



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

~ MINUTES ~

Executive Assistant/Board Liaison Gina Estrada
512-389-7458

Monday, February 25, 2008

4:00 PM

Capital Metro Board Room

I. Call to Order

4:00 PM Meeting called to order on February 25, 2008 at Capital Metro Board Room, 2910 East Fifth Street, Austin, TX at 4:01 PM by Vice Chairman Margaret Gomez.

Attendee Name	Organization	Title	Status	Arrived
Lee Walker	Capital Metro	Chairman	Absent	
Margaret Gomez	Capital Metro	Vice Chairman	Present	
Jamie Allen	Capital Metro	Secretary	Present	
John Cowman	Capital Metro	Board Member	Present	
Brewster McCracken	Capital Metro	Board Member	Present	
Mike Martinez	Capital Metro	Board Member	Present	
John Trevino	Capital Metro	Board Member	Present	
Fred Gilliam	Capital Metro	President/CEO	Present	
Sallie Crosby	Capital Metro	Chief Legal Counsel	Present	
Gina Estrada	Capital Metro	Board Liaison	Present	

II. Pledge of Allegiance

III. Consent

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Cowman, Board Member
SECONDER:	Jamie Allen, Secretary
AYES:	Gomez, Allen, Cowman, McCracken, Martinez, Trevino
ABSENT:	Lee Walker

A. Minutes Approval

Motion To Approval of Board Minutes from January 23, 2008, Board Meeting.

B. Resolutions

1. Resolution CMTA-2008-7

Approval of a Resolution Authorizing the President/CEO, or His Designee, to Finalize and Execute Contract with Muniz Concrete & Contracting, Inc, for the Rail Station Platform Flooring and Electrical Work, in an Amount Not to Exceed \$1,575,765.

2. Resolution CMTA-2008-8

Appointment to the Austin-San Antonio Intermunicipal Commuter Rail District for a Two Year Term.

Council Member Cowman said due to Council Member Allen work restraints she is unable to sit on the Austin-San Antonio Intermunicipal Commuter Rail, so he would like to take that seat.

IV. Action Items:

1. Resolution CMTA-2008-9

Approval of a Resolution Authorizing the President/CEO or His Designee to Finalize and Execute a Contract with SP3 for Recruiting Services in an Amount Not to Exceed \$1,926,401 (For Base Period to Include 3 Option Years).

Mayor Pro Tem Trevino, didn't feel comfortable voting, he requested information sooner than at the board meeting regarding the DBE participation. Staff provided the Board with the procurement matrix. Council Member Martinez, asked taking it in house services, what happens to the current employees. Donna Simmons, said last December of 2006 two recruiters left at the same time and the board approved an emergency item. This process is working well and the process is quicker.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Trevino, Board Member
AYES:	Gomez, Allen, Cowman, McCracken, Martinez, Trevino
ABSENT:	Lee Walker

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

Go to Executive Session

Chapter 551.072 – Real Property, Strategic Property Acquisitions/Dispositions.

No action taken.

Return from Executive Session

VI. Presentations:

No presentations.

VII. Reports

- A. *Great Customer Care*
No Report.
- B. *All Systems Go*
No Report.
- C. *Legislative Matters*
No Report.
- D. *Central Texas Air Quality*
No Report.

E. Update by the President/CEO

Council Member McCracken introduced Elsie a St. Edward's student, is studying to have CMTA buses free for election. She has worked with Fred Gilliam, President/CEO, Andrea Lofye, Chief of Staff and staff, thank you for assisting.

President Gilliam gave his report. Council Member McCracken, asked where are the increases from the daily passes. President Gilliam said they are used more on the expresses and the number of uses have increased, in the regular fare pass but the day passes are out of line.

Council Member McCracken, where do they get them from? President Gilliam said they are purchased on the bus or other agencies. Council Member McCracken said less revenue per ride? President Gilliam said it's pay 1.00 and can be used 15 times, you get more value from them. Council Member McCracken said he would like information, update at the next board month, challenge on national fare recover ratio, President Gilliam agreed to provide at the next meeting.

F. Update on the Access Advisory Committee (AAC).

David Wittie, spoke on accessible bus stops. See attachment.

Jennifer McPhail, spoke on accessible bus stops.

Roberto Gonzales with planning, said it was moved and with coordination with the City of Austin to remove the meter so we can pull up to the curb side. Council Member McCracken, said there are two council members here to fix the problem tomorrow, work with Andy and Rachel with the City to correct.

G. Update on the Customer Satisfactory Advisory Committee (CSAC)

No Report.

VIII. Public Comment

1. Douglas Chastain regarding STS Issues
No Show.
2. Nailah Sankofa regarding Operation and Planning Issues
No Show.
3. Robert Mercer regarding Procurement of Rail O&M Contract
No Show.
4. Jay Ceresimo regarding Retaliation.
No Show.

IX. Adjournment

Motion To Adjourn at 04:31 PM

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Trevino, Board Member
AYES:	Gomez, Allen, Cowman, McCracken, Martinez, Trevino
ABSENT:	Lee Walker

ADA Compliance: Reasonable modifications and equal access to communications are provided upon request. Please call 512-389-7583 (voice or 711 Relay) or email nancy.crowther@capmetro.org <<mailto:nancy.crowther@capmetro.org>> if you need more information.

The Board of Directors may also announce it will go into Executive Session, if necessary, to receive advice from legal counsel regarding any item on this agenda in accordance with Section 551.071 of the Texas Government code

Date: February, 25, 2008

Gina Estrada
Executive Assistant/Board Liaison

**Capital Metro
Memorandum for
Board of Directors**

BOARD MEETING DATE: 02/25/2008

SUBJECT: Approval of a Resolution Authorizing the President/CEO, or His Designee, to Finalize and Execute Contract with Muniz Concrete & Contracting, Inc, for the Rail Station Platform Flooring and Electrical Work, in an Amount Not to Exceed \$1,575,765.

FISCAL IMPACT: Funding is available in the budget

EXECUTIVE SUMMARY: Commuter Rail Project was approved by the citizens residing in Capital Metro service area through a referendum in November 2004. Based on the outcome of the referendum, Capital Metro Board directed the staff to go ahead with the design, construction and implementation phase of the project.

This construction package is for the construction of Commuter Rail Station Platform Flooring and Electrical Work at Leander, Lakeline, Howard, Kramer, Crestview, M.L. K Jr., & Plaza Saltillo. This contract package includes supply and installation of tile pavers, electrical wiring and lighting fixtures mounted on station platforms previously constructed, or to be constructed at these locations.

A contingency of 10% in the amount of \$143,252 has been included in this request for authorization to allow for changes in the work within the general scope of the contract.

PROCUREMENT: An Invitation for Bid (IFB) was formally advertised on January 14 and January 21, 2008. By the closing date of February 15, 2008, Two (2) bids were received from: Austin Bridge & Road and Muniz Concrete and Contracting. Each bid was evaluated in terms of responsiveness. Muniz Concrete & Contracting, Inc was determined to be the lowest responsive and responsible bidder.

Description	Amount
Flooring & Electrical Work	\$1,432,513
Contingency 10%	\$143,252
Total	\$1,575,765

DBE PARTICIPATION: A DBE goal of 18% was established on this project. The firm is DBE certified for a total participation of 37%.



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

STATE OF TEXAS

RESOLUTION CMTA-2008-7

COUNTY OF TRAVIS

WHEREAS, the Capital Metro Board of Directors desires to continue to improve services to its customers through new or improved transportation facilities.

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that the President/CEO, or his designee, to finalize and execute contract with Muniz Concrete & Contracting, Inc, for the Rail Station Platform Flooring and Electrical Work, in an amount not to exceed \$1,575,765.

RESULT:	ADOPTED BY CONSENT VOTE [UNANIMOUS]
MOVER:	John Cowman, Board Member
SECONDER:	Jamie Allen, Secretary
AYES:	Gomez, Allen, Cowman, McCracken, Martinez, Trevino
ABSENT:	Lee Walker

**Capital Metro
Memorandum for
Board of Directors**

BOARD MEETING DATE: 02/25/2008

SUBJECT: Appointment to the Austin-San Antonio Intermunicipal Commuter Rail District for a Two Year Term.

FISCAL IMPACT:



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

STATE OF TEXAS

RESOLUTION CMTA-2008-8

COUNTY OF TRAVIS

WHEREAS, the Texas Legislature provided for the creation of a commuter rail district between two municipalities each having a population of more than 450,000 and which are not located more than 100 miles apart; and

WHEREAS, such a district is created upon the passage of a resolution favoring its creation by the governing body of each creating municipality and the governing body of each county in which the creating municipality is located; and

WHEREAS, the City of Austin and Travis County have passed resolutions in support of the creation of an intermodal rail district for the Austin-San Antonio corridor; and

WHEREAS, the law provides that if such a rail district is created the board of directors managing, operating and controlling the district will include a member appointed by Capital Metro; and

WHEREAS, Capital Metro finds that such a district will enhance mobility, improve air quality and reduce traffic congestion and is an important component of the transit system plan for this region.

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Board of Directors that Capital Metro appoints Mayor John Cowman to the Board of Directors of the Austin-San Antonio Intermunicipal Commuter Rail District for a two year term.

Date: February 25, 2008

Gina Estrada
Executive Assistant/Board Liaison

RESULT:	ADOPTED BY CONSENT VOTE [UNANIMOUS]
MOVER:	John Cowman, Board Member
SECONDER:	Jamie Allen, Secretary
AYES:	Gomez, Allen, Cowman, McCracken, Martinez, Trevino
ABSENT:	Lee Walker

**Capital Metro
Memorandum for
Board of Directors**

BOARD MEETING DATE: 02/25/2008

SUBJECT: Approval of a Resolution Authorizing the President/CEO or His Designee to Finalize and Execute a Contract with SP3 for Recruiting Services in an Amount Not to Exceed \$1,926,401 (For Base Period to Include 3 Option Years).

FISCAL IMPACT: Funding is available in the FY 2008 operating budget. Funding for future fiscal years is contingent upon available funding in future budgets.

EXECUTIVE SUMMARY: The Board of Directors approved award of a contract to provide recruiting services on an emergency basis in January 2007. Based on assessment of the benefits of continuing to accomplish the recruiting function through a third party contract, the decision was made to issue a Request for Proposals for a longer term contract.

The benefits of contracting for recruiting services include:

- ÿ Ability to adjust the size of the recruiting team and hours based on hiring needs.
- ÿ Complete focus on recruiting improves customer service to hiring managers and applicants.
- ÿ Access of recruiting firms to networking groups increases exposure for Capital Metro job openings.
- ÿ Increased knowledge of what is working for other employers.

PROCUREMENT: On December 12, 2007, an RFP was issued and formally advertised. By the closing date of January 7, 2007, six (6) submittals were received from prospective firms. The submittals were received from MTCL, ChaseSource LP, Moten Tate, SP3 Group, Inc., PermaStaff, and Quantum Solutions. After initial evaluations, three firms were scored in the competitive range. The three firms were ChaseSource, Moten Tate, and SP3 Groups, Inc. Orals were held with each of the three firms. On February 4, 2008 a Final Proposal Revision was sent to the three firms. SP3 Group, Inc. was rated the highest. The price was determined to be fair and reasonable based upon industry standard pricing for recruiting services. The contract is a firm-fixed price contract. The term of the contract shall be for a three year base from notice to proceed, to include three (3), one (1) year option periods.

Base Term (3yr)	<u>\$ 879,977.40</u>
Option Yr. 1	<u>\$ 330,305.10</u>
Option Yr. 2	<u>\$ 348,797.60</u>
Option Yr. 3	<u>\$ 367,320.00</u>

DBE PARTICIPATION: A DBE goal of 15% was established on this project. The contractor successfully established "Good Faith" efforts and will meet 5% of the set goal. The contractor will strive to achieve the set goal during the length of the contract.



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

STATE OF TEXAS

RESOLUTION CMTA-2008-9

COUNTY OF TRAVIS

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management recognize the need to provide high quality recruiting services to meet its staffing 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 SP3 for recruiting services in an amount not to exceed \$ 1,926,401 (for base period to include 3 option years).

Date: February 25, 2008

Gina Estrada
Executive Assistant/Board Liaison

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Trevino, Board Member
AYES:	Gomez, Allen, Cowman, McCracken, Martinez, Trevino
ABSENT:	Lee Walker