



CENTRAL TEXAS REGIONAL  
**MOBILITY AUTHORITY**

March 28, 2018  
**AGENDA ITEM #3**

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Approve minutes from the February 28, 2018  
Regular Board Meeting

Strategic Plan Relevance: Regional Mobility  
Department: Legal  
Contact: Geoffrey Petrov, General Counsel  
Associated Costs: N/A  
Funding Source: N/A  
Action Requested: Consider and act on motion to approve minutes

Summary:

Approve the attached draft minutes for the February 28, 2018 Regular Board Meeting.

Backup provided: Draft minutes, February 28, 2018 Regular Board Meeting

## MINUTES

### Regular Meeting of the Board of

### Directors of the

### CENTRAL TEXAS REGIONAL MOBILITY AUTHORITY

**Wednesday, February 28, 2018**

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 February 23, 2018 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/02282018-741>

**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 9:07 a.m. with the following Board members present: Nikelle Meade, Charles Heimsath, David Armbrust, Amy Ellsworth and Mark Ayotte.

Chairman Wilkerson recognized Mr. Heimsath's 7 years on the Board and thanked him for his service on behalf of the Board and Mobility Authority.

**2. Welcome newly appointed Board Member and administer the oath of office.**

Mr. Wilkerson introduced John Langmore, the new Board Member replacing Charles Heimsath and administered the oath office.

NOTE: Following Mr. Heimsath's recognition by Chairman Wilkerson and the Board, he left the meeting and was replaced on the dais by John Langmore.

**3. Opportunity for public comment.**

No comments were offered.

## Regular Board Items

4. Discuss and consider the election of a Secretary.

Chairman Wilkerson sought nominations for the position of Secretary. David Armbrust nominated Amy Ellsworth for the position of Secretary and the motion was put to a vote.

**MOTION:** Appoint Amy Ellsworth as Secretary of the CTRMA Board

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

**MOTION BY:** David Armbrust

**SECONDED BY:** Nikelle Meade

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

**NAY:** None.

**ADOPTED AS:** Resolution No. 18-001

5. Approve minutes from the December 13, 2017 Regular Board Meeting.

**MOTION:** Approval for the December 13, 2017 meeting minutes

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

**MOTION BY:** Amy Ellsworth

**SECONDED BY:** Mark Ayotte

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

**NAY:** None.

NOTE: David Singleton joined the dais at 9:25 a.m.

6. Accept the financial statements for November 2017, December 2017, and January 2018.

Presentation by Mary Temple, Controller.

**MOTION:** Accept the financial statements for November 2017, December 2017, and January 2018

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

**MOTION BY:** Amy Ellsworth

**SECONDED BY:** David Singleton

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

**NAY:** None.

**ADOPTED AS:** Resolution No. 18-002

7. Approve financial institutions and qualified brokers authorized to provide investment services and engage in investments transactions with the Mobility Authority and reaffirm the CTRMA investment policy.

Presentation by Mary Temple, Controller.

**MOTION:** Approve financial institutions and qualified brokers authorized to provide investment services and engage in investments transactions with the Mobility Authority and reaffirm the CTRMA investment policy

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

**MOTION BY:** Nikelle Meade

**SECONDED BY:** David Singleton

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

**NAY:** None.

**ADOPTED AS:** Resolution No. 18-003

8. Authorize the Executive Director to negotiate and execute an Interlocal Agreement with Travis County for projects at Elroy Road and Ross Road.

Presentation by Justin Word, P.E., Director of Engineering.

Mike Heiligenstein, Executive Director mentioned Travis County voted 4-0-1 to enter into negotiations with the RMA. Executive Director Heiligenstein added that Travis County is working on building up their GEC Operation and stated that County Judge Eckhardt asked that all parties understand that Travis County will be an integral part of the collaboration and that Travis County will stand as the manager of the project, but with the RMA lending its expertise, and the RMA having the ability to get the projects started sooner, further noting that it will take some additional time for Travis County's GEC to ramp up. Executive Director emphasized that the RMA recognizes that Travis County will have a very strong presence and will oversee all project activities. For these particular projects, the RMA will serve as GEC and developer.

**MOTION:** Authorize the Executive Director to negotiate and execute an Interlocal Agreement with Travis County for projects at Elroy Road and Ross Road.

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

**MOTION BY:** David Singleton

**SECONDED BY:** Nikelle Meade

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

**NAY:** None.

**ADOPTED AS:** Resolution No. 18-004

9. Approve an agreement with Cofiroute USA, LLC for Pay-By-Mail, violation processing, collections and customer services.

Presentation by Tracie Brown, Director of Operations and Gary Hausdorfer, President and Chief Executive Officer, Cofiroute USA, LLC.

Tracie Brown reviewed the toll collection process and services provided by Cofiroute USA, LLC under the proposed agreement. Approximately thirty percent of the Mobility Authority's revenues are currently collected through Pay By Mail. At its December 2017 meeting, the Board approved Cofiroute as the best value proposer after a fourteen-month procurement process. Cofiroute will replace MSB, which served as our Pay By Mail services provider since 2008. This new contract will provide enhanced customer service and is expected to lower costs.

**MOTION:** Approve an agreement with Cofiroute USA, LLC for Pay-By-Mail, violation processing, collections and customer services.

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

**MOTION BY:** Mark Ayotte

**SECONDED BY:** Nikelle Meade

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

**NAY:** None.

**ADOPTED AS:** Resolution No. 18-005

### **Briefings and Reports**

10. MoPac Improvement Project update.

Presentation by Jeff Dailey, Deputy Executive Director, Todd Hemingson, VP Strategic Planning & Development, Capital Metro and Lloyd Chance, Sr. Project Manager-Construction, CTRMA.

Todd Hemingson updated the Board on the express bus services fully implemented in January 2018. Four routes and seventy-seven trips per day are now accessing the MoPac Express Lanes. This also enabled the implementation of new service with four trips per day for Round Rock. Ridership is up nearly twenty percent. Lloyd Chance and Jeff Dailey then updated the Board on the progress of construction and the budget, respectively.

11. Presentation on the Capital Area Metropolitan Planning Organization Park and Ride Initiative.

Presentation by Jeff Dailey, Deputy Executive Director.

**12. Executive Director Report.**

A. Status of ongoing projects.

Presentation by Justin Word, P.E., Director of Engineering.

- i. 183 South
- ii. 45SW Project

Presentation by Mike Heiligenstein, Executive Director.

- iii. Status of projects under development – approvals required from TxDOT.

B. New employee introduction.

Tracie Brown, Director of Operations introduced CTRMA's Toll Operations Manager, Billy Blackman.

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

Chairman Wilkerson announced in open session at 11:23 a.m. that the Board would recess the open meeting and reconvene in Executive Session to deliberate the following items:

- 13.** Discuss acquisition of one or more parcels or interests in real property needed for the Bergstrom Expressway (183 South) Project and related legal issues, including consideration of the use of eminent domain to condemn property, pursuant to §551.072 (Deliberation Regarding Real Property; Closed Meeting) and §551.071 (Consultation With Attorney; Closed Meeting).
- 14.** 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).
- 15.** Discuss legal issues relating to procurement and financing of Mobility Authority transportation projects, as authorized by §551.071 (Consultation with Attorney).
- 16.** Discuss personnel matters as authorized by §551.074 (Personnel Matters).

After completing the executive session, the Board reconvened in open meeting at 11:43 a.m.

- 17. Consideration of the use of eminent domain to condemn property:** Declare a public necessity to acquire the following parcels of land, or interests therein, for the 183 South (Bergstrom Expressway) Project; and with respect to each such parcel or interest

therein, authorize any of the following actions: (i) acquisition through negotiation or by the use of eminent domain to condemn the parcel or interest therein; (ii) execution of a contract to purchase, and (iii) execution of a possession and use agreement:

- A. Parcel E18F of the 183 South (Bergstrom Expressway) Project, a 0.149 acre parcel of real estate, **owned by DepTech Properties LLC, a Texas Limited Liability Company**, and located at 3401 Ed Bluestein, Austin, TX 78721.

**MOTION:** Authorize the use of the power of eminent domain to acquire an easement interest of a 0.149 acre parcel of real estate, **owned by DepTech Properties LLC, a Texas Limited Liability Company**, and located at 3401 Ed Bluestein, Austin, TX 78721.

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

**MOTION BY:** Nikelle Meade

**SECONDED BY:** David Singleton

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

**NAY:** None.

**ADOPTED AS:** Resolution No. 18-006

After confirming that no member of the public wished to address the Board, Chairman Wilkerson declared the meeting adjourned at 11:47 a.m.

**18.** Adjourn Meeting.