



**Agenda - Final revised**  
**Capital Metropolitan**  
**Transportation Authority**  
**Board of Directors**

2910 East 5th Street  
Austin, TX 78702

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**Monday, November 25, 2024**

**12:00 PM**

**Rosa Parks Boardroom**

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**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 October 28, 2024 board meeting.
2. Approval of a resolution authorizing the President & CEO, or her designee, to finalize and execute a contract with Pure Sky Project Solutions LLC to replace the clay tile roofs on 1 building and 3 structures at Plaza Saltillo Station, located at 412 Comal Street, Austin TX 78702, for \$176,000.
3. Approval of a resolution authorizing the President & CEO, or her designee, to finalize and execute a contract with SHI Government Solutions to renew CapMetro licensing of the Microsoft licensed software suite of products, for a period of three (3) years in an amount not to exceed \$2,024,767 which includes a 20% contingency to account for future growth.

4. Approval of a resolution authorizing the President & CEO, or her designee, to finalize and execute a contract modification with Lytx, Inc. for additional DriveCam Event Recorders and subscription services, over the remaining 2 years of the contract, in a new total amount not to exceed \$801,645.
5. Approval of a resolution authorizing the President & CEO, or her designee, to finalize and execute contracts with Aegis Group, Inc., Allen, Willford and Seale, CBRE, Inc., JLL Valuation and Advisory Services, National Valuation Group, Inc., and Paul Hornsby & Co., for Real Property Appraisal services on a task order basis for a base period of two (2) years with three (3) option periods of 12 months each in an aggregate amount not to exceed \$750,000.
6. Approval of a resolution authorizing the President & CEO, or her designee, to finalize a contract for the purchase of Medical Stop Loss Insurance for claims above \$225,000 from Voya Employee Benefits for one (1) year in an amount not to exceed \$857,561.
7. Approval of a resolution authorizing the President & CEO, or her designee, to finalize and execute a contract with T-KARTOR USA for Wayfinding and Customer Information Services, for a base term of 1 year, with 4 option years in a total amount not to exceed \$549,764.

## **VII. Action Items:**

1. Approval of a resolution authorizing the President & CEO, or her designee, to finalize and execute a contract modification with Unifirst Corporation for maintenance uniforms, towels and laundering/mat cleaning services, which includes a ratification amount of \$65,223, and additional funding of \$134,777 to fund the remaining contract term which ends April 6, 2025, in a new total contract amount not to exceed \$666,838.
2. Approval of a resolution awarding President & CEO Dottie Watkins adjustment to base pay equal to 5% of her annual salary and a one-time performance achievement bonus equal to 10% of base pay based on her Fiscal Year 2024 annual performance review. The increases are awarded retroactively to October 1, 2024, in accordance with the Employment Agreement.

## **VIII. Discussion Items:**

1. FY2025 Long Range Financial Plan Update
2. CapMetro Electric Fleet Update

## **IX. Report:**

1. President & CEO Monthly Update - November 2024

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

Section 551.074 for Personnel Matters related to President & CEO annual performance evaluation

**XI. Items for Future Discussion:**

**XII. 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](mailto:ed.easton@capmetro.org) if you need more information.*

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

*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

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Board of Directors

**Item #:** AI-2021-189

**Agenda Date:** 3/28/2022

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Customer Satisfaction Advisory Committee (CSAC)

**Capital Metropolitan Transportation Authority**  
**Customer Satisfaction Advisory Committee (CSAC)**  
**Wednesday, November 13, 2024**  
**6:00 PM**  
**Hybrid Presentation**

**CapMetro Employees:** Peter Breton, Kelsey Lammy, Ariel Marlowe, Marcella Wood.

**Committee Members:** Arlo Brandt, David Foster, Fangda Lu, Ephraim Taylor.

**Guests:** Scott Johnson.

***Meeting Quorum Not Met; Standing items were tabled, and the meeting started at 6:05 PM.***

### **Public Communications**

**Scott Johnson** shares his concerns with gambling advertising wraps on CapMetro buses. **Peter Breton** shares the information he provided to Mr. Johnson previously, and **Committee Members** request additional information regarding CapMetro's advertising policies and gambling ads.

**Arlo Brandt** asks about the vacant CSAC member slots, and **Peter Breton** outlines the CSAC member recruitment process.

### **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 2025 agenda items.

***Meeting ended at 7:20 PM***



# Capital Metropolitan Transportation Authority

2910 East 5th Street  
Austin, TX 78702

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Board of Directors

**Item #:** AI-2021-190

**Agenda Date:** 3/28/2022

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Access Advisory Committee

## **Capital Metropolitan Transportation Authority**

### **Access Advisory Committee**

**Wednesday, November 6, 2024**

**5:30 PM**

#### ***Hybrid Presentation***

**CapMetro Employees:** Peter Breton, Louise Friedlander, Art Jackson, Martin Kareithi, Kelsey Lammy, Julie Lampkin, Ariel Marlowe, Kathleen Reale, Sara Sanford, Randy Slaughter, Kris Turner.

**Supporting Staff:** Josh Andrews, Emma Fricker, Nick Milum, Christopher Westbrook, Belinda Wilson.

**Committee Members:** Glenda Born, Audrea Diaz, Otmar Foehner, Mike Gorse, Paul Hunt.

***Meeting called to order at 5:32 PM***

### **Welcome / Introductions / Call to Order**

*Chair Hunt*

**Approval of the minutes** – Mike Gorse / 2nd by Otmar Foehner – passes unanimously.

### **Public Communications**

**Glenda Born** compliments CapMetro staff for helping reschedule a recent trip.

**Audrea Diaz** asks why the Spare app no longer shares a minute-by-minute estimated time of arrival. **Sara Sanford** explains that Spare staff are working to reimplement the feature, and that it was removed to make sure that riders received information about their pickup window.

**Audrea Diaz** shares that she reported disruptive and abusive behavior during two recent rides and asked about what action was taken. **Julie Lampkin** reassures her that CapMetro has warned that rider about their behavior, and **Art Jackson** shares that CapMetro will be revamping the Code of Conduct to help reduce these and other incidents in the future.

### **Spare Update**

*Josh Andrews, Chief Operating Officer at Spare Labs*

**Josh Andrews** overviews action items and priorities that Spare Labs are working on to mitigate issues and improve service.

**Paul Hunt** asks for a feature to be added to the app related to data input. **Nick Milum** assures him that they will make sure the feature is added.

**Audrea Diaz** explains she has experienced wide ranging variability for pickup times when booking CapMetro Access trips and asks if that is related to the Spare scheduling system anticipating demand. **Nick Milum** confirms that the scheduling system anticipates demand, so pickup times may be earlier than normal during high demand periods.

### **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 2025 agenda items.

***Meeting adjourned at 7:03 PM***





# Capital Metropolitan Transportation Authority

2910 East 5th Street  
Austin, TX 78702

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Board of Directors

**Item #:** AI-2022-329

**Agenda Date:** 1/24/2022

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Public Safety Advisory Committee (PSAC)

**Capital Metropolitan Transportation Authority**  
**Public Safety Advisory Committee (PSAC)**  
**Friday, October 25, 2024**  
**11:30 AM**  
***Virtual Presentation***

**CapMetro Employees:** Jeremy Benoit, Michelle Gregory, Kelsey Lammy, Nina Loehr, Troy Officer, Eric Robins, Joseph Rose, Yvonne Wilson.

**Committee Members:** Kathryn Kalinowski, Christian Tschoepe.

***Meeting Quorum Not Met; Standing items were tabled, but staff presentations continued. Presentations started at 11:43 AM.***

## **Public Communications**

### **Transit PD Recruitment Process & Strategy**

*Michele Gregory, Talent Acquisition & Team Member Experience Manager*

**Michele Gregory** overviews the recruitment process and overall strategy for hiring Transit Police Officers, including the ideal candidate profile, efforts to reach diverse groups and the local community, and CapMetro's message to potential candidates.

**Christian Tschoepe** ask for details about Prospect Day. **Eric Robins** explains and adds that, in addition to providing an opportunity for applicants to meet the staff, it also serves as a preliminary screening during the Road Testing.

**Kathryn Kalinowski** asks the recruitment goal for the year, and **Eric Robins** shares that TPD is authorized to hire 12 sworn positions, with 45 total positions being the goal over the next 5 years.

**Michele Gregory** shares that CapMetro is currently in the extensive background check phase for two sergeants.

### **Community Engagement Updates**

*Kelsey Lammy, Community Engagement & Involvement Manager*

**Kelsey Lammy** overviews Round 8 of Transit Police policy development, including the most recent Program Strategies and Policies subcommittee meeting.

***Meeting ended at 12:01 PM***



# Capital Metropolitan Transportation Authority

2910 East 5th Street  
Austin, TX 78702

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Board of Directors

**Item #:** AI-2024-1334

**Agenda Date:** 11/25/2024

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Approval of minutes from the October 28, 2024 board meeting.

# Minutes

## Capital Metropolitan Transportation Authority

### Board of Directors

2910 East 5th Street  
Austin, TX 78702

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Monday, October 28, 2024

12:00 PM

Rosa Parks Boardroom

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#### I. Call to Order

12:04 p.m. Meeting Called to Order

**Present:** Travillion, Pool, Stratton, Ross, Harriss, Vela, Bangle, and Ellis

#### II. Safety Briefing:

#### III. Recognition:

1. Alfred Webb, Sr.

#### IV. Public Comment:

Deb Miller, Cliff Bodenhafer, and Zenobia Joseph provided public comments. Sherri Taylor also provided public comments later in the meeting after Action Item #11.

#### V. Advisory Committee Updates:

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

#### VI. Board Committee Updates:

1. Operations, Planning and Safety Committee

There was no meeting in October so no report was given.

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

There was no meeting in October so no report was given.

#### VII. Consent Items:

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

- Aye:** Travillion, Pool, Stratton, Ross, Harriss, Vela, Bangle, and Ellis
1. Approval of minutes from the September 11, 2024 public hearing and September 23, 2024 board meeting.
  2. Approval of a resolution authorizing the President & CEO, or her designee, to finalize and execute an Interlocal Agreement with the University of Texas at Austin, for participation in the University's IC2 Institute Readiness Training Program (RTP) for an amount not to exceed \$120,000 for a term of two years beginning November 1, 2024, thru October 31, 2025 ("Initial Term"), with a one-year option term.

### **VIII. Action Items:**

1. Approval of a resolution adopting the 2025 CapMetro Board Meeting Calendar.

A motion was made by Vice Chair Pool, seconded by Secretary of the Board Ross, that this Resolution be adopted. The motion carried by the following vote:

- Aye:** Travillion, Pool, Stratton, Ross, Harriss, Vela, Bangle, and Ellis
2. Approval of a resolution authorizing the President & CEO, or her designee, to finalize and execute a contract, including a lease agreement, with Bright Horizons Family Solutions, LLC for the operation of the Childcare and Learning Center for one base year and four one-year options for a total contract amount of \$230,000.

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

- Aye:** Travillion, Pool, Stratton, Ross, Harriss, Vela, Bangle, and Ellis
3. Approval of a resolution authorizing the President & CEO, or her designee to finalize and execute an Interlocal Agreement (ILA) with the State of Texas through its government entity, Texas State Library and Archives Commission, for digital document scanning and future document storage services starting November 1, 2024 with a termination date of August 31, 2026 in an amount not to exceed \$3,500.

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

- Aye:** Travillion, Pool, Stratton, Ross, Harriss, Vela, and Bangle
- Away:** Ellis
4. Approval of a resolution adopting the FY2025 Annual Internal Audit Plan.

This item was moved up in the agenda and taken up prior to Action Item #3.

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

**Aye:** Travillion, Pool, Stratton, Ross, Harriss, Vela, Bangle, and Ellis

5. Approval of a resolution authorizing the President & CEO, or her designee, to finalize and execute a Settlement Agreement in Lieu of Condemnation with the City of Pflugerville to grant the City one Temporary Construction Easement across up to 1.208 acres of the 25.00 acres of land owned by CapMetro located at 10805 Cameron Road, in exchange for compensation to CapMetro in the amount of \$67,521.

A motion was made by Secretary of the Board Ross, seconded by Board Member Ellis, that this Resolution be adopted. The motion carried by the following vote:

**Aye:** Travillion, Pool, Stratton, Ross, Harriss, Vela, Bangle, and Ellis

6. Approval of a resolution authorizing the President & CEO, or her designee, to finalize and execute contracts with Bowman Consulting Group, LLC, Doucet & Associates, Inc., McGray & McGray Land Surveyors, Inc., and Surveying and Mapping, LLC, for Real Property Surveying services on a task order basis for a base period of three (3) years with two (2) option periods for 12 months each in an aggregate amount not to exceed \$2,955,000.

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

**Aye:** Travillion, Pool, Stratton, Ross, Harriss, Vela, Bangle, and Ellis

7. Approval of a resolution authorizing the President & CEO, or her designee, to finalize and execute an Interlocal Agreement with the City of Austin for the design and construction of a Redline double-track and multimodal improvements project along East 5th Street through which CapMetro will contribute \$14,184,000, while the City contribution will not exceed \$5,000,000.

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

**Aye:** Travillion, Pool, Stratton, Ross, Harriss, Vela, Bangle, and Ellis

8. Approval of a resolution authorizing the President & CEO, or her designee, to finalize and execute the granting of an electric utility easement to the City of Austin on CapMetro-owned property located at 2401 East Slaughter Lane, Austin, Texas 78747, for the purpose of placing, constructing, reconstructing, installing, operating, repairing, maintaining, inspecting, replacing, upgrading or removing electric distribution and electric telecommunications lines and systems to serve the battery electric bus charging infrastructure as set forth in the easement, which, after final construction, shall be limited to an area extending five feet on all sides of the actual installed location of the facilities/improvements.

Items #8 through #11 were presented together and taken as a single motion/vote.

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

**Aye:** Travillion, Pool, Stratton, Ross, Harriss, Vela, Bangle, and Ellis

9. Approval of a resolution authorizing the President & CEO, or her designee, to grant a Storm Sewer Drainage Easement and a Water/Wastewater Easement to the City of Austin for the Goodnight Ranch Park and Ride Construction Project.

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

**Aye:** Travillion, Pool, Stratton, Ross, Harriss, Vela, Bangle, and Ellis

10. Approval of a resolution authorizing the President & CEO, or her designee, to finalize and execute a signage easement agreement with Austin Goodnight Ranch, L.P., adjacent to CapMetro-owned property located at 2401 East Slaughter Lane, Austin, Texas, 78747, for the purpose of the installation, construction, maintenance, operation, replacement, repair and upgrade of traffic control signs.

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

**Aye:** Travillion, Pool, Stratton, Ross, Harriss, Vela, Bangle, and Ellis

11. Approval of a resolution authorizing the President & CEO, or her designee, to finalize and execute the granting of a joint access easement agreement with Austin Goodnight Ranch, L.P., on CapMetro-owned property located at 2401 East Slaughter Lane, Austin, Texas, 78747, for the purpose of the construction, operation, maintenance, replacement, repair, upgrade, and use of a paved access drive, related curb cuts, access points from such drive onto adjoining rights-of-way, landscaping, curbs, gutters, drainage channels, drainage conveyance structures, and all other access-related improvements to be constructed within the access easement area.

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

**Aye:** Travillion, Pool, Stratton, Ross, Harriss, Vela, Bangle, and Ellis

## **IX. Report:**

1. President & CEO Monthly Update - October 2024

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

Into Executive Session with a quorum present: 1:57 p.m.

Out of Executive Session: 2:26 p.m.

Section 551.074 for Personnel Matters related to President & CEO annual performance evaluation

## **XI. Items for Future Discussion:**

**XII. Adjournment**

2:26 p.m. Meeting Adjourned

**ADA Compliance**

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

*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-2024-1276

Agenda Date: 11/25/2024

**SUBJECT:**

Approval of a resolution authorizing the President & CEO, or her designee, to finalize and execute a contract with Pure Sky Project Solutions LLC to replace the clay tile roofs on 1 building and 3 structures at Plaza Saltillo Station, located at 412 Comal Street, Austin TX 78702, for \$176,000.

**FISCAL IMPACT:**

Funding for this action is in the FY2025 Capital Budget.

**STRATEGIC PLAN:****Strategic Goal Alignment:**

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

**Strategic Objectives:**

- ☒ 1.1 Safe & Reliable Service      ☒ 1.2 High Quality Customer Experience      ☐ 1.3 Accessible System  
☐ 2.1 Support Sustainable Regional Growth      ☐ 2.2 Become a Carbon Neutral Agency  
☐ 2.3 Responsive to Community and Customer Needs      ☐ 2.4 Regional Leader in Transit Planning  
☐ 3.1 Diversity of Staff      ☐ 3.2 Employer of Choice      ☐ 3.3 Expand Highly Skilled Workforce  
☒ 4.1 Fiscally Responsible and Transparent      ☐ 4.2 Culture of Safety      ☒ 4.3 State of Good Repair

**EXPLANATION OF STRATEGIC ALIGNMENT:** The clay tile roofs have reached their end of useful life and are due for replacement in alignment with CapMetro's State of Good Repair program.

**BUSINESS CASE:** The roof replacements will help prevent water damage to 1 building and will help keep 3 "merchant" areas dry at Plaza Saltillo Station while helping to ensure CapMetro's assets stay in a state of good repair when used via CapMetro employees and during special community events. The funding for this project is included in the FY 2025 Capital Budget.

**COMMITTEE RECOMMENDATION:** This item was presented and recommended for approval by the Operations, Planning and Safety Committee on November 13, 2024.

**EXECUTIVE SUMMARY:** CapMetro is seeking to replace the Plaza Saltillo Station clay tile roofs to ensure the on-site tiled roof building and structures stay in proper condition, so no business/community issues or building damage occurs.

**DBE/SBE PARTICIPATION:** A 0% DBE goal was placed on this solicitation. Based on the SOW provided, this project was specific to the removal and replacing of Spanish clay tiles, which did not provide for subcontract opportunities.

**PROCUREMENT:** The contract will utilize the OMNIA Partners cooperative Contract No. R230402 held by National Roofing Partners for Roofing Products, Services and Job-Order-Contracting (JOC) Services with Pure Sky Project Solutions as a local authorized distributor.

OMNIA Partners 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 OMNIA Partners contracts satisfy otherwise applicable competitive bidding requirements. The pricing provided by Pure Sky Project Solutions for the replacement of Plaza Saltillo Station roofs was determined to be fair & reasonable by the OMNIA Partners organization during its solicitation and award process.

Pure Sky Project Solutions will be awarded a fixed lump sum price contract to replace Plaza Saltillo Station roofing. The total contract amount will be \$176,000 with a period of performance of sixty (60) days.

**RESPONSIBLE DEPARTMENT:** Facilities Programming & Management

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

**STATE OF TEXAS  
COUNTY OF TRAVIS**

**AI-2024-1276**

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management recognize the need to protect the safety of all employees and Capital Metro assets and comply with all city, state and federal code requirements; and

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management recognize the need to ensure facilities are maintained in a state of good repair to ensure public safety.

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that the President & CEO, or his designee, is authorized to finalize and execute a contract with Pure Sky Project Solutions LLC to replace the clay tile roofs at Plaza Saltillo Station, located at 412 Comal Street, Austin TX 78702, for \$176,000.

\_\_\_\_\_  
**Secretary of the Board  
Becki Ross**

**Date:** \_\_\_\_\_

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Board of Directors

Item #: AI-2024-1289

Agenda Date: 11/25/2024

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**SUBJECT:**

Approval of a resolution authorizing the President & CEO, or her designee, to finalize and execute a contract with SHI Government Solutions to renew CapMetro licensing of the Microsoft licensed software suite of products, for a period of three (3) years in an amount not to exceed \$2,024,767 which includes a 20% contingency to account for future growth.

**FISCAL IMPACT:**

Funding for this action is in the FY2025 Operating Budget.

**STRATEGIC PLAN:**

**Strategic Goal Alignment:**

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

**STRATEGIC OBJECTIVES:**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> 1.1 Safe & Reliable Service                               | <input type="checkbox"/> 1.2 High Quality Customer Experience    | <input type="checkbox"/> 1.3 Accessible System               |
| <input checked="" type="checkbox"/> 2.1 Support Sustainable Regional Growth        | <input type="checkbox"/> 2.2 Become a Carbon Neutral Agency      |  |
| <input checked="" type="checkbox"/> 2.3 Responsive to Community and Customer Needs | <input type="checkbox"/> 2.4 Regional Leader in Transit Planning |  |
| <input type="checkbox"/> 3.1 Diversity of Staff                                    | <input type="checkbox"/> 3.2 Employer of Choice                  | <input type="checkbox"/> 3.3 Expand Highly Skilled Workforce |
| <input checked="" type="checkbox"/> 4.1 Fiscally Responsible and Transparent       | <input type="checkbox"/> 4.2 Culture of Safety                   | <input checked="" type="checkbox"/> 4.3 State of Good Repair |

**EXPLANATION OF STRATEGIC ALIGNMENT:** The office productivity software suite provides opportunities for communication and collaboration via integration with various systems and access to CapMetro's resources via any web-enabled device. The systems will also provide a platform for incorporating new, improved and innovative business practices, as well as providing a great customer experience. Maintaining CapMetro's systems in a state of good repair ensures stable and reliable systems.

**BUSINESS CASE:** The current three-year agreement is expiring for our Microsoft suite of products which are used agency wide. A new agreement must be put in place to maintain the continuity of operations critical to running each business unit. Maintaining the most current versions of software helps maintain secure systems and provide feature rich tools to increase effectiveness and efficiency. In addition, the Microsoft hosted solution limits the hardware investment and greatly reduces the need for local support of the system,

simplifying future upgrades. It is necessary to maintain the advantages of the current Microsoft productivity software solutions to prevent the business units from experiencing decreased efficiency due to document version incompatibility issues with document exchange between partners, vendors, and other entities. Failure to act will see a resurgence of these issues resulting in decreased performance, loss of collaboration opportunity, and limited mobile access to CapMetro's resources.

COMMITTEE RECOMMENDATION: This item was presented and recommended for approval by the Operations, Planning and Safety Committee on November 13, 2024.

EXECUTIVE SUMMARY: The Microsoft suite of products has provided office productivity software that has increased the agency's ability to collaborate, augment productivity and access resources remotely, including leveraging usage via mobile devices. This agreement provides licensing and support for Microsoft Windows operating system for workstations and servers, Microsoft Office 365, Microsoft Exchange Online, Microsoft SharePoint Online, Teams, other ancillary services (e.g. training) and software products (e.g. MS Visio, MS Project). In addition to maintaining the most current versions of the software, the Microsoft hosted solution limits the hardware investment and greatly reduces the need for local support of the system, simplifying future upgrades. The solutions provide the foundation for integration with the communications systems (e.g. telecom, instant messaging, etc.), increase user productivity, and enabling better collaboration and mobility opportunities.

DBE/SBE PARTICIPATION: A 0% SBE goal is assigned for this project due to limited subcontracting opportunity, which is for licensing of software.

PROCUREMENT: The contract will utilize the Department of Information Resources (DIR) contract, DIR-CPO-5237 held by SHI Government Solutions, Inc. to re-sell Microsoft Licensing and Software products.

DIR awarded contracts are made available for use by Capital Metro 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 for the Microsoft licensed software suite of products was determined to be fair & reasonable by DIR's organization during its solicitation and award process.

The following is SHI Government Solutions pricing for three (3) years of Microsoft Enterprise Agreement Licensing, per year with a 20% contingency to account for future growth:

Year 1 - Microsoft Enterprise Agreement Licensing	\$562,435.14
Year 2 - Microsoft Enterprise Agreement Licensing	\$562,435.14
Year 3 - Microsoft Enterprise Agreement Licensing	\$562,435.14
Grand Total for Year 1 Through 3:	\$1,687,305.42
20% Contingency:	\$337,461.08
<b>Total Including Contingency:</b>	<b>\$2,024,766.50</b>

RESPONSIBLE DEPARTMENT: Information Technology

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

**STATE OF TEXAS  
COUNTY OF TRAVIS**

**AI-2024-1289**

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and CapMetro management endeavor to maintain its Microsoft productivity software in good working order to support current operations; and

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and Capital Metro management recognize the need to provide the necessary office productivity and communications software required by new business initiatives.

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 SHI Government Solutions to renew CapMetro licensing of the Microsoft licensed software suite of products, for a period of three (3) years in an amount not to exceed \$2,024,767 which includes a 20% contingency to account for future growth.

\_\_\_\_\_  
**Secretary of the Board  
Becki Ross**

**Date:** \_\_\_\_\_

Board of Directors

Item #: AI-2024-1314

Agenda Date: 11/25/2024

## SUBJECT:

Approval of a resolution authorizing the President & CEO, or her designee, to finalize and execute a contract modification with Lytx, Inc. for additional DriveCam Event Recorders and subscription services, over the remaining 2 years of the contract, in a new total amount not to exceed \$801,645.

## FISCAL IMPACT:

Funding for this action is in the FY2025 Operating Budget.

## STRATEGIC PLAN:

### Strategic Goal Alignment:

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

### Strategic Objectives:

- ☒ 1.1 Safe & Reliable Service      ☐ 1.2 High Quality Customer Experience      ☐ 1.3 Accessible System  
☐ 2.1 Support Sustainable Regional Growth      ☐ 2.2 Become a Carbon Neutral Agency  
☐ 2.3 Responsive to Community and Customer Needs      ☐ 2.4 Regional Leader in Transit Planning  
☐ 3.1 Diversity of Staff      ☐ 3.2 Employer of Choice      ☐ 3.3 Expand Highly Skilled Workforce  
☐ 4.1 Fiscally Responsible and Transparent      ☒ 4.2 Culture of Safety      ☐ 4.3 State of Good Repair

**EXPLANATION OF STRATEGIC ALIGNMENT:** The Lytx System detects potentially unsafe driving behavior and through incident alerts and operator counselling, is used to improve operator safety, making the bus system safer.

**BUSINESS CASE:** The Lytx system is the preferred tool for monitoring events and improving driver safety and is currently installed on all buses.

**COMMITTEE RECOMMENDATION:** The item was presented and recommended for approval by the Operations, Planning and Safety Committee on November 13, 2024.

**EXECUTIVE SUMMARY:** The Lytx DriveCam Event Recorder is an inertia-based camera system which detects



and reports potentially unsafe operator behavior. These incident reports are used to train and improve operator driving habits, improving the overall safety of CapMetro's fleet. The Lytx System has been successfully used on the CapMetro bus fleet for the last ten years. Executing this contract modification which will be in effect over the two remaining option years of the contract, will expand the system from 525 to 806 fleet vehicles.

DBE/SBE PARTICIPATION: A Small Business Enterprise (SBE) goal of 0% was established for this contract. This procurement is extending a subscription service currently being provided by Lytx and does not include subcontracting opportunities.

PROCUREMENT: On December 18, 2023, the CapMetro Board of Directors authorized CapMetro to enter into a contract with Lytx, Inc. for a three (3) year term, from January 1, 2023 through December 31, 2026, in the not-to-exceed amount of \$552,960. A contract was subsequently awarded to Lytx, Inc. on January 1, 2024. CapMetro is in the 1<sup>st</sup> year of the contract and is seeking board approval to increase the contract amount by \$248,685. for additional DriveCam event recorders and subscription services due to growth in the agency's fleet, increasing the total not-to-exceed amount of the contract to \$801,645.

RESPONSIBLE DEPARTMENT: Bus Operations and Maintenance

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

**STATE OF TEXAS  
COUNTY OF TRAVIS**

**AI-2024-1314**

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and CapMetro Management endeavor to maintain a safe operating fleet.

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 modification with Lytx, Inc. for additional DriveCam Event Recorders and subscription services, over the remaining 2 years of the contract, in a new total amount not to exceed \$801,645.

\_\_\_\_\_  
**Secretary of the Board  
Becki Ross**

**Date:** \_\_\_\_\_

Board of Directors

Item #: AI-2024-1324

Agenda Date: 11/25/2024

## SUBJECT:

Approval of a resolution authorizing the President & CEO, or her designee, to finalize and execute contracts with Aegis Group, Inc., Allen, Willford and Seale, CBRE, Inc., JLL Valuation and Advisory Services, National Valuation Group, Inc., and Paul Hornsby & Co., for Real Property Appraisal services on a task order basis for a base period of two (2) years with three (3) option periods of 12 months each in an aggregate amount not to exceed \$750,000.

## FISCAL IMPACT:

Funding for this action is contingent on approval of the operating budget in each fiscal year.

## STRATEGIC PLAN:

### Strategic Goal Alignment:

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

### Strategic Objectives:

- ☐ 1.1 Safe & Reliable Service      ☒ 1.2 High Quality Customer Experience      ☐ 1.3 Accessible System
- ☒ 2.1 Support Sustainable Regional Growth      ☐ 2.2 Become a Carbon Neutral Agency
- ☒ 2.3 Responsive to Community and Customer Needs      ☒ 2.4 Regional Leader in Transit Planning
- ☐ 3.1 Diversity of Staff      ☐ 3.2 Employer of Choice      ☐ 3.3 Expand Highly Skilled Workforce
- ☐ 4.1 Fiscally Responsible and Transparent      ☐ 4.2 Culture of Safety      ☐ 4.3 State of Good Repair

**EXPLANATION OF STRATEGIC ALIGNMENT:** Real Property Appraisal services are required to provide consultant appraisal services to CapMetro to purchase real property in fee simple, easements, and rights-of-way within the next five (5) years for the purpose of constructing transit facilities, creating Transit-Oriented Developments, putting into service Rapid Bus operations, and expanding Commuter Rail all within the context of the Five-Year Service Plan. It is reasonable to expect recurring needs for Real Property Appraisal services and task order contracts offer the most efficient and cost-effective option to respond to such needs.

**BUSINESS CASE:** Task order contracts allow CapMetro to have a qualified group of consultants to perform a specific type of recurring work in a timely manner to meet the project and operational needs of the Agency.

The funds for these services are included in the approved FY 2025 operating budget and will be requested in subsequent fiscal year operating budgets.

COMMITTEE RECOMMENDATION: This item was presented and recommended for approval at the Operations, Planning and Safety Committee meeting on November 13, 2024.

EXECUTIVE SUMMARY: : CapMetro requires Real Property Appraisal services to provide consultant appraisal services to perform land valuation services for purchase, sale or lease of real property, easements, rights of way and railroad corridors. Staff reasonably expect that the need for such services will continue, and that responding to such needs by the use of in-place task order contracts offers the best value. Through these appraisal services contracts, CapMetro will secure the services of professional and credentialed appraisers and other related appraisal professionals to complete budgeted operating and capital projects during the contract term.

DBE/SBE PARTICIPATION: A 0% DBE goal was placed on this solicitation. This project was specific to an appraisal service, which did not provide for subcontract opportunities.

PROCUREMENT: On June 28, 2024 a request for Statements of Qualifications was issued and formally advertised. By the closing date of July 29, 2024, nine (9) submittals were received. The evaluation team used the following factors in the evaluation of submittals:

- (1) Qualifications, experience, and demonstrated past performance of the applicant's firm on projects of a similar size, scope, complexity, and nature.
- (2) Qualifications and experience of key professional staff, appraisers, review appraisers, and any subcontractors, to include if degreed, licensed and number of years of experience. The capabilities of the proposed project personnel, and any subcontractors, on projects of a similar size, scope, complexity and nature. Experience to include Project personnel's relevant industry, government agency experience and Federal and State experience, is preferred. Designated project personnel, who are licensed to practice in the State of Texas, must have a license in good standing.
- (3) Quality and completeness of the firm's response to the SOQ. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, including references from previous clients, and financial and technical resources. Services past performance may include coordination efforts with other municipalities or government agencies.

The submittals from Aegis Group, Inc.; Allen, Willford & Seale, Inc.; National Valuation Group, Inc.; Paul Hornsby & Company; CBRE; and JLL Valuation & Advisory Services were rated highest, all factors considered. CapMetro negotiated and finalized pricing based on cost and market evaluation of the hourly rates, overhead, and profit for similar services. The contracts are indefinite-quantity- delivery task order contracts. The term is a base period of two (2) years from the Notice of Award, with three (3) option periods of 12 months each, not to exceed price of \$750,000 for all six (6) contracts.

RESPONSIBLE DEPARTMENT: Real Estate

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

**STATE OF TEXAS  
COUNTY OF TRAVIS**

**AI-2024-1324**

WHEREAS, the Capital Metropolitan Board of Directors and Capital Metro management endeavor to pursue the improvement of transportation and operational infrastructure; and

WHEREAS, the Capital Metropolitan Board of Directors and Capital Metro management recognize the need for multiple award Real Property Appraisal services task order contracts to allow agency staff to respond to organizational needs.

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors approves a resolution authorizing the President & CEO, or her designee, to finalize and execute contracts with Aegis Group, Inc. , Allen, Willford and Seale, CBRE, Inc., JLL Valuation and Advisory Services, National Valuation Group, Inc., and Paul Hornsby & Co., for Real Property Appraisal services on a task order basis for a base period of two (2) years with three (3) option periods of 12 months each in an aggregate amount not to exceed \$750,000.

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Secretary of the Board  
Becki Ross**

Board of Directors

Item #: AI-2024-1327

Agenda Date: 11/25/2024

## SUBJECT:

Approval of a resolution authorizing the President & CEO, or her designee, to finalize a contract for the purchase of Medical Stop Loss Insurance for claims above \$225,000 from Voya Employee Benefits for one (1) year in an amount not to exceed \$857,561.

## FISCAL IMPACT:

Funding for this action is in the FY2025 Operating Budget.

## STRATEGIC PLAN:

### Strategic Goal Alignment:

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

### Strategic Objectives:

- ☐ 1.1 Safe & Reliable Service
- ☐ 1.2 High Quality Customer Experience
- ☐ 1.3 Accessible System
- ☐ 2.1 Support Sustainable Regional Growth
- ☐ 2.2 Become a Carbon Neutral Agency
- ☐ 2.3 Responsive to Community and Customer Needs
- ☐ 2.4 Regional Leader in Transit Planning
- ☐ 3.1 Diversity of Staff
- ☐ 3.2 Employer of Choice
- ☐ 3.3 Expand Highly Skilled Workforce
- ☒ 4.1 Fiscally Responsible and Transparent
- ☐ 4.2 Culture of Safety
- ☐ 4.3 State of Good Repair

**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 2025, CapMetro recommends increasing the stop loss limit from \$200,000 to \$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 November 13, 2024.

EXECUTIVE SUMMARY: Gallagher Benefits Services has obtained quotes for stop loss insurance from United Healthcare, Voya Employee Benefits and High Mark (HM) Insurance Group. The price quote from Voya for \$225,000 individual stop loss insurance is \$310,887 less than the current stop loss insurance with Highmark Insurance Group and 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. Both Voya Financial and ReliaStar Life Insurance Company have 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.

DBE/SBE PARTICIPATION: Does not apply.

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

RESPONSIBLE DEPARTMENT: People and Culture

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

**STATE OF TEXAS  
COUNTY OF TRAVIS**

**A1-2024-1327**

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 a contract for the purchase of Medical Stop Loss Insurance for claims above \$225,000 from Voya Employee Benefits for one (1) year in an amount not to exceed \$857,561.

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Secretary of the Board  
Becki Ross**



Board of Directors

Item #: AI-2024-1328

Agenda Date: 11/25/2024

**SUBJECT:**

Approval of a resolution authorizing the President & CEO, or her designee, to finalize and execute a contract with T-KARTOR USA for Wayfinding and Customer Information Services, for a base term of 1 year, with 4 option years in a total amount not to exceed \$549,764.

**FISCAL IMPACT:**

Funding for this action is in the FY2025 Operating Budget.

**STRATEGIC PLAN:****Strategic Goal Alignment:**

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

**Strategic Objectives:**

- ☐ 1.1 Safe & Reliable Service      ☒ 1.2 High Quality Customer Experience      ☐ 1.3 Accessible System  
☐ 2.1 Support Sustainable Regional Growth      ☐ 2.2 Become a Carbon Neutral Agency  
☐ 2.3 Responsive to Community and Customer Needs      ☐ 2.4 Regional Leader in Transit Planning  
☐ 3.1 Diversity of Staff      ☐ 3.2 Employer of Choice      ☐ 3.3 Expand Highly Skilled Workforce  
☐ 4.1 Fiscally Responsible and Transparent      ☐ 4.2 Culture of Safety      ☐ 4.3 State of Good Repair

**EXPLANATION OF STRATEGIC ALIGNMENT:** Maintaining clear wayfinding and schedule information that allows the customer to successfully navigate the system is a mission critical component. Maps, schedules, and information at stops are touchpoints of the user experience that help define the success of customer experience.

**BUSINESS CASE:** Wayfinding services, which may include route maps, system maps, information displays, corridor maps, wayfinding information or transit stop information, are all elements that customers depend upon to understand and use CapMetro services. The continuous improvement of these complex systems requires the Authority to contract with specialists who can audit, design and implement these projects on an ongoing basis. This will be essential with the implementation of new service and the introduction of new Rapid lines, stations and park and rides as part of Project Connect.

**COMMITTEE RECOMMENDATION:** The item was presented and recommended for approval by the Operations, Planning and Safety Committee on November 13, 2024.

**EXECUTIVE SUMMARY:** CapMetro has used the services of a wayfinding and customer information services firm for over ten years. These services have allowed CapMetro to improve and provide clear information through maps and wayfinding that allow the customer to understand and successfully navigate the system. These services will provide a wide variety of key wayfinding elements to help with the implementation of future service changes and any necessity to redefine service under Transit Plan 2035 and Project Connect initiatives.

The base year of this contract includes funding to introduce wayfinding for 2 additional Rapid lines, new park and rides (Expo Center and Goodnight Ranch), a new station on the Redline (Broadmoor) and the introduction of CapMetro Bikeshare services. The remaining option years will be used to maintain and update these systems as additional changes are initiated through three service changes annually.

**DBE/SBE PARTICIPATION:** A 2% DBE goal was assigned for this project. The awarded vendor has committed to 4% DBE participation and will be tracked during the term of the contract.

**PROCUREMENT:** On August 2, 2024, a Request for Proposal (RFP) was issued and formally advertised. By the due date of September 5, 2024, one (1) proposal was received. The evaluation team met on September 25, 2024, to discuss the results of evaluation of the proposal and requested an oral discussion with the firm. Following the Oral discussion, a Final Proposal Revision (FPR) was requested from the firm. The evaluation team met on October 23, 2024, to discuss the matrix results of the FPR evaluation and determined that the following firm will be recommended for award to the CapMetro Board of Directors: T-Kartor USA Corporation. The proposed pricing submitted by T-Kartor USA Corporation was determined to be fair and reasonable and T-Kartor USA Corporation affirmatively demonstrates as having adequate financial resources and the necessary capacity and capability to perform the contract for Wayfinding and Customer Information services, and have been deemed qualified and eligible to receive an award under the solicitation and laws or regulations applicable to procurement. This is an indefinite quantity/indefinite delivery task order contract. The contract term is one (1) base period of one (1) year and four (4) option periods of 1-year each, for a total not-to-exceed amount of \$549,764.00 for the five (5) year period.

**RESPONSIBLE DEPARTMENT:** Marketing & Communications

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

**STATE OF TEXAS  
COUNTY OF TRAVIS**

**AI-2024-1328**

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and CapMetro Management recognize the need to provide clear and reliable wayfinding information systems and infrastructure for a customer friendly experience; and

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors CapMetro Management recognize the need to secure professional wayfinding and customer information services to manage and improve our systems.

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that the President & CEO, of her designee, is authorized to finalize and execute a contract with T-KARTOR USA for Wayfinding and Customer Information Services, for a base term of 1 year, with 4 option years in a total amount not to exceed \$549,764.

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Secretary of the Board  
Becki Ross**

Board of Directors

Item #: AI-2024-1321

Agenda Date: 11/25/2024

## SUBJECT:

Approval of a resolution authorizing the President & CEO, or her designee, to finalize and execute a contract modification with Unifirst Corporation for maintenance uniforms, towels and laundering/mat cleaning services, which includes a ratification amount of \$65,223, and additional funding of \$134,777 to fund the remaining contract term which ends April 6, 2025, in a new total contract amount not to exceed \$666,838.

## FISCAL IMPACT:

Funding for this action is in the FY2025 Operating Budget.

## STRATEGIC PLAN:

### Strategic Goal Alignment:

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

### Strategic Objectives:

- ☐ 1.1 Safe & Reliable Service      ☐ 1.2 High Quality Customer Experience      ☐ 1.3 Accessible System  
☐ 2.1 Support Sustainable Regional Growth      ☐ 2.2 Become a Carbon Neutral Agency  
☐ 2.3 Responsive to Community and Customer Needs      ☐ 2.4 Regional Leader in Transit Planning  
☐ 3.1 Diversity of Staff      ☒ 3.2 Employer of Choice      ☐ 3.3 Expand Highly Skilled Workforce  
☐ 4.1 Fiscally Responsible and Transparent      ☐ 4.2 Culture of Safety      ☐ 4.3 State of Good Repair

**EXPLANATION OF STRATEGIC ALIGNMENT:** CapMetro is committed to being an employer of choice which includes providing maintenance uniforms.

**BUSINESS CASE:** CapMetro is obligated to provide maintenance uniforms under the contracted bus operation and maintenance contract. The rental of uniforms is the fiscally prudent solution to meet that obligation.

**COMMITTEE RECOMMENDATION:** The item will be presented to the full board on November 25, 2024.

**EXECUTIVE SUMMARY:** As an employer of choice, CapMetro provides uniforms for vehicle, building, and facility maintenance staff. This rental contract includes weekly cleaning of pants and shirts, as well as the

provision of winter jackets and insulated coveralls for those staff who work outdoors, and miscellaneous supplies such as shop towels and walk-on floor mats. Unlike operators who launder and care for their own uniforms, the nature of heavily soiled maintenance uniform cleaning is better serviced by a professional heavy duty cleaning service.

The original contract, when awarded in April 2022, was under the financial threshold for seeking board approval. In December 2023 approval from the board was received to increase funding for the expansion of uniform services to include additional staff and additional cleaning services. This board action will allow for continued uniform rental services through April 2025.

An amount of \$65,222.21 will be overspent on the contract before Board approval and will be included in the modification resolution as a ratification. An additional amount of \$84,277.79 is required to cover continued services through the end of the contract term on April 6, 2025.

DBE/SBE PARTICIPATION: The contract has a 0% SBE goal, and does not include subcontracting opportunities.

PROCUREMENT: A contract was awarded to Unifirst Corporation for Rental and Laundering Services of Uniforms, Mats, and Shop Towels, on April 4, 2022, in an amount not to exceed \$104,791.40 for the base year. The contract was modified on April 4, 2023, to apply Option year 1 in the amount of \$142,512. The contract was modified a second time on November 22, 2023, for additional uniform and laundering services in the amount of \$6,488.00 for a total amount of \$149,000. The Contract was modified a third time for additional uniform and laundering service in the amount of \$63,047.00 after Board approval per resolution # AI-2023-1020 on December 18, 2023, bringing the total contract amount to \$316,838.40. The contract was modified a fourth time on April 4, 2024, to apply the final option year in the amount of \$149,999.00 bringing the total contract amount to \$466,837.40. Modification 5 is now required for additional employee uniforms and laundering services due to the growth of the Authority in an amount of \$200,000.00, in which \$65,223 is being processed by ratification as an over expenditure. The total not to exceed Contract amount for the remaining contract term is \$666,838.

Description	Lump Sum Amount
Awarded Contract Amount - Base Year	\$104,791.40
Modification - 1 - Option Year	\$142,512.00
Modification - 2 - Additional Uniform and Services	6,488.00
Modification - 3 - New Employee Uniforms and Services	\$63,047.00
Modification - 4 - Final Option Year	\$149,999.00
Modification - 5 - Additional Funds for Uniforms and Services	\$200,000.00
<b>Grand Total Not to Exceed</b>	<b>\$666,837.40</b>

RESPONSIBLE DEPARTMENT: Bus Operations and Maintenance

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

**STATE OF TEXAS  
COUNTY OF TRAVIS**

**AI-2024-1321**

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors and CapMetro management endeavor to be an employer of choice by providing uniform rental and cleaning services to maintenance employees.

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 modification with Unifirst Corporation for maintenance uniforms, towels and laundering/mat cleaning services, which includes a ratification amount of \$65,223, and additional funding of \$134,777 to fund the remaining contract term which ends April 6, 2025, in a new total contract amount, not to exceed \$666,838.

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Secretary of the Board  
Becki Ross**

Board of Directors

Item #: AI-2024-1309

Agenda Date: 11/25/2024

## SUBJECT:

Approval of a resolution awarding President & CEO Dottie Watkins adjustment to base pay equal to 5% of her annual salary and a one-time performance achievement bonus equal to 10% of base pay based on her Fiscal Year 2024 annual performance review. The increases are awarded retroactively to October 1, 2024, in accordance with the Employment Agreement.

## FISCAL IMPACT:

Choose an item.

## STRATEGIC PLAN:

### Strategic Goal Alignment:

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

### Strategic Objectives:

- ☐ 1.1 Safe & Reliable Service
 ☐ 1.2 High Quality Customer Experience
 ☐ 1.3 Accessible System
- ☐ 2.1 Support Sustainable Regional Growth
 ☐ 2.2 Become a Carbon Neutral Agency
- ☐ 2.3 Responsive to Community and Customer Needs
 ☐ 2.4 Regional Leader in Transit Planning
- ☐ 3.1 Diversity of Staff
 ☒ 3.2 Employer of Choice
 ☐ 3.3 Expand Highly Skilled Workforce
- ☐ 4.1 Fiscally Responsible and Transparent
 ☐ 4.2 Culture of Safety
 ☐ 4.3 State of Good Repair

**EXPLANATION OF STRATEGIC ALIGNMENT:** The performance goals established by the board for the President & CEO are aligned with the goals in the Strategic Plan. The board's annual evaluation and specific action on the President & CEO's performance also supports the Workforce goal and Employer of Choice Objective by rewarding performance that contributes to CapMetro's overall success.

**BUSINESS CASE:** The evaluation by the Capital Metro Board of Directors of the President & CEO's performance meets the requirement of the President & CEO Total Compensation Policy and the Employment Agreement between Dottie Watkins and CapMetro.

**COMMITTEE RECOMMENDATION:** item will be presented to the full board on November 25, 2024.

EXECUTIVE SUMMARY: CapMetro's Employment Agreement with Dottie Watkins states that the Board of Directors shall review her performance annually based on performance standards established for that period. The process adopted by the board in the President & CEO Total Compensation Policy describes the process for linking President & CEO pay to performance.

DBE/SBE PARTICIPATION: Does not apply.

PROCUREMENT: Does not apply

RESPONSIBLE DEPARTMENT: People and Culture



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

**STATE OF TEXAS  
COUNTY OF TRAVIS**

**A1-2024-1309**

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors entered into an Employment Agreement with Dottie Watkins effective January 30, 2023; and

WHEREAS, the Capital Metropolitan Transportation Authority Board of Directors has evaluated Dottie Watkins' performance in accordance with her Employment Agreement and the President & CEO Total Compensation Policy.

NOW, THEREFORE, BE IT RESOLVED by the Capital Metropolitan Transportation Authority Board of Directors that President & CEO Dottie Watkins is awarded an adjustment to base pay equal to 5% of her annual salary and a one-time performance achievement bonus equal to 10% of base pay based on her 2024 annual performance review. The increases are retroactive to October 1, 2024 in accordance with the Employment Agreement.

\_\_\_\_\_  
**Secretary of the Board  
Becki Ross**

**Date:** \_\_\_\_\_



# Capital Metropolitan Transportation Authority

2910 East 5th Street  
Austin, TX 78702

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Board of Directors

**Item #:** AI-2024-1316

**Agenda Date:** 11/25/2024

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FY2025 Long Range Financial Plan Update



# Long-Range Financial Plan

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Fiscal Years 2025 to 2034

Board of Directors 11/25/24

# Objectives

- Board approved long-range financial plan policy in 2022
- Align financial capacity with long-term service objectives
- Identify and analyze financial challenges to fiscal stability
- Develop comprehensive long-range forecast
- Evaluate ability to fund:
  - Current and expanded needs
  - Reserve requirements
  - Debt financing

# Benefits of a Long-Range Plan Model



Builds a fiscally sound agency



Awareness of options, barriers and opportunities



Improves long-term financial sustainability

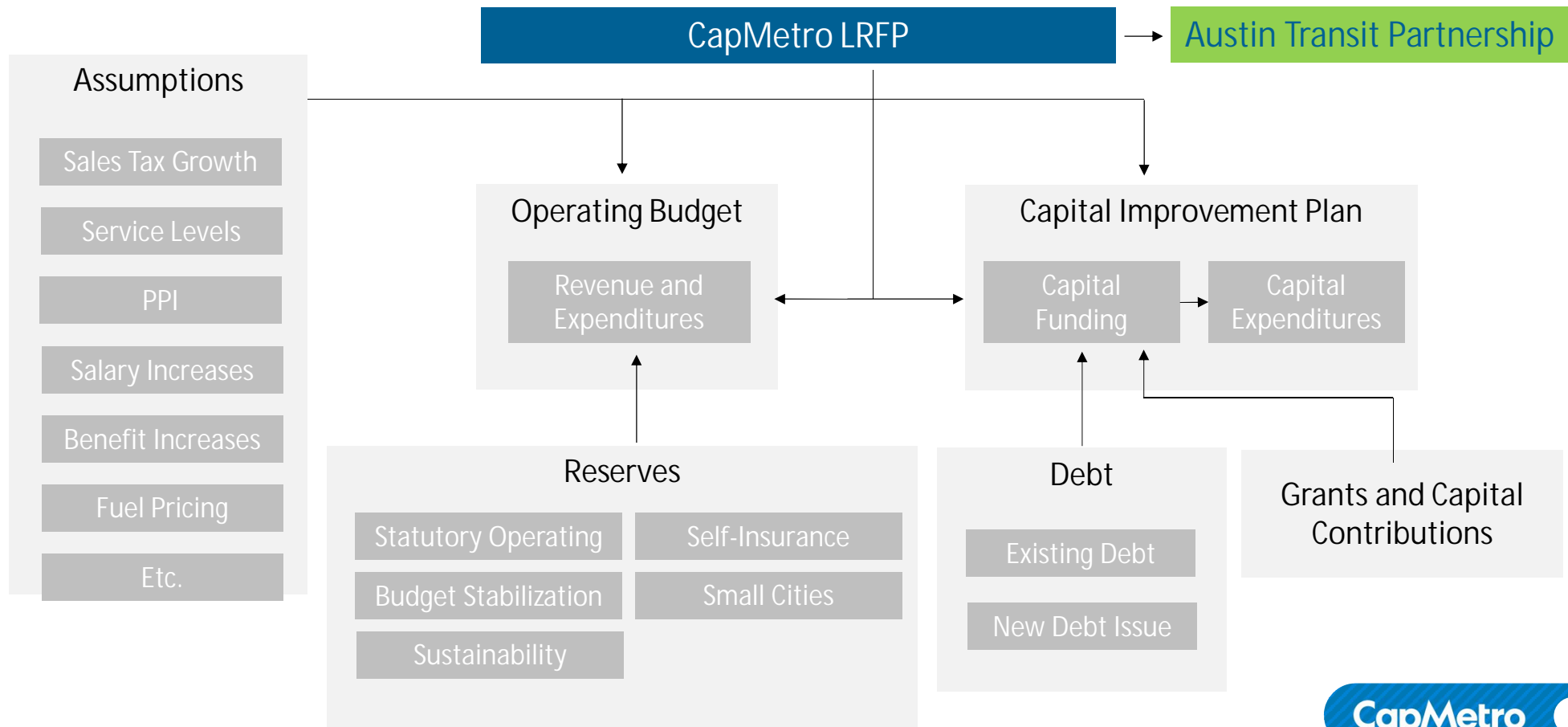


Balances competing demands



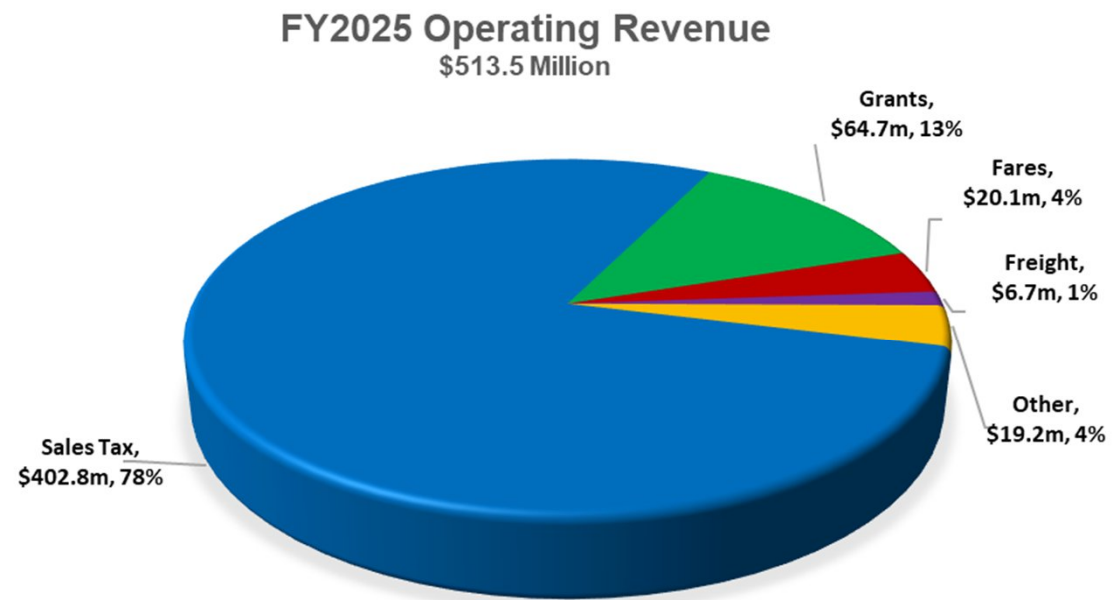
Assesses financial implications of decisions and priorities

# Long-Range Financial Plan Model

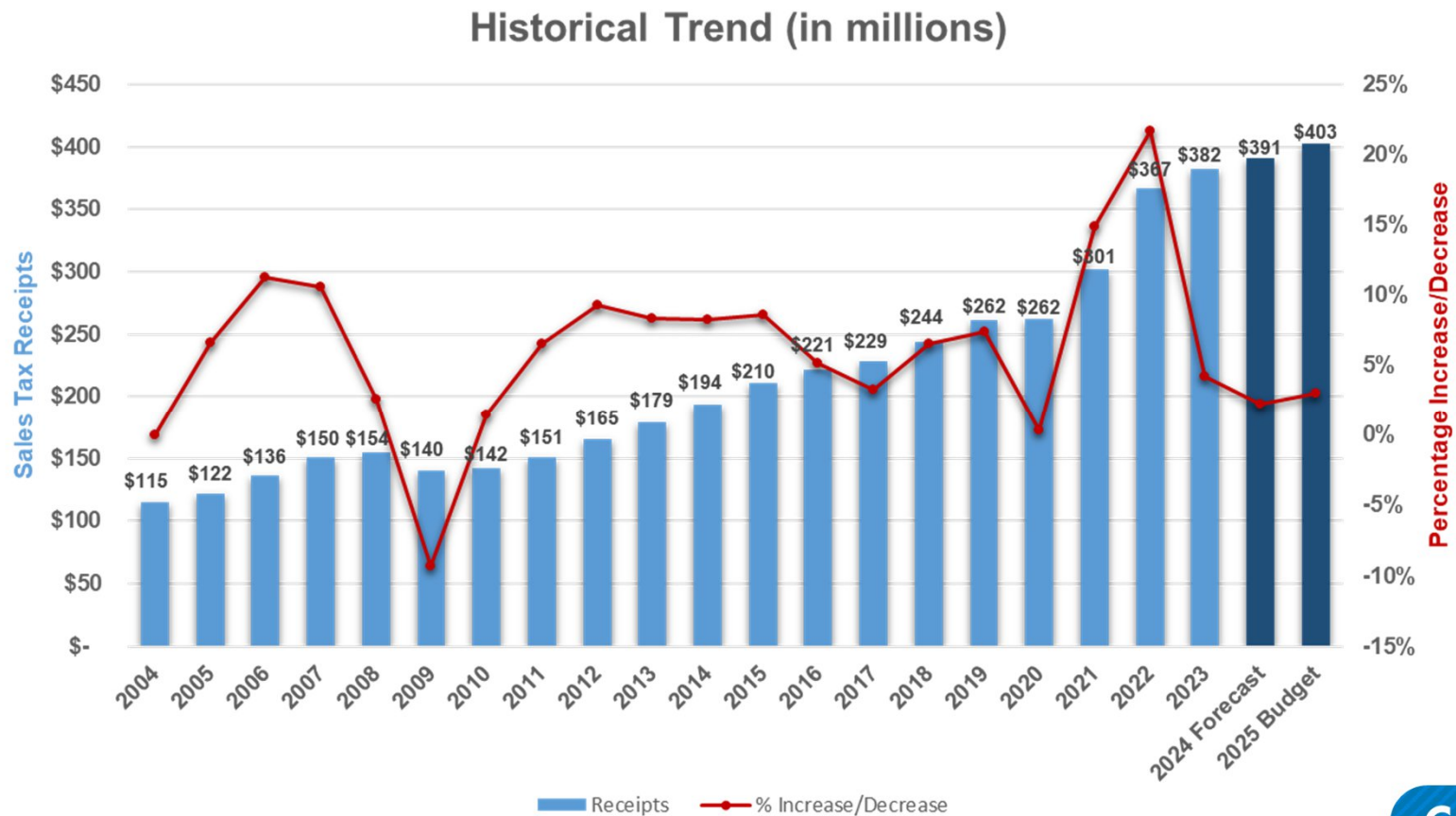


# FY2025 Budgeted Operating Revenue

- Sales tax: 1% growth = \$4.0m
  - Sales tax = 78% of revenue
  - Grants and fare revenue - limited growth in short term
- Long-term projections:
  - Sales tax growth of 3.5%
  - Total revenue growth of 3.2%
    - Total operating and capital expense growth constrained to 3.2%



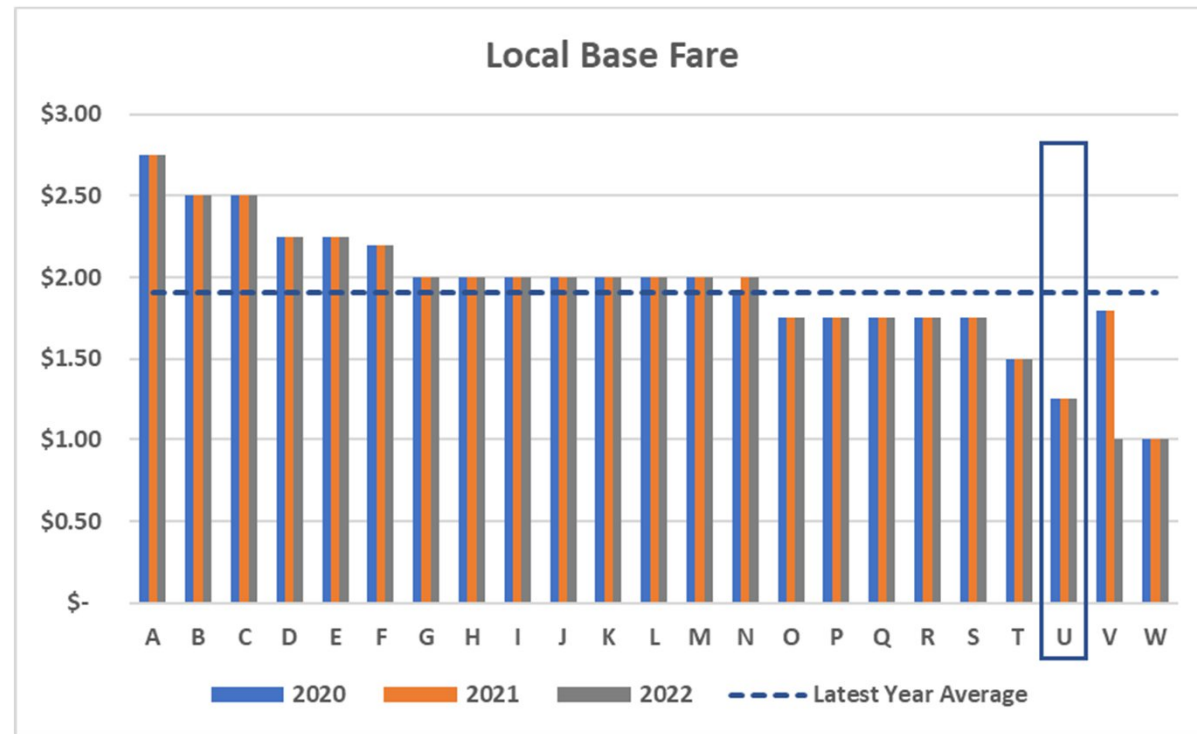
# Sales Tax History





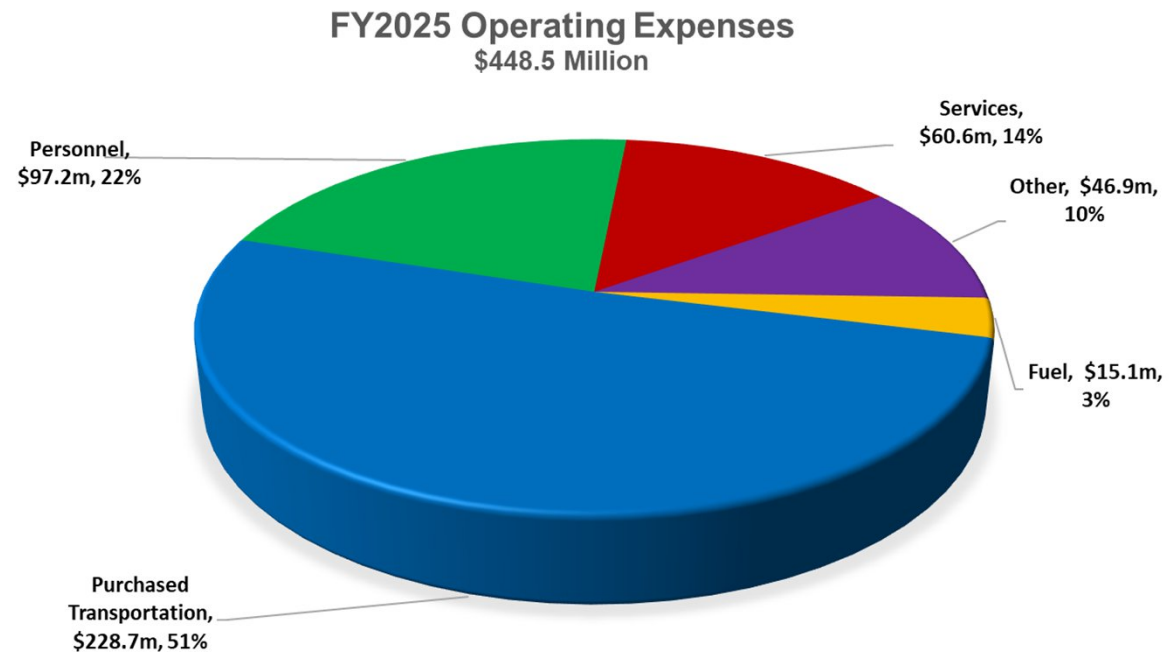
# Fare Revenue

- Low fare structure compared to peer agencies
  - 3<sup>rd</sup> lowest local fare of 23 peers
  - Lowest for weekly and monthly passes
  - Fare recovery of 5.3% in FY2022
- American Bus Benchmarking Group
  - Consortium of mid-sized North American bus agencies
  - Established in 2011 to benchmark performance and share best practices



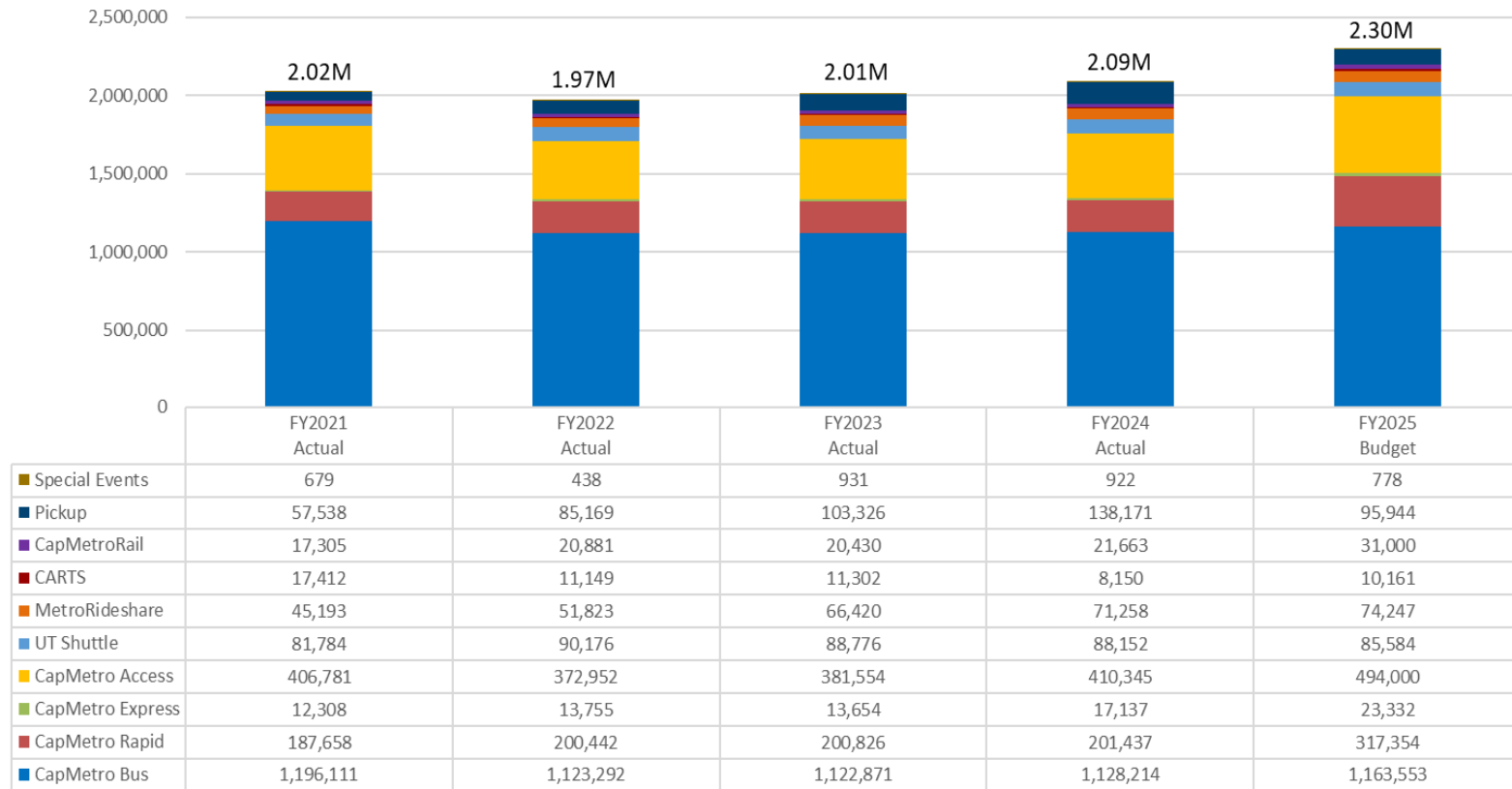
# FY2025 Budgeted Operating Expenses

- Major expense categories:
  - Purchased transportation  
Pass through + Fixed fee
  - Wages  
FTE x Rate (increases)
  - Benefits  
Health and pension increases
  - Services  
Control spending



# Service Levels

Vehicle Hours



A man with a grey beard and mustache, smiling, is sitting on a concrete ledge. He is wearing a dark blue polo shirt with the CapMetro logo on the left chest. In the background, a white bus is visible with the text "A METROBUS 2608" and "CAPITAL METRO" on its side. The entire image has a blue overlay.

CapMetro

# LONG-RANGE MODEL

# Long-Range Financial Plan Model Scenarios

## FY2025 Budget & 5 Year CIP

Long-Range Financial Plan

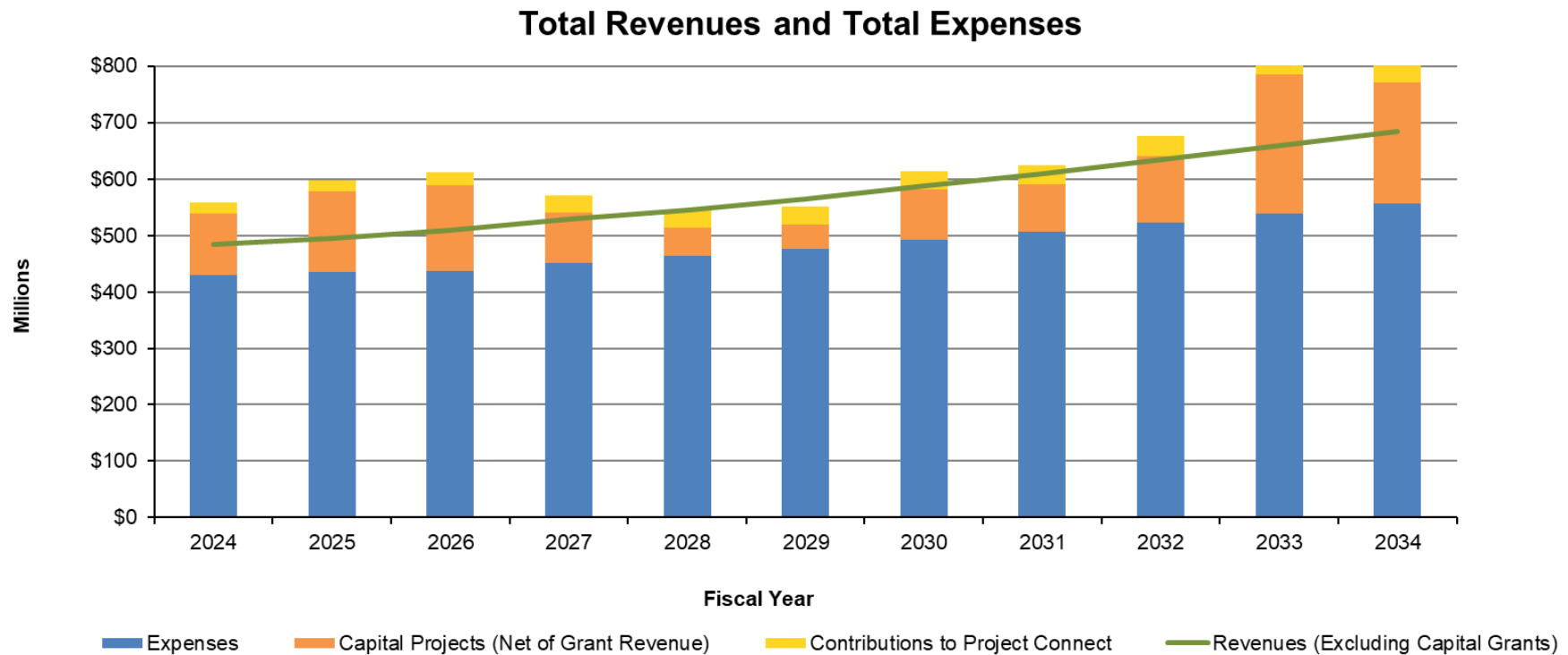
Scenario 1: Higher Sustained Sales Tax Growth

# Long-Range Financial Plan Model Scenario

Assumptions	Years 1-5 FY25-29	Years 6-10 FY30-34
Revenues		
Fare growth	11% FY25, 2% FY26-29	2%
Sales tax growth	3% FY25, 3.5% FY26-29	3.5%
Operating grants	2%	2%
Expenses		
Service costs	3%	
Fuel rates	(5%) FY25, then 2%	
FTE growth	1%	
Wage growth	3%	
Other expenses	3%	

- 3.5% long-term sales tax growth
- 11% fare growth in FY25, then 2% future growth
- Contracted rates and future assumptions
- FY2025 Operating Budget and 10-year CIP is baseline

# Proposed Long-Range Financial Plan – 10 Years





# Long-Range Financial Plan - Financials

*Dollars in Millions*

	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034
<b>Cash &amp; Investments Beginning Balance</b>	\$395	\$291	\$186	\$138	\$128	\$127	\$83	\$46	(\$23)	(\$216)
Revenues (Excluding Capital Grant Revenue)	495	507	523	535	552	570	588	607	627	648
Operating Expenses	(430)	(432)	(446)	(460)	(474)	(488)	(503)	(519)	(535)	(552)
Interlocal Agreements	(5)	(5)	(6)	(4)	(4)	(4)	(4)	(4)	(4)	(4)
<b>Cash Flow available for CIP</b>	<b>60</b>	<b>70</b>	<b>71</b>	<b>72</b>	<b>74</b>	<b>77</b>	<b>81</b>	<b>85</b>	<b>88</b>	<b>91</b>
Capital Projects	(230)	(191)	(138)	(105)	(65)	(217)	(106)	(138)	(331)	(290)
Capital Grant Revenue	88	38	48	54	23	128	21	19	86	74
<b>Capital - Self funded</b>	<b>(142)</b>	<b>(153)</b>	<b>(90)</b>	<b>(51)</b>	<b>(43)</b>	<b>(89)</b>	<b>(84)</b>	<b>(119)</b>	<b>(245)</b>	<b>(215)</b>
Contribution to Project Connect Sequence Plan	(21)	(22)	(30)	(31)	(32)	(33)	(34)	(35)	(36)	(37)
<b>Annual Cash Flow</b>	<b>(103)</b>	<b>(105)</b>	<b>(48)</b>	<b>(10)</b>	<b>(0)</b>	<b>(44)</b>	<b>(37)</b>	<b>(69)</b>	<b>(193)</b>	<b>(161)</b>
<b>Cash &amp; Investments Ending Balance</b>	<b>291</b>	<b>186</b>	<b>138</b>	<b>128</b>	<b>127</b>	<b>83</b>	<b>46</b>	<b>(23)</b>	<b>(216)</b>	<b>(377)</b>
<b>Commitments &amp; Reserve Requirements</b>	<b>151</b>	<b>143</b>	<b>138</b>	<b>134</b>	<b>132</b>	<b>131</b>	<b>130</b>	<b>134</b>	<b>138</b>	<b>143</b>
<b>Cash Balance/(Shortage) 3.5% Growth</b>	<b>\$140</b>	<b>\$44</b>	<b>\$0</b>	<b>(\$6)</b>	<b>(\$5)</b>	<b>(\$48)</b>	<b>(\$84)</b>	<b>(\$157)</b>	<b>(\$354)</b>	<b>(\$519)</b>
<b>Cash Balance/(Shortage) 4.25% Growth</b>	<b>\$140</b>	<b>\$47</b>	<b>\$9</b>	<b>\$13</b>	<b>\$27</b>	<b>\$2</b>	<b>(\$12)</b>	<b>(\$58)</b>	<b>(\$224)</b>	<b>(\$352)</b>

Align spending with forecasted sales tax growth  
Less constraint with higher sustained sales tax growth

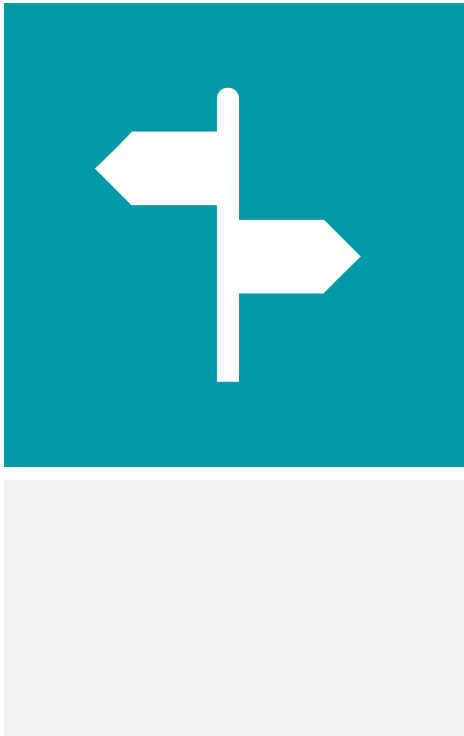




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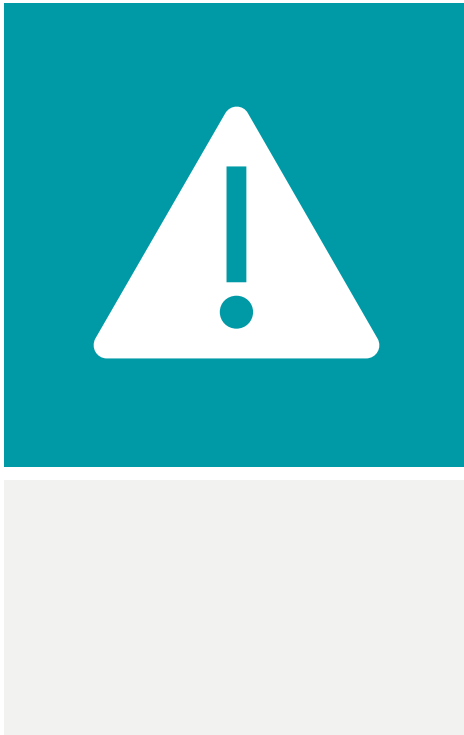
# SUMMARY

## Changes in Long-Range Financial Plan



- More moderate sales tax growth in FY2025 with a 3.5% future long-term growth assumption due to slowing sales tax receipts
- Continued zero-emission fleet transition and associated infrastructure
- Significant future facility needs for 3<sup>rd</sup> bus garage, north and south demand response facilities and administration headquarters build-out
- MetroBike station and fleet expansion and upgrade

## Risks to Long-Range Financial Plan



- Slower sales tax growth than modeled
- Changes to Federal grant funding programs
- Unforeseen regulatory or capital needs
- Future contracted rates with service providers
- Significant inflation or future recession
- Compensation and benefit plan increases
- Slower ridership return than assumed
- Unforeseen technological changes

# Conclusions and Recommendations



- Continue to monitor and quickly respond to economic developments
- Potential revenue uncertainty
- Align costs with revenue growth
- One-time, accumulated funding available for capital investments
  - Future capital requires funding from income
- Maintain a minimum of \$70 Million in annual cash flow for FTA-required State of Good Repair

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Thank you!



# Capital Metropolitan Transportation Authority

2910 East 5th Street  
Austin, TX 78702

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Board of Directors

**Item #:** AI-2024-1349

**Agenda Date:** 11/25/2024

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CapMetro Electric Fleet Update



# Zero Emission Fleet Update

November 2024



# CapMetro's Sustainability Commitment

The best thing we can do for our environment is get people out of cars and onto public transit.

- The next best thing we can do is make transit as clean as possible.



Fifty people taking transit and compared to fifty cars on the road.



# CapMetro Zero Emission Fleet Commitments

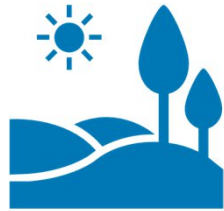
- CapMetro's Sustainability Vision Plan includes reaching net-zero carbon emissions by 2040.
- CapMetro will achieve its sustainability goals through various initiatives in different areas of action.
- Leader in the inclusion of zero-emission vehicles in its fleet.
  - In 2021, CapMetro initiated two contracts to allow us to purchase battery electric purchases in 2021 (the largest BEB purchase in the country at the time)
  - Leveraged two manufacturers to utilize differing technologies (Proterra & New Flyer).

# Battery Electric Performance & Availability

Factors impacting BEB performance:



Workforce



Topography



Weather



Size of Service Area  
& Distance of Routes



Range



Charging  
Equipment



Reliability



Vehicle  
Availability

## State of the Industry

- As of now, CapMetro has 104 battery electric buses
  - 46 Proterra (Phoenix) buses / 58 New Flyer buses
- Fall 2023, Proterra declared Chapter 11 bankruptcy (Bus division sold to Phoenix Motor Cars)
- Uncertainty with warranty, service, and parts as Phoenix Motor Cars stabilizes their operation
- New Flyer Industry (NFI) is the largest remaining bus manufacturer in North America but has some financial struggles

## Fleet Status

- Due to delays in infrastructure, specifically construction of new Park & Rides and end-of-line charging, we can only support the daily use of around 60 electric buses.
- New Flyer provides a dependable service and support program, including parts supply, and to ensure minimal service interruptions. We are prioritizing these vehicles for service.
- As reported in the November Operations Committee meeting, we are temporarily parking 46 Phoenix(Proterra) buses.
  - We negotiated a one-year warranty delay on the stored buses

## What This Means

- CapMetro is committed to providing an all-electric fleet for the new Pleasant Valley and Expo Center Rapid Lines. This is required as part of the FTA grant.
- Both end-of-line and depot charging will be necessary to support the all-electric service.
  - We have the infrastructure to operate about 60 battery-electric buses with the completion of additional depot charging infrastructure at South Ops.
  - End-of-Line charging at Goodnight Ranch (*final design/permitting*) and Expo Center (*under construction*) Park & Rides will be operational after initial Rapid service begins.
- CapMetro is prioritizing providing service reliability and will start the initial Rapid service utilizing clean diesel buses.
- To utilize clean diesel buses for PV/Expo, CapMetro will have to utilize Battery Electric buses to backfill them.



# Capital Metropolitan Transportation Authority

2910 East 5th Street  
Austin, TX 78702

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Board of Directors

**Item #:** AI-2024-1329

**Agenda Date:** 11/25/2024

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President & CEO Monthly Update - November 2024



# President's Report

November 2024

# CapMetro in the Community





# Veterans Day Parade & Central Texas Food Bank

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# Thanksgiving Celebrations

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# CapMetro Transit Center Blitz



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# Awards and Recognitions





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What's Being Said?

# CapMetro in the News



FlixBus, CapMetro expand services at South Congress Transit Center



CapMetro to build new set of train tracks in East Austin



How I-35 construction will impact CapMetro operations



CapMetro to build second set of train tracks in East Austin



Train derailment in East Austin causes CapMetro and traffic disruptions



Cap Metro to build second set of train tracks in East Austin



CapMetro offering free rides on Election Day to boost voter turnout



CapMetro South Congress Transit Center now offering regional FlixBus services



"CapMetro is deeply committed to helping transform Austin into a safer, more connected city. By increasing access to public transportation services through initiatives like Project Connect and close coordination with TxDOT, CapMetro is reducing car dependency, one trip at a time.."

- Gardner Tabon, EVP Systemwide  
Accessibility, CapMetro, Byline StreetsBlog

CapMetro has the third highest proportion of bus stops with seating, and the second highest proportion of bus stops with shelters among our peer-sized group" EVP Sharmila Mukherjee

- Sharmila Mukherjee, EVP Planning  
CapMetro as quoted in KUT News

"The real lynchpin for our ability to get to the frequency right now is the charging infrastructure at the park and rides."

- Dottie Watkins— CEO, CapMetro as  
quoted in KUT News



## CapMetro Customer Care



11,420 Calls

Call Volume Up 8%

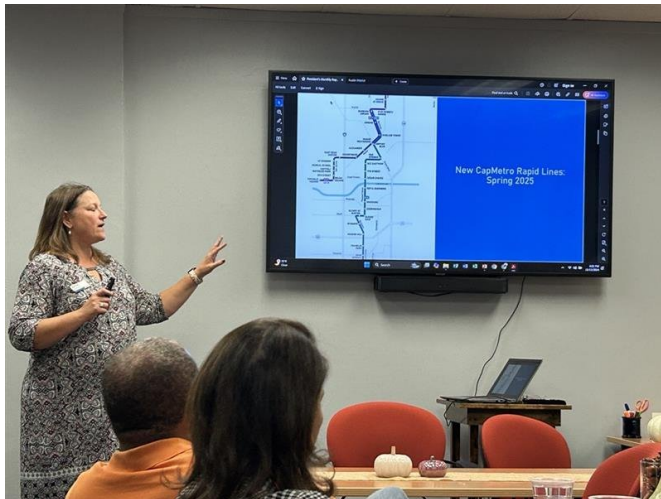
Highest Ever Month of Contacts

### What We're Hearing from our Riders this Month

- Validator delayed payment issues throughout the month (back charging customers)
- ACL & 2 FC games
- F1 race & Rail Derailment
- President Trump's visit

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# Where Dottie Has Been



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# What's Coming Up

## DownTown Austin Alliance 30<sup>th</sup> Annual Tree Lighting

- CapMetro staff will be handing out swag and greeting guests



## CapMetro Cares Colony Park Holiday Drive

- December, 7<sup>h</sup>
- A drive through free toy giveaway with food provided
- CapMetro staff will be giving away toys and HEB giftcards



## CapMetro Holdiay Elves and Holiday Pop-Ups

- CapMetro staff will conduct ridealongs and hand out free passes
- Staff will be at transit locations throughout the city to hand out breakfast and coffee to our riders



**CapMetro**

**CapMetro**

**Thank You!**

November 2024