



Agenda - Final

Capital Metropolitan Transportation Authority

Board of Directors

2910 East 5th Street
Austin, TX 78702

Wednesday, December 17, 2025

12:00 PM

Rosa Parks Boardroom

This meeting will be livestreamed at capmetrotx.legistar.com

I. Call to Order

II. Safety Briefing:

III. Public Comment:

IV. Advisory Committee Updates:

1. Customer Satisfaction Advisory Committee (CSAC)
2. Access Advisory Committee
3. Public Safety Advisory Committee (PSAC)

V. Board Committee Updates:

1. Operations, Planning and Safety Committee
2. Finance, Audit and Administration Committee
3. CAMPO update
4. Austin Transit Partnership Update

VI. Consent Items:

1. Approval of minutes from the November 17, 2025 board meeting.
2. Approval of a resolution authorizing the President & CEO, or her designee, to finalize and execute a contract with QA Systems to provide and install audio/ visual systems in CapMetro's Administrative Building located at 3100 E. 5th Street, for a term of three (3) months from notice to proceed, in an amount not to exceed \$401,302.
3. Approval of a resolution authorizing the President & CEO, or her designee, to finalize and execute a contract with DOCUmentation of San Antonio, LLC for On-Site Business Center Services for a base period of three years and three one-year option periods in an amount not to exceed \$3,313,500.

4. Approval of a resolution authorizing the President & CEO, or her designee, to finalize and execute a contract with Voya Employee Benefits for medical stop loss insurance for claims above \$225,000, with a base term of one year, in a total amount not to exceed \$988,378.
5. Approval of a resolution authorizing the President & CEO, or her designee, to finalize and execute a contract with Texas Disposal Systems for Waste and Recycling Services to provide waste disposal, recycling, and composting services for a base period of three years and three one-year option periods in an amount not to exceed \$2,141,409.

VII. Action Items:

1. Approval of a resolution authorizing the President & CEO, or her designee, to finalize and execute a contract with Gillig LLC for the purchase of thirty-seven (37) Gillig hybrid buses in an amount not to exceed \$45,869,418.
2. Approval of a resolution approving the CapMetro Public Transportation Agency Safety Plan ("the Plan"), authorizing the President & CEO, or her designee, to finalize and execute the Plan, and setting a program to provide relevant and useful information to the Board of Directors.
3. Approval of a resolution appointing six members of the Project Connect Community Advisory Committee (CAC).
4. Approval of a resolution electing officers of the CapMetro Board of Directors for 2026.

VIII. Report:

1. President and CEO Monthly Update - December 2025

IX. Memos:

Note: Memos are for information only. Will not be discussed at meeting.

1. Memo: Farebox and Vaulting System Replacement Project Update (November 17, 2025)
2. Memo: Annual Update on CapMetro Sponsored Retirement Plan Valuations and Audits (December 4, 2025)
3. Federal Transit Administration (FTA) Fiscal Year 2024 Triennial Review - Closeout Letter (December 10, 2025)

X. Items for Future Discussion:**XI. Adjournment**

ADA Compliance

Reasonable modifications and equal access to communications are provided upon request. Please call (512) 369-6040 or email ed.easton@capmetro.org if you need more information.

BOARD OF DIRECTORS: Jeffrey Travillion, Chair; Paige Ellis, Vice Chair; Becki Ross, Secretary; Eric Stratton, Matt Harriss, Dianne Bangle, Chito Vela and Zo Qadri.

The Board of Directors may go into closed session under the Texas Open Meetings Act. In accordance with Texas Government Code, Section 551.071, consultation with attorney for any legal issues, under Section 551.072 for real property issues; under Section 551.074 for personnel matters, or under Section 551.076, for deliberation regarding the deployment or implementation of security personnel or devices; arising regarding any item listed on this agenda.



Capital Metropolitan Transportation Authority

2910 East 5th Street
Austin, TX 78702

Board of Directors

Item #: AI-2021-189

Agenda Date: 3/28/2022

Customer Satisfaction Advisory Committee (CSAC)

Capital Metropolitan Transportation Authority
Customer Satisfaction Advisory Committee (CSAC)
Wednesday, November 12, 2025
6:00PM
IN-PERSON/HYBRID

CapMetro Employees: Brian Alejandro, Peter Breton, Licelda Briones, Patricia Williams, Marcella Wood.

Committee Members: Arlo Brandt, Dominic DeNiro, David Foster, Benjamin Lombardo, Fanda Lu, Bettye Taylor, Diane Wheeler.

Guests: Ruven Brooks, Pedro Hernandez Jr.

Meeting called to order at 6:00 PM

Welcome / Introductions / Call to Order
Chair Foster

Approval of the October 2025 minutes - Fangda Lu / 2nd by Diana Wheeler – passes unanimously.

Public Communications

Arlo Brandt, Peter Breton, Licelda Briones, Ruven Brooks, David Foster, Benjamin Lombardo, Fangda Lu, and Marcella Wood provided public communications.

Staff Updates
Community Engagement

Work Planning Session
Facilitated by Staff Liaison

The Committee Members and CapMetro Staff discuss ways to improve committee experience as well as topics to include in 2026 agenda items.

Meeting adjourned at 7:31 PM



Capital Metropolitan Transportation Authority

2910 East 5th Street
Austin, TX 78702

Board of Directors

Item #: AI-2021-190

Agenda Date: 3/28/2022

Access Advisory Committee



Capital Metropolitan Transportation Authority

2910 East 5th Street
Austin, TX 78702

Board of Directors

Item #: AI-2022-329

Agenda Date: 1/24/2022

Public Safety Advisory Committee (PSAC)



Capital Metropolitan Transportation Authority

2910 East 5th Street
Austin, TX 78702

Board of Directors

Item #: AI-2025-1703

Agenda Date: 12/17/2025

Approval of minutes from the November 17, 2025 board meeting.

Minutes

Capital Metropolitan Transportation Authority

Board of Directors

2910 East 5th Street
Austin, TX 78702

Monday, November 17, 2025

12:00 PM

Rosa Parks Boardroom

I. Call to Order

12:00 p.m. Meeting Called to Order

Present:	Travillion, Ross, Harriss, Bangle, Qadri, and Vela
Absent:	Stratton, and Ellis

II. Safety Briefing:

III. Public Comment:

Deb Miller, Zenobia Joseph, and Darrell Sorrells provided public comments. Sherri Taylor also provided public comments following the presentation on Capital Projects.

IV. Advisory Committee Updates:

1. Customer Satisfaction Advisory Committee (CSAC)
2. Access Advisory Committee
3. Public Safety Advisory Committee (PSAC)

V. Board Committee Updates:

1. Operations, Planning and Safety Committee
2. Finance, Audit and Administration Committee
3. CAMPO update
4. Austin Transit Partnership Update

VI. Consent Items:

A motion was made by Board Member Bangle, seconded by Board Member Vela, to approve the Consent Agenda. The motion carried by the following vote:

Aye: Travillion, Ross, Harriss, Bangle, Qadri, and Vela

1. Approval of minutes from the October 20, 2025 board meeting.
2. Approval of a resolution authorizing the President & CEO, or her designee, to finalize and execute a contract with Enterprise Fleet Management, Inc. to lease up to 23 vehicles to support operations, for a term of five years and in a total amount not to exceed \$1,067,612.
3. Approval of a resolution authorizing the President & CEO, or her designee, to finalize and execute a contract with the eConsortium Group for Cisco Smartnet network hardware and software support, for a term of three (3) years, in a total amount not to exceed \$696,990.
4. Approval of a resolution authorizing the President & CEO, or her designee, to finalize and execute two (2) perpetual Rail Right of Way License to Use agreements with the Texas Department of Transportation (TxDOT) for the installation and maintenance of a drainage tunnel underneath CapMetro rail right of way, waiving any and all license fees for the term of the agreements.

VII. Action Items:

1. Approval of a resolution authorizing the President & CEO, or her designee, to finalize and execute a Rail Right of Way License to Use agreement with Travis County for the installation and maintenance of a multi-use trail beneath CapMetro rail right of way adjacent to Gilleland Creek between Milepost 43.3 and Mile Post 43.5 for an initial term of fifty (50) years which will automatically renew for additional terms of 50 years each, unless terminated, waiving any and all annual license fees for the term of the agreement.

A motion was made by Board Member Harriss, seconded by Board Member Vela, that this Resolution be adopted. The motion carried by the following vote:

Aye: Travillion, Ross, Harriss, Bangle, Qadri, and Vela

2. Approval of a resolution authorizing the President & CEO, or her designee, to finalize and execute a contract with Joe Bland Construction LLC to allow CapMetro to construct Phase 1 of the new Demand Response North Base project for on-site and off-site development of the facility located at 10805 Cameron Road, Austin, Texas 78754, in the amount of \$4,730,194 plus 25% contingency, for a total not to exceed amount of \$5,912,742.

A motion was made by Board Member Qadri, seconded by Board Member Bangle, that this Resolution be adopted. The motion carried by the following vote:

Aye: Travillion, Ross, Harriss, Bangle, Qadri, and Vela

3. Approval of a resolution awarding President & CEO Dottie Watkins adjustment to pay equal to 4% of her annual salary and a one-time performance achievement bonus equal to 8% of base pay based on her Fiscal Year 2025 annual performance review. The adjustment to pay will be awarded retroactively to October 1, 2025, in accordance with the Employment Agreement.

This item was taken up following Executive Session.

A motion was made by Board Member Harriss, seconded by Board Member Vela, that this Resolution be adopted. The motion carried by the following vote:

Aye: Travillion, Ross, Harriss, Bangle, Qadri, and Vela

VIII. Discussion Items:

1. Update on CapMetro Capital Projects

IX. Report:

1. President and CEO Monthly Update - November 2025

X. Executive Session under Chapter 551 of the Texas Government Code:

Into Executive Session with a quorum present: 1:17 p.m.

Out of Executive session: 2:52 p.m.

1. Section 551.071 for consultation with an attorney regarding legal issues, including pending litigation, related to Project Connect
2. Section 551.074 for Personnel Matters related to President & CEO annual performance evaluation.

XI. Items for Future Discussion:

XII. Adjournment

2:57 p.m. Meeting Adjourned

ADA Compliance

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BOARD OF DIRECTORS: Jeffrey Travillion, Chair; Paige Ellis, Vice Chair; Becki Ross, Secretary; Eric Stratton, Matt Harriss, Dianne Bangle, Chito Vela and Zo Qadri.

The Board of Directors may go into closed session under the Texas Open Meetings Act. In accordance with Texas Government Code, Section 551.071, consultation with attorney for any legal issues, under Section 551.072 for real property issues; under Section 551.074 for personnel matters, or under Section 551.076, for deliberation regarding the deployment or implementation of security personnel or devices; arising regarding any item listed on this agenda.

Board of Directors

Item #: AI-2025-1654

Agenda Date: 12/17/2025

SUBJECT:

Approval of a resolution authorizing the President & CEO, or her designee, to finalize and execute a contract with QA Systems to provide and install audio/ visual systems in CapMetro's Administrative Building located at 3100 E. 5th Street, for a term of three (3) months from notice to proceed, in an amount not to exceed \$401,302.

FISCAL IMPACT:

Funding for this action is available in the FY2026 Capital Budget.

STRATEGIC PLAN:

Strategic Goal Alignment:

- | | |
|---------------------------------------|---|
| <input type="checkbox"/> 1. Customer | <input type="checkbox"/> 2. Community |
| <input type="checkbox"/> 3. Workforce | <input checked="" type="checkbox"/> 4. Organizational Effectiveness |

EXPLANATION OF STRATEGIC ALIGNMENT: Establishing and maintaining quality audio/visual standards in collaborative spaces like conference rooms, the Boardroom, and training areas ensures quality and suitable locations for staff and partners to conduct mandated proceedings and operations that help improve CapMetro services and products.

BUSINESS CASE: This order is to design and install audio and visual systems for the CapMetro Administration building conference and meeting spaces, including the Boardroom and other collaborative spaces. Relocating administrative and operations personnel requires adequate and modern conferencing areas to conduct board proceedings and other meeting initiatives.

COMMITTEE RECOMMENDATION: The item was presented and recommended for approval by the Finance, Audit and Administration Committee meeting on December 10, 2025.

EXECUTIVE SUMMARY: This contract will provide for the acquisition of audio/visual system installations to replace or relocate similar equipment that is past its useful life, and to acquire new audio/visual technology where needs have changed. This is limited to the CapMetro Administration building conference and other collaborative spaces.

SBE PARTICIPATION: A 0% SBE goal was assigned to this procurement, which did not include subcontract

opportunities and was purchased through a cooperative purchasing agreement.

PROCUREMENT: CapMetro will utilize the Texas Department of Information Resources (DIR), Contract Number DIR-CPO-5698, held by QA Systems, for Information Technology Products and Related Services, to provide and install audio/ visual systems in the Boardroom and other collaborative spaces of CapMetro's Administrative Building located at 3100 E. 5th Street.

DIR awarded contracts are made available for use by CapMetro via Title 7, Intergovernmental Relations Chapter 791, Interlocal Cooperation Contracts and the Texas Interlocal Cooperation Act. Purchases made using DIR contracts satisfy otherwise applicable competitive bidding requirements.

Pricing to provide and install audio/ visual systems in the Boardroom and other collaborative spaces of 3100 E. 5th Street Administrative Building was determined to be fair & reasonable by the DIR organization during its solicitation and award process. The following is QA Systems fixed lump sum pricing, for a three (3) month term from notice to proceed:

Description	Lump Sum Price	
Audio/ Visual Systems for 3100 E. 5 th Street, Administrative Building	\$401,302.	

RESPONSIBLE DEPARTMENT: Information Technology

**RESOLUTION
OF THE
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS**

**STATE OF TEXAS
COUNTY OF TRAVIS**

AI-2025-1654

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and CapMetro Management endeavor to provide adequate state of good repair for the CapMetro Administration building conference and meeting spaces, including the Boardroom and other collaborative spaces; and

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and CapMetro Management recognize the need to provide quality audio/visual performance, reliability and availability.

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that the President & CEO, or her designee, to finalize and execute a contract with QA Systems to provide and install audio/ visual systems in CapMetro's Administrative Building located at 3100 E. 5th Street, for a term of three (3) months from notice to proceed, in an amount not to exceed \$401,302.

Date: _____

**Secretary of the Board
Becki Ross**

Board of Directors

Item #: AI-2025-1684

Agenda Date: 12/17/2025

SUBJECT:

Approval of a resolution authorizing the President & CEO, or her designee, to finalize and execute a contract with DOCUmentation of San Antonio, LLC for On-Site Business Center Services for a base period of three years and three one-year option periods in an amount not to exceed \$3,313,500.

FISCAL IMPACT:

Funding for this action is available in the FY2026 Operating Budget.

STRATEGIC PLAN:

Strategic Goal Alignment:

- | | |
|--|--|
| <input type="checkbox"/> 1. Customer | <input type="checkbox"/> 2. Community |
| <input checked="" type="checkbox"/> 3. Workforce | <input type="checkbox"/> 4. Organizational Effectiveness |

EXPLANATION OF STRATEGIC ALIGNMENT: Support through a productive business center provides essential services to employees to accomplish daily tasks such as printing, copying, document assembly and mail and courier services.

BUSINESS CASE: CapMetro has conducted a cost/benefit analysis on the alternative of performing the services currently provided through the on-site business center with directly employed staff as an alternative to contracting for these services. As a result of the analysis, it is recommended that we continue to contract for the business center operations to a company that specializes in business services rather than hiring additional direct staff to perform these functions. The direct costs of salaries and benefits for staffing the business center with CapMetro staff is projected to be similar to the staffing costs of the recommended contractor over the term of the contract. However, there are benefits of a turnkey operation for these support services that led to the recommendation to continue with the contract solution:

- On-site employees who are familiar with the leased equipment are trained by the equipment provider to troubleshoot issues;
- flexibility to supplement staff during high demand times or employee absences;
- management and oversight by experienced business center professionals.

COMMITTEE RECOMMENDATION: The item was presented and recommended for approval by the Finance, Audit and Administration Committee on December 10, 2025.

EXECUTIVE SUMMARY: The proposed contract with DOCUmentation of San Antonio, LLC for On-Site Business Center Services is for a base period of three years and three one-year option periods in an amount not to exceed \$3,313,500. The services to be provided under the contract include: lease of business center and self-service copiers and printers, staffing of the business center to perform printing, copying, scanning, document assembly, mail delivery services, delivery of lost and found items to the Transit Store, and management of ad hoc courier services.

SBE PARTICIPATION: A 0% SBE goal was assigned to this procurement, which did not include subcontract opportunities.

PROCUREMENT: On April 11, 2025, a Request for Proposals was issued and formally advertised. By the closing date of May 13, 2025, two (2) proposals were received. The evaluation team used the following factors in the evaluation of proposals:

- (1) The offeror's proposed plan for the performance of the work and the technical approach proposed by the offeror.
- (2) Capabilities of the proposed project personnel on projects of a similar size, scope, complexity and nature.
- (3) The offeror's demonstrated technical background, past performance and relevant work experience on projects of a similar size, scope, complexity and nature.

The proposal from DOCUmentation of San Antonio, LLC was determined to be the best value to the Authority, price and other factors considered. The contract is a fixed price contract. The term of the Contract is a base period of three years and an option period of three years, for pricing offered as follows.

Base Period (Years 1 - 3)	\$1,698,228
Option Period (Years 4 - 6)	\$1,615,272
GRAND TOTAL	\$3,313,500

RESPONSIBLE DEPARTMENT: Administration

**RESOLUTION
OF THE
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS**

**STATE OF TEXAS
COUNTY OF TRAVIS**

AI-2025-1684

WHEREAS, the Capital Metro Metropolitan Transportation Authority Board of Directors and Capital Metro management recognize the need for continuation of business center services.

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that the President & CEO, or her designee, is authorized to finalize and execute a contract with DOCUmentation of San Antonio, LLC, for On-Site Business Center Services for a base period of three years and three one-year option periods in an amount not to exceed \$3,313,500.

**Secretary of the Board
Becki Ross**

Date: _____

Board of Directors

Item #: AI-2025-1690

Agenda Date: 12/17/2025

SUBJECT:

Approval of a resolution authorizing the President & CEO, or her designee, to finalize and execute a contract with Voya Employee Benefits for medical stop loss insurance for claims above \$225,000, with a base term of one year, in a total amount not to exceed \$988,378.

FISCAL IMPACT:

Funding for this action is available in the FY2026 Operating Budget.

STRATEGIC PLAN:

Strategic Goal Alignment:

- | | |
|---------------------------------------|---|
| <input type="checkbox"/> 1. Customer | <input type="checkbox"/> 2. Community |
| <input type="checkbox"/> 3. Workforce | <input checked="" type="checkbox"/> 4. Organizational Effectiveness |

EXPLANATION OF STRATEGIC ALIGNMENT: Purchase of stop loss insurance for high-cost health claims supports fiscal responsibility by mitigating CapMetro's risk if employees or family members covered by CapMetro's self-insured health care plan experience annual claim costs exceeding \$225,000 annually per claim.

BUSINESS CASE: Each year CapMetro works with Gallagher Benefits Services to assess the level of stop loss insurance recommended based on our large claims history. Gallagher then works with the insurance market to obtain quotes for the recommended stop-loss insurance. For Calendar Year 2026, CapMetro recommends maintaining the stop loss limit of \$225,000, based on the analysis of large claims history compared to the cost of stop loss insurance.

COMMITTEE RECOMMENDATION: The item was presented and recommended for approval by the Finance, Audit and Administration Committee on December 10, 2025.

EXECUTIVE SUMMARY: Gallagher Benefits Services has obtained quotes for stop loss insurance from Voya Employee Benefits, Sun Life, WellPoint, Symetra, and BCS Financial. The price quote from Voya for \$225,000 individual stop loss insurance is the lowest of the quotes received from bidders at the \$225,000 individual stop loss level. The Stop Loss coverage provided by Voya Employee Benefits is underwritten by ReliaStar Life Insurance Company, a member of the Voya family of companies. ReliaStar Life Insurance Company has an AM Best rating of A+ (Excellent). Voya Employee Benefits is an industry leader and one of the nation's largest direct writers of excess risk (stop loss) insurance for more than 40 years. Voya Employee Benefits, a division of

ReliaStar Life Insurance Company, also offers group life, voluntary and disability income insurance products through employers.

SBE PARTICIPATION: A 0% SBE goal was assigned to this procurement, which did not include subcontract opportunities.

PROCUREMENT: CapMetro's Procurement and Acquisition Policy lists insurance as an expense that does not require a Purchase Agreement.

RESPONSIBLE DEPARTMENT: People & Culture

**RESOLUTION
OF THE
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS**

**STATE OF TEXAS
COUNTY OF TRAVIS**

AI-2025-1690

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and CapMetro Management recognize the fiscal responsibility to mitigate risks associated with large medical claims.

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that the President & CEO, or her designee, is authorized to finalize and execute a contract with Voya Employee Benefits for the purchase of Medical Stop Loss Insurance for claims above \$225,000 for one (1) year in an amount not to exceed \$988,378.

**Secretary of the Board
Becki Ross**

Date: _____

Board of Directors

Item #: AI-2025-1574

Agenda Date: 12/17/2025

-

SUBJECT:

Approval of a resolution authorizing the President & CEO, or her designee, to finalize and execute a contract with Texas Disposal Systems for Waste and Recycling Services to provide waste disposal, recycling, and composting services for a base period of three years and three one-year option periods in an amount not to exceed \$2,141,409.

FISCAL IMPACT:

Funding for this action is available in the FY2026 Operating Budget.

STRATEGIC PLAN:

Strategic Goal Alignment:

- | | |
|---------------------------------------|---|
| <input type="checkbox"/> 1. Customer | <input type="checkbox"/> 2. Community |
| <input type="checkbox"/> 3. Workforce | <input checked="" type="checkbox"/> 4. Organizational Effectiveness |

EXPLANATION OF STRATEGIC ALIGNMENT: This agenda item aligns with the strategic goal for Organizational Effectiveness by providing essential support services and materials management. This contract for Waste and Recycling Services meets a basic need and will support a clean environmental and safe maintenance and management of our administrative, maintenance and public facilities. The item also provides sustainable options for waste management; will comply with the City of Austin's Universal Recycling Ordinance; and supports the CapMetro Sustainable Vision Plan goals.

BUSINESS CASE: Waste, recycling, and composting services are necessary to provide basic services and support continued safe and reliable operation. This item will support current operations and future growth needs. Service will be delivered to meet the requirements of the Texas Waste Code (30 TAC 335.503) and the City of Austin Universal Recycling Ordinance. This item will expand the optional services available (indefinite quantity/indefinite delivery options) to provide flexibility for waste management methods, service modifications and expansion needs. The contract includes a 3-year base service agreement with three option years.

COMMITTEE RECOMMENDATION: The item was presented and recommended for approval by the Operations, Planning and Safety Committee on December 10, 2025.

EXECUTIVE SUMMARY: Effective waste and recycling services are essential for keeping our operations

functioning safely and effectively, and for supporting clean and welcoming public facilities. CapMetro and its contractors manage the waste that our organization generates (internally) as well as the waste that is generated in public spaces such as our right-of-way; and in proximity to our stops, stations, and park and rides. Additionally, waste and recyclable materials are generated during construction and renovation projects, at public events, and as surplus materials. As CapMetro grows, so does our waste generation and the need to manage waste. An effective waste and recycling partnership will help create opportunities for more waste diversion and recycling, to both reduce costs and reduce environmental impacts.

This Board action is for the approval of a multi-year contract (three base years, three additional option years) with a waste and recycling service partner to provide waste and recycling services and solutions for improving waste diversion rates.

DBE/SBE PARTICIPATION: A 0% SBE goal was assigned to this procurement, which did not include subcontract opportunities.

PROCUREMENT: On September 16, 2025, an Invitation for Bid (IFB) for Waste Disposal and Recycling was issued and formally advertised. By the closing date of October 22, 2025, one (1) bid was received. Per the solicitation, an award will be made to the lowest responsive and responsible bidder. The bid from Texas Disposal Systems, Inc. was determined to be the lowest responsive and responsible bidder. The price was deemed fair and reasonable based on the cost analysis. The contract is a fixed-price, definite-quantity, definite-delivery, and indefinite-quantity, indefinite-delivery type contract. The contract term is a base period of three (3) years and three (3) option periods, with a not-to-exceed price of \$2,141,408.

RESPONSIBLE DEPARTMENT: Sustainability and Power Systems.

**RESOLUTION
OF THE
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS**

**STATE OF TEXAS
COUNTY OF TRAVIS**

AI-2025-1574

WHEREAS, CapMetro's current waste contract is expiring with no additional renewal option periods, and a new Waste Disposal, Recycling and Composting is needed for continued operations; and

WHEREAS, the new contract will be available for 3 base years, and 3 additional option periods to provide consistent service; and provide optional services not previously available to expand CapMetro's waste management options; and

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that the President & CEO, or her designee, is authorized to finalize and execute a contract with Texas Disposal Systems for waste disposal, recycling, and composting services for CapMetro facilities for a base period of three years and a three one-year option periods in an amount not to exceed \$2,141,409.

**Secretary of the Board
Becki Ross**

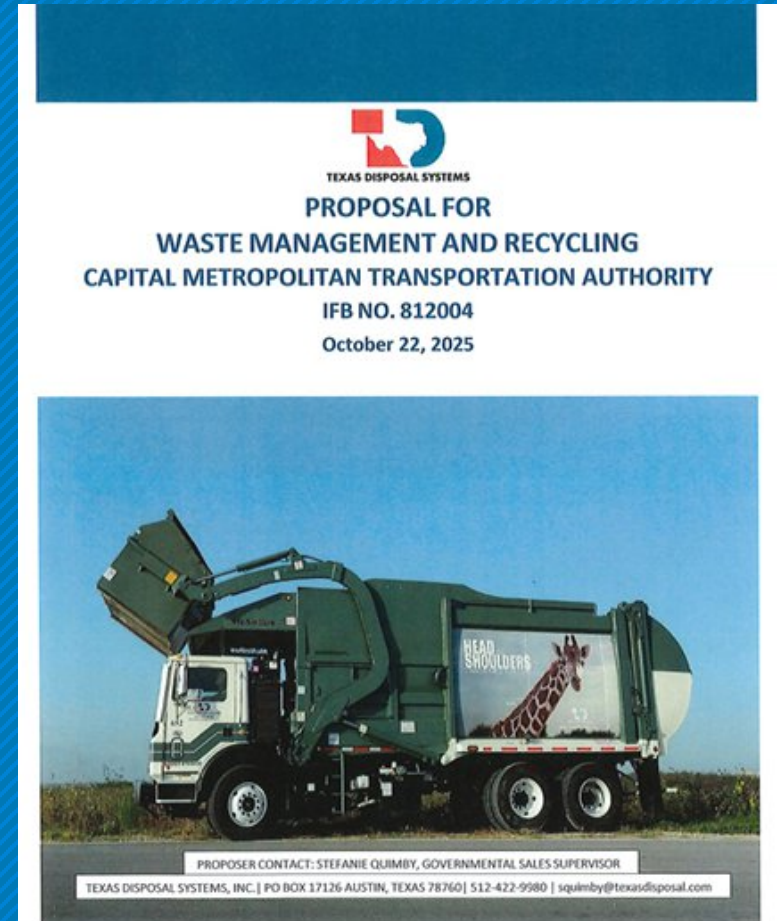
Date: _____

CapMetro

Waste and Recycling Services

supporting zero waste planning

O.P.S Committee,
10 December 2025



The image shows the cover of a proposal document. At the top, there is a blue header bar. Below it, the Texas Disposal Systems logo is centered, featuring a stylized 'TDS' in red and blue. The text 'TEXAS DISPOSAL SYSTEMS' is written in small capital letters below the logo. The main title of the proposal is 'PROPOSAL FOR WASTE MANAGEMENT AND RECYCLING CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY' in bold, black, capital letters. Below the title, the text 'IFB NO. 812004' and 'October 22, 2025' are displayed. A large photograph of a green waste management truck is shown, with a giraffe illustration on its side and the text 'HEAD SHOULDERS'. At the bottom, a white box contains the contact information: 'PROPOSER CONTACT: STEFANIE QUIMBY, GOVERNMENTAL SALES SUPERVISOR' and 'TEXAS DISPOSAL SYSTEMS, INC. | PO BOX 17126 AUSTIN, TEXAS 78760 | 512-422-9980 | squimby@texasdisposal.com'.

TEXAS DISPOSAL SYSTEMS

**PROPOSAL FOR
WASTE MANAGEMENT AND RECYCLING
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY**

IFB NO. 812004
October 22, 2025

HEAD SHOULDERS

PROPOSER CONTACT: STEFANIE QUIMBY, GOVERNMENTAL SALES SUPERVISOR
TEXAS DISPOSAL SYSTEMS, INC. | PO BOX 17126 AUSTIN, TEXAS 78760 | 512-422-9980 | squimby@texasdisposal.com

Reasons for a New Contract

- Launch a new more flexible, full-service contract to replace contract that is at end of term
- Oversight of contract and coordination of partnerships to manage costs and service delivery
- Support sustainability, waste diversion and zero waste efforts



Opportunities and Changes

More flexible contract, with Indefinite Quantity options

- Easier to meet temporary/emergency service needs
- More “non-standard” service options to meet future expansion needs
- Opportunity for flexibility to “right-size” and meet specific needs
- Easier to manage the modification process

TDS is a locally owned, fully integrated waste service company committed to the “circular economy”

- Construction and demo waste into construction grade product
- Landscape waste and compost into Garden-Ville organic products
- Eco-Industrial Park with tree farm, exotic and rescued wildlife park, resident artist studio
- Full-service recycling

Budget and Award

Service-All Locations	Base Year 1	Base Year 2	Base Year 3	Option Year 1	Option Year 2	Option Year 3	Total
Standard: Definite Quantity/Definite Award*	\$273,321.90	\$285,622.22	\$298,474.24	\$311,904.28	\$325,938.68	\$340,606.00	\$1,835,867.32
Options: Indefinite Quantity/Indefinite Award**	\$44,920	\$47,166	\$49,524	\$52,000	\$54,600	\$57,331	\$305,541
Grand Total							\$2,141,408.32

- Includes annual cost escalation of 5%*
- Optional services and consolidated services, incorporated other needs such as temporary/events and portable restroom rental**
- Increase in overall costs due to market and economic conditions

Zero Waste and Waste Diversion



Zero waste and waste diversion is a Sustainability Vision Plan goal and action area



Waste diversion and recycling rates are tracked and reported for our APTA Sustainability Commitment



Managing our waste services can reduce costs

Proper separation of materials
Manage and compact materials (i.e: cardboard)
Right size equipment and minimize hauls

CapMetro

Thank you!

"Waste is a design flaw."

Board of Directors

Item #: AI-2025-1686

Agenda Date: 12/17/2025

SUBJECT:

Approval of a resolution authorizing the President & CEO, or her designee, to finalize and execute a contract with Gillig LLC for the purchase of thirty-seven (37) Gillig hybrid buses in an amount not to exceed \$45,869,418.

FISCAL IMPACT:

Refer to executive summary for clarification.

STRATEGIC PLAN:

Strategic Goal Alignment:

- ☒ 1. Customer
- ☒ 2. Community
- ☐ 3. Workforce
- ☒ 4. Organizational Effectiveness

EXPLANATION OF STRATEGIC ALIGNMENT: The strategic alignment for procuring new hybrid buses directly supports CapMetro's overarching goals by addressing the aging fleet and reliability issues that hinder service quality and accessibility. This investment in new hybrid buses for fixed-route service ensures safe and reliable transportation by proactively replacing our aging fleet with updated assets backed by long-term manufacturer warranties, significantly improving operational efficiency. Furthermore, the selection of hybrid technology demonstrates our commitment to sustainability by providing fuel savings and reducing our environmental impact, making this a strategically sound procurement for a resilient and modern transit system.

BUSINESS CASE: The strategic procurement of new hybrid buses directly supports CapMetro's core goals by proactively addressing the aging fleet and reliability issues, thereby ensuring safe and dependable service. The investment secures operational efficiency and reduces maintenance costs through new assets backed by long-term warranties, while the hybrid technology drives sustainability and fuel savings. Crucially, these buses enhance the customer experience with a smoother, quieter ride, and guarantee strict ADA compliance to support both current service needs and planned future expansions.

COMMITTEE RECOMMENDATION: The item was presented and recommended for approval by the Operations, Planning, and Safety Committee on December 10, 2025.

EXECUTIVE SUMMARY: The strategic procurement of new hybrid buses is essential for CapMetro to ensure safe, reliable, and accessible public transit. Funding for this action is available in the FY2027 Capital Budget.

This investment directly solves critical operational risks posed by an aging fleet, guaranteeing greater reliability, lower maintenance costs, and improved operational efficiency through new assets. The selection of hybrid technology aligns with our sustainability goals by delivering fuel savings and reducing environmental impact. Ultimately, this procurement enhances the customer experience with a smoother ride and secures strict ADA compliance, positioning CapMetro for successful future service expansion and establishing a resilient, modern transit system.

SBE PARTICIPATION: A 0% SBE goal was assigned to this procurement, which did not include subcontract opportunities.

PROCUREMENT: On September 30, 2025, CapMetro entered into a Cooperative Purchasing Agreement with Washington State Department of Enterprise Services for the purchase of thirty-seven (37) Gillig Hybrid Buses through their Master Contract for Transit Buses. The contract was designed to and meets Federal Transit Administration (FTA) requirements for a State Cooperative Purchasing Contract under the FAST Act Sec. 3019. The resulting contract will be fixed price with a term through March 31, 2026, in an amount not to exceed \$45,869,418.

RESPONSIBLE DEPARTMENT: Capital Construction, Engineering & Design (CCED)

**RESOLUTION
OF THE
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS**

**STATE OF TEXAS
COUNTY OF TRAVIS**

AI-2025-1686

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors (and/or CapMetro Management) endeavor to provide reliable vehicles for our operations; and

WHEREAS, it is best practice to provide strategic investment directly tackles current operational challenges and reinforces our commitment to dependable, equitable service for our growing community.

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that the President & CEO, or her designee, is authorized to finalize and execute a contract with Gillig LLC for the purchase of thirty-seven (37) Gillig hybrid buses in an amount not to exceed \$45,869,418.

Date: _____

**Secretary of the Board
Becki Ross**

Board of Directors

Item #: AI-2025-1672

Agenda Date: 12/17/2025

SUBJECT:

Approval of a resolution approving the CapMetro Public Transportation Agency Safety Plan (“the Plan”), authorizing the President & CEO, or her designee, to finalize and execute the Plan, and setting a program to provide relevant and useful information to the Board of Directors.

FISCAL IMPACT:

This action has no fiscal impact.

STRATEGIC PLAN ALIGNMENT:

- | | |
|--|---|
| <input checked="" type="checkbox"/> 1. Customer | <input checked="" type="checkbox"/> 2. Community |
| <input checked="" type="checkbox"/> 3. Workforce | <input checked="" type="checkbox"/> 4. Organizational Effectiveness |

EXPLANATION OF STRATEGIC ALIGNMENT: The Public Transportation Agency Safety Plan provides strategic direction to the President & CEO and CapMetro as whole regarding safety and security priorities of the CapMetro Board and the Federal Transit Administration (FTA).

BUSINESS CASE: Federal regulation requires operators of public transportation systems that receive FTA funds to develop and implement a Public Transportation Agency Safety Plan (PTASP) and review, update and approve the PTASP annually.

COMMITTEE RECOMMENDATION: This item will be presented to the full board on December 17, 2025.

EXECUTIVE SUMMARY: The Public Transportation Agency Safety Plan (PTASP) regulation (49 CFR Part 673) requires certain operators of public transportation systems that receive federal funds under the FTA Urbanized Area Formula Grants to develop an Agency Safety Plan (ASP) that includes the processes and procedures to implement a Safety Management Systems (SMS), a comprehensive, collaborative, and systematic approach to managing safety. CapMetro’s ASP was approved by the CapMetro Board in May 2020, and Revisions #1 through #3 were approved in the subsequent years.

CapMetro’s Agency Safety Plan addresses all general requirements for Agency Safety Plan and updates were made during the 2025 review period. Revision #4 for CapMetro’s ASP includes the following:

- **Minor Clarifications:** Updated interlocal agreements language, and correction of errata.
- **Minor Clarifications:** Removal of the Operator Assault Working Group, now under the Security Committee.
- **Safety Performance Targets:** Updated to reflect activities from FY25.

The joint labor-management safety committee will review and consider approval of Agency Safety Plan on **November 6, 2025**, after which, it will be presented to CapMetro Board for review and approval.

DBE/SBE PARTICIPATION: Does not apply.

PROCUREMENT: Does not apply.

RESPONSIBLE DEPARTMENT: Safety

**RESOLUTION
OF THE
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS**

**STATE OF TEXAS
COUNTY OF TRAVIS**

AI-2025-1672

WHEREAS, the Federal Transit Administration requires the Capital Metropolitan Transportation Authority (CapMetro) to establish a Safety Management Policy; and for its President & CEO and Board of Directors to approve its Public Transportation Agency Safety Plan (PTASP); and

WHEREAS, the purpose of this policy is to establish CapMetro's commitment to implementing, developing and improving strategies, management systems and processes to ensure that CapMetro systems uphold the highest level of safety performance and meet regulatory standards; and

WHEREAS, the PTASP is required to be reviewed annually and the annual review identified revisions described within the plan collectively as Revision No. 4, and the revisions are necessary to ensure an industry leading PTASP and full compliance with Federal Transit Administration National Public Transportation Safety Plan (Version 2; April 2024).

NOW, THEREFORE, BE IT RESOLVED by the CapMetro Board of Directors approves the CapMetro Public Transportation Agency Safety Plan ("the Plan") and authorizes the President & CEO, or her designee, to finalize and execute the Plan and set a program to provide relevant and useful information to the Board of Directors.

Date: _____

**Secretary of the Board
Becki Ross**

PUBLIC TRANSPORTATION AGENCY SAFETY PLAN

Effective: January 1, 2026

Revision: 04

Capital
Metropolitan
Transportation
Authority

Contents

DOCUMENT REVISION

RECORD.....	2
I. Transit Agency Information	3
II. Plan Development, Approval, and Updates	4
III. Safety Performance Targets.....	5
IV. Safety Management Policy	7
Employee Safety Reporting System (ESRS).....	9
WHAT TO REPORT AND WHAT NOT TO REPORT	10
Close-Call Reporting.....	10
PROTOCOL FOR DEALING WITH REPORTED ISSUES	11
EMPLOYEE FEEDBACK.....	11
BEHAVIORS NOT EXEMPT FROM DISCIPLINARY ACTION	11
COLLABORATION WITH LABOR UNIONS	12
V. Safety Risk Management	13
SAFETY RISK ASSESSMENT	14
CapMetro Safety Risk Assessment Process	14
SAFETY RISK MITIGATION	16
CapMetro Safety Risk Mitigation Process.....	16
VI. Safety Assurance.....	18
VII. Safety Promotion	23
CapMetro	23
CapMetro Service Provider (Contractor) – Bus	24
CapMetro Service Provider (Contractor) – Demand Response	25
CapMetro	26
CapMetro Service Provider (Contractor) – Bus	26
CapMetro Service Provider (Contractor) & CapMetro Staff – Demand Response	26
VIII. Infectious Diseases	26
Appendices:	
Appendix A: CapMetro Safety Committees (Information Flow).....	24
Appendix B: List of Acronyms and Abbreviations.....	25
Appendix C: Definitions.....	26

DOCUMENT REVISION RECORD				
Changes				Effective Date
Original Issue				May 22, 2020
Revision Number	Summary of Changes	Affected Pages	Safety Committee Approval	Effective Date
01	Updates include: <ul style="list-style-type: none"> • Bipartisan Infrastructure Law language • Administrative changes • Performance targets to include total numbers • Appendices A-C 	Pg. 3-5, 22-27	November 9, 2022	November 21, 2022
02	<ul style="list-style-type: none"> • Amendments to clarify that Dottie Watkins is the President & CEO (removing "Interim"); • Alignment of reporting and performance targets to industry standards; • Minor clarifications, such as clarifying between fiscal and calendar years, and correction of errata. 	Pg. 3-5,	December 15, 2023	January 1, 2024
03	<ul style="list-style-type: none"> • Updated Safety Performance Targets to include new categories • Added Risk Reduction Plan • Updated Definitions 	Pg. 5-6, 16-18, 31-33	December 14, 2024	January 1, 2025
04	<ul style="list-style-type: none"> • Minor clarifications, such as updating Interlocal Agreement language, and correction of errata. • Minor clarifications, such as removal of the Operator Assault Working Group, now under the Security Committee 	Pg. 3, 9		January 1, 2026

Introduction

Through the Moving Ahead for Progress in the 21 Century Act (MAP-21) and the Fixing America's Surface Transportation Act (FAST Act), Congress requires operators of public transportation systems that receive Federal Transit Administration (FTA) funds to develop and implement a Public Transportation Agency Safety Plan (PTASP). The rule takes effect on July 19, 2019 after which affected public transportation agencies will have one year to certify the initial establishment of their safety plans. The plan then must be reviewed, updated, approved and certified by the transit agency annually.

As the transit agency that serves the Central Texas Region; Capital Metropolitan Transportation Authority (CapMetro) is pleased to establish this PTASP in accordance with 49 C.F.R. Part 673 ("Part 673").

I. Transit Agency Information

Transit Agency Name	Capital Metropolitan Transportation Authority (CapMetro)		
Transit Agency Address	2910 East 5 th Street Austin, Texas 78702		
Name and Title of Accountable Executive	Dottie Watkins, President and Chief Executive Officer CapMetro		
Name of Chief Safety Officer or SMS Executive	Gardner Tabon, Executive Vice President Office of Safety, Occupational Health & Accessible Services		
Modes of Service Covered by this Plan	Fixed Route Bus, Demand Response, Vanpool		
List all FTA Funding Types	Fixed Route Bus: 5307, 5309, 5310, 5339(a), 5339(b), 5339(c) Demand Response: 5307		
Modes of Service Provided by the Transit Agency (Directly operated or contracted service)	Fixed Route Bus, Demand Response, Vanpool, Commuter Rail		
Does the agency provide transit services on behalf of another transit agency or entity?	Yes	Description of Arrangement(s)	Contracts (Interlocal Agreements – ILAs). The City of Round Rock pays the Seller (CapMetro) a fixed rate per unit of service. The City of Georgetown (through an agreement between CapMetro and CARTS) pays the Seller (CapMetro) a fixed rate per unit of service. Travis County partners with CapMetro on six services (operated by Keolis, MTM, and CARTS for Pickup Manor).
Name and Address of Transit Agencies or Entities for which service is provided	City of Round Rock Administration Department 221 East Main Street Round Rock, TX 78664 City of Georgetown 808 Martin Luther King Jr. St. Georgetown, Texas 78626		Travis County 700 Lavaca St., Suite 2.300, Austin, TX 78701

II. Plan Development, Approval, and Updates

Name of Entity that Drafted this Plan	Capital Metropolitan Transportation Authority (CapMetro)	
Approval by the Joint Labor/Management Safety Committee (Co-Chairs)	Signatures of Joint Labor/Management Safety Committee Co-Chairs	Date of Signature(s)
	Brent Payne	
	Gardner Tabon	
Signature by the Accountable Executive	Signature of Accountable Executive	Date of Signature
	Dottie Watkins	
Approval by the Board of Directors (Board Chairman)	Name of Individual/Entity That Approved This Plan	Date of Signature
	Jeffery Travillion	
	Relevant Documentation (title and location)	
Certification of Compliance	Name of Individual/Entity That Certified This Plan	Date of Certification
	Gardner Tabon	
	Relevant Documentation (title and location)	

Annual Review and Update of the Public Transportation Agency Safety Plan
<i>Describe the process and timeline for conducting an annual review and update of the PTASP.</i>
<p>CapMetro will conduct continuous and ongoing review of the PTASP components prior to the recertification due date. The following activities will take place during each annual PTASP review:</p> <ul style="list-style-type: none"> • Performance Targets: CapMetro's Joint Health and Safety Committee (JHSC) Bus-Demand Response will review performance targets and goals monthly; including but not limited to leading and lagging indicators. The Safety Management Systems Committee (SMSC), which will meet to review agency progress toward meeting safety performance targets and review JHSC recommendations, will work with the JHSC if necessary, to adjust or revise recommendations before presenting them to the Joint Labor and Management Safety Committee (JLMSC) for review and approval. • Hazard Assessment, Risk, and Mitigation: CapMetro will review its identified safety hazards, risks, and mitigations to ensure they reflect the current safety concerns faced by the agency on a recurring basis. • Trainings: CapMetro will periodically update required trainings for agency staff and personnel. These trainings will reflect relevant safety concerns identified through evaluation of agency performance targets by the JHSC, the SMSC, and the JLMSC. • Executives, Management, and Staff: CapMetro will provide a list of executives, management, and staff that comprise the JHSC, SMSC, and the JLMSC, as these committees are responsible for overseeing the safety plan's development and implementation. Any changes to staff, management, and executives who sit on the JHSC, the SMSC, or the JLMSC will also be annually updated.

Finally, CapMetro will review the PTASP annually in conjunction with the JLMSC, and update the PTASP as necessary to incorporate any significant changes that are made to the activities, information, or processes required by Part 673. All updates to the PTASP will be first reviewed and approved by the JLMSC, signed by the Accountable Executive, and then approved by the CapMetro Board of Directors. The Chief Safety Officer will sign certifying compliance with 49 CFR 673. CapMetro will certify that the updates to the PTASP comply with Part 673 on an annual basis.

III. Safety Performance Targets

Safety Performance Targets

Specify performance targets based on the safety performance measures established under the National Public Transportation Safety Plan.

To capture the broad and varied nature of public transportation, the FTA relies on measures that can be applied to all modes of public transportation and are based on data that is now generally collected in the National Transit Database (NTD). The FTA's safety performance measures improve transit safety performance by reducing safety events, fatalities, and injuries. The safety performance measures selected by the FTA are intended to provide "state of the industry" high-level measures and help focus individual agencies on developing specific performance indicators and measurable targets relevant to their operations.

CapMetro's PTASP must establish fourteen mode-specific safety performance targets based on the S&S-40 (Major) form excluding security events:

1. **Major Events:** This includes all safety and security major events as defined by the NTD.
2. **Major Event Rate:** This includes all safety and security major events as defined by the NTD, divided by VRM.
3. **Collision Rate:** This includes all collisions reported to the NTD, divided by VRM.
4. **Pedestrian Collision Rate:** This includes all collisions "with a person," as defined by the NTD, divided by VRM.
5. **Vehicular Collision Rate:** This includes all collisions "with a motor vehicle," as defined by the NTD, divided by VRM.
6. **Fatalities:** This includes all fatalities as defined by the NTD.
7. **Fatality Rate:** This includes all fatalities as defined by the NTD, divided by VRM.
8. **Transit Worker Fatality Rate:** This includes all transit worker fatalities as defined by the NTD, including the categories "Transit Employee/Contractor," "Transit Vehicle Operator," and "Other Transit Staff," divided by VRM.
9. **Injuries:** This includes all injuries as defined by the NTD.
10. **Injury Rate:** This includes all injuries as defined by the NTD, divided by VRM.
11. **Transit Worker Injury Rate:** This includes all transit worker injuries as defined by the NTD, including the categories "Transit Employee/Contractor," "Transit Vehicle Operator," and "Other Transit Staff," divided by VRM.
12. **Assaults on Transit Workers:** This includes all assaults on transit workers as defined by the NTD.
13. **Rate of Assaults on Transit Workers:** This includes all assaults on transit workers as defined by the NTD, divided by VRM.
14. **System Reliability:** This includes Major Mechanical System failures as defined by the NTD.

Metric	Fixed Route Bus	Demand Response	Vanpool
Major Events	87	15	3
Major Event rate	0.60	0.29	0.10
Collision rate	0.53	0.29	0.10
Pedestrian Collision rate	0.05	0.00	0.00
Vehicular Collision rate	0.46	0.27	0.06
Fatalities	1	0	0
Fatality rate	0.01	0.00	0.00
Transit Worker Fatality rate	0.00	0.00	0.00
Injuries	113	15	1
Injury rate	0.78	0.28	0.03
Transit Worker Injury rate	0.04	0.03	0.00
Assaults on Transit Workers	13	0	0
Rate of Assaults on Transit Workers	0.09	0.00	0.00
System Reliability	4,239	10,664	261,293

IV. Safety Management Policy

<p>Safety Management Policy</p> <p><i>Include the written statement of safety management policy, incorporating safety objectives.</i></p> <p>Safety is a core value at CapMetro. CapMetro is committed to developing, implementing, and improving strategies, management systems and processes to ensure that all CapMetro systems uphold the highest level of safety performance and meet regulatory standards. <i>CapMetro dedicates resources such as people and funding to support the commitment to safety. All levels of management, employees and service providers are accountable for meeting this commitment.</i> CapMetro's commitment is to:</p> <ul style="list-style-type: none"> • Develop and create a safety culture in all CapMetro transportation systems that recognizes the importance and value of effective safety management and acknowledges at all times that safety is important; • Clearly define for all staff their accountabilities and responsibilities for the development and delivery of safety strategy and performance; • Minimize the risks associated with all modes of transportation to a point that is as low as reasonably practicable/achievable; • Actively develop and improve CapMetro safety processes to conform to or above regulatory standards; • Ensure that all staff are provided with adequate and appropriate safety information and training; • Establish and measure CapMetro safety performance against realistic goals and objectives; • Continually improve safety performance; • Conduct safety audits to ensure relevant action is taken to minimize risks and hazards; and • Ensure that the application of effective safety management systems is integral to all applicable modes of transportation, with the objective of achieving the highest levels of safety standards and performance.
<p>Safety Management Policy Communication</p> <p><i>Describe how the safety management policy is communicated throughout the agency's organization. Include dates where applicable.</i></p> <p>Safety Management Policy is the foundation of CapMetro's Safety Management Systems (SMS). When the policy has been approved and promulgated at CapMetro, the legal team will distribute it via e-mail to ensure all are aware of CapMetro's commitment to SMS. The CapMetro Safety Management Policy Statement will then be added to the policy matrix on SharePoint where it can be viewed by all CapMetro employees.</p> <p>CapMetro has developed a Safety Management Policy that complies with SMS requirements. The Safety Management Policy Statement is communicated throughout the organization with visible endorsement by CapMetro's President & CEO. The SMS communication channels have been established through the various safety committees: JLMSC, SMSC, and JHSC. These safety committees work collaboratively with management to establish a risk aware culture throughout the agency. CapMetro will also include managers and leaders in efforts to communicate the policy to avoid mixed messages or misunderstanding.</p> <p>CapMetro will adopt a combination of the following methods among others to communicate the Safety Management Policy across the agency:</p>

- *Posters*: design posters for the Safety Management Policy in a readable and easy to understand format. They will be placed at employee work areas and shared with CapMetro service providers.
- *Videos*: develop videos to introduce and explain the Safety Management Policy. The videos can be played at safety meetings, new employee orientations, and on designated TV monitors throughout our facilities (Timepoint TV).
- *Email Messages*: distribute information about Safety Management Policy through all-staff emails and inform service providers to share the messages with their staff as well.
- *Training Materials*: create Safety Management Policy training material, to be shared at new employee orientation, distributed to existing employees via email, and reviewed with employees during employee safety meetings.
- *Job or Position Descriptions*: either add reference or tweak the existing job or position description to include Safety Management Policy to reinforce the importance of compliance.
- *Special Sessions*: conduct special sessions with Board of Directors to review the Safety Management Policy and discuss SMS implementation.

Safety Meetings: Fixed Route and Demand Response transportation services mandate monthly safety meetings for all drivers, technicians, and supervisors. These gatherings serve as a consistent platform for communicating the importance and details of the Safety Management System (SMS), emphasizing everyone's role and responsibilities within this framework.

CapMetro will ensure that communications about Safety Management Policy includes realistic expectations. For instance, before distributing any information about the Safety Management Policy, CapMetro would consider if the language in the document portrays what the agency thinks it means to all intended audiences, as well as if the agency is able to consistently deliver the outcomes as promised. CapMetro will ensure the ability to demonstrate the communication effort through documentation and recordkeeping.

Authorities, Accountabilities, and Responsibilities

Describe the authorities, accountabilities, and responsibilities of the following individuals for the development and management of the transit agency's Safety Management System (SMS).

Accountable Executive	<p>CapMetro identified its President & CEO as the Accountable Executive, and the President & CEO has approved the Safety Management Policy. The President & CEO is accountable for ensuring that the agency's SMS is effectively implemented, and that action is taken, as necessary, to address substandard performance in the agency's SMS. The President & CEO's responsibilities as the Accountable Executive include but are not limited to:</p> <ul style="list-style-type: none"> • Championing safety for the agency and drive decision-making. • Authorizing policy and resource decisions and determining the organization's priorities; and • Promoting open lines of communication about risks across organizational business units. <p>The President & CEO may delegate specific responsibilities, but the ultimate accountability for CapMetro's safety performance always rests with the President & CEO.</p>
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Chief Safety Officer	<p>The President & CEO of CapMetro (Accountable Executive) has designated the EVP, Systemwide Accessibility & Chief Safety Officer as the Chief Safety Officer (CSO) and. The CSO has the authority and responsibility for day-to-day implementation and operation of CapMetro's SMS. The CSO will hold a direct line of reporting to the CEO and is responsible for oversight of CapMetro's safety function and management of the SMS function during SMS implementation.</p> <p>Responsibilities of the CSO/SMS Executive will include but are not limited to:</p> <ul style="list-style-type: none"> • Collection and analysis of safety information, • Hazard identification and safety risk evaluation activities, • Monitoring safety risk mitigations, • Providing periodic reports on safety performance, • Advising senior management on safety matters, • Briefing the President & CEO and Board of Directors on SMS implementation progress, • Maintaining safety management documentation, and • Planning and organizing safety training.
Agency Leadership and Executive Management	Other than the Accountable Executive and CSO/ SMS Executive, other executives have safety requirements in the performance management plans and responsibilities under the Strategic Plan.
Safety Committees	<p>CapMetro designates safety committees with subject matter responsibilities for specific areas. The committees include appropriate representatives from various departments who work collaboratively on all safety-related items and system changes. They are also used to elevate issues to the executive level. See Appendix A for CapMetro Safety Committees flowchart.</p> <p>Safety committees within CapMetro consist of:</p> <ul style="list-style-type: none"> • Joint Labor-Management Safety Committee (JLMSC) • Safety Management Systems Committee (SMSC) • Joint Health and Safety Committee: Bus/Demand Response (JHSC) • Security Committee
<p>Employee Safety Reporting Program</p> <p><i>Describe the process and protections for employees to report safety conditions to senior management. Describe employee behaviors that may result in disciplinary action (and therefore, are excluded from protection).</i></p>	
<p>Employee Safety Reporting System (ESRS)</p> <p>CapMetro's Employee Safety Reporting System is a confidential, non-retaliatory, and non-punitive reporting system that allows all employees and contract support to report workplace safety concerns and unsafe employee behaviors. There are multiple options available to all direct and service provider employees who seek to report safety concerns at CapMetro. Employees may call a safety reporting hotline, which provides an opportunity to leave an anonymous report. Employees can also provide a written report of the concern. Employees can provide their contact information if they wish to be kept updated on how the issue was addressed. These messages are reviewed by CapMetro Safety Department staff within 48 business hours.</p>	

The link to the ESRS is: <https://app.capmetro.org/safety>

The number for the Safety Reporting Hotline is: 512-852-SAFE (7233)

The primary gateway, however, to the ESRS is through an online web form that is available to employees and contractors through the CapMetro intranet site. This online web form is designed to be anonymous but provides employees with the opportunity to be contacted via email or phone.

WHAT TO REPORT AND WHAT NOT TO REPORT

ESRS

ESRS reports can include any safety concern that is reported by any direct or service provider employee. While it is primarily designed to capture non-close-call safety events/concerns, it can also be used for this type of reporting.

Close-Call Reporting

All employees can report “close-call events” (also called “near miss”) through the ESRS, which are defined as events that could have resulted in personal injury, property damage, or environmental damage, but did not.

Fixed Route Bus

All fixed route buses are equipped with an OrbStar mobile data terminal. This system allows for the reporting of the following five (5) pre-set categories of close call: pedestrian/bicycle, fixed object, vehicle, scooter, and other. When a close-call event occurs, the vehicle operator presses the appropriate button, and a record is created in the OrbCAD database. This record contains the type of close call, the location and time of the incident, route number and transit vehicle number. The radio controller follows up with the vehicle operator who experienced the close-call and documents the close-call event, gathering further details. This information is then added to the record.

Demand Response

No automated onboard reporting system currently exists for reporting close-call events experienced by demand response vehicle operators. Close-calls/near misses and all other safety issues are reported via radio or text transmission by demand response vehicle operators in real time. These items are communicated to operations by the Demand Response Control Center into Everbridge. From there each event is logged for further evaluation. These evaluations encompass a series of procedures like a site evaluation with photographs and site diagrams, customer re-evaluation, mobility aid assessment, etc. The outcome of the evaluation is logged into the event log, customer account, location file and Spare.

Front-line Feedback is to provide a resource path for operators to report service and safety concerns they see while on the road and to enable efficient and effective responses. The *Front-line Feedback* does not replace the comprehensive event processes and procedures of the Emergency Notifications and/or the Employee Safety Reporting Process. All staff should be trained and tested in these comprehensive procedures established.

PROTOCOL FOR DEALING WITH REPORTED ISSUES

ESRS

Safety issues that are submitted via the ESRS hotline are entered into the online form by CapMetro safety staff, where all issues are compiled into a web database. CapMetro safety staff reviews all safety issues, and places each into one of the following categories: Equipment Hazard, Facility Hazard, Personnel Hazard, Route Hazard, Yard Hazard, or Other.

CapMetro safety staff then assigns an individual or organization that is responsible for addressing the reported issue. This responsible party can either be a direct or service provider employee(s) or could be a partner agency like the City of Austin. Some issues may be added to CapMetro's Risk Register and tracked until mitigations are in place.

Close-Call Reporting

Fixed Route Bus

Close-call events identified by the fixed route service provider are to be communicated to CapMetro safety staff in accordance with established reporting protocols. Upon receipt, these incidents may undergo evaluation to assess their impact and relevance. If considered necessary, they can be added to the risk register. Appropriate mitigation strategies may then be formulated and implemented to manage risks within acceptable levels.

Demand Response

Close-call events reported by demand response operators undergo a preliminary review by the service provider. Based on this evaluation and in alignment with established protocols, the service provider may forward relevant information to CapMetro safety staff for further consideration. These shared events may be investigated and potentially included in the risk register. Mitigation measures may then be implemented to manage risks at acceptable levels.

EMPLOYEE FEEDBACK

ESRS

Individuals reporting issues through the ESRS have the option to receive updates on the status of their concerns by providing their contact information. Individuals can provide either a phone number or email address and the user will be contacted as requested or upon resolution of the report.

The goal is to have the issue resolved as soon as practicable of the initial report date. The issue remains open until it is resolved, at which time it is closed. The CapMetro safety committees also periodically review the ESRS data for trends and communicates these to all employees through various communication channels.

Close-Call Reporting

CapMetro does not have a formal process for providing employee or service providers' feedback regarding close-call events. Close-call reports are reviewed on a case-by-case basis, to determine if follow up discussions with CapMetro or service provider representatives need to occur.

BEHAVIORS NOT EXEMPT FROM DISCIPLINARY ACTION

The ESRS (including the close-call reporting system) is designed to be non-punitive. However, there are instances where reported behaviors are not exempt from disciplinary actions. These actions are evaluated by CapMetro safety staff, who may determine that the behavior violates existing CapMetro policies or law. If this determination is made, disciplinary action may be taken against the policy violators. To ensure compliance, the Safety Management Systems Committee will conduct safety assurance activities as it relates to adherence to the CapMetro Safety Management Policy, Safety Risk Management, Safety Assurance, and Safety Promotion and its subcomponents.

When it is determined that disciplinary action is necessary, the process outlined in CapMetro Disciplinary Policy HCR-516, which defines a company-wide process for consistent actions for discipline, corrective action and development of employees, is followed. If disciplinary action is necessary for a service provider employee, the service provider's disciplinary policy applies.

COLLABORATION WITH LABOR UNIONS

Union members are invited to all CapMetro Safety Meetings in which safety concerns and/or issues are reviewed and/or discussed.

V. Safety Risk Management

Safety Risk Management Process

Describe the Safety Risk Management process, including:

- *Safety Hazard Identification: The methods or processes to identify hazards and consequences of the hazards.*
- *Safety Risk Assessment: The methods or processes to assess the safety risks associated with identified safety hazards.*
- *Safety Risk Mitigation: The methods or processes to identify mitigations or strategies necessary because of safety risk assessment.*

SAFETY HAZARD IDENTIFICATION

CapMetro Safety Hazard Identification Process

CapMetro has an established program for hazard identification and analysis to identify and address hazards before they escalate into incidents or accidents. The existing hazard identification sources include:

- Employee Safety Reporting System
- Quality Assurance/Quality Control Inspections
- Internal Audits
- Accident Reporting and Review
- Safety Committee Reviews
- Safety Risk Register
- Customer and Community Feedback
- Inertia-Based Camera Systems (On-Board Monitoring System)
- National Transit Database

The reporting methods include hotlines, web-based reporting systems, form-based reporting systems, and direct reporting to management. The CapMetro ESRS is applicable to both direct and service provider employees. To increase participation from all employees and service providers, CapMetro has developed a communication plan for ESRS.

The service providers also conduct routine inspections of vehicles, facilities, and equipment to identify safety issues that can be addressed. Much of this process is outlined in the scope of services in their contracts. Additionally, service providers conduct monthly safety meetings and CapMetro may send a representative to attend.

CapMetro has implemented a Safety Risk Register that is reviewed and discussed with the safety committees to track identified hazards to resolution. The Safety Risk Register provides system safety progress visibility, and derived system safety requirement traceability for use in progress reports and system safety working group meetings. It is used to track each hazard to closure. Each Safety Risk Register contains at a minimum:

- Hazard Number
- Date Identified
- Description of Hazard (including failure effect)
- Initial Hazard Assessment (Severity + Probability = Safety Risk)
- Recommendation(s) for Corrective Action

- Responsible Person/Department
- Proposed Closure Date
- Final Hazard Assessment (Severity + Probability = Safety Risk)
- Status

The Safety Risk Register is first analyzed by the CapMetro safety department and then at the JHSC. Safety Risk Register items are further reviewed and discussed at the SMSC and JLMSC. This process is documented in the safety committee charters.

As appropriate, subject matter experts from relevant departments are involved in CapMetro's hazard analysis. The SMSC includes representatives from across the organization that are involved in the hazard analysis. Subject matter experts from CapMetro and the CapMetro service providers participate and collaborate in the analysis of identified hazards.

When analyzing hazards, CapMetro considers human factors, environment, equipment, supervision, and organizational elements. All safety hazards are categorized to identify the causal factors. These factors may include route hazards, personnel hazards, and so on. CapMetro also implemented equipment/facility inspection process to track, identify and address the environmental concerns and organizational hazards that may exist.

SAFETY RISK ASSESSMENT

CapMetro Safety Risk Assessment Process

CapMetro has developed and adopted safety risk matrices for probability and severity, as well as evaluated safety risks associated with service delivery operations. Safety hazards are prioritized according to the severity categories in Table 1. CapMetro has also established criteria for the elevation of evaluated safety risks to the JLMSC. This committee routinely reviews the Safety Risk Register and other safety data reports.

To determine the appropriate severity category for a given hazard, CapMetro will identify the potential for death or injury, environmental impact, or monetary loss. A given hazard may have the potential to affect one or all areas.

Items with a risk assessment category of a low or medium can be addressed in local safety committees of each mode. Items that have been assigned a risk assessment category of serious or high must be submitted for review to the JHSC and SMSC. If an item is still determined to meet the risk assessment category of High, senior leadership must be immediately notified.

Table 1. Severity Categories

SEVERITY CATEGORIES		
Description	Severity Category	Mishap Result Criteria
Catastrophic	1	Could result in one or more of the following: death, permanent total disability, irreversible significant environmental impact, or monetary loss equal to or exceeding \$10M.
Critical	2	Could result in one or more of the following: permanent partial disability, injuries or occupational illness that may result in hospitalization of at least

		three personnel, reversible significant environmental impact, or monetary loss equal to or exceeding \$1M but less than \$10M.
Marginal	3	Could result in one or more of the following: injury or occupational illness resulting in one or more lost workday(s), reversible moderate environmental impact, or monetary loss equal to or exceeding \$100K but less than \$1M.
Negligible	4	Could result in one or more of the following: injury or occupational illness not resulting in a lost workday, minimal environmental impact, or monetary loss less than \$100K.

CapMetro also assesses the probability of an occurrence of a mishap using the guidance shown in Table 2. Probability Level F is used to document cases where the hazard is no longer present. No amount of doctrine, training, warning, caution, or Personal Protective Equipment (PPE) can move a mishap probability to Level F.

Table 2. Probability Levels

PROBABILITY LEVELS			
Description	Level	Specific Individual Item	Fleet or Inventory
Frequent	A	Likely to occur often in the life of an item.	Continuously experienced.
Probable	B	Will occur several times in the life of an item.	Will occur frequently.
Occasional	C	Likely to occur sometime in the life of an item.	Will occur several times.
Remote	D	Unlikely, but possible to occur in the life of an item.	Unlikely, but can reasonably be expected to occur.
Improbable	E	So unlikely, it can be assumed occurrence may not be experienced in the life of an item.	Unlikely to occur, but possible.
Eliminated	F	Incapable of occurrence. This level is used when potential hazards are identified and later eliminated.	Incapable of occurrence. This level is used when potential hazards are identified and later eliminated.

Assessed risks are expressed as a Risk Assessment Code (RAC) which is a combination of one severity category and one probability level. For example, a RAC of 1A is the combination of a Catastrophic severity category and a Frequent probability level. Table 3 assigns a risk level of High, Serious, Medium, or Low for each RAC.

Table 3. Risk Assessment Matrix

SEVERITY PROBABILITY	Catastrophic (1)	Critical (2)	Marginal (3)	Negligible (4)
Frequent (A)	High	High	Serious	Medium
Probable (B)	High	High	Serious	Medium
Occasional (C)	High	Serious	Medium	Low
Remote (D)	Serious	Medium	Medium	Low
Improbable (E)	Medium	Medium	Medium	Low
Eliminated (F)	Eliminated			

High = Hazard must be mitigated
 Serious = Hazard should be mitigated, to extent practicable
 Medium = Hazard is acceptable, with management review
 Low = Hazard is acceptable

SAFETY RISK MITIGATION

CapMetro Safety Risk Mitigation Process

The CapMetro safety committees review the Safety Risk Register and determine mitigation strategies based on the result of the safety risk assessment process. Mitigations can reduce risk by reducing likelihood and/or severity. Risks that cannot be mitigated by the corresponding JHSC are taken to the SMSC and JLMSC for review and either acceptance or further mitigation. The SMSC also utilizes the Safety Risk Register to monitor corrective actions, track the effectiveness of mitigation measures implemented, and to ensure hazards and findings (e.g., audit findings) are suitably addressed.

Safety Risk Reduction Program

The Safety Risk Reduction Program aims to improve safety performance by reducing the number and rates of safety events, injuries, and assaults on transit workers. This program includes specific strategies for reducing vehicular and pedestrian safety events and mitigating assaults on transit workers, aligning with the requirements outlined in 49 CFR § 673.11.

Objectives

1. Reduce the number and rates of vehicular and pedestrian safety events involving transit vehicles.
2. Mitigate and reduce the number of assaults on transit workers.
3. Set and achieve safety performance targets based on a three-year rolling average of NTD data.

Safety Risk Reduction Strategies

(i) Reduction and Mitigation of Vehicular and Pedestrian Safety Events

1.Driver Training and Monitoring

- CapMetro conducts regular training and retraining for vehicle operators, including defensive driving and safety protocols.
- The OrbStar mobile data terminal is used for reporting close calls involving pedestrians, bicycles, and other vehicles. This system records details of close-call events.

2. Safety Risk Assessment and Mitigation

- Safety risk assessments are conducted regularly to identify and address potential hazards. The Safety Risk Register tracks hazards to resolution, ensuring systematic management of safety risks.

(ii) Reduction and Mitigation of Assaults on Transit Workers

1.Training and Support Programs

- CapMetro provides de-escalation training to operations transit workers and transit workers, focusing on conflict resolution and safe interactions with passengers.
- The Employee Safety Reporting System (ESRS) allows employees to report safety concerns, including assaults, in a confidential and non-punitive manner. Reports are reviewed and addressed promptly.

2.Collaboration with Security Personnel

- CapMetro works closely with security (Public Safety) personnel and local law enforcement to ensure a rapid response to incidents involving assaults on transit workers. Security measures are regularly reviewed and updated.

Safety Performance Targets

- Performance targets are set using a three-year rolling average of safety data reported to the NTD, covering all modes of public transportation operated by CapMetro.

Safety Risk Mitigations

Identified and Recommended by the Safety Committee

1.Vehicular and Pedestrian Safety Mitigations

- Recommendations from Joint Health and Safety Committee (JHSC) are implemented to address high-risk intersections and transit stops. These recommendations are based on regular safety audits and hazard assessments as well as reports from operators.

2.Assault Mitigations

<ul style="list-style-type: none"> • Policies and procedures to address and mitigate assaults on transit workers are developed and enforced. These include increased security measures and regular review of protocols. <p>Continuous Improvement Monitoring and Review</p> <p>1.Regular Performance Reviews</p> <ul style="list-style-type: none"> • The Joint Labor/Management Safety Committee (JLMSC) conduct quarterly reviews of safety performance targets and mitigation strategies. Feedback from these reviews is used to refine and enhance the Safety Risk Reduction Program. <p>2.Annual Updates</p> <ul style="list-style-type: none"> • The Safety Risk Reduction Program is updated annually in conjunction with the PTASP review process. All changes are approved by the JLMSC and certified by the Chief Safety Officer (CSO).
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VI. Safety Assurance

Safety Performance Monitoring and Measurement
<i>Describe activities to monitor the system for compliance with procedures for operations and maintenance.</i>
<p>CapMetro requires their service providers to provide various plans, which CapMetro uses to monitor for compliance with operations and maintenance procedures. The Performance Monitoring Plan includes details on daily operations management, training program assessment, quality assurance inspections, and service audits. The plan includes the methods the service provider will use to identify metrics and goals, the process to measure performance success, the frequencies of quality assurance inspections, the process to establish steps to correct deficiencies in performance, and the plan to communicate findings to CapMetro. The Performance Monitoring Plan must be approved by CapMetro prior to the start of service and is reviewed annually. The Vehicle Maintenance Plan describes how the service provider will meet the requirements of the CapMetro Maintenance Program. This plan includes detailed descriptions of work that the service provider will undertake to ensure that they meet the requirements of the program. The Vehicle Maintenance Plan must also be approved by CapMetro prior to the start of service and is reviewed annually. Additionally, service providers could be required to submit their own Agency Safety Plan and a Training Plan, which CapMetro may review and approve prior to implementation.</p> <p>CapMetro staff periodically ride in service provider-operated vehicles to ensure compliance with contract requirements. CapMetro staff also periodically conduct audits of the service provider's vehicle files, archived data, and service yards.</p> <p>Service providers are required to establish a program for analysis of operations, customer service, safety, maintenance, and other data required by CapMetro. The service provider must perform data analytics to draw conclusions about the information contained in the data for the purposes of continuous</p>

improvement of processes and procedures. The service provider submits reports that summarize the data analysis and analytics, which CapMetro staff review.

CapMetro monitors systems for compliance and ensures sufficiency of operations and maintenance procedures. Other activities undertaken for monitoring safety include:

- Record and track safety concerns in the Safety Risk Register
- Monitor and evaluate safety data safety events and occurrences
- Monitor and evaluate concerns in the Employee Safety Reporting Program which includes the ESRS and Close-Call data

Non-compliance is addressed through training, coaching, and management oversight. Any insufficient procedures are addressed through Safety Risk Management (SRM) activities.

CapMetro's JHSC – Bus and Demand Response is responsible for ongoing safety assurance by monitoring and making recommendations to the SMSC. The SMSC will work with the JHSC, if necessary, to adjust or revise recommendations before presenting them to the JLMSC for review and/or approval.

Describe activities to monitor operations to identify any safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended.

CapMetro monitors operations to identify safety risk mitigations that may be ineffective, inappropriate, or not implemented as intended. CapMetro tracks both lagging and leading indicators of safety performance for safety risk mitigation monitoring. If ineffective, CapMetro re-analyzes the hazards and consequences the mitigation was intended to address through SRM. If inappropriate, CapMetro identifies new mitigation options. If not implemented as intended, CapMetro considers alternative mitigations or alternative approaches to implementation. Safety data is used to inform the safety committees if strategies implemented achieved the desired results. The Safety Risk Register is used as a way to track safety concerns. Concerns remain on the Safety Risk Register until the committee(s) decides that the issue has been reduced to the lowest practicable level of safety risk.

Performance measures and metrics are included in service providers' contracts to help ensure provision of the highest level of service possible. CapMetro monitors the service providers, reviewing its performance to ensure adherence to all performance measures and metrics. Should the service provider fall short of acceptable standards, the service provider is required to submit detailed Action Plans to address any performance indicators that don't meet the standard. CapMetro meets with the service providers to consider its input on performance goal adjustments.

Biennially, CapMetro conducts surveys of service provider employees to gain insight into overall management of CapMetro operations and to help identify and mitigate issues that may prove detrimental to operations.

The results of all CapMetro audits are rated and recorded with deficiencies necessitating a written response from the service provider.

Bus service is monitored and measured using a CAD/AVL system, OrbCAD, Spare and other system reports, which are reviewed by CapMetro regularly. Demand Response service is monitored using the Spare operating software. Demand Response Pickup service is monitored using the VIA software.

<i>Describe activities to conduct investigations of safety events to identify causal factors.</i>	
CapMetro and its service providers conduct investigations of safety events and occurrences to identify causal factors. The factors include but are not limited to rule violations and technical failures. Identification of causal factors helps to reveal hazards that could be addressed through SRM.	
<i>Describe activities to monitor information reported through internal safety reporting programs.</i>	
CapMetro and its service providers monitor information reported through all internal safety reporting programs which includes the Employee Safety Reporting System, close call/near miss system, safety event reporting, hazard logs, etc.	
<p>CapMetro developed the Accident Definitions & Criteria for Monthly Reporting which was updated in June 2016. It defines the responsibilities for the monthly reporting (see Table 4). The monthly collision/safety event reports with specific goals for the year act as the major safety performance monitoring and measurement activity. The Monthly Safety Report compares 13 months of data for vehicle collisions, preventable vehicle collisions, passenger injuries, etc. for all services offered by CapMetro.</p>	
Table 4. CapMetro Monthly Reporting Responsibilities	
Office of Safety, Occupational Health & Accessible Services	<ul style="list-style-type: none"> • Capture safety event data in a comprehensive database. • Prepare monthly safety report and that documents the frequency, trends of safety events, along with leading and lagging indicators for CapMetro services. • Classify safety events according to the definitions in the policy and make initial safety event severity classification. • Conduct regular analysis of collisions, injuries, and safety events to identify trends and implement measures for continuous improvement and prevention.
Bus Operations and Demand Response Services Departments	<ul style="list-style-type: none"> • Ensure that contracts for bus and demand response services include safety event reduction goals with incentives or penalties linked to achievement of the goals. • Ensure that contracts for bus and demand response services include a requirement to rule on the preventability of vehicle safety events and passenger safety events as defined in this policy in accordance with National Safety Council standards. • Review safety event rulings on a monthly basis.
Safety Committee Process (JHSC, SMSC, and LMSC)	<ul style="list-style-type: none"> • Review safety event trend reports to develop hazard reduction measures and lessons learned.

Management of Change

Describe the process for identifying and assessing changes that may introduce new hazards or impact safety performance.

Changes in Bus Operations and Demand Response occur with equipment, environment, policies, procedures, schedules and routes. An essential process is to identify where changes may come from, list them, and ensure that the proper communication takes place. Changes are then evaluated to determine impact on CapMetro's safety performance and evaluated through CapMetro's SRM process whenever appropriate.

As these changes occur, impacted departments and resident experts assess how these changes will impact safety by asking: What could go wrong? What would be the consequences? How often is it likely to occur?

Other departments are asked to collaborate in the assessment where appropriate. External changes may require collaboration with city or other agencies to assess impact on safety.

CapMetro will also manage change to our services, facilities, vehicles, and employees via the safety committee process. Any change that has the potential to impact safety will first be addressed by the JHSC for initial review. Recommendations for managing the change in question will then be forwarded to the SMSC for consideration and then to the LMSC for final input and review.

Depending on scale, changes may also go through the Safety and Security Certification Process which CapMetro has implemented. The goal of this process is to identify and manage any conditions that may potentially result in harm. Key features of this process include: 1) development of a policy formalizing management risk acceptance practices for activities that affect the safety and security of the operational system, 2) implementation of a dedicated program of hazard and vulnerability analysis and tracking, 3) implementation of a dedicated program of review to verify that safety and security requirements are included in project specifications, and 4) implementation of a dedicated program of testing and evaluation, to verify that safety and security-critical elements comply with contract specifications. The application of this process helps inform decision-making at all levels. This certification process is overseen by the Safety and Security Certification Committee, which is comprised of senior management personnel and their designees. Periodically, the SMSC audits the SSCP to ensure that it is working in the intended manner.

CapMetro Facility Management has also adopted a dedicated process for managing change that might affect operation. This process is under the responsibility of the Vice President of Property and Asset Management and is outlined in the CapMetro Facility Programming Study and Master Plan.

Continuous Improvement

Describe the process for assessing safety performance. Describe the process for developing and carrying out plans to address identified safety deficiencies.

Bus Operations and Demand Response review data and performance reports at least once a month, with a focus on identifying areas where goals and targets are not being met. Data sources include safety events, ESRS, and other relevant performance metrics. This information is shared with internal stakeholders and service providers for review and discussion.

When trends indicate areas of concern, Corrective Action Plans (CAPs) may be implemented to address issues and track progress. These plans use established measures, reviewed on a regular basis, to ensure improvements are being made where necessary. Assessments focus on identifying root causes and enhancing safety while minimizing risks.

The Office of Safety, Occupational Health & Accessible Services staff at CapMetro have an ongoing and periodic evaluation of the SMS to effectively and efficiently meet safety objectives (CapMetro Safety Management Policy Statement) and performance targets. Refer to CapMetro's Strategic Plan, Strategic Vision Alignment, and the public facing dashboard to see how continuous improvement is prioritized in the organization.

CapMetro will endeavor to continuously improve the safety of our services, vehicles, facilities and employees. In part, this is done via our safety committee process where opportunities for improvement will be identified through a variety of channels and addressed by the JHSC's, followed by review by the SMSC and finally by the LMSC. The channels for identification of these improvements include the Employee Safety Reporting Program (ESRP), Safety Data, field observations, employee and customer input, industry studies, and best practices.

Besides the safety objectives and safety performance targets, CapMetro may also monitor safety performance based on:

- Key sources of safety information. CapMetro has abundant data sources of safety information, specifically the Employee Safety Reporting System and Close Call Reporting.
- Key areas of safety risk. CapMetro identifies and emphasizes the areas with higher/more severe safety risk.
- Performance of key safety processes or activities. CapMetro monitors key safety processes and activities such as the ESRP, service delivery activities, and staff safety trainings.

Related lessons learned are incorporated into organizational policies and procedures.

The Risk Appetite Statement at CapMetro was developed in alignment with the Enterprise Risk Management process. When changes occur, they are documented in the Risk Register. The project manager is responsible for assessing the risk, implementing appropriate mitigation strategies, and ensuring the risk is fully resolved.

The Joint Labor and Management Safety Committee (JLMSC) and other safety committees review the overall safety performance quarterly. They review and analyze safety performance statistics and make recommendations for needed changes. The Accountable Executive (CapMetro CEO) acts to address inadequate safety performance based on the information generated from the safety performance assessments. Under the direction of the Accountable Executive, CapMetro will address any identified safety deficiencies found in the SMS or other agency processes and activities in a timely manner. The plan to address identified safety deficiencies will include but not be limited to:

- Addressing underlying hazards and potential consequences through the safety committee process
- Data collection or analysis techniques to better understand the root causes of identified issues
- Testing and evaluating new approaches to SMS processes

As part of the existing effort for improvement, CapMetro has participated in the American Public Transportation Association (APTA) Safety Audit Peer Review Program for the past several years and has adopted the recommendations from the program. CapMetro has and will continue to reach out to peer agencies to gather information on effective safety practices that could be incorporated into the SMS.

All safety performance documents along with the management of change and continuous performance documents will be stored on CapMetro's web based collaborative platform known as SharePoint. In addition, audits will be performed by the Operations Management Oversight department. The Joint Health and Safety Committee (JHSC) for bus and Demand Response and the Safety Management Systems Committee (SMSC) will oversee and review this process.

VII. Safety Promotion

Competencies and Training

Describe the safety training program for all agency employees and contracted service provider directly responsible for safety.

This section describes the safety training activities conducted by both CapMetro and CapMetro service providers.

CapMetro

CapMetro has developed and implemented an expansive safety training program for employees across the organization, including customized training for safety committee members, the operations and maintenance personnel and personnel directly responsible for safety key safety personnel. The following are a few examples of training courses provided.

De-escalation Training. The focus of this training is to provide transit bus operators the knowledge and skills needed to reduce the likelihood of assault incidents during revenue service. Prevention methods covered include: defining assault, discussing the types of incidents that could be considered assault, and recognizing key vulnerability factors. Prevention strategies focus on communication and response skills, and the value of reporting incidents.

SMS Awareness. The focus of this Transportation Safety Institute web course is to introduce the participant to Safety Management Systems (SMS), describe the four components of FTA's SMS Framework, and identify the importance of Employee Safety Reporting Systems to the success of SMS.

OSHA Training. This 10-hour session focuses on several items including: Recognizing, avoiding, abating and preventing safety and health hazards in workplaces; Recognizing types of hazards that require PPE; Identifying, describing and protecting oneself and others from the Four Focus Hazards: Fall, Electrocution, Caught-In or Between and Struck-By; and, Protecting oneself from Safety and Health Hazards.

SMS Principles. The focus of this training is to familiarize staff with Safety Management System (SMS) principles. Includes executive leadership and accountability for safety, creating a positive safety culture, preventive risk analysis and building an employee non-punitive safety reporting program.

Transit Safety and Security Program (TSSP) Certification. This training program provides a broad-based understanding of safety and security principles applicable to transit operations and management. The training also provides knowledge to develop and implement safety and security program plans.

SMS Assurance Training. The focus of this training is to provide individuals with the knowledge to help validate that the implemented safety risk mitigations are performing as intended. The primary methods taught in this class focus on effective monitoring techniques to assess individual performance to develop an aggregate view of organizational safety performance. The results serve as the source for safety performance data and predictive actions (s). The results also help identify any changes that may create new operational service delivery safety risks.

ESRS Training. The focus of this training is to provide guidance on how to report safety concerns via the Employee Safety Reporting System (ESRS).

CapMetro will continually assess the need to develop specific training protocols and require refresher training, as necessary, for all employees with safety related functions. These needs are reviewed periodically and addressed on a continuous basis.

CapMetro has developed a program to provide appropriate training to all employees that have a direct role in safety as determined by their respective job descriptions. This includes safety staff, safety committee members, and those that play a critical role in service delivery. We have also developed training protocols for rank-and-file employees to enhance their understanding of SMS as well as their role in safety.

All employees have safety related competencies in their job description and performance management plan. Refer to the Safety Management Policy for more details.

CapMetro Service Provider (Contractor) – Bus

Job-specific training programs enhance safety skills necessary for safe, secure, reliable service. The primary areas of focus for bus safety training are:

General Safety. The focus of this training is basic safety, as it relates to the provision of public transportation services. It is part of the employee onboarding process, with refresher courses required periodically. This training program also includes OSHA required courses, SMS Safety and Security course, hazard identification, and drug and alcohol training as well as fatigue management and the use of the inertia-based camera system for capturing near misses to identify and address unsafe driving behaviors.

Vehicle Operations and Maintenance. This training program includes training for vehicle operators and maintenance/facilities technicians and is focused on safe transit vehicle operations, including defensive driving. Operations staff is required to take refresher and post-accident retraining for vehicle operators and transportation management. All bus operators and supervisors involved with the public must receive training in emergency operations and participate in emergency readiness training and drills. A train-the-trainer course is also provided to all company Behind the Wheel driving instructors. Other training activities include the use of safety videos played continuously in the ready rooms, camera video recording counseling sessions, and individual counseling.

Health and Wellness. The focus of this training is on health and wellness, including ergonomics, back safety, exercise, nutrition, and sleep.

CapMetro Service Provider (Contractor) – Demand Response

The primary areas of focus for demand response safety training are:

Workplace Safety. The primary goal of workplace safety training is to give employees the information and skills necessary to perform their assigned tasks without endangering themselves or others. The training complies with current state and federal standards and covers potential safety and health hazards as well as safe work practices and procedures to eliminate or minimize hazards. Specific components of this training may include, but are not limited to, the following: Hazard Communications Training, Personal Protective Equipment Training, Injury and illness prevention training; Blood Borne Pathogens Training, First Aid and CPR Training, Drug and Alcohol Abuse Policy Training, ADA Laws and Regulations Compliance Training, Hazard Identification and Resolution Training, Safety Management System Training, Safety Event/Near Miss Reporting Training, Security and Emergency Preparedness Training, Safety Rules and Compliance Program Training, and, lastly, Facility, Systems, and Equipment Maintenance.

Workplace safety training is part of the employee onboarding process, with refresher courses required periodically. The CapMetro MetroAccess Rider's Guide is taught to all demand response service provider employees and the procedures and guidelines listed in the Rider's Guide are followed as required by CapMetro. The workplace violence program is included in the service provider's Employee Handbook and is distributed to all employees. Specific awareness training is included in orientation classes for new employees.

Vehicle Operations and Maintenance. The service provider develops, implements and maintains a formal training and retraining program for all vehicle operators, supervisors, dispatchers, and maintenance/facilities technicians on safe transit vehicle operations, including defensive driving, hazard reporting, and proper response to events. Operations staff is required to take Transit and Paratransit Company (TAPCO) operator training, which includes Bus Operator Rules and Procedures and Supervisor Training. Vehicle maintenance staff is required to take Bus Maintenance Training. Operations staff is also required to take refresher and post-accident retraining for vehicle operators and transportation management.

Health and Wellness. The focus of this training is on health and wellness, including ergonomics, back safety, exercise, nutrition, and sleep.

All employees that work in safety sensitive positions will receive, at a minimum, instruction in the following areas: requirements of the Safety Plan and the four FTA MAP-21 SMS elements as it relates to transit employees; requirements of all Federal, State and Local law, codes, ordinances, and regulations as it relates to their positions; The safe operation of in-service vehicles and associated equipment, and On-Road Training and Wheelchair Lift Operation Training.

Safety Communication

Describe processes and activities to communicate safety and safety performance information throughout the organization.

This section of the PTASP describes the methods used to communicate safety and safety performance information by both CapMetro and CapMetro service providers.

CapMetro

Safety Information. CapMetro communicates safety information, including information on hazards and safety risks relevant to employees' roles and responsibilities, internally via a variety of communication channels such as email, face to face meetings, newsletters, posters, videos, training materials, and message boards. CapMetro informs employees of safety actions taken in response to reports submitted through the ESRS where the employee has provided contact information for follow up.

Safety Performance Information. CapMetro communicates safety performance information internally through monthly safety event statistic updates to the Board of Directors and Safety Committee updates regarding safety event and Safety Risk Register reviews. CapMetro conducts external safety reporting via our web-enabled dashboard, which provides safety event statistics to external customers.

CapMetro Service Provider (Contractor) – Bus

Safety Information. The bus operations service provider communicates safety information internally through company-wide or departmental meetings, Safety Team briefings, bulletin board postings, memos, and other written communications.

Safety Performance Information. The bus operators service provider communicates safety performance information internally through company-wide or departmental meetings, Safety Team briefings, bulletin board postings, memos, and other written communications. The bus operations service provider communicates safety performance information externally through monthly team meetings with CapMetro.

CapMetro Service Provider (Contractor) & CapMetro Staff – Demand Response

Safety Information. The Demand Response Control Center is staffed by CapMetro staff and service provider employees. The Demand Response Control Center is the central point of communication for demand response operations including CapMetro Access, Pickup. The Demand Response Control Center communicates safety information through memorandums distributed directly to employees, the Spare application, messages on the employee and/or passenger signboards, handouts, brochures, and other media.

Safety Performance Information. The CapMetro Demand Response staff communicates with operations service provider regarding safety performance information through safety calls with management staff, monthly and ad-hoc safety meetings. Service providers provide feedback and coaching sessions to vehicle operators, daily safety messages to vehicle operators, bulletin board postings, memos, and other written communications. The service provider communicates safety performance information externally through safety meetings with CapMetro.

VIII. Infectious Diseases

Infectious Diseases

Include strategies to minimize the exposure of the public, personnel, and property to infectious diseases consistent with guidelines of the Centers for Disease Control and Prevention or a State health authority.

There are several aspects of an infectious disease emergency that differentiate it from other emergencies and that require variation in widespread planning, response, and recovery. The intent of this section is to provide safety risk management strategies to minimize the exposure of the public, personnel, and property to infectious diseases consistent with guidelines of the Centers for Disease Control and Prevention or a State health authority; however, nothing in this document precludes the primary parties (CapMetro departments, management, employees, or key stakeholders) from modifying their actions to meet the unique conditions presented.

These unique actions and responses may be based on one or more of the following:

- a) The current threat of disease in the world, region, state, and local area
- b) The unique nature of the disease including the incidence, morbidity, and mortality of the disease
- c) The novel nature of the disease pathogen, particularly whether it mutates rapidly, has high virulence, and spreads easily from person-to-person
- d) Mandates and/or orders by federal, state, or local public health or public safety authorities

Key preparedness and safety risk management strategies include:

1. Coordinating with local and regional public health agencies to plan for surveillance, reporting, mass vaccination, antiviral/antibiotic distribution, isolation and quarantine, and implementation of disaster triage standards that direct resources to care for those with a potential for survival.
2. Monitoring disease burden among the local population to collect novel pathogen-related morbidity and mortality data that will be used to inform decision-making. This includes gathering real-time information from local, federal, and international public health partners, and monitoring the disease burden in the region when feasible.
3. Communicating to CapMetro stakeholders about the disease spread, what prevention actions individuals can take, and the operational status of the agency during various levels of the pandemic is essential. The agency will collaborate with local public health entities, as appropriate, to influence public behavior regarding basic infection-control measures such as handwashing or using sanitizing hand gel, maintaining respiratory etiquette, staying home when sick, and avoiding unnecessary contact with people who are ill.
4. Planning for business continuity by:
 - Determining essential staff and services in the event non-essential operations are suspended
 - Considering the provision of business continuance through technology when feasible
 - Determining operational function at low staffing levels
 - Implementing social distancing measures, when deemed necessary
 - Deciding when non-essential business travel to affected global areas is needed
5. Planning for recovery of operations so normal operations can be resumed when feasible.

Appendix A: CapMetro Safety Committees (Information Flow)



Appendix B: List of Acronyms and Abbreviations

Abbreviation	Definition
CapMetro	Capital Metropolitan Transportation Authority
CEO	Chief Executive Officer
CFR	Code of Federal Regulations
CSO	Chief Safety Officer
ESRS	Employee Safety Reporting System
EVP	Executive Vice President
FTA	Federal Transportation Administration
JHSC	Joint Health and Safety Committee
JLMSC	Joint Labor-Management Safety Committee
MAP-21	Moving Ahead for Progress in the 21st Century Act
NTD	National Transit Database
PPE	Personal Protective Equipment
PTASP	Public Transportation Agency Safety Plan
SMP	Safety Management Policy
SMS	Safety Management Systems
SMSC	Safety Management Systems Committee
SRM	Safety Risk Management
SSC	Safety and Security Certification
VRM	Vehicle Revenue Miles

Appendix C: Definitions

Accountable Executive	A single, identifiable individual who has ultimate responsibility for carrying out the Public Transportation Agency Safety Plan of a transit agency; responsibility for carrying out the transit agency's Transit Asset Management Plan; and control or direction over the human and capital resources needed to develop and maintain both the transit agency's Public Transportation Agency Safety Plan, in accordance with 49 U.S.C. 5329(d), and the transit agency's Transit Asset Management Plan in accordance with 49 U.S.C. 5326.
Assault on a Transit Worker	As defined under 49 U.S.C. 5302, a circumstance in which an individual knowingly, without lawful authority or permission, and with intent to endanger the safety of any individual, or with a reckless disregard for the safety of human life, interferes with, disables, or incapacitates a transit worker while the transit worker is performing the duties of the transit worker.
Chief Safety Officer (CSO)	An adequately trained individual who has responsibility for safety and reports directly to the CEO, General Manager, President, or equivalent officer. A CSO may not serve in any other operational or maintenance capacity.
Emergency	As defined under 49 U.S.C. 5324, a natural disaster affecting a wide area (such as a flood, hurricane, tidal wave, earthquake, severe storm, or landslide) or a catastrophic failure from any external cause, as a result of which the Governor of a State has declared an emergency and the Secretary has concurred; or the President has declared a major disaster under section 401 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5170).
Fatality	A death that results from an event and that occurs within 30 days after the date of the event.
Federal Transit Administration (FTA)	An agency within the United States Department of Transportation.
Hazard	Any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.
Incident	Any harm to persons as a result of an event that requires immediate medical attention away from the scene.
Investigation	The process of determining the causal and contributing factors of a safety event or hazard, for the purpose of preventing recurrence and mitigating safety risk.
National Public Transportation Safety Plan	The plan to improve the safety of all public transportation systems that receive federal financial assistance under 49 USC Chapter 53.
Near-miss	A narrowly avoided safety event.
Performance Measure	An expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.

Potential Consequence	The effect of a hazard.
Public Transportation Agency Safety Plan (PTASP)	The documented comprehensive agency-wide safety plan for a transit agency that is required by 49 USC 5329(d) and based on a SMS.
Risk Registry	Records the hazards identified by the transit agency, the potential consequences associated with these hazards, initial safety risk ratings, new mitigations implemented to eliminate or minimize the risk associated with the hazard.
Safety	Freedom from harm resulting from unintentional acts or circumstances.
Safety Assurance	The process within a transit agency's SMS that functions to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.
Safety Committee	The formal joint labor-management committee on issues related to safety that is required by 49 U.S.C. 5329 and this part.
Safety Event	An unexpected outcome resulting in injury or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.
Safety Management Policy (SMP)	A transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities for the management of safety.
Safety Management System (SMS)	The formal, organization wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing hazards and safety risk.
Safety Performance Target	A quantifiable level of performance or condition expressed as a value for the measure, related to safety management activities, be achieved within a specified time period.
Safety Promotion	A combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.
Safety Risk	The composite of predicted severity and likelihood of a potential consequence of a hazard.
Safety Risk Management (SRM)	A process within a transit agency's Public Transportation Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating the safety risk of their potential consequences.
Safety Risk Mitigation	A method or methods to eliminate or reduce the severity and/or likelihood of a potential consequence of a hazard.
Safety Risk Probability	The likelihood that a consequence might occur, taking as reference the worst foreseeable—but credible—condition.

Safety Risk Severity	The anticipated effects of a consequence, should it materialize, taking as reference the worst foreseeable—but credible—a condition.
Transit worker	Any employee, contractor, or volunteer working on behalf of the transit agency.

Board of Directors

Item #: AI-2025-1688

Agenda Date: 12/17/2025

SUBJECT:

Approval of a resolution appointing six members of the Project Connect Community Advisory Committee (CAC).

FISCAL IMPACT:

This action has no fiscal impact.

STRATEGIC PLAN:

Strategic Goal Alignment:

- | | |
|---------------------------------------|--|
| <input type="checkbox"/> 1. Customer | <input checked="" type="checkbox"/> 2. Community |
| <input type="checkbox"/> 3. Workforce | <input type="checkbox"/> 4. Organizational Effectiveness |

EXPLANATION OF STRATEGIC ALIGNMENT: CapMetro is a partner in the implementation of the Project Connect program of projects, alongside the Austin Transit Partnership, and City of Austin. The Project Connect Community Advisory Committee (CAC) was formed to aid the three organizations in the implementation of the program and provide community perspective.

BUSINESS CASE: The CapMetro Board-approved CAC bylaws require approval of CAC members by the CapMetro Board, Austin City Council and Austin Transit Partnership (ATP) Board.

COMMITTEE RECOMMENDATION: This item will be presented to the full board on December 17, 2025. The recommendation will separately be considered by the ATP Board and Austin City Council.

EXECUTIVE SUMMARY: Per the CAC Bylaws, the CAC is composed of eleven members. Members are appointed by the CapMetro Board, ATP Board and Austin City Council, utilizing a Nominating Committee process. The Nominating Committee includes the Chair of the City's Mobility Committee; the Chair of the CapMetro Operation, Planning and Safety Committee; the Community Expert Director for Community Planning or Sustainability on the ATP Board; and a member of the CAC.

After the review of 57 applications received during this process, on November 12, 2025 the Nominating Committee recommended appointments for six positions on the CAC.

Based on guidance in the CAC Bylaws and a review of the eligible applications, the Nominating Committee recommends the following community members for appointments to the CAC with terms to begin January 2026:

1. Edgardo Alexander Handal
2. Cutter González
3. Mike Gorse*
4. Liz McGehee
5. Susan Somers*
6. Stacy Suits

*Denotes current CAC members seeking reappointment.

DBE/SBE PARTICIPATION: Does not apply.

PROCUREMENT: Does not apply.

RESPONSIBLE DEPARTMENT: Community Engagement

**RESOLUTION
OF THE
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS**

**STATE OF TEXAS
COUNTY OF TRAVIS**

AI-2025-1688

WHEREAS, CapMetro is a partner in the implementation of the Project Connect program of projects, alongside the Austin Transit Partnership, and City of Austin; and

WHEREAS, the Project Connect Community Advisory Committee (CAC) was formed to aid the three organizations in the implementation of the program and provide community perspective; and

WHEREAS, the CAC Nominating Committee, based on guidance in the CAC Bylaws and a review of the eligible applications, recommended 6 appointments to the CAC with terms to begin January 2026.

NOW, THEREFORE, BE IT RESOLVED that the CapMetro Board of Directors accepts the recommendation of the CAC Nominating Committee and appoints Edgardo Alexander Handal, Cutter González, Mike Gorse, Liz McGehee, Susan Somers and Stacy Suits to the Project Connect Community Advisory Committee, with terms to begin in January, 2026.

Date: _____

**Secretary of the Board
Becki Ross**

To: Austin City Council
Austin Transit Partnership Board of Directors
CapMetro Board of Directors

From: Project Connect Community Advisory Committee Nominating Committee
-Paige Ellis, Austin City Council Member; Mobility Committee, Chair
-José “Chito” Vela, Austin City Council Member; CapMetro Operations, Planning and Safety Committee, Chair
-Kammy Horne, Austin Transit Partnership Board of Directors
-Awais Azhar, Community Advisory Committee, Chair

Date: November 12, 2025

Subject: Recommended Appointments for the Community Advisory Committee

This memorandum serves to inform the Austin City Council, the Austin Transit Partnership (ATP) Board of Directors, and the CapMetro Board of Directors of the Nominating Committee’s recommended appointments for six positions on the Project Connect Community Advisory Committee (CAC).

The CAC assists the three bodies by engaging the community and advising on anti-displacement matters as it relates to Project Connect. Per the CAC Bylaws, the CAC is composed of eleven members. Members are appointed by the CapMetro Board, ATP Board and Austin City Council, utilizing a Nominating Committee process. The Nominating Committee includes the Chair of the City’s Mobility Committee; the Chair of the CapMetro Operation, Planning and Safety Committee; the Community Expert Director for Community Planning or Sustainability on the ATP Board; and a member of the CAC.

The 30-day application intake process produced 57 applications. The CAC Bylaws indicate criteria for membership eligibility, which are as follows:

- | | |
|--------------------|--|
| Member Eligibility | <ol style="list-style-type: none">1. Must be residents of the City of Austin or CapMetro’s Service Area2. Not be a person who is registered or required to register as a lobbyist under City Code Chapter 4-8 or who is employed by a person registered or required to register under City Code Chapter 4-8.3. Not be an employee of the City of Austin, CapMetro, or Austin Transit Partnership4. Not have a Contract for real property, goods, or services with the City of Austin, CapMetro or ATP, or be employed by such a contractor5. Shall abide by the ATP Ethics, Conflicts and Nondisclosure Policy |
|--------------------|--|

Based on guidance in the CAC Bylaws and a review of the eligible applications, the Nominating Committee recommends the following community members for appointments to the CAC with terms to begin January 2026:

1. Edgardo Alexander Handal
2. Cutter González
3. Mike Gorse*
4. Liz McGehee
5. Susan Somers*
6. Stacy Suits

*Denotes current CAC members seeking reappointment.

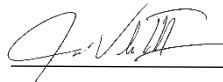
Next Steps

Each entity will have an opportunity to consider an item for action at an upcoming 2025 public meeting. The Austin Transit Partnership Board is expected to vote on this matter at its meeting on November 19, 2025, followed by Austin City Council on December 11, 2025, and the CapMetro Board of Directors on December 17, 2025. Additional information is available on the CAC web page at: <https://www.projectconnect.com/community-advisory-committee/>.

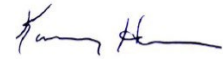
Thank you,



Paige Ellis
City Council Member
Mobility Committee, Chair



José "Chito" Vela
City Council Member
CapMetro Operations, Planning and Safety Committee, Chair



Kammy Horne
ATP Board of Directors



Awais Azhar
Community Advisory Committee, Chair

Board of Directors

Item #: AI-2025-1426

Agenda Date: 12/17/2025

SUBJECT:

Approval of a resolution electing officers of the CapMetro Board of Directors for 2026.

FISCAL IMPACT:

This action has no fiscal impact.

STRATEGIC PLAN:

Strategic Goal Alignment:

- ☒ 1. Customer ☒ 2. Community
☐ 3. Workforce ☐ 4. Organizational Effectiveness

EXPLANATION OF STRATEGIC ALIGNMENT: Does not apply.

BUSINESS CASE: Does not apply.

COMMITTEE RECOMMENDATION: This item will be presented to the full board on December 17, 2025.

EXECUTIVE SUMMARY: The Capital Metropolitan Transportation Authority Board of Directors Bylaws require that officers of the Board of Directors be selected annually. In accordance with the bylaws, the officers are Chair, Vice Chair and Secretary.

The primary duties of the Chair are to preside at all meetings of the board, ensure that the board's adopted policies and resolutions are being effectively carried out, execute financial obligations of the authority as required, establish meeting agenda and recommend the Chair and members of the board's committees.

The primary duties of the Vice Chair are to preside at all meetings and perform all duties in the absence of the Chair and to serve as the Ethics Officer for the Board of Directors.

The primary duty of the Secretary is to act as the custodian of all permanent records of transactions of the Authority including minutes and notices and to perform the duties of the Chair in the absence of the Chair and Vice Chair.

DBE/SBE PARTICIPATION: Does not apply.

PROCUREMENT: Does not apply.

RESPONSIBLE DEPARTMENT: Board of Directors

**RESOLUTION
OF THE
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS**

**STATE OF TEXAS
COUNTY OF TRAVIS**

AI-2025-1426

WHEREAS, the Board of Directors Bylaws of the Capital Metropolitan Transportation Authority require that officers of the Board of Directors be selected annually, for a term of one year ending in January of the following year.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby elects _____ as Chair;
_____ as Vice Chair; and Secretary _____ to serve as officers of the CapMetro Board of Directors for the 2026 Calendar Year.

Date: _____

**Secretary of the Board
Becki Ross**



Capital Metropolitan Transportation Authority

2910 East 5th Street
Austin, TX 78702

Board of Directors

Item #: AI-2025-1705

Agenda Date: 12/17/2025

President and CEO Monthly Update - December 2025



Capital Metropolitan Transportation Authority

2910 East 5th Street
Austin, TX 78702

Board of Directors

Item #: AI-2025-1698

Agenda Date: 12/17/2025

Memo: Farebox and Vaulting System Replacement Project Update (November 17, 2025)

To: CapMetro Board of Directors

From: Samantha Baez, EVP Experience & Engagement, CapMetro
Kevin Conlan, EVP/CFO, CapMetro
Tanya Acevedo, SVP/Chief Information Officer, CapMetro

Date: November 17, 2025

Subject: Farebox and Vaulting System Replacement Project Update

The purpose of this memo is to provide an update to the CapMetro Board of Directors regarding the Farebox Replacement Project. This initiative addresses the end-of-life status of the current farebox infrastructure and aligns with CapMetro's broader fare modernization efforts.

Project Overview

Every CapMetro bus is equipped with a Genfare farebox located in the front of the bus by the operator to collect cash from customers. The farebox is what cash-paying customers use to pay their bus fare, and it is therefore a core technology component that must be reliable for good customer experience. The fareboxes and the support hardware to handle cash collection have reached the end of life (nearing twenty years) and need replacement to ensure the continued efficient operation of transit services and the customer experience. It is helpful to note that a farebox is different from a validator. The validator is a device used to validate digital passes at both the front and rear doors of the buses and trains, and CapMetro's on-board validators were replaced earlier in 2025.

On December 16, 2024, the CapMetro Board of Directors authorized execution of a contract with Genfare, LLC for the replacement of the cash farebox & vaulting system hardware, licensing and hosting services. The Farebox and Vaulting System Replacement Project is scheduled to conclude in September 2026 following public engagement, testing, and training of frontline team members.

New fareboxes, coupled with the new onboard validators replaced earlier this year, are designed for a faster, more reliable transaction with customers, and, therefore, an improved customer experience. Additionally, CapMetro will realize reduced risk of loss or theft by supporting more widespread use of the Umo app and Reloadable Fare Cards, both of which rely on cloud-based fare storage. The fareboxes will support CapMetro's ongoing journey to enhance and improve our comprehensive fare program.

Customer Experience Enhancements

The new system will support cash-only transactions and aligns with CapMetro's transition away from magstripe passes for most customers. Some magstripe technology will be accommodated to support some of CapMetro's business partners, including the University of Texas, while future efforts continue to transition partners to more modern fare technologies. This upgrade complements the onboard validator and Customer Payment Systems enhancements, ensuring a more modern, efficient, and customer-friendly fare experience.

- **Cash Payments:** Will continue to be accepted onboard for single rides.
- **Day Passes:** Will no longer be available for purchase; customers are encouraged to use the Umo app or Reloadable Fare Cards for fare capping benefits.
- **Fare Capping:** Customers using Umo or Reloadable Fare Cards benefit from automatic daily and monthly fare capping, ensuring they never pay more than they should.
- **Tap-to-Pay:** Launching in early 2026, will allow customers to pay with credit/debit cards, or Google/Apple Pay, and also benefit from daily fare caps.
- **Reduced Fare Eligibility:** Customers with Reduced Fare IDs or CapMetro Access IDs will continue to receive discounted rates at the farebox for cash purchases of single rides, or at the Umo validators by using the Umo app or a registered reloadable fare card.

Upcoming Project Timeline and Milestones

- Public involvement period (November 7 – December 17, 2025)
- Board presentation (February 2026)
- Equipment testing (February – April 2026)
- Public awareness campaign (March – May 2026)
- Operator training (May 2026)
- Farebox replacement and installation (June – September 2026)

Title VI Service Equity Analysis

CapMetro conducted a Title VI analysis to calculate the impact of the farebox replacement on minority and low-income riders. Our analysis showed the changes would not result in any disparate impacts or disproportionate burdens:

- **Fare Impact:** Over 97% of trips will not see any fare change. Fewer than 3% of trips, primarily those involving cash purchases of 1-Day Passes, are affected.
- **Minority Riders:** No disparate impact identified; fare impact difference between minority and non-minority riders is below the 2% threshold.
- **Low-Income Riders:** No disproportionate burden identified; fare impact difference is less than 2%.

CapMetro staff remain committed to ensuring a smooth transition for customers and frontline staff. Ongoing community engagement, public awareness campaigns, and training will support the rollout of the new system. Further updates will be provided as the project progresses.



Capital Metropolitan Transportation Authority

2910 East 5th Street
Austin, TX 78702

Board of Directors

Item #: AI-2025-1702

Agenda Date: 12/17/2025

Memo: Annual Update on CapMetro Sponsored Retirement Plan Valuations and Audits (December 4, 2025)

To: CapMetro Board of Directors
From: Donna Simmons, Chief Administrative Officer/EEO Officer
Date: December 4, 2025
Subject: Annual Update on CapMetro Sponsored Retirement Plan Valuations and Audits

Attached to this memorandum is the annual update we historically provide to the board to share the outcome of the audits and actuarial valuations of the CapMetro Retirement Plans. As a refresher, CapMetro sponsors three such plans:

- Defined Benefit/Pension Plan for Administrative Employees of CapMetro
- Frozen Defined Benefit/Pension Plan for Bargaining Unit Employees of StarTran, Inc.
- Defined Contribution (Retirement and Savings Plan/401K) for Administrative Employees of CapMetro.

The attached slide deck provides the independent results for the Plans for calendar and plan year 2024. In summary, the health of the plans continues to be consistent with the funding policies for the plans and the audit results as reported by RSM concluded:

- “During our audit, we did not identify audit adjustments or uncorrected misstatements.”
- “We did not identify any material weaknesses or significant deficiencies required to be reported.”

Staff will be available at the Finance, Administration and Audit Committee meeting on December 10, 2025, to cover the highlights of the valuations and audits.

Board members with questions or who are requesting additional information should please contact Ed.Easton@capmetro.org.



Employee Retirement Plan Update

Board Finance, Audit & Administration Committee

December 10, 2025

Contents

- Pension Plan Summary
- Valuation Report on Closed Bargaining Employee Pension Plan
 - AON
- Valuation Report on CapMetro Pension Plan for Administrative Employees
 - USI Consulting Group
- 2023 Audit Reports on CapMetro 401K and Pension Plan
 - RSM US
- 2023 Audit Report on Bargaining Employee Pension Plan
 - RSM US

Pension Plan Status Summaries

	Pension Plan for Administrative Employees of Capital Metro	Pension Plan for Bargaining Employees of StarTran, Inc.
Year Created	2005	CapMetro assumed sponsorship in 2004
Active Participants	592	94
Retirees Receiving Benefits	185	593
Assumed Annual Rate of Return	6.75%	6.5%
Return on Market Value of Assets	15.5%	13.84%
Total Liability as of 1/1/25	\$84,418,230	\$59,808,727
Total Assets as of 1/1/25	\$67,988,476	\$41,713,495
Funded Percentage as of 1/1/25	80.5 %	69.7%
Annual Contribution	\$7,053,418	\$4,000,000

NOTE: All values are actuarial values as of 1/1/25

Significant Plan Provisions

	Pension Plan for Administrative Employees of Capital Metro	Pension Plan for Bargaining Employees of StarTran, Inc.
Status	Active since 2005	Frozen since 2012
Benefit Formula	1.5% of final average pay times years of service	\$60 per month per year of service
Investment Policy Targets	60% equities/40% fixed income, alternatives and cash	65% equities/35% fixed income and real estate
Funding Policy	100% within 20 years	100% or more by 2040
Administrative Committee	5 CapMetro members (retiree, accounting, benefits, executive, employee representative)	3 ATU members/3 CapMetro representatives (CEO office, Finance, Administration)
Early Unreduced Retirement	Rule of 80 (age plus years of service = 80) and 62 years old	22.5 years of service and 55 years old
Disability Benefit	Age 55 and Qualified for SS Disability	15 years of service and Qualified for SS Disability

Retirement Plan for Bargaining Units of StarTran, Inc.

Funding Valuation for 2025 Plan
Year as of January 1, 2025 GASB
68 Valuation for the Fiscal Year
Ending
September 30, 2025

Reflecting December 31, 2024
Measurement Date

July 29, 2025



Summary Story

Funding Requirements

Funding Ratios		
Asset Basis	1/1/2024	1/1/2025
Actuarial Value (4 Year Smoothing)	65.72%	68.21%
Market Value (for GASB)	61.77%	69.74%

Contributions ¹			
(\$ Millions)	2024		2025
Actuarially Determined	\$	4.0	\$ 4.0
Actual Made/Planned	\$	4.0	\$ 4.0

Funding Requirements

Net Liability (GASB 68 Accounting)			
(\$ Millions)	12/31/2023		12/31/2024
Pension	\$	23.4	\$ 18.1

Annual GASB 68 Expense			
(\$ Millions)	2024		2025
Pension	\$	0.9	\$ 1.3

¹Based on funding policy adopted December 17, 2019, the actuarially determined contribution under this policy is the Normal Cost plus the greater of 1) \$4 million minus the non-investment administrative expenses incurred during the year, and 2) closed-period 14-year amortization of the Unfunded Actuarial Accrued Liability as of January 1, 2025 with 3% annual increases.

Key Observations for 2025 Valuation

- **Market Value of Assets (MVA)** performed better than assumed 6.50%. The MVA actual return was 13.8% compared to 4.1% on the AVA. The Actuarial Value of Assets earned a lower return because of smoothing and deferred recognition of the 2022 actuarial losses on the MVA.
- **Assumptions:**
 - EROA remained at 6.50% consistent with capital market expectations;
 - Discount rates for Funding and GASB also remained at 6.50%, consistent with EROA;
 - Updated mortality to reflect the new Society of Actuaries Mortality tables for public sector plans: PUB-2016;
 - Only other assumption changes made were updated interest crediting rate and lump sum conversion rate.
- **Data:** \$28k liability gain due to experience in 2024
- **Funding level:** If the plan sponsor contributes \$4 million annually per the funding policy and actual plan experience is equal to assumed, the plan would be expected to become fully funded on the actuarially determined contribution basis in 6 years.

Things to consider for 2025:

- Review asset allocation and **consider de-risking strategy**

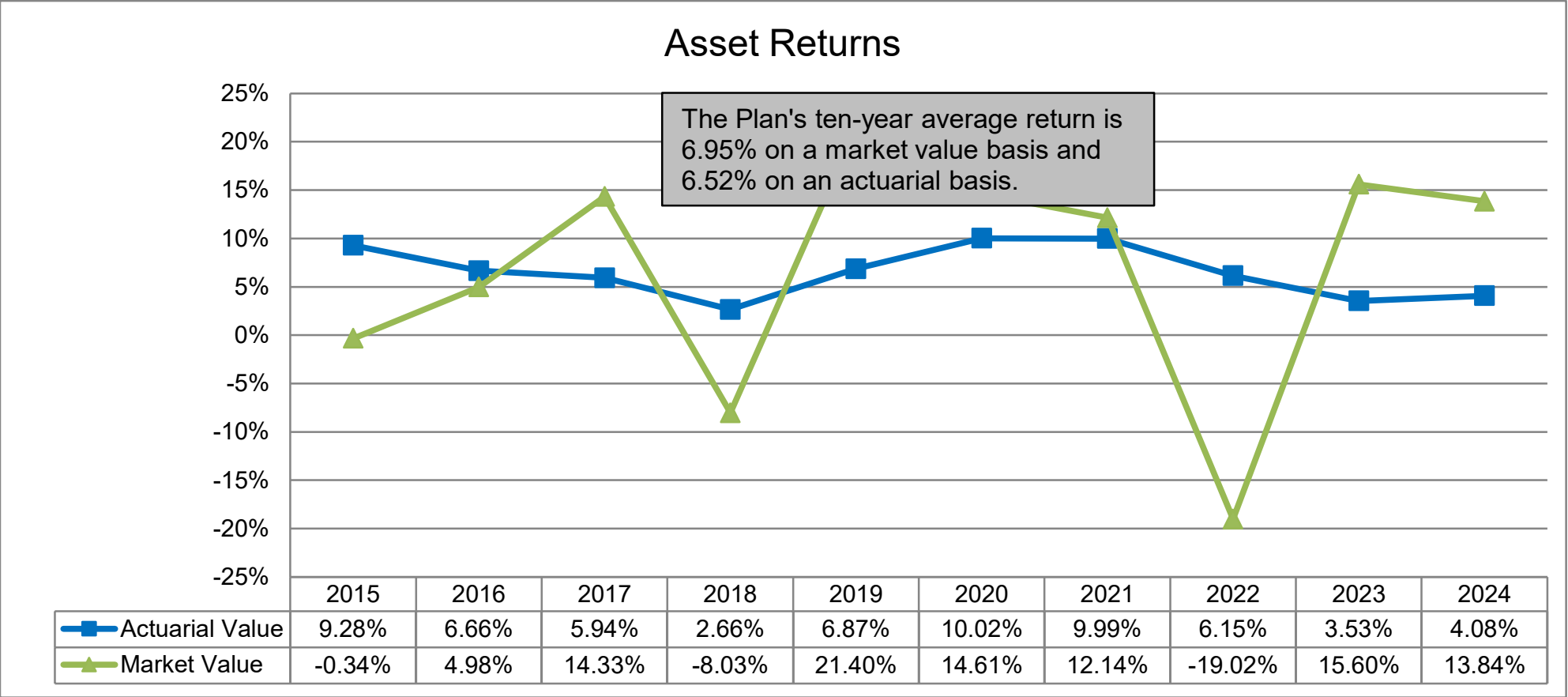
Census Data

	January 1, 2024	January 1, 2025
Active Participants		
Number	104	94
Average Age	57.0	57.4
Average Service (eligibility service for early retirement)	17.1	18.3
Account Balances	\$ 1,528,840	\$ 1,367,124
Inactives With Deferred Benefits		
Number ¹	248	240
Average Current Age	58.4	59.2
Inactives Receiving Payment		
Number ²	583	593
Average Current Age	69.9	70.5
Average Monthly Benefit	\$ 685	\$ 678
Total Participants		
Number	935	927

Market Value of Assets

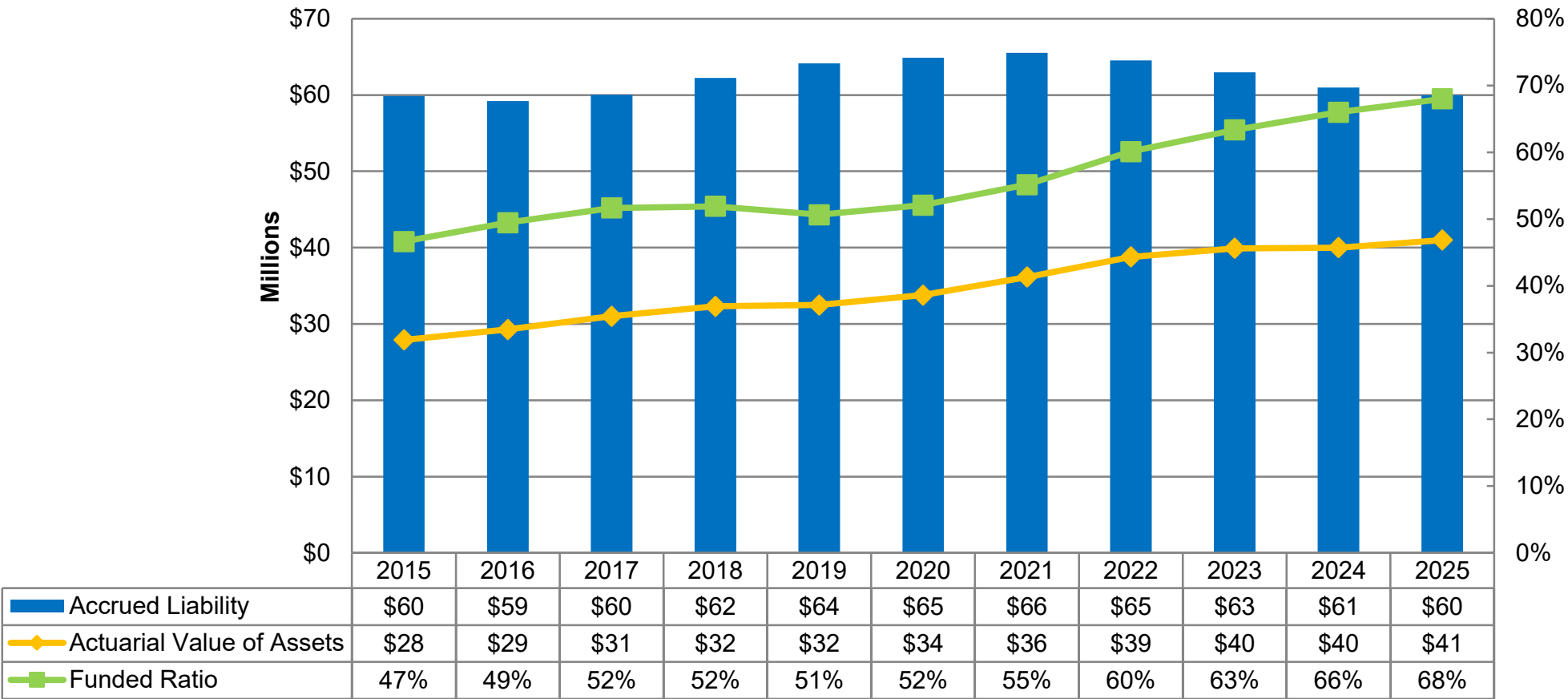
Changes in Market Value of Assets (\$ Millions)		
12/31/2023 Value	\$ 37.8	
Benefits	- 5.0	
Expenses	- 0.2	Administrative (non-investment) expenses only)
Contributions	+ 4.0	
Return	<u>+ 5.1</u>	13.8% annual return during 2024 net of investment expenses
12/31/2024 Value =	\$ 41.7	

Historical Results: Actuarial vs Market Rates of Return



Historical Results: Actuarial Accrued Liability vs Actuarial Value of Assets Return

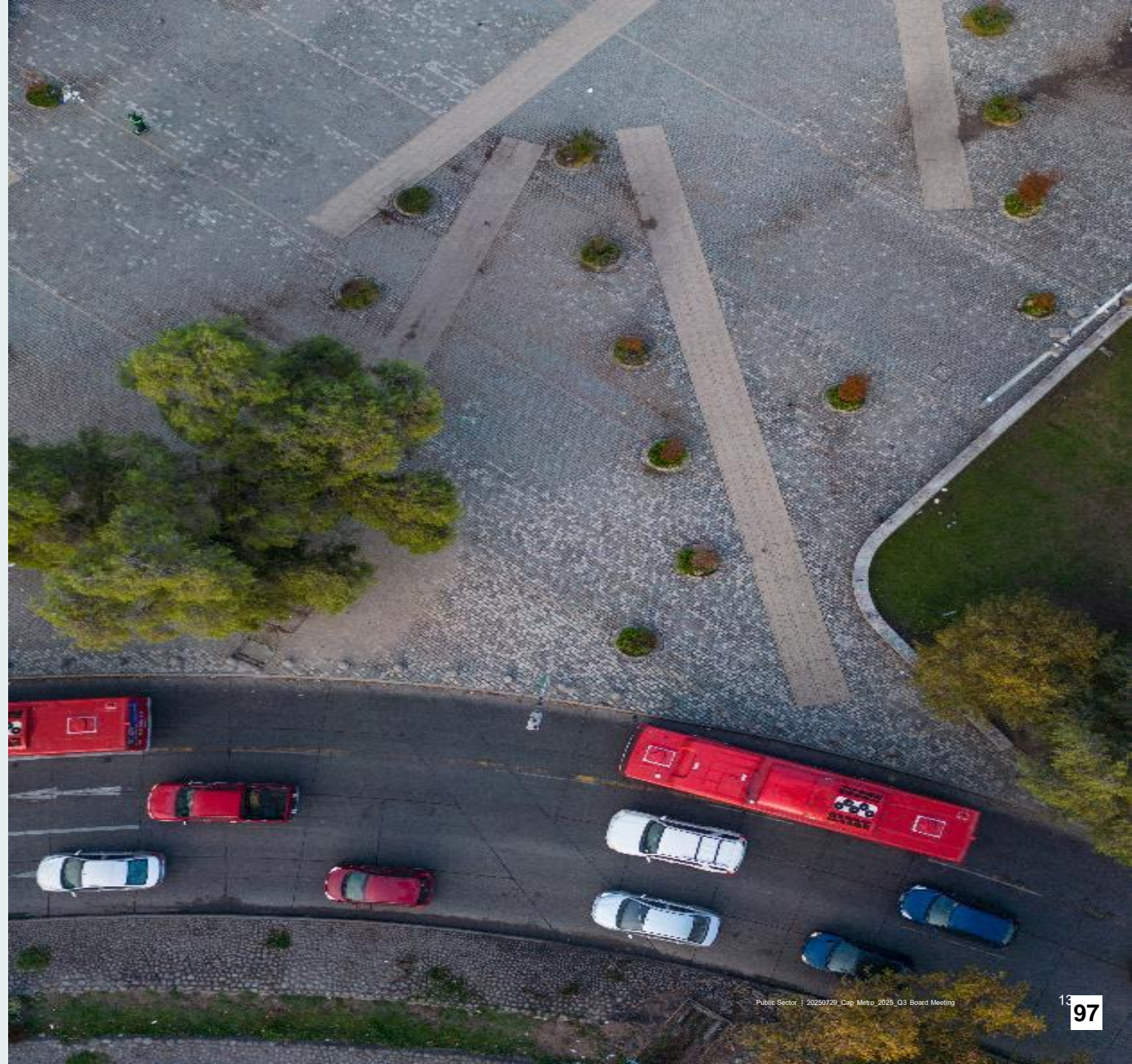
Actuarial Value of Assets vs. Accrued Liability as of January 1 (Millions)



Actuarially Determined Contribution

(\$ Millions)	2024	2025	
1) Normal Cost	\$ 0.2	\$ 0.2	Annual benefit accruals are \$0. However, Normal Cost includes expected administrative costs
2) Funding Policy Amortization:			
a) \$4M – admin expenses	\$ 3.8	\$ 3.8	Funding policy effective December 17, 2019
b) Amortization of UAAL	\$ 1.8	\$ 1.7	
Funding Policy Amortization, greater of a) and b)	\$ 3.8	\$ 3.8	
3) Actuarially Determined Contribution	\$ 4.0	\$ 4.0	

Assumptions and Methods



Assumptions and Methods for Funding

Assumption	2025 Plan Year
Discount Rate	6.50%
Cost Method	Unit Credit Cost Method
Mortality	Healthy: Pub-2016 General Employees Table projected with Scale MP-2021 Disabled: Pub-2016 General Disabled Table projected with Scale MP-2021
Retirement/Termination Rates for Active Participants	Rates vary by age, sex, and service. See valuation report for more details
Form of Payment for Commencements for Active Participants	Participants are assumed to elect the maximum lump sum distribution available plus a 10 Year Certain and Life Annuity (the Normal Form)
Commencement Age and Form of Payment for Terminated Vested Participants	Earliest eligibility for retirement; payment form assumption same as for active participants.

About This Material

- This material includes a summary of calculations and consulting related to the finances of the Capital Metropolitan Transportation Authority Retirement Plan for Bargaining Units of StarTran, Inc. plan.
- Various topics are addressed, including the following:
 - Preliminary 2025 plan year pension funding valuation results
 - Fiscal 2025 US GASB expense results
- This analysis is intended to assist with the Board's review of the associated issues and options, and its use may not be appropriate for other purposes.
- Unless otherwise noted, the calculations summarized in this report were performed as of January 1, 2025 using plan provisions, assets, actuarial assumptions and methods and personnel information as of January 1, 2025, as summarized in the 2025 actuarial valuation report. Unless specifically noted, our calculations do not reflect changes or events after this date.
- The valuation results are consistent with the Actuarial Standards of Practice, specifically ASOP 4, 27, 35 and 44.
- The actuarial valuation results are based on our understanding of the Texas PRB guidelines for actuarial soundness as adopted on September 28, 2011, Capital Metro's funding policy adopted December 17, 2019, and GASB 68. We believe the methodology used in these calculations conforms to the requirements of those guidelines and accounting statements.
- Experience different than anticipated could have a material impact on the ultimate costs of the benefits. In addition, changes in plan provisions or applicable laws could have a significant impact on cost.



December 5, 2025

CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY

RETIREMENT PLAN FOR ADMINISTRATIVE EMPLOYEES 2025 VALUATION
SUMMARY

PAUL GIBBONS, FCA



Demographic Summary

	January 1, 2024	January 1, 2025
Participant Counts		
Active	560	592
Former Employees Entitled to a Future Benefit	345	383
Retirees and Beneficiaries	172	185
Total Valuation Participants	1,077	1,160
Valuation Compensation	\$ 53,346,593	\$ 58,033,748



Actuarial Value of Assets

Market Value of Assets				\$ 68,074,058
<u>Plan Year Ending</u>	<u>Gain/(Loss)</u>	<u>Unrecognized Portion</u>	<u>Unrecognized Amount</u>	
2024	\$ 2,221,179	80%	\$ 1,776,943	
2023	4,188,875	60%	2,513,325	
2022	(11,846,416)	40%	(4,738,566)	
2021	2,669,398	20%	533,880	
Total Deferral			\$ 85,582	
Actuarial Value of Assets				\$ 67,988,476

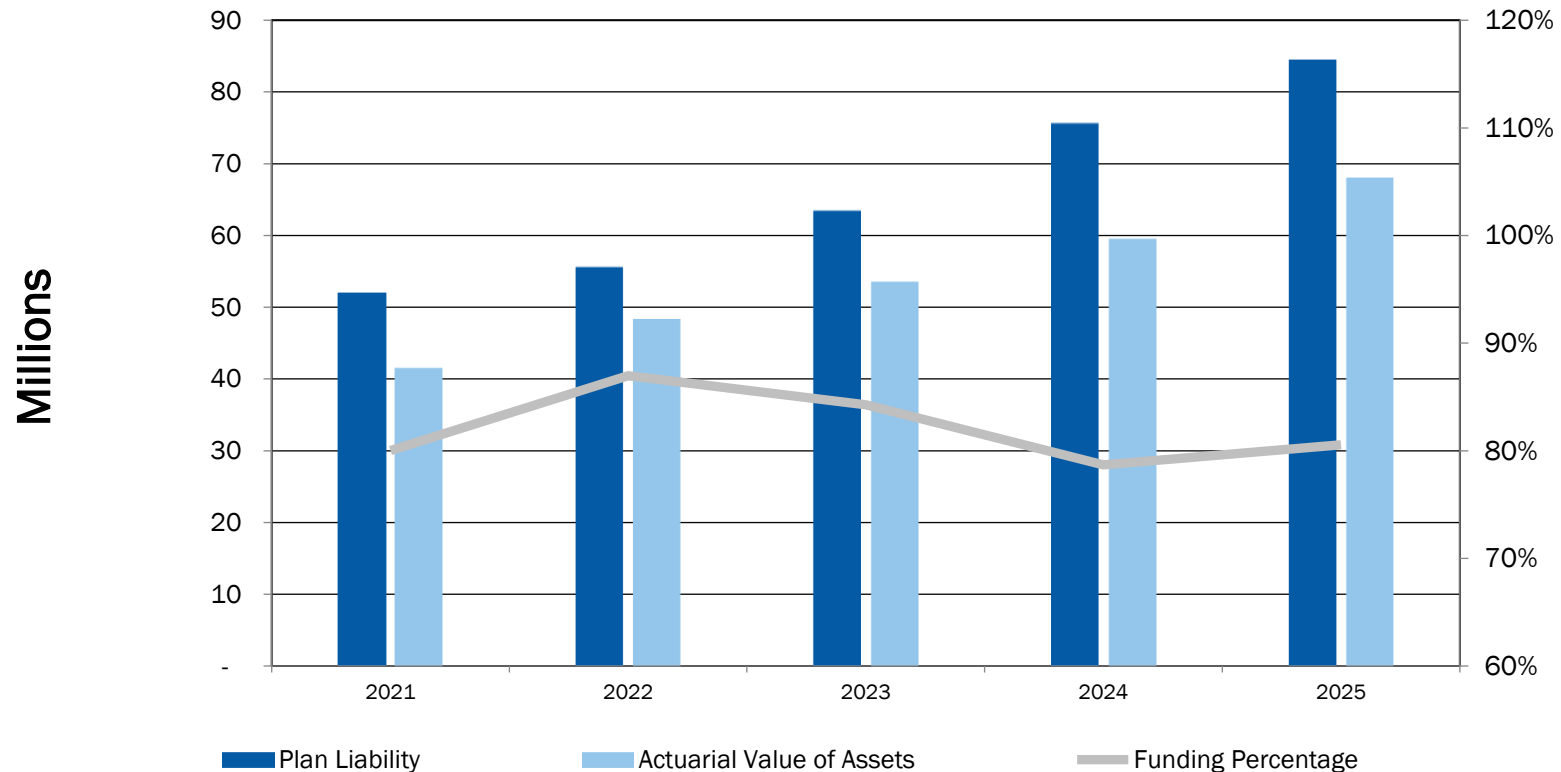


Contribution Determination

	January 1, 2024	January 1, 2025
Actuarial Accrued Liability	\$ 75,641,902	\$ 84,418,230
Actuarial Value of Assets	(59,522,711)	(67,988,476)
Unfunded Actuarial Liability	\$ 16,119,191	\$ 16,429,754
Contribution Determination		
Normal Cost	\$ 4,907,887	\$ 5,304,285
Amortization	1,130,956	1,197,168
Interest	407,622	438,848
Provision for Administrative Expenses	<u>103,813</u>	<u>113,117</u>
Annual Contribution	\$ 6,550,278	\$ 7,053,418
Percent of Valuation Compensation	12.3%	12.2%

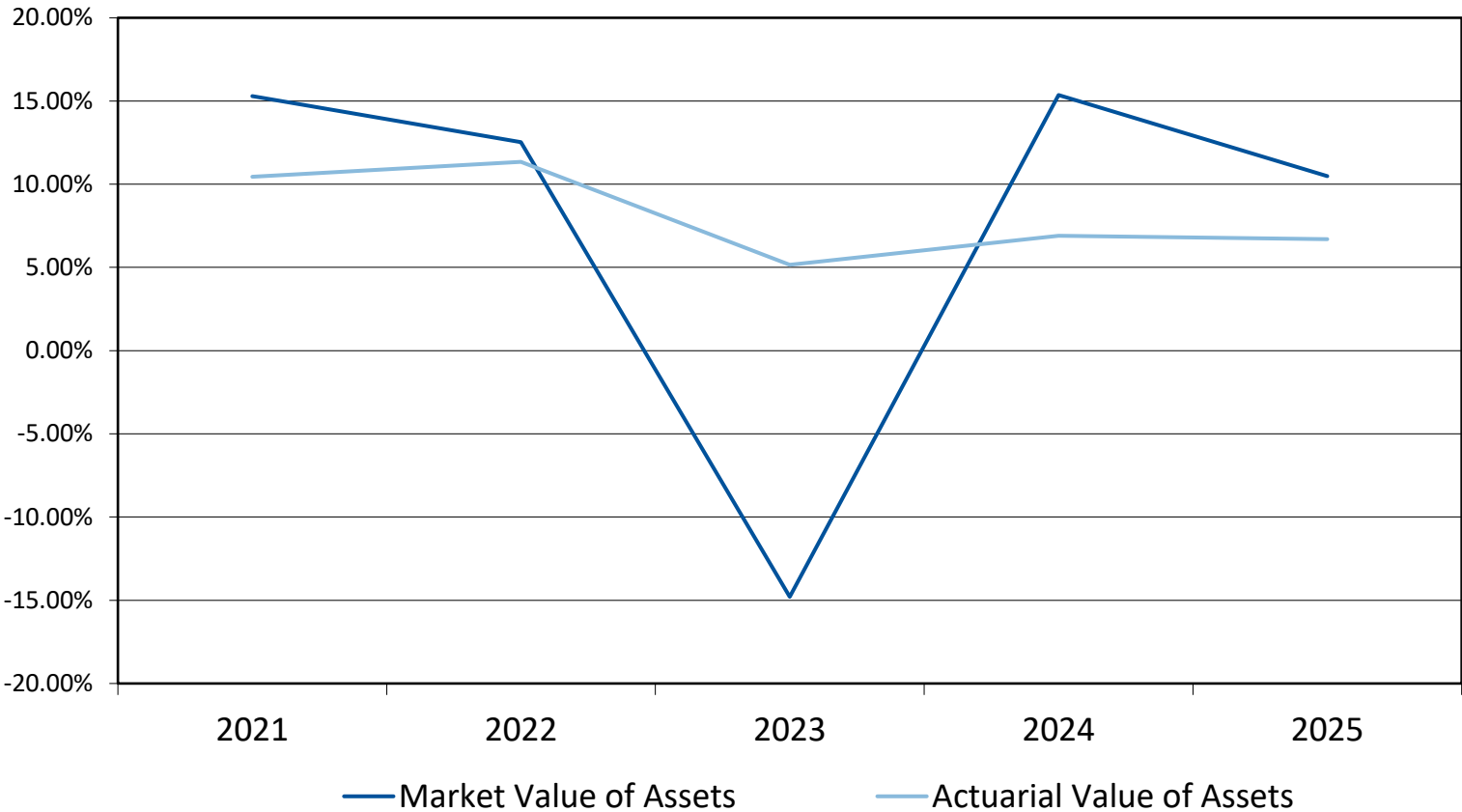


Historical Plan Liability, Assets, and Funding Percentage





Historic Return on Assets





Accounting Summary

	December 31, 2023	December 31, 2024	December 31, 2025 Est.
Discount Rate	6.75%	6.75%	
Total Pension Liability	\$ 75,640,000	\$ 84,418,000	
Net Fiduciary Position	<u>(57,500,000)</u>	<u>(68,074,000)</u>	
Net Pension Liability	\$ 18,140,000	\$ 16,344,000	
Pension Expense			
Service Cost	\$ 4,640,000	\$ 5,537,000	\$ 6,023,000
Interest Cost	4,380,000	5,020,000	5,604,000
Expected Asset Return and Expenses	(3,230,000)	(3,907,000)	(4,388,000)
Net Deferred (Inflows)/Outflows	<u>(1,270,000)</u>	<u>(1,778,000)</u>	<u>(963,000)</u>
Pension Expense	\$ 4,520,000	\$ 4,872,000	\$ 6,276,000



Valuation Assumptions

- Discount Rates and Future Compensation Increases
 - Funding – 6.75% and 4.00%
 - Accounting – 6.75% and 4.00%
- Mortality
 - Funding – Pri-2012 white collar with improvement scale 2021
 - Accounting – Pri-2012 white collar with improvement scale 2021
- Retirement Rates
 - Age 60-61: 5%
 - Age 62-64: 10%
 - Age 65: 50%
 - Age 66-69: 15%
 - Age 70: 100%
- No Disability Rates Assumed



Valuation Assumptions (cont'd)

- Turnover Rates
 - <1 Year of service: 17%
 - 1 Year of service: 14%
 - 2 years of service: 12%
 - 3 Years of service: 9%
 - 4 Years of service: 6%
 - 5+ Years of service: 6% below age 35 falling to 4% age 50
- Funding Method is Entry Age Normal Level % of Salary
- All other assumptions and methods used in this presentation for funding and GASB Accounting will be available in Appendix B of our 2025 valuation report.

CAPITAL METRO TRANSPORTATION AUTHORITY RETIREMENT PLANS

FY 2024 Audit Results
Report to the Finance, Audit and
Administration Committee

September 11, 2025



Members of the Capital Metro Finance, Audit
and Administration Committee

- Capital Metropolitan Transportation Authority Retirement Plan for Administrative Employees and the Retirement and Savings Plan
- We are pleased to present this report related to our 2024 audits of the Capital Metropolitan Transportation Authority Retirement Plan for Administrative Employees and the Retirement and Savings Plan (the Plans) financial statements. Our report shares the results of our audit work as required by professional standards alongside, other meaningful insights, which we believe will help you in executing your oversight responsibility for the Company's financial reporting process.

It will be our pleasure to respond to any questions you have regarding this report. We appreciate the opportunity to continue to be of service to the Plans and Capital Metropolitan Transportation Authority (Capital Metro).

This report is intended solely for the information and use of the Plans and management, and is not intended to be, and should not be, used by anyone other than these specified parties.

Table of contents

<u>Executive summary</u>	4
<u>Required communications</u>	5
<u>Independence</u>	9
<u>Appendices:</u>	10
<u>Appendix A—Significant written communications between management and our firm</u>	



Executive summary

Audit status

- The 2024 audits are completed, and we issued the financial statements on September 11, 2025.
- Unmodified opinions were issued on the financial statements.

Significant changes to the planned audit strategy

- There were no significant changes to the planned audit strategy communicated to the Finance, Audit and Administration Committee in our report dated September 11, 2025.

Significant risks

We did not change any of the significant risk communicated to you in our letter dated May 27, 2025.

- **Audit adjustments or uncorrected misstatements**
- During our audit, we did not identify audit adjustments or uncorrected misstatements.
- **Deficiencies in internal control**
- We did not identify any material weaknesses or significant deficiencies required to be reported.

Understand the client

Risk assessment

Further audit procedures

Evaluation

Delivery

Accounting policies and practices

The following required communications summarize our responsibilities regarding the financial statement audit as well as observations from our audit that are significant and relevant to your responsibility to oversee the financial reporting process.

Matter to Report	Yes	No
Our responsibilities		✓ We described our responsibilities under auditing standards generally accepted in the United States of America in our engagement letter dated May 27, 2025. Our audit of the financial statements does not relieve management or you of your responsibilities, which are also described in that letter.
Planned scope and timing of the audit		✓ We previously issued a separate communication dated May 27, 2025, regarding the planned scope and timing of our audit and identified significant risks.
Accounting policies and practices		
Preferability of accounting policies and practices		✓ Under accounting principles generally accepted in the United States of America, management may select among alternative accounting practices in certain circumstances. In our view, in such circumstances, management has selected the preferable accounting practice.
Adoption of, or change in, accounting policies		✓ Management has the ultimate responsibility for the appropriateness of the accounting policies used by the Company. The Plans did not adopt any significant new accounting policies nor change any significant accounting policies during the current period.
Significant accounting policies		✓ We did not identify any significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.
Significant unusual transactions		✓ We did not identify any significant unusual transactions.

Significant accounting estimates

Accounting estimates are an integral part of the preparation of financial statements and are based upon management's current judgment. The process used by management encompasses their knowledge and experience about past and current events, and certain assumptions about future events.

Fair Value of Investments

Accounting policy

Except for the Lincoln Stable Value Fund, a group fixed annuity contract valued at amortized cost, the investments of the Plans are valued at fair value based on quoted market prices for both Plans.

Management's estimation process

Fair value is the price that would be received to sell an asset in an orderly transaction between market participants at the measurement date. Investments in mutual funds are reported at fair value based on the quoted price per share of the fund. The Lincoln Stable Value Fund is reported at amortized cost.

Basis for our conclusion on the reasonableness of the estimate

We tested the fair value of the investments and concluded that the valuation methods and estimates are reasonable.

Net Pension Liability

Accounting policy

Capital Metro contributes to the Capital Metro Retirement Plan for Administrative Employees (DB Plan), a single-employer employee retirement plan. As the Plan Sponsor, Capital Metro measures the net pension asset/liability based on approved demographic and economic assumptions. The DB Plan disclosed the net pension liability in the notes to the financial statements.

Management's estimation process

The pension liability was measured as of December 31, 2024. This calculation is prepared by an independent actuarial company engaged by Capital Metro, and Capital Metro's management reviewed and considered the appropriateness of the assumptions.

Basis for our conclusion on the reasonableness of the estimate

We obtained the DB Plan's actuarial valuation report, and we confirmed that the reported balances agreed with the actuarial report. We tested the significant assumptions and conclusions for reasonableness and tested the underlying data for completeness and accuracy. We concluded the estimates used by management are reasonable.

Audit adjustments and uncorrected misstatements

Audit adjustments

There were no audit adjustments made to the original trial balance presented to us to begin our audit.

Uncorrected misstatements

We are not aware of any uncorrected misstatements other than misstatements that are clearly trivial.

Observations about the audit process

Matter to Report	Yes	No
Observations about the audit process		
Significant issues discussed with management	✓	No significant issues arising from the audit were discussed or were the subject of correspondence with management.
Disagreements with management	✓	There were no disagreements with management.
Significant difficulties encountered in performing the audit	✓	We did not encounter any significant difficulties in dealing with management during the audit.
Consultations with other accountants	✓	We are not aware of any consultations management had with other accountants about accounting or auditing matters.
Significant matters that required consultation	✓	We did not encounter any difficult or contentious matters that required consultation outside our engagement team and that are, in our professional judgment, significant and relevant to your responsibility to oversee the financial reporting process.

Independence

Shared responsibilities: AICPA independence

The American Institute of Certified Public Accountants (AICPA) regularly emphasizes that auditor independence is a **joint responsibility** and is managed most effectively when management, audit committees (or their equivalents), and audit firms work together in considering compliance with AICPA independence rules. For RSM to fulfill its professional responsibility to maintain and monitor independence, management, the Capital Metro Finance, Audit and Administration Committee, and RSM each play an important role.

Our responsibilities

- AICPA rules require independence both of mind and in appearance when providing audit and other attestation services. RSM is to ensure that the AICPA's General Requirements for performing non-attest services are adhered to and included in all letters of engagement.
- Maintain a system of quality management over compliance with independence rules and firm policies.

The Plan's responsibilities

- Timely inform RSM, before the effective date of transactions or other business changes, of the following:
 - New affiliates, directors, or officers.
 - Changes in the organizational structure or reporting entity impacting affiliates such as partnerships, related entities, investments component units, jointly governed organizations.
- Provide necessary affiliate information such as new or updated investment structure charts, as well as financial information required to perform materiality calculations needed for making affiliate determinations.
- Understand and conclude on the permissibility, prior to the Plans and its affiliates, officers, directors, or persons in a decision-making capacity, engaging in business relationships with RSM.
- Not entering into relationships resulting in close family members of RSM covered persons, temporarily or permanently acting as an officer, director, or person in an accounting or financial reporting oversight role at the Plans.



Appendices

RSM contacts

Tino Robledo

- Senior Director
- Audit Services
- Tino.robledo@rsmus.com

• Heath Jackson

- Senior Manager
- Audit Services
- Heath.jackson@rsmus.com



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Capital Metropolitan Transportation Authority

2910 East 5th Street
Austin, TX 78702

Board of Directors

Item #: AI-2025-1704

Agenda Date: 12/17/2025

Federal Transit Administration (FTA) Fiscal Year 2024 Triennial Review - Closeout Letter (December 10, 2025)



U.S. Department
of Transportation
**Federal Transit
Administration**

Federal Transit Administration
Region VI

Arkansas, Louisiana,
New Mexico, Oklahoma,
Texas

819 Taylor St. Suite 14A02
Fort Worth, TX 76102
(817) 978-0550
(817) 978-0575 (fax)

December 1, 2025

Mr. Jeffrey Travillion
Chair – Board of Directors
Capital Metropolitan Transportation Authority
2910 E 5th Street
Austin, TX 78702

Re: Federal Transit Administration (FTA) Fiscal Year 2024 Triennial Review – Closeout Letter

Dear Mr. Travillion:

The Federal Transit Administration (FTA) is pleased to inform you that all findings in the FY 2025 Triennial Review of the Capital Metropolitan Transportation Authority of Austin, Texas (CMTA) have been resolved. Federal Transit Laws, 49 U.S.C. 5301 et.seq. require the FTA to perform reviews and evaluations of Section 5307 grant activities at least every three years. This requirement is contained in Sections 5307(i)(2) and 9(i)(3) of the Transit Laws.

Attached is an updated matrix of the Triennial Review Final Report showing the findings have been closed.

Please convey our appreciation to the entire staff for the assistance and cooperation provided to the FTA review team during and after the review. Should you have any questions, please feel free to contact Chevonne Madison at 817-978-0501 or at Chevonne.madison@dot.gov.

Sincerely,

Sharon Coats

Director of Financial Management and Program Oversight

Enclosure

cc: Ms. Dottie Wilkins, President & CEO, CMTA

I. Summary of Findings

Review Area	Finding	Deficiency Code(s)		Corrective Action(s)	Response Due Date(s)	Date Closed
		Code	Description			
1. Legal	ND					
2. Financial Management and Capacity	ND					
3. Technical Capacity – Award Management	ND					
4. Technical Capacity – Program Management and Subrecipient Oversight	ND					
5. Technical Capacity – Project Management	ND					
6. Transit Asset Management	ND					
7. Satisfactory Continuing Control	D	SCC10-1	Excessive fixed-route bus spare ratio	CMTA must submit a plan for reducing the spare ratio to 20 percent for fleets of 50 or more buses. The plan should include a spreadsheet listing for each bus type, the number of buses, and, for each year until the spare ratio reaches 20 percent, the number of buses to be disposed of, the number of buses to be added, the projected peak requirement, and the projected spare ratio. The plan should include detailed justifications for years in which spare ratios exceed 20 percent. If the plan cannot be completed within 90 days, CMTA must report progress in quarterly/annual reports.	12/01/25	8/19/2025
8. Maintenance	ND					

Review Area	Finding	Deficiency Code(s)		Corrective Action(s)	Response Due Date(s)	Date Closed
		Code	Description			
9. Procurement	ND					
10. Disadvantaged Business Enterprise	D	DBE11-1	Unreported transit vehicle purchases	CMTA must submit an implemented process to ensure that future awards of FTA funded transit vehicle purchases are reported timely to the FTA Office of Civil Rights. Additionally, CMTA must report any unreported awards to transit vehicle manufacturers to the FTA Office of Civil Rights and must revise any Semiannual Uniform Reports, as necessary.	12/01/25	11/26/25
11. Title VI	ND					
12. Americans with Disabilities Act (ADA) – General	ND					
13. ADA – Complementary Paratransit	D	ADA-CPT5-4	Insufficient no-show suspension procedures	CMTA must submit an appeals process that offers the opportunity for the rider to appeal within 60 days.	12/01/25	8/19/2025
14. Equal Employment Opportunity	ND					
15. School Bus	ND					
16. Charter Bus	ND					
17. Drug-Free Workplace	ND					
18. Drug and Alcohol Program	ND					
19. Section 5307 Program Requirements	ND					
20. Section 5310 Program Requirements	ND					

Review Area	Finding	Deficiency Code(s)		Corrective Action(s)	Response Due Date(s)	Date Closed
		Code	Description			
21. Section 5311 Program Requirements	NA					
22. Public Transportation Agency Safety Plan	ND					
23. Cybersecurity	ND					

The metrics used to evaluate whether a recipient is meeting the requirements for each of the areas reviewed are:
Deficient (D)/Not Deficient (ND)/Not Applicable (NA)