

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

**TxDOT-Austin District, Building 7**  
**7901 N IH 35**  
**Austin, Texas**

**December 14, 2010 – 1-3 PM**

**Attendees:**

Committee Members

Mayor Bill Hamilton, City of Rollingwood - Chair  
Dave Marsh, CARTS – Vice-Chair  
Meredith Highsmith, Capital Metro (alternate for Linda Watson)  
David Bartels, City of Round Rock  
Vanessa Sarria, Community Action Network  
Jeanie Tell, Faith in Action Caregivers – West Austin  
Hector Vara, Hill Country MHMR  
Carline Geiger, Department of Assistive & Rehabilitative Services  
Jackie McLaughlin, Health and Human Services Commission  
Beth Ann Ray, Greater Austin Chamber of Commerce  
David Fowler, CAPCOG (alternate for Betty Voights)  
Ed Collins, TxDOT  
Jerry Prestridge – Texas Bus Association  
Joyce Lauck, Austin Groups for the Elderly  
Stevie Greathouse, CAMPO (alternate for Maureen McCoy)

Others in Attendance

Alex Kone, CAMPO  
Martin Karethi, Capital Metro  
Ken Hosen, KFH Group  
Bennett Powell, KFH Group  
Dan Dalton, KFH Group  
Mandy DeMayo, Housing Works  
Andrew Meyer

Mayor Hamilton, Chair, called the meeting to order at 1:15 PM. The group took up Item #1, Introductions, first.

2. **Action: Approve Consultant Work Plan for Development of Coordinated Plan.** Ken Hosen from KFH Group said that they are currently meeting with stakeholders across the region. He said that they have numerous meetings scheduled but are always welcome to meet with more groups and individuals.

*Task 1 - Scoping*

Ken Hosen stated that KFH Group is in the process of collecting all relevant planning documents and wanted input on additional studies not listed in the draft scope. David Bartels said that he would provide three from the City of Round Rock.

Stevie Greathouse suggested that the scope add a bullet in Section 1.2 to include all other studies as made available. She also added that the transit element of the CAMPO 2035 Regional Transportation Plan should be referenced instead of Capital Metro's All Systems GO! Plan. Ed Collins then mentioned the TTI FTA 5307 funding report.

#### *Task 2 - Public Involvement*

Ken Hosen stated that the first round, the survey, would be executed by CAMPO staff with KFH Group providing input on the content. There would then be two rounds of public meetings organized by KFH Group.

#### *Task 3 – Vision and Performance*

Stevie Greathouse stated that she is still waiting for input from the committee for input on the list of performance measures. She will then work with the Executive Committee to refine and finalize the list. Vanessa Sarria asked for discussion on the performance measures. Stevie Greathouse said the committee would discuss a draft in February.

#### *Task 4 – Analysis of Needs and Resources*

David Bartels requested that under Subtask 4.2 consideration be given for ACC-Round Rock, TxSU-Round Rock, and TAMU-Health Sciences.

Vanessa Sarria said that Central Health and AISD have similar planning efforts and that it would be worthwhile to reference their planning efforts. Stevie Greathouse replied that as part of scope of work, the needs inventory would include major HHS facilities and services.

David Bartels asked under Subtask 4.3 what scale would be used to determine efficiency. Ken Hosen said that efficiency (cost per trip, cost per mile, and cost per hour) will be rated generally and could be compared to peer services with KFH Group would provide examples from experience.

Stevie Greathouse requested that the text under Task 4, stating that 'additional research is unlikely to be needed', be replaced to say that 'additional research within reason' be required.

#### *Task 5 – Strategies and Partnerships*

Beth Ann Ray stated that the Greater Austin Chamber of Commerce has a policy position that CAMPO needs to fund a comprehensive regional transit plan. She said that it seems appropriate to leverage this study into a broader plan. David Marsh replied that the committee has a limited purview

Stevie Greathouse said that one of the elements in the TxDOT outline refers to examining redundancies in parallel planning efforts. She suggested including a section describing how this plan relates to other plans.

Stevie Greathouse also indicated that a bullet should be added to the work plan to reference strategies such as mobility management, caseworker training, and rider training that were under the general category of education and information.

Ken Hosen mentioned that at the second round of meetings he will be soliciting further service gaps and additional strategies. Dave Marsh asked for some sample strategies.

Ken replied that there will be strategies for connections between areas inside and out of the 5307 areas as well as connecting different transit systems. Ed Collins brought to attention that the RTCC covers Yoakum County which has a different rural transit provider than CARTS.

Dave Bartels asked for clarification of Subtask 5.5, Supporting Materials for Pilot Projects. He said that the RFP scope of work said that the consultant would provide supporting documents as needed but that this work plan refers to that as additional consulting activity. Ken Hosen replied that KFH Group would work to develop those projects.

David Fowler asked if this current draft of the scope includes the modifications made by the Executive Committee. Stevie Greathouse replied that it did.

Meredith Highsmith moved approval of the Consultant Work Plan for Development of Coordinated Plan with modifications. David Bartels seconded the motion. The motion passed unanimously.

3. **Action: Approve Addendum to the Stakeholder Involvement Plan for Development of Coordinated Plan.** The group discussed the differences between the terms “stakeholder” and “public.” Committee members decided that the previously approved “Stakeholder Involvement Plan” would be more appropriately titled “Public Involvement Plan,” and that the addendum being presented by the consultant would be more appropriately be titled “Addendum to the Public Involvement Plan: Public Involvement Work Program”.

Dave Marsh moved approval of the modification to the document names. Hector Vera seconded the motion. The motion passed unanimously.

Ken Hosen offered for KFH to host a website for the plan update and public involvement. Stevie Greathouse replied that the committee needs content from KFH and that Plan update will be part of the current RTCC website. Meredith Highsmith said that the scope of work should add a mention of Capital Metro since they maintain the RTCC site. She added that a plan update page on the RTCC site might be able to go up in January in time for the public involvement survey.

Dave Marsh stated that the committee needs to coordinate a date for the distribution of on-board surveys. Ken Hosen asked if the surveys would be collected in a drop box or if a RTCC member would be on the bus. Stevie Greathouse replied that the committee has discussed staffing someone on the selected buses. Ken Hosen stated that KFH Group is hosting a ‘Meeting on a Bus’ in Texarkana and could propose something similar for the RTCC.

Jackie McLaughlin asked what information the committee will have from the survey prior to the second round of public involvement. Ken Hosen replied that the results of the on-board survey regarding destinations will be available. Stevie Greathouse added that the Needs Assessment will also be completed to give the committee direction for the later rounds of public involvement. Dave Marsh asked what is the timeline for these activities. Ken Hosen replied that they will be completed by early June in order to wrap up the study, as currently planned, in August.

Jackie McLaughlin moved approval of the Addendum to the Public Involvement Plan: Public Involvement Work Program. Joyce Lauck seconded the motion. The motion passed unanimously.

4. **Action: Approve Outline of Needs Analysis and Resource Inventory Reports.** David Fowler asked Ken Hosen if they intended to use the draft Provider Database CAPCOG had assembled as a starting point. He added that he had collected vehicle data for each provider and could provide it.

Stevie Greathouse introduced Mandy DeMayo from Housing Works who expressed an interest of integrating housing affordability and jobs-housing balance data into the assessment of needs data. Vanessa Sarría added that she would like to include maps that merge housing and employment and cited a CAPCOG study on worker origins.

David Bartels noted that the City of Round Rock will be providing three different services that should be included in the inventory:

- Round Rock demand-response
- Round Rock Express
- Round Rock Reverse Commute

Ed Collins noted that the scope of work does not include a section addressing legislative or program barriers for services. These sections were the reason the Legislature put the RTCC and similar organizations together for the initial coordination plans. Stevie Greathouse replied that looking at state barriers was not part of the current TxDOT requirements but that study could add to the scope of work. She recommended that it be added to Section #6 of the Technical Memo.

Jeanie Teel moved approval of the Outlines of Needs Analysis and Resource Inventory Reports with modifications. Meredith Highsmith seconded the motion. The motion passed unanimously.

- 5. Action: Approve Refined Outline of Coordinated Plan.** David Bartels inquired if the third round of public involvement would be included in the plan. Dan Dalton replied that at the those meetings reviewing the draft plan would be the focus and the results of the input collected there would be included in the final appendices.

Vanessa Sarria noted that there is a huge population under 5 in the region but the analysis in Appendix G groups all age cohorts under 16. There is a need to connect children under 5 with child-care services. That information is available as part of the American Community Survey. Dan Dalton replied that the information would be added as part of the Technical Memo.

Vanessa Sarria added that the analysis does not look at ethnicity or other demographics. She added that the RTCC needs to stop communicating in the same way for all groups. Ken Hosen replied that the Public Involvement Plan includes one additional meeting for any non-English speaking community.

Jeanie Teel moved approval of the Outline of Coordinated Plan with modifications, including modifications to the Outlines of Needs Analysis and Resource Inventory reports. Joyce Lauck seconded the motion. The motion passed unanimously.

- 6. Update on Provider Database.** Meredith Highsmith provided an update on the development of the Provider Database. She recognized David Fowler for CAPCOG's work collecting the information from around the region and compiling it into GIS. She demonstrated the functioning of a test website put together by Capital Metro staff that utilizes the GIS data within Google Maps. In the future, Meredith informed the committee, users will be able to type in their address and see what service areas under which they are located. She asked the committee members to review the site and provide her with any feedback.
- 7. Transportation Needs Survey Development.** Stevie Greathouse said she would like to finalize the survey after the holidays and is currently looking for input on what to add or remove from the draft survey. She suggested that a deadline be set for January 5<sup>th</sup> then the Executive Committee will finalize the survey.

Stevie Greathouse said the goal is to send out the survey in mid-to-late January. Mayor Hamilton asked if the survey could wait until it receives approval from the committee at its February 8<sup>th</sup> meeting. Stevie replied that the electronic survey could be sent out immediately after the meeting but that would give little time for responses that are due on March 1<sup>st</sup>. Vanessa Sarria said that three weeks is too short a time for the surveys. Stevie Greathouse replied that she will send out an online version of the survey for comment and will discuss with Executive Committee about creating list of organizations to help distribute the survey.

Joyce Lauck asked the Chair if she could motion to delegate final survey work to Executive Committee. She added that the February meeting would be discussion of the survey status and

additional sites for distribution. Mayor Hamilton asked for consensus and the committee was unanimous.

Jackie McLaughlin asked if Survey Monkey allow computers to add more than one survey. Stevie Greathouse replied that the settings can be changed to allow that.

Stevie Greathouse asked the committee to suggest good events and places for staff to come out and distribute forms. Mayor Hamilton suggested that the January 14<sup>th</sup> CARTPO meeting would be a good forum to distribute surveys. Dave Marsh added CAPCOG Senior Services to get surveys out to the centers they serve in the region. Vanessa Sarria suggested Workforce Solution sites and Health and Human Services fairs. Beth-Ann Ray added churches.

8. **Other Business.** Meredith Highsmith noted a Capital Metro service change being proposed to expand service to Cedar Park. (**note:** this project was not ultimately approved by Cedar Park City Council due to public opposition)
9. **Public Comment.** There were no public comments.
10. **Adjourn.** The meeting was adjourned at 3:05 PM. Meredith Highsmith motioned. Jackie McLaughlin seconded. The motion was approved unanimously.

**Next Meeting: February 8, 2010, 3-5pm, Location TBD.**