

**MEETING NOTES**  
**CAPITAL AREA REGIONAL TRANSIT COORDINATION COMMITTEE (RTCC) MEETING**

Capital Metro Board Room  
2910 E 5<sup>th</sup> Street  
Austin, Texas

**November 10, 2009: 2 PM – 4 PM**

Attendees: Vanessa Owens, Bill Hamilton, Hector Vera, John Meinkowsky, Lyle Nelson, Jackie McLaughlin, David Bartels, Elizabeth Prestwood, Ed Collins, Jeanie Teel, Sean Moran, Joy Stollings, Joyce Lauck, Meredith Highsmith, Vanessa Sarria, Joseph Cantalupo, David Marsh, Stevie Greathouse

**1. Introductions**

Bill Hamilton (Chair) called the meeting to order at 2:05 PM. A quorum was present. Introductions were made.

**2. Action: Approve Modified FY 2010-2012 Work Program for Regional Transit Coordination**

Stevie Greathouse introduced the backup material, explaining the work program and the modifications that were being proposed.

The group had a lengthy discussion regarding the revised work program, in particular the deletion of two focus areas that had been included in the previous version. Stevie Greathouse indicated that the focus areas had been deleted in order to make the broad work program more consistent with the Coordination grant the region would be receiving from TxDOT. The group was generally comfortable with deleting the focus area related to improving elderly and disabled transportation services, because that focus area was being addressed through other work under the work program. However, several members of the group had concerns with deleting Focus Area 3 which related to Jurisdictional Boundaries.

David Marsh made a motion that item 3 remains in the Work Program, but that resources must be identified. Sean Moran seconded the motion.

Discussion of the motion resulted.

Jackie McLaughlin made a Point of Order that there is a motion on the table to be voted on.

The motion was amended to put provisions of item 4 with item 2. *The motion was approved unanimously.*

Bill Hamilton declared that the RTCC picked up about \$24,000 in carryover funds. Stevie Greathouse confirmed that CAMPO has funding to reprint the transportation services guide brochures, if that is a priority by the end of the year.

The group discussed the new grant funding that would be available beginning January 1, and the fact that the budget would be deliverables based. Joseph Cantalupo added that moving to a deliverable-based agreement would be a test. Vanessa Owens noted that the budgets can be adjusted as needed.

David Bartels pointed out that most see the RTCC as a resource, but that counties need to step up to fund transportation because they have more capability and power to assist the cause.

### **3. Action: Approve Meeting Calendar for 2010**

Bill Hamilton introduced the background material, listing possible meeting dates.

Vanessa Sarria recommended that quarterly meetings are held on the second Tuesday of the month.

Meredith Highsmith made a motion to meet the second Tuesday of the month on a quarterly basis, with the next meeting being February 9, 2010. Sean Moran seconded the motion. *The motion was approved unanimously.*

### **4. Action: Establish an Executive Committee and appoint members**

Bill Hamilton introduced the item, explaining that the intent was to formalize the function of several people that had participated in an event at the Texas Transportation Institute.

Meredith Highsmith added that this action is meant to keep the momentum of that group going, and that its formalization is a good idea.

The Executive Committee was identified: Bill Hamilton, Dave Marsh (alt: Lyle Nelson), Jeanie Teel, Don Cabiness, Sean Moran (alt: David Fowler), Jackie McLaughlin, Vanessa Sarria, Sherri Fleming, Meredith Highsmith, and Stevie Greathouse

Bill Hamilton motioned that the Executive Committee be established with the above membership. *The motion was approved by acclamation.*

### **5. Action: Appoint new members to fill vacancies**

Stevie Greathouse introduced the item, mentioning that it is a placeholder and there is no action to take at this time. Meeting participants were provided a list of inactive members, and were asked to consider potential appointments for vacancies. The Executive Committee will come up with recommendations to fill spots.

### **7. Transportation Solutions Training Initiatives**

Item 6 was skipped to introduce Item 7. Stevie Greathouse explained the conceptual framework behind a system for case managers to be trained in transit availability and negotiating the bureaucracy of determining eligibility for their clients. Joy Stollings explained the development of a survey for case workers, which will act as input to a new database of regional transit options and potential case managers/clients.

Vanessa Sarria announced that she hoped someone can present this information to the resource council.

Jeanie Teel mentioned a potential issue in the survey regarding what transit means in rural and urban areas, which could lead to invalid responses.

Joy Stollings explained a process where the Executive Committee gets together and sends each other changes to the draft survey.

David Marsh added that the “other” blank in the survey needed more response space. He also mentioned that there could be some confusion between response options for “bus,” and perhaps “Metro Access,” or “CARTS” would be more appropriate response choices. It was also mentioned that a question regarding internet access might be useful.

A discussion of the wording for mental health vs. cognitive disability ensued.

Sean Moran stated that he is developing a list of caregivers.

Bill Hamilton commented that this is a reach out a touch effort.

## **6. February Forums Targeted to HHS**

Vanessa Sarria introduced the item and a background summary sheet listing ideas. She mentioned that there is a concern of Capital Metro regarding increasing fares and impacts on vulnerable populations. There has been discussion of the formation of a 501(c)(3) entity to assist with fares/bus passes. An initial thought involved a forum with two sections, one for RTCC initiatives such as the survey, and the other involving the formation of a 501(c)(3) entity.

Joyce Lauck asserts that she is lost by this discussion, and questions the purpose of the forum. Specifically, she is concerned that the forum might be pushing a concept that has not been successful on the national stage.

Bill Hamilton proposed leaving the last bullet off the forum summary sheet.

Discussion of the merits of a forum proceeded. Some were confused about Capital Metro’s position and/or ability to provide bus passes to the vulnerable customers they had in the past. Discussion moved into the track record of Capital Metro and whether the forum would be a validation of the formation of a 501(c)(3) entity. It was mentioned that John-Michael Cortez of Capital Metro can most likely speak at the February 9, 2010 RTCC meeting.

John Meinkowsky wondered if this would be similar to outreach forums. He stated that as a public entity funded by tax dollars, Capital Metro should provide service for everyone.

Bill Hamilton added that the RTCC should be on the leading edge, but not the bleeding edge.

Meredith Highsmith noted that Capital Metro is in a period of transition, where service expansion and the rapid growth of the region is causing “heartburn” for the agency.

It was determined that the Executive Committee will discuss the Forum next meeting.

## **8. Other Business**

Meredith Highsmith presented information regarding the recently-approved Capital Metro Fare Increases.

Discussion of the effects of farebox recovery goals and ridership numbers followed. Meredith Highsmith noted that Capital Metro is counting on gas prices to increase in a way that drives additional ridership.

Joseph Cantalupo questioned how many new riders were retained when gas prices fell last fall.

Meredith Highsmith responded that she did not have the exact numbers immediately available, but that it was a significant percentage. Paul Hamilton added that the Texas State University Bobcat Tram saw such a phenomenon during last year’s run up in gas prices.

Joseph Cantalupo explained the CAMPO process for Capital Metro base fare increase approval.

John Meinkowsky questioned if a JARC grant representative could perhaps come and present to the RTCC regarding grant selection criteria. It was suggested that this might be able to happen at the February meeting.

## **9. Public Comment**

No public comments

## **10. Adjourn**

Bill Hamilton adjourned the meeting at 4:06 PM.

**Next meeting: 2-4 PM February 9, 2010, One Texas Center, 505 Barton Springs Rd, Room 325.**