

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

One Texas Center, Room 325
505 Barton Springs
Austin, Texas

February 9, 2010– 2 PM – 4 PM

Attendees: Alderman Bill Hamilton, Rod Gibbs, Paul Hamilton, David Fowler, Sheri Fleming, David Bartells, Vanessa Sarria, Jeanie Teel, Vanessa Owens, Lyle Nelson, Meredith Highsmith, Elizabeth Prestwood, Stevie Greathouse, Terry Nathan

1. Introductions

Bill Hamilton, Chair, called the meeting to order at 2:15 PM. Introductions were made and a quorum was present.

2. Action: Appoint Chair and Vice Chair for 2010

Lyle Nelson motioned to nominate Bill Hamilton as the Committee Chair and Dave Marsh as Committee Vice Chair. Meredith Highsmith seconded the motion. The motion passed unanimously.

3. Recruitment of new members to fill vacancies

Stevie Greathouse informed the group that an email was sent to RTCC members that have not been in attendance recently and asked if the individuals were still interested in serving on the RTCC. Individuals that did not respond and had not been in attendance for a year or more were removed from the membership list.

Bill Hamilton asked the RTCC to make recommendations for committee membership and noted vacancies listed on the meeting handout for agenda item 3.

The group discussed addition of Vanessa Owens as member of the RTCC representing TxDOT Public Transportation Division under the category 'Agencies that fund public transportation for the general public.'

Meredith Highsmith asked the Committee to clarify whether or not the TxDOT Austin district boundaries are different from the boundaries of the RTCC. Vanessa Owen stated that the boundaries are different and that the boundaries of CARTS are also different from both the RTCC and TxDOT Austin District.

Jeanie Teel motioned to nominate Vanessa Owens as a representative for the category 'Agencies that fund public transportation for the general public'. Meredith Highsmith seconded the motion. The motion passed unanimously.

Stevie Greathouse informed the Committee that she would develop a recruitment letter and membership application for the RTCC website that will help the recruitment process for other vacancies.

The Chair discussed membership positions that need be filled under the category 'Agencies that provide services for clients that need transportation' and asked if Meals on Wheels could provide a representation for that category.

Jeanie Teel proposed to move from her position as a representative for 'faith-based transportation providers' to a representative of a 'sponsor of volunteer driver programs.' The Committee discussed the addition of a St. David's Church representative to fill the spot of 'faith-based transportation provider,' and switching Jeanie Teel to the category 'sponsor of volunteer driver programs.'

Jeanie Teel and Meredith Highsmith indicated that they would follow up with Meals on Wheels for a representative of 'agencies that provide service for clients in need of transportation.'

After discussion, Stevie Greathouse recommended that representation from users of public transit (both urban and rural) should be found through a more formal recruitment process so that potential members who were able to attend continuously could be found. The Chair supported the idea of using a more formal process to fill these positions.

The Chair briefly discussed his own position and indicated that it would probably make sense for him to fill the elected officials spot, in order to free up the general public spot for additional membership. However, before that switch can happen, he indicated that he would need to become an official member of CARTPO, which will require further action.

Stevie Greathouse pointed out the RTCC needed to find a representative from the business community. Sandy Hentges from the Austin Chamber of Commerce filled the position previously. Stevie suggested that her replacement be asked to fill the position. Meredith Highsmith supported this recommendation. The chair asked for other suggestions to fill the spot in case the Chamber was not able to provide a representative.

The Chair asked about representation for student transportation. Vanessa Sarria asked if a member from UT was needed, and Meredith Highsmith replied that UT is covered by CMTA since CMTA provides services to UT.

Stevie Greathouse motioned to nominate Jeanie Teel as a representative for the category 'Sponsor of Volunteer Driver Programs'. Sherri Fleming seconded the motion. The motion passed unanimously.

Lyle Nelson made a motion to approve the addition of Terry Nathan to membership spot of 'faith-based transportation provider,' and Paul Hamilton seconded the motion. *The motion passes unanimously.*

Bill Hamilton stated that the RTCC made good progress on filling empty membership positions and that the RTCC should fill remaining positions by the next quarterly meeting and get a progress report at that meeting.

Elizabeth Prestwood joined the RTCC at 2:45 PM.

4. Status Report on Job Access Reverse Commute/New Freedom Grants awarded in 2007 and 2008

Stevie Greathouse informed the Committee that the status for individual projects varies and that all are moving along.

- The Easter Seals projects do not have a signed grant agreement yet but are moving towards getting signatures soon.
- Round Rock has a signed grant agreement and is going out to bid soon. David Bartells informed the Committee that a target date has not been determined yet.
- The CARTS and CMTA joint project serving Del Valle is up and running. Meredith Highsmith stated that implementation details continue to be worked out; in particular, Capital Metro is discussing with Travis County the possibility of siting a park and ride on a Travis County Park facility. Lyle Nelson stated that the project is still in progress and will have positive results.
- Jeanie Teel stated that Faith in Action had received grants through TxDOT and Capital Metro, and was working with both fiscal agents to make capital purchases. Initially there were obstacles in getting funding going due to hang-ups from CMTA and due to FTA's understanding of coordination. There may be some rearrangement of funds into operations with help from CMTA fiscal coordinator.
- The Foundation for the Homeless project is moving toward signature of a grant agreement.

Stevie Greathouse stated that in terms of future calls for projects, CAMPO is still waiting on federal authorization. CAMPO will not issue a call for projects until Congress decides the future of these funding programs. This impacts years 2010, 2011, and 2012. Bill Hamilton asked if the RTCC could help celebrate completion of projects through a ribbon cutting or news release. Stevie replied that there would be a news release that announces the RTCC plan update and JARC/New Freedom projects.

5. Action: Approve final version of transportation solutions survey and cover letter

Bill Hamilton asked the Committee discuss the survey first. The survey has already been through a lot of vetting and been discussed by CARTPO.

Stevie explained the initiative and motivation behind the survey. The initiative is described by an accompanying fact sheet and the RTCC is building a database of frontline staff, social service case workers that provide transportation services or need to get transportation services to clients. The notion is to provide the survey on both paper and online through survey monkey. Logistically, the RTCC needs to figure out how to get the survey to agencies. More discussion on this matter will take place at the RTCC Executive Committee meeting on February 18th.

The Committee discussed the survey at length before suggesting several modifications:

- Add a question for agency zip code
- Move question 13 relating to counties served to beginning of survey
- Delete return address information from front side of survey
- Add "Other, Please Specify" to question 6 relating to primary transportation mode
- Delete question 12 relating to whether agency provides free bus passes
- Add the word "may" to question 14 relating to disabilities
- Add "Not applicable" as a choice under question 14

Meredith Highsmith made a motion to approve the survey with modifications. Sherri Fleming seconded the motion. Vanessa Owens asked for a friendly amendment to include the modification to question 6 in the motion. The motion was amended to include the changes made to question 6. The motion was approved unanimously.

Stevie indicated that CAMPO staff would modify the survey to reflect the modifications and work with the RTCC Executive Committee to distribute.

The chair indicated that he would work with staff to make minor modifications to the cover letter for clarity. David Fowler provided a list of tentative survey request recipients and asked that needed additions be sent to him.

Bill Hamilton stated that, at a minimum, a list of how many agencies from each county should be provided to County Judges so that they can see who has been asked to take the survey. Stevie Greathouse agreed that a list of agencies for judges is a good idea and that letters and email would be sent to agencies currently on the list. Dave Fowler suggested that the RTCC advertise the survey incase anyone has been missed. Terry Nathan added that as long as it was free, the focus should be on getting the word out.

6. Timeline for Coordinated Plan Update

Stevie provided a handout with a tentative outline for the RTCC plan update and stated that there would be more discussion about it at the Quarterly meeting in may.

Bill Hamilton added that the May 11 meeting would be a big one

7. Other Business

Bill Hamilton gave an overview of his understanding of the United We Ride grant program that would allow for mobility management pilot programs in 4 Texas regions. In order to receive funding, a region must have a mobility manager in place by March. Stevie commented that she didn't think the Capital Area would not have such a position filled by the deadline which changes the Capital Area's eligibility. She added that the RTCC had a strong application otherwise. Lyle indicated that CARTS had hired a position that met the mobility manager definition, and that CARTS would explore the possibility of applying for the demonstration grant through TxDOT.

8. **Public Comment.** No public Comment.

9. **Adjourn**

Next Meeting: May 11, 2010, One Texas Center Room 325