



Travis County Commissioners Court Agenda Request

Meeting Date: Tuesday, November 29, 2011
Prepared By/Phone Number: Deece Eckstein, 854-9754
Elected/Appointed Official/Dept. Head: Deece Eckstein, 854-9754
Commissioners Court Sponsor: Judge Biscoe

AGENDA LANGUAGE:

CONSIDER AND TAKE APPROPRIATE ACTION ON TRAVIS COUNTY APPOINTMENTS TO THE CENTRAL TEXAS REGIONAL MOBILITY AUTHORITY BOARD OF DIRECTORS.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

Backup materials follow.

STAFF RECOMMENDATIONS: Backup materials follow.

ISSUES AND OPPORTUNITIES: Backup materials follow.

FISCAL IMPACT AND SOURCE OF FUNDING: Backup materials follow.

REQUIRED AUTHORIZATIONS: None.

NAMES, PHONE NUMBERS AND EMAIL ADDRESSES OF PERSONS WHO MIGHT BE AFFECTED BY OR BE INVOLVED WITH THIS REQUEST:

Steven Manilla
County Executive, Transportation and Natural Resources
Phone: 854-4929
Email: Steven.Manilla@co.travis.tx.us

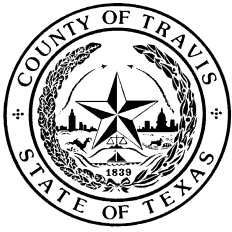
Carol Joseph
Assistant Director, Transportation and Natural Resources
854-9418
Carol.Joseph@co.travis.tx.us

Leroy Nellis, Budget Director
Planning and Budget Office
Phone: 854-9106
Email: Leroy.Nellis@co.travis.tx.us

Charlie Watts
Senior Planner, Transportation and Natural Resources
854-9383
Email: Charlie.Watts@co.travis.tx.us

Patricia Estrada
Purchasing Support Specialist III, Purchasing Office
854-9915
Patricia.Estrada@co.travis.tx.us

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a pdf to Cheryl Aker in the County Judge's office, Cheryl.Aker@co.travis.tx.us by **Tuesdays at 5:00 p.m.** for the next week's meeting.



MEMO

- For Your Information**
- Action Required**

TO: Travis County Commissioners Court
FROM: Deece Eckstein, Coordinator, IGR
DATE: Wednesday, November 30, 2011
RE: CTRMA Board of Directors appointments

Summary and IGR Recommendation

The terms of two Travis County appointees to the Central Texas Regional Mobility Authority Board of Directors expire February 1, 2012 – **Henry Gilmore** and **Charles Heimsath**. Mr. Gilmore has indicated his desire to cycle off the CTRMA board at the end of his term. Mr. Heimsath has indicated his desire to be reappointed to the board.

IGR recommends that the Court:

- acknowledge Henry Gilmore’s decision to step down and express its appreciation for his efforts;
- reappoint Charles Heimsath to the CTRMA board for a term from February 2, 2012 to February 1, 2014; and
- approve a process to call for applications and select a new member for the CTRMA board for a term from February 2, 2012 to February 1, 2014

Central Texas Regional Mobility Authority

The Central Texas Regional Mobility Authority was created in 2002 as a joint effort between Travis and Williamson counties to expand mobility options in the region. The CTRMA is governed by a seven-member board, with three appointees each from Travis and Williamson counties and a

chair appointed by the governor. The other Travis County appointee is **Nikelle Meade**, whose term will expire in February, 2013.

Qualifications – and Disqualifications – of a Board Member

A member of the Board must be a resident of the county from whence they are appointed.

A member of the Board may *not* be:

1. An elected official; or
2. An employee of a city or county located wholly or partly within the boundaries of CTRMA.

Moreover, a person is *not* eligible to serve on the Board if the person or the person's spouse:

1. is employed by or participates in the management of a business entity or other organization, other than a political subdivision, that is regulated by or receives money from TxDOT or the Authority;
2. owns or controls, directly or indirectly, more than a 10 percent interest in a business entity or other organization that is regulated by or receives money from TxDOT or the Authority, other than compensation for acquisition of turnpike right-of-way;
3. uses or receives a substantial amount of tangible goods, services, or money from TxDOT or the Authority, other than compensation or reimbursement authorized by law for Board membership, attendance, or expenses, or for compensation for acquisition of turnpike right-of-way;
4. is an officer, employee, or paid consultant of a Texas trade association in the field of road construction, maintenance, or operation; or
5. is required to register as a lobbyist under Chapter 305, Government Code, because of the person's activities for compensation on behalf of a profession related to the operation of TxDOT or the Authority.

Applicants are required to sign a notarized affidavit attesting they meet these criteria.

Appointment Process

Attachment A is a proposed outline and timetable for making the appointment. It broadly tracks the process adopted by the Court in previous appointments, including the CTRMA, CentralHealth, and the CapMetro Board of Trustees.

Dissemination of Call for Applications

Attachment B proposes how to disseminate information about the call for applications.

Application Packet

Attachment C is a proposed application packet, including:

- the call for applications
- a list of desired qualifications and skills
- an application form
- an affidavit to be completed

These documents were developed with reference to the application form and process used for other appointments, including the CTRMA, CentralHealth, and the CapMetro Board of Trustees.

Attachments

1. Letter from Henry Gilmore re CTRMA board membership, November 30, 2011.
2. Letter from Charles Heimsath re CTRMA board membership, November 30, 2011.
3. Outline of proposed process and timetable for CTRMA appointment(s). (“Attachment A”)
4. Outline of proposed process and language for dissemination of the call for applications. (“Attachment B”)
5. Proposed Application Packet for CTRMA appointment(s). (“Attachment C”)

November 30, 2011

The Honorable Sam Biscoe
Travis County Judge
314 W. 11th St, 5th Floor
Austin, Texas 78701

Re: CTRMA Board

Dear Judge Biscoe:

This is to confirm that I will not be seeking re-appointment to the Board of Directors of the CTRMA after my current term expires in February 2012. I have served on the Board on behalf of Travis County since 2003. I thank you and the members of the Travis County Commissioners Court for the high honor and privilege of serving Travis County and the Travis County/Williamson County region these past 9 years.

I am very proud of the CTRMA's accomplishments and progress since the Agency started up in 2003. The Authority has grown from a fledgling start up to a mature toll agency that is recognized nationally for enhancing mobility and economic development within the region. The Authority is providing vital transportation infrastructure that will serve the needs of our children and grandchildren in the future.

I commend you and the Court for your vision for the region when you joined with Williamson County to form the CTRMA back in 2003. You took a bold leap of faith then and the County and the region are the beneficiaries of your vision. I have no doubt that my replacement will continue the Authority's good work on behalf of the citizens of Travis County and the region.

Sincerely,



Henry H. Gilmore

cc: Mike Heiligenstein, Executive Director
Chairman Ray Wilkerson

ATTACHMENT A

TRAVIS COUNTY COMMISSIONERS COURT CENTRAL TEXAS REGIONAL MOBILITY AUTHORITY BOARD OF DIRECTORS APPOINTMENT Proposed Process and Timetable

December 6 Commissioners Court adopts selection process for CapMetro Board of Directors appointment and announces call for applications

2012

January 13 Deadline for submission of applications

January 16 - Commissioners Court members reviews all applications,
January 23 down list of candidates to interview

January 24 Commissioners Court selects short list of candidates to be interviewed by the Court

January 26 Commissioners Court work session interviews with finalists

- 40-minute interviews with each candidate
- Prepared list of questions to be asked of each candidate
- Open, but untelevised, session

January 31 Commissioners Court selects Travis County appointee to CapMetro Board of Directors

February 1 Terms of two CTRMA appointees from Travis County expire

February 2 Term of the new Travis County appointees begins

ATTACHMENT B

Once the Commissioners Court approves the process, the call for applications to the CTRMA will be disseminated in at least the following ways:

1. Legal notices will be posted in at least one newspaper of general circulation in Travis County for two consecutive weeks.
2. Information about the appointment will be put on the County website, along with a link to the application packet in PDF format.
3. The County will issue a media release with information about the position and seek earned media coverage of the impending vacancy and the Court's effort to fill it.

Here is proposed language for the legal notice:

Travis County is seeking applications from qualified individuals to serve on the Board of Directors of the Central Texas Regional Mobility Authority, a partnership between Travis and Williamson Counties. One appointment to the Board becomes available on February 2, 2012.

The Commissioners Court is looking for individuals who will represent the interests of the County as a whole. These individuals must supply exceptional vision, business and administrative skills, and a history of community involvement. They will have to work with all jurisdictions within the two counties, reflecting local sensitivities and ideals in their decision-making process.

For further information, or to obtain an electronic copy of the application packet, please call Max Jones at (512) 854-4774 or email IGR@co.travis.tx.us.

ATTACHMENT C

TRAVIS COUNTY
COMMISSIONERS COURT

Appointment to the

**CENTRAL TEXAS REGIONAL
MOBILITY AUTHORITY
BOARD OF DIRECTORS**

Proposed Applications Documents
Wednesday, November 30, 2011
For Court Consideration and Action on
Tuesday, December 6, 2011

December 7, 2011

TO: Potential Applicants

FROM: Travis County Commissioners Court

SUBJECT: CTRMA Application Process, Timeline and Application

Attached is the Central Texas Regional Mobility Authority Application Packet. Included in the packet are:

1. a summary of the qualifications the County is seeking in its appointees;
2. an application form; and
3. an affidavit that must be completed and signed before a Notary Public.

**The deadline for receipt of completed applications is
4:00 p.m. on Friday, January 13, 2012.**

Applications may be submitted to:

Travis County Commissioners Court
Attn: Intergovernmental Relations Office
314 West 11th Street, Suite 535
Austin, Texas 78701

Applications may also be submitted electronically in PDF format to:

IGR@co.travis.tx.us

Electronic copies of this packet can be requested by calling Max Jones at (512) 854-4774 or emailing Max.Jones@co.travis.tx.us. Paper copies of the application packet can be picked up at the IGR Office address noted above.

Call for Applications to the Central Texas Regional Mobility Authority Board of Directors Representing Travis County

Travis County is seeking applications from qualified individuals to serve on the Board of Directors of the Central Texas Regional Mobility Authority, a partnership between Travis and Williamson Counties. Two appointments to the Board become available on February 2, 2012. Candidates must be residents of Travis County and not subject to a real or potential conflict of interest if they serve.

The Commissioners Court is looking for individuals who will represent the interests of the County as a whole. These individuals must supply exceptional vision, business and administrative skills, and a history of community involvement. They will have to work with all jurisdictions within the two counties, reflecting local sensitivities and ideals in their decision-making process.

Candidates must instantly command the confidence of not only the public but also the business, professional, and government communities. They must be able to generate a business plan that secures the confidence of the New York bond market. Therefore, they must possess outstanding business judgment and unquestioned integrity.

SKILL SET DESIRED:

Preference will be given to a candidate with a career history demonstrating skills and experience in more than one of the following:

- ★ Outstanding business achievement. Candidates with a successful entrepreneurial or investment background are particularly attractive.
- ★ Community involvement in multiple leadership roles
- ★ Experience with transportation issues or enterprises
- ★ Tenure in public service, particularly at the policy level
- ★ History of participation in local, state and federal governmental processes
- ★ Knowledge of finance

**TRAVIS COUNTY
CENTRAL TEXAS REGIONAL MOBILITY AUTHORITY
BOARD OF DIRECTORS
APPOINTMENT APPLICATION**

(Applications must be submitted in this format. Please do not retype or reformat.)

| | | |
|-----------------------------------------------------------------------------------------|-------------------------|----------------------------------------|
| Name: | | |
| Spouse's Name: | | |
| Home Telephone # | Work Telephone # | Fax # |
| Email Address | | Cellular # (Optional) |
| Present Job title & job description: | | |
| Profession: | | |
| Home Address (STREET/P.O. BOX, CITY, STATE, ZIP) | | Employer and Employer's Address |
| County: | | |

EDUCATION/TRAINING:

| | |
|-------------------------------------------|------------------------|
| High School or equivalent (G.E.D.) | |
| Undergraduate School: | Year Graduated: |
| Graduate School: | Year Graduated: |
| Licenses/Certifications: | Year Obtained: |

Exhibit B

Name:

EMPLOYMENT AND CAREER HISTORY(include business, administrative, & finance experience):

CURRENT PROFESSIONAL MEMBERSHIPS:

PUBLIC SERVICE (include participation in local, state, federal governmental processes):

CIVIC PARTICIPATION:

Name:

COMMUNITY LEADERSHIP ROLES:

PUBLIC INFRASTRUTURE DEVELOPMENT EXPERIENCE AND/OR KNOWLEDGE:

BUSINESS ACHIEVEMENT (specifically entrepreneurial and investment):

NOTE: PLEASE ATTACH A RESUME.

**TRAVIS COUNTY
CENTRAL TEXAS REGIONAL MOBILITY AUTHORITY BOARD OF
DIRECTORS
APPOINTMENT APPLICATION**

| | | | | | |
|------------------------------|-----------------------------------------|------------------------------------------------------------------------------------------------------|------------------------------------------|---------------------------------------|---------------------|
| Name: | | | | | |
| Date of Birth | Driver's License # or DPS I.D. # | Are you a U.S. Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| Ethnicity: (Optional) | <input type="checkbox"/> White | <input type="checkbox"/> African-American | <input type="checkbox"/> Hispanic | <input type="checkbox"/> Asian | Other: _____ |

CERTIFICATION OF APPLICANT

I hereby certify that the foregoing and any attached statements are true, accurate and complete. I agree that any misstatement, misrepresentation, or omission of a fact may result in my disqualification for appointment. I assign and hereby give Travis County full authority to conduct background investigations pertinent to this application.

Printed Name

Applicant's Signature

Date

**Return to:
Travis County Commissioners Court
Attention: Intergovernmental Relations Office
314 W. 11th Street, Suite 535
Austin, Texas 78701**

AFFIDAVIT

CTRMA BOARD MEMBER ELIGIBILITY

STATE OF TEXAS §
§
COUNTY OF TRAVIS §

On this day, _____, appeared before me, the undersigned notary public, and after I administered an oath, upon his/her oath, said:

"My name is _____. I am capable of making this affidavit. The facts stated in this affidavit are within my personal knowledge and are true and correct. I am making this affidavit to establish that I meet all statutory and regulatory eligibility requirements for appointment to the Board of Directors of the Central Texas Regional Mobility Authority (RMA). Accordingly, I hereby affirm that all of the following statements are true:

1. I reside in Travis County, the geographic area encompassed by the RMA, as required by Transportation Code §361.003(b) and 43 Texas Administrative Code §26.26(h)(1).
2. I do not own an interest in real property that has been or will be acquired for an RMA project, as required by 43 Texas Administrative Code §§26.16(h)(2)) and 26.33(b)(3).
3. I am not an elected official, as required by 43 Texas Administrative Code §26.16(h)(4).
4. I am not an employee of the Texas Department of Transportation (TxDOT), as required by 43 Texas Administrative Code §26.26(h)(5).
5. I am not an officer, employee, or paid consultant, nor is my spouse an officer, manager, or paid consultant, of a Texas trade association involved in the field or road construction or maintenance, public transportation or aviation, as required by 43 Texas Administrative Code §26.33(b)(2).
6. I am not employed or engaged in a business or professional activity that might reasonably require or induce me to disclose confidential information acquired by reason of my position as an RMA director, as required by 43 Texas Administrative Code §26.33(a)(2).
7. I am not employed nor do I receive compensation that could reasonably be expected to impair my independence of judgment in the performance of my official duties as an RMA director, as required by 43 Texas Administrative Code §26.33(a)(3).

8. I have no personal investments that could reasonably be expected to create a substantial conflict between my private interests and the interests of the RMA, as required by 43 Texas Administrative Code §26.33(a)(4).
9. I have no personal interest in agreements that are or will be executed by the RMA, as required by 43 Texas Administrative Code §26.33(a)(6).
10. Neither I nor my spouse:
 - a. work for or participate in the management of an organization (other than a political subdivision) that is regulated by or receives funds from TxDOT, as required by 43 Texas Administrative Code §26.33(b)(1)(A);
 - b. directly or indirectly own or control more than 10% of the stock of a company that is regulated by or receives funds from TxDOT, as required by 43 Texas Administrative Code §26.33(b)(1)(B);
 - c. use or receive a substantial amount of tangible goods from TxDOT, as required by 43 Texas Administrative Code §26.33(b)(1)(C); or
 - d. are required to register as a lobbyist because of our activities for compensation on behalf of a profession related to the operation of TxDOT, as required by 43 Texas Administrative Code §26.33(b)(1)(D).

Name:

SWORN TO and SUBSCRIBED before me by _____ on _____, 201__.

Notary Public in and for
the State of Texas