

~ NOTICE OF MEETING ~
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING

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~ Agenda ~

Monday, March 29, 2021

12:00 PM

Video Conference Meeting

I. Public Comment:

II. Advisory Committee Updates:

1. Customer Service Advisory Committee
2. Access Advisory Committee

III. Board Committee Updates:

1. Operations, Planning and Safety Committee
2. Finance, Audit and Administration Committee
3. CAMPO update
4. Austin Transit Partnership update

IV. Action Items:

1. Approval of minutes from the January 25, 2021 Public Hearing and January 25, 2021 Board Meeting.
2. Approval of a resolution appointing a slate of candidates selected by the joint Capital Metro-Austin City Council Nominating Committee ("Nominating Committee") for the Project Connect Community Advisory Committee ("CAC").
3. Approval of a resolution authorizing the President & CEO, or his designee, to approve a contract for Literature Distribution services with SmartMail of Austin, Inc. for a base one (1) year amount not to exceed \$245,705 and four (4) option years with a total not to exceed amount of \$1,282,565.

V. Presentations:

1. Title VI Policy Update
2. Red Line Parkway
3. NEPA Process Overview

VI. Reports:

1. President's Report

VII. Items for Future Discussion:

VIII. Adjournment

ADA Compliance

Reasonable modifications and equal access to communications are provided upon request. Please call (512) 369-6040 or email ed.easton@capmetro.org if you need more information.

BOARD OF DIRECTORS: *Wade Cooper, Chair; Jeffrey Travillion, Vice Chair; Eric Stratton, Secretary; Terry Mitchell; Troy Hill; Ann Kitchen, Leslie Pool 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.

Customer Satisfaction Advisory Committee
Wednesday, March 10th, 2021
Virtual Meeting
6:00 p.m. – 7:30 p.m.

Call to Order:

Chairman Taylor called the meeting to order at 6:07 p.m.

Introductions:

Committee members present were: Ephraim Taylor, David Foster, BJ Taylor, David Shapiro, Betsy Greenberg

Capital Metro staff present were: Yannis Banks, Tangee Mobley, Gloria Barnes, Holly Winge, Nadia Barrera-Ramirez, Ora Chisom, James Bush, Dani Madubuiké

General Public: Ruven Brooks, Zenobia Joseph

Community Communications:

N/A

Project Connect Update

Yannis Banks, Community Engagement Coordinator

Yannis gave an update about the past ATP Board meeting and explained the various committees that will be with the ATP. David Shapiro will be the CSAC representative on the CAC

Zicla Project Update/Riverside Transit Lane

Nadia Ramirez-Barrera, Project Manager, Transit Speed and Reliability

We are working with UT to see if we can push the wall back so that we can construct benches, shelters, etc if it becomes a permanent stop. We did have some ADA compliant issues. There is a bump that impacts wheelchairs accessibility. The **Riverside Transit** lane preparation has begun. The lane will be 2 miles long. There will be a solid white line with markings on the street saying bus only. Right turns will be allowed in the lane. Riverside is a high travel corridor, with 20% of our ridership traveling this corridor. This is an interim improvement in advance of the Blue Line. We will reevaluate the need for the lane during the NEPA process.

Pickup Pflugerville Update

Ora Chisom, IT Project Manager

It will be a one-year pilot that will start on March 23rd. This is the first service zone outside of our service area. It is 100% funded by Pflugerville with their local & federal money. David Foster – Did Pflugerville come to you? Ora – Yes, they reached out to us & it is something that has been in the works for years.

Approval of January minutes

Passed Unanimously.

April Meeting

- **DEI meeting update**
- **Ethics training**
- **June Service Change**

Meeting Adjourned at 7:20

Capital Metropolitan Transportation Authority
Board of Directors

MEETING DATE: 03/29/2021

(ID # 4823)

Access Advisory Committee

TITLE: Access Advisory Committee

Access Advisory Committee
Wednesday, March 6th, 2021
TEAMS
5:30 p.m. – 7:03 p.m.

Call to Order:

Chair Paul Hunt, Access Advisory Committee

Chairman Prentice called the meeting to order at 5:36 p.m.

Introductions:

Committee members present were Paul Hunt, John McNabb, Chris Prentice, Audrea Diaz, Glenda Borne, Mike Gorse, Otmar Foechner, Estrella Barrera

Capital Metro staff and contractors present were: Martin Kareithi, Chris Westbrook, Jo Anne Ortiz, Ricardo Boulware, Chad Ballentine, Raul Vela, Gloria Barnes, Nadia Barrera-Ramirez, Shawn Brown, Suzie Edrington, Marcus Guerrero, Mark Herrera, Ora Chisom,

Citizens' Communication

Members of the public

Audrea – MetroAccess vehicle wasn't used in the valentine day Instagram post. Plays into stereotype that disability community doesn't engage in romantic or social events. Commented on post and was told we would update it, but it hasn't been done yet. Chad – We will check into that.

Paul Hunt – We discussed extending the Dessau Pickup zone to I-35 highway. I think that's good because it includes the neighborhood.

Project Connect/ATP Update

Yannis Banks Community Engagement Coordinator

Yannis gave an update about the past ATP board meeting and gave a breakdown of the various committee that will help the ATP make decisions. Otmar Foechner will represent Access on the CAC.

Zicla Project & Riverside Transit Lanes

Nadia Barrera-Ramirez, Project Manager, Transit Speed and Reliability

There was a bump/slope with the Zicla product that makes it hard for wheelchairs to use. We have reached out to Zicla about this. This is a pilot, so at the end of the term this may be a product we use going forward. Nadia – We have been looking at purchasing this product for 2 years. NACTO had promoted the product as something that is great to use & accessible. We are working on trying to find a solution if we decided to move forward, but if there isn't a solution we will not move forward with it. Martin recommended a yellow stripe to give notice in a change of grade. We are working with the designers to build a piece to help. Gloria – Is this similar to what you were doing at ACC Riverside? Nadia – No this different than that. Paul – Is the Zicla product something that is permanent? Nadia – It is temporary in nature & we want to study it

until June. Then put in a more permanent product out of concrete if we find it accessible. Nadia – It is meant to make the sidewalk wider. It makes the bus stop in the traffic lane to keep accidents from happening. **Riverside Dr** – We will make improvements from Grove to Summit (2 miles) creating transit priority lanes. They will be painted with white strips & bus lane only markings. People will be able to turn right in those lanes.

Vehicle Mobility Grant Program

Martin K, Technical Project Manager III

CapMetro partnered with nonprofits in 2014 & 2017 to grant out MetroAccess vehicles to nonprofits that scored highly on the applications. We have had great success in the past with this program. We have another allocation of vehicles that we will be retiring/replacing. These are the MV 1s. We will partner with nonprofit organizations with the goal of providing community services or filling in some lack of transit need.

Pickup Update

Chad Ballentine, VP Demand Response and Innovative Mobility

We will do a update to the board on Pickup in March for the February board meeting. We are looking to roll out service standards & guidelines at the upcoming board meeting. We will present at the Feb board meeting and ask for approval at the April board meeting. We have 3 pickup qualities: Community Characteristic, Sustainable use of Public funds, and Quality. There are 3 purposes: Flexible alternative to fixed route buses, transit option for communities with service gap, and connecting customers to larger transit network. *Bat flew into Chad's office and disrupted the meeting*. Out of a total of 90 points, above 50 is a keeper, 36-50 we will do adjustments, and less than 35 we will do away with it following our normal system change process. Pickup zones do not mature until the 12th month point. That is when we will get a good feel on how the zone is doing. Pflugerville is being launched on March 23rd. Due to covid-19, evaluation of zones will begin in 2022. We have a purposed Pickup Zone Scoring. Due to covid-19, evaluation of zones will begin in 2022. Paul – What are the boundaries of the Pflugerville zone.

Winter Storm Uri Update

Julie Lampkin, Manager, Demand Response Operations

Gave an update of how Demand Response handled the storm. We started preparing on Sunday night. We transported 109 unhoused individuals to Palmer shelter. We transported over 400 people total throughout the event. We had staff & maintenance vehicles staying overnight servicing & starting the vehicles. We worked with Emergency Operations Center to get a Bobcat to de-ice the roads & driveways. We worked to deliver meals to our first responders. We also worked with the City of Austin to distribute water to our MetroAccess customers. We started doing phone blasts to our customers to see who needed water. The first week we delivered 484 cases of water, the second week we delivered 832 cases of water. Between the first 2 weeks, we answered over 11,000 calls. Friday before the storm, MTM booked hotels for staff to be close to

facilities, for those who wanted to do it. They were originally snowed in at the hotels. Chad drove around town to 7-11s to buy food for the staff, dispatchers, operators to have to eat. By Tuesday we were able to find more food for all of our locations. Ricardo found bbq for the operators. Our North Base was without electricity until Thursday. North Base was able to help us with food deliveries once they got some power & the roads cleared.

Approval of January 2021 Minutes

Access Committee

Minutes approved.

April Meeting Topics

Ethics training 6 pm

Meeting adjourned at 7:54

**Capital Metropolitan Transportation Authority
Board of Directors**

**MEETING DATE: 03/29/2021
(ID # 4814)
January 2021 Board Minutes**

Approval of minutes from the January 25, 2021 Public Hearing and January 25, 2021 Board Meeting.

**CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS PUBLIC HEARING**

www.capmetrotx.iqm2.com

~ MINUTES ~

**Monday, January 25, 2021
12:00 PM**

**12:03 PM Hearing Called to Order
12:55 PM Hearing Adjourned**

I. Presentations:

1. Presentation of the results of the Capital Metro Quadrennial Review.

Vice President of Internal Audit Terry Follmer introduced consultants from Weaver & Tidwell and Goodman Corporation, who shared the results of the recent Quadrennial Performance Audit of Capital Metro. This audit is required every four years by the Texas Transportation Code. Terry introduced Alyssa Martin, a partner at Weaver & Tidwell, who kicked off the presentation. Alyssa introduced other members of the team who were present.

Ms. Martin first walked through the scope and objectives of the audit and the requirements under the law. The period of review was FY2019 - FY2019, and the three areas of focus for the audit were administration and management of the authority; compliance with applicable laws under Section 451 of the Texas Transportation Code and other applicable state laws; and the collection of statistics and measurements required as state-mandated performance indicators.

Ms. Martin summarized the results under each of the areas - there were no findings of non-compliance under any of the three tasks. She then introduced Weaver's Brandon Tanous, who highlighted eight recommendations for management's consideration which were identified during the performance of the audit. Adam Jones from Weaver then went into more detail on some of the results and the recommendations for the first two focus areas. Board Member Travillion followed up with a request for more specific detail on DBE/SBE recommendations under the contract management area. Board Member Stratton also followed up with questions about career ladders and organizational alignments for both Capital Metro and contracted service providers.

Susan Maclay from the Goodman Corporation then finished the review of the audit task areas by going into more detail on the last task area on performance indicators. Again, there were no specific findings from the audit, but Ms. Maclay ran through the results and two recommendations for management from this area. Board Member Kitchen then asked Ms. Maclay for further details on the timing of the fare recovery metric and analysis and the effect of increased ridership on it.

II. Public Comment:

There were no public commenters signed up to speak at the hearing.

III. Adjournment

ADA Compliance

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CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY BOARD OF DIRECTORS MEETING

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~ Minutes ~

Monday, January 25, 2021
12:30 PM

1:03 PM Meeting Called To Order
3:46 PM Meeting Adjourned

I. Recognition

Chair Cooper began the meeting with a moment of silence for Operator Jose Barragan, a bus operator who passed away from COVID-19 in December.

He then moved on to a recognition for Joel Mason, retiring as a bus operator after 44 years with no preventable accidents on his record.

The final recognition was for retiring Central Texas Regional Mobility Authority (CTRMA) Executive Director Mike Heiligenstein. Chair Cooper thanked him for his many years of service, and Mr. Heiligenstein spoke to say a few words on the importance of the partnership between CTRMA and Capital Metro.

II. Public Comment:

Isiah Smith spoke of problems with field road supervisors who deal with bus operators and customers in a disrespectful manner. He suggests that they may benefit from additional training in courtesy and professionalism. He also suggests that Capital Metro would benefit from having its own police department, and that they may be federal funding available for that type of initiative.

Lisa Soininen, citizen, spoke of difficulties she has had with transportation in the Manor area. She has felt unsafe in and around our bus stops there, and suggests better lighting be installed. She has also found it a challenge to make the connection between the MetroExpress service and Pickup, since the Pickup operating hours end before the last express bus arrives in Manor. She has had to walk a long distance since there was no service available. Board Member Kitchen asked to follow up with staff on the safety issues mentioned, and Board Members Stratton and Travillion asked for further discussion on Pickup service, standards, and amenities as new zones are launched.

Tom Wald, Executive Director of the Redline Parkway Initiative, gave information on his organization and the initiative. A formal agreement between his group and Capital Metro is still under development, but he hopes to have it completed by the end of March. He would like to see Capital Metro more in alignment with national rails with trails best practices. He will put together a list for the board of the most urgent needs and deadlines prior the next Operations Committee meeting. Board Member Stratton expressed his support and says that the board has committed to continuing to move forward on this. President Clarke said that the agency is working with the City on this, and that staff supports the buildout of this trail so long as it does not create issues with safety, maintenance access, or future expansion of service.

III. Advisory Committee Updates:

1. Customer Service Advisory Committee (CSAC)

Community Engagement Team member Yannis Banks gave the monthly report. This month CSAC met on January 13th and received a Project Connect update, an update on the new bus stop ramp/boarding system going in at Dean Keaton and Guadalupe, an update on the new ACC Riverside stop, and a construction update for the Downtown Station.

Attachment: 210125 Board Meeting Minutes (4814 : January 2021 Board Minutes)

2. Access Advisory Committee

Community Engagement Team member Yannis Banks gave the monthly report. This month the Access Committee received an update on Project Connect, the ATP Board meeting, and upcoming public meetings for the Blue and Orange Lines. They also heard an update on the new digital display system that will be installed on fixed-route buses, the new ACC Riverside stop, and an update on the new Downtown Station.

IV. Board Committee Updates:

1. CAMPO update

Board Member Mitchell presented the report. CAMPO met this month on January 11th, and actions taken included renewing a contract for legal counsel, updated criteria for selection of programs for Federal Transit Administration Section 5310 funding, and took action on funding transportation alternatives projects including a shared-use path in Manor that was previously de-funded.

Board Member Stratton also spoke to suggest that the board consider a future report in this agenda area that would include an update on the Austin Transit Partnership monthly meetings. Chair Cooper agreed and asked for consensus that it be included on future agendas, which he received.

V. Action Items:

1. Approval of a resolution recognizing Mike Heiligenstein on his retirement from Central Texas Regional Mobility Authority.

Passed by acclamation.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Terry Mitchell, Board Member
SECONDER:	Wade Cooper, Chair
AYES:	Mitchell, Cooper, Kitchen, Renteria, Travillion, Stratton, Hill

2. Approval of Minutes from the December 14, 2020 Capital Metro board meeting and December 18, 2020 joint meeting with Austin City Council.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Terry Mitchell, Board Member
SECONDER:	Sabino Renteria, Board Member
AYES:	Mitchell, Cooper, Kitchen, Renteria, Travillion, Stratton, Hill

3. Approval of a resolution electing officers of the Capital Metro Board of Directors for 2021.

Chair Cooper brought this item forward. He expressed that he hopes to continue in the role of Chair until the Joint Powers Agreement between Capital Metro, the City of Austin, and the Austin Transit Partnership is executed, but that he recognizes that he serves at the pleasure of his colleagues. He stated that he sees value in having diversity among the board officers, and that if Commissioner Travillion is ready to serve that he would nominate and support him as the Vice Chair.

Board Member Kitchen spoke and thanked Chair Cooper, and expressed that while she is interested in the position of Vice Chair she also sees the value in having diversity amongst the leadership. She suggests postponing this item by a month to give the board more time to consider its options and so that a full complement of board members can participate.

Board Member Renteria weighed in to say that he supports Board Member Kitchen's recommendation.

Motion to postpone was made by Board Member Kitchen. Second by Board Member Renteria.

Board Member Stratton asked counsel if postponing created any issues with office being vacant until elections can be held. Chief Counsel Butcher replied that no, it would not, that there is an allowance for holdovers until new elections can be held.

Board Member Travillion spoke to say that he has been thinking a lot lately about the role of transportation in low-income and minority populations, and that he is pleased with the progress the board has made but cannot say no to the idea of doing more.

Motion to postpone passes 5-2 (Cooper, Stratton were nays).

4. Approval of a resolution confirming the appointments to the Finance, Audit and Administration Committee and Operations, Planning and Safety Committee for 2021.

Chair Cooper asked that this item also be postponed until officer elections can be held.

5. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with Unity Contractor Services, Inc. to provide Landscaping Maintenance Services in an amount not-to-exceed \$705,092 for a base period of two (2) years, with three (3) one-year extension options, for a total amount not to exceed \$1,770,660.

Vice President of Facilities and Construction Ken Cartwright brought this item forward.

This contract includes landscaping services at all of Capital Metro’s facilities, including park & rides, transit centers, and rail stations.

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

6. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute a contract with Baker Tilly US, LLP for Miscellaneous Accounting and Audit Support Task Order services for a base period of one (1) year and four (4) one-year option periods in an amount not to exceed \$1,000,000.

Capital Metro Controller Susan Renshaw brought this item forward.

This task order contract would assist Capital Metro staff by providing consulting and accounting guidance when needed when our independent auditing firm cannot provide those services in order to maintain their independent status.

Attachment: 210125 Board Meeting Minutes (4814 : January 2021 Board Minutes)

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

7. Approval of a resolution authorizing the President and CEO, or his designee, to finalize and execute an Interlocal Agreement (“Partnership Agreement”) with Austin Transit Partnership (“ATP”) for the provision of certain support functions and services and to execute certain projects in the Project Connect System Plan program for a term of three (3) years and one (1) one-year option and the contribution of funds from Capital Metro for the Project Connect System Plan program as defined in Exhibit A of the Partnership Agreement.

CFO Reinet Marneweck brought this item forward.

Reinet gave a brief presentation giving an outline of the agreement, which would provide administrative and program support for the new Austin Transit Partnership (ATP) entity. The is the first ILA, but others are expected as the relationship between ATP and Capital Metro evolves. This agreement was approved by the ATP Board at their meeting last week. Reinet also reviewed some of the project and financial support arrangements that the board had previously approved.

Board Member Kitchen requested more information and a briefing on the timeline for the allocation of the \$300 million set aside for equity-focused housing. She would also like a timeline and details on the agreement between ATP and the City of Austin for this funding. President Clarke provided a summary of the timing and outline of the agreement and said that further details would be provided.

Board Member Stratton asked how much funding from Capital Metro was going to be contributed to this anti-displacement funding under the integrated financial model. Reinet responded that revenue sources were not specifically designated or delineated under the model, so timings will be continuously updated as projects move forward. President Clarke added that while adjustments will be made over time, any changes to the approved program sequencing plan are required to come back to the board and city council for adoption. He said that further details will be provided to the board.

President Clarke closed the item out by letting the board know that Reinet has decided to retire from Capital Metro, and thanked her for her outstanding service to the agency. Chair Cooper added that he is sad to see her go but appreciates her great work, in particular the ways that she promoted financial transparency during her tenure.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Ann Kitchen, Board Member
SECONDER:	Jeffrey Travillion, Board Member
AYES:	Mitchell, Cooper, Kitchen, Renteria, Travillion, Stratton, Hill

8. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and execute an amendment to an Interlocal Agreement with the University of Texas at Austin to address service reductions required during the current pandemic resulting in a corresponding reduction in revenue of \$234,500.

Chief Customer Officer and COO Dottie Watkins brought this item forward.

This agreement reduces the flat fee that the University pays to Capital Metro for service, to account for the reduced service levels during the pandemic emergency.

Attachment: 210125 Board Meeting Minutes (4814 : January 2021 Board Minutes)

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

9. Approval of a resolution authorizing the President & CEO, or his designee, to finalize and exercise a contract with United Safety and Survivability Corporation for air purification systems for buses in an amount not to exceed \$1,700,000.

Chief Customer Officer and COO Dottie Watkins brought this item forward.

These devices will assist in purifying the air onboard our buses using a combination of ultraviolet light and aerosolized hydrogen peroxide. They will install into the existing air conditioning units on each vehicle.

Board Member Renteria asked whether these would also be included on new buses and other vehicles in the fleet. Dottie responded that yes they will be included on new vehicles, and that we are currently evaluating the possibility of installing them on MetroAccess vehicles.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jeffrey Travillion, Board Member
SECONDER:	Terry Mitchell, Board Member
AYES:	Mitchell, Cooper, Kitchen, Renteria, Travillion, Stratton, Hill

VI. Presentations:

1. Diversity and Inclusion Program Update

Executive Vice President of Administration and Diversity & Inclusion Officer Donna Simmons gave the presentation.

Donna kicked off the presentation by reviewing Capital Metro's diversity and inclusion program goals and commitments. She then went on to give overviews of the agency and service provider's workforce demographics both overall, and then by category, when compared with the Austin job market. She also discussed vendor diversity and provided an overview of the Disadvantaged Business Enterprise (DBE) and Small Business Enterprise (SBE) programs and their compliance with recent annual goals. She also discussed the agency's new Diversity, Equity and Inclusion Council and other recent equity-related initiatives. She closed by summarizing 2020 progress in these areas and the specific goals for the program in 2021.

2. Project Connect Update

Austin Transit Partnership Director of Community Involvement and Engagement Jackie Nirenberg and Capital Metro Executive Vice President of Planning and Development Sharmila Mukherjee gave the presentation.

Jackie reviewed upcoming community engagement opportunities for Project Connect, including scoping meeting for both the planned Blue and Orange Lines. There are also community meetings coming up for the Expo and Pleasant Valley MetroRapid lines. Meetings will be in both English and Spanish, and a "virtual open house" is available for those unable to attend specific meetings.

Jackie also outlined plans for more specific committees and community working groups that will assist and advise ATP leadership as elements of the Project Connect move forward.

Sharmila then presented information on an Equitable Transit Oriented Development (ETOD) Strategy framework, which was shared with the ATP board at their last meeting. The Federal Transit Administration recently awarded Capital Metro \$900,000 for a pilot program on TOD planning. The

focus will be on the North Lamar/Guadalupe/Riverside corridors. She summarized the program's process and expected outcomes and presented a timeline for both.

3. CARE Update

Chief Customer Officer and COO Dottie Watkins presented this item.

The agency's recent focus on pandemic response has been to work with Austin Public Health to ensure that our frontline employees receive vaccinations. Recently a notification system has been rolled out to notify staff of vaccine availability and other important information. Dottie relayed that there have recently been some service impacts with a higher than hoped-for COVID positivity rate in the operations and maintenance areas, but that staff has been working hard to adjust service to where it is needed most. Board Member Stratton thanked Dottie and Capital Metro for their support in making staff and vehicles available to aid employees and volunteers who are working at mass vaccination centers in Williamson County.

VII. Reports:

1. January 2021 President's Report

President Clarke gave his monthly report.

This month's topics included updates on Capital Metro's participation in the recent Martin Luther King Day event and a reminder that February 4th is Rosa Parks Day across the country. He also highlighted recent progress on soil sampling below Lady Bird Lake as part of the Project Connect NEPA process, and a package put together for the Biden transition team with information on the Project Connect plans and progress.

VIII. Items for Future Discussion:

IX. Adjournment

ADA Compliance

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BOARD OF DIRECTORS: Wade Cooper, Chair; Eric Stratton, Secretary; Terry Mitchell; Troy Hill; Ann Kitchen, Jeffrey Travillion and Pio Renteria.

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Capital Metropolitan Transportation Authority
Board of Directors

MEETING DATE: 03/29/2021
(ID # 4817)

Project Connect CAC Appointments

Approval of a resolution appointing a slate of candidates selected by the joint Capital Metro-Austin City Council Nominating Committee (“Nominating Committee”) for the Project Connect Community Advisory Committee (“CAC”).

**Capital Metropolitan Transportation Authority
Board of Directors**

**MEETING DATE: 3/29/2021
(ID # AI-2021-1446)**

Project Connect Community Advisory Committee

SUBJECT:

Approval of a resolution appointing a slate of candidates selected by the joint Capital Metro-Austin City Council Nominating Committee (“Nominating Committee”) for the Project Connect Community Advisory Committee (“CAC”).

FISCAL IMPACT:

This action has no fiscal impact.

STRATEGIC PLAN:

3. Community

Strategic Objectives:

3.3 Create service strategies that utilize community and stakeholder feedback

EXPLANATION OF STRATEGIC ALIGNMENT:

The CAC will assist the Board, City Council, and Capital Metro in engaging the community and advising on anti-displacement and equity matters related to Project Connect as well as to assist the community and City Council in the creation and evaluation of neighborhood-level anti-displacement strategies and priorities and the identification of Key Performance Indicators related to equity and displacement.

BUSINESS CASE: Does not apply.

COMMITTEE RECOMMENDATION: This agenda item will be presented to the full board on March 29, 2021.

EXECUTIVE SUMMARY:

Pursuant to Resolution ID # AI-2020-1402 of the Capital Metro Board of Directors, approved on December 18, 2020, the CAC will assist the Board, City Council, and Capital Metro in engaging the community and advising on anti-displacement and equity matters related to Project Connect as well as to assist the community and City Council in the creation and evaluation of neighborhood-level anti-displacement strategies and priorities and the identification of Key Performance indicators related to equity and displacement.

The slate of eight (8) candidates has been selected by the Nominating Committee, which consists of the Chairs, or a Committee Member designee of the Chair, of the City Council Housing and Planning Committee, City Council Mobility Committee, City Council Audit and Finance Committee, Capital Metro Finance, Audit and Administration



Committee, and Capital Metro Operations, Planning and Safety Committee. The following individuals are recommended for appointment:

1. Susanna Almanza
 2. Awais Azar
 3. Joao Paulo Connolly
 4. Gretchen Flatau
 5. Theodore Fong
 6. Jeremy Hendricks
 7. Renee Lopez
 8. Brianna Snitchler
- (Recommended Ex. Officio Member: Alex Karner)

DBE/SBE PARTICIPATION: Does not apply.

PROCUREMENT: Does not apply.

RESPONSIBLE DEPARTMENT: Legal/Board



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

STATE OF TEXAS

COUNTY OF TRAVIS

RESOLUTION (ID # AI-2021-1446)

Project Connect Community Advisory Committee

WHEREAS, the Capital Metropolitan Transportation Authority board of directors and Capital Metro are committed to successful and meaningful public involvement; and

WHEREAS, the Capital Metropolitan Transportation Authority board of directors and Capital Metro seek informed consent from the public by providing equitable access to decision making and offering opportunities to provide input from a representative set of the population that reflects the interests of the community when transportation decisions are made; and

WHEREAS, an amendment to an Interlocal Agreement between Capital Metro and the City of Austin (Resolution ID # AI-2020-1402) defines the process for appointment of members to a Community Advisory Committee in support of Project Connect, including approval of a slate a candidates for committee membership by the Capital Metro Board of Directors and Austin City Council; and

WHEREAS, the Nominating Committee has recommended a slate of candidates in accordance with the provisions of the amendment of the ILA.

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that the following individuals are approved as members of the Community Advisory Committee:

1. Susanna Almanza
2. Awais Azar
3. Joao Paulo Connolly
4. Gretchen Flatau
5. Theodore Fong
6. Jeremy Hendricks
7. Renee Lopez

Attachment: Resolution-AI-2021-1446 (4817 : Project Connect CAC Appointments)



- 8. Brianna Snitchler
- 9. Alex Karner (Ex. Officio)

**Secretary of the Board
Eric Stratton**

Date: _____

Attachment: Resolution-AI-2021-1446 (4817 : Project Connect CAC Appointments)

**NOMINATING COMMITTEE REPORT
APPOINTMENTS TO COMMUNITY ADVISORY COMMITTEE
MARCH 24, 2021**

To: Austin City Council
CapMetro Board of Directors

From: Nominating Committee
Greg Casar, Austin City Council
Ann Kitchen, Austin City Council, CapMetro Board
Terry Mitchell, CapMetro Board
Leslie Pool, Austin City Council, CapMetro Board
Jeff Travillion, Travis County Commissioners Court, Vice-Chair CapMetro Board

Date: March 24, 2021

RE: Nominations to Community Advisory Committee

We appreciate the trust you have placed in us, the members of the Nominating Committee established by the interlocal agreement between Capital Metro and the City of Austin, to recommend the initial members of the Community Advisory Committee (CAC) to the Joint LGC Board (Austin Transit Partnership). Upon joint adoption of this Nominating Committee Report by the City Council and the Capital Metro Board of Directors the recommended individuals shall be appointed to the Community Advisory Committee and the agreement amended to name these individuals as described in this report.

The CAC is charged with “assisting the Joint LGC, City Council, and Capital Metro Board in engaging the community and advising on anti-displacement and equity matters related to Project Connect as well as to assist the community and the City Council in the creation and evaluation of neighborhood-level anti-displacement strategies and priorities and the identification of Key Performance Indicators related to equity and displacement and triggers thereof.”

The Nominating Committee was tasked with recommending community members representative of Austin’s diverse community, inclusive of geographic representation, diversity of viewpoints, experience as transit riders, connection to community/neighborhood/labor organizations, and a variety of interests and experience. To achieve these goals and this level of representation, we are pleased today to recommend an exceptional, diverse, and qualified group of eight individuals for Community Member positions and one individual as an ex officio member. We are confident each will contribute their experience, skills, and commitment to listening and engaging the community in this transformational initiative for our city:

Susana Almanza	Awais Azhar	Joao Connolly	Jeremy Hendricks
Gretchen Flateau	Theodore Fong	Renee Lopez	Brianna Snitchler

The Nominating Committee also highly recommends Alex Karner as an ex officio member and advisor to the CAC. Professor Karner has indicated he is willing to take on this role. His expertise in transportation

Attachment: Item 62 Committee Report of Nominating Committee CAC (4817 : Project Connect CAC Appointments)

equity and mobility justice will contribute a local and national perspective to the work of this Committee. Professor Karner is engaged as an Assistant Professor in the Graduate Program for Community and Regional Planning, University of Texas at Austin.

The Nominating Committee received 64 applications from a large, diverse, and qualified group of individuals committed to build trust with the community and ensure that Project Connect is implemented in an equitable manner for all Austinites. All applicants have unique perspectives and skills to offer Project Connect. Over the course of the last two weeks, the Nominating Committee held three interview sessions with eighteen invited residents interested in serving on the CAC.

We were greatly impressed by their commitment to the success of Project Connect as a game-changer for equity in our community when implemented in partnership with the community. We are appreciative of the depth and breadth of the diversity, experience, and commitment to the community of all the 64 applicants in this process.

We thank them all for their interest and we hope that they will stay engaged with Project Connect.

Applications for the individuals recommended and a table displaying the diversity of the applicant and interview pools are included as Attachment A.

Name (First)	Name (Last)	Address (Zip)	If you currently or have ever served on any community, neighborhood, civic or labor organization, please list the name of the organization(s) here:	Which of the following best represents your race/ethnicity? Select all that apply.	Do you identify as someone with a disability?	What is your age range?	Do you have children residing in your home or are you a caregiver?	Please list the top three ways you normally get around Austin. Please list your most-used first.	Briefly describe why you're interested in serving on this advisory committee, and why you think you'd be an ideal member. Please include an experience you've had in your life that made you interested in serving in this role.	Briefly describe your experience advocating for a community, particularly in support of historically marginalized communities or surrounding mobility justice issues. Please include your thoughts on how your experience relates to developing a transit system for the whole city, while ensuring current residents are not displaced by the expansion of the transit system.		
33	Susana	Almanza	78741	PODER, Montopolis Neighborhood Association, Raza Roundtable, Austin Latino Coalition, Austin Neighborhood Council	Hispanic and/or Latinx	No	51 years and above	Yes	Car, walking, bus.	As a low-income woman of color, I have experienced first hand the inequities and injustices present in our city and in our society. My journey of walking on the path of justice has been long and challenging but at the same time rewarding. I have experience displacement as a young girl and as a mother with children. I attended segregated schools, lived in polluting neighborhoods and in substandard housing. My parents were spanish speakers and with no formal education and I witnessed the treatment they received for speaking their native tongue. I have worked to safeguard the elderly and next generation by helping to close some of the most toxic industries. I worked to correct uncompartable zoning in communities of color. I have worked with bus riders to keep fares low and to try and bring amenities for women with children and to keep bus fares equitable. My life experiences have led me on a path of justice, understanding that we are all humans and should be treated with respect.	In the early 2000's, PODER created the Bus Riders Union, which advocated for free bus fares, quicker connectivity throughout the city, amenities for women with children, and covered bus shelters for East Austin. In 2013 and 2018 (Prop A) worked to pass Affordable Housing Bonds. In 2003, I was appointed & served as co-chair of City of Austin & Capital Metro Community Advisory Group for the Saltillo District Redevelopment Plan and selected community member for RFP evaluation team. We must work to achieve an equitable transit system. One that connects north, south, east & west. A transit system without barriers for the poor and working poor and the physically challenged. A system that does not destroy affordable housing to make way for high cost density housing. A system that does not offer amenities for high class rail riders versus bus riders. Work to create affordable housing for families. Assist transit dependent families & individuals versus choice riders.	
56		Azhar	78703	Commissioner on the City of Austin Planning Commission (2019 to present), Commissioner on the City of Austin Codes and Ordinances Joint Committee (2019 to present), Leadership Team member of Planning Our Communities (2018 to present), Leadership Team of ATX Mobility Coalition (2020 to present), Executive Committee Member of the Austin Housing Coalition (2018 to present), Member of the Homelessness Continuum of Care Membership Council (2018 to present), Board Member and Advocacy Committee Chair of HousingWorks Austin (2019 to present), Board Member of Equality Texas (2018 to 2020), Commissioner on the City of Austin Community Development Commission (2019), Commissioner on the City of Austin Lesbian Gay Bisexual Transgender and Queer Quality of Life Advisory Commission (2017 to 2019), Commissioner on the City of Austin Joint Inclusion Committee (2018 to 2019)	Asian	No	26 - 50 years old	No	Public transportation, walk, ride-hail (in the absence of social distancing protocols)	As a tenant in Austin, I have been forced to move frequently and live in different parts of the city due to affordability concerns and rising rents. This includes the East Riverside and North Lamar corridors where light rail lines will be located. In all these locations I have used transit and walking as my main mode of transportation since I do not know how to drive. Although I have seen transit and pedestrian infrastructure improve dramatically since I moved to Austin over 7 years ago, there is still a long way to go before we create an equitable system that supports the needs of the most vulnerable users. I have lived experience of a number of the issues that this committee will be engaging with and this is one key reasons why I think I would be an ideal member of the committee. In addition, my organizing and advocacy work around housing and mobility justice will help inform my work on the committee.	I have been an affordable housing, anti-displacement, tenants and transit justice advocate in Austin for several years. My focus has been ensuring that our working communities and communities of color have access to opportunities and a good quality of life, without having to face the fear of displacement and eviction. As a member of the Leadership Team of Planning Our Communities and the ATX Mobility Coalition, I have been working with community members and leaders to ensure that Project Connect is developed in tandem with establishing anti-displacement and equitable development strategies. Such strategies will have to be place-specific and adaptive to truly ensure that working communities and communities of color do not face transit-induced displacement and are able to utilize the expanded transit opportunities. It is also critical that community members are engaged in this work from the start, particularly transit users and those at risk of transit induced displacement.	
54	Joao Paulo		Cannolly	78722	Austin Justice Coalition	Black and/or African American Hispanic and/or Latinx White	No	26 - 50 years old	No	Car, bus, by foot	I have been a public transit user my whole life, both in SA and in Austin. I relied solely on the bus for my first 2 years in Austin, until I moved to a neighborhood in Southwest Austin that had limited bus service and I bought a car for the first time in order to commute. As a community organizer I often use a car to distribute food and resources to families, but I still prefer to ride the bus. I work closely with immigrant and asylum seeking families who depend on the bus and hear many of their concerns and complaints about bus service. This is why consider transit justice one of my primary areas of focus as the director of Housing and Community Development at Austin Justice Coalition. The main thing that motivates me to apply is a desire to see the CAC become strong and effective body within its first year. I hope that whoever does get selected will work in a way that is nimble, strategic, and attuned to community input.	I've been an organizer with Austin Justice Coalition for the past 5+ years, have worked on racial justice, police accountability, and housing access policy for year now, and I have been connected to community organizing in Latin America from a very young age. Mobilizing effectively and winning strategic victories for equity, racial justice, and community power has been a lifelong project for me.

55	Gretchen	Flatau	78731	Drive A Senior Central Texas--Current ED; Texas Mamma Jamma Ride--Board 2020 - present; Project Connect Ambassador Network 2017-2019; Heritage Neighborhood Assoc.-President & Steering Committee Mem. 2013-2019; Austin City Wide PTA & Local PTAs 1994-2009	White	No	51 years and above	No	Walk, Drive Car, Bus	I've spend my entire career, most of it in Austin, as a nonprofit manager. I have a great deal of experience working with the underserved in our community. Transportation and access to transportation is part of our critical infrastructure and its important that it is approached with an equity lens. I know how to advocate for those in our community who don't have a voice; especially seniors. I am a critical and creative thinker that knows how to energetically and actively participate with collaborative partners. I believe it is possible to solve many of the issues we deal with when we operate collectively and cooperatively. We are paying a price for some poor transportation decisions that were made in Austin many years ago--allowing I-35 to split the city and divide our communities, a dependence on single vehicle transportation, our inability (previously) to get mass transit approved and funded--now we have an opportunity to fix some of those problems with Project Connect.	I am currently in a position as Executive Director of Drive a Senior Central Texas where I advocate for non-driving seniors. Most of our clients live in South, Southeast and Southwest Austin. My staff, board and I see everyday how difficult it is for seniors to navigate in a city that is very car-centric. Our clients need assistance to get to grocery stores, banks, pharmacies, medical appointments and social engagements. Currently we are working to get these seniors to vaccination appointments. The seniors that I represent are often voiceless in the public arena; they aren't on social media--they may not have a computer or a smart phone. They aren't able to participate actively and depend on organizations like Drive A Senior Central Texas to advocate for them. We owe our seniors, who built this city, a system that works for them.
18	Theodore	Fong	78758	N/A - Trying to give back for my first time!	Asian	I prefer not to answer	26 - 50 years old	No	Drive alone, bicycle, walk	I'm interested in serving because I think I bring a unique viewpoint and background to the team: - Army (Disabled) Veteran - Political Moderate, and sees both sides as someone who grew up in the Silicon Valley but also spent plenty of time in the US Military. - Traveled to 20 countries and therefore have seen many public transportation networks (mostly familiar with Tokyo, Hong Kong, NYC, Washington DC, and SF Bay Area) - Asian-American - Millennial (28 years old) working in Tech. - Also an instructor for UT Austin's Data Analytics Bootcamp I think I'd be an ideal member because I represent many different diversity aspects of Austin and I specialize in data science. I thrive with data and plan to assist in developing research studies, analyzing current data to make data-driven recommendations, and critique or support current data research for our traffic-related decisions. My academic experience studying traffic networks & control theory also made me interested in this role.	Being candid, my experience advocating for justice and historically marginalized communities is quite minimal. In the Army, my role demanded proper Diversity, Equity, and Inclusion of all types of people and I always support it for all people (which was not always easy when you can imagine the kinds of people that join the US military). Personally, I think the SF Bay Area is a great case study of what was done wrong with public transportation by both gentrification, rising home costs, lack of scalability. I'm very focused on three areas: 1) Price-optimization. Development of our transit system needs to consider social-class economics and budget considerations; 2) Scalability. So we can continue to evolve as we grow bigger; 3) Culturally Sensitive. The neighborhood second and third-order effects from transportation stations, noise, and traffic flow. My experiences lie primarily with being a data expert and able to work collaboratively with all types of people.
44	Jeremiah	Hendricks	78753	• Austin Chamber of Commerce Opening Central Texas Business Task Force • Austin Community College Regional Advisory Board • Liberal Austin Democrats • Central Texas Building Trades Council • City of Austin Airport Advisory Commission • Windsor Hills Neighborhood Association • Gus Garcia Park Advisory Board • City of Austin Construction Advisory Committee • Travis County Civil & Family Courthouse Community Focus Committee	White	No	26 - 50 years old	No	During COVID that has drastically changed, so currently drive alone is the only form of transportation because we have been working from home and have stayed very pandemic safe. Prior to COVID, drive alone, scooter, rideshare.	As a leader for the Laborers International Union (LIUNA), representing low wage workers in the construction and service industries, our members and their families are predominantly people of color who rely heavily on public transportation. Because of affordability issues they are often forced to live outside of transit service areas, which makes getting to work support their families very difficult. It is critical we build a transit system that best serves the needs of low wage workers and does little harm to them and their neighborhoods during construction. It is also important that this major investment provides good jobs to local workers. I am also personally a longtime user and supporter of public transportation who has worked on multiple campaigns to support transit investments in both Austin and Oklahoma City.	LIUNA is known in both the United States and Canada as one of the most progressive and aggressive organizations supporting both Union and non-Union workers. We believe every person, regardless of background or status, should have access to good jobs, safe workplaces, and the benefits of our community. We work closely with with allied organizations every day to champion better wages, safer working conditions, and greater access to public transit and other resources. I understand the complex construction, workforce, and community needs that our new transit system can either solve or exacerbate, so it is critical to have community leaders who can ask the right questions and find the right answers on the CAC.
64	Alex	Karner	78751	N/A	White	No	26 - 50 years old	Yes	Bike, walk, drive	I'm an academic researcher and faculty member at The University of Texas. My work addresses applied questions of transportation equity. I have performed sponsored research for the Federal Transit Administration, the National Cooperative Highway Research Program, TransitCenter, and multiple state departments of transportation. The overarching goal of all of my research is to create transportation systems that are fair and just. Serving on this advisory committee will allow me to put my research into action in service of future Austinites. Also, if we get Project Connect right, it will undoubtedly serve as an example for other public transit megaprojects across the country.	I have worked directly in service of community-identified goals on multiple projects. For example, during my dissertation research I worked as part of the "Six Wins for Social Equity" coalition in the San Francisco Bay Area. Specifically, I assisted the group as they advocated for a long-range regional transportation and land use plan that would enhance public transit service in the communities that need it most while simultaneously mitigating displacement risk. My background in civil engineering allowed me to act as a translator between members of the coalition and the travel demand modelers charged with evaluating alternative plans. The resultant "Equity, Environment, and Jobs" scenario outperformed the agency's preferred plan, led to multiple concrete equity wins, and set the stage for future advocacy.
9	Renee	Lopez	78702	ADAPT of Texas; East Austin Neighborhood Planning Team	Hispanic and/or Latinx	Yes	51 years and above	No	my own vehicle, the capitol metro transit system	As a person with a disability who utilizes a motorized wheelchair, I am very interested in public transportation and work with PC to ensure fair access to people with disabilities. I am also a resident of East Austin (a few blocks from I-35/ downtown) I want to ensure fairness and consideration for those of us who will directly impacted by the implementation of the downtown hub.	I have been a community advocate for people with disabilities since a student at UT in 1981. My first advocacy was getting UT to make their buses/shuttles accessible. I am on the board of Accessible Housing Austin!, a nonprofit that works on housing for people who are marginalized and live in abject poverty. As a life-long resident of East Austin and a member of East Austin NPT, I have seen the effects of gentrification including displacement and I want to work to avoid any further displacement.

47

Brianna	Snitchler	78754	I'm from Detroit originally and worked with an org called Seraphine Collective - a collaborative support network of women/femme/nonbinary musicians, artists & DJ's cultivating joy, creative liberation and camaraderie within Detroit music culture. I am a director and trusted advisor of the Center for Sustainable, Healthy, & Equitable Communities. Since living in Austin, I've volunteered with CCU.	Black and/or African American White	No	26 - 50 years old	No	Car, ridehail, micromobility	As a queer black woman who was raised by a single mom with limited access to resources, I am committed to using my unconventional success to advocate for my community and amplify the voices of the unheard. I didn't start driving until age 24 and relied on the unreliable Detroit public transport system for a majority of my life. I currently work as a User Experience designer for General Motors (before this, Ford) & have extensive experience working on mobility solutions, including Autonomous ride-share vehicles and road safety products for DOTs. I facilitate workshops, lead conversations, and make people centered decisions on a daily basis. I am an advocate for Design Justice, which is a design approach led by marginalized communities that aims to challenge, rather than reproduce, structural inequalities. My life's mission is to seek solutions for a sustainable, healthy, and equitable future.	As an advisor of the Center for Sustainable Healthy & Equitable Communities, I facilitate workshops that engage marginalized community members in urban planning decisions. We recently hosted an online, interactive, community think tank about food access, where we ideated on ways to create an innovative and sustainable food hub business at a local community center. This provided an opportunity for food insecure individuals to share their ideas and experience and drive the design and decision making process. This same process could be applied to the expansion of the transit system. We need to let the community lead. It is far too often that the people most affected by major decisions are excluded from that decision making process. We cannot assume that we know whats best.
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Item 62 Att.A.2 CAC Applicant and Interview Tool

Interview Pool	Gender		Race-Ethnicity		Age Range		Do you identify as a someone with a disability?	
	men	11	Asian	2	<26	0	Y	3
women	7	Black	2	26-50	14	N	14	
		Hispanic	4	50+	4	Prefer not to answer	1	
		White	6					
		Biracial	4					
	18		18		18		18	
All Applicants	men	35	Asian	3	<26	7	Y	10
	women	29	Black	2	26-50	42	N	51
			Hispanic	9	50+	13	Prefer not to answer	3
			White	37	NR	2		
			Biracial	8				
			Prefer not to answer/Other	5				
		64		64		64		64

Contract for Literature Distribution Services

Approval of a resolution authorizing the President & CEO, or his designee, to approve a contract for Literature Distribution services with SmartMail of Austin, Inc. for a base one (1) year amount not to exceed \$245,705 and four (4) option years with a total not to exceed amount of \$1,282,565.

**Capital Metropolitan Transportation Authority
Board of Directors**

**MEETING DATE: 3/29/21
(ID # AI-2021-1434)
Literature Distribution Services**

SUBJECT:

Approval of a resolution authorizing the President & CEO, or his designee, to approve a contract for Literature Distribution services with SmartMail of Austin, Inc. for a base one (1) year amount not to exceed \$245,705 and four (4) option years with a total not to exceed amount of \$1,282,565.

FISCAL IMPACT:

Funding for this action is available in the FY2021 Operating Budget.

STRATEGIC PLAN: 1. High Quality Customer Experience

Strategic Objectives: 1.2 Continuous Improvement

EXPLANATION OF STRATEGIC ALIGNMENT: Literature distribution gives customers easy access to Capital Metro collateral on our vehicles, at rail stations, transit centers and ticket outlets. This contract is responsible for placing notices onboard the buses that provide passengers notice of detours, service changes or special services.

BUSINESS CASE: Capital Metro customers need a variety of information in print form to help them to navigate the system and stay abreast of developments and enhance their user experience. Outsourced since 2007, the literature distribution contract has ensured a consistent delivery of print collateral across contractors, stations, transit centers and retail outlets. Due to a lack of storage space at Capital Metro facilities, a receiving and fulfillment requirement is part of this contract. This requires the contractor to provide space and inventory accountability for the schedules and maps printed three times per year. Demand for literature has been consistent, even throughout the diminished ridership due to COVID-19. These services are still vital to Capital Metro providing the best service to our customers possible.

COMMITTEE RECOMMENDATION: This item will be presented to the full board on March 29, 2021.

EXECUTIVE SUMMARY: Capital Metro contracts for the storage and distribution of its service literature. This includes storage of maps and schedules created at each service change, the distribution of these brochures at outlets, stations, park and rides, and the placement of maps, brochures and notices onboard buses. This service provides customers with the literature and information they need to navigate Capital Metro's system. Staff will evaluate exercising each remaining option year annually based on



realized needs. SmartMail of Austin is the incumbent for this contract. They have provided high quality service and we are pleased with their excellent work.

DBE/SBE PARTICIPATION:

The SBE goal is 8%. The prime contractor is a certified Small Business Enterprise and will exceed the goal by self-performing the entire contract.

Prime contractor	Race/Gender	Services/Products	SBE Responsive
<u>SmartMail of Austin</u> (Austin, Texas)	White/ Male	Distribute direct mail	100%

PROCUREMENT:

The RFP was issued on December 22, 2020, on PlanetBids. One (1) advance notice was issued to 71 suppliers. Ten (10) suppliers downloaded the documents from PlanetBids. Two (2) proposals were received electronically via PlanetBids by the due date of January 4, 2021, prior to 3:00:00 p.m. The evaluation team had discussions on all proposals, with strengths and weaknesses and overall acceptability. At the conclusion of all discussions regarding the proposer's responses and pricing, the evaluation team concluded that a recommendation for contract award to SmartMail of Austin, Inc will be presented to the Capital Metro Board of Directors at the March 2021 board meeting. Prices are considered fair and reasonable based on adequate competition. SmartMail of Austin, Inc., submitted the required forms, is not listed on the Federal or State list for debarred or suspended contractors and has adequate resources to perform the contract. The contract would be for a base period of one year with four option periods of 12 months each as follows:

Period	Amount
Base Period (one year)	\$245,705.00
Option 1, 12 months	\$245,705.00
Option 2, 12 months	\$245,705.00
Option 3, 12 months	\$272,725.00
Option 4, 12 months	\$272,725.00
Total Award	\$1,282,565.00

RESPONSIBLE DEPARTMENT: Marketing



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

STATE OF TEXAS

COUNTY OF TRAVIS

RESOLUTION (ID # AI-2021-1434)

Literature Distribution Services

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management endeavor to keep our customers up-to-date on service and schedule information; and

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management recognize the need to ensure customers have access to up-to-date printed information on our vehicles and at our stops.

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that the President & CEO, or his designee, is authorized to approve a contract for Literature Distribution services with SmartMail of Austin, Inc. for a base one (1) year amount not to exceed \$245,705 and four (4) option years with a total not to exceed amount of \$1,282,565.

**Secretary of the Board
Eric Stratton**

Date: _____

Attachment: Resolution-AI-2021-1434 (4813 : Contract for Literature Distribution Services)

**Capital Metropolitan Transportation Authority
Board of Directors**

**MEETING DATE: 03/29/2021
(ID # 4816)
Title VI Policy Updates**

Title VI Policy Updates

Compliance with the Civil Rights Act of 1964

Capital Metro Board of Directors
March 29, 2021



Attachment: CMTA_Board_20210211_Final_for_Board (4816 : Title VI Policy Updates)



No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.



Title VI of the Civil Rights Act of 1964
42 U.S.C § 2000d, et seq

Agenda



Overview



Language Assistance

- Language Assistance Plan (LAP)
- Four Factor Analysis
- Outreach Approach



Title VI Policies

- Major Service Change Policy
- Disparate Impact/ Disproportionate Burden (DIDB) Policy
- Outreach Approach



Schedule

- Schedule
- Next steps



What are Title VI Requirements?

Capital Metro, as a direct grant recipient of FTA is required:

- Consider impacts to low-income and minority populations
- Adopt policies for when to conduct an analysis for service and fares to determine their impacts on minority and low-income populations
- Board review of equity analysis prior to a service or fare change

Agencies operating 50+ vehicles must:

- Establish policies for the conduct of service analysis
- Analyze fare equity
- Monitor operations against established standards

Updates are required every 3 years



Title VI Program Elements

REQUIRED OF ALL FTA GRANT RECIPIENTS

Title VI Notice to the Public
Complaint Procedures and form
List of investigations, complaints and lawsuits
Public Participation Plan and summary of outreach
Language Assistance Plan for LEP populations
Membership description by race for committees
Subrecipient monitoring program
Title VI equity analysis if the recipient has constructed a facility
Board meeting minutes related to Title VI Program

ADDITIONAL REQUIREMENTS FOR PROVIDERS WITH 50 OR MORE PEAK VEHICLES

Service standards
Service Policies and Standards
Demographic and service profile maps and charts
Demographic ridership and travel patterns
Results of the service monitoring program and report
Description of public engagement for Major Service Change
Description of public engagement for Disparate Impact and Disproportionate Burden Policies
Results of service and/or fare equity analyses conducted since the last Title VI Program submission
Monitoring operations against established standards



Consultant Support

1. Language Assistance Plan/ four factor analysis for providing language assistance to persons with Limited English Proficiency (LEP)
2. Disparate Impact/ Disproportionate Burden & Major Service Changes Policies
3. Service Monitoring Procedure





Limited English Proficiency (LEP)

2

What is Limited English Proficiency (LEP)?

- Individuals that respond with 'less than very well' on US census language fluency questions.
- Safe Harbor Provision states: If any language group constitutes 5% or 1,000 persons (which ever is less) then translation of vital documents may be required.

"Promote full and fair participation in public transportation decision-making without regard to race, color, or national origin; and ensure meaningful access to transit-related programs and activities by persons with limited English proficiency." FTA circular 4702.1B



What is the Language Assistance Plan (LAP)?

A **Language Assistance Plan (LAP)** guides how Capital Metro reaches out to LEP communities

Main components:

1. **Outreach** targeting non-English speaking communities
2. **Analysis** of Capital Metro practices to address changes to population in the service area
3. Update on a 3-year cycle



Language Assistance Plan (LAP) Update Process

1. Conduct outreach
2. Conduct the required four factor analysis
3. Update the Language Assistance Plan (LAP)

The ability to speak English should not be a barrier to accessing Capital Metro programs, services and benefits.



Language Assistance Plan (LAP) Outreach Approach

- **Virtual community conversations** with public and Community Based Organizations (CBOs)
- **Surveys**
 - Internal: Public-facing employees & contractors
 - External: CBOs and non-English speaking community
- Board engagement



Working with our CBOs to understand language needs will help us develop a Language Assistance Plan (LAP) that removes barriers.

Four Factor Analysis

The **number and proportion** of LEP persons to be served or likely to encounter a program, activity or service of CMTA

FACTOR
1

The **frequency** with which LEP individuals come into contact with CMTA programs or services

FACTOR
2

The **nature and importance** of the program, activity, or service provided by CMTA to people's lives; and

FACTOR
3

The **resources available** to CMTA and costs for translation services

FACTOR
4

Required per Federal Register Volume 70, Number 239



Title VI Policies

3

Title VI Policies

Major Service Change Policy

Recipient should have established guidelines or threshold for what it considers a “major” service change.

Often defined as a numerical standard. For example, the current policy asks if the change affects greater than 25% of service hours or miles on any route.

Must recognize that all fare changes are considered “major” regardless of the size.

Disparate Impact Policy

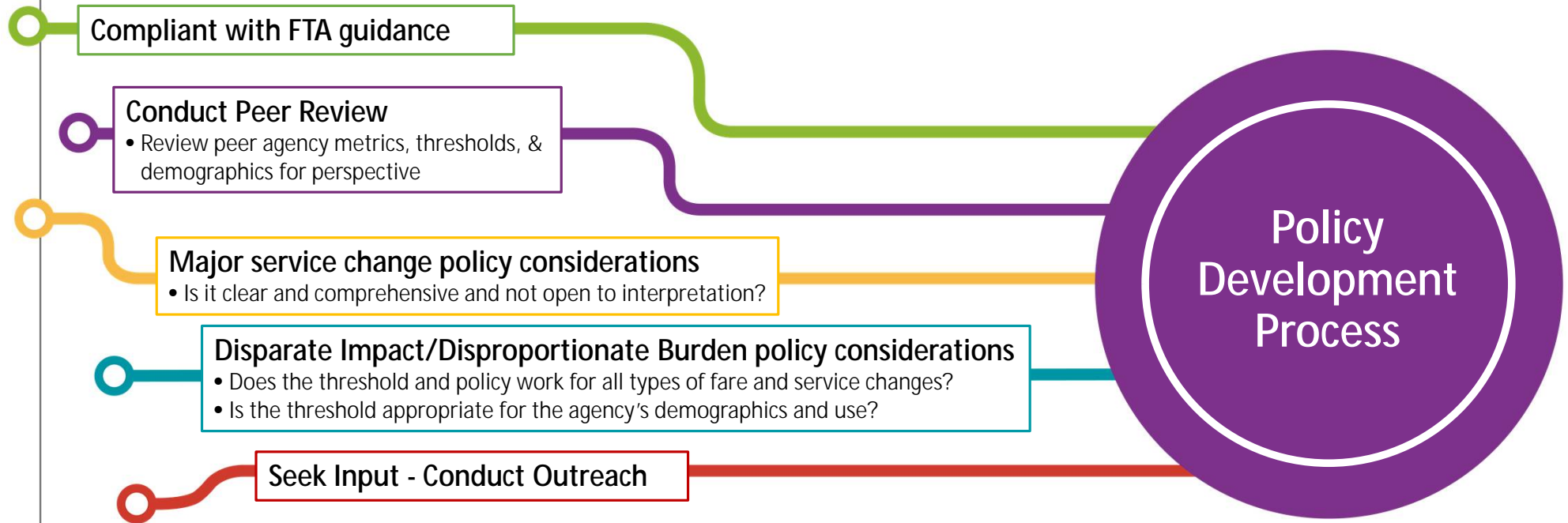
Establishes a threshold for determining if a given service or fare change would result in a fair distribution of effects on **minority** passengers.

Disproportionate Burden Policy

Establishes a threshold for determining if a given service or fare change would result in a fair distribution of effects on **low-income** passengers.

Currently 3 separate policies.
One consolidated policy will be recommended.

Title VI Policy Update Approach



The best practice is to be forward-looking and 'evergreen' in our policy approach

Title VI Policy Outreach Approach

1. Similar outreach to a service change
2. Leverage **community-based organizations (CBOs)** to access riders
3. **Virtual meetings** to engage riders
4. Public meeting to review draft policies – May 3, 2021
5. Board engagement



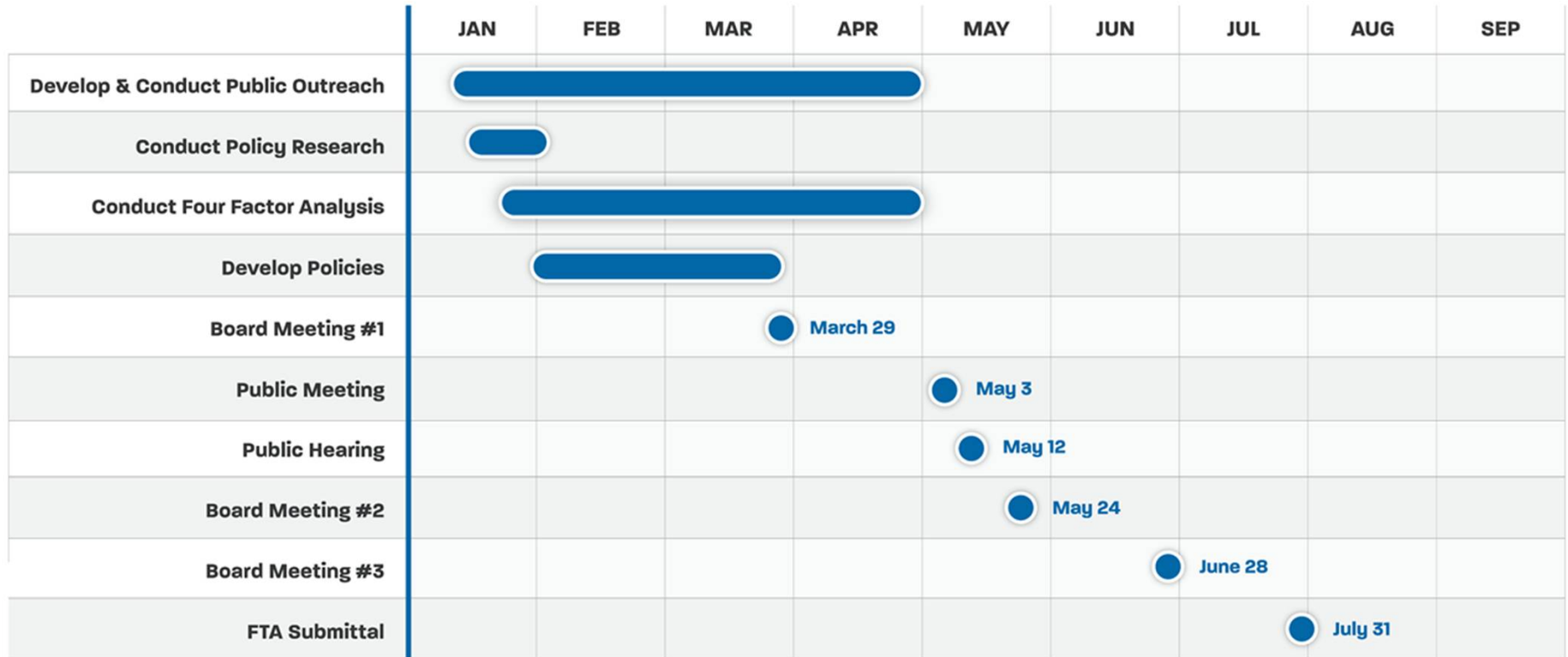


Schedule



Schedule

2021



What is the Board's role?

- **Support** outreach effort by reviewing the Public Outreach Plan
- **Consider** draft policies
- **Adopt**
 - Consolidated policies that include:
 - Major service changes
 - Disparate Impact / Disproportionate Burden
 - Title VI Program Update



Next Steps

- **Provide** input on Public Outreach Plan
- **Schedule** review of draft policies
- **Reach** out with questions



Questions

Lawrence Deeter

Service Planning / Title VI Update Project Manager



Lawrence.Deeter@capmetro.org



(512) 369 - 6272



METRO

THANK YOU

Attachment: CMTA_Board_20210211_Final_for_Board (4816 : Title VI Policy Updates)

Capital Metropolitan Transportation Authority **MEETING DATE: 03/29/2021**
Board of Directors **(ID # 4819)**
MetroRail Red Line Update

TITLE: Red Line Parkway

Red Line Update

Sharmila Mukherjee, AICP
EVP Planning & Development

Capital Metropolitan Transportation Authority Board Meeting
March 29, 2021



Red Line Projects Update

- **Programmatic-** Schedule Optimization work is moving forward with the goal of transitioning to Regional Rail from a Commuter Rail model
- **Station Projects-**
 - Developing outreach plan for McKalla station; targeted for August with a web page launch prior
 - Conceptual design options for McKalla are underway
 - Broadmoor track design to address operational flexibilities nearly complete
- **Track Improvements-** Lakeline-to-Leander double-track design is complete. Procurement for the next phase is being developed
- **Multimodal-** Coordinating with City of Austin Urban Trails and Red Line Parkway Initiative on Red Line Parkway Plan

Schedule Optimization

- Optimization Study is looking to
 - Improve frequency to better serve the corridor (goal is 15-minute Frequency or better)
 - Manage Freight and Regional Rail needs on this constrained corridor
 - Address needs for special events
 - Service during Broadmoor and McKalla Construction
 - Identify longer term physical infrastructure needs
- Red line optimization update for review by Operations Committee in June



McKalla Station at Austin FC

- On-going coordination with Austin FC
- Environmental due-diligence underway
- Public Involvement Plan in development



Broadmoor Station

- Track design to address operational flexibilities nearly complete
- Permitting Process is significantly underway
- Coordination ongoing with neighboring Schwab on improved drainage
- Groundbreaking coming soon



Platform Looking North

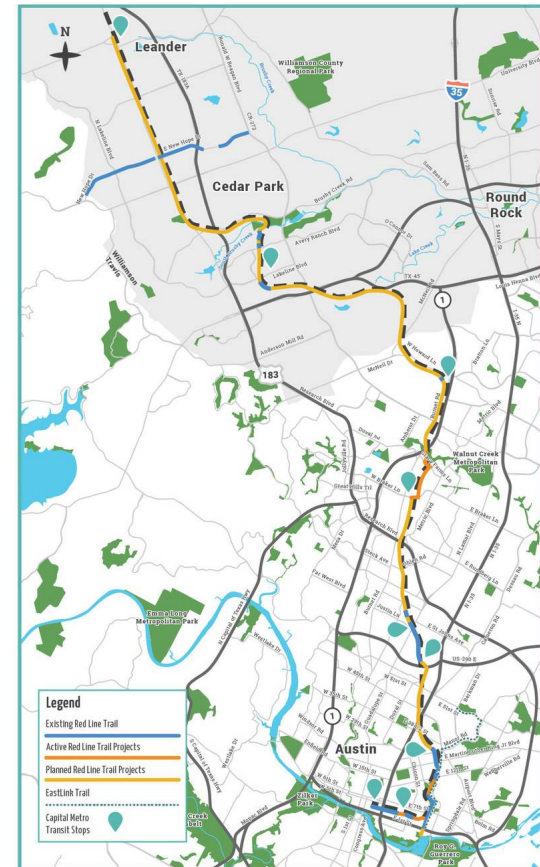
Other Infrastructure Upgrades

- Safety and Operational Improvements for Regional Rail
 - Bridge Replacement
 - Replacing four short span bridges between Lakeline and Leander with reinforced concrete box culverts
 - Grade Crossing
 - Remove and replace a minimum of 5 crossings – rail, panels, and paving
 - Upgrade 20 crossings as part of 'State of Good Repair' Program
 - Signal Block Cuts
 - Continue to install Signal Cut Sections, AFTEC look back devices, and software updates to improve velocity.
 - Undercutting
 - Continue to undercut 1.5-2.5 miles per year to improve ballast conditions, drainage, and surface.



Urban Trail along Red Line Corridor

- Monthly Tri-Party Coordination Meetings with Capital Metro, City of Austin Urban Trails, and the Red Line Parkway Initiative (RLPI)
- Community Engagement will host a public presentation requested by RLPI Friday April 23rd
 - Capital Metro will provide an overview of current Red Line rail projects
 - City of Austin Urban Trails will provide an overview of current and future urban trail plans along the Red Line Corridor.





METRO

THANK YOU!

Attachment: Red Line Updates_March Board (4819 : MetroRail Red Line Update)

**Capital Metropolitan Transportation Authority
Board of Directors**

MEETING DATE: 03/29/2021

(ID # 4820)

NEPA Process Overview

TITLE: NEPA Process Overview

NEPA Overview

Sharmila Mukherjee, AICP
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March 29, 2021

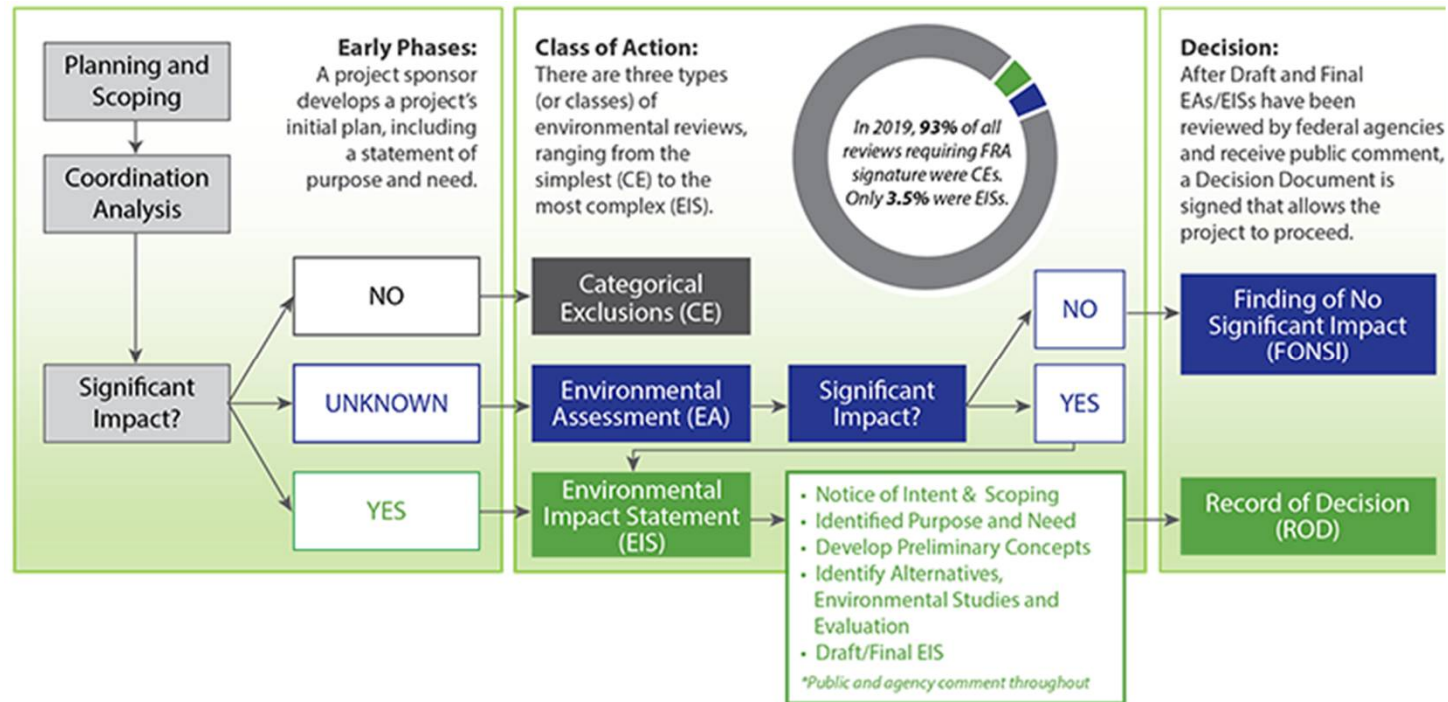


What is NEPA?

- National Environmental Policy Act of 1970
 - Applies to all new transportation projects and expansions
 - Requires review of potential project impacts in planning and project development stages
 - The level of environmental review needed is assessed
 - Tied to federal funding and projects advancing to next funding phase
- Three levels of Environmental Clearance based on level of impacts to the environment
- Outcome- Environmental Clearance Document to advance the project

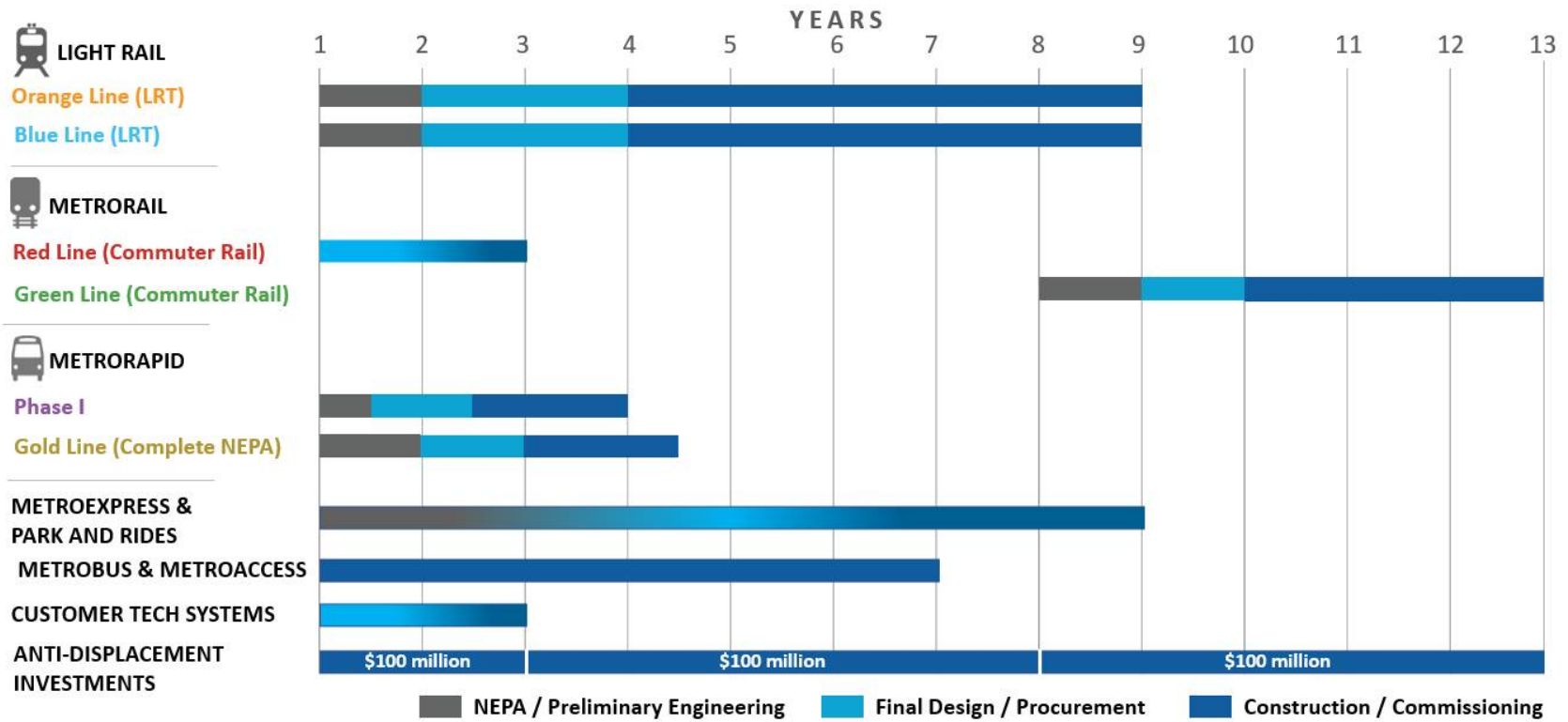
Levels of Environmental Clearance

- Categorical Exclusion (CE)
- Environmental Assessment (EA)
- Environmental Impact Statement (EIS)



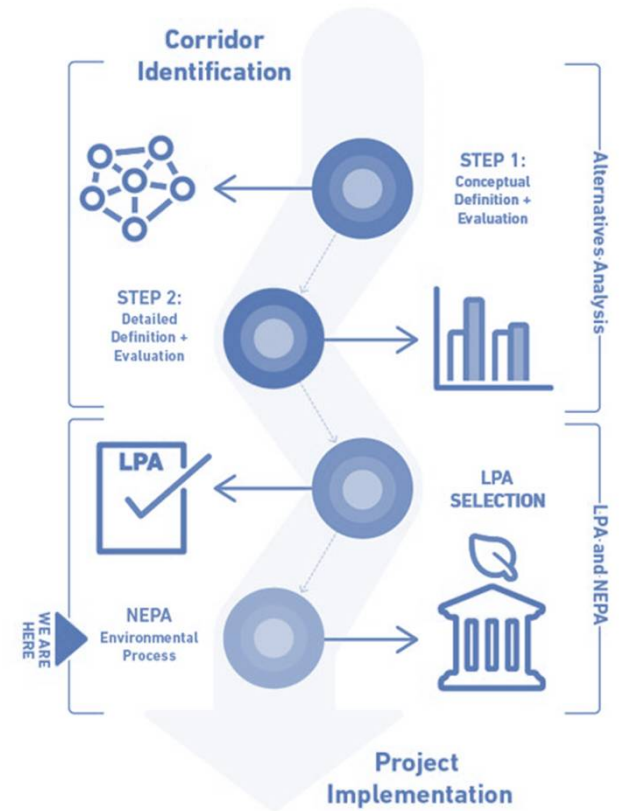
Approved Project Connect Program Sequence Plan

Years based on federal NEPA and funding approvals



Alternatives Analysis Sets the Stage for NEPA Phase

- Tiered screening process
- Helps define preferred characteristics of the corridors:
 - Alignment (where does it run?)
 - Transitway/Running Way (on, above, or below the street?)
 - Mode (Bus Rapid Transit or Light Rail Transit?)
- Selection of **Locally Preferred Alternative (LPA)**



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

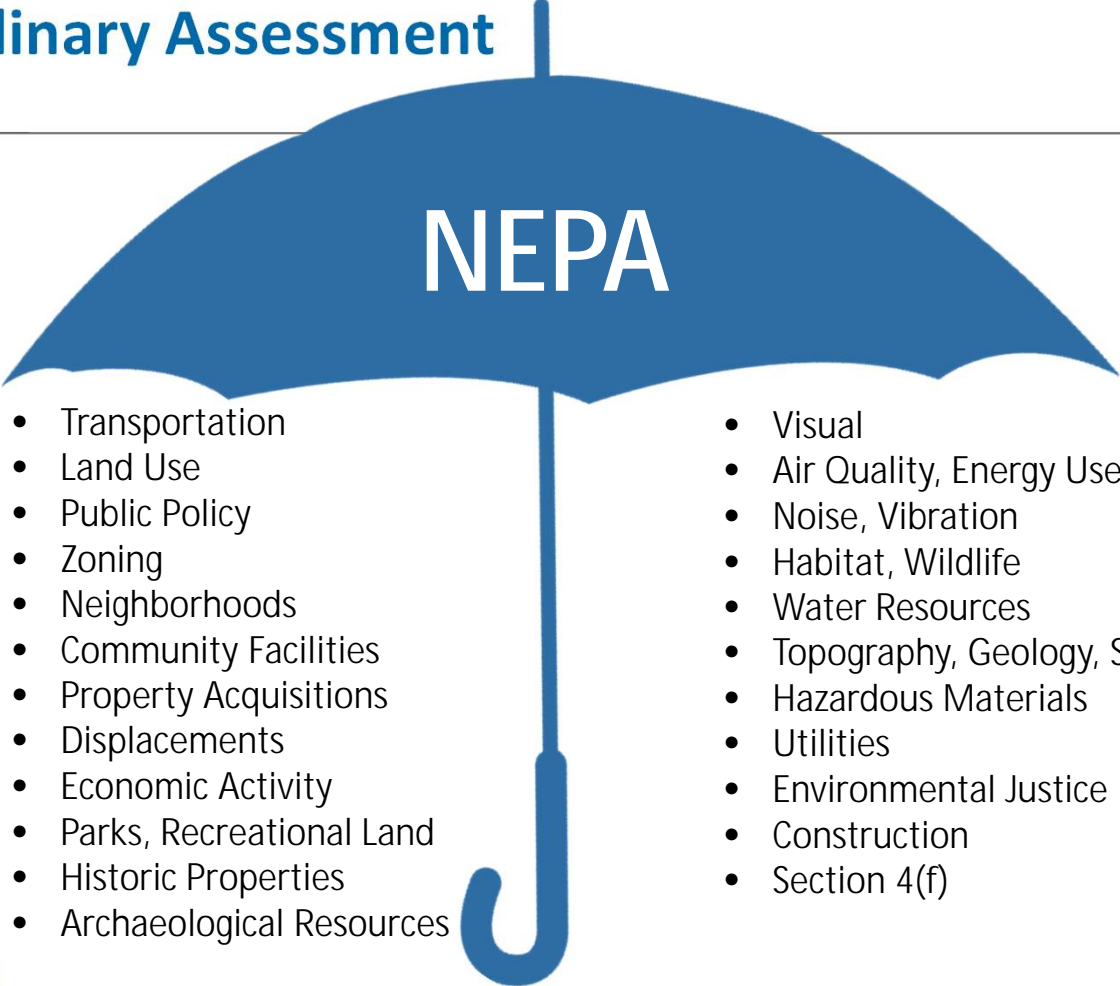
- Environmental Justice (EJ)
- Safety and Security
- Land Use and Zoning
- Socioeconomics and Economic Development
- Transportation
- Utilities
- Land Acquisitions and Displacements



Cultural Environment

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

Multi-Disciplinary Assessment

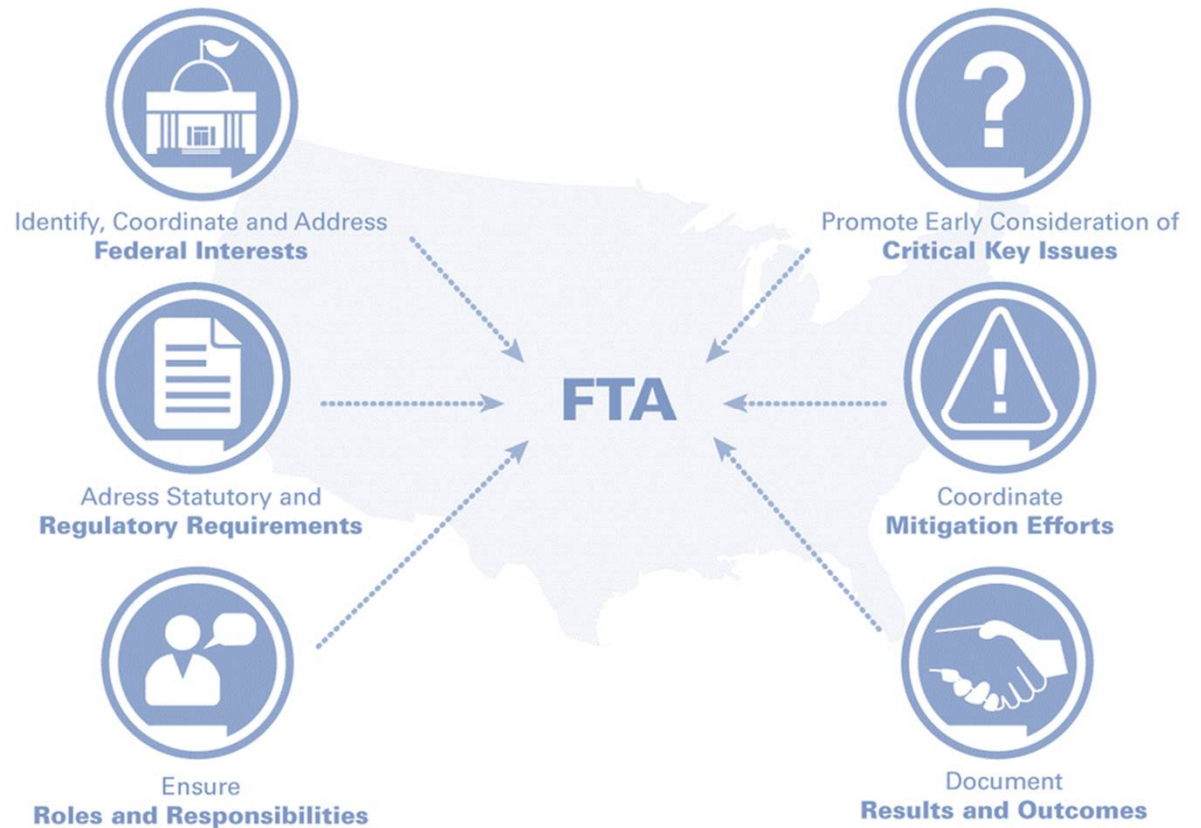


- Transportation
- Land Use
- Public Policy
- Zoning
- Neighborhoods
- Community Facilities
- Property Acquisitions
- Displacements
- Economic Activity
- Parks, Recreational Land
- Historic Properties
- Archaeological Resources

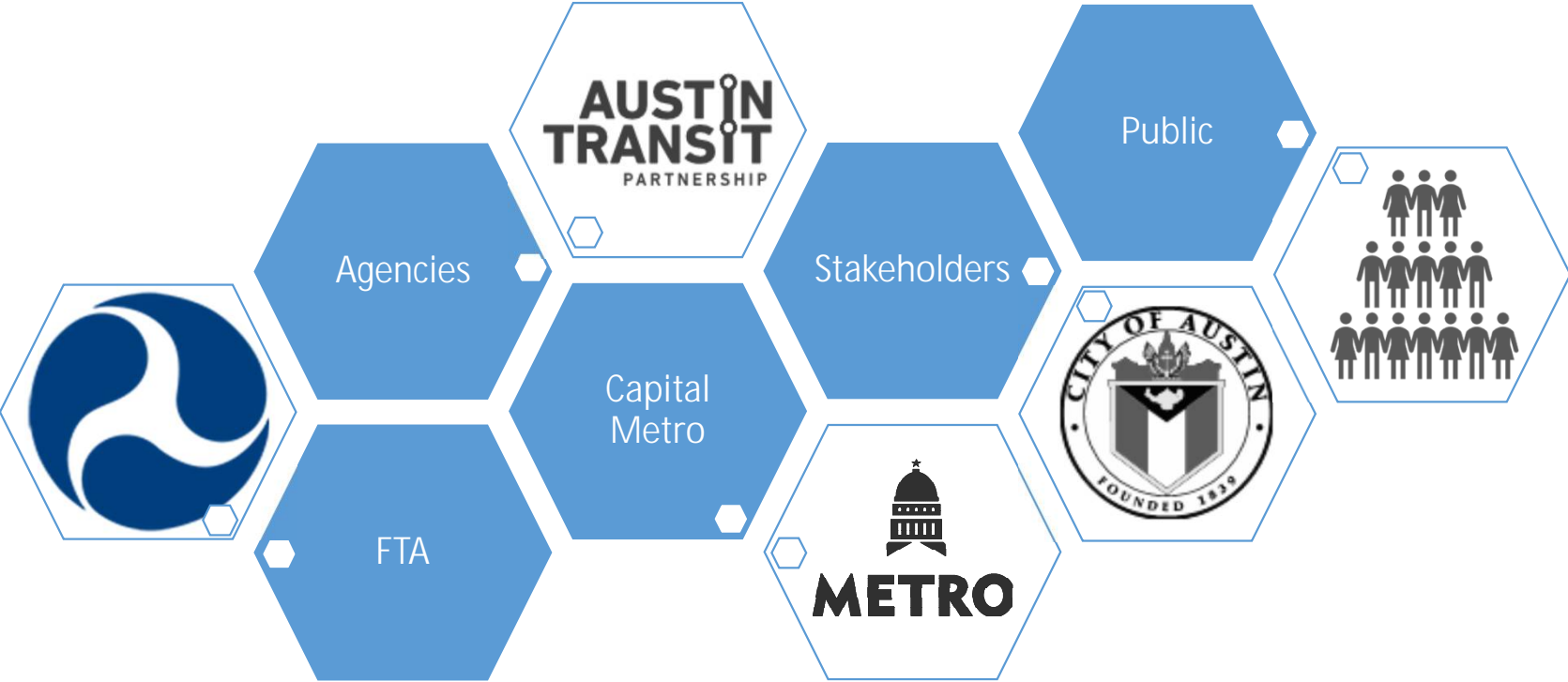
- Visual
- Air Quality, Energy Use
- Noise, Vibration
- Habitat, Wildlife
- Water Resources
- Topography, Geology, Soils
- Hazardous Materials
- Utilities
- Environmental Justice
- Construction
- Section 4(f)

NEPA Roles – Who leads and Who Supports?

- NEPA Lead agency and decision-maker for projects seeking FTA funding
- Manages development of environmental documents
- Identifies agencies to contact - Federal, state, and local agencies such EPA, TxDOT, CAMPO
- Point of contact for agencies



NEPA Roles- Agencies, Stakeholder and Public



NEPA Steps for Environmental Impact Statement (EIS)



Scoping



Draft Environmental Impact Statement (DEIS)



Final Environmental Impact Statement (EIS) & Record of Decision (ROD)



METRO

THANK YOU!

Attachment: NEPA Overview_March 2021 Board Meeting (4820 : NEPA Process Overview)