\$6,052	\$6,203	\$6,204
	Subtotal	\$381,449	\$312,940	\$42,410	\$80,888	\$44,557	\$84,829
6	Warranty & Support Services		\$154,895	\$165,067	\$170,094	\$176,146	\$181,450
	Subtotal	\$381,449	\$467,835	\$207,477	\$250,982	\$220,703	\$266,279
7	Contract Contingency						\$179,473
	Total						\$1,974,198

The proposal from Parkeon, Inc. dba Flowbird was determined to be the best value to the Authority, price and other factors considered. The contract is a fixed price contract. The term of the Contract is a one (1) year base with five (5) renewable option periods of one (1) year each.

RESPONSIBLE DEPARTMENT: Information Technology

**RESOLUTION
OF THE
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS**

**STATE OF TEXAS
COUNTY OF TRAVIS**

AI-2021-286

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management endeavor to implement a Ticket Vending Machine (TVM) system; and WHEREAS the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management recognize the need for the solution that will meet current and future business growth.

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that the President & CEO, or his designee, is authorized to finalize and execute a contract with Parkeon, Inc. (dba Flowbird) for Ticket Vending Machines (TVM) for a base period of one (1) year with five (5) one-year option periods in an amount not to exceed \$1,974,198.

Date: _____

**Secretary of the Board
Leslie Pool**

Board of Directors

Item #: AI-2021-287

Agenda Date: 3/28/2022

SUBJECT:

Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with Luminator, Inc for ePaper Dynamic Message Signs (DMS) for a base period of one (1) year with five (5) one-year option periods in an amount not to exceed \$3,233,471.

FISCAL IMPACT:

Funding for this action is available in the FY2022 Capital Budget

STRATEGIC PLAN:

Strategic Goal Alignment:

1. Internal/External Customer Service Excellence 2. Stakeholder Engagement
 3. Financial and Environmental Sustainability 4. Staff Development 5. Agency Growth Management

Strategic Objectives:

- 1.1 Safety & Risk 1.2 Continuous improvement 1.3 Dynamic Change
 1.4 Culture of Innovation 2.1 Be an Employer of Choice 2.2 Organization Development
 2.3 Organization Culture 3.1 Resource optimization 3.2 Safety Culture
 3.3 Environmental Leadership 4.1 Educate & Call to Action 4.2 Build Partnerships
 4.3 Value of Transit 4.4 Project Connect

EXPLANATION OF STRATEGIC ALIGNMENT: Capital Metro’s ePaper Dynamic Message Signs (DMS) are essential to provide customers with information on real time service information, enhanced graphics for displaying system maps or other rider information, as well as safety and public service announcements. Providing customers with this station amenity delivers high quality customer service excellence.

BUSINESS CASE: Capital Metro currently provides nearly 180 DMS at various stations and stops and expects to purchase up to 200 more during the next five years as part of an updated amenities standards program, service expansion for MetroRapid and other grant-funded projects. The current DMS contract that was awarded in 2019 does not contain the Buy America clauses (the percentage that needs to be Made in America) needed to access federal funding through the FTA so a new contract is needed. It’s important to provide this amenity to deliver a consistent customer experience.

COMMITTEE RECOMMENDATION: This item will be presented to the full board on March 28, 2022.

EXECUTIVE SUMMARY: Capital Metro will be implementing additional DMS as part of its updated amenities standards as well as several grant-funded projects that will require inclusion of federal clauses. Providing customers with service information is key to providing customer excellence. To help ensure that Capital Metro procures a best-fit system that meets the current and future business needs a contract with Luminator, Inc. is needed. This contract allows for the provisioning of additional DMS during the next five years as needs arise.

DBE/SBE PARTICIPATION: No SBE goal is assigned to this project due to limited subcontracting opportunity. However, we will work with the selected vendor for a commitment towards small business participation.

PROCUREMENT: On December 21 2021, a Request for Proposals was issued and formally advertised. By the closing date of January 21 2022, two (2) proposals were received. The evaluation team used the following factors in the evaluation of proposals:

1. The offeror's demonstrated experience and qualifications working with Capital Metro and Projects of similar nature
2. The offeror's demonstrated understanding of the project undertaking, the proposed plan for the performance of the work and the technical approach proposed by the offeror, and requirements in Exhibit F Scope and Compliance Matrix
3. The qualifications of the Project Team members

The proposal from Luminator was determined to be the best value to the Authority, price and other factors considered. The contract is an indefinite quantity/ indefinite delivery contract. The term of the Contract is a base period of one year and five (5) option periods of 12-months each, for pricing offered as follows.

Description	Total Award
Base Year 1	\$955,859
Option Year 1, Year 2 of the contract	\$741,212
Option Year 2, Year 3 of the contract	\$347,332
Option Year 3, Year 4 of the contract	\$382,637
Option Year 4, Year 5 of the contract	\$415,526
Option Year 5, Year 6 of the contract	\$96,951
Total	\$2,939,519

RESPONSIBLE DEPARTMENT: Information Technology

**RESOLUTION
OF THE
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS**

**STATE OF TEXAS
COUNTY OF TRAVIS**

AI-2021-287

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management endeavor to implement an ePaper Dynamic Message (DMS) system; and

WHEREAS the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management recognize the need for the solution that will meet current and future business growth.

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that the President & CEO, or his designee, is authorized to finalize and execute a contract with Luminator, Inc for ePaper Dynamic Message Signs (DMS) for a base period of one (1) year with five (5) one-year option periods in an amount not to exceed \$3,233,471.

Date: _____

**Secretary of the Board
Leslie Pool**

Board of Directors

Item #: AI-2022-367

Agenda Date: 3/28/2022

SUBJECT:

Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with AT&T for telecommunication services for four (4) years in an amount not to exceed \$740,260.

FISCAL IMPACT:

Funding for this action is available in the FY2022 Operating Budget

STRATEGIC PLAN:

Strategic Goal Alignment:

- 1. Internal/External Customer Service Excellence
- 2. Stakeholder Engagement
- 3. Financial and Environmental Sustainability
- 4. Staff Development
- 5. Agency Growth Management

Strategic Objectives:

- 1.1 Safety & Risk
- 1.2 Continuous improvement
- 1.3 Dynamic Change
- 1.4 Culture of Innovation
- 2.1 Be an Employer of Choice
- 2.2 Organization Development
- 2.3 Organization Culture
- 3.1 Resource optimization
- 3.2 Safety Culture
- 3.3 Environmental Leadership
- 4.1 Educate & Call to Action
- 4.2 Build Partnerships
- 4.3 Value of Transit
- 4.4 Project Connect

EXPLANATION OF STRATEGIC ALIGNMENT: Maintaining and acquiring telecommunication services, to include circuits, private cellular network, cell phones, tablets, WiFi cellular service, and business-related adjunct telecommunications equipment and software will ensure stable and reliable systems as well as provide for the productivity and growth of employees, facilities, vehicles, and infrastructure.

BUSINESS CASE: This contract is for the term of April 2022 through March 2026 to continue telecommunication services with AT&T. Capital Metro uses these services in many ways to provide telecommunications such as data circuits, cell phones, tablets and cellular WiFi services for staff, infrastructure for vehicles that operate our services, WiFi for customer amenities, and in some cases redundancy to maintain communications during an outage.

COMMITTEE RECOMMENDATION: This item will be presented to the full board on March 28,2022.

EXECUTIVE SUMMARY: This is a routine purchase to provide a contract to support administration, transit operations and customer provided telecommunications services with Verizon to include circuits, private cellular network, cell phones, tablets, WiFi cellular service, and business-related adjunct telecommunications equipment and software.

DBE/SBE PARTICIPATION: No SBE goal is assigned to this project due to no subcontracting opportunity.

PROCUREMENT: The Authority will utilize the Department of Information Resources (DIR) Contract No. DIR-TELE-CTSA-002 held by AT&T Corp. for Telecommunication Services.

DIR awarded contracts are made available for use by Capital Metro via Title 7, Intergovernmental Relations Chapter 791, Interlocal Cooperation Contracts and The Texas Interlocal Cooperation Act. Purchases made using DIR contracts satisfy otherwise applicable competitive bidding requirements. Texas Government Code, Section 2054.0565 (b) states that DIR Contracts meet competitive requirements for all governmental entities.

7.5.a

The contract is fixed price. The term is four (4) years, from April 1, 2022, through March 31, 2026. The following are not to exceed amounts for years 1 through 4:

Description	AT&T
Year 1 - Telecommunications Services	\$185,065.00
Year 2 - Telecommunications Services	\$185,065.00
Year 3 - Telecommunications Services	\$185,065.00
Year 4 - Telecommunications Services	\$185,065.00
Grand Total for Years 1 Through 4:	\$740,260.00

RESPONSIBLE DEPARTMENT: Information Technology

**RESOLUTION
OF THE
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS**

**STATE OF TEXAS
COUNTY OF TRAVIS**

AI-2022-367

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management endeavor to provide reliable and secure telecommunications solutions; and

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management recognize the need to provide highly available systems for internal and external customers.

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that the President & CEO, or his designee, is authorized to finalize and execute a contract with AT&T for telecommunication services for four (4) years in an amount not to exceed \$740,260.

Date: _____

**Secretary of the Board
Leslie Pool**

Board of Directors

Item #: AI-2022-383

Agenda Date: 3/28/2022

SUBJECT:

Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a settlement agreement with Watco Companies, L.L.C., Austin Western Railroad, L.L.C, and Herzog Transit Services, Inc. in connection with damages resulting from a train derailment that occurred on September 22, 2018 in the amount of \$425,000 from Capital Metro and other compensation from the parties.

FISCAL IMPACT:

Funding for this action is available in the FY2022 Operating Budget

STRATEGIC PLAN:

Strategic Goal Alignment:

1. Internal/External Customer Service Excellence 2. Stakeholder Engagement
 3. Financial and Environmental Sustainability 4. Staff Development 5. Agency Growth Management

Strategic Objectives:

- 1.1 Safety & Risk 1.2 Continuous improvement 1.3 Dynamic Change
 1.4 Culture of Innovation 2.1 Be an Employer of Choice 2.2 Organization Development
 2.3 Organization Culture 3.1 Resource optimization 3.2 Safety Culture
 3.3 Environmental Leadership 4.1 Educate & Call to Action 4.2 Build Partnerships
 4.3 Value of Transit 4.4 Project Connect

EXPLANATION OF STRATEGIC ALIGNMENT: Capital Metro staff believes this settlement agreement avoids the risks and expenses associated with a protracted lawsuit.

BUSINESS CASE: A settlement of this matter will avoid the time and expense of further investigating and litigating the matter and will result in cooperative efforts by the parties to improve dispatch and other rail operation processes.

COMMITTEE RECOMMENDATION: This item will be presented to the full board on March 28, 2022.

EXECUTIVE SUMMARY: On September 22, 2018, a train operated by Austin Western Railroad, L.L.C., (“AWRR”), a subsidiary of Capital Metro’s freight operator, Watco Companies, L.L.C.) was derailed after tracks were washed out by flooding. On April 26, 2021, Watco and AWRR sued Capital Metro and Herzog Transit Services, Inc., Capital Metro’s rail service provider, alleged breach of contract and negligence by Capital Metro and Herzog in the performance of their dispatching duties by not warning AWRR of the thunderstorm and high water on the track. In an effort to avoid the time and expense of further investigating and litigating the matter, Capital Metro staff recommends that Capital Metro enter into a settlement agreement under which:

- (i) Capital Metro will pay \$425,000.00 and Herzog will pay \$325,000.00 in settlement proceeds for a total amount of \$750,000.00
- (ii) the parties will meet within 90 days of the execution of the agreement to discuss the business and contractual relationship between the parties, ways that dispatching to AWRR might be improved, and ways that the mutual interests and business relationship of the parties might be advanced
- (iii) Herzog will provide to AWRR 3,448 tons of ballast rock which equates to \$100,000.00 worth of ballast rock. In consideration of the settlement proceeds, Watco and AWRR will dismiss the lawsuit, with prejudice, and release and forever discharge Capital Metro and Herzog from all damages and claims or liabilities of any kind, known or unknown, for injuries resulting from the derailment.

DBE/SBE PARTICIPATION: Does not apply.

PROCUREMENT: Does not apply.

RESPONSIBLE DEPARTMENT: Legal

**RESOLUTION
OF THE
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS**

**STATE OF TEXAS
COUNTY OF TRAVIS**

AI-2022-383

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors desires to reach an acceptable resolution to litigation matters which present unknown risk and expenses; and

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors believe it is in the best interest of Capital Metro to reach a settlement in the lawsuit with Watco Companies, L.L.C. (“Watco”), Austin Western Railroad, L.L.C (“AWRR”), and Herzog Transit Services, Inc. (“Herzog”) related to a September 22, 2018 train derailment (the “Lawsuit”).

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that the President & CEO, or his designee, is authorized to finalize and execute a settlement agreement under which Watco and AWRR will dismiss the Lawsuit and release Capital Metro and Herzog from any liability related to the September 22, 2018 train derailment in consideration of \$425,000 from Capital Metro and other compensation from the parties.

Date: _____

**Secretary of the Board
Leslie Pool**

Board of Directors

Item #: AI-2022-384

Agenda Date: 3/28/2022

SUBJECT:

Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute an amendment to extend the term of the Interlocal Agreement (ILA) with the University of Texas for Regional Bus Rapid Transit Services until April 15, 2027.

FISCAL IMPACT:

Funding for this action is available in the FY2022 Operating Budget

STRATEGIC PLAN:

Strategic Goal Alignment:

- 1. Internal/External Customer Service Excellence
- 2. Stakeholder Engagement
- 3. Financial and Environmental Sustainability
- 4. Staff Development
- 5. Agency Growth Management

Strategic Objectives:

- 1.1 Safety & Risk
- 1.2 Continuous improvement
- 1.3 Dynamic Change
- 1.4 Culture of Innovation
- 2.1 Be an Employer of Choice
- 2.2 Organization Development
- 2.3 Organization Culture
- 3.1 Resource optimization
- 3.2 Safety Culture
- 3.3 Environmental Leadership
- 4.1 Educate & Call to Action
- 4.2 Build Partnerships
- 4.3 Value of Transit
- 4.4 Project Connect

EXPLANATION OF STRATEGIC ALIGNMENT: The renewal of this ILA will allow for the continuation of the operation and maintenance of the Bus Rapid Transit (BRT) service at the University of Texas main campus and UT Pickle Research Center, including access to the UT electric power grids.

BUSINESS CASE: This ILA must be amended to extend the term from April 15, 2022, to April 15, 2027. The funding for the monthly electric service provided by University of Texas is included in the annual operating budget.

COMMITTEE RECOMMENDATION: This item will be presented to the full board on March 28, 2022.

EXECUTIVE SUMMARY: The University of Texas at Austin and Capital Metro entered into a Memorandum of Agreement for Regional Bus Rapid Transit Services, dated effective April 26, 2012 (“MOA”), to memorialize their understanding regarding the execution of BRT service, operation, and construction at the UT Pickle Research Campus and the UT Main Campus, including access to the UT electric power grids. The parties subsequently entered into the ILA, dated effective September 10, 2012, to clarify the roles and responsibilities of the parties in connection with the BRT services as set forth in the MOA, which was incorporated into and made part of the ILA. The original term of Agreement, together with the MOA, expires on April 15, 2022, and this amendment will extend the first of two (2) additional five (5) year renewal terms.

DBE/SBE PARTICIPATION: Does not apply.

PROCUREMENT: N/A

RESPONSIBLE DEPARTMENT: Capital Projects

**RESOLUTION
OF THE
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS**

**STATE OF TEXAS
COUNTY OF TRAVIS**

AI-2022-384

WHEREAS, Capital Metropolitan Transportation Authority (“Capital Metro”) and the University of Texas at Austin (“UT”) entered into a Memorandum of Agreement for Regional Bus Rapid Transit Services, dated effective April 26, 2012 (“MOA”), to memorialize their understanding regarding the execution of Bus Rapid Transit (“BRT”) service, operation, and construction at the UT Pickle Research Campus and the UT Main Campus, including access to the UT electric power grids.

WHEREAS, Capital Metro and UT subsequently entered into that certain Interlocal Agreement for Regional Bus Rapid Transit (BRT) Service, dated effective September 10, 2012 (the “Agreement”), to clarify the roles and responsibilities of the parties in connection with the BRT services as set forth in the MOA, which was incorporated into and made part of the Agreement.

WHEREAS, the original term of Agreement, together with the MOA, expires on April 15, 2022, and the Capital Metro Board of Directors wishes to exercise the first of two (2) additional five (5) year renewal terms.

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that the President & CEO, or his designee, is authorized to finalize and execute an amendment to the Agreement extending the term of the Agreement, together with the MOA, through April 15, 2027.

Date: _____

**Secretary of the Board
Leslie Pool**

Board of Directors

Item #: AI-2022-364

Agenda Date: 3/28/2022

SUBJECT:

Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with Stacy and Witbeck, Inc. for the Design-Build of the McKalla Station Project for \$14,464,300 and \$2,169,645 (15%) contingency for a total not to exceed amount of \$16,633,945.

FISCAL IMPACT:

Funding for this action is available in the FY2022 Capital Budget

STRATEGIC PLAN:

Strategic Goal Alignment:

1. Internal/External Customer Service Excellence 2. Stakeholder Engagement
 3. Financial and Environmental Sustainability 4. Staff Development 5. Agency Growth Management

Strategic Objectives:

- | | | |
|---|--|--|
| <input type="checkbox"/> 1.1 Safety & Risk | <input checked="" type="checkbox"/> 1.2 Continuous improvement | <input type="checkbox"/> 1.3 Dynamic Change |
| <input type="checkbox"/> 1.4 Culture of Innovation | <input type="checkbox"/> 2.1 Be an Employer of Choice | <input type="checkbox"/> 2.2 Organization Development |
| <input type="checkbox"/> 2.3 Organization Culture | <input checked="" type="checkbox"/> 3.1 Resource optimization | <input type="checkbox"/> 3.2 Safety Culture |
| <input type="checkbox"/> 3.3 Environmental Leadership | <input type="checkbox"/> 4.1 Educate & Call to Action | <input checked="" type="checkbox"/> 4.2 Build Partnerships |
| <input type="checkbox"/> 4.3 Value of Transit | <input type="checkbox"/> 4.4 Project Connect | |

EXPLANATION OF STRATEGIC ALIGNMENT: The McKalla station will serve as a key transit option for Q2 stadium customers and serve the greater community as an expanded daily service option for the MetroRail Red Line. This station will ultimately replace Kramer Station when completed.

BUSINESS CASE: The project is an essential part of addressing the transportation and mobility needs of the Austin community, thereby increasing people’s access to entertainment, jobs, and services in a reliable, safe, and convenient manner. The station is anticipated to provide access from other transportation modes, such as travel by foot, bicycle, active transit modes, other public transit, or car. Large residential areas exist to the east of the proposed station, and there are major commercial, retail, and university areas in the vicinity. The funding for this action is available in the FY2022 Capital Budget and the five-year capital improvement plan.

COMMITTEE RECOMMENDATION: This item will be presented to the full board on March 28, 2022.

EXECUTIVE SUMMARY:

The Design-Build contract is for the McKalla Station Project 2. The contract will be to design, construct, and deliver a fully functioning passenger rail station in accordance with the Authority's technical requirements, guidelines, and all other provisions.

A summary of Project 2: Passenger Station (McKalla/MLS Rail Station Design Build Contract)

- New rail platforms and queuing areas
- Platform canopies
- Site development outside the rail ROW
- Pedestrian path, ramps, and stairs
- Platform handrails, guardrails, and station fencing
- All access and connectivity to Austin FC Stadium Plaza Area
- Platform drainage and utility relocation and upgrades
- Station platform amenities (bike racks, ticket machines, digital message signs, wayfinding signage, cameras, Wi-Fi, emergency phones)
- Landscaping
- Area lighting

DBE/SBE PARTICIPATION: The DBE goal is 15%. The prime contractor will exceed the goal utilizing the following DBE subcontractors:

DBE Subcontractors	Race/Gender	Services/Products	DBE Responsive
QN Management Solutions Inc Dallas, TX	<u>Asian/ Male</u>	Construction Management	0.41%
LTH Enterprises LTD Elgin, TX	<u>Hispanic/ Female</u>	Supply	0.97%
Avery Lawn Care & Landscaping LLC Round Rock, TX	<u>Asian/ Female</u>	Landscaping	0.81%
Underground Water Solutions Manor, TX	<u>Hispanic/ Female</u>	Underground Utility	5.99%
TSIT Engineering Consulting LLC Leander, TX	<u>Black/ Male</u>	Material Testing	0.48%
CVI Development LLC Austin, TX	<u>Hispanic/ Male</u>	Cast in Place Concrete	4.18%
Melendrez Trucking Austin, TX	<u>Hispanic/ Female</u>	Trucking	0.79%
Parsons Transportation Group Inc (2nd Tier below)			
Bowman Dallas, TX	<u>White/ Female</u>	Design QC Support	0.096%
CivilCorp LLC Victoria, TX	<u>Hispanic/ Male</u>	Civil Survey Traffic Maintenance	0.58%
Corsair Consulting LLC Cedar Park, TX	<u>Asian/ Male</u>	Geotechnical	0.193%

Hollaway Engineering Consultants Houston, TX	White/ Female	Outreach	0.096%
MWM Design Group Austin, TX	White/ Female	Permitting Drainage Support	0.483%
			15.078%

PROCUREMENT: This procurement was conducted pursuant to the Design Build Procedure for Certain Civil Works Projects, Texas Government Code Title 10, Chapter 2269, Subchapter H to procure design and construction services. A Request for Qualifications (RFQ) was issued and formally advertised on September 15, 2021. By the closing date of October 15, 2021, four (4) submittals were received. All submitting firms were sent a Request for Proposal (RFP) on December 20, 2021, and subsequently submitted proposals by the due date of January 27, prior to 3:00 p.m. Proposals were evaluated using evaluation criteria and weighted scores. The proposal from Stacy and Witbeck, Inc. was deemed to be the most advantageous to the Authority, price and other factors considered. The total amount of award is \$14,464,300. This board resolution also requests an additional 15% contingency for a total not to exceed amount of \$16,633,945.

RESPONSIBLE DEPARTMENT: Capital Construction and Facilities Management

**RESOLUTION
OF THE
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS**

**STATE OF TEXAS
COUNTY OF TRAVIS**

AI-2022-364

WHEREAS, The Capital Metropolitan Transportation Authority Board of Directors and Capital Metro Management endeavor to provide the best customer experience and to better serve Central Texas residents; and

WHEREAS, The Capital Metropolitan Transportation Authority Board of Directors and Capital Metro Management recognize the need to contract for the design and construction (Design-Build) of the McKalla Station Project.

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that the President & CEO, or his designee, is authorized to finalize and execute a contract with Stacy and Witbeck, Inc. for the Design-Build of the McKalla Station Project for \$14,464,300 and \$2,169,645 (15%) contingency for a total not to exceed amount of \$16,633,945.

Date: _____

**Secretary of the Board
Leslie Pool**



Project Connect McKalla/MLS Rail Station

Design Build and CM Services



McKalla/MLS MetroRail Station

Design Bid Build Project (Project 1):

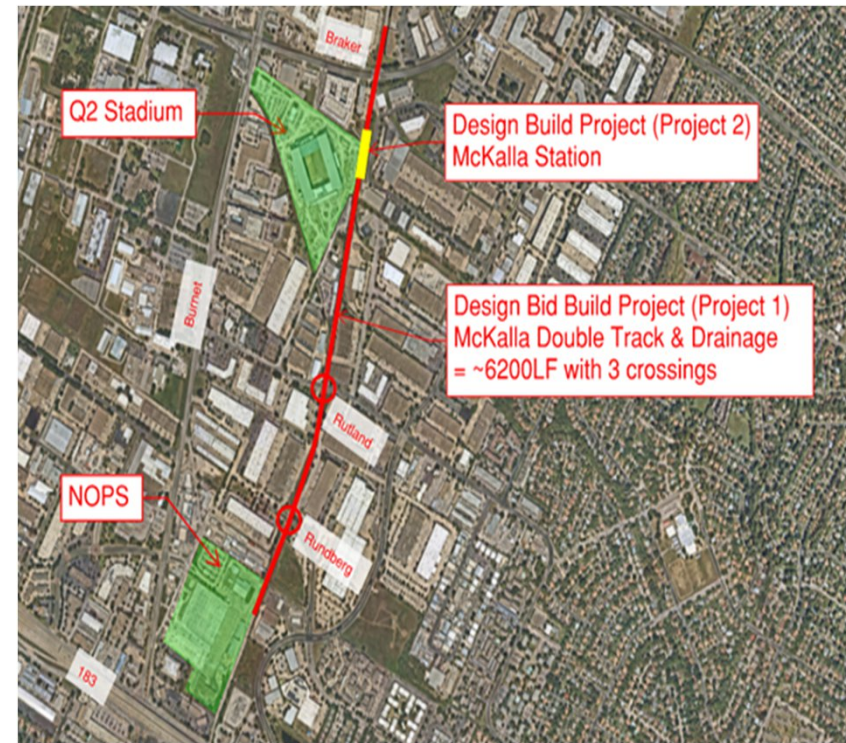
- Double tracking & Drainage improvements
- Signalization & PTC Mod, RR Crossings
- Shared Use Path

Design Build Project (Project 2):

- Three (3) station platforms
- Customer Accessibility
- Canopy & Customer Amenities
- Site specific canopy designs
- Crowd control & safety provisions

Construction Management (CM) Services include:

- Managing the interface between Project 1 and Project 2
- CM Services –
 - Construction Manager/Resident Engineer
 - Document control,
 - Construction inspectors on as needed basis



McKalla/MLS MetroRail Station

Design Build Project:

- Four Proposals Received
- Stacy Witbeck team is recommended for award
- Project completion by Fall 2023

CM Services:

- Three Proposals Received
- Hill International team is recommended for award
- Project completion by Fall 2023



McKalla/MLS MetroRail Station

Rendering of Future Station



Looking west towards new Q2 Stadium



Thanks for joining us.
Visit ProjectConnect.com for more information.



Board of Directors

Item #: AI-2022-371

Agenda Date: 3/28/2022

SUBJECT:

Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with Hill International for Construction Management Services for the McKalla Rail Station Project for \$1,809,061 plus \$180,906 (10% contingency) for a total not to exceed amount of \$1,989,967. The term of the contract shall be twenty-one (21) months from the Notice to Proceed.

FISCAL IMPACT:

Funding for this action is available in the FY2022 Capital Budget

STRATEGIC PLAN:

Strategic Goal Alignment:

1. Internal/External Customer Service Excellence 2. Stakeholder Engagement
 3. Financial and Environmental Sustainability 4. Staff Development 5. Agency Growth Management

Strategic Objectives:

- 1.1 Safety & Risk 1.2 Continuous improvement 1.3 Dynamic Change
 1.4 Culture of Innovation 2.1 Be an Employer of Choice 2.2 Organization Development
 2.3 Organization Culture 3.1 Resource optimization 3.2 Safety Culture
 3.3 Environmental Leadership 4.1 Educate & Call to Action 4.2 Build Partnerships
 4.3 Value of Transit 4.4 Project Connect

EXPLANATION OF STRATEGIC ALIGNMENT: The McKalla station will serve as a key transit option for MLS stadium customers and serve the greater community as an expanded daily service for the MetroRail Red Line. It will ultimately replace Kramer Station when completed.

BUSINESS CASE: The project is an essential part of addressing the transportation and mobility needs of the Austin community, thereby increasing people’s access to entertainment, jobs, and services in a reliable, safe, and convenient manner. The station is anticipated to provide access from other transportation modes, such as travel by foot, bicycle, active transit modes, other public transit, or car. Large residential areas exist to the east of the proposed station, and major commercial, retail, and university areas in the vicinity.

COMMITTEE RECOMMENDATION: This item will be presented to the full board on March 22, 2022.

EXECUTIVE SUMMARY:

The Construction Management Team will assist the Authority with managing the interface between McKalla Station Project 1 and Project 2 to create fully functioning trackwork, drainage system and station area improvements including platforms, canopies, amenities, and accessibility, in accordance with the requirements, guidelines, and all other provisions of this contract. The trackwork, drainage and station area construction shall be compatible and of comparable level of quality, durability, aesthetics as the existing MetroRail track and stations. The Construction Management Services will include providing a full time Construction Manager/Resident Engineer, document control person, construction inspectors and material testing during the execution of Project 1 & Project 2.

Project 1: Trackwork & Drainage (McKalla/MLS Rail Station)

- Drainage improvements including stormwater drainage with box culverts, lateral pipes and inlets, and open drainage channels within rail ROW
- New second main line track (~6,200 LF), and some realignment of the existing main track; from north of Braker Lane to the existing Capital Metro North Operations Yard (NOPS)
- Modifications to three existing at-grade roadway crossings; Braker, Rutland and Rundberg
- All necessary signal and positive train control (PTC) updates and integration, including communications fiber (vital and non-vital ring)
- Replacement of a short span railroad bridge

Project 2: Passenger Station (McKalla/MLS Rail Station)

- New rail platforms and queuing areas
- Platform canopies • Site development outside the rail ROW
- Pedestrian path, ramps, and stairs • Platform handrails, guardrails, and station fencing
- All access and connectivity to Austin FC Stadium Plaza Area
- Station platform amenities (bike racks, ticket machines, digital message signs, wayfinding signage, cameras, Wi-Fi, emergency phones)
- Landscaping
- Area lighting

DBE/SBE PARTICIPATION: The DBE goal is 18%. The prime contractor will exceed the goal utilizing the following DBE subcontractors:

DBE Subcontractors	Race/Gender	Services/Products	DBE Responsive
--------------------	-------------	-------------------	----------------

Foster CM Group Inc Austin, TX	Black/ Male	Construction Management	14%
HVJ South Central Texas- M&J, Inc Austin, TX	Hispanic/ Male	Materials Testing	3%
Baer Engineering Austin, TX	Asian/ Female	Environmental Coordination	3%
Coleman and Associates Austin, TX	White/ Female	Landscape and Irrigation	3%
			23%

PROCUREMENT: On December 13, 2021, a Request for Statements of Qualifications (SOQs) was issued and formally advertised. By the closing date of January 18, 2022, three (3) submittals were received. The evaluation team used the following factors in the evaluation of submittals: 1) The offeror's demonstrated, relevant work experience and capabilities as a whole and of the proposed project personnel on projects of a similar size, scope, complexity and nature; 2) Methodology and quality of the work plan proposed to meet project objectives, and 3) Capabilities and experience of the offeror and staff. The submittal from Hill International was determined to be the best value to the Authority, price and other factors considered. The term of the contract is twenty-one (21) months from the Notice to Proceed (NTP) for an amount of \$1,809,061. This resolution also includes a 10% contingency for a total not to exceed amount of \$1,989,967.

RESPONSIBLE DEPARTMENT: Capital Construction and Facilities Management

**RESOLUTION
OF THE
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS**

**STATE OF TEXAS
COUNTY OF TRAVIS**

AI-2022-371

WHEREAS, The Capital Metropolitan Transportation Authority Board of Directors and Capital Metro Management endeavor to provide the best customer experience and to better serve Central Texas residents; and

WHEREAS, The Capital Metropolitan Transportation Authority Board of Directors and Capital Metro Management recognize the need to contract for Construction Management Services for the McKalla Rail Station project.

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that the President & CEO, or his designee, is authorized to finalize and execute a contract with Hill International for Construction Management Services for the McKalla Rail Station Project for \$1,809,061 plus \$180,906 (10% contingency) for a total not to exceed amount of \$1,989,967.

Date: _____

**Secretary of the Board
Leslie Pool**

Board of Directors

Item #: AI-2022-365

Agenda Date: 3/28/2022

SUBJECT:

Approval of the Project Connect Community Advisory Committee (CAC) bylaws.

FISCAL IMPACT:

This action has no fiscal impact.

STRATEGIC PLAN:

Strategic Goal Alignment:

1. Internal/External Customer Service Excellence 2. Stakeholder Engagement
 3. Financial and Environmental Sustainability 4. Staff Development 5. Agency Growth Management

Strategic Objectives:

- | | | |
|---|---|---|
| <input type="checkbox"/> 1.1 Safety & Risk | <input type="checkbox"/> 1.2 Continuous improvement | <input type="checkbox"/> 1.3 Dynamic Change |
| <input type="checkbox"/> 1.4 Culture of Innovation | <input type="checkbox"/> 2.1 Be an Employer of Choice | <input type="checkbox"/> 2.2 Organization Development |
| <input type="checkbox"/> 2.3 Organization Culture | <input type="checkbox"/> 3.1 Resource optimization | <input type="checkbox"/> 3.2 Safety Culture |
| <input type="checkbox"/> 3.3 Environmental Leadership | <input type="checkbox"/> 4.1 Educate & Call to Action | <input type="checkbox"/> 4.2 Build Partnerships |
| <input type="checkbox"/> 4.3 Value of Transit | <input checked="" type="checkbox"/> 4.4 Project Connect | |

EXPLANATION OF STRATEGIC ALIGNMENT: The Project Connect Community Advisory Committee was created by the CapMetro Board and Austin City Council to support the equitable implementation of the Project Connect transit expansion program, in partnership with the community.

BUSINESS CASE: The Capital Metro Board of Directors adopted the Joint Partnership Agreement related to Project Connect in December 2021 which contained a provision requiring the Board approve the CAC Bylaws.

COMMITTEE RECOMMENDATION: This item will be presented to the full board on March 22, 2022.

EXECUTIVE SUMMARY: The Capital Metro Board of Directors adopted the Joint Partnership Agreement related to Project Connect in December 2021 which contained a provision requiring the Board approve the CAC Bylaws. The ATP Board approved the bylaws in January 2022, and the Austin City Council is anticipated to

consider these bylaws in April 2022.

These bylaws were drafted in partnership with the Project Connect CAC members, who were appointed by the Austin City Council and CapMetro Board. The bylaws are consistent with the roles and responsibilities of the Project Connect CAC, as outlined in Amendment 1 to the August 2020 Interlocal Agreement between the City of Austin and Capital Metro creating the Austin Transit Partnership.

DBE/SBE PARTICIPATION: Does not apply.

PROCUREMENT: Does not apply.

RESPONSIBLE DEPARTMENT: Community Engagement

**RESOLUTION
OF THE
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS**

**STATE OF TEXAS
COUNTY OF TRAVIS**

AI-2022-365

WHEREAS, the City of Austin and Capital Metro created the Project Connect Community Advisory Committee (“Community Advisory Committee”) to assist the Austin City Council, Capital Metro Board, and Austin Transit Partnership (ATP) Board in engaging the community and advising on anti-displacement and equity matters related to Project Connect; and

WHEREAS, Capital Metro entered into a Joint Powers Agreement with the City of Austin and Austin Transit Partnership which requires all three parties to approve the Community Advisory Committee’s Bylaws.

NOW, THEREFORE, BE IT RESOLVED the Capital Metro Board of Directors has reviewed and approved the Community Advisory Committee bylaws, attached hereto as Exhibit A.

Date: _____

**Secretary of the Board
Leslie Pool**

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4 **BYLAWS OF THE**
5 **Project Connect Community Advisory Committee**
6

7
8 **ARTICLE 1. NAME.**
9

10 The name of the board is Project Connect Community Advisory Committee
11

12 **ARTICLE 2. PURPOSE AND DUTIES.**
13

14 The purpose of the Project Connect Community Advisory Committee, referred to hereinafter as CAC, is
15 to assist the Austin City Council (City Council), Capital Metropolitan Transportation Authority (Capital
16 Metro) Board, and Austin Transit Partnership (ATP Board) in engaging the community and advising on
17 anti-displacement and equity matters related to Project Connect, in its entirety, as well as to assist the
18 community and the City Council in the creation and evaluation of neighborhood-level anti-displacement
19 strategies and priorities and the identification of Key Performance Indicators related to equity and
20 displacement and triggers thereof, leveraging the Project Connect Equity Tool.

21 The recommendations made by the CAC related to displacement mitigation measures or social
22 equity issues that impact historically underserved populations must be considered at a public meeting of
23 the ATP Board, City Council, or the Capital Metro Board, as appropriate, in accordance with the
24 recommendations made.

25 As provided in the City Contract with the Voters (Res. No. 20200812-015), the City shall “create
26 with the community, neighborhood-level prevention and mitigation strategies” and shall make
27 “recommendations for funding proposals and implementation of identified strategies.” Further, ATP
28 shall provide funding and “enter into interlocal agreements and/or grant agreements with the City to
29 timely develop and implement anti-displacement strategies.” The CAC will provide support in the
30 creation and implementation of these strategies.

31 As provided in the Joint Powers Agreement, the CAC shall also review Project Connect business
32 impact mitigation strategies and public involvement plans prior to their approval.
33

34 **ARTICLE 3. MEMBERSHIP**
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36 (A) CAC shall be composed of an odd number, **at least eleven members**, plus an ex-officio member, appointed
37 by the City Council and Capital Metro Board. Eight or more community members will be selected through a
38 nomination process and jointly appointed by the City and Capital Metro; five members will be appointed
39 from within the following five existing advisory groups (one member each):
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- 41 ○ City of Austin Urban Transportation Commission
- 42 ○ City of Austin Mayor’s Committee for People with Disabilities
- 43 ○ City of Austin Community Development Commission
- 44 ○ Capital Metro’s Customer Satisfaction Advisory Committee
- 45 ○ Capital Metro’s Access Advisory Committee

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47 (B) The CAC member applicants shall:

- 48 • be residents of either the City of Austin or Capital Metro’s service area;

- have interests and experience that will assist the CAC in developing recommendations on community engagement and equity matters related to Project Connect;
- not be a person who is registered or required to register as a lobbyist under City Code Chapter 4-8 or who is employed by a person registered or required to register under City Code Chapter 4-8;
- not be an employee of the City of Austin, Capital Metro, or ATP; and
- not have a contract for real property, goods or services with the City of Austin, Capital Metro, or ATP, or be employed by such a contractor.

(C) CAC members serve for a term of two years beginning July 1st on the year of appointment. In the event of a vacancy or vacancies in the CAC, the remaining members may nominate an individual or individuals to be considered by the Nominating Committee as part of the Nominating Committee's process to fill the vacancy. The vacancy will be filled in the same manner and with similar requirements as the initial committee members, with approval required by the City Council and Capital Metro. The term of a member appointed to fill an unexpired term shall expire on the expiration date of the term of the member being filled.

(D) An individual CAC member may not act in an official capacity except through the action of CAC.

(E) A CAC member who is absent for three consecutive regular meetings or one-third of all regular meetings in a "rolling" twelve-month timeframe automatically vacates the member's positions subject to the holdover provisions in Section 2-1-27 of the City Code; however, at the discretion of CAC, extenuating circumstances on a case-by-case basis, may be considered. This provision does not apply to an absence due to illness or injury of the member, an illness or injury of a member's immediate family, active military service, or the birth or adoption of the member's child for 90 days after the event. A CAC member must notify the City and ATP staff liaison of the reason for the absence not later than the date of the next regular meeting of CAC. Failure to notify the liaison before the next regular meeting will result in an unexcused absence.

(F) At each meeting, each CAC member shall sign an attendance sheet which indicates that the member does not have a conflict of interest with any item on that agenda or identifies each agenda item on which the member has a conflict of interest. Failure to sign the sheet results in the member being counted as absent and his/her votes are not counted.

(G) All members shall abide by the ATP Ethics, Conflicts, and Nondisclosure Policy, as amended.

(H) A member who seeks to resign from CAC shall submit a written resignation to the chair, the staff liaison, or the city clerk's office. If possible, the resignation should allow for a thirty-day notice, so a replacement is secured.

(I) To the extent any member needs access to or to be provided with reimbursement for transportation or meals, or requires options for childcare necessary to participate in Committee activities, they shall contact the City staff liaison for accommodations.

ARTICLE 4. OFFICERS.

(A) The officers of CAC shall consist of a chair, a vice chair, and a secretary.

- 1 (B) Officers shall be elected annually by a majority vote of CAC at the first regular meeting after July 1st. In the
2 event a current officer becomes ineligible to serve as an officer, CAC may hold an emergency election as
3 needed.
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- 5 (C) The term of office shall be one year, beginning July 1st and ending June 30th. An officer may continue to
6 serve until a successor is elected. A person may not serve as an officer in a designated position of CAC for
7 more than two consecutive one-year terms. A person who has served as an officer in a designated position
8 of CAC for two consecutive terms is not eligible for re-election to that designated office until the expiration
9 of two years after the last date of the person's service in that office. CAC, at its discretion, may override the
10 term limit provision for an officer by an affirmative vote of two-thirds of the authorized CAC members.
11
- 12 (D) A member may not hold more than one office at a time.
13

14 **ARTICLE 5. DUTIES OF OFFICERS.**

- 15
- 16 (A) The Chair shall preside at CAC meetings, and represent CAC at ceremonial functions.
17
- 18 (B) The Chair and vice chair will appoint all committees and approve each final meeting agenda.
19
- 20 (C) In the absence of the chair, the Vice-Chair shall perform all duties of the chair. In the absence of the Chair
21 and Vice-Chair, the Secretary shall perform all duties of the chair.
22
- 23 (D) The Secretary shall ensure that the integrity of the minutes are kept. (The Secretary shall monitor the timely
24 completion of meeting summaries of the board's meetings.
25

26 **ARTICLE 6. AGENDAS.**

- 27
- 28 (A) Two or more CAC members may place an item on the agenda by oral request at a meeting of the CAC, or
29 written request to the officers, and board liaison, at least five days before the meeting. After first
30 consulting with and receiving input from the staff liaison, the officers shall approve each final meeting
31 agenda.
32
- 33 (B) CAC liaison shall submit the meeting agenda through the online agenda posting system for each meeting not
34 less than 72 hours before the meeting.
35
- 36 (C) Posting of the agenda must comply with Texas Government Code Chapter 551 (Texas Open Meetings Act).
37

38 **ARTICLE 7. MEETINGS.**

- 39
- 40 (A) CAC meetings shall comply with Texas Government Code Chapter 551 (Texas Open Meetings Act).
41
- 42 (B) CAC meetings shall be governed by Robert's Rules of Order, or some other parliamentary procedure
43 adopted by the CAC.
44
- 45 (C) CAC may not conduct a closed meeting without the approval of the city attorney.
46
- 47 (D) CAC shall meet monthly or when it is legally required to meet, in order to comply with a legal deadline. In
48 November of each year, CAC shall adopt a schedule of the meetings for the upcoming year, including
49 makeup meeting dates for the holidays and cancelled meetings.

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2 (E) The chair may call a special meeting, and the chair shall call a special meeting if requested by three or more
3 members. The call shall state the purpose of the meeting. CAC may not call a meeting in addition to its
4 regularly scheduled meetings as identified in its adopted meeting schedule, more often than once a
5 quarter, unless the meeting is required to comply with a statutory deadline, or a deadline established by
6 Council.
7
8 (F) A majority of members constitutes a quorum.
9
10 (G) If a quorum for a meeting does not convene within one-half hour of the posted time for the meeting, then
11 the meeting may not be held.
12
13 (H) To be effective, CAC action must be adopted by an affirmative vote of the number of members necessary to
14 provide a quorum.
15
16 (I) If only a quorum is present at a meeting, a board action is adopted by an affirmative vote of two-thirds of the
17 quorum. If more than a quorum is present at a meeting, CAC action must be adopted by an affirmative vote of
18 the number of members necessary to provide a quorum.
19
20 (J) The chair has the same voting privilege as any other member.
21
22 (K) CAC shall allow citizens to address it on agenda items and during a period of time set aside for citizen
23 communications. The chair may limit a speaker to three minutes.
24
25 (L) The staff liaison, shall prepare the minutes from each meeting. The minutes of each CAC meeting must
26 include the vote of each member on each item before CAC and indicate whether a member is absent or
27 failed to vote on an item.
28
29 (M) The city clerk shall retain agendas, approved minutes, internal review reports and bylaws. The Housing and
30 Planning Department shall retain all CAC documents. The documents are public records under Texas Local
31 Government Code Chapter 552 (Texas Public Information Act).
32
33 (N) The chair shall adjourn a meeting not later than 10 p.m., unless CAC votes to continue the meeting.
34
35 (O) Each person and CAC member attending a meeting should observe decorum pursuant to Section 2-1-48 of
36 the City Code.
37
38 (P) A member of the public may not address CAC at a meeting on an item posted as a briefing.
39
40 (Q) CAC will be supported by ATP and the City staff liaisons.
41
42 (R) CAC may appoint delegates to attend ATP Technical Advisory Committee meetings on behalf of the CAC.
43
44 (S) CAC meetings shall be recorded and held in locations publicly accessible or virtually, as determined by the
45 CAC.
46

47 **ARTICLE 8. SUBCOMMITTEES / WORKING GROUPS.**

48 COMMITTEES
49

1 (A) The Project Connect Community Advisory Committee, CAC, will have no subcommittees, unless approved in
2 accordance with subsection (B).
3

4 (B) A subcommittee may be established at the discretion of CAC by an affirmative vote. A subcommittee cannot
5 meet until its creation is approved by the City Council, ATP Board, and Capital Metro Board. Each subcommittee
6 shall consist of at least three CAC members appointed by the chair. A City staff member shall be assigned to
7 each subcommittee by the director of the City's Housing and Planning Department.
8

9 (C) CAC chair shall appoint a member as the subcommittee chair, with the member's consent.

10 (D) A majority of the total number of appointed subcommittee members constitutes a quorum.

11 (E) Each subcommittee shall meet on a regularly scheduled basis at least quarterly.

12 (F) Each subcommittee shall make an annual report to CAC at the January CAC meeting.

13 (G) Subcommittee meetings must be posted in accordance with Texas Government Code Chapter 551 (Texas
14 Open Meetings Act).
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16 (H) At each subcommittee meeting, subcommittee members shall sign a no conflict-of-interest statement as it
17 related to any item on the subcommittee meeting agenda or identify each agenda item where he/she has a
18 conflict of interest.
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20 WORKING GROUPS

21 (A) CAC can determine the size of a working group but the number of CAC members serving on the working
22 group cannot equal or exceed a quorum of CAC.
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25 working group, with the members' consent.

26 (C) A working group may designate a chair, with the member's consent, but it is not required to do so.

27 (D) Quorum requirements do not apply to working groups

28 (E) Staff support may be provided for working groups

29 (F) Working groups are not required to post their meetings in accordance with the Texas Government Code
30 Chapter 551 (Texas Open Meetings Act)
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32 **ARTICLE 9. PARLIAMENTARY AUTHORITY.**

33 The rules contained in the current edition of Robert's Rules of Order, or some other parliamentary rules
34 adopted by CAC, shall govern CAC in all cases to which they are applicable, except when inconsistent with these
35 bylaws or with special rules of procedure which CAC or city council may adopt.
36

37 **ARTICLE 10. AMENDMENT OF BYLAWS.**

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An amendment of these bylaws may be made at any properly called meeting by CAC, with the approval by a super majority (two-thirds) of CAC members. A bylaws amendment is not effective unless approved by the City Council, ATP Board, and Capital Metro Board.

These bylaws were approved by the Project Connect Community Advisory Committee at their meeting held on December 15, 2021.

(Signature of Executive or Staff Liaison)

(Insert – Title -- Executive or Staff Liaison)

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An amendment of these bylaws may be made at any properly called meeting by CAC, with the approval by a super majority (two-thirds) of CAC members. A bylaws amendment is not effective unless approved by the City Council, ATP Board, and Capital Metro Board.

These bylaws were approved by the Project Connect Community Advisory Committee at their meeting held on _____.

(Signature of Executive or Staff Liaison)

(Insert – Title -- Executive or Staff Liaison)

DRAFT

Board of Directors

Item #: AI-2022-355

Agenda Date: 3/28/2022

SUBJECT:

Approval of Updates to the Board of Directors Advisory Committees Policy.

FISCAL IMPACT:

This action has no fiscal impact.

STRATEGIC PLAN:

Strategic Goal Alignment:

- 1. Internal/External Customer Service Excellence
- 2. Stakeholder Engagement
- 3. Financial and Environmental Sustainability
- 4. Staff Development
- 5. Agency Growth Management

Strategic Objectives:

- 1.1 Safety & Risk
- 1.2 Continuous improvement
- 1.3 Dynamic Change
- 1.4 Culture of Innovation
- 2.1 Be an Employer of Choice
- 2.2 Organization Development
- 2.3 Organization Culture
- 3.1 Resource optimization
- 3.2 Safety Culture
- 3.3 Environmental Leadership
- 4.1 Educate & Call to Action
- 4.2 Build Partnerships
- 4.3 Value of Transit
- 4.4 Project Connect

EXPLANATION OF STRATEGIC ALIGNMENT: The Board of Directors Advisory Committee Policy sets forth the structure, duties and powers of citizen advisory committees that form the backbone of Capital Metro’s public involvement program helping Capital Metro improve its effectiveness.

BUSINESS CASE: Does not apply.

COMMITTEE RECOMMENDATION: This item will be presented to the full board on March 28, 2022.

EXECUTIVE SUMMARY: Section 8.6 of the Bylaws of the Capital Metro Board of Directors requires the continuous review and update of all policies adopted by the Board of Directors over a five-year period, beginning in 2018. The Advisory Committees Policy was adopted in 2010 to guide the Board in the restructuring of the Customer Services Advisory Committee and the Access Advisory Committee in accordance

with the Board Bylaws and applicable law. Staff recommends revisions to this policy to (i) enhance community involvement by broadening member eligibility to include persons who live in or around the Capital Metro service area with a preference for transit users; (ii) modify the appointment process to conform with the new Public Safety Advisory Committee charter; (iii) modify the steps to the Board receiving committee recommendations to clarify intent; (iv) add a section on transparency to ensure meetings are open and materials are available to the public; and (v) update the language to further align with Board Bylaws and Texas Transportation Code Section 451.109, which authorizes the Board to establish advisory committees from time to time.

DBE/SBE PARTICIPATION: Does not apply.

PROCUREMENT: Does not apply.

RESPONSIBLE DEPARTMENT: Board of Directors

**RESOLUTION
OF THE
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS**

**STATE OF TEXAS
COUNTY OF TRAVIS**

AI-2022-355

WHEREAS, the Board of Directors from time to time establishes citizen advisory committees as part of its comprehensive community involvement strategy that includes plans for receiving input for major decision-making processes including, but not limited to, policy development, strategic planning, access and mobility, budgeting, capital projects planning, safety, fare adjustments and transit service changes; and

WHEREAS, the Board of Directors adopted an Advisory Committees Policy to guide the restructuring of citizen advisory committees and to set forth the structure, duties and powers of the citizen advisory committees; and

WHEREAS, the Board of Directors desire to review and revise the Advisory Committees Policy to broaden eligibility criteria, incorporate the recently established Public Safety Advisory Committee, ensure transparency, and update the language in accordance with Board Bylaws and applicable law.

NOW, THEREFORE, BE IT RESOLVED that the Capital Metropolitan Transportation Authority Board of Directors hereby adopts the revised Advisory Committees Policy.

Date: _____

**Secretary of the Board
Leslie Pool**



**RESOLUTION
OF THE
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS**

**STATE OF TEXAS
COUNTY OF TRAVIS**

RESOLUTION CMTA-2010-67

Board of Directors Advisory Committee Policy

WHEREAS, the Board of Directors believes that effective community involvement improves the quality of decision-making processes and builds public trust in Capital Metro; and

WHEREAS, the Board of Directors and Capital Metro management desire to pursue a comprehensive community involvement strategy that includes plans for receiving input for major decision-making processes including, but not limited to, policy development, strategic planning, budgeting, capital projects planning, fare adjustments and transit service changes; and

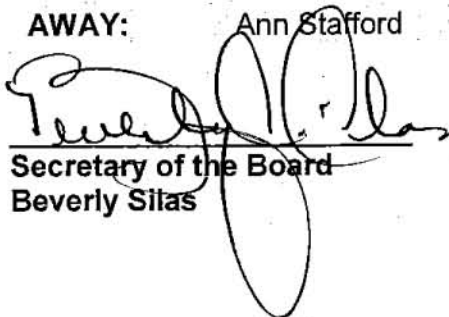
WHEREAS, the Board of Directors believes that the efforts of its advisory committee structure should be comprehensive and closely tied to Board decision making and that any policy for advisory committee reporting should ensure consideration of committee input in advance of Board decisions as well as effective tracking of Board adoption, rejection or modification of advisory committee recommendations.

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that an Advisory Committee Policy is adopted that allows the Board of Directors to restructure the current advisory committees (Customer Services Advisory Committee and Access Advisory Committee) per the bylaws. The restructured committees will follow a new appointments process delineated in this policy. The committees shall have structure, duties, and responsibilities as may be determined by the Board. The Board seeks this comprehensive approach in order to enhance its decision-making processes as it serves the community-at-large in meeting a variety of transit needs and to ensure an appointment process for the engagement of a diverse range of stakeholders.

***Two friendly amendments by Board member Langmore.**

- 1. Under procedure A of the policy - that the amendment says there is a preference that members be transit users.**
- 2. Under section Hiii of the policy and under iii, leave the rest to say it does not require any staff approval to make it to the Board**

RESULT: ADOPTED [7 TO 0]
MOVER: Frank Fernandez, Board Member
SECONDER: Chris Riley, Board Member
AYES: Chafetz, Silas, Langmore, Fernandez, Hlista, Martinez, Riley
AWAY: Ann Stafford



A handwritten signature in black ink, appearing to read 'Beverly Silas', is written over a horizontal line. The signature is stylized and cursive.

Secretary of the Board
Beverly Silas

Date: September 24, 2010

DRAFT

METRO
ADVISORY COMMITTEES
POLICY/PROCEDURES

Overview: Pursuant to Section 451.107 of the Texas Transportation Code which establishes Capital Metro the Board of Directors may adopt rules and regulations and such bylaws, as it deems necessary. In Article II, Section 17 of the Capital Metro Board of Director's Bylaws, the Board of Directors may from time to time establish Board committees/taskforces with specific duties, terms and responsibilities. In Section 18, the Board of Directors also has the authority to establish advisory committees consisting of resident citizens of the Authority's territory. The citizen advisory committee shall have structure, duties, and responsibilities as may be determined by the Board. The Board may from time to time establish other advisory committees/taskforces that may include citizen members. The Board of Directors believes that although no one approach guarantees successful involvement, effectiveness in communication and building community trust stems from careful planning and attention to creating a balance between the needs of the Authority and the needs of the community.

POLICY:

This policy allows the Board of Directors to restructure the current advisory committees--Customer Services Advisory Committee and Access Advisory Committee--using a new appointments process per the bylaws.

PROCEDURES:

- a. Membership: Each committee will consist of nine (9) members. The *members of each of the advisory committees* will be appointed by each member of the Capital Metro Board of Directors. The Chairman of the Board has two appointments and each of the other members of the Board of Directors has one appointment. Members of each committee will serve at the will of their appointing Board member and their term shall end with the end of their appointing member's term (see section c). The committee representatives will represent diverse backgrounds, abilities and interests, including but not limited to, those who may be limited English speaking or who have disabilities, or who have different levels of experience with public policy and group decision making. These members must live in the Capital Metro service area. Members must be transit users and may include residents, business owners and other key stakeholders concerned about transit service in the service area.
- b. Appointment: As per statutory requirements, each member of the Capital Metro Board of Directors will select their appointees based on a recommendation from the President/CEO.

- c. **Terms of Appointment:** The nine (9) members of each of the advisory committees serve at the pleasure and concurrently with the appointing Board member.
- d. **Authority:** Each committee's highest level of authority is to provide advice and recommendations to the Board of Directors. A member of any one of the advisory committees may not act in an official capacity except through the action of the board.
- e. **Absences:** A committee member who is absent for three (3) consecutive regular meetings or one-third (1/3) of all meetings in a twelve month period automatically vacates the position. This does not apply to an absence due to an illness or injury if the committee member notifies the appointing Board member or committee staff liaison of the reason for the absence no later than the next committee meeting.
- f. **Resignations:** A member who seeks to resign from a committee shall submit a written resignation to the appointing Board member and give notice to the staff liaison. If possible, the resignation should allow for a thirty day notice so the Board member can appoint a replacement.
- g. **Reporting:** The advisory committees report directly to the Board of Directors. However, any reports to the Board of Directors will be submitted to the designated Capital Metro Staff Liaison assigned to support the work of each of the committees so that reports can be distributed in a timely manner for review by the entire Board of Directors. The Chair of each committee will report to the Board of Directors on the committee's activities at each monthly Board meeting.
- h. **Recommendations:** The Capital Metro Board of Directors will receive committee recommendations only when they include:
 - i. Full description of the issue under deliberation;
 - ii. Information provided captures all sides of an issue; and
 - iii. The Staff Liaison has presented the recommendation to the Capital Metro President/CEO and received approval to move this recommendation forward to a specific Board of Directors Committee.
- i. **Roles & Responsibilities of the advisory committees:**
 - i. Serve as a resource to Capital Metro in promoting and educating the public regarding acceptance and usage of the transit system across jurisdictions and in suburban communities; and
 - ii. Provide a sounding board for innovative practices and ideas on specific topics of importance to the Agency.
- j. **Subcommittees or Ad Hoc Task Forces:**
 - i. The Board of Directors may approve the formation of subcommittees or Ad Hoc Task Forces to work on specific issues of importance to the Authority when community input on such issues may enhance the development and implementation of a project or service initiative.
- k. **Timelines:** The Board of Directors will set specific timelines for requested input.

References: 1. "A Synthesis of Transit Practice," *Transit Cooperative Research Program Synthesis 85, Effective Use of Citizen Advisory Committees for Transit Planning and Operations*, Washington, DC, 2010.

2. *Boards & Commissions Appointment Process, City of Austin, Texas.*

METRO
ADVISORY COMMITTEES
POLICY/PROCEDURES

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I. Overview

~~Texas Transportation Code Section 451.109 and Pursuant to Section 451.107 of the Texas Transportation Code which establishes Capital Metro the Board of Directors may adopt rules and regulations and such bylaws, as it deems necessary. In Article 11, Section 17 of tthe Capital Metro Board of Director's (the "Board") Bylaws authorize, the Board of Directors may to from time to time establish citizen Board committees/taskforces with specific duties, terms and responsibilities. In Section 18, the Board of Directors also has the authority to establish advisory committees or taskforces to make recommendations to the Board or the President & CEO on the operation of Capital Metro, consisting of resident citizens of the Authority's territory. The citizen advisory committees shall have the purposes, structure, duties, and responsibilities powers as may be determined by the Board. The Board may from time to time establish other advisory committees/taskforces that may include citizen members.~~ The Board of Directors believes that although no one approach guarantees successful involvement, effectiveness in communication and building community trust stems from careful planning and attention to creating a balance between the needs of ~~the Authority~~Capital Metro and the needs of the community.

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II. POLICY:

~~This policy allows the Board of Directors to restructure the current advisory' committees- Customer Services Advisory Committee and Access Advisory Committee using a new appointments process per the bylaws~~Citizen advisory committees established by the Board shall have the structure, duties, and powers set forth in this policy, Board Bylaws, and applicable law.

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PROCEDURES:

~~b.a.~~ **Membership:** Each committee will consist of at least nine-eight (98) members. ~~The members of each of the advisory committees will be who are~~ appointed by each member of the Capital Metro Board of Directors. ~~The Chairman of the Board has two appointments and each of the other members of the Board of Directors has one appointment.~~ For a committee with greater than 8 members, the additional members shall be appointed by the Board Chair or in accordance with the applicable committee charter. Members of each committee will serve at the will of their appointing Board member and their term shall end with the end of their appointing member's term (see section c). The committee ~~representatives-members~~ will represent diverse backgrounds, abilities, and interests, including but not limited to, those who may be limited English speaking or who have disabilities, or who have different levels of experience with public policy and group decision making. These members must live in or around the Capital Metro service area. ~~Members must be transit users~~ and may include residents, business

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owners and other key stakeholders concerned about transit service in the service area. There is a preference that members be transit users. The members shall have knowledge about and interests in, and represent a broad range of viewpoints about, the work of the committee. Per Board Bylaws, elected officials and candidates may not serve on advisory committees.

e.b. Appointment: As per statutory requirements, each member of the Capital Metro Board of Directors will select their appointees based on a recommendation from the President & CEO.

d.c. Terms of Appointment: The ~~nine (9)~~ members of each of the advisory committees serve at the pleasure and concurrently with the appointing Board member. Members appointed by the President & CEO and confirmed by the Board serve at the pleasure of the President & CEO.

e.d. Authority: Each committee's highest level of authority is to provide advice and recommendations to the Board of Directors. A member of any one of the advisory committees may not act in an official capacity except through the action of the ~~B~~board.

f.e. Absences: A committee member who is absent for three (3) consecutive regular meetings or one-third (1/3) of all meetings in a twelve-month period automatically vacates the position. This does not apply to an absence due to an illness or injury if the committee member notifies the appointing Board member or ~~committee the designated Capital Metro s~~Staff ~~L~~Liaison of the reason for the absence no later than the next committee meeting.

g.f. Resignations: A member who seeks to resign from a committee shall submit a written resignation to the appointing Board member and give notice to the ~~s~~Staff ~~L~~Liaison. If possible, the resignation should allow for a thirty-day notice so the Board member can appoint a replacement.

h.g. Reporting: The advisory committees report directly to the Board of Directors. However, any reports to the Board ~~of Directors~~ will be submitted to the ~~designated Capital Metro Staff Liaison assigned to support the work of each of the committees~~ so that reports can be distributed in a timely manner for review by the entire Board ~~of Directors~~. The Chair of each committee or a designated Capital Metro staff member will report to the Board of Directors on the committee's activities at each monthly Board meeting.

i.h. Recommendations: The ~~Capital Metro Board of Directors~~ will receive committee recommendations only when they include:



- i. Full description of the issue under deliberation;
- ii. Information provided captures all sides of an issue; and
- iii. The Staff Liaison has presented the recommendation to the Capital Metro President & CEO and ~~received approval to move their~~ recommendation has been placed on the agenda for consideration by the appropriate ~~forward to a specific Board of Directors~~ Committee.

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j.i. Roles & Responsibilities of the ~~a~~ Advisory ~~C~~ Committees:

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- i. Serve as a resource to Capital Metro in promoting and educating the public regarding acceptance and usage of the transit system across jurisdictions and in suburban communities; and
- ii. Provide a sounding board for innovative practices and ideas on specific topics of importance to ~~the Agency~~ Capital Metro.

k.j. Subcommittees or Ad Hoc Task Forces: The Board ~~of Directors~~ may approve the formation of subcommittees or Ad Hoc Task Forces to work on specific issues of importance to the Authority when community input on such issues may enhance the development and implementation of a project or service initiative.

k. Timelines: The Board ~~of Directors~~ will set specific timelines for requested input.

l. Compensation: A member of an advisory committee may not be compensated by the Authority for Committee service but is entitled to reimbursement for actual and necessary expenses incurred in the performance of committee services.

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l.m. Transparency: Advisory committee meetings will be open to the public and staff will make meeting information, including meeting calendars, agendas and minutes readily available to the public.

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References: 1. "A Synthesis of Transit Practice," Transit Cooperative Research Program Synthesis 85, Effective Use of Citizen Advisory Committees ~~for~~ ~~for~~ Transit Planning and Operations Washington, DC, 2010. 2. Boards & Commissions Appointment Process, City of Austin, Texas.

I. OVERVIEW:

Texas Transportation Code Section 451.109 and the Capital Metro Board of Directors (the “Board”) Bylaws authorize the Board to from time to time establish citizen advisory committees or taskforces to make recommendations to the Board or the President & CEO on the operation of Capital Metro. The citizen advisory committees shall have the purposes, structure, duties, and powers as may be determined by the Board. The Board of Directors believes that although no one approach guarantees successful involvement, effectiveness in communication and building community trust stems from careful planning and attention to creating a balance between the needs of Capital Metro and the needs of the community.

II. POLICY:

Citizen advisory committees established by the Board shall have the structure, duties, and powers set forth in this policy, Board Bylaws, and applicable law.

- a. Membership:** Each committee will consist of at least eight (8) members who are appointed by each member of the Capital Metro Board of Directors. For a committee with greater than 8 members, the additional members shall be appointed by the Board Chair or in accordance with the applicable committee charter. Members of each committee will serve at the will of their appointing Board member and their term shall end with the end of their appointing member's term (see section c). The committee members will represent diverse backgrounds, abilities, and interests, including but not limited to, those who may be limited English speaking or who have disabilities, or who have different levels of experience with public policy and group decision making. These members must live in or around the Capital Metro service area and may include residents, business owners and other key stakeholders concerned about transit service in the service area. There is a preference that members be transit users. The members shall have knowledge about and interests in, and represent a broad range of viewpoints about, the work of the committee. Per Board Bylaws, elected officials and candidates may not serve on advisory committees.
- b. Appointment:** As per statutory requirements, each member of the Capital Metro Board of Directors will select their appointees based on a recommendation from the President & CEO.
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- e. **Absences:** A committee member who is absent for three (3) consecutive regular meetings or one-third (1/3) of all meetings in a twelve-month period automatically vacates the position. This does not apply to an absence due to an illness or injury if the committee member notifies the appointing Board member or the designated Capital Metro Staff Liaison of the reason for the absence no later than the next committee meeting.
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- g. **Reporting:** The advisory committees report directly to the Board of Directors. However, any reports to the Board will be submitted to the Staff Liaison so that reports can be distributed in a timely manner for review by the entire Board. The Chair of each committee or a designated Capital Metro staff member will report to the Board of Directors on the committee's activities at each monthly Board meeting.
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 - iii. The Staff Liaison has presented the recommendation to the Capital Metro President & CEO and the recommendation has been placed on the agenda for consideration by the appropriate Board Committee.
- i. **Roles & Responsibilities of the Advisory Committees:**
 - i. Serve as a resource to Capital Metro in promoting and educating the public regarding acceptance and usage of the transit system across jurisdictions and in suburban communities; and
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Board of Directors

Item #: AI-2022-387

Agenda Date: 3/28/2022

SUBJECT:

Approval of a resolution directing staff on the publishing of full Board meeting agendas and backup materials.

FISCAL IMPACT:

This action has no fiscal impact.

STRATEGIC PLAN:

Strategic Goal Alignment:

1. Internal/External Customer Service Excellence 2. Stakeholder Engagement
 3. Financial and Environmental Sustainability 4. Staff Development 5. Agency Growth Management

Strategic Objectives:

- | | | |
|---|--|--|
| <input type="checkbox"/> 1.1 Safety & Risk | <input checked="" type="checkbox"/> 1.2 Continuous improvement | <input type="checkbox"/> 1.3 Dynamic Change |
| <input type="checkbox"/> 1.4 Culture of Innovation | <input type="checkbox"/> 2.1 Be an Employer of Choice | <input checked="" type="checkbox"/> 2.2 Organization Development |
| <input type="checkbox"/> 2.3 Organization Culture | <input type="checkbox"/> 3.1 Resource optimization | <input type="checkbox"/> 3.2 Safety Culture |
| <input type="checkbox"/> 3.3 Environmental Leadership | <input type="checkbox"/> 4.1 Educate & Call to Action | <input type="checkbox"/> 4.2 Build Partnerships |
| <input type="checkbox"/> 4.3 Value of Transit | <input type="checkbox"/> 4.4 Project Connect | |

EXPLANATION OF STRATEGIC ALIGNMENT: To provide strategic direction to the President & CEO and staff on preparing for Capital Metro Board of Directors meetings.

BUSINESS CASE: To ensure transparency, opportunity for review and efficiency in Board meetings.

COMMITTEE RECOMMENDATION: This item will be presented to the full board on March 28, 2022.

EXECUTIVE SUMMARY: This action formalizes the board's stated goal of ensuring transparency by publishing board materials far enough in advance to give the public the opportunity to review them thoroughly.

DBE/SBE PARTICIPATION: Does not apply.

PROCUREMENT: Does not apply.

RESPONSIBLE DEPARTMENT: Board of Directors

**RESOLUTION
OF THE
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS**

**STATE OF TEXAS
COUNTY OF TRAVIS**

AI-2022-387

WHEREAS, the Capital Metro Board of Directors, President & CEO and staff are committed to fostering greater transparency in the conduct of the Board and activities of the Authority, and ensuring community involvement and access to accurate, understandable and timely information to facilitate effective involvement in the decision-making process;

WHEREAS, The Bylaws of the Board of Directors establish the internal rules for the operation of the Board of Directors and meetings of the Board of Directors; and

WHEREAS, the Board of Directors desire to memorialize in the Bylaws of the Board of Directors its commitment to greater transparency and increased opportunity for review of Board meeting materials.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby directs staff to include in the next update of the Bylaws of the Board of Directors the requirement that Cap Metro staff shall post meeting agendas and back up materials in a complete fashion as possible for Board members and the public to view no later than seven (7) calendars days before the meeting.

Date: _____

**Secretary of the Board
Leslie Pool**



Capital Metropolitan Transportation Authority

2910 East 5th Street
Austin, TX 78702

Board of Directors

Item #: AI-2022-380

Agenda Date: 3/28/2022

Fare Strategy Presentation



Fare Strategy Update

Jacqueline Evans, Director, Diversity, Equity and Inclusion

Catherine Walker, EVP, Chief Finance and Risk Officer

Brian Carter, EVP, Chief Experience and Engagement Officer

Board of Directors, March 28, 2022

Agency Core Values



SAFETY

INNOVATION

EQUITY

SUSTAINABILITY

TRANSPARENCY

Fare Strategy Review

From October 2021 Board Update ...

Addresses transit affordability and other population needs (i.e., low income and minority per Title VI)

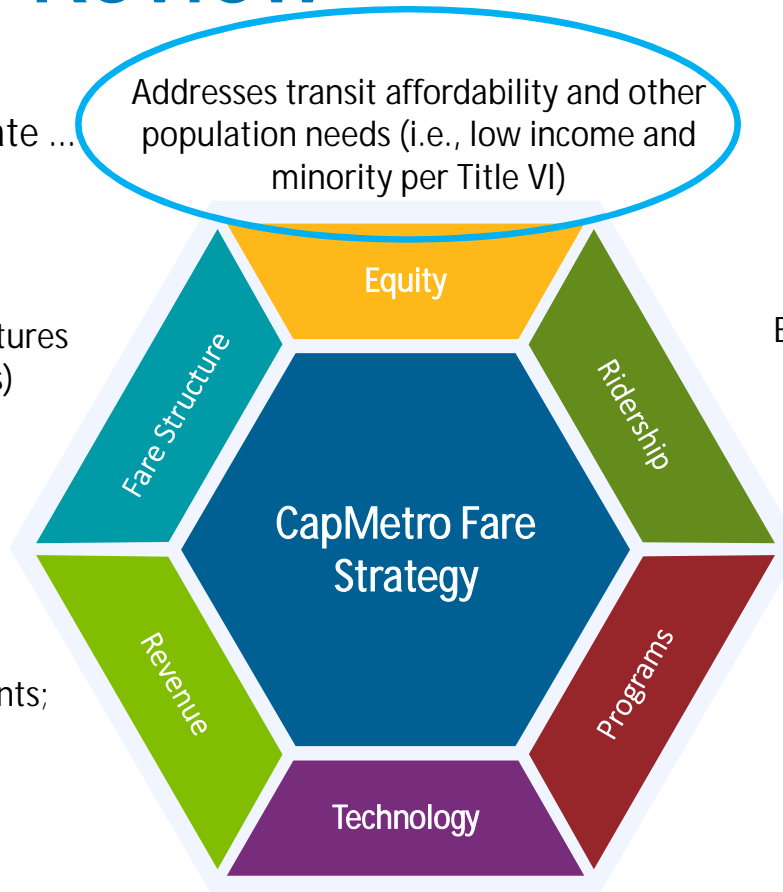
Incorporates alternative fare structures (e.g., capped fares for all riders)

Encourages increased ridership while mitigating downward pressure on revenues

Supports periodic fare adjustments; aligns with Project Connect Integrated Financial Model

Enables programs to specific market segments (e.g., senior citizens, military, employer-sponsored, ILAs)

Encourages contact-less payments, other innovations, and integrations



Agenda

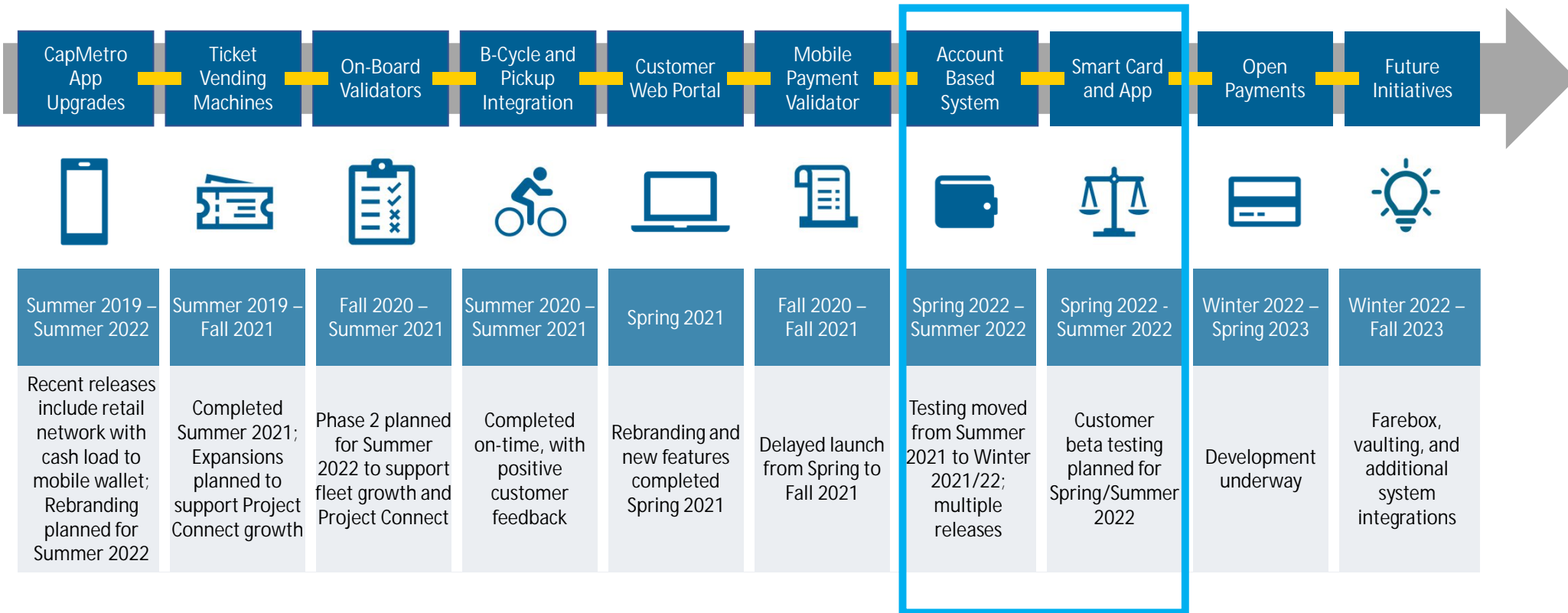
- Fare Strategy Review
Catherine Walker
- Update on Account-Based Fare Payment System
Brian Carter
- Title VI Analysis & Equity In Action
Jacqueline Evans
- Next Steps & Considerations
Catherine Walker

Fare Strategy Review

From October 2021 Board Update ...

- Desire to make fares more equitable for our community:
 - Our lowest income riders are often those who purchase Single Ride passes versus Day or Month passes.
 - Our lowest income riders are often those who also depend on our services versus other means of transportation.
- The goal of our fare strategy is to provide progressive fare capping while supporting an equitable means-based fare structure.
- To accomplish our goal, we will be launching new programs and implementing new smart technologies that streamline processes.

Update on Account-Based Fare Payment System



Technology Roll Out

- Virtual smart cards in a new CapMetro App, with an alternative physical smart card:
 - Accommodates all customers with or without a smart phone.
 - Money can be loaded by using a credit card connected to their account or using at a retail network location (250+ locations).
 - Initial distribution of physical cards through street teams, community engagement events, and CapMetro Transit Store.
- Customer beta testing in Summer 2022 to assess useability and gather direct customer feedback.

CapMetro Retail Network



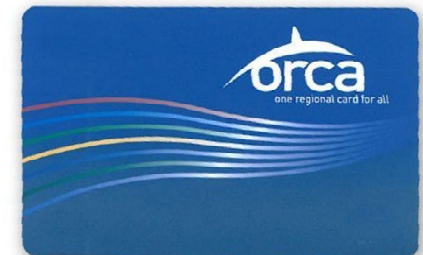
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Walgreens

Branding and Research

- CapMetro studied other transit agencies and found a best practice to provide a brand name on the account-based system.
- Good timing to introduce a new brand name with brand refresh in process.
- We conducted surveys and focus groups to gain community input on how to market and brand the new technology platform:
 - Four focus groups were conducted with both English and Spanish language participants, customers & non-customers
 - Online survey sample with 350 adults (ages 18+) responding; the ethnicity of the sample was like the Austin area based on the Census Bureau's (2018) American Community Survey. Results have an error of +/- 4% at a 90% confidence level. The survey was conducted by Dynata; 23% were recent transit customers.



Branding and Research

- Based on focus group feedback, the agency is moving forward with the name "Amp" for the account-based fare system.
- *Amp* name carries many potential creative applications to tie in with music, our investment in electric vehicles, and get our community energized on the value of transit.
- CapMetro will use *Amp* name to describe and promote the account-based system.
- Customers will use their *Amp* accounts to pay for fares within the CapMetro App or by using their *Amp* account smart card.



Considerations for Potential Fare Structure

- This new technology can be used to support the agency's values, which are also shared with the Project Connect program.
- Staff has begun analyzing the benefits of **fare capping** and introduction of a new **Equitable fare category** called "Equifare". These types of programs are already being used by peer transit agencies.
- As fare fee adjustments are considered, these two programs would protect affordability of passes for low-income customers.



Overview of Fare Types

CURRENT FARE TYPES

Standard

- The full rate for a transit pass.

Reduced

- 50% off full rate transit pass.
- Eligible for customers who verify their status in the following groups:
 - Seniors 65 and older*
 - Medicare card holders*
 - Active-duty military personnel
 - Riders with disabilities*

**50% rate required by FTA for these categories*

- Apply online, at Transit Store, by mail.
- Status is valid for 2 years. RFID Card costs \$3.
- Eligible customers must have the RFID Card with them in order to receive the reduced fare.

Proposed New Fare Type & Eligibility

POTENTIAL NEW FARE STRUCTURE

	PASS TYPE	CURRENT FARE TYPES		PROPOSED [^]
		Standard	Reduced	Equifare
LOCAL BUS	Single Ride	\$1.25	\$0.60	\$1.00
	Day Pass	\$2.50	\$1.25	\$2.00
	Month Pass	\$41.25	\$20.60	\$33.00
COMMUTER BUS + RAIL (incl. Local Bus)	Single Ride	\$3.50	\$1.75	\$3.00
	Day Pass	\$7.00	\$3.50	\$6.00
	Month Pass	\$96.25	\$48.10	\$77.00

[^] Proposed rate assumption is being used to perform a Title VI analysis.

▶ Customers who qualify for both Reduced and Equifare would be offered the Reduced fare rate.

EQUIFARE ELIGIBILITY REQUIREMENTS:

Household income less than 200% of Federal Poverty Level or proof of enrollment in one of these programs*:

- Medicaid Program
- Supplemental Nutrition Assistance Program (SNAP)
- Children's Health Insurance Program (CHIP)
- Telephone Lifeline Program
- Travis County Comprehensive Energy Assistance Program (CEAP)
- Medical Access Program (MAP)
- Supplemental Security Income (SSI)
- Veterans Affairs Supportive Housing (VASH)

* Same eligibility requirements used for City of Austin Customer Assistance Program utility discounts.

Benefits of an Account-Based System

How Technology Enables Fare Programs

Amp Cards

When a CapMetro customer uses an *Amp* smart card or virtual card, they can pay for transit passes using the stored value on the card.

This also protects the stored value in case the card or phone is lost or stolen.

Discounted Fare Benefits

When a customer registers their *Amp* card, they will be able to use benefits of discount programs after they have completed the qualification process (i.e., Reduced Fare or Equifare categories).

Customers currently using an RFID card for the Reduced fare will use the *Amp* smart card or virtual card.

Fare Capping

Fare capping would be available on every *Amp* card, with or without a registered account.

With fare capping, customers using an *Amp* card or account never pay more than the total cost of a Day Pass in a calendar day, or the total cost of a Monthly Pass in a calendar month.

▶ Customers with a registered *Amp* card or account always get the best fare available to them.

Proposed Fare Structure Example

EXAMPLE: A Bus Customer with *Amp* Account Using Equifare Fare rate and Fare Capping



7:00 a.m.

Victoria is on her way to work, and she taps her *Amp* card on MetroBus. A Single-Ride Equifare rate of \$1.00 is deducted from her *Amp* account.

11:30 a.m.

Later that day, Victoria leaves work for a doctor's appointment, boards MetroBus again, taps her card, and her *Amp* account is charged the Single-Ride Equifare rate of \$1.00.

12:30 p.m.

Heading back to work, Victoria boards the bus once again, taps her card and not charged because she's reached the cap for an Equifare Day Pass (\$2.00). All subsequent rides for the day are not charged to her account.

Similar Programs at Peer Transit Agencies

EXAMPLE: Dallas Fare Capping & Low-income Based Fare Category



Benefits of your Discount GoPass® Tap Card



Save 50% on regularly-priced fares.



Get the best fare every time you ride, automatically.



Never pay more than the total cost of a Reduced Day Pass in a calendar day, or the total cost of a Reduced Monthly Pass in a calendar month.

Source: <https://www.dart.org/tapforhalf/>

Similar Programs at Peer Transit Agencies

EXAMPLE: TriMet Low-income Based Fare Category

Honored Citizen Fare

Reduced Fare — Save up to 72%

For seniors age 65+, people on Medicare, people with disabilities, and people who qualify based on income

\$1.25

2½ Hours

Ride free after spending:

\$2.50 in a day Day Pass	\$28 in a calendar month Month Pass
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 Proof of eligibility required when boarding



[Get a card](#)

[Or download a virtual Hop card](#)

Source: <https://trimet.org/fares/index.htm#honored>

Similar Programs at Peer Transit Agencies

TriMet Qualifications for Honored Citizen Fare

- Enrolled in Oregon Health Plan, SNAP or TANF, or if you meet the income requirements (making less than double the federal poverty level)
- Have a verifiable mental or physical disability
- Age 65 or older or on Medicare

Source: <https://trimet.org/fares/honoredcitizen.htm>

DART's Qualifications for Discount GoPass

Proof of participation in one of these assistance programs:

- Children's Health Insurance Program (CHIP)
- Comprehensive Energy Assistance Program (CEAP)
- DHA Housing Solutions for North Texas
- Housing Choice Vouchers - Section 8
- Medicaid
- Medicare
- Parkland Financial Assistance
- Special Supplemental Nutrition Program for Women, Infants and Children (WIC)
- Supplemental Nutrition Assistance Program (SNAP)
- Texas Temporary Assistance for Needy Families (TANF)

Source: <https://dartaccess.dart.org/dtappass>

Extensive Community Engagement

Community Partnerships and Engagement Implementation

Community-based organizations, community leaders, and local agencies will be necessary for successfully implementing fare technology and the new Equifare program.

Staff will be working with non-profits and agencies that provide housing, healthcare, education and unhoused services to educate and sign up their clients in person, including organizations like Foundation Communities, Austin Area Urban League, Casa Marianella, ECHO, and many others.



The mission of CapMetro is to **connect people and communities to jobs and opportunities** by providing quality transportation choices. Through the provision of public transit service as an essential public service, the Board of Directors further notes it is CapMetro's goal to provide **safe, equitable, reliable and cost-effective public transit to improve mobility and stimulate economic development**. The mobility that CapMetro provides ensures access to jobs, healthcare, education, worship, entertainment and much more.

CapMetro is committed to diversity, equity and inclusion in the delivery of our programs, projects and services and to demonstrating our commitment through transparency and accountability.

Board of Directors' Diversity, Equity, and Inclusion Policy Statement

What is a Title VI Equity Analysis?

- Only one component in CapMetro's approach to equity.
- Foundation in Title VI of the Civil Rights Act of 1964
 - Prohibits discrimination on the basis of race, color, or national origin
 - CapMetro must ensure that it provides its service without discrimination on the basis of race, color, or national origin.
- Legally required by Federal Transit Administration Title VI Circular 4702.1B
 - Applies to transit providers that have greater than 50 fixed-route vehicles in peak service.
 - Requires agencies to conduct equity analyses on service or fare changes that meet the agency's definition of Major Service Change.
 - Looks for impacts of a service or fare change that may be borne disproportionately by minority or low-income populations.

Title VI Analysis Underway

- Required when there's any potential changes to fare structures.
- Four Nines Technology is conducting a Fare Equity Analysis for all the potential changes to CapMetro's fare products, prices, media distribution and other associated elements to determine whether the changes will result in discriminatory impacts to minority or low-income populations.
- Results of the analysis will be shared publicly before CapMetro staff proposes fare structure changes for Board approval.



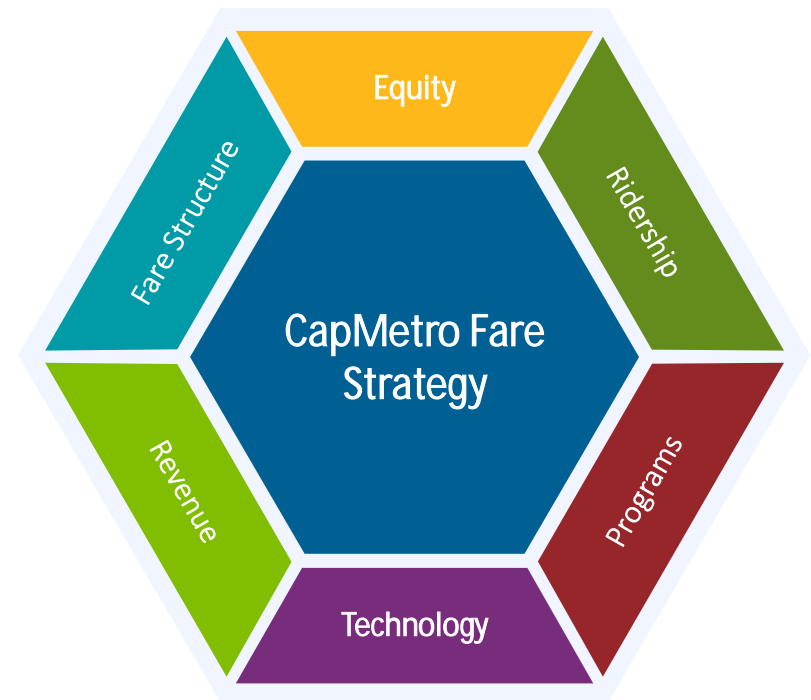
Equity Review and Additional Engagement

- Gathering input from Board Advisory Committees and DEI Advisory Group in April and May.
- Conducting Virtual Meetings
- Meeting with staff at COA, Travis County and partner cities to gain input on the process for verifying customer eligibility for Equifare program.
- Direct engagement with customers on transit, and activations and monthly “Meet CapMetro” events.
- Begin discussions with social service organizations on how to engage their clients in the enrollment process.
- Explore database integrations for online eligibility verification to potentially reduce the manual process.

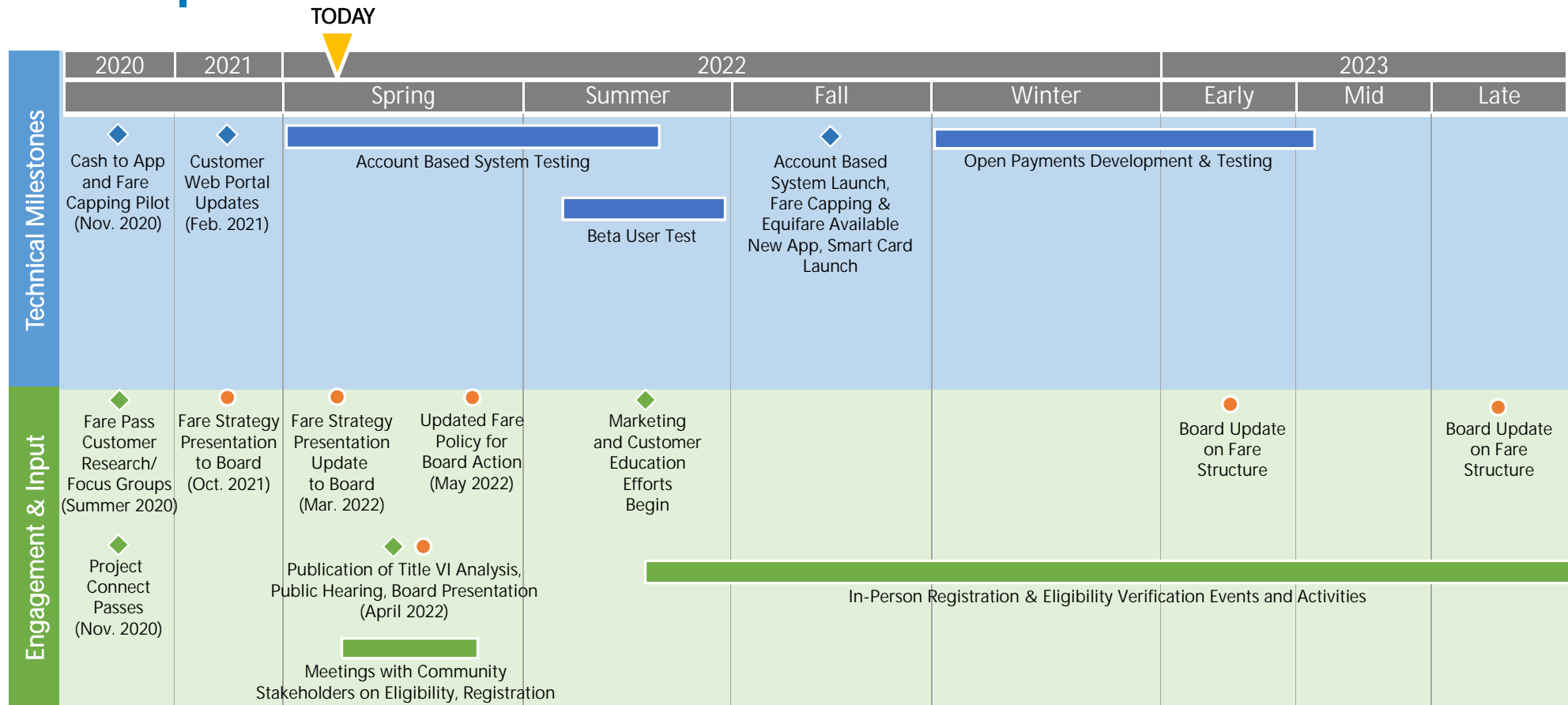


Advancing Our Fare Strategy

- Our transit system expansion plan, Project Connect assumes fare structure changes, with the cost of fares changing along with ridership increases needed to support the program funding model.
- The Equifare rate ensures that as fares adjust over the years that costs for transit passes remains affordable for our low-income customers.
- Our proposed phased approach to a new Fare Structure would prioritize affordability and allow time for adoption of the technology and processing eligibility for Equifare.



Anticipated Fare Structure Milestones



- ◆ Engagement & Input Milestone
- ◆ Technical Milestone
- Board Presentation or Action

CapMetro

Thank you!



Capital Metropolitan Transportation Authority

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Board of Directors

Item #: AI-2022-339

Agenda Date: 1/24/2022

President & CEO Monthly Update