

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

November 15, 2018

I. CALL TO ORDER¹

A meeting of the Board of Directors of the Metropolitan Transit Authority of Harris County, Texas ("METRO") was held on November 15, 2018 at 1900 Main Street, Houston, TX in the Board room on the 2nd 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)
Troi Taylor, Secretary (City of Houston)	Lisa Castañeda (Harris County)
Don Elder (Multi-Cities)	Lex Frieden (City of Houston)
Terry Morales (City of Houston)	

Chair Patman called the meeting to order at 10:11 a.m. It was determined that all members of the Board of Directors were present except for Ms. Cindy Siegel and Mr. Sanjay 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 October 25, 2018. Upon motion duly made by Mr. Taylor and seconded by Mr. Elder, such minutes were unanimously approved as presented at the meeting.²

III. PUBLIC COMMENTS

Chair Patman turned to the receipt of public comments. First, Mr. David Tidmore expressed safety and other concerns regarding the construction around certain METRO bus stops. Next, Mr. Mark Smith made general comments about METRO. Mr. Dominic Mazoch then commented on various matters, including noting improvements in the performance of the Red Line and making recommendations for integrating the Uptown Bus Rapid Transit line with the METRO transit system.

IV. PRESIDENT & CEO REPORT

At Chair Patman's request, President & CEO Tom Lambert commenced his monthly report, noting that he attended the Third Annual Texas Mobility Summit last month in Arlington, Texas. He explained that the summit was hosted by the Texas Innovation Alliance to foster collaboration among community partners to improve mobility in the region. Mr. Lambert also reported on his presentation at the Houston Club as part of the Lyceum Distinguished Speaker

¹ Motions: 2018-78 to 2018-84; Resolutions: 2018-122 to 2018-131

² Motion 2018-78

Series. Mr. Lambert noted that he spoke about the METRONext planning process, including the community input that METRO has received to date on the draft plan.

Mr. Lambert also commended METRO Police Chief Vera Bumpers and METRO Police Department officers, dispatchers and other staff members for wearing pink uniforms or pink police shields during October to help promote breast cancer awareness. Mr. Lambert then expressed his appreciation to METRO's customer service staff for providing quality service to patrons. In addition, he thanked Russ Frank, Vice President of Customer Service, for coordinating Customer Service Week.

V. CHAIR REPORT

Turning to the next item on the agenda, Chair Patman commenced her monthly report by highlighting the METRO Veteran's Day program this month. Chair Patman expressed her sincere gratitude to all veterans, including Vice Chair Jim Robinson and the METRO employees who served in the military, for their service to the country. Chair Patman also recognized the speakers during the program, Larry D. Williams, Vice-President of Programs at U.S. Vets, and Tana Plescher, Harris County Outreach Coordinator at Grace After Fire, for their participation in the program. Chair Patman then noted that the City of Houston held its Annual Veteran's Day Parade for more than 200,000 local veterans and their families. She reported that METRO employees participated in the parade and that METRO's high-water rescue vehicle was on display.

VI. MONTHLY WORKING COMMITTEE REPORTS³

The chairs of the working committees of the Board of Directors reported on their monthly committee meetings during November as follows:

- Finance & Audit Committee: A meeting was held on November 8, 2018 to review the monthly compliance report as well as the proposed Investment Policy for Fiscal Year 2019. The committee recommended the approval of a list of certified brokers within such policy.
- Capital & Strategic Planning Committee: A meeting was held on November 8, 2018 to discuss various matters, including the negotiation and execution of a construction contract for the expansion at the Rail Operations Center, a contract for support services for the access control systems at certain METRO locations, a contract for HVAC maintenance and repair services, and an amendment to the Interlocal Agreement between METRO and Texas Southern University for the University District Project to remove the City of Houston as a party and to limit METRO's costs under such agreement. The committee also approved the list of possible procurement solicitations and were briefed by staff on the status of the Uptown Bus Rapid Transit project, the proposed February 2019 Service Changes, and the Hillcroft Transit Center First & Last Mile Pilot project.

³ Mr. Taylor presented the Finance & Audit Committee and the Capital & Strategic Planning Committee reports on behalf of the respective committee chairs, who were absent.

- Public Safety, Customer Service & Operations Committee: A meeting was held on November 8, 2018 to discuss the negotiation and execution of a contract for laboratory testing and analysis services of fluids, gases, and waste liquids for METRO's revenue fleet and for a Master Lease Agreement with Enterprise Fleet Management for non-revenue support vehicles. The committee received the monthly board speaker follow-up update and the monthly Public Safety, Customer Service and Operations Report. Briefing updates were also provided by staff regarding the Bus Universal Accessibility Initiatives and the Major Service Change and Fare Equity Policy.
- Administration Committee: A meeting was held on November 8, 2018 to discuss the appointment of an Assistant Secretary to the Board and a revision to the Procurement Manual. The monthly human resources metrics report, governmental affairs report, media report, and marketing update report were also provided to the committee members at this meeting. Additionally, the committee was briefed on the Procurement Quarterly Report for fiscal year 2018 and about the Naming Rights and Advertising Initiatives for METRO assets.

VII. CONSENT AGENDA ITEMS

Chair Patman called for approval of consent agenda items 6 through 11. Mr. Taylor moved, seconded by Mr. Elder, to approve the items *en bloc*. The motion was unanimously approved.⁴

- Resolution 2018-122 (Agenda Item 6): Approval of a resolution approving and accepting the October 2018 working committee reports, including the financial and investment reports. A copy of the approved Resolution (2018-122) has been included in the official record.
- Resolution 2018-123 (Agenda Item 7): Approval of a resolution appointing Cydonii V. Fairfax as an Assistant Secretary of the METRO Board of Directors. A copy of the approved Resolution (2018-123) has been included in the official record.
- Resolution 2018-124 (Agenda Item 8): Approval of a resolution authorizing the President & CEO to negotiate and execute a contract with RailWorks Track Systems, Inc. for construction of the Rail Operations Center Expansion Project. A copy of the approved Resolution (2018-124) has been included in the official record.
- Resolution 2018-125 (Agenda Item 9): Approval of a resolution authorizing the President & CEO to negotiate and execute a contract with Johnson Controls Security Solutions, LLC to provide support services for the access control systems at various METRO facilities. A copy of the approved Resolution (2018-125) has been included in the official record.
- Resolution 2018-126 (Agenda Item 10): Approval of a resolution authorizing the President & CEO to negotiate and execute a contract with Star Services, Inc. to provide HVAC preventive maintenance and repair services at various METRO facilities. A

⁴ Motion 2018-79

copy of the approved Resolution (2018-126) has been included in the official record.

- Resolution 2018-127 (Agenda Item 11): Approval of a resolution authorizing the President & CEO to negotiate and execute a contract with Tribologik Corporation to provide laboratory testing and analysis of fluids, gases and waste liquids on METRO's revenue fleet. A copy of the approved Resolution (2018-127) has been included in the official record.

VIII. ITEMS FOR SEPARATE CONSIDERATION

Next, Chair Patman called for consideration of the below items separately by the Board.

- Resolution 2018-128 (Agenda Item 12): Mr. Taylor moved, seconded by Dr. Frieden, approval of a resolution approving and adopting the Fiscal Year 2019 Investment Policy and Fiscal Year 2019 Broker/Dealer List included in the meeting materials. The motion was unanimously approved. A copy of the approved Resolution (2018-128) has been included in the official record.⁵
- Resolution 2018-129 (Agenda Item 13): Ms. Castañeda moved, seconded by Dr. Frieden, approval of a resolution approving and adopting an amendment to Section 8.4 of METRO's Procurement Manual to increase the minimum threshold amount for obtaining market quotes from \$3,000 to \$10,000. The motion was unanimously approved. A copy of the approved Resolution (2018-129) has been included in the official record.⁶
- Agenda Item 14 was removed from the agenda and no action was taken.
- Resolution 2018-130 (Agenda Item 15): Mr. Taylor moved, seconded by Mr. Elder, approval of a resolution amending Resolution 2018-48 to delete the reference to the City of Houston as a party to the proposed Interlocal Agreement with Texas Southern University for the University District Project and to limit METRO's costs and expenses under such agreement to \$25,000. The motion was unanimously approved. A copy of the approved Resolution (2018-130) has been included in the official record.⁷
- Resolution 2018-131 (Agenda Item 16): Mr. Robinson moved, seconded by Mr. Taylor, approval of a resolution amending Resolution 2018-119 to authorize the President & CEO to negotiate and execute a five-year Master Lease Agreement with Enterprise Fleet Management to lease fifty-four (54) non-revenue support vehicles during fiscal year 2019, with a maximum contract amount of \$1,210,497, and additional non-revenue support vehicles as necessary during the remainder of the term subject to the Board of Directors approval. The motion was unanimously approved. A copy of the approved Resolution (2018-131) has been included in the official record.⁸

⁵ Motion 2018-80

⁶ Motion 2018-81

⁷ Motion 2018-82

⁸ Motion 2018-83

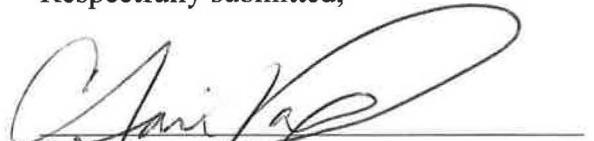
IX. FUTURE MEETING

The next regular meeting of the Board of Directors is expected to be held on Thursday, December 13, 2018, at 10:00 a.m. at 1900 Main Street, in the Board room on the second floor.

X. ADJOURNMENT

There being no further business before the Board, Mr. Elder made a motion for adjournment, which was seconded by Mr. Taylor.⁹ All of the Board members present voted in favor of the motion. Chair Patman adjourned the meeting at 10:38 a.m.

Respectfully submitted,



Cydonii V. Fairfax
Executive Vice President, General Counsel
and Assistant Board Secretary

⁹ Motion 2018-84