

**AGENDA ITEM 24**

Discuss and consider approving Amendment to Interlocal Agreement Between Travis County and Williamson County, dated September 17, 2002, regarding the RMA.

Moved: **Commissioner Boatright**

Seconded: **Commissioner Hays**

Motion: To approve the Amendment to Interlocal Agreement Between Travis County and Williamson County, dated September 17, 2002, regarding the RMA, contingent upon review by the County Attorney.

Vote: **5 - 0**

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**AMENDMENT TO INTERLOCAL AGREEMENT  
BETWEEN TRAVIS COUNTY AND WILLIAMSON COUNTY**

Travis County ("Travis") and Williamson County ("Williamson") hereby amend the Interlocal Cooperation Agreement Between Travis County and Williamson County dated September 17, 2002, by adding §1.a as follows:

**1.a. Scope of Services, Production Requirements, and Fee Schedule.**

i. Williamson shall require the consultants or other third parties to regularly submit written reports or work products to Travis' Executive Manager of Transportation and Natural Resources Department ("Executive Manager") for review and comment at least seven days before finalizing such reports or work products. In addition, Williamson shall require the consultants or other third parties to prepare and submit written monthly progress reports to the Executive Manager.

ii. The consultants or other third parties are authorized to perform the tasks and directed to provide the deliverables set out below, unless otherwise directed. The deadline for completing all tasks and providing all deliverables is January 1, 2003, for "Task I: RMA Petition" and June 1, 2003, for "Task 2:RMA Formation/Operation." Williamson shall require the consultants or other third parties to submit to Williamson and Travis written invoices that itemize the hourly work performed according to those tasks and/or deliverables.

**TASK I: RMA Petition**

**1. Prepare RMA petition per 43 Texas Administrative Code 26.01 which includes the following components at a minimum:**

- A. A resolution for the commissioners courts of each County indicating its approval of the creation by the County of an RMA
- B. A description of how the RMA would improve mobility in the region
- C. A description of an initial turnpike project(s) the RMA would undertake which would include the following:
  - 1) An explanation of how the project will be consistent with the appropriate policies, strategies, and actions of the Texas Transportation Plan, and if appropriate, with the metropolitan transportation plan developed by the MPO (CAMPO 2025 Transportation Plan)
  - 2) A brief description of any known environmental, social economic, or cultural resource issues, such as impacts on wetlands and other water resources, endangered species parks neighborhoods, businesses, historic buildings or bridges, and archeological sites.
  - 3) List of names and addresses of individuals or organizations known to be opposed to any element of the project, and a description of any known controversies concerning the project.
  - 4) A preliminary financing plan for the project which shall include an estimate of the following information:

- D. A commitment by the RMA to be fully responsible for identifying all EPIC (Environmental Permits, Issues, and Commitments), obtaining all required environmental permits, and other required environmental approvals.
- E. A brief description of any other projects the petitioner is currently considering to be developed by the RMA.
- F. If the Counties desires to add directors to the board in addition to those expressly required by the Transportation Code 361.003, a list of the political subdivisions that will be represented by those members and a description of how they are to be appointed.

## **2. Review and Processing of Draft Petition.**

- A. Draft resolution to create the RMA to be reviewed by the Commissioners Courts.
- B. Consult with the appropriate official of the Texas Department of Transportation (TxDOT) and the Texas Transportation Commission (TTC) about the content and format of the RMA petition.
- C. Prepare agenda request and backup memorandum to the County Judge of each County to present the draft petition that are mutually agreed to by the Commissioners Court of both Counties.
- D. Submit draft petition to each County for review and comment and discuss draft petition with Subcommittee.
- E. Submit the draft petition to TxDOT and TTC for review and comment incorporating essential changes into the draft petition and discretionary changes after consultation with each County.
- F. Collect and process for signature the final petition and resolutions of both Counties.

## **3. Assist in preparation for TXDOT Public Hearing on RMA petition**

- A. Consult with appropriate TXDOT staff to prepare two (2) public hearings, including consideration of number of hearing sites, dates, times, materials to be displayed, presentation of information at hearing, method of conducting actual hearing, recording public comment.
- B. Consult with appropriate TXDOT staff to publicize public hearing, including consideration of formats for various print media, radio media, television media, websites, etc.
- C. Attend public hearings to assist TXDOT staff with set up, presentation, follow up, and monitoring public comment.
- D. Post a public notice and newspaper advertisement in a widely circulated newspaper in both counties which notice is to include the dates, times and locations for the hearings.
- E. Collect and maintain a copy of the complete record and testimony of the public hearings for the RMA files.
- F. Prepare public information documents to explain origin and purposes of a Regional Mobility Authority and a model resolution that may be used by local jurisdictions.
- G. As requested, attend and/or assist County Commissioners with meetings with other elected officials of local governments within Travis and Williamson Counties and with the Capital Area Metropolitan Transportation Organization (CAMPO).

**4. Secure final approval to create RMA from Texas Transportation Commission.**

- A. Consult with Counties and appropriate TxDOT staff regarding contents of TTC Minute Order authorizing creation of RMA.
- B. Request and prepare agenda item for approval at Texas Transportation Commission monthly meeting.
- C. Prepare backup documentation and presentation materials for TTC meeting.
- D. Distribute backup documentation to TTC members.
- E. Attend TTC meeting and make presentation to members.
- F. Set up RMA paper files and computer files and put measures in place to ensure their preservation.

**TASK II—RMA FORMATION****1. Assist in appointing RMA directors.**

If Travis County requests consultants or third parties to supplement Travis County's own efforts:

- A. Consult with Commissioners Court to assure requirements of Transportation Code 361.003 (b) and (c) are followed.
- B. Draft a memorandum to set forth criteria to be considered in the appointment of RMA Board members and outline a public process for soliciting, evaluating, and interviewing candidates for the appointments. Review the draft memorandum with the RMA subcommittee of County. Submit agenda requests and backup regarding the suggested appointment criteria and process, to County Judge for consideration and appropriate action by Commissioners Court.
- C. Evaluate candidate appointees for County to assure eligibility of appointees (residents within the geographic area of the RMA, has not or will not own interest in real property to be acquired for the RMA project, not elected officials, not department employees, and represent no conflict of interest as defined in Texas Administrative Code, 26.33)

**2. Coordinate initial RMA Board of Directors meetings.**

- A. Prepare agenda, take notes and record
- B. Secure meeting places in locations accessible and open to the public
- C. Post meeting notices and agendas in accordance with the Texas Open Meetings Act
- D. Facilitate meetings
- E. Set up rooms and furnish refreshments
- F. Prepare a mailing list of those to notify
- G. Prepare backup materials and presentation materials
- H. Phone calls to board members
- I. Set up email lists

### 3. Coordinate staffing of RMA.

Prepare RMA Executive Director job description and advertisements, job application form, interview questions and reference checks.

### TASK III—INTERIM RMA OPERATIONS; LEGISLATIVE ISSUES

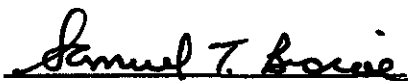
If, in response to request from RMA board or otherwise, Travis County requests consultants or third parties to supplement Travis County's own efforts, provide staff support for RMA board and advise and assist regarding legislative issues.

iii. The maximum amount for which Travis will reimburse Williamson is \$15,000 for "Task I: RMA Petition," \$10,000 for "Task 2: RMA Formation/Operation," and \$15,000 for "Task III: Interim RMA Operations; Legislative Issues." Travis shall reimburse Williamson based on the fee schedule set out below. Williamson certifies that it has complied with all applicable procurement laws in entering into the contracts for services for which it will seek reimbursement under this agreement. Travis shall not be obligated to reimburse Williamson for legal services if the amount of time the Travis County Attorney's Office records as working on the RMA exceeds the amount of time for which Williamson seeks reimbursement.


Staff	Rate
Principal	\$150
Senior Engineer/Senior Planner	\$100
Attorney	\$290
Project Manager/Planner	\$90
Technician/Graphics	\$60
Clerical	\$25
Direct expenses, including travel, meals, lodging, telephone, facsimile, delivery, reproduction, binding, etc.	Actual charges when furnished by commercial sources. Usual commercial charges when furnished by consultant. Travel at \$0.36.5 per mile when automobiles used.

This amendment is effective on the date signed by both parties.

#### TRAVIS COUNTY

  
 Samuel T. Biscoe  
 Travis County Judge  
 Date: 10-29-02

#### WILLIAMSON COUNTY

  
 John C. Doerfler  
 Williamson County Judge  
 Date:

**AGENDA ITEM 25**

Discuss and take appropriate action on road bond program.

No action was taken on this agenda item.

**AGENDA ITEM 26**

Discuss and take appropriate action on jail/courthouse annex expansion.

Ed Lee reported on the progress of the jail/courthouse annex expansion project. He said that correcting errors on the plans for stairways in the courthouse annex will take approximately two weeks. He expects the project to be ready for bids at that time.

**AGENDA ITEM 27**

Discuss and take appropriate action on the park advisory committee.

Commissioner Boatright reported that the new Parks Director will be starting work on November 29.

**AGENDA ITEM 28**

Consider approving professional services proposal for Brushy Creek Road.

Moved: **Commissioner Heiligenstein**

Seconded: **Commissioner Boatright**

Motion: To approve a professional services proposal from PBS&J for the widening of Brushy Creek Road in the amount of \$26,522 to be funded from Road & Bridge Professional Services.

Vote: **5 - 0**

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