

**Meeting Minutes
Planning Committee
of the
Central Texas Regional Mobility Authority**

Monday, March 31, 2003

The meeting was called to order at approximately 8:30 a.m. by CTRMA Planning Committee Chair Johanna Zmud. Notice of the meeting was posted with the Secretary of State's office on March 21, 2003.

Members present: Johanna Zmud (Chair), Henry Gilmore, Jim Mills and Mike Robinson. Also present on behalf of the CTRMA were Mike Weaver and Brian Cassidy.

I. Convening of Meeting.

Chairwoman Zmud opened the meeting and suggested the committee take the agenda in reverse order, going from the general to the specific items for discussion. The members agreed.

II. Discussion of Other Functions and Activities of the Planning Committee.

The Chair stated that one of the things that the Planning Committee was charged with doing is identifying the projects and other activities in which the CTRMA will be involved.

Mr. Gilmore noted that the Board's initial briefing packet included a copy of NTTA's Strategic Plan. Upon a recent review, he believed it to be a good way to coordinate the Planning Committee's goals and to organize the committee's approach. Ms. Zmud agreed with Mr. Gilmore that the NTTA document could be a guide for a similar document for the CTRMA.

Mr. Robinson mentioned how very impressed he was with the NTTA and the other members agreed. He stated that there was no use in "re-creating the wheel."

The Chair suggested the committee have a draft strategic plan to present to the rest of the Board at the board retreat. This would give the committee two months to prepare it. She suggested the committee review the NTTA's Strategic Plan and for members to discuss it via email or other means. The Chair said that at one point there was discussion among the Board about having a website, and asked if there could be an electronic bulletin board on it? Mr. Weaver stated that the website is one of the things they need to discuss with the Executive Committee and that it really is just a matter of funds. He reported that an address for the website had already been reserved.

The Chair asked Mr. Cassidy to comment on any issues involved with email discussions. Mr. Cassidy stated that the email exchanges would be public records and that a record of the emails would need to be maintained. The Chair suggested that Mr. Cassidy be cc'd

on all email discussions. He said he would maintain a file of these emails. Mr. Weaver reported that the address for a website already has been reserved.

The Chair asked about frequency of meetings and how often they would need to meet to develop an outline, as Mr. Gilmore suggested. One member suggested they meet as often as they needed to in order to draft a strategic plan by June. The group unanimously agreed and the Chair recommended they meet again in two weeks.

Mr. Gilmore said they may want to have a paragraph that lays out the scope of the committee to incorporate in the bylaws. Mr. Weaver discussed the role that Planning Committees play in other entities. For example, for the NTTA, its Planning Committee takes the lead in developing a strategic plan. Another important function is identifying projects. He said there are a lot of agencies whose committee may also be the first to interview consultants because they are so in tune with the projects going on. In some jurisdictions, the committee might take the lead in developing relationships with local partners, like governmental entities responsible for right-of-way contributions. Mr. Gilmore added TxDOT, and Mr. Weaver added Capital Metro to this list of partners. Mr. Mills suggested that the committee's talks with Leander and Cedar Park start taking place immediately for 183-A right-of-way.

The Chair asked if the Executive Committee had a mission or purpose statement. Mr. Cassidy said they have not formally adopted one. The Chair then offered to draft a mission statement for the Planning Committee.

III. Discussion and Action on Process for Coordinating Planning and Project Identification.

The Chair asked if the committee wanted to discuss the identification of additional projects presently or make it an agenda item for the next meeting? Mr. Robinson asked if there were other projects. The Chair said there were ten. Mr. Weaver said they could use the feasibility funds requested from TxDOT to look at a few of these projects. They could, he said, look at 183 and 620, that there is a gap before 183 begins. They could have a preliminary look at 183 South to 290 to the Airport – a 10-12 year project if done by TxDOT. It would be an opportunity to accelerate that project by many years.

Mr. Robinson said that Mr. Russell of TTA said that \$1 million could come to CTRMA for the study of additional projects, and asked Mr. Weaver if that was correct. Mr. Weaver confirmed that Mr. Russell said that money might be available. The Chair asked about the origin of the ten potential projects discussed at the March board meeting. Mr. Cassidy said the Petition forming the CTRMA is what caused them to come up with that list of ten and that they are representative only, a working list.

Mr. Robinson asked once an environmental study has been conducted, how long is it good for? Mr. Weaver said theoretically, forever but that they are typically reviewed/updated every five years.

The Chair asked for a list of the potential projects with some sort of flag that identifies hurdles, like environmental studies, right-of-way acquisition, and the like. Mr. Weaver

said that they could try to have the status of each potential project at the next meeting. He then talked about the internal project study that the NTTA conducts and suggested the committee look at the NTTA's three-step process to see if it's feasible for the CTRMA.

Mr. Robinson asked about the right-of-way for 183-A. Mr. Mills said the committee needs to bring Cedar Park and Leander into the discussion. Mr. Cassidy said they should also be thinking about the partnering agreement with TxDOT because until then, it's not officially the CTRMA's project. Mr. Mills asked how the committee would start that? Mr. Cassidy responded that it would need to address funding and contact TxDOT. Mr. Mills inquired as to whom they should contact with TxDOT. Mr. Cassidy said Phil Russell or whomever they assign from the General Counsel's office. The Chair asked Mr. Cassidy if he would contact them, and Mr. Cassidy committed to do so on the committee's behalf.

The Chair asked if there was anything else on this item to which all agreed to move on to the next item on the agenda.

IV. Discussion and Action on Process for Development of Environmental Review Policies and Procedures for CTRMA Projects.

The Chair mentioned NEPA's policies and procedures and the need for CTRMA policies and procedures. She said there is a mistaken idea that every project is federally funded and therefore subject to NEPA. She noted that there are projects which do not receive federal funds, and that policies are needed for these types of projects. She asked if the committee should regard NEPA's as the minimum of what they should draft and adopt. Mr. Cassidy recommended that NEPA should be regarded as the minimum. CTRMA non-NEPA projects would be subject to TxDOT's processes, rules and procedures, but the RMA is a different type of entity. He suggested that the CTRMA comply with NEPA for all projects, even for those considered non-NEPA (non-federally-funded projects).

Mr. Mills asked what percentage of the projects won't be subject to NEPA. Mr. Weaver replied, effectively zero, as almost all projects receive some federal funds. Mr. Weaver said that the State guidelines would be a good place to start. Again, there is no reason to reinvent the wheel. The committee should have some form of an open, public process where it could hold a public hearing or have public comment. This would put the RMA ahead of the curve.

Mr. Gilmore noted that after public comment the committee could take that input and further modify the document.

The Chair asked Mr. Cassidy if he could draft something as a starting point for the committee. The committee can review the draft and make recommendations, then hold a public hearing. The document can then be modified based on public input.

Mr. Mills asked about the CTRMA's current arrangement with the counties. Are the fees covered? Does the CTRMA have enough money to pay Mr. Weaver? Mr. Weaver

affirmed that they do for now. He stated there was \$152,000 in the bank, with \$250,000 more due from Travis County.

The Chair asked if there was anything else anyone wished to discuss before moving on to the Open Comment Period. Mr. Robinson asked Mr. Cassidy about email discussions in respect to the Public Information Act. Mr. Cassidy said that since he would be keeping a file of all emails, it should be fine. The Chair asked if there was anything else and all agreed to move on to the Open Comment Period.

V. Open Comment Period. – No speakers appeared to address the board during the open comment period.

VI. Adjourn Meeting.

The Chair announced that the next meeting would be 10:00 a.m. to noon on Monday, April 14th. Mr. Weaver suggested some items for the next agenda:

- Questions and discussion regarding the bylaws;
- Review and prioritization of the list of projects;
- 1-Page planning process;
- Draft of an Environmental policy; and
- Scope of the Planning Committee.

Chairwoman Zmud entertained a motion to adjourn the meeting. It was moved and seconded, and the committee members voted unanimously to adjourn the meeting.