

Brazos County Regional Mobility Authority
Board Meeting Minutes

January 30, 2020

The first meeting of the Brazos County Regional Mobility Authority was held in the Brazos County Auxiliary Courtroom in the Brazos County Administration Building, 200 South Texas Avenue, in Bryan, Brazos County, Texas, beginning at 9:00 a.m. on Thursday, January 30, 2020, with the following members of the Board Present:

Tedi Ellison, Chair, Presiding;
Dennis Christiansen, Board Member;
Veronica Morgan, Board Member;
Ann Horton, Board Member;
and R. Alan Munger, Board Member.

A sign-in sheet is attached that contains the names of other officials and citizens who were in attendance.

- **Welcome and Open Meeting**

Ms. Ellison called to order the regular meeting of the Brazos County Regional Mobility Authority Board at 9:00 A.M. on January 30, 2019, at the Brazos County Auxiliary Courtroom, 200 South Texas Avenue, Bryan, TX. The meeting opened with the Pledge of Allegiance to the United States and Texas flags followed by an invocation given by Mr. Dan Rudge.

- **Public Comments Regarding Items Not on the Agenda**

There were no public comments.

- **Review and Possible Adoption of RMA Bylaws**

The draft bylaws for the Brazos County RMA, prepared by Mr. Bruce Erratt with the Civil Division of the Brazos County Attorney's Office, were considered.

A copy of the draft bylaws is attached to these minutes.

The following items were requested to be reviewed or changed:

- §5(d) – The current language states “An employee of a city our county”; however, it is believed it should state “No governmental employee” per the Texas Administrative Code. Further clarification and possible change requested for this item.

- §9(b) – Do all board members require certification? If so, where does the certificate need to be kept on file? Request clarification on this item.
- §10(a) – Is four meetings per year sufficient language? It seemed to be the consensus of board members that the language was sufficient and allowed for more than four meetings per year if needed.
- §16 – Section is confusing. Request explanation and possible clarification on this section.
- §18 – Remove Secretary and Treasurer (which will be inserted somewhere after §26 Administrators). Also remove last sentence regarding designating an assistant secretary and assistant treasurer.
- §23 and §24 – Move these sections dealing with duties of secretary and treasurer after §27 Interim Executive Director. Change the first sentence in each of these to state these positions will be selected by the Board, and that once the Board has hired an Executive Director they will report to the Executive Director, but until that time will report to the Board Chair.
- §24(e) – Remove this section if it is determined that a bond is not needed.
- §35(b) – Clarification and possible change from March 31st deadline to December 31st deadline.
- §36 – Strike this section as it is dealing with toll roads and turnpikes. Any mention of toll roads or turnpikes should be removed from the bylaws.

A motion was made by Dr. Christiansen to make revisions to the bylaws as discussed and bring the revised bylaws to the next Board meeting to consider for adoption. The motion was seconded by Ms. Horton. The motion passed by a unanimous vote.

- **Election of RMA Secretary and Treasurer**

Due to the revisions requested in the bylaws to move the Secretary and Treasurer duties under the administrative staff, no secretary and treasurer were elected.

Dr. Christiansen made the motion to appoint Lisa Lyon as the Administrative Assistant to the RMA, to perform the duties of the secretary and treasurer. The motion was seconded by Mr. Munger. The motion passed by a unanimous vote.

- **Adoption of RMA Draft Budget**

The RMA proposed budget in the amount of \$24,813.61 was presented.

A copy of the budget is attached to these minutes.

Ms. Morgan made the motion to adopt the FY 20 budget as presented. The motion was seconded by Dr. Christiansen. The motion carried by a unanimous vote.

- **Request County Staff to Draft Remaining Policy Documents**

There are a number of other policy documents that need to be prepared that govern RMA operations and Board and staff participation. These typically include: Fiduciary, Personnel, and IT Services Agreement; Procurement Policies; Conflict of Interest Policies; Drug and Alcohol Policies; Travel Expense Policies; Environmental Policies; Finance Policies; and Ethics and Compliance Policies. Since the RMA does not currently have a Director, we would like to request that the County Attorney draft these policies for RMA Board review and approval. Mr. Munger requested that there be specific language in the Conflict of Interest Policies to show that as consultants they are not serving on the RMA Board for their self-interest.

A motion was made by Ms. Morgan to request the County Attorney's Office to draft these additional documents needed for RMA operation. The motion was seconded by Dr. Christiansen. The motion passed by a unanimous vote.

- **Presentation on Activities of Other RMAs in Texas**

Mr. Doug Bramwell, PE, RPLS, with Jones and Carter, gave a presentation on the creation of the Brazos County RMA and what types of projects other RMAs in Texas are doing. He highlighted the importance of the Brazos County RMA which gives more local control of projects as well as the potential for an increased amount of funding flowing to our county. An RMA is a development and implementation entity for advancing projects and can work with many different entities to move projects along.

At the end of his presentation, Ms. Ellison presented Mr. Bramwell with a plaque to thank him for his many hours of work and instrumental effort to get the RMA started. Ms. Ellison also thanked Dr. Christiansen, Commissioner Berry, and Mr. Rudge for all of their efforts.

- **Funding RMA Activities**

Several local entities were asked to assist with start-up funding for the RMA. The following entities have agreed to provide \$15,000 each in start-up funds: Brazos County, City of Bryan, City of College Station, Texas A&M University System, and Brazos Valley Economic Development Corporation. Texas A&M Transportation Institute has agreed to assist with the development and implementation of the RMA's website as an in-kind donation of approximately \$15,000.

- **Develop RMA Legislative Action Plan**

An RMA Legislative Action Plan was presented by Mr. Rudge as a suggested timeline for presenting the legislation to collect \$10 per vehicle registration fee in Brazos County to support RMA operations. Some of the items have already been completed; however, it was felt that one of the problems with having this legislation adopted last time was that it was filed too late. It was suggested that the Board look at other creative ideas to possibly raise

funding, such as a fee for students. These types of ideas and how they are best approached can be discussed during the creation of the RMA's Strategic Plan. Mr. Rudge also provided an example of a resolution that can be used by entities to show their support of the RMA legislation.

- **Brazos County RMA Project Updates**

University Drive was the project used in the RMA's petition to get the RMA formed. Texas law requires that a project be included in the petition which is on the state system, has some concept planning completed, with a funding plan to potentially build the project. After looking at every possible project in Brazos County, that was the only project that fit those criteria. On page fourteen of the petition, there is a listing of other projects that can be considered and that will probably all be completed before the University Drive project. These are just some of the projects that may come to the RMA and is not intended to be an exhaustive list. The RMA should be flexible enough that if any of the jurisdictions approach the RMA looking for assistance in developing a transportation project, the RMA can and should consider it. Off-system projects can be funded with RMA funds; however, the project must be on the MPO's plan.

Before the next Board meeting, it is important that the RMA approach TxDOT's District Engineer to discuss how the RMA can formally be involved on the University Drive project to meet our legal requirements. The RMA will have to report on the status of this project at the end of the year.

- **Next Board Meeting**

It was the consensus of the Board that the next meeting should be sometime in March to adopt the bylaws and get started on the Strategic Plan and the Legislative Action Plan. A doodle poll will be sent out to see which date would be best for a quorum.

- **Adjourn**

The RMA Board Meeting was adjourned at 10:05 a.m.



Brazos County Regional Mobility Authority

Meeting: RMA Initial Board Meeting

Date: 1/30/2020

Name	Agency
DAN RUDGE	BCSMPO
Lisa Lyon	BCSMPO
Doug Brannen	JONES/CARTER
WES WILLIAMS	BTU
Sarah Lay	Locke Lord LLP
Paul Kappor	COB
Jayson Birtknecht	COB
NANCY BERRY	BRAZOS COUNTY
John Nichols	College Station
Kenny Wilky	
Suzanne Padger	Kyle Kacal
Phil Sheekelford	Blinn/BCS Chamber



Brazos County Regional Mobility Authority

Meeting: RMA Initial Board Meeting

Date: 1/30/2020

Name	Agency
Dart Benthal	RCsmpo
Allison Adams	Kimley-Horn
B ERATT	Co. July

Jedi Ellison

RMA Board Chair or Vice-Chair
Brazos County Regional Mobility Authority

ATTEST:

Lisa G. Lyon

RMA Board ~~Member~~
Secretary/Treasurer

6-4-2020

Date

Approved 5-26-2020