

***Brazos County Regional Mobility Authority***  
***Board Meeting Minutes***

May 26, 2020

- **Certification of Quorum**

Voting members present were Tedi Ellison, Chair, Presiding; Dennis Christiansen, Vice Chair; Ann Horton, Board Member; Veronica Morgan, Board Member; and Alan Munger, Board Member. The minutes were taken by Lisa Lyon, RMA Administrative Assistant. Additional participants included Steve Aldrich, Bart Benthul, Nancy Berry, Brent Hairston, Doug Marino, Dan Rudge, and Lance Simmons.

- **Welcome and Open Meeting**

Ms. Ellison called to order the regular meeting of the Brazos County Regional Mobility Authority Board at 1:00 p.m. on May 26, 2020. Due to continued COVID-19 constraints, the meeting was held via Zoom. 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.

- **Consider adoption of Minutes from January 30, 2020, RMA Board Meeting**

Minutes from the January 30, 2020, Regional Mobility Board Meeting were considered for adoption. A motion to approve the minutes was made by Ms. Horton. The motion was seconded by Dr. Christiansen. There was no discussion. The motion passed by a unanimous vote.

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

A few changes were made to the Bylaws. On Number Five, for clarity, the wording was changed to governmental entity. On Number Nine, Item B, the word all was added in front of directors on the Conflict of Interest and specified that everybody's certificate needs to be turned in and kept on file at the RMA offices. On number ten, number of meetings per year is specified as four. On Number 14, Item C, Subheading F, when we talk about committee members, the language was changed to specify that any member of the committee approved by the chair can request additional information.

Number 16 was a little confusing. To clarify, Number 15 says that you have to receive some form of meeting notification, either electronic mail or facsimile. If someone says they didn't get an electronic mail or facsimile, they can sign a written waiver saying they do not need to receive an electronic mail or facsimile. Number 16 allows you to do that. Number 17 states

it is assumed that you received your notice if you showed up at the meeting, so your attendance serves as the waiver.

Number 18 previously read Chair, Vice Chair, Secretary, and Treasurer. It was changed to Chairman and Vice Chairman for officers. A statement was added that says until such time as the Executive Director is hired, the Board may designate an Interim Executive Director to make that a little clearer. The Secretary and Treasurer sections were rewritten and moved to follow the Interim Executive Director Section and each position no longer needs to be a Board Member.

There was also discussion in the last meeting about changing the date for the Annual Report to December 31<sup>st</sup>; however, the Texas Transportation Code specifies March 31<sup>st</sup>, so the date was not changed.

Dr. Christiansen made the motion to accept the changes and adopt the Revised RMA Bylaws. The motion was seconded by Mr. Munger.

There was discussion regarding the March 31<sup>st</sup> deadline. The RMA did not miss the deadline as there was a letter drafted to TxDOT stating that no progress had been made at that time. This letter was accepted by TxDOT as the submittal.

The motion was passed by a unanimous vote.

- **Review Draft Policy Documents**

The Conflict of Interest Policy for Consultants was considered for adoption. A point of clarification was made for this document that if a civil firm was going to submit a planning document for the RMA, but has teamed up with one of our Board Members firms for other projects, they would need to disclose that information. Mr. Munger made the motion to approve the Conflict of Interest Policy for Consultants. The motion was seconded by Ms. Horton. There was no further discussion. The motion passed by a unanimous vote.

The Conflict of Interest Policy for Financial Team Members was considered for adoption. Ms. Morgan made the motion to approve the Conflict of Interest Policy for Financial Team Members. The motion was seconded by Dr. Christiansen. There was no discussion. The motion passed by a unanimous vote.

The Policies and Procedures for Environmental Review of BCRMA Projects was considered for adoption. This document sets forth the requirements the BCRMA will follow whenever it looks at any type of construction project and specifies the environmental review process the BCRMA will follow. It was prepared by Bruce Erratt and reviewed by Tedi Ellison and Dan Rudge. There was a change requested on page three, section B public meetings: in number two it refers to section eight below and should be changed to section seven (since there are only seven sections). Most projects pursued by the RMA would be on the TxDOT system and would follow TxDOT environmental requirements. The BCRMA document mirrors TxDOT's environmental requirements. Ms. Horton made the motion to adopt the

Policies and Procedures for Environmental Review of BCRMA Projects. The motion was seconded by Dr. Christiansen. There was no further discussion. The motion passed by a unanimous vote.

- **Election of Vice Chair**

The Brazos County RMA has two officers, the Chair and the Vice Chair. The Chair is appointed by the Governor. The Vice Chair must be elected and is chosen through validation and vote of the RMA Board. Ms. Ellison opened the floor for nominations. Dr. Dennis Christiansen was nominated to serve as Vice Chair due to his years of involvement with transportation as well as the fact that he was instrumental in the development of the RMA, among other things. There were no other nominations. Dr. Christiansen was elected as the Vice Chair by a vote of four votes in favor, and one abstained. (Dr. Christiansen abstained from the vote.)

- **Proposed FY 2021 RMA Budget**

The proposed FY 2021 was reviewed for adoption. The proposed budget of \$31,825.44 includes: \$16,443.12 salary/wages, \$9,613.32 benefits, \$4,723 department support (travel, dues, phone, etc.), \$23 repairs and maintenance, and \$1,023 contracts/services. The increase in budget from last year was because last year's budget was only for a partial year. Dr. Christiansen made the motion to adopt the FY 2021 proposed budget. The motion was seconded by Mr. Munger. There was no further discussion. The motion was passed by a unanimous vote.

- **Strategic Plan Committee Formation**

In even numbered fiscal years, the Texas Transportation Code requires that each RMA in the State develop and submit a Strategic Plan that begins with the next odd-numbered fiscal year (FY 2021 which begins on October 1) and covers operations for the next five years. Mr. Rudge provided examples of Strategic Plans from other RMA's across the State. Ms. Ellison announced that she was appointing Mr. Munger to Chair the Strategic Plan Committee. Mr. Munger will be building a small committee to prepare the Strategic Plan and Mr. Rudge will serve as a liaison for this process.

Ms. Horton asked for clarification on Section 14(a) of the Bylaws, specifically how a board member would be disqualified. In this instance the term disqualified would be either the person is no longer a member of the Board or they have in some way violated the Conflict of Interest Policies. Ms. Horton requested that Section 14 of the Bylaws may need some further revisions to provide better clarification. The requirements of the Strategic Plan are covered in Section 35 of the Bylaws. Ms. Ellison explained that she has expressed her desire that the Strategic Plan encompass every aspect of our community, and is not slanted in one specific direction. The Strategic Plan must be finalized by October 1, 2020.

- **Chairman's Report**

*Texas Open Meeting Act and Public Information Act Training* – Seeking clarification on whether or not this needs to be completed every two years. All Board Members should have turned in their certificates.

*Activities to Secure Funding for the RMA* – The RMA has received start-up funds of \$15,000 each from Brazos County and City of Bryan. The Brazos Valley Economic Development Corporation has a \$15,000 check cut and will deliver it within the next few days. City of College Station and Texas A&M University System are each donating \$15,000 in start-up funding and those payments are being processed. Twin City Endowment is donating \$25,000 in start-up funds and will process the payment once they receive an invoice. TTI is providing in-kind services to develop the RMA's website and logo.

*Progress in Securing Funding Legislation* – Ms. Ellison met with Representative John Raney and he encouraged the RMA to continue to proceed with the legislation even though they will have budget cuts in the legislature. The RMA is requesting the ability to bring back to Brazos County a request to collect a \$10 charge on each vehicle registration fee. In the past, RMA representatives have spoken with Representatives Kacal and Raney and Senators Kolkhorst and Schwertner who are supportive. The RMA is not asking the legislature to increase funds. The RMA is asking the legislature to give us authorization to hold an election to see if our citizens will agree to increase the vehicle registration fee. The original intent was when bills can be pre-filed in November, on both the House and Senate sides, identical bills would be filed with support letters from all of the local entities. The consensus of the Board was to move forward and try and secure funding.

*Assignments to a specific task in lieu of having staff* – Dr. Christiansen is the liaison with TTI on moving the website forward. COVID slowed down progress, but there is a Zoom meeting scheduled to begin work on the website again. Ms. Ellison has asked Ms. Morgan to be the liaison on the University Dive project, and Ms. Morgan has agreed. She will meet with Mr. Simmons of TxDOT Bryan District along with the consultants to gain knowledge of the project and look at the progress.

*Other Items Deemed Appropriate by the Chair* – Ms. Ellison requested that Board Members make their cell numbers available for an internal Board Roster. She gave her cell number to Board Members in case they needed to get in contact with her outside of the office.

- **Board Member Reports**

There were no additional Board Member reports.

Mr. Rudge reminded everyone that Ms. Lyon and himself were available to assist the Board Members in any way.

Ms. Ellison thanked everyone for their time and effort working for the future of our community.

- **Adjourn**

The RMA Board Meeting was adjourned at 1:49 p.m.

*Jedi Ellison*

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

ATTEST:

*Lisa G. Lyon*

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RMA Board ~~Member~~  
Secretary / Treasurer

*9-30-2020*

Date

*Approved 9-23-20*