



Central Texas Regional
Mobility Authority

AGENDA ITEM #3 SUMMARY

Approve the Minutes for the October 26, 2011 General Board Meeting and for the November 15, 2011, Board Retreat and Workshop.

Approve the Minutes for the October 26, 2011 General Board Meeting and for the November 15, 2011, Board Retreat and Workshop.

Department: Law

Associated Costs: None

Funding Source: None

Board Action Required: YES (by Motion)

Description of Matter:

The Minutes for the October 26, 2011 General Board Meeting and the minutes for the November 15, 2011 Board Retreat and Workshop require approval from the Board.

Attached documentation for reference:

Draft Minutes for October 26, 2011 General Board Meeting

Draft Minutes for November 15, 2011 Board Retreat and Workshop

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, October 26, 2011
9:30 A.M.**

The meeting was held at 301 Congress Avenue, Suite 360, Austin, Texas 78701. Notice of the meeting was posted October 21, 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 Vice Chairman Jim Mills

Chairman Ray Wilkerson called the meeting to order at 9:30 a.m. and called the roll. Board Members present at the time the meeting was called to order were Vice Chairman Jim Mills, Mr. David Singleton, Mr. Henry Gilmore, and Mr. Charles Heimsath. Mr. Bob Bennett and Ms. Nikelle Meade were not present for the meeting.

2. Open Comment Period

No public comments were offered.

3. Approval of Minutes of September 28, 2011 General Board Meeting

Chairman Ray Wilkerson presented the minutes from the September 28, 2011 Board Meeting for review by the Board. Mr. David Singleton moved for approval of the minutes, and Mr. Henry Gilmore seconded the motion. The motion carried unanimously 5-0, and the minutes were approved as drafted.

Due to Mr. Bennett's absence Chairman Wilkerson appointed Mr. Charles Heimsath as Chairman Pro Tem and announced that the Board would recess the open meeting and would reconvene in the Audit Committee Meeting.

Chairman Pro Tem Charles Heimsath called the Audit Committee to order and took up the following Audit Committee agenda item:

Discuss, consider, and take appropriate action to accept the Fiscal Year 2011 Audit Reports.

Ms. Cindy Demers introduced Stephanie Ochoa, audit manager for PMB Helin Donovan, LLP, who conducted the annual audit for fiscal year 2011. Ms. Ochoa provided a brief presentation of the independent audit that was completed for the year ending June 30,

2011. The Authority's financial statements received an unqualified opinion meaning that there is reasonable assurance that the financial statements are free of material misstatement. There were not any uncorrected audit adjustments or significant corrected misstatements. In addition, the single audit was complete for the year ending June 30, 2011 which found the Authority to be in compliance with the requirements of OMB A-133.

Mr. David Singleton moved for acceptance of the audit reports, and Mr. Henry Gilmore seconded the motion. The motion carried unanimously 5-0, and the Audit Committee resolution was approved as drafted.

Chairman Pro Tem Heimsath adjourned the Audit Committee meeting by unanimous consent.

Chairman Wilkerson reconvened the Board meeting to consider the following agenda items:

4. Approval of a sponsorship and advertising agreement with Hicks Cedar Park LLC relating to events at the Cedar Park Center.

Mr. Steve Pustelnyk presented this item. The one-year sponsorship agreement is for \$30,000 and includes advertising on the center's LED display boards at all events. In addition, the Mobility Authority will be the sponsor of an individual hockey game and will have its logo printed on free t-shirts that will be distributed at the game. The Texas Stars will also be supporting the Mobility Authority's participation in the Blockhouse Creek neighborhood Fall Festival.

Mr. Charles Heimsath moved for approval of the agreement, and Mr. Henry Gilmore seconded the motion. The motion carried unanimously 5-0, and the resolution was approved as drafted.

5. Approval of a change order with Webber LLC to add a Shared-Use Path Gap Project to the 183A Expressway Phase II Project.

Mr. Wes Burford presented this item. Staff requested that Webber LLC prepare and submit a proposed change order to construct an additional section of the Shared-Use Path within the limits of the existing contract that connects the 183A Shared-Use Path Phase I to Phase II. Webber has submitted the proposed Change Order No. 18 to accomplish the requested additional work on the 183A North Extension Project and staff recommended approval.

Mr. Henry Gilmore moved for approval of the change order, and Mr. Charles Heimsath seconded the motion. The motion carried unanimously 5-0, and the resolution was approved as drafted.

6. Accept the monthly financial reports for September, 2011.

Ms. Cindy Demers presented this item noting that the income statement includes the first three months of the fiscal year. There were not any significant issues to discuss regarding the financial reports.

Mr. Jim Mills moved for approval of the monthly financial reports for September, 2011, and Mr. Henry Gilmore seconded the motion. The motion carried unanimously 5-0, and the resolution was approved as drafted.

Briefing and discussion on the following:

7. Quarterly briefing on the MoPac Improvement Project.

Ms. Heather Reavey presented this item. The environmental process continues to be on schedule. The draft environmental document, design schematic and design exceptions have been submitted to FHWA and are currently being reviewed. Seven sound wall workshops were conducted with more than 200 citizens in attendance. Nineteen walls received a majority vote of “yes” to sound wall construction, and three received a majority vote of “no” and will not be included with the project. Community outreach continues with planned stakeholder meetings in order to provide project updates to the MoPac Neighborhood Associations Coalition, bike/pedestrian community representatives, CAMPO, and the City of Austin. The draft level 2 traffic and revenue study has been completed and submitted.

8. Quarterly briefing on the 183A Expressway Phase II Project.

Ms. Heather Reavey presented this update on the construction activities for the 183A Phase II Extension Project from July to September, 2011. Continued main lane roadway paving and the bridge construction at Scottsdale Drive have been the main focus during this period. Other activities include toll gantry foundation work, sign column construction, and construction of drainage facilities across the project area. Construction also continues on the pedestrian bridges for the Shared Use Path.

9. Quarterly briefing on the Manor Expressway Project.

Mr. Eric Ploch presented this item. Construction continues for the Phase I interchange project at the 183 intersection. Progress includes footings, columns, column capitals, bent caps, and bridge deck work. Roadway construction including excavation, embankment, mechanically stabilized earth, retaining walls, permanent drainage, illumination and intelligent transportation conduit, and asphaltic concrete pavement have all advanced over the past three months. Webber’s schedule submitted with their September draw request indicates substantial completion of the Phase I project on April 11, 2012, four days earlier than the current contract requirement.

Phase II work performed by Central Texas Mobility Constructors (“CTMC”) continues to progress. Most of the work completed has been preparation for major construction

including coordination with utility owners to prepare for utility facility adjustments. Formal agreements between CTMC and utility owners are being negotiated. CTMC has also commenced clearing and grubbing which includes removal of trees, brush, stumps, and roots from the right-of-way. CTMC's schedule submitted with their draw request for the period indicates substantial completion of the Interim Development Work on October 27, 2012, on schedule with the current contract requirement.

10. Executive Director's report.

Mr. Mike Heiligenstein presented this item. The Green Mobility Challenge presentations and awards event will begin at 5:30 pm on November 15, 2011 at the LCRA Red Bud Center. Submittals were received on October 13, 2011 and have been distributed to a team of technical judges for their first round of scoring.

First Southwest and KPMG have released a Request for Information (RFI) to identify interest in developing the MoPac Improvement Project as a public-private partnership. Responses to this RFI are due by October 31, 2011.

Cindy Demers has been working with the staff on the 2012 Strategic Plan. At the November board retreat, staff will share a proposed plan that sets out agency values, its mission, and vision for the Board's input and comments. The 2012 Strategic Plan must be submitted to the Williamson and Travis County Commissioners Courts by March 31, 2012.

Executive Session Pursuant to Government Code, Chapter 551

Chairman Wilkerson announced in open session at 10:27 a.m. that the Board would recess the open meeting and reconvene in Executive Session to deliberate the following items:

- 11. Discussion of the acquisition of one or more parcels or interests in real property needed for the Manor Expressway Project and related legal issues, pursuant to §551.072 (Deliberation Regarding Real Property; Closed Meeting) and §551.071 (Consultation with Attorney).**
- 12. Discussion of legal issues relating to procurement and financing of CTRMA transportation projects, as authorized by §551.071 (Consultation with Attorney).**
- 13. 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).**
- 14. Discussion of personnel matters as authorized by §551.074 (Personnel Matters).**

The Board reconvened in open meeting at 10:35 a.m., and Chairman Wilkerson announced that there was no action taken in Executive Session.

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

- 15. Declare a public necessity to acquire one or more of the following described parcels of land for the Manor Expressway Project, and with respect to those parcels, authorize the negotiation and execution of a purchase contract, the negotiation and execution of a possession and use agreement, or the use of the power of eminent domain to acquire the parcel for the Manor Expressway Project, as applicable.**

No action was taken on this item.

16. Adjourn Meeting.

Chairman Ray Wilkerson declared the meeting adjourned by unanimous consent at 10:40 a.m.

**MINUTES FOR
Board Retreat and Workshop
of the
CENTRAL TEXAS REGIONAL MOBILITY AUTHORITY**

**Tuesday, November 15, 2011
11:30 A.M.**

The meeting was held at 2801 Via Fortuna, Suite 100, Austin, Texas 78746. Notice of the meeting was posted September 23, 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 11:30 a.m. and called the roll. Board Members present at the time the meeting was called to order were Vice Chairman Jim Mills, Ms. Nikelle Meade, Mr. David Singleton, and Mr. Bob Bennett. Mr. Charles Heimsath joined the meeting at approximately 12:15 p.m. Mr. Henry Gilmore was not present for the meeting.

2. Facilitated workshop and discussion regarding the draft 2012 Strategic Plan.

Mr. Glenn Tecker, with Tecker Consultants, LLC, led a discussion by board members and CTRMA staff regarding the draft 2012 Strategic Plan for CTRMA. No action was taken.

3. CTRMA Policy Codification Project.

Mr. Andy Martin reported on the project to codify all board-adopted policies enacted by resolution into a CTRMA Policy Code. No action was taken.

The Board did not recess into executive session or consider Agenda Items 4, 5, or 6.

6. Adjourn Meeting.

Chairman Ray Wilkerson declared the meeting adjourned by unanimous consent at 2:30 p.m.