



**THE GENERAL MEETING OF THE PROJECT CONNECT  
COMMUNITY ADVISORY COMMITTEE**

**MEETING MINUTES**

**Thursday, September 14, 2023**

**ATP Office | Conference Room**

**203 Colorado Street, Austin, TX 78701**

**(with some members of the CAC participating via video conference)**

**Members in Attendance:**

Awais Azhar – Chair  
Susan Somers – Secretary  
Kathryn Broadwater  
Joao Paulo Connolly  
Teddy Fong  
Michael Gorse  
Ephraim Taylor

**Members Absent:**

Susana Almanza  
Noe Elias  
Gretchen Flatau  
Jeremy Hendricks  
Alex Karner  
Renee Lopez

**Attendees:**

Yannis Banks  
Brandon Carr  
Courtney Chavez  
Warner Cook  
Geoff Dyck  
Terry Hockens

Nefertitti Jackmon  
Cheyanne Krausse  
Miguel Lopez  
Peter Mullan  
Marla Torrado  
Susan Watkins

**CALL TO ORDER**

The Project Connect Community Advisory Committee convened in a regular meeting on Thursday, September 14, 2023.

Chair Azhar called the Committee meeting to order at 5:08 PM

**Land Acknowledgement**

Miguel Lopez read the Land Acknowledgement statement.

**Citizen Communication**

No citizen provided comment at this time.

**Approval of Minutes**

- 1. Approve the minutes of the August 10, 2023, meeting of the Project Connect Community Advisory Committee.**

No minutes were approved at this time.

**Action Items**

- 1. Proposed Amendments to the Project Connect Community Advisory Committee Bylaws – Cheyenne Krausse, CapMetro**
  - a. Cheyenne Krausse, Chief of Staff for CapMetro, provided an update on the content and timeline for the proposed changes to the CAC Bylaws. The changes include editing for organization, increasing the terms to four-year staggered positions with a limit of two terms, clarification of eligibility, clarification of appointment process, and defining staff liaison roles. The changes are included in more definition below. The presentation was followed by a question-and-answer session.
  - b. Proposed Changes
    - i. General clean up and organization of the bylaws.
    - ii. Terms
      1. Increased CAC term from two (2) years to four (4) years.
      2. Creating a staggering of terms.
        - a. Half of CAC members will be appointed every two (2) years.
      3. Two-term limit for all CAC members.
    - iii. Eligibility
      1. Clarified that members must remain eligible throughout their term.
    - iv. Clarifies Processes
      1. Clarifies the processes for reappointment, resignation, filling of vacancies, and the removal of members.
    - v. Created a new Staff Liaison section.
      1. Highlighted and consolidated all references to Staff Liaison and clarified who will staff the CAC.
  - c. New changes since August
    - i. Membership (Section 3)
      1. Composition – the CAC will include 11 members appointed by the CapMetro Board, ATP, and City Council.
      2. CAC may have up to two Ex-Officio members and shall determine who the Ex-Officio(s) will be.
      3. Filling of mid-term vacancies – CAC Chair to create a working group for recommendations to be sent to the Nominating Committee.
        - a. The candidates will be drawn from the previous pool of applicants.
    - ii. Appointment Process (Section 3.5)

1. CAC members shall be recommended by a nominating committee.
  2. The Nominating Committee shall include:
    - a. Chair of the City's Mobility Committee
    - b. Chair of the CapMetro Operations, Planning and Safety Committee
    - c. Community Expert Director for Community Planning who sits on the ATP Board
    - d. One (1) member of the CAC, to be identified by the Chair.
    - e. The Nominating Committee may have a delegate.
- iii. Meetings
1. General – removed the prohibition on closed meetings (TOMA supersedes).
  2. Meeting Quorum – clarified that a majority constitutes a quorum.
    - a. Clarified that a vote on an action item may be approved based on a quorum of members present rather than a full quorum of total members.
- iv. Amendment of Bylaws
1. Clarified that either the CAC or governing bodies may initiate bylaws amendments, but that bylaws are only effective once approved by all three (3) governing bodies.
  2. Noted that the Staff Liaison is responsible for supporting this process.
- d. Motion by Chair, second by Member Conolly, to adopt the updates to the Bylaws, as amended with the text included below. The motion passed unanimously (7-0).
- i. The Amendment of Bylaws section shall reflect that there are four (4) governing bodies, including the CAC, that must approve future amendments made to the bylaws.
- e. Contributions were provided by Courtney Chavez, Senior Vice President of Equity & Community Partnership for ATP.

## Discussion Items

- 1. Equitable Transit-Oriented Development– Warner Cook, City of Austin**
  - a. Warner Cook, Principal Planner with the City of Austin's Planning Department, provided a presentation on the Equitable Transit-Oriented Development (ETOD). The presentation focused on the development of an ETOD Implementation Plan, following the direction of the March 2023 City Council acceptance of the ETOD Policy Plan, featuring data for the population projections at 15 station areas along the Project Connect Corridor. The presentation was followed by a question-and-answer session.
    - i. Member Taylor requested data for the population targets presented. Particularly how they correspond to population density and if there are any modern comparisons to similar development.
- 2. Design and User Experience Update – Geoff Dyck, Gehl**
  - a. Geoff Dyck, Associate at Gehl, provided a presentation on the architecture

and urban design process for Project Connect and the planned steps to incorporate human-centered design principles through research and engagement. The presentation was followed by a question-and-answer session.

- i. Contributions were provided by Courtney Chavez and Peter Mullan, Executive Vice President for Architecture and Design for ATP.
- ii. Secretary Somers requested more information on the methods to accomplish the identified Research-Informed Priority User Needs.
- iii. Chair Azhar recommended a future presentation to the Design Working Group or at a future General Meeting.

## Staff Updates

### 1. CapMetro Staff Updates

Lawrence Deeter, Manager of System Development and Planning for CapMetro, provided an update on the proposed service changes set to take place in January of 2024.

### 2. City of Austin Staff Updates

Dr. Marla Torrado, Community Development Manager for the City of Austin's Housing Department provided an update on the full execution of the contracts for the Community Initiated Solutions (CIS) and the celebratory event to be held at the Conley-Gurrero Senior Activity Center on the morning of Saturday, October 14, 2023.

Dr. Torrado informed the CAC that work has started with three vendors who will be providing capacity building and support for the CIS organizations.

Dr. Torrado also informed the CAC that the Project Connect Anti-Displacement Spending Dashboard will soon be active. The dashboard will show data on how the Project Connect Anti-Displacement funds are being spent.

### 3. ATP Staff Updates

Courtney Chavez informed the CAC that the upcoming ATP Board Meeting will be held on Wednesday, September 20, 2023, and will include a vote on the proposed budget.

### 4. Working Group/TAC Updates

No updates were provided at this time.

## Future Items

Member Connolly requested an update on CapMetro's safety policies, with a focus to be paid to what is being planned and thought through for the new security force that will be implemented across CapMetro services.

**ADJOURN**

Chair Azhar adjourned the meeting at 7:12 PM without objection.

DRAFT