

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

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

August 10, 2010– 2 PM – 4 PM

Attendees:

Committee Members

Mayor Bill Hamilton, City of Rollingwood
Joyce Lauck, Austin Groups for the Elderly
Sherri Fleming, Travis County Health and Human Services
David Bartels, City of Round Rock
Mark Sweeney, CAPCOG (Alternate for Betty Voights)
Vanessa Owens, TxDOT-PTN
Jackie McLaughlin, Health and Human Services Commission
Hector Vera, Hill Country MHMR
Dave Marsh, CARTS
Elizabeth Prestwood, TxDOT-Austin District (Alternate for Ed Collins)
Meredith Highsmith, Capital Metro (Alternate for Linda Watson)
Don Cabiness, Texas Health and Human Service Commission
Maureen McCoy, CAMPO

Others in Attendance

Chantel Bottoms, Community Action Network
Vivian Picow, CapMetro
Janet Allen, Faith in Action – West Austin
Lyle Nelson, CARTS
David Fowler, CAPCOG
Stevie Greathouse, CAMPO

Mayor Bill Hamilton, Chair, called the meeting to order at 2:12 PM. The group took up item #1 first.

Opening Remarks - Bill Hamilton asked the group to wear two hats – one big picture, one bureaucratic and to remember that they are there to promote efficiencies in the public transit system.

1. **Approve Revised Stakeholder Involvement Plan.** Meredith Highsmith presented the plan revised with input from the last quarterly meeting and Executive Committee meetings. She reminded the committee that the plan is still a living document and can be modified. Appendix C is to be determined by the consultant. Meredith agreed to draft an executive summary to accompany the Plan.

Dave moved approval of the Revised Stakeholder Involvement Plan. Sherri Fleming seconded the motion. The motion passed unanimously.

2. **Approve Draft Scope of Work for Coordination Plan Development.** Stevie Greathouse discussed the draft scope of work for the Regional Coordination Plan, slated for 2011. CAMPO has a grant agreement with TxDOT to hire a consultant, with a projected budget of approximately \$100,000. CAMPO would handle managing the RFP under the City of Austin's purchasing protocols, who is CAMPO's fiscal agent. The contract would have to be approved by CAMPO board, tentatively scheduled for its November meeting. The consultant would begin soon after through August 2011.

The goal for this plan is to go beyond the minimum state and federal requirements for an update. The consultant will be charged with an extensive public outreach effort including public involvement over three rounds as well as multiple stakeholder interviews. The final plan will highlight previous accomplishments while setting forth new goals.

Stevie Greathouse stated the selection committee for the RFP could include Executive Committee and other members. The RTCC could hold a special session, since its currently scheduled meeting falls after the CAMPO board meeting, to review proposals and weigh in on a recommendation prior to November CAMPO Board meeting. Vanessa state that TxDOT Public Transit Division is required to be part of the procurement process because of the use of FTA funding coming through the division and that she would need to be involved in the selection committee.

Mayor Hamilton requested additional volunteers, and indicated that CAMPO staff would contact volunteers for assistance reviewing applications as appropriate. Members interested interested:

- o Dave Marsh
- o Vanessa Owens
- o Meredith Highsmith
- o Bill Hamilton
- o CAMPO
- o Sherri Fleming
- o Elizabeth Prestwood

Stevie stated that CAMPO would manage the contract process. Project deliverables would be tied to RTCC quarterly meetings in February, May, and August 2011. The Executive Committee would be involved in other interim meetings.

David Bartels arrived at 2:40PM

Sherri Fleming moved approval of the draft Scope of Work for Coordination Plan Development. Meredith Highsmith seconded the motion. The motion passed unanimously.

3. **Review and Approve Draft Geographic Database of Providers.** David Fowler presented on the RTCC provider database and map. The tiers were described as:

- Tier 1 – General transit service, open to anyone
- Tier 2 – Service for people with special status such as the elderly or disabled
- Tier 3 – Service available to residents or clients of particular centers

To date, 58 service providers in the region had been identified. Stevie Greathouse recommended the map be circulated to the provider listed in the current inventory and to others on the RTCC mailing list for revision and to garner any additional input. David Fowler stated that the map could be displayed in CAPCOG's web-GIS viewer. Meredith Highsmith stated that CapMetro staff could also put that information into Google Maps.

Joyce Lauck moved approval of the draft Geographic Database. Dave Marsh seconded the motion. The motion passed unanimously.

4. **Review and Approve detailed work plan for FY 2011.** Stevie Greathouse highlighted that updating the Regional Coordination Plan is major work task of the committee's three-year work plan. Stevie also indicated that several deliverables being produced by the consultant would not be available prior to the November RTCC meeting, and indicated that the dates for these deliverables should be modified. Mayor Hamilton recommended that a special meeting be held

between November and February. The meeting time was later decided to add a meeting in December, date and time to be announced.

Development and testing of caseworker training curriculum would be held off until the database is ready so that searchable information is available.

Don Cabiness arrived at 3:05PM

Joyce Lauck moved approval of the FY 2011 Work Plan (as amended). Jackie McLaughlin seconded the motion. The motion passed unanimously.

5. **RTCC Member Recruitment.** Stevie Greathouse had previously sent out a recruiting email to the RTCC list with the newsletter and grant report and had announced vacancies on the RTCC. Stevie Greathouse agreed to resend the message with mentioning just the six vacancies in addition to the application form. Oct 8 is the deadline for this round of recruitment, with the goal of appointing new members at the November meeting. The Executive Committee will review the status at its next meeting.

Vacancies:

- Client Transportation - Health and human service agencies that fund or purchase transportation for clients
- Human Service Providers – Agencies that provide services for clients who need transportation
- Public – User of public transportation – urban
- Public – User of public transportation – rural
- Other Transportation – Student transportation
- Other Transportation – Business community

Stevie Greathouse indicated that she had been contacted by an instructor at ACC who was interested in serving on the Committee and that staff at the Austin Chamber of Commerce may be interested in serving in the Business community position.

The group discussed the status of other positions briefly, and Dave Marsh indicated that Jim Connoly (Yellow Cab) had partially retired, but was still interested in participating.

6. **Other Business.** Chantel Bottoms announced that Community Action Network is offering Resources 101 front-line training, (this Grant-funded training would provide Caseworkers with information on 2-1-1 referrals as well as tools for handling referrals) on 10/22 and 12/10 from 9-11am. There is no cost but there is a capacity of 40. People interested are encouraged to RSVP.

Meredith Highsmith announced that Capital Metro is working with CARTS to restructure the Jonestown and Lago Vista route since the Jonestown community health clinic closed. Jonestown has an aging population that needs access to medical facilities. Clients who had previously gone to the community health clinic have been transferred to clinics as far away as Manor and Pflugerville. This was challenging to provide transit service for due to the distance from Manor and the fact that Pflugerville is not part of the service area. Currently, the route will go through Cedar Park but they cannot service the health facilities there because Cedar Park is not in the service area. They are exploring transfers at Lakeline Station and other options. Sherri Fleming recommended that the Travis County facility at Braker would be a viable option, depending upon the medical services needed for those bus patrons. Sherri Fleming also indicated that she would be willing to convene a meeting between Capital Metro and the Health District.

David Fowler stated that he will present the draft RTCC provider map at the next CARTPO meeting on 9/24 at 9:30AM.

David Bartels announced that the construction of the intermodal facility for the Round Rock JARC Bus is ahead of schedule and should finish 3 months early.

Meredith Highsmith announced that a meeting had been scheduled on Friday August 13th at the South Community Center in Del Valle to discuss utilization of the Del Valle bus route. This meeting had been requested by a coalition of community activists, and Meredith indicated that she believed it was being sponsored by someone in Travis County Commissioner Gomez's office.

Maureen McCoy announced that the job opening for the CAMPO director closes 8/31.

Mayor Hamilton discussed the Attorney General opinion requested by Westlake Hills regarding whether they are required to provide paratransit service, even if they opted out of the Capital Metro service area before 1991. Meredith Highsmith stated that Capital Metro will do whatever the AG rules.

Mayor Hamilton asked if Rollingwood contracted with Capital Metro to provide stops on Bee Cave Road, whether that would trigger a requirement for complimentary paratransit. Meredith Highsmith indicated that implementation of fixed route service in Rollingwood would trigger a requirement for complementary paratransit within $\frac{3}{4}$ mile of the route. This rule does not apply to flexible or express services, which do not require paratransit.

7. **Public Comment.** There was no public comment.
8. **Adjourn.** The meeting was adjourned at 3:43 pm.

Next Meeting: November 9, 2010, One Texas Center Room 325