

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

Terrazas Branch Library  
1105 East Cesar Chavez Street  
Austin, Texas

February 8th, 2010, 3-5 PM

**Attendees:**

Committee Members

Dave Marsh, CARTS (Vice-Chair)  
David Bartels, City of Round Rock  
Ed Collins, TxDOT-Austin District  
Sherri Fleming, Travis County Health and Human Services  
Carline Geiger, Department of Assistive and Rehabilitative Services  
Stevie Greathouse, CAMPO (Alternate for Maureen McCoy)  
Paul Hamilton, Texas State University  
Meredith Highsmith, Capital Metro (Alternate for Linda Watson)  
John Meinkowsky, ARCIL  
Vanessa Owens, TxDOT-PTN  
Mark Sweeney, CAPCOG (Alternate for Betty Voights)  
Jeanie Teel, Faith in Action Caregivers - West Austin

Others in Attendance

David Bain, Livestrong Foundation  
Chad Ballentine, Capital Metro  
Mandy DeMayo, Housing Works  
David Fowler, CAPCOG  
Ken Hosen, KFH Group  
Becky Hubik, Bluebonnet Trail Community Services  
Edna Johnson, CARTS  
Alex Kone, CAMPO  
Kathy Kuehner, Bluebonnet Trail Community Services  
Allison Phillips, Community Transport Services  
Bennett Powell, KFH Group

Dave Marsh, Vice-Chair, called the meeting to order at 3:08 PM.

**1) Welcome and Introductions.**

Dave Marsh motioned that the committee postpone Items 2-4 until Mayor Hamilton could arrive.  
The motion passed by consent.

**5) Needs Survey Update**

The committee was given an update about the Needs Survey currently in distribution throughout the ten-county region and how it would be included into the Coordination Plan. The survey is available online and hard copies have been sent throughout the region. Both CARTS and CapMetro have been handing out surveys to riders. Meredith Highsmith mentioned that surveys have been sent to One Voice, Metro Ambassadors and other non-profits.

Ed Collins asked if KFH Group would present how the survey results would be incorporated. Stevie Greathouse replied that the survey results would be incorporated into the Needs Assessment which will be used to determine proposed service strategies. KFH Group will map the survey results as part of the process.

#### **6) Overview of Work Completed to Date (KFH Group).**

Ken Hosen provided a list of tasks already completed or currently in progress:

- Scope of work and timeline
- Collected plans and reports – summarizing them (in progress)
- Draft vision, goals & objectives, performance measures
- Analysis and needs – including demographic review and survey of providers
- Meeting with stakeholders – Hill Country Transit, HHS agencies, etc
- Review of existing resources
- In person/phone interviews

Ken Hosen informed the committee that all these sub-tasks are going to be incorporated into the Assessment of Needs and Inventory of Resources, expected to be completed by the end of February, in the form of two technical memos. He invited committee members and the audience for interviews, if they had not already done so.

Ed Collins asked Ken Hosen if fuel price fluctuations will be included in the Assessment of Needs. Ken Hosen replied that it could and that the final report will examine how that and other factors affect ridership and revenues. He added that service strategies will be developed after the Assessment of Needs and stated that he has gotten a lot of good ideas from interviews and feedback, so far.

Ken informed the committee that the draft set of strategies will be completed by the end of March, prior to the second round of public involvement. In May, the committee will review those alternative strategies in addition to the feedback received about them during the second round of public involvement.

Ed Collins asked if a strategic plan could be part of the final report. Stevie Greathouse replied that the final report will include priorities and funding options for them. The committee could set guidelines for future funding as a future action.

Stevie Greathouse asked the committee if it wanted to review Needs and Strategies documents prior to the second round of public involvement. Dave Marsh suggested that anyone interested in providing feedback can attend the Executive Committee meeting.. He reiterated to the committee that the Executive Committee meetings are open to all members and are merely a subset of members tasked with additional work.

#### **7) 'Round Two' Public Involvement.** Stevie indicated the general time frame for Round 2 Public Involvement, what would be available for review. Stevie indicated that the Executive Committee would work on the specifics related to logistics and keep the RTCC informed of the process.

#### **8) 2011 Legislative Session**

The committee had an educational and information discussion including the following topics:

- FTA 5311 funding
- Medicaid funding
- Hold Harmless

- Proposed legislation on allowing buses on highway shoulders
- Local option sales tax legislation

**9) Approve Draft Modified Goals and Objectives for Coordinated Plan Update**

Stevie Greathouse presented the draft Goals and Objectives for the Coordination Plan. The intent is to present draft Goals and Objectives to the public for review during the second round of public involvement. The Executive Committee started with the set of goals in the existing plan and revised them. Stevie Greathouse informed the Committee that the Executive Committee developed goals for the entire transit network, not just the plan itself. KFH Group also provided additional input which will form an addendum.

Ed Collins stated that some of the wording might give the wrong impression of the Committee's capacity. Stevie Greathouse replied that the Committee should set goals for work not just by RTCC members but for the region.

Jeanie Teel stated that the phrase 'Work with' sounds indecisive and that action words, such as 'Coordination' would be more prescriptive. Stevie Greathouse added that the Committee could go further and suggest targeting funding, such as JARC. Vanessa Owens stated if the Committee suggested targeting funding, it can help guide the selection projects.

Vanessa Owens stated that the Executive Committee could still narrow down the list of goals. Meredith Highsmith suggested that members email Stevie Greathouse comments and the Executive Committee will meet once to revise the list. Stevie Greathouse asked the Committee to provide feedback also on the underlined KFH suggestions.

David Bartels moved to have comments emailed to Stevie to be reviewed by the Executive Committee. The Executive Committee final draft version would be presented to the public at the second round of public involvement for comments to be reviewed at the next RTCC meeting. Ed Collins seconded the motion. The motion passed unanimously.

**10) Action: Approve Draft Performance Scorecard for Coordinated Plan Update**

Stevie Greathouse informed the Committee that it is a goal of the Executive Committee to come up with limited number of measures utilizing data that others produce annually to produce an annual RTCC report. Since there are no benchmarks currently, the Committee will have to set measures and collect reported data then make benchmarks as appropriate in the future. It would be preferable to have at least one measure for each goal in the Coordination Plan. KFH Group has provided a recommendation for performance measures that could be used to assess implementation of particular strategies. (presented in the addendum).

Ed Collins asked how tracking system performance helps coordination. Stevie Greathouse replied that most have at least an indirect effect resulting from coordination. Dave Marsh added that the statutory purpose of RTCC is to coordinate so it would be acceptable for RTCC to measure these functions.

Sherri Fleming recommended utilizing third-party externally verifiable system performance indicator data. There would be calls to question the validity of the Committee's reporting if it only reported its own data. David Bartels added there is the need to look at measures over a period of time to identify factors that are influencing levels of service. Stevie Greathouse informed the Committee that never before has an entity reported this local agency data as a whole and analyzed its performance on a multi-agency regional basis.

Dave Marsh added a number of suggested changes to the Scorecard:

- Expand distance from intermodal facility to 5 to 10 miles
- Add LPG as an alternative fuel
- Compare Cost per Trip to other regions

Dave Marsh suggested potential means of measuring coordination – new routes, number of interlocal agreements, and other agreements. John Meinkowsky stated that small organizations are moving people and the Committee would not be measuring their usage. The goal should be to reach out and promote them. Stevie Greathouse added that public transportation trips per capita could be a potential measurement. She stated that is feasible to ask for a count of federally funded services but that the Committee probably cannot put reporting requirements on non-federally funded programs. Jeanie Teel replied that Faith in Action Caregivers tracks their ridership for their Board, not just as part of the federal requirements. Ken Hosen added that he has been receiving ridership numbers as part of the interview process.

Jeanie Tell added another potential measure – the number of organizations that move into counties outside of their existing service area per year.

Vanessa Owens stated that although at first, measures will not look as good as we like, the region does need to start measuring now.

Vanessa Owens moved to send the Draft Performance Scorecard back to the Executive Committee with a request that all Committee members send comments to Stevie. The Executive Committee will review the comments and revise the Scorecard before presenting that version to the public. Paul Hamilton seconded the motion. The motion passed unanimously.

### **11) Action: Appoint Chair and Vice-Chair for 2011.**

Tabled until next meeting.

### **12) Location for May Quarterly Meeting.**

Stevie Greathouse informed the committee that this meeting has previously been slated for an off-site location and was looking for suggestions. Paul Hamilton replied that Texas State has multiple meeting rooms.

Dave Marsh moved to schedule the next RTCC meeting at TxSU in San Marcos. There was unanimous consent.

### **13) Other Business.**

Meredith Highsmith informed the committee about the status of the revised Transportation Services guide. It will include the recently compiled service provider database information. She will distribute the guide for comments, which should be sent to Chad Ballentine. Meredith indicated that this would be her last meeting representing Capital Metro.

Dave Marsh welcomed Edna Johnson back to CARTS as its Community Services Director.

John Meinkowsky announced that ARCIL is now planning a volunteer based transportation service. They want to serve riders in rural areas for work, medical, and other needs. They intend to provide subsidies to volunteer member drivers for mileage reimbursement.

**14) Public Comment.** There was no public comment.

**15) Adjourn.** The meeting was adjourned at 4:47 pm.

Ed Collins moved to adjourn the meeting. John Meinkowsky seconded the motion. The motion passed unanimously.

**Next Meeting: May 10, 2011, Location TBD**