

METROPOLITAN TRANSIT AUTHORITY OF HARRIS COUNTY, TEXAS  
MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

September 27, 2018

I. CALL TO ORDER<sup>1</sup>

A meeting of the Board of Directors of the Metropolitan Transit Authority of Harris County, Texas (“METRO”) was held on September 27, 2018 at 1900 Main Street, Houston, TX in the Board room on the 2<sup>nd</sup> floor. Chair Carrin F. Patman presided over the meeting. The following directors were present:

Carrin F. Patman, Chair (City of Houston)	Jim Robinson, Vice Chair (Harris County)
Cindy Siegel, Second Vice Chair (Multi-Cities)	Troi Taylor, Secretary (City of Houston)
Lisa Castañeda (Harris County)	Don Elder (Multi-Cities)
Lex Frieden (City of Houston)	Terry Morales (City of Houston)
Sanjay Ramabhadran (City of Houston) <sup>2</sup>	

Chair Patman called the meeting to order at 10:04 a.m. It was determined that all members of the Board of Directors were present, except for Mr. Ramabhadran, and that the required notice of the meeting had been given and that a quorum was present.

II. APPROVAL OF THE MINUTES

As the first order of business, Chair Patman called for the approval of the minutes of the Board of Directors meeting on August 23, 2018. Upon motion duly made by Mr. Taylor and seconded by Mr. Elder, such minutes were unanimously approved as presented at the meeting.<sup>3</sup>

III. PUBLIC COMMENTS

Chair Patman turned to the receipt of public comments. First, Ms. Deborah Mann expressed concern about safety and security on the METRORail. Next, Mr. David Tidmore noted various observations while using the transit system. Ms. Cindy Dupree shared her recent experiences with certain bus operators, including certain instances during which the wheelchair lifts were not secured properly. Mr. Mike Mahon requested that the frequency of bus routes be increased in the upcoming METRONext plan, especially crosstown routes. Mr. Mark Smith then made general comments regarding a variety of topics. Mr. Phillip Salerno, a member of the Houston High Speed Rail Watch organization, spoke in support of including a bus rapid transit line in inner Katy and the possibility of light rail on I-45 in the METRONext plan. Next, Ms. Oni Blair, Executive Director of LINK Houston, provided additional comments and suggestions for consideration in the METRONext plan, including investing in improving the local network, providing universal accessibility and extending bus rapid transit to Gulfton. Ms. Geneva Colbert commented on the cleanliness of bus shelters and the customer service provided by certain bus operators.

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<sup>1</sup> Motions: 2018-58 to 2018-69; Resolutions: 2018-94 to 2018-108

<sup>2</sup> Mr. Ramabhadran joined the meeting at 10:25 a.m. during public comments.

<sup>3</sup> Motion 2018-58

Next, Mr. Paul Lester provided comments on the draft METRONext plan, requesting that METRO incorporate a Blue Line on Richmond Ave. Mr. Jose Avila then commented on customer service from certain bus operators. Ms. Sandra Rodriguez advocated for improved sidewalks, bus shelters, transit center, and other transit improvements for the Gulfton area. Ms. Machell Blackwell requested certain transit improvements for residents in the near Northside area. Mr. Dominic Mazoch then commented on several topics, including on a disparity study analysis. Ms. Kay Warhol, Mr. Sims McCutchan and Mr. Frank Blake requested that METRO be bold in its upcoming METRONext plan. Ms. Mariah Young complained about the customer service from certain bus operators and requested repairs at the West Belfort Park & Ride. Mr. Stephen Longmire commented on safety issues at Wheeler Station and expressed his support for a bolder METRONext plan. Mr. Richard Uzell suggested that METRO use the former Heights Transit Center to provide homeless services. Finally, Ms. Kathryn Nowlin expressed excitement regarding certain proposed transit improvements in the draft METRONext plan.

#### IV. PRESIDENT & CEO REPORT

President & CEO Tom Lambert commenced his report by recognizing the employees that showcased their art in METRO's Diversity Art Show. He thanked the Human Resources Department staff for leading this effort. Mr. Lambert then reported on the launch of the Second Annual U.S. Rail Safety Week, noting that METRO is proud to be a partner and will continue to raise safety awareness around railroad tracks. He further noted that Tim Kelly, METRO's Executive Vice President, Operations, Public Safety and Customer Service, recently discussed rail safety awareness in a podcast. Mr. Lambert also reported that Friday, September 28, 2018, is "Red Out for Rail Safety" Day and encouraged others to wear red to help increase awareness about rail safety issues.

Next, Mr. Lambert recognized certain persons who work for the Greater Houston Transportation Company -- Yellow Cab, for their dedication and service over the years in the operation of METROLift. Mr. Lambert also recognized Vera Bumpers, METRO's Chief of Police, who was recently sworn in as the National President of the National Organization of Black Law Enforcement Executives, and thanked Chief Bumpers for her local and national leadership in the community.

#### V. CHAIR REPORT

Turning to the next item on the agenda, Chair Patman commenced her monthly report by noting that Harris County Judge Ed Emmett recently delivered his State of the County address, during which he highlighted Harris County's working partnerships with METRO, the Texas Department of Emergency Management, Harris County Toll Road Authority, the Texas Department of Transportation and the City of Houston to keep residents informed during Hurricane Harvey. Chair Patman also reported that the 2018 Annual Meeting of the American Public Transportation Association (APTA) was held in Nashville, TN this month. Chair Patman congratulated Mr. Lambert for receiving the 2018 Outstanding Public Transportation Manager Award as well as being named to APTA's 2018-2019 Executive Committee. Chair Patman also congratulated Russ Frank, METRO's Vice President of Customer Service, for being selected to serve on APTA's Board of Directors; and Sean Cagan, METRO's Chief Safety Officer, who was elected as secretary of APTA's Safety Coordinating Council. Lastly, Chair Patman reported that MTA New York City Transit, the largest transit agency in the United States, has contacted

METRO staff for insight and takeaways from the 2015 redesign of METRO's bus system. She noted that approximately thirty (30) agencies have asked METRO staff for such information since the 2015 launch of the New Bus Network. Chair Patman acknowledged and congratulated METRO staff and former Board Member, Christof Spieler, for doing a great job helping other transit agencies improve their transit systems.

## VI. MONTHLY WORKING COMMITTEE REPORTS

At Chair Patman's request, the chairs of the working committees of the Board of Directors reported on their monthly committee meetings during September.

- Finance & Audit Committee: A meeting was held on September 18, 2018 to review the monthly financial, investment and compliance reports. The committee also reviewed and carefully considered METRO's proposed FY2019-FY2020 Financing Plan as well as its proposed FY2019 Business Plan & Budgets. The meeting concluded with a briefing about the Fixed Route Ridership and Fare Revenue Year Over Year Comparison.
- Capital & Strategic Planning Committee: A meeting was held on September 19, 2018 to discuss various matters, including the negotiation and execution of a Lease Agreement with Met Tran Federal Credit Union for office space at METRO's Administration Building and a contract with Jerdon Enterprise, L.P. for construction services for the Purple Line Bike and Sidewalk Enhancements Project. Additionally, the committee received updates on the following projects: Uptown Bus Rapid Transit, Bicycle Infrastructure and Connections to METRO Facilities and Missouri City Service.
- Public Safety, Customer Service & Operations Committee: A meeting was held on September 20, 2018 to discuss the negotiation and execution of various contracts including for cleaning services of METROLift vehicles, purchase of METROLift paratransit vans, purchase of uniforms for union employees, an autonomous vehicle pilot demonstration, and compressed natural gas fuel. The committee also recommended that METRO adjust its police compensation levels to be consistent with Harris County law enforcement. Additionally, the committee received monthly updates on public safety, customer service, operations, and rail safety. There were also briefings regarding the METROLift Subsidy Program, Universal Accessibility Initiative, and Pilot Partnership with Microsoft and the City of Houston for Wi-Fi on METRO's transit system.
- Administration Committee: A meeting was held on September 19, 2018 to discuss authorization for METRO to issue a request for proposals to conduct a disparity study analysis as well as the negotiation and execution of contracts for SAP consulting services, off-the-shelf hardware and software, warranty and services and hardware and software licenses, maintenance, services and support. The committee received briefings on reports from the Human Resources, Governmental Affairs, Media and Marketing groups.

## VII. CONSENT AGENDA ITEMS

Chair Patman called for approval of consent agenda items 8 through 13. Mr. Taylor moved, seconded by Mr. Ramabhadran, to approve the items *en bloc*. The motion was unanimously approved.<sup>4</sup>

- Resolution 2018-94 (Agenda Item 8): Approval of a resolution approving and accepting the August 2018 working committee reports, including financial and investment reports. A copy of the approved Resolution (2018-94) has been included in the official record.
- Resolution 2018-95 (Agenda Item 9): Approval of a resolution authorizing the President & CEO to negotiate and execute a contract with Jerdon Enterprise, L.P. for construction services relating to the Purple Line Bike and Sidewalk Enhancements Project, with a maximum contract amount \$636,223.25. A copy of the approved Resolution (2018-95) has been included in the official record.
- Resolution 2018-96 (Agenda Item 10): Approval of a resolution authorizing the President & CEO to negotiate and execute a contract modification with Shine Auto Spa for vehicle cleaning services to exercise the second option, extending the contract term for an additional year through August 5, 2019. A copy of the approved Resolution (2018-96) has been included in the official record.
- Resolution 2018-97 (Agenda Item 11): Approval of a resolution authorizing the President & CEO to negotiate and execute a one-year contract with Creative Bus Sales for the purchase of forty (40) METROLift paratransit vans during fiscal year 2019, for an amount not to exceed \$4,179,178, with two one-year options to each purchase 40 additional paratransit vans during fiscal year 2020 and fiscal year 2021. A copy of the approved Resolution (2018-97) has been included in the official record.
- Resolution 2018-98 (Agenda Item 12): Approval of a resolution authorizing the President & CEO to negotiate and execute a contract modification with Freedom Fuel PBP, LLC for compressed natural gas fuel to exercise the option to extend the contract term for an additional three years through November 7, 2021, and to increase the maximum payment amount by \$5,998,061, resulting in a new maximum contract amount of \$11,524,761. A copy of the approved Resolution (2018-98) has been included in the official record.
- Resolution 2018-99 (Agenda Item 13): Approval of a resolution authorizing the President & CEO to negotiate and execute a contract with Galls, LLC for the purchase of uniforms for union employees from Galls, LLC through the BuyBoard online purchasing system. A copy of the approved Resolution (2018-99) has been included in the official record.

## VIII. ITEMS FOR SEPARATE CONSIDERATION

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<sup>4</sup> Motion 2018-59

Next, Chair Patman called for consideration of the below items separately by the Board.<sup>5</sup>

- Resolution 2018-100 (Agenda Item 14): Ms. Siegel moved, seconded by Dr. Frieden, approval of a resolution approving the appointment of authorized representatives, legal counsel and underwriters for a proposed issuance of contractual obligations. The motion was unanimously approved. A copy of the approved Resolution (2018-100) has been included in the official record.<sup>6</sup>
- Resolution 2018-101 (Agenda Item 15): Ms. Siegel moved, seconded by Dr. Frieden, approval of a resolution approving the Fiscal Year 2019 Business Plan & Budget. The motion was unanimously approved. A copy of the approved Resolution (2018-101) has been included in the official record.<sup>7</sup>
- Resolution 2018-102 (Agenda Item 16): Ms. Castañeda moved, seconded by Mr. Taylor, approval of a resolution authorizing METRO to issue a Request for Proposals from qualified consultants to conduct a disparity study of METRO's award of contracts during October 1, 2013 to September 30, 2018, based on the criteria listed in the Scope of Services included in the meeting materials. The motion was unanimously approved. A copy of the approved Resolution (2018-102) has been included in the official record.<sup>8</sup>
- Resolution 2018-103 (Agenda Item 17): Ms. Castañeda moved, seconded by Mr. Elder, approval of a resolution authorizing the President & CEO to negotiate and execute a contract with The Peloton Group to obtain technical and functional support consulting services for the SAP Software System on an as-needed basis. The motion was unanimously approved. A copy of the approved Resolution (2018-103) has been included in the official record.<sup>9</sup>
- Resolution 2018-104 (Agenda Item 18): Ms. Castañeda moved, seconded by Mr. Taylor, approval of a resolution authorizing the President & CEO to negotiate and execute multiple contracts during Fiscal Year 2019 to purchase information technology off-the-shelf hardware and software, warranty and services, for an aggregate amount not to exceed \$5,141,250. The motion was unanimously approved. A copy of the approved Resolution (2018-104) has been included in the official record.<sup>10</sup>
- Resolution 2018-105 (Agenda Item 19): Ms. Castañeda moved, seconded by Mr. Taylor, approval of a resolution authorizing the President & CEO to negotiate and execute multiple contracts during Fiscal Year 2019 to purchase information technology hardware and software licenses, maintenances, and other information technology services and support, for an aggregate maximum contract amount not to exceed \$8,438,916. The motion was unanimously approved. A copy of the approved

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<sup>5</sup> Item 20 was pulled from the agenda.

<sup>6</sup> Motion 2018-60

<sup>7</sup> Motion 2018-61

<sup>8</sup> Motion 2018-62

<sup>9</sup> Motion 2018-63

<sup>10</sup> Motion 2018-64

Resolution (2018-105) has been included in the official record.<sup>11</sup>

- Resolution 2018-106 (Agenda Item 21): Mr. Ramabhadran moved, seconded by Mr. Taylor, approval of a resolution authorizing the President & CEO to negotiate and execute a lease agreement with Met Tran Federal Credit Union for office space at METRO's Administration Building. The motion was unanimously approved. A copy of the approved Resolution (2018-106) has been included in the official record.<sup>12</sup>
- Resolution 2018-107 (Agenda Item 22): Mr. Robinson moved, seconded by Mr. Ramabhadran, approval of a resolution authorizing the President & CEO to negotiate and execute a contract with First Transit, Inc. to conduct an autonomous vehicle pilot demonstration on the campus of Texas Southern University as part of the University District Project and to provide related services. The motion was unanimously approved. A copy of the approved Resolution (2018-107) has been included in the official record.<sup>13</sup>
- Resolution 2018-108 (Agenda Item 23): Vice Chair Robinson moved, seconded by Mr. Elder, approval of a resolution authorizing the President & CEO to adjust the METRO Police Department compensation levels to be consistent with the recently authorized adjustment to Harris County Law Enforcement compensation levels by raising pay for entry-level law enforcement officers by 13.3% and for all other levels of law enforcement officers by 3%, resulting in an annualized cost of \$739,000. The motion was unanimously approved. A copy of the approved Resolution (2018-108) has been included in the official record.<sup>14</sup>

## IX. BRIEFINGS

Andy Skabowski, METRO's Chief Operating Officer, briefed the Board of Directors on the METROBus Universal Accessibility Initiatives. Clint Harbert, Vice President of System and Capital Planning, also briefed the Board on transit initiatives involving the Southwest part of METRO's service area.

## X. FUTURE MEETING

The next regular meeting of the Board of Directors is expected to be held on Thursday, October 25, 2018, at 10:00 a.m. at 1900 Main Street, in the Board room on the second floor.

## XI. ADJOURNMENT

There being no further business before the Board, Mr. Ramabhadran made a motion for adjournment, which was seconded by Mr. Elder.<sup>15</sup> Board members present voted in favor of the motion. Chair Patman adjourned the meeting at 1:00 p.m.

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<sup>11</sup> Motion 2018-65

<sup>12</sup> Motion 2018-66

<sup>13</sup> Motion 2018-67

<sup>14</sup> Motion 2018-68

<sup>15</sup> Motion 2018-69

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Cydonii V. Fairfax', written over a horizontal line.

Cydonii V. Fairfax  
Executive Vice President and General  
Counsel