

AUSTIN TRANSIT PARTNERSHIP BOARD OF DIRECTORS MEETING

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~ Minutes ~

Board Secretary Casey Burack
512-369-6040

Wednesday, February 24, 2021
3:00 PM

3:05 PM Meeting Called to Order
5:47 PM Meeting Adjourned

I. Public Comment

There was no Public Comment this month.

II. Discussion Items

1. Monthly Community Engagement Update

Manager of Community Involvement Jackie Nirenberg gave the update. Her team's focus this month has been on series of meetings on the NEPA process for both the Orange and Blue Lines, which kicks off begin the process of working with the community on the NEPA environmental assessments. There was a total of 752 participants for the Orange Line sessions, and 735 for the Blue Line ones. Those unable to attend can do an ongoing virtual self-guided "tour" with the same information and opportunity to provide feedback. Also held this month were virtual meetings for the first two MetroRapid lines - Expo and Pleasant Valley - with 353 participants. Community Involvement is also continuing to meet with neighborhood groups along the alignments and have also been engaging customers with some at-stop outreach. Upcoming engagement opportunities include virtual meetings for the Orange, Blue and MetroRapid Lines, as well as 3 new Pickup zones, which are expected to launch later in the spring. Total engagements have now surpassed 79,000 and counting.

Jackie also ran through a proposed timeline for the ATP advisory committees. The formation process for the Community Advisory Committee (CAC) has launched and the application is up on the ATP website. The deadline for applications was extended one week due to the winter storm and is now March 5th. The expectation is that committee members will be selected by March 31st, with a goal of holding the first committee meeting in late April. Jackie also laid out a timeline for the Technical Advisory Committees -- with appointments expected in May, and first committee meetings expected in June.

She then presented a proposed committee and workgroup structure for the CAC, the three proposed technical advisory committees: Engineering, Architecture, Construction (EAC); Finance (FAC); and Planning, Sustainability, Equity and DBE (PSEC), and five new ATP staff workgroups. Jackie then initiated a discussion on the setup and recruitment process for the three technical advisory committees. Jackie expects to bring the proposed charters for the committees back to the board next month. Board members provided feedback to Jackie on the process, charters, and application process.

2. Monthly Project Connect Program Update

Program Officer Dave Couch gave the update. Dave updated the board on the progress on the early engineering for the Blue and Orange Lines. Soil borings for both the tunnel and bridge have been completed on Lady Bird Lake, and surveys of both rights of way are

Attachment: 210224 ATP Board Meeting Minutes (4802 : Approval of February 2021 Board Minutes)

underway in coordination with the City of Austin for things like station locations and utilities. Work to gain access to properties along the alignment for both archeological and environmental engineering is now beginning. Dave updated the board on the NEPA process following the February community engagements mentioned in Jackie's presentations, and provided a progress update on current MetroRapid, Red Line, and Pickup service projects. Chair Castro de Barrera asked about the impacts of the engineering explorations on traffic and lane closures. Dave explained that while there will be some temporary lane closures, they will be short-lived and should have a minimal impact.

3. Organizational Development Presentation

CFO Greg Canally started the presentation by reviewing the approved Project Connect sequencing plan, and included an entry for Program Oversight and Management. Greg then reviewed some of the near-, mid-, and long-term tasks under that entry, focusing on the near-term items. Several of these items have already been completed, and several are now underway. He also presented some proposed future Insight and Information Sessions for the board, including possible case studies and site visits. He reminded the board of their unique role and charter as the oversight board for the Project Connect capital program.

Greg then introduced consultants from the Boston Consulting Group (BCG), who have been working with staff to help set the ATP organization in an effective manner. Natalie Butler and Rich Davey from BCG then walked the board through a presentation focused on standing up the ATP organization, including key considerations and progress and the board's role in those. Natalie laid out what they see as the key board activities and milestones through 2022, and then 2023 and beyond. She also benchmarked some of the financial and spending authority guidelines for boards and staff at peer organizations and reviewed a list of recommended site visits that the board might consider in the future. On the financial guidelines Board Member Elkins commented on the importance of getting a good balance between board reporting, signature authority, and procurement policies. Natalie also presented some BCG research on key organizational design considerations and structures.

III. Action Items

1. Approval of minutes from the January 20, 2021 Austin Transit Partnership board meeting.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Colette Pierce Burnette, Vice Chair
SECONDER: Tony Elkins, Board Member
AYES: Castro de Barrera, Adler, Stratton
ABSENT: none

2. Approval of a resolution authorizing the Executive Director, or his designee, to enter into an interlocal agreement with certain local governments for the purpose of participating in cooperative procurement opportunities via the Texas Interlocal Purchasing Cooperative.

CFO Greg Canally brought this item forward. This agreement will allow ATP to participate and piggyback with other local entities in purchasing goods and entering into contracts for services that have already been through those entities' procurement processes.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Eric Stratton, Board Member
SECONDER: Tony Elkins, Board Member
AYES: Castro de Barrera, Pierce Burnette, Adler
ABSENT: none

3. Approval of a resolution authorizing the Executive Director, or his designee, to execute contracts and agreements for amounts not to exceed \$250,000 per year per agreement, and requiring that the Executive Director, or his designee, report to the Board of Directors on a quarterly basis regarding any contract or agreement entered into during the previous quarter valued between \$150,000 and \$250,000.

CFO Greg Canally brought this item forward. Greg highlighted that this resolution is in line with similar agencies and with the BCG recommendations, and includes a quarterly reporting structure back to the board which is important from a transparency perspective. Board Member Elkins questioned whether quarterly reporting might be too infrequent and asked other board members for their thoughts. Vice Chair Pierce Burnette agreed that perhaps monthly reporting might be better for the time being. Executive Director Clarke said that monthly reporting would not present any problems. A brief discussion on which types of project - capital or professional services - might need to be covered under this authority. With consensus that monthly reporting was probably better, Chair Castro de Barrera called for a vote on the reporting change amendment. A motion to amend to monthly reporting was made by Vice Chair Pierce Burnette. Adler second. Approved 5-0.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Eric Stratton, Board Member
SECONDER: Tony Elkins, Board Member
AYES: Castro de Barrera, Pierce Burnette, Adler
ABSENT: none

4. Approval of a resolution authorizing the Executive Director, or his designee, to finalize and execute an interlocal agreement with the City of Austin for the provision of certain dedicated technical support functions related to design, review and permitting for the implementation of the Project Connect System for the remainder of this fiscal year.

General Counsel Casey Burack brought this item forward. This agreement would stand up four positions at City of Austin for the remainder of the fiscal year that would be part of a technical team in support of ATP design, review, permitting and grant coordination. Assistant City Manager Fiandaca added further details on the team's makeup and priorities including the duties of each of the four staff members.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Tony Elkins, Board Member
SECONDER: Steve Adler, Board Member
AYES: Castro de Barrera, Colette Pierce Burnette, Stratton
ABSENT: none

IV. Discussion Item

1. National Environmental Policy Act (NEPA) Overview

Project Connect Program Officer Dave Couch and AECOM's Julia Suprock gave the presentation, which was an overview of the National Environmental Policy Act (NEPA). Dave began by showing where the NEPA process fits into the Project Connect Sequencing Plan and walked the board through the milestones in the process that have taken place to date. Julia then went through the NEPA clearance process with the Federal Transit Administration (FTA) in more detail and defined the roles of the different participating entities at the local, state, and Federal levels. She explained that the NEPA process is very broad, and includes the physical and natural environment, the human environment, and the cultural environment. She also walked the board through the major steps prior to the completion of the NEPA clearance process.

V. Executive Director's Report

Executive Director Clarke began his monthly report by thanking Dave and Julia for their work on the NEPA process presentation and offering to meet with board members at any point in that process to further educate or dig deeper into any aspect of it. He also presented a proposed board update schedule, including topics that he and staff expect to be reporting back to the board monthly and quarterly and what he expects to cover in future Executive Director reports. He also reported on the growth of the ATP staff, including two new hires along with four positions seconded to ATP from Capital Metro. He ended the report by touching on several follow up items from last month's meeting, including potential meeting times when the current health crisis allows for in-person meetings again, and the sequencing and timing of the anti-displacement funding included in Proposition A.

VI. 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: Veronica Castro de Barrera, Chair; Colette Pierce Burnette, Vice Chair; Steve Adler, Tony Elkins, Eric Stratton and Gina Fiandaca (ex officio).

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
Board of Directors**

**MEETING DATE: 03/17/2021
(ID # 4803)
ATP TAC Charter Statements**

Approval of the Committee Charter Statements for each of the following Technical Advisory Committees of the Austin Transit Partnership (“ATP”) Board of Directors: (i) the Engineering, Architecture and Construction Committee (“EAC”); (ii) the Planning, Sustainability, Equity & DBE Advisory Committee (“PSEC”); and (iii) the Finance and Risk Committee (“FAR”).