#### GENERAL MEETING OF THE BOARD OF DIRECTORS OF THE CENTRAL TEXAS REGIONAL MOBILITY AUTHORITY

#### **RESOLUTION NO. 18-059**

#### AMENDING MOBILITY AUTHORITY POLICY CODE CHAPTER 3, ARTICLE 1, SUBCHAPTER A & B

WHEREAS, by Resolution No. 12-016 dated February 29, 2012, the Board of Directors adopted the Mobility Authority Policy Code ("Policy Code"); and

WHEREAS, subsequent to its initial adoption, the Board of Directors has amended the Policy Code from time to time in order to modify existing policies and incorporate new policies beneficial to the operation of the Central Texas Regional Mobility Authority ("Mobility Authority"); and

WHEREAS, by Resolution No. 18-039, dated July 25, 2018, the Board of Directors authorized the Executive Director to implement a program to provide free or discounted use of Mobility Authority toll facilities, with certain restrictions, to veteran's eligible under Section 372.053, Transportation Code; and

WHEREAS, by Resolution No. 18-048, dated September 26, 2018, the Board of Directors approved proposed registered account parameters, fees and charges, and a billing schedule for the new Pay By Mail Program and directed the Executive Director to develop and present any revisions to the Mobility Policy Code necessary for the implementation of the Pay By Mail Program; and

WHEREAS, by Resolution No. 18-049, dated September 26, 2018, the Board of Directors adopted a Habitual Violator Policy and approved certain revisions to the Policy Code to allow the use of habitual violator remedies; and

WHEREAS, the Executive Director recommends adjusting the methodology for calculating the minimum toll on the MoPac Express Lanes in order to raise the minimum toll to \$0.50 over a five-year period; and

WHEREAS, the Executive Director recommends other non-substantive edits to clarify the intent of certain provisions of the Policy Code, including provisions related to the use of interoperable toll tag transponders; and

WHEREAS, Mobility Authority staff have drafted amendments to the existing Policy Code Chapter 3, Article 1, Subchapters A & B which are attached hereto as <u>Exhibit A</u> to further codify the aforementioned recent Board actions, adjust the minimum toll rate calculation for the MoPac Express Lanes, prohibit certain vehicles from using an express lane facility that has variable rate tolls, and make clarifying edits; and WHEREAS, the Executive Director recommends that the Board of Directors amend Policy Code, Chapter 3, Article1, Subchapter A & B, as shown in Exhibit A.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby amends Chapter 3, Article 1 and 2 of the Mobility Authority Policy Code as shown in <u>Exhibit A</u> attached hereto.

Adopted by the Board of Directors of the Central Texas Regional Mobility Authority on the 31<sup>st</sup> day of October 2018.

Submitted and reviewed by:

trov, General Counsel Geoffrey P

Approved:

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Ray A Wilkerson Chairman, Board of Directors

<u>Exhibit A</u>

## Chapter 3: OPERATIONS

# Article 1. TOLL POLICIES

## Subchapter A. TOLL RATES

## **301.1** Priority of Bond Documents

Notwithstanding any conflicting provision in this subchapter or in a prior resolution adopting the Toll Policies, the toll rates and schedules promulgated by the authority shall always be sufficient to meet or exceed all covenants and requirements set forth in all applicable bond documents and obligations of the authority. If any conflict arises between the bond documents and this subchapter or a prior resolution adopting the Toll Policies, the covenants and requirements of the bond documents shall control to the extent of such conflict.

## 301.2 Toll Rates

- (0)(1) The authority shall establish toll rates for each tolled facility operated by the authority. Each toll established by this section is subject to an adjustment on January 1 of each year under the procedure set forth in Sec. 301.003 (Annual Toll Rate Escalation). The executive director is authorized and directed to edit a toll established by this section to update and certify any change to a toll made pursuant to Sec. 301.003.
- (0)(2) The toll charge for each tolled facility operated by the authority shall be published on the authority website.
- (1) The toll charged for use of the MoPac Express Lanes shall be variable in nature. The minimum toll rate will be \$0.25 per Express Lane segment, in 2016 dollars. The minimum toll rate per segment will be adjusted annually in accordance with the methodology for toll rate escalation provided in Section 301.003 by \$0.05 per segment until the minimum toll rate is \$0.50, at which point the minimum toll rate per segment will be adjusted annually in accordance with the methodology for toll rate escalation provided in Section 301.3. There shall be no maximum toll rate. To maximize throughput and maintain free flowing conditions, the toll rate for each MoPac Express Lane segment shall change on a real-time basis based on traffic volumes. When traffic volumes increase, the minimum toll rate shall be increased as much as necessary to prevent the MoPac Express Lane(s) from becoming congested. When traffic volumes decrease, the toll rate shall be reduced to encourage use of the MoPac Express Lane(s). The primary goal of the variable toll rate is to minimize congestion on the MoPac Express Lanes and to encourage more people to ride public transit or join a registered vanpool. Changeable message signs shall be located prior to the entrance of each MoPac Express Lane segment to notify customers of the current toll rate. A customer shall never pay more than the toll rate information shown on the sign located near the vehicle's entry point, but may be charged less. The Mobility Authority may reduce tolls if it determines that operational issues warrant such an adjustment.

### 301.3 Annual Toll Rate Escalation

- (1) The following provisions are fully adopted and made a part of this subchapter and may be incorporated in any Trust Indenture or Supplemental Trust Indenture issued in conjunction with bond financing to be utilized for the financing of the construction and development of projects by the authority (defined terms in these provisions shall be in accordance with the terms and definitions set forth in the Master Trust Indenture and any applicable Supplemental Trust Indenture):
- (2) Subject in all instances to the provisions, requirements and restrictions of the Master Indenture, as amended and supplemented from time to time, beginning on October 1, 2012 and on each October 1 thereafter (the "Toll Escalation Determination Date"), a percentage increase in the Toll rates charged on all toll facilities in the Turnpike System will be determined in an amount equal to the Toll Rate Escalation Percentage. The Toll Rate Escalation Percentage, as calculated on each Toll Escalation Determination Date, shall be reported to the board each year at its October board meeting. The percentage increase in the Toll rates shall be effective on the January 1 of the next calendar year, unless at such board meeting the board affirmatively votes to modify the Toll Rate Escalation Percentage. If the board votes to modify the Toll Rate Escalation Percentage, the Toll rate increase to be effective on January 1 of the next calendar year shall be based on the modified Toll Rate Escalation Percentage.
- (0)(3) For purposes of determining the Toll Rate Escalation Percentage, the following capitalized terms shall have the meanings given below:

()(A) "Toll Rate Escalation Percentage" = shall mean a percentage amount equal to [(CPI<sup>t</sup> – CPI<sup>t-12</sup>)/CPI<sup>t-12</sup>]. In the event the Toll Rate Escalation Percentage is calculated to equal less than 0%, then the Toll Rate Escalation Percentage shall be deemed to equal 0%.

()(B)\_"CPI" = the most recently published non-revised index of Consumer Prices for All Urban Consumers (CPI-U) before seasonal adjustment ("CPI"), as published by the Bureau of Labor Statistics of the U.S. Department of Labor ("BLS") prior to the Toll Escalation Determination Date for which such calculation is being made. The CPI is published monthly and the CPI for a particular month is generally released and published during the following month. The CPI is a measure of the average change in consumer prices over time for a fixed market basket of goods and services, including food, clothing, shelter, fuels, transportation, charges for doctors' and dentists' services, and drugs. In calculating the index, price changes for the various items are averaged together with weights that represent their importance in the spending of urban households in the United States. The contents of the market basket of goods and services and the weights assigned to the various items are updated periodically by the BLS to take into account changes in consumer expenditure patterns. The CPI is expressed in relative terms in relation to a time base reference period for which the level is set at 100.0. The base reference period for the CPI is the 1982-1984 average.

()(C) "CPI<sup>t-12</sup>" = the CPI published by the BLS in the month that is 12 months prior to the month used to established CPI<sup>t</sup>.

(4) If the CPI is discontinued or substantially altered, as determined in the sole discretion of the authority, the authority will determine an appropriate substitute index or, if no such substitute index is able to be determined, the authority reserves the right to modify its obligations under this section.

## **301.4** Exemption from Toll

- (0)(1) The operator or the registered owner of a vehicle operated on an authority toll facility is required to pay the toll established by this subchapter unless the vehicle is exempted by state law or by this section.
- (0)(2) An authorized emergency vehicle defined by Section 541.201, Transportation Code, is exempt from paying a toll to use an authority toll facility under Section 370.177, Transportation Code.
- (0)(3) A state or federal military vehicle is exempt from paying a toll to use an authority toll facility under Section 362.901, Transportation Code.
- (4) Through December 31, 2021, recipients of the Congressional Medal of Honor, Legion of Valor and Purple Heart awards as well as Disabled Veterans who are eligible to participate in the Qualified Veterans Toll Discount Program. To be exempt from paying a toll to use -the authority's non variable rate toll facilities. To be eligibl, participants must be registered with the authority; the vehicle must be registered with the Texas Department of Motor Vehicles; the vehicle must have a qualifying specialty plate and have it properly displayed; the vehicle must be associated to an electronic toll tag account; and the participating veteran must have no outstanding CTRMA toll violations at the time of the transaction. Participation is limited to one (1) vehicle per qualified veteran. The exemption does not apply to the authority's express lane facilities.
- (0) Under Section 370.177(a-1), Transportation Code, and to facilitate a multi-modal transportation system that ensures safe and efficient travel for all individuals in central Texas, a vehicle used exclusively to provide transportation to a member of the public under a transit program established and managed by the Capital Metropolitan Transportation Authority or the Capital Area Rural Transportation System is exempt from paying a toll to use an authority toll facility.

#### (5)

(0)(6) The authority will create technical procedures to implement the toll exemptions described and established by this section.

## 301.5 Discounts and Incentives

- (<del>0)</del>(<u>1</u>) A primary objective of the authority's marketing and public information program is to encourage enrollment of as many customers as possible in interoperable transponder programs. Transponder programs that are interoperable with the authority's facilities <del>currently</del> include the Texas Department of Transportation's TxTag; the North Texas Tollway Authority's TollTag; and the Harris County Toll Road Authority's EZ TAG.are listed on the authority's website The board will determine appropriate introductory and marketing activities on a project-by-project basis by separate resolution, which may include, but not be limited to, those described in subsection (b)below.
- (0)(2) During the initial start-up phase of tolling on a particular project, incentives to customers may be offered depending on the level of toll tag enrollment, such as the following discounts and incentives:
- (1)(3) The authority may offer incentives with each new toll project that is opened to encourage ridership.
- (2)(4) The authority may offer discounts for transponder users from the toll amount paid by Pay By Mail toll customers.

# Subchapter B. TOLL COLLECTIONS

## 301.6 Purpose

This subchapter establishes practices and operations for toll collection systems on designated controlled-access toll roads operating within the turnpike system, and incorporates provisions of Section 370.177, Transportation Code, regarding failure or refusal to pay turnpike project tolls and related penalties and offenses.

## 301.7 Transponder Account Billing

<u>The authority offers transponder billing as a payment option for customers that use its toll facilities</u> with an interoperable transponder account. A customer may establish a transponder account by contacting any interoperable <u>agency's</u> Customer Service Center ("CSC"). A transponder is an electronic device that records the presence of a vehicle on a toll road and is usually attached to the windshield of the vehicle. Each <u>CSC</u>trtansponder issuer that is interoperable with the authority's toll facilities has its own user agreement concerning requirements to open and maintain a transponder account. The authority will maintain a list of transponder programs that are interoperable with the authority's website

#### 301.8 Unauthorized Transfer of Transponder

A transponder that is interoperable with the authority's toll facilities is for use with one vehicle per transponder, and should not be transferred to another vehicle once the transponder is attached to

the original vehicle's windshield. Transfer of a transponder to a vehicle other than the original vehicle is against authority policy. If a transponder is transferred to another vehicle in violation of this section, the authority may refuse to recognize an electronic toll transaction incurred with respect to an unauthorized vehicle.

## 301.10301.8\_Video Billing

- (1) The authority offers video billing as <u>a</u> payment option for customers that use <u>the authority'sits</u> toll facilities without a transponder account. The authority, through <u>its a Violations Process</u> and Toll Collection Providerthird-party vendor (the "Collections Contractor"), will use the license plate information of a vehicle that does not have a valid toll transponder but travels on the authority's toll facilities to determine the registered owner of such a vehicle via an interface with Vehicle Title & Registration <u>database</u> or similar institution.
- (0) The Collections Contractor will send an invoice to the registered owner of the vehicle and accept payment on behalf of the authority. The Collections Contractor will add a \$1.00 handling processing fee for each invoice. The Collections Contractor will retain the additional toll surcharge and handling fee to cover their cost and forward the toll payments to the authority. All toll bills/invoices require payment within 30 days of the date thereofPayment of each invoice is required by the stated due date.

## <u>301.11301.9</u> Establishment of Administrative Fee for Unpaid Tolls

- (0)(1) Section 370.177, Transportation Code, authorizes the assessment and collection of an administrative fee to recover the authority's cost of collecting unpaid tolls. An administrative fee may not exceed \$100.00 per unpaid toll. The authority has determined that such fees may vary depending on how far in the collection process a delinquent account proceeds.
- (2) An administrative fee shall be applied at each phase of non-payment in addition to the unpaid toll. An additional administrative fee shall be imposed upon the filing of a criminal complaint for nonpayment or upon the determination of habitual violator status.
- (3) The administrative fee for each billing phase and enforcement level shall be approved by the authority and published on the authority's website.
- (0) he current administrative fee shall be applied at each phase of the collection process. This means that upon issuance of a notice of non-payment, a \$15.00 administrative fee shall be collected in addition to the unpaid toll and any other fees that are due.
- (0) If payment is not received in connection with the first notice of non-payment, and a second notice of non-payment is sent, an additional \$15.00 administrative fee shall become due. Therefore, full payment of a second notice of non-payment will require payment of \$30.00 in administrative fees, in addition to all other amounts due.

- (0) If payment is not received in connection with either the first or second notice of nonpayment, the unpaid account shall be considered for collection, an additional \$30.00 administrative fee shall become due, and the cumulative administrative fee due shall be \$60.00.
- (0)(4) The board recognizes that the amount of the administrative fee should be subject to periodic change when collection costs and associated matters are considered. Therefore, the board delegates the authority to revise the administrative fee, or any aspect thereof, to the executive director, in consultation with the director of operations, and the executive director may revise an administrative fee by written amendment. The executive director shall give notice to the board of any such revision at the next regularly scheduled board meeting after the revision is put into effect.

### 301.12301.10 Customer Service and Violation Enforcement Policies

- (0)(1) A tolerant and customer-friendly approach will be employed towards customers who use the road without paying the required toll. While it is understood that the objective of the authority is to collect revenue and minimize toll violation abuse, the authority believes that a moderate approach towards customers who did not pay the toll ultimately will allow for a period of adjustment as customers begin using the toll roads, and will create new toll customers for the authority.
- (2) The authority will establish a "Violation Processing Center (VPC)" process where vehicle images captured at the toll collection point and for which no toll was paid will be reviewed and processed according to authority policies and in accordance with the toll enforcement process established by state law. Repeat offenders will be issued notices of nonpayment and will be given the opportunity to make outstanding toll and administrative payments.
- (3) Failure to respond to the established customer contact process and to satisfy outstanding, unpaid toll amounts will-may result in the assessment of administrative fees; additional collection activities; publication of a list of names of the registered owners or lessees of nonpaying vehicles; and / or the issuance of citation and prosecution in accordance with state lawcriminal (Class C) misdemeanor charges.
- (4) Customers with 100 or more events of nonpayment within a period of one year and who have received at least two written notices of nonpayment may be considered habitual violators under Chapter 372 of the Texas Transportation Code. An event of non-payment is considered to be one unpaid toll transaction.
- (5) Per Chapter 372 of the Transportation Code, tFollowing a final determination that a registered owner with at least 100 unpaid toll violations within a year is a habitual violator, the authority may report a vehicle owned or leased by a person determined to be a habitual violator to a county tax assessor-collector or the Texas Department of Motor Vehicles in order to cause the denial of a vehicle registration.

- (6) By order of its Board of Directors, the authority may prohibit the operation of a motor vehicle owned or leased by a person determined to be a habitual violator on all authority toll roads,. Vehicles that continue to operate on a toll road after the prohibition are subject to ticketing and impounding.
- (7) Customers have the right to appeal the authority's habitual violator determination. If the authority receives a written request from a potential habitual violator for a hearing not later than thirty (30) days after the habitual violator notice is mailed, then an administrative hearing shall be held. Otherwise, the authority's habitual violator determination shall become final.
- (0)(8) The process for administering the habitual violator program shall be published on the authority website.

### 301.13301.11 Procedures for Disputing Toll Violations

- (0)(1) A customer may dispute an alleged failure to pay a toll on the authority's web site or by contacting the CSC where a valid transponder account has been established.
- (0)(2) A customer who has contacted a CSC or the authority's collection contractor and has been unable to satisfactorily resolve a dispute regarding a toll violation may submit a written appeal to the authority. Such appeal shall be for the purposes of the customer providing the authority with the information upon which they base their appeal. The authority may or may not determine that there is any merit to such appeal and is not required to undertake any formal proceedings to make such determination.

# Article 2. OPERATIONS

## 301.14301.12 Statement of General Policy

- (1) The mission of the authority is to implement innovative multi-modal transportation solutions that reduce congestion and create transportation choices that enhance quality of life and economic vitality. It is the policy of the authority that all actions shall be based on achieving the highest degree of regional mobility and transportation safety while encouraging economic development and enhancing the quality of life.
- (0)(2) Pursuant to Section 370.033(a)(12), Transportation Code, this article adopts and establishes rules for the use of the authority's transportation projects. These provisions are in addition to and an enhancement of the provisions of Subtitle C, Title 7, Transportation Code (the "Statutory Rules of the Road"). The authority expressly adopts these provisions and those set forth in the Statutory Rules of the Road. To the extent any conflict arises between the provisions hereof and the Statutory Rules of the Road that cannot be overcome through any reasonable consideration of both, the Statutory Rules of the Road shall control.

#### 301.15301.13 Definitions

The following words and terms, when used in these policies, shall have the following meanings, unless the context clearly indicates otherwise:

- (1) Median: the area between traffic lanes for the purpose of separating traffic
- (2) Toll Plaza: The area where tolls are collected
- (3) Toll Gantry: A structural frame installed over tolled roadways and/or ramps supporting electronic toll collection systems.

#### (4)(3)

### 301.16301.14 Speed Limits

(a) Subchapter H, Chapter 545, Transportation Code, "Speed Restrictions," governs speeds on highways in the State of Texas. The authority has the authority to alter prima facie speed limits on its toll roads, provided the Procedures for Establishing Speed Zones are followed.

(b) Guidelines established by Texas Department of Transportation Procedures for Establishing Speed Zones, current edition, will be used in conducting Speed Zone Studies and establishing Speed Limits on authority operated toll roads. The data collected during the Speed Zone Studies are analyzed to determine the 85th Percentile Speed. The 85th Percentile Speed is the speed at which 85% of the traffic at a specific test site is traveling at or slower. The 85th Percentile Speed will be the basis for how the posted speed limit is determined.

(c) Maximum speeds within construction, transitional or reduced speed zones or during any period of adverse atmospheric or weather conditions shall be in accordance with signs displayed for such zones. All regulatory and zoning signs displayed on authority operated toll roads shall be obeyed.

(d) Regulatory signs for toll plaza speed zones shall be placed in advance of, at the beginning, and at the end of the defined speed zone. All regulatory signs displayed at the toll plaza shall be obeyed.

(e) Motor vehicles shall not be driven in excess of the mechanical limits of vehicles or tires. If traffic, weather, pavement or other conditions render the maximum allowable speed hazardous, the speed of motor vehicles shall be reduced consistent with such conditions.

#### 301.17301.15 Speed Limits for Specific Roadways

(a) The maximum speed of a motor vehicle on the main tolled lanes of the 183A Turnpike is limited to 75 miles per hour except within construction, transitional, or reduced speed zones, or during any period of adverse atmospheric or weather conditions. Notwithstanding the foregoing, the maximum speed of a motor vehicle on a non-tolled frontage road of the 183A Turnpike is limited to 60 miles per hour.

(b) The maximum speed of a motor vehicle on the main toll lanes of the 290 Toll is limited to 75 miles per hour except within construction, transitional, or reduced speed zones, or during any period of adverse atmospheric or weather conditions. Notwithstanding the foregoing, a lesser transition maximum speed limit for a motor vehicle that is entering or exiting a main toll lane of the 290 Toll is established as identified on the strip map attached as Appendix C to the September 8, 2014, Speed Zone Study, on file in the Mobility Authority offices.

#### 301.18301.16 Parking

(a) Parking or stopping of vehicles on any traffic lane, deceleration lane, acceleration lane, or on any bridge is prohibited. Parking or stopping of vehicles is permitted only on the shoulders to the right of the traffic lane. All wheels and projecting parts of the vehicle or load shall be completely clear of the traffic lane.

(b) During the period beginning 30 minutes after sunset and ending 30 minutes before sunrise or at any other time when insufficient light or unfavorable atmospheric or weather conditions require, any parked vehicle shall display illuminated parking and tail lights, or lighted flares to indicate its location.

(c) Unnecessary parking or parking of vehicles for extended periods of time (in excess of 24 hours) is prohibited, and the driver of a disabled vehicle shall arrange for its prompt removal from authority operated toll roads.

#### 301.19301.17 Median Strip

(a) The median strip is the area between the dual or triple traffic lanes for the purpose of separating traffic.

(b) Crossing, driving, parking or stopping on the median strip is prohibited, except as necessary for official maintenance, operational or emergency uses.

#### 301.20301.18 No U-Turn

Except as specifically provided for as standard Turnarounds, U-Turns at any location on authority operated toll roads are prohibited.

#### 301.21301.19 Pedestrians

Pedestrians are not permitted on the mainlane roadways, access ramps or any interchange of authority toll roads. Solicitation of rides or "hitchhiking", panhandling, passing of handbills, displaying signs, or attempting to sell merchandise is prohibited on authority operated toll roads. Loitering in or about Toll Plazas or upon any Turnpike property is prohibited.

#### 301.22301.20 Prohibited Modes of Transportation

(a) No person shall operate any of the following on any roadway or access ramp operated by the authority:

- (1) Animal drawn vehicles.
- (2) Animals led, ridden, or driven.
- (3) Vehicles loaded with animals or poultry not properly confined.
- (4) Vehicles with flat pneumatic tires.
- (5) Vehicles in the charge of intoxicated or otherwise incapacitated operators.
- (6) Vehicles with improperly secured loads which may shift or litter the highway.
- (7) Vehicles with metal tires or which have solid tires worn to metal.
- (8) Rollers, graders, power shovels, or other construction equipment, either self- propelled or in tow of another vehicle, unless such equipment is either:

(A) truck mounted, and such truck can be operated at a minimum speed of 45 miles per hour while traveling on the mainlane roadways of authority operated toll roads, weather and road conditions permitting, or

(B) owned or controlled by the authority or by any contractor in connection with the performance of work authorized by the authority.

- (9) Vehicles exceeding the maximum weights allowed on State highways under the motor vehicles laws of the State of Texas in effect from time to time.
- (10) Vehicles including any load thereon exceeding the following maximum dimensions are prohibited:

#### <del>(10)</del>(11)

Height	13 feet 6 inches
Width	8 feet 6 inches
Length	The maximum allowable lengths permitted on Interstate highways and other controlled access roadways in Texas pursuant to the motor vehicle laws of the State of Texas, as in effect from time to time, without an over-length permit.

(11)(12) disabled vehicles in tow by tow-rope or chain.

(b) No person shall operate any of the following on the mainlane roadways or access ramps of authority operated toll roads:

- (1) Bicycles or tricycles, with or without motors, and motor driven cycles, including motor scooters, and
- (2) Farm implements.

### 301.0211 Vehicles Prohibited in an Express Lane

(a) No person shall operate a vehicle with more than two axles on an authority facility designated as a tolled express lane that has variable rate tolls.

(b) No person shall operate a vehicle that is towing a trailer on an authority facility designated as a tolled express lane that has variable rate tolls.

(c) This section does not apply to any vehicle that is exempt from paying a toll to use an authority toll facility under state law.

#### 301.22 Evasion of Fare

Entering or leaving authority operated toll roads or any part of its right of way except through the regular Toll Plaza lanes, or committing any act with intent to defraud or evade payment of fare is prohibited.

#### 301.23 Trees, Shrubs and Plants

Culling, mutilating or removing trees, shrubs, or plants located within authority operated toll roads right-of-way is prohibited.