

# MINUTES

## Regular Meeting of the Board of

## Directors of the

## CENTRAL TEXAS REGIONAL MOBILITY AUTHORITY

**Wednesday, December 13, 2017**

The meeting was held in the Mobility Authority's Lowell H. Lebermann, Jr. Board Room at 3300 N. Interstate 35, #300, Austin, Texas 78705-1849. Notice of the meeting was posted December 8, 2017 at the respective County Court Houses of Williamson and Travis Counties; online on the website of the Mobility Authority; and in the Mobility Authority's office lobby at 3300 N. Interstate 35, #300, Austin, Texas 78705-1849.

**An archived copy of the live-streamed video of this meeting is available at:**

<https://mobilityauthority.swagit.com/play/12132017-793>

**1. Welcome and opening remarks by the Chairman and the members of the Board of Directors.**

After noting that a quorum of the Board was present, Chairman Ray Wilkerson called the meeting to order at 9:04 a.m. with the following Board members present: Nikelle Meade, David Singleton, Charles Heimsath, David Armbrust, Amy Ellsworth and Mark Ayotte.

**2. Opportunity for public comment.**

No comments were offered.

**Regular Board Items**

**3. Approve the minutes from the December 13, 2017 Regular Board meeting.**

**MOTION:** Approval for the December 13, 2017 Special Called Board meeting minutes.

**RESULT:** Approved (Unanimous); 7-0

**MOTION BY:** Nikelle Meade

**SECONDED BY:** David Singleton

**AYE:** Wilkerson, Singleton, Meade, Heimsath, Armbrust, Ellsworth  
Ayotte  
**NAY:** None

4. Accept the financial statements for October 2017.

Mary Temple, Controller presented this item.

**MOTION:** Accept the financial statements for October 2017

**RESULT:** Approved (Unanimous); 7-0

**MOTION BY:** Amy Ellsworth

**SECONDED BY:** David Singleton

**AYE:** Wilkerson, Singleton, Meade, Heimsath, Armbrust, Ellsworth  
Ayotte

**NAY:** None

**ADOPTED AS:** Resolution No. 17-063

5. Consider and, potentially, modify the annual toll rate escalation for the CTRMA Turnpike System.

Mary Temple, Controller presented this item.

The Board took no action to modify the annual toll rate escalation, allowing tolls to be adjusted based on the Consumer Price Index for All Urban Consumers as provided in the CTRMA Policy Code.

6. Approve an Interlocal Agreement with the Texas Department of Transportation for the Highway Emergency Response Operator (HERO) Program.

**MOTION:** Approve an Interlocal Agreement with the Texas Department of Transportation for the Highway Emergency Response Operator (HERO) Program.

Tracie Brown, Director of Operations presented this item.

**RESULT:** Approved (Unanimous); 7-0

**MOTION BY:** Charles Heimsath

**SECONDED BY:** David Singleton

**AYE:** Wilkerson, Singleton, Meade, Heimsath, Armbrust, Ellsworth  
Ayotte

**NAY:** None

**ADOPTED AS:** Resolution No. 17-064

7. Approve Amendment No. 7 to the agreement with Gila Corporation, d/b/a Municipal Service Bureau for violation processing and debt collection services.

NOTE: Charles Heimsath left the dais at 9:22 a.m.

Tracie Brown, Director of Operations presented this item.

**MOTION:** Approve Amendment No. 7 to the agreement with Gila Corporation, d/b/a Municipal Service Bureau for violation processing and debt collection services.

**RESULT:** Approved (Unanimous); 6-0

**MOTION BY:** Amy Ellsworth

**SECONDED BY:** Nikelle Meade

**AYE:** Wilkerson, Singleton, Meade, Armbrust, Ellsworth  
Ayotte

**NAY:** None

**ADOPTED AS:** Resolution No. 17-065

8. Consider the Executive Director's recommendation for the award of a contract for Pay-By-Mail violations processing, collections, and customer service.

NOTE: Charles Heimsath returned to the dais at 9:28 a.m.

Tracie Brown, Director of Operations presented this item.

**MOTION:** Award a contract to Cofiroute, USA LLC for Pay-By-Mail, violations processing, collections, and customer service to

**RESULT:** Approved (Unanimous); 7-0

**MOTION BY:** Nikelle Meade

**SECONDED BY:** Mark Ayotte

**AYE:** Wilkerson, Singleton, Meade, Heimsath, Armbrust, Ellsworth  
Ayotte

**NAY:** None

**ADOPTED AS:** Resolution No. 17-066

9. Approve a new Master Agreement with Atkins North America, Inc. for general engineering consultant services.

Justin Word, P.E., Director of Engineering presented this item.

**MOTION:** Approve a new Master Agreement with Atkins North America, Inc. for general engineering consultant services.

**RESULT:** Approved (Unanimous); 7-0

**MOTION BY:** Charles Heimsath

**SECONDED BY:** David Singleton

**AYE:** Wilkerson, Singleton, Meade, Heimsath, Armbrust, Ellsworth Ayotte

**NAY:** None

**ADOPTED AS:** Resolution No. 17-067

10. Approve funding for general engineering consultant services to provide oversight for the 183A Phase III Project.

Justin Word, P.E., Director of Engineering presented this item.

**MOTION:** Approve funding for general engineering consultant services to provide oversight for the 183A Phase III Project.

**RESULT:** Approved (Unanimous); 7-0

**MOTION BY:** Mark Ayotte

**SECONDED BY:** Nikelle Meade

**AYE:** Wilkerson, Singleton, Meade, Heimsath, Armbrust, Ellsworth Ayotte

**NAY:** None

**ADOPTED AS:** Resolution No. 17-068

11. Authorize the issuance of a request for qualifications for a design-build contract to develop the 183 North Project.

Chairman Wilkerson tabled this item.

12. Consider the Executive Director’s recommendation for the award of one or more contracts for Government Relations Services.

Dee Anne Heath, Director of External Affairs presented this item.

**MOTION:** Award a contract for Government Relations Service to Infrastructure Solutions, Inc.

**RESULT:** Approved (Unanimous); 7-0

**MOTION BY:** Nikelle Meade

**SECONDED BY:** Charles Heimsath

**AYE:** Wilkerson, Singleton, Meade, Heimsath, Armbrust, Ellsworth Ayotte

**NAY:** None

**ADOPTED AS:** Resolution No. 17-069

**Briefings and Reports**

13. MoPac Improvement project monthly report.

Jeff Dailey, Deputy Executive Director; Tracie Brown, Director of Operations; and, Chris Mwalwanda, Vice President, National Technical Strategy Leader, PPP /Toll Finance and Technology, CDM Smith presented this item.

NOTE: Chairman Wilkerson asked that Item 13 be placed on hold until after Item 19, and announced Executive Session at 10:07 a.m.

**Executive Session Pursuant to Government Code, Chapter 551**

16. Discuss legal issues related to claims by or against the Mobility Authority; pending or contemplated litigation and any related settlement offers; or other matters as authorized by §551.071 (Consultation with Attorney).
17. Discuss legal issues relating to procurement and financing of Mobility Authority transportation projects, as authorized by §551.071 (Consultation with Attorney).
18. Discuss personnel matters as authorized by §551.074 (Personnel Matters).

NOTE: After completing executive session, the Board reconvened in open meeting at 10:44 a.m.

**Regular Board Items**

NOTE: Following Executive Session, Chairman Wilkerson took up Item 19

- 19.** Approve an amended employment agreement with the Executive Director.

Chairman Ray Wilkerson presented this item.

**MOTION:** Amend employment agreement with the Executive Director.

**RESULT:** Approved (Unanimous); 7-0

**MOTION BY:** Ray Wilkerson

**SECONDED BY:** Charles Heimsath

**AYE:** Wilkerson, Singleton, Meade, Heimsath, Armbrust, Ellsworth  
Ayotte

**NAY:** None

**ADOPTED AS:** Resolution No. 17-070

NOTE: David Singleton left the dais at 10:51 a.m.

**Briefings and Reports**

Following Item 19, Chairman Wilkerson resumed Item 13.

- 13.** MoPac Improvement project monthly report.

Jeff Dailey completed the presentation on this item. .

NOTE: Chairman Wilkerson left the dais at 11:02 a.m. and Vice Chair Meade presided over the remainder of the meeting.

- 14.** Update on the 183 South Project.

Justin Word, P.E., Director of Engineering presented this item.

NOTE: Charles Heimsath left the dais at 11:10 a.m.

- 15.** Executive Director Board Report.

A. Discuss operational issues on MoPac.

Tracie Brown, Director of Operations presented this item.

B. Discuss a discount for qualified Veterans.

Mike Heiligenstein, Executive Director presented this item.

C. Potential future projects for 183A frontage roads.

Mike Heiligenstein, Executive Director presented this item.

D. New employee introduction.

Justin Word, P.E., Director of Engineering introduced Lisa Pohlmeier, Senior Project Manager – Asset Management as a new Mobility Authority employee.

After confirming that no member of the public wished to address the Board, Vice Chair Meade declared the meeting adjourned at 11:59 a.m.

**20.** Adjourn meeting.

Approved 02/28/2018