



**CENTRAL TEXAS
Regional Mobility Authority**

AGENDA ITEM #3 SUMMARY

Approve the minutes for the March 28, 2012 Regular Board Meeting, and for the April 6, 2012 and April 11, 2012 Special Called Board Meetings.

Department: Law

Associated Costs: None

Funding Source: None

Board Action Required: YES (by Motion)

Description of Matter:

The Minutes for the March 28, 2012 Regular Board Meeting and April 6, 2012 and April 11, 2012 Special Called Board Meetings require approval from the Board.

Attached documentation for reference:

Draft Minutes for March 28, 2012 Regular Board Meeting

Draft Minutes for April 6, 2012 and April 11, 2012 Special Called Board Meetings

Contact for further information:

Andrew Martin, General Counsel

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

**Wednesday, March 28, 2012
9:30 A.M.**

The meeting was held at the Pat Bryson Municipal Hall, located at 200 West Willis Street, Leander, Texas 78641. Notice of the meeting was posted March 22, 2012 at the County Courthouses of Williamson and Travis County, with the Secretary of State, on the Mobility Authority website, and on the bulletin board in the lobby of the Mobility Authority'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 9:39 a.m. and called the roll. Directors present at the time the meeting was called to order were Vice Chairman Jim Mills, Mr. Bob Bennett, Ms. Nikelle Meade, Mr. David Singleton, Mr. Charles Heimsath, and Mr. David Armbrust.

2. Open Comment Period.

No public comments were offered.

3. Approval of Minutes of February 29, 2012 Regular Board Meeting.

Chairman Ray Wilkerson presented the minutes from the February 29, 2012 Board Meeting for review by the Board. Mr. David Singleton moved for approval, and Ms. Nikelle Meade seconded the motion. The motion carried unanimously 7-0, and the minutes were approved as drafted.

4. Awarding a contract to solicit and broker sponsorship agreements that support the Highway Emergency Response Operator Patrol Services (HERO) Program.

Mr. Mario Espinoza presented this item. At the June, 2011 Board Meeting, the Board authorized solicitation by the Mobility Authority for financial sponsorships for the HERO program. A procurement process resulted in a sole respondent interested in participating with the Mobility Authority in the program.

Travelers Marketing has proposed to serve as the HERO program's sponsorship agency/broker and will find optimal sponsors which place the highest marketing value on the program and whose mission is aligned with HERO's public purpose.

The requested Board action allows the Mobility Authority to negotiate and execute a contract with Travelers Marketing to deliver one or multiple Sponsorship Agreements.

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

5. Amending the Policy Code relating to procurement policies for the use of a design-build method or a comprehensive development agreement (CDA) to develop a transportation project.

Mr. Andy Martin presented this item. The proposed Policy Code amendments revise procurement policies to incorporate state law process and requirements the Mobility Authority must follow to procure a design-build contract or a comprehensive development agreement to develop a transportation project. The proposed policies replace existing provisions of the Policy Code that are inconsistent with the 2011 legislative changes.

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

6. Amending the Policy Code relating to the Employee Handbook.

Ms. Cindy Demers presented this item. This item provides updates to the Mobility Authority's Employee Handbook for primarily "housekeeping" type items. It also authorizes the Executive Director to approve future updates to the Employee Handbook.

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

7. Amending the Policy Code relating to the travel expense policy.

This item was pulled from the Agenda at the staff's request and not considered by the Board.

8. Accepting the monthly financial report for February, 2012.

Mr. Bill Chapman presented this item. February 2012 was the first month to have over two million transactions reported on 183A. There was nothing out of the ordinary to report for the financial report for February 2012.

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

Briefing and discussion on the following:

9. Briefing on business considerations and state law requirements for the use of a comprehensive development agreement to develop a transportation project.

Mr. Bill Chapman introduced Mr. Richard Ramirez and Mrs. Lisa Fenner from KPMG, who briefed the Board on the process, principles, and structure of a comprehensive development agreement for developing a transportation project.

10. Briefing on the SH 45 Southwest Project.

Mr. Wes Burford presented this item. The project is currently going through the environmental process, and it is estimated that process will take approximately four years to complete. Traffic studies are currently being undertaken to show the effects this project would have on surrounding areas/roads and the travel demand.

11. Executive Director's report.

Mr. Mike Heiligenstein presented this item. As part of the MoPac Improvement Project, interim modeling has been completed on the downtown access from Cesar Chavez and 5th streets, and more expansive modeling is being done on the stretch between MoPac and Lamar Boulevard.

The Federal Highway Administration is currently reviewing the revised environmental document for the MoPac Improvement Project. A public hearing will occur in the next few months, and an environmental decision could be made by August 2012. The project is on schedule.

Mr. Steve Pustelnyk provided an update on the Mobility Authority's websites. Mr. Wes Burford provided a brief overview of the Mobility Authority's dashboard website.

Executive Session Pursuant to Government Code, Chapter 551

Chairman Wilkerson announced in open session at 11:03 a.m. that the Board would recess the open meeting and reconvene in Executive Session to deliberate the following items:

13. Discussion of the acquisition of real property or interests in real property needed for Mobility Authority office space and related needs, and related legal issues, as authorized by §551.072 (Deliberation Regarding Real Property; Closed Meeting) and by §551.071 (Consultation with Attorney).

14. Discussion of legal issues related to claims by or against the Authority, pending or contemplated litigation and any related settlement offers, or other matters as authorized by §551.071 (Consultation With Attorney).

15. Discussion of legal issues relating to procurement and financing of CTRMA transportation projects, as authorized by §551.071 (Consultation with Attorney).

16. Discussion of personnel matters as authorized by §551.074 (Personnel Matters).

The Board reconvened in open meeting at 12:02 p.m., and Chairman Wilkerson announced that there was no action taken in Executive Session.

17. Adjourn Meeting.

Chairman Ray Wilkerson declared the meeting adjourned by unanimous consent at 12:05 p.m.

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

**Friday, April 6, 2012
10:30 A.M.**

The meeting was held at the intersection of Hero Way and the eastern (northbound) frontage road of the 183A Toll Toad in Leander, Texas. Notice of the meeting was posted April 3, 2012 at the County Courthouses of Williamson and Travis County, with the Secretary of State, on the Mobility Authority website, and on the bulletin board in the lobby of the Mobility Authority offices at Suite 650, 301 Congress Avenue, Austin, Texas.

1. Welcome and opening remarks by the Chairman, Executive Director, and members of the Board of Directors.

Chairman Wilkerson and Executive Director Mike Heiligenstein provided opening remarks to the attendees.

2. Recognition and remarks by the Honorable John R. Carter, U.S. Representative, 31st District.

The Honorable John R. Carter addressed the attendees.

3. Recognition and remarks by the Honorable Cynthia Long, Williamson County Commissioner, Precinct Two.

The Honorable Cynthia Long addressed the attendees.

4. Recognition and remarks by the Honorable John Cowman, Mayer, City of Leander.

The Honorable John Cowman addressed the attendees.

5. Recognition and remarks by Russell Zapalac, Chief Planning & Project Officer, Texas Department of Transportation.

Russel Zapalac addressed the attendees.

6. Grand Opening of the 183A Extension.

Mike Heiligenstein announced that the 183A Extension was now open.

7. Adjourn Meeting.

Chairman Ray Wilkerson declared the meeting adjourned by unanimous consent at 11:05 a.m.

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

**Wednesday, April 11, 2012
9:00 A.M.**

The meeting was held in the Large Conference Room, Suite 650, at 301 Congress Avenue, Austin, Texas 78701. Notice of the meeting was posted April 6, 2012 at the County Courthouses of Williamson and Travis County, with the Secretary of State, on the Mobility Authority website, and on the bulletin board in the lobby of the Mobility Authority 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 9:00 a.m. and called the roll. Directors present at the time the meeting was called to order were Vice Chairman Jim Mills, Mr. Bob Bennett, Ms. Nikelle Meade, Mr. David Singleton, Mr. Charles Heimsath, and Mr. David Armbrust.

2. Open Comment Period.

No public comments were offered.

3. Executive Director's Report.

Mr. Mike Heiligenstein presented this item. The Capital Area Metropolitan Planning Organization ("CAMPO") had a work session and board meeting on April 9, 2012. CAMPO board members at the work session discussed the \$135 million in newly available federal funding through TxDOT, whether to keep those funds in the region, the criteria TxDOT will use for allocating funding, and the September 28, 2012 deadline.

4. Authorize the Executive Director to file one or more requests for financial assistance with the Texas Department of Transportation for funding related to development of the MoPac Improvement Project, and to negotiate and execute and agreements required to receive financial assistance from the Texas Department of Transportation.

Mr. Andy Martin noted that the resolution drafted and recommended for this item authorizes the Executive Director to negotiate one or more agreements for financial assistance from TxDOT, but does not authorize execution of an agreement. Any proposed agreement with TxDOT for financial assistance will be brought to the

Board for its consideration and approval before the agreement is signed.

Mr. Brian Cassidy, outside counsel for the Mobility Authority presented this item. Per the *2012 Unified Transportation Program* document approved by the Texas Transportation Commission on May 26, 2011, \$69.5 million of Category 2 – Metropolitan Corridor Projects funding was programmed for the Mopac Improvement Project from FM 734 (Parmer Lane) to the Cesar Chavez Street Interchange.

Filing a toll equity request to the Texas Department of Transportation will initiate the process to allow those funds to be used by the Mobility Authority for the development and construction of the Mopac Improvement Project. Upon the approval of a financial assistance request by the Texas Transportation Commission, a Financial Assistance Agreement between the Mobility Authority and TxDOT will be negotiated to define the terms and conditions related to the use of those funds. The resolution also authorizes filing a separate request for and negotiation of a financial assistance agreement with TxDOT if additional funds are made available through TxDOT for the Mopac Improvement Project.

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

5. **Authorize the issuance of a request for qualifications for a design-build contract to develop the MoPac Improvement Project, and designate Wes Burford, P.E., Director of Engineering, as the Authority's representative for that procurement process and for the duration of the work on the project.**

Mr. Wes Burford presented this item. Issuing a Request for Qualifications is the first step in procurement of a design-build contractor for the Mopac Improvement Project.

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

Executive Session Pursuant to Government Code, Chapter 551

The Board did not recess in executive session.

7. Adjourn Meeting.

Chairman Ray Wilkerson declared the meeting adjourned by unanimous consent at 9:15 a.m.