



Central Texas Regional
Mobility Authority

AGENDA ITEM #3 SUMMARY

Approve the Minutes for the December 7, 2011
General Board Meeting.

Department: Law

Associated Costs: None

Funding Source: None

Board Action Required: YES (by Motion)

Description of Matter:

The Minutes for the December 7, 2011 General Board Meeting require approval from the Board.

Attached documentation for reference:

Draft Minutes for December 7, 2011 General Board Meeting

Contact for further information:

Andrew Martin, General Counsel

**MINUTES FOR
Regular Meeting of the Board of Directors
of the
CENTRAL TEXAS REGIONAL MOBILITY AUTHORITY**

**Wednesday, December 7, 2011
9:30 A.M.**

The meeting was held at 301 Congress Avenue, Suite 360, Austin, Texas 78701. Notice of the meeting was posted December 1, 2011 at the County Courthouses of Williamson and Travis County, with the Secretary of State, on the CTRMA website, and on the bulletin board in the lobby of CTRMA's offices at Suite 650, 301 Congress Avenue, Austin, Texas.

1. Welcome and Opening Remarks by Chairman Ray Wilkerson

Chairman Ray Wilkerson called the meeting to order at 9:30 a.m. and called the roll. All Board Members were present at the time the meeting was called to order.

2. Open Comment Period

No public comments were offered.

3. Approval of Minutes of October 26, 2011 Regular Board Meeting

Chairman Ray Wilkerson presented the minutes from the October 26, 2011 Board Meeting for review by the Board. Mr. Jim Mills moved approval of the minutes, and Mr. David Singleton seconded the motion. The motion carried unanimously 7-0, and the minutes were approved as drafted.

Briefing and discussion on the following; no action proposed:

4. Proposed 2012 Strategic Plan.

Ms. Cindy Demers presented this item. The 2012 Strategic Plan was developed at the March 2011 staff retreat. Further changes were made at the Board Retreat and Workshop on November 15, 2011. The Plan was developed with a five year outlook, and also includes a vision for the future to 2025.

Final modifications will be made to the Plan, and it will be presented to the Board for consideration and action at the January 25, 2012 Regular Board Meeting.

5. Executive Director's Report.

Mr. Mike Heiligenstein presented this item. The Green Mobility Challenge finals event was well attended and included many innovative presentations that addressed sustainable concepts that will be evaluated for inclusion in our transportation projects.

6. Approve an amendment to the Schedule of Rates established by the Agreement for Violation Processing and Debt Collection Services with Gila LLC, d/b/a Municipal Services Bureau.

Mr. Henry Gilmore recused himself and did not participate in deliberations or action on this item. Mr. Tim Reilly presented this item. In an effort to lower image review costs, Municipal Services Bureau (MSB) is now offering a new optical character recognition system that reduces the image review costs from twelve cents per transaction to nine and a half cents per transaction. Also, currently CTRMA pays MSB seventy five dollars to put together a court packet for violations once they enter the court eligibility stage. MSB has agreed to reduce the court package cost to twenty-five dollars per packet.

Ms. Nikelle Meade moved approval, and Mr. Bob Bennett seconded the motion. The motion carried 6-0, (with Mr. Gilmore recused), and the resolution was approved as drafted.

7. Approve an amended interlocal agreement with the Cameron County Regional Mobility Authority to provide toll transaction processing, toll collection, and related services.

Mr. Tim Reilly presented this item. CTRMA provides all back office services for CCRMA for their toll collection through MSB. The proposed amendment will allow staff to pass onto CCRMA the savings that MSB has agreed to provide to CTRMA.

Mr. Bob Bennett moved approval, and Mr. Charles Heimsath seconded the motion. The motion carried unanimously 7-0, and the resolution was approved as drafted.

8. Approve an amended work authorization under the Contract for Toll System Implementation with Telvent USA Corporation to provide toll system maintenance services to the Cameron County Regional Mobility Authority for one year.

Mr. Tim Reilly presented this item. CTRMA provided CCRMA with their toll system through Telvent. The proposed amended work authorization will allow Telvent to provide toll system maintenance services to CCRMA for one year.

Mr. Charles Heimsath moved approval, and Ms. Nikelle Meade seconded the motion. The motion carried unanimously 7-0, and the resolution was approved as drafted.

9. Approve a pass-through toll agreement with the Texas Department of Transportation relating to funding for the US183/183A Intersection Improvement Project.

Mr. Wes Burford presented this item. Approval of the proposed Agreement authorizes a pass-through finance agreement with TxDOT for approximately half of the costs associated with the US183/183A intersection improvements. The property developers adjacent to the intersection, E2M Partners, LLC, have agreed to pay the remaining design and construction costs for the intersection improvements.

Mr. David Singleton moved approval, and Mr. Henry Gilmore seconded the motion. The motion carried unanimously 7-0, and the resolution was approved as drafted.

10. Approve a new work authorization with HNTB Corporation relating to development of the US183/183A Intersection Improvement Project.

Mr. Wes Burford presented this item. The proposed work authorization would include, but not be limited to, professional services and deliverables for various tasks related to the study, project development, final design and construction phase services for the US183/183A Intersection Improvement Project. The improvements include the widening of the northbound and southbound lanes of US 183 and 183A to accommodate auxiliary lanes and turning lanes. Improvements will also include turnaround lanes, reconfiguration of US 183 west of US 183 / 183A, reconstruction of the intersection of US 183 and CR 276, and realignment and extension of the existing access road. The existing signalization equipment at the US 183 / 183A intersection will also be removed and replaced with new equipment to accommodate the new configuration and turning movement requirements.

Mr. Bob Bennett moved approval, and Mr. Charles Heimsath seconded the motion. The motion carried unanimously 7-0, and the resolution was approved as drafted.

11. Approve an amended work authorization with Rodriguez Transportation Group Inc. relating to development of 183A Phase II Project.

Mr. Wes Burford presented this item. The Board approved the selection of the Rodriguez Transportation Group to provide design and engineering services for the 183A Phase II Project at their August 27, 2008 meeting. This supplement is to provide additional design support during construction which includes review of shop drawings and responding to Requests for Information (RFI's) and development of change orders, if necessary.

Mr. Charles Heimsath moved approval, and Ms. Nikelle Meade seconded the motion. The motion carried unanimously 7-0, and the resolution was approved as drafted.

12. Approve amendments to CTRMA policies to delegate to the Executive Director the authority to approve procurement and execute certain contracts and to approve and

execute settlement agreements concerning damage claims against CTRMA, in each instance when the amount involved does not exceed \$50,000.

Mr. Andy Martin presented this item. In 2009, the Legislature revised state laws governing county procurements to require commissioner court approval when the amount involved is more than \$50,000. The Executive Director recommends that the Board revise CTRMA's procurement policies to follow state procurement law and policy for counties, and to require Board approval of a procurement process and contract when a CTRMA procurement or contract is for an amount that exceeds \$50,000, increased from the existing policy that requires Board approval when the amount exceeds \$25,000.

Mr. Jim Mills moved approval, and Mr. Bob Bennett seconded the motion. The motion carried unanimously 7-0, and the resolution was approved as drafted.

13. Authorize the borrowing of up to \$5,000,000 from Regions Bank and the execution and delivery of a secured loan agreement by the Executive Director.

Mr. Bill Chapman presented this item. Funding for various project development costs will come from TxDOT in the future between 2013 and 2016. In order to advance those projects, Regions Bank has agreed to lend up to \$5,000,000 to CTRMA with a draw down note. CTRMA would draw down this loan only as needed for various projects.

Mr. Bob Bennett moved approval, and Mr. Charles Heimsath seconded the motion. The motion carried unanimously 7-0, and the resolution was approved as drafted.

14. Accept the monthly financial report for October, 2011.

Mr. Bill Chapman presented this item. There was nothing unusual on the October, 2011 financial report.

Mr. Jim Mills moved approval, and Mr. David Singleton seconded the motion. The motion carried unanimously 7-0, and the resolution was approved as drafted.

15. Accept the 2011 Annual Report.

Mr. Steve Pustelnyk presented this item. With a "Building Mobility" theme, the report includes information about current construction projects and what the projects' expected appearance will be when completed.

Mr. David Singleton moved approval, and Mr. Bob Bennett seconded the motion. The motion carried unanimously 7-0, and the resolution was approved as drafted.

Executive Session Pursuant to Government Code, Chapter 551

Chairman Wilkerson announced in open session at 10:12 a.m. that the Board would recess the open meeting and reconvene in Executive Session to deliberate the following item:

16. Discussion of personnel matters as authorized by §551.074 (Personnel Matters), including evaluation of the performance of the Executive Director.

The Board reconvened in open meeting at 10:40 a.m., and Chairman Wilkerson announced that there was no action taken in Executive Session.

Discuss, consider, and take appropriate action on the following:

17. Approve an amended Employment Agreement for the Executive Director, including compensation and other contract terms.

Mr. Ray Wilkerson presented this item. Exhibit A was added to the amendment to the Employment Agreement for the Executive Director.

Mr. Bob Bennett moved approval, and Ms. Nikelle Meade seconded the motion. The motion carried unanimously 7-0, and the resolution was approved as drafted.

18. Adjourn Meeting.

Chairman Ray Wilkerson declared the meeting adjourned by unanimous consent at 10:50 a.m.