



**CENTRAL TEXAS
Regional Mobility Authority**

AGENDA ITEM #3 SUMMARY

Approve the minutes for the May 30, 2012, Regular Board Meeting and of the May 24 and June 8, 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 May 30, 2012, Regular Board Meeting and the May 24 and June 8, 2012, Special Called Board Meetings.

Attached documentation for reference:

Draft Minutes for the May 24, 2012, Special Called Board Meeting
Draft Minutes for the May 30, 2012, Regular Board Meeting
Draft Minutes for the June 8, 2012, Special Called Board Meeting

Contact for further information:

Andrew Martin, General Counsel

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

**Thursday, May 24, 2012
2:00 P.M.**

The meeting was held by telephone conference call audible to all members of the public present in the Large Conference Room in Suite 650, 301 Congress Avenue, Austin, Texas 78701. Notice of the meeting was posted May 18, 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 301 Congress Avenue, Suite 650, Austin, Texas 78701.

1. Welcome and Opening Remarks by Chairman Ray Wilkerson.

Chairman Ray Wilkerson called the meeting to order at 2:00 p.m. and called the roll. Directors present on the telephone conference call when the meeting was called to order were Chairman Wilkerson, Mr. Bob Bennett, Mr. David Armbrust, and Mr. Charles Heimsath. Chairman Wilkerson confirmed that each director on the telephone conference call could hear every other director and those present in the Large Conference Room, and that each director's voice was audible and identified to the public in the Large Conference Room. Vice Chairman Jim Mills, Mr. David Singleton, and Ms. Nikelle Meade were not present for the meeting.

2. Open Comment Period.

No public comments were offered.

Executive Session Pursuant to Government Code, Chapter 551

Chairman Wilkerson announced in open session at 2:01 p.m. that the Board was recessing the open meeting to reconvene in Executive Session to deliberate the following item:

3. Discuss legal issues relating to funding of Mobility Authority transportation projects, including a proposed funding agreement with the Capitol Area Metropolitan Planning Organization (CAMPO), as authorized by §551.071 (Consultation With Attorney).

The Board reconvened in open meeting at 2:35 p.m. after concluding the Executive Session.

- 4. Authorize appropriate action concerning allocation of funds by the Capitol Area Metropolitan Planning Organization (CAMPO) and a related funding agreement for development and construction of the MoPac Improvement Project.**

The board took no action on this item.

- 5. Adjourn meeting.**

Chairman Ray Wilkerson declared the meeting adjourned at 2:35 p.m. with unanimous consent.

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

**Wednesday, May 30, 2012
9:30 A.M.**

The meeting was held at 301 Congress Avenue, Suite 360, Austin, Texas 78701. Notice of the meeting was posted May 25, 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 301 Congress Avenue, Suite 650, Austin, Texas 78701.

1. Welcome and Opening Remarks by Chairman Ray Wilkerson.

Chairman Ray Wilkerson called the meeting to order at 9:35 a.m. and called the roll. Directors present when the meeting was called to order were Mr. David Singleton, Mr. Bob Bennett, and Mr. David Armbrust. Mr. Charles Heimsath arrived at 9:40 a.m. and Ms. Nikelle Meade arrived at 9:37 a.m. Vice Chairman Jim Mills was not present for the meeting.

2. Open Comment Period.

No public comments were offered.

Chairman Wilkerson recessed the board meeting and turned the meeting over to Audit Committee Chairman Bob Bennett to preside over the Audit Committee meeting.

Convene Audit Committee meeting for briefing and discussion.

Audit Committee Chairman Bob Bennett called the Audit Committee meeting to order.

Mr. Bill Chapman provided a brief overview of the audit process. PMB Helin Donovan, LLP will be the external auditors.

Audit Committee Chairman Bob Bennett declared the Audit Committee meeting adjourned with the unanimous consent of the committee members.

Chairman Wilkerson reconvened the board meeting in open session.

3. Approval of the minutes for the April 25, 2012, Regular Board Meeting.

Chairman Ray Wilkerson presented the minutes from the April 25, 2012, Regular Board Meeting for consideration by the Board. Mr. David Singleton moved for approval, and Mr. Bob Bennett seconded the motion. The motion carried unanimously 5-0, and the minutes were approved as drafted.

4. Approving the list of qualified respondents who may respond to a request for detailed proposals to develop the MoPac Improvement Project as a design/build contractor.

Mr. Wes Burford presented this item. On April 11, 2012, the Board of Directors authorized the issuance of a Request for Qualifications (RFQ) soliciting qualifications submittals from teams interested in pursuing development of the MoPac Improvement Project through a design/build contract. The RFQ was issued on April 13, 2012. Seven Qualifications Submittals were received on May 14, 2012, in response to the RFQ.

An evaluation committee led by Sean Beal, P.E., Engineering Manager, and consisting of Mobility Authority staff and consultants evaluated the Qualifications Submittals under the criteria provided in the RFQ. The evaluation committee recommended Board approval of a shortlist of three teams to advance to the next step of the design/build contract procurement process: Abrams-Lane, CH2MHILL, and DWCO-Sundt.

Mr. David Singleton moved for approval, and Mr. Bob Bennett seconded the motion. The motion carried unanimously 6-0, and the resolution was approved as drafted with a shortlist of teams as recommended by the evaluation committee.

5. Authorizing sending a draft request for detailed proposals (RFDP) to develop the MoPac Improvement Project to qualified respondents to receive their input, and authorize the executive director to issue the final RFDP upon its approval by the Federal Highway Administration.

Mr. Wes Burford presented this item. Mobility Authority staff and consultants are preparing a Request for Detailed Proposals (RFDP) for a design/build contract to construct the MoPac Improvement Project. The proposed RFDP will be released for industry review by the shortlisted teams. Staff will also work with the Texas Department of Transportation and Federal Highway Administration to obtain those agency's formal approval of a final RFDP to be issued to the shortlisted teams.

Mobility Authority staff seeks Board approval to release a draft RFDP to the shortlist of Teams and to authorize the Executive Director or his designee to issue the final RFDP once approved by the Federal Highway Administration.

Mr. Bob Bennett moved for approval, and Ms. Nikelle Meade seconded the motion. The motion carried unanimously 6-0, and the resolution was approved as drafted.

6. Authorizing negotiation and execution by the executive director of a contract to provide information technology services to the Mobility Authority.

Mr. Steve Pustelnyk presented this item. Staff seeks authority for the Executive Director to enter into a contract with Sigma Information Group to provide IT consulting services. The term of the agreement would be for two years, for an amount not to exceed \$50,000 annually, with an option for two one-year renewals.

Mr. Bob Bennett moved for approval, and Ms. Nikelle Meade seconded the motion. The motion carried unanimously 6-0, and the resolution was approved as drafted.

7. Accepting the monthly financial reports for March and April, 2012

Mr. Bill Chapman presented this item. There was nothing unusual on the March and April financial reports.

Mr. David Singleton moved for approval, and Mr. Charles Heimsath seconded the motion. The motion carried unanimously 6-0, and the resolution was approved as drafted.

Briefing and discussion on the following:

8. Presentation of the FY 2012-2013 Preliminary Annual Budget

Ms. Cindy Demers presented this item, and provided a brief overview of the preliminary budget for FY 2012-2013. The budget is significantly impacted by the opening of the 183A extension. Grant revenue has increased because of additional funding for the HERO program. The total revenue projected for FY 2012-2013 will be approximately \$31.6 million. A final budget will be presented at the June 27, 2012, Board Meeting for approval.

9. Executive Director's report.

Mr. Mike Heiligenstein presented this item. Transactions have increased significantly since the opening of the 183A extension. The Mobility Authority received notification from the Texas Department of Transportation's Office of Civil Rights that their Title VI desk audit had been completed and that the Mobility Authority was in compliance with all requirements.

Executive Session Pursuant to Government Code, Chapter 551

Chairman Wilkerson announced in open session at 10:20 a.m. that the Board would recess the open meeting and reconvene in Executive Session to deliberate the following items:

10. *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).*
11. *Discuss legal issues relating to procurement and financing of Mobility Authority transportation projects, as authorized by §551.071 (Consultation With Attorney).*
12. *Discuss legal issues relating to a proposed amendment to the contract with Gila Corporation, d/b/a Municipal Services Bureau to be considered under Agenda Item 15, as authorized by §551.071 (Consultation With Attorney).*

The Board reconvened in open meeting at 11:50 a.m., and Chairman Wilkerson announced that there was no action taken in Executive Session.

Mr. Charles Heimsath excused himself from the meeting at 11:40 a.m.

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

14. Authorizing execution of an agreement with the Capital Area Metropolitan Planning Organization for financial assistance to develop the MoPac Improvement Project.

Mr. Bob Bennett made a motion to authorize Chairman Wilkerson and Executive Director Mike Heiligenstein to continue discussions and negotiations with the appropriate officials at the Capital Area Metropolitan Planning Organization for project funding options to develop the MoPac Improvement Project based on and consistent with the discussions of related legal issues from executive session. Mr. David Armbrust seconded the motion, and the motion carried unanimously 5-0.

15. Authorizing the Executive Director to file with the Texas Department of Transportation one or more requests for financial assistance to develop a MoPac South Express Lanes Project and a 183 North Express Lanes Project, and to negotiate and execute any agreements required to receive financial assistance requested from the Texas Department of Transportation.

Mr. Andy Martin presented this item to authorize filing and processing requests for financial assistance from TxDOT for the MoPac South Express Lanes and 183 North Express Lanes Projects. Mr. Bob Bennett made a motion to approve, and Ms. Nikelle Meade seconded the motion. The motion carried unanimously 5-0, and the resolution was approved as drafted.

16. Approving an amendment to the Agreement for Violation Processing and Debt Collection Services with Gila Corporation, d/b/a Municipal Services Bureau (MSB) to reduce fees paid to MSB and extend the contract's expiration date to January 14, 2016.

Mr. Tim Reilly presented this item. Municipal Services Bureau continues to provide excellent customer service, and currently has an A+ rating with the Better Business Bureau. They have increased value to the Mobility Authority year after year, have removed a customer convenience fee, and have reduced image review costs. The proposed contract amendment extends the contract expiration date to 2016 and lowers the MSB charge for collecting Pay By Mail (video) tolls from 16% to 12% for each toll.

Mr. David Singleton made a motion to approve, and Mr. Bob Bennett seconded the motion. The motion carried unanimously 5-0, and the resolution was approved as drafted.

17. Consider recognition of and response to City of Austin Resolution No. 20120426-075 concerning the study of bicycle and pedestrian facilities in conjunction with the MoPac Improvement Project.

Mr. Mike Heiligenstein presented this item. The Mobility Authority would like to continue to work with the City of Austin on bicycle and pedestrian facilities along the MoPac corridor.

Mr. Bob Bennett moved to authorize the staff to continue to work with the City of Austin concerning bicycle and pedestrian shared use paths along the MoPac Corridor and the travelshed, up to and including the possibility of a schematic to be used by the City for possible future improvements. Ms. Nikelle Meade seconded the motion. The motion carried unanimously 5-0.

18. Adjourn Meeting.

Chairman Ray Wilkerson declared the meeting adjourned at 11:56 p.m. with unanimous consent.

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

**Wednesday, June 8, 2012
10:30 A.M.**

The meeting was held by telephone conference call audible to all members of the public present in the Large Conference Room in Suite 650, 301 Congress Avenue, Austin, Texas 78701. Notice of the meeting was posted June 4, 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 301 Congress Avenue, Suite 650, Austin, Texas 78701.

1. Welcome and Opening Remarks by Chairman Ray Wilkerson.

Chairman Ray Wilkerson called the meeting to order at 10:32 a.m. and called the roll. Directors present on the telephone conference call when the meeting was called to order were Chairman Wilkerson, Vice Chairman Jim Mills, Mr. Bob Bennett, Mr. David Armbrust, Mr. Charles Heimsath, Mr. David Singleton, and Ms. Nikelle Meade. Chairman Wilkerson confirmed that each director on the telephone conference call could hear every other director and those present in the Large Conference Room, and that each director's voice was audible and identified to the public in the Large Conference Room.

2. Open Comment Period.

No public comments were offered.

Executive Session Pursuant to Government Code, Chapter 551

Chairman Wilkerson announced in open session at 10:33 a.m. that the Board was recessing the open meeting to reconvene in Executive Session to deliberate the following items:

3. Discuss legal issues relating to funding of Mobility Authority transportation projects, including allocation of funds by the Capitol Area Metropolitan Planning Organization (CAMPO) to be used to develop the MoPac Improvement Project, as authorized by §551.071 (Consultation With Attorney).

4. **Discuss legal issues relating to a proposed “Regional Infrastructure Fund” using surplus revenues that may be received from operation of the MoPac Improvement Project after its completion., as authorized by §551.071 (Consultation With Attorney).**

The Board reconvened in open meeting at 11:19 a.m., and Chairman Wilkerson announced that there was no action taken in Executive Session.

5. **Authorize appropriate action concerning allocation of funds by the Capitol Area Metropolitan Planning Organization (CAMPO) to be used to develop the MoPac Improvement Project.**

Mr. Charles Heimsath made a motion to authorize Chairman Wilkerson and staff to continue discussions and negotiations with the appropriate officials at the Capital Area Metropolitan Planning Organization concerning allocation of funds to develop the MoPac Improvement Project. Ms. Nikelle Meade seconded the motion, and the motion carried unanimously 7-0.

6. **Authorize appropriate action concerning a Mobility Authority “Regional Infrastructure Fund” for future transportation projects in the CAMPO planning boundary.**

Vice Chairman Jim Mills made a motion to authorize staff to take appropriate action concerning a Mobility Authority “Regional Infrastructure Fund” for future transportation projects in the CAMPO planning boundary. Mr. Bob Bennett seconded the motion, and the motion carried unanimously 7-0.

7. **Adjourn Meeting.**

Chairman Ray Wilkerson declared the meeting adjourned at 11:21 a.m. with unanimous consent.