



TRANSPORTATION POLICY BOARD MEETING

The Junior League of Austin Community Impact Center
5330 Bluffstone Lane
Austin, TX 78759
Monday, June 13, 2022
2:00 p.m.

Livestream at www.campotexas.org

All individuals attending the CAMPO Transportation Policy Board Meeting are required by the meeting facility to follow the Center for Disease Control (CDC), state, and local guidance.

AGENDA

1. Certification of Quorum – Quorum requirement is 12 members
..... Commissioner Cynthia Long, Chair
2. Public Comments
The public is invited to comment on transportation-related topics in the CAMPO geographic area. Up to 10 individuals may sign up to speak and must adhere to the three (3) minute time limit. Written comments may be emailed to TPBcomments@campotexas.org by 5:00 p.m., Thursday, June 9, 2022.

This is an opportunity for the public to address the Transportation Policy Board concerning an issue of community interest that is not on the agenda. Comments on a specific agenda item must be made when the agenda item comes before the Board. The Chair may place a time limit on all comments. Any deliberation of an issue raised during Public Comments is limited to a statement of fact regarding the item; a statement concerning the policy regarding the item or a proposal to place the item on a future agenda.

EXECUTIVE SESSION:

Under Chapter 551 of the Texas Government Code, the Board may recess into a closed meeting (an executive session) to deliberate any item on this agenda if the Chairman announces the item will be deliberated in executive session and identifies the section or sections of Chapter 551 that authorize meeting in executive session. A final action, decision, or vote on a matter deliberated in executive session will be made only after the Board reconvenes in an open meeting.

3. Executive Session Commissioner Cynthia Long, Chair
The Transportation Policy Board will recess to an Executive Session, if needed.

ACTION:

THE PUBLIC IS INVITED TO COMMENT ON ITEMS 4-6 IN THE SECTION BELOW. SPEAKERS MUST ADHERE TO THE THREE (3) MINUTE TIME LIMIT. WRITTEN COMMENTS MAY BE EMAILED TO TPBCOMMENTS@CAMPOTEXAS.ORG BY 5:00 P.M., THURSDAY, JUNE 9, 2022.

4. [Discussion and Take Appropriate Action on May 9, 2022 Meeting Minutes](#)
..... Commissioner Cynthia Long, Chair
Chair Long will request Transportation Policy Board approval of the May 9, 2022 meeting minutes.
5. [Discussion and Take Appropriate Action on CAMPO Appointments to Capital Metro Board](#)
..... Commissioner Cynthia Long, Chair
Chair Long will request Transportation Policy Board approval of the CAMPO Appointments to the Capital Metro Board.
6. [Discussion and Take Appropriate Action to Authorize CAMPO Executive Director to Begin Negotiation on Interchange Bottleneck Study Contract](#)..... Mr. Will Lisska, CAMPO
Mr. Lisska will request Transportation Policy Board authorization for the CAMPO Executive Director to negotiate and execute a contract with the top-ranked consultant firm to develop the Interchange Bottleneck Study.

INFORMATION:

7. [Annual Briefing on CAMPO Financial Audit](#)..... Ms. Theresa Hernandez, CAMPO
Ms. Hernandez will invite the CAMPO audit firm, Montemayor Britton Bender, to brief the Transportation Policy Board on the completed audit.
8. [Discussion on CAMPO Code of Conduct for Transportation Policy Board Members](#)
..... Mr. Tim Tuggey, CAMPO Legal Counsel
Mr. Tuggey will provide an overview of the code of conduct for Transportation Policy Board members.
9. [Update on I-35 Capital Express Projects](#)..... TxDOT Austin-District
A TxDOT Austin-District representative will provide an update on the I-35 Capital Express projects.
10. Executive Director's Report on Transportation Planning Activities
 - a. Fall Planning Activities
11. Announcements
 - a. Transportation Policy Board Chair Announcements
 - b. Next Technical Advisory Committee Meeting, June 27, 2022 – 2:00 p.m.
 - c. July 11, 2022 Transportation Policy Board Meeting – Canceled
 - d. Next Transportation Policy Board Meeting, August 8, 2022 – 2:00 p.m.
12. Adjournment

Persons with Disabilities:

Upon request, reasonable accommodations are provided. Please call 512-215-8225 at least three (3) business days prior to the meeting to arrange for assistance.

Transportation from Transit Stops:

Upon request, transportation vouchers from adjacent transit stops are available. Please call 512-215-8225 at least three (3) business days prior to the meeting to arrange for a voucher.



**Capital Area Metropolitan Planning Organization
Transportation Policy Board Meeting**
The Junior League of Austin Community Impact Center
5330 Bluffstone Lane Austin, TX 78759
Monday, May 9, 2022 – 2:00 p.m.
Livestream at: www.campotexas.org

1. Certification of Quorum – Quorum requirement is 12 members

.....Commissioner Cynthia Long, Chair

The CAMPO Transportation Policy Board was called to order by the Chair at 2:03 p.m.

The roll was taken and a quorum was announced present.

	Member	Representing	Member Attending	Alternate Attending
1	Cynthia Long, Chair	Commissioner, Williamson County	Y	
2	Ann Kitchen, Vice-Chair	City of Austin, District 5	Y	
3	Alison Alter	Mayor Pro Tem, City of Austin, District 10	Y	
4	Clara Beckett	Commissioner, Bastrop County	N	Judge James Oakley
5	Andy Brown	Judge, Travis County	N	Amy Pattillo
6	Paige Ellis	City of Austin, District 8	Y	
7	Tucker Ferguson, P.E.	TxDOT-Austin District	Y	
8	Natasha Harper-Madison	City of Austin, District 1	Y	
9	Ann Howard	Commissioner, Travis County	N	Commissioner Jeffrey Travillion
10	Jane Hughson	Mayor, City of San Marcos	Y	
11	Mark Jones	Commissioner, Hays County	Y	
12	Rudy Metayer	City of Pflugerville, Place 4	Y	
13	Terry Mitchell	Capital Metro Board Member	Y	
14	Travis Mitchell	Mayor, City of Kyle	N	

15	Craig Morgan	Mayor, City of Round Rock	N	Commissioner Cynthia Long
16	James Oakley	Judge, Burnet County	Y	
17	Amy Pattillo	Travis County	Y	
18	Josh Schroeder	Mayor, City of Georgetown	Y	
19	Christine DeLisle	Mayor City of Leander	Y	
20	Edward Theriot	Commissioner, Caldwell County	Y	
21	Jeffrey Travillion	Commissioner, Travis County	Y	
22	Corbin Van Arsdale	Mayor, City of Cedar Park	Y	

2. Public Comments

There were no public comments.

Video of this item can be viewed <https://austintx.new.swagit.com/videos/171782>. Start Video at 00:00:17

3. Executive Session

An Executive Session was not convened.

Video of this item can be viewed at <https://austintx.new.swagit.com/videos/171782>. Start Video at 00:00:24

4. Report from Technical Advisory Committee (TAC) Chair

The Chair recognized Mr. Ashby Johnson, CAMPO Executive Director who provided a report of the discussion and action items from the April 25, 2022 TAC Meeting in absence of TAC Chair, Ms. Laurie Moyer, P.E.

Mr. Johnson reported that the TAC approved a recommendation to adopt the 2023-2026 Transportation Improvement Program by unanimous vote and received updates on the Transportation Demand Management (TDM) Subcommittee meetings, Request for Proposals for the Interchange Bottleneck Study, Regional Freight Plan, and the Demographics Dashboard.

Mr. Johnson informed the Board that CAMPO has received the Advanced Funding Agreement (AFA) for the General Engineering Consultant (GEC) contract from TxDOT.

Video of this item can be viewed at <https://austintx.new.swagit.com/videos/171782>. Start Video at 00:01:06

5. Presentation and Public Hearing on Amendments to the Transportation Improvement Program (TIP) and Regional Transportation Plan (RTP)

The Chair opened the public hearing on amendments to the TIP and RTP and confirmed that there were no individuals signed up to offer public comments.

The Chair recognized Mr. Ryan Collins, CAMPO Short-Range Planning Manager who informed the Board that CAMPO received an amendment request from TxDOT to amend the FM 973 Project which is currently included in the project listing for the 2021-2024 TIP. Mr. Collins provided a brief description of the amendment request and noted that it will be processed as a “Quick Action” amendment.

The presentation was concluded by a request for approval of the “Quick Action” amendment to the TIP and RTP and accompanying Resolution 2022-5-5.

The Chair closed the public hearing and proceeded to the next order of business.

Video of this item can be viewed at <https://austintx.new.swagit.com/videos/171782>. Start Video at 00:03:16

6. Discussion and Take Appropriate Action on April 11, 2022 Meeting Minutes

The Chair entertained a motion for approval of the April 11, 2022 meeting minutes, as presented.

Council Member Rudy Metayer moved for approval of the April 11, 2022 meeting minutes, as presented.

Judge James Oakley seconded the motion.

The motion prevailed unanimously.

Ayes: Commissioner Cynthia Long (Proxy for Mayor Craig Morgan), Council Member Ann Kitchen, Mayor Pro Tem Alison Alter, Mayor Christine DeLisle, Mr. Tucker Ferguson, P.E., Mayor Jane Hughson, Council Member Natasha Harper-Madison, Council Member Rudy Metayer, Mr. Terry Mitchell, Judge James Oakley (Proxy for Commissioner Clara Beckett), Ms. Amy Pattillo (Proxy for Judge Andy Brown), Mayor Josh Schroeder, Commissioner Edward Theriot, Commissioner Jeffrey Travillion (Proxy for Commissioner Ann Howard), and Mayor Corbin Van Arsdale

Nays: None

Abstain: None

Absent and Not Voting: Council Member Paige Ellis, Mayor Travis Mitchell, and Commissioner Mark Jones

Video of this item can be viewed at <https://austintx.new.swagit.com/videos/171782>. Start Video at 00:06:48

Commissioner Mark Jones joined the meeting following the vote on Agenda Item 6-Discussion and Take Appropriate Action on April 11, 2022 Meeting Minutes.

7. Discussion and Take Appropriate Action on Roadway Functional Classification Changes to FM 110 and FM 2001

The Chair recognized Mr. Ryan Collins who also provided a brief overview on requests for functional classification changes and the approval process. Mr. Collins provided a high-level summary of two (2) functional classification change requests as received for FM 110 and FM 2001 in Hays County.

The presentation was concluded by a request for approval of the roadway functional classification changes to FM 110 to FM 2001, as presented.

The Chair entertained a motion for approval of the roadway functional classification changes to FM 110 to FM 2001, as presented.

Mayor Jane Hughson moved for approval of the roadway functional classification changes to FM 110 to FM 2001, as presented.

Commissioner Edward Theriot seconded the motion.

The motion prevailed unanimously.

Ayes: Commissioner Cynthia Long (Proxy for Mayor Craig Morgan), Council Member Ann Kitchen, Mayor Pro Tem Alison Alter, Mayor Christine DeLisle, Mr. Tucker Ferguson, P.E., Mayor Jane Hughson, Commissioner Mark Jones, Council Member Natasha Harper-Madison, Council Member Rudy Metayer, Mr. Terry Mitchell, Judge James Oakley (Proxy for Commissioner Clara Beckett), Ms. Amy Pattillo (Proxy for Judge Andy Brown), Mayor Josh Schroeder, Commissioner Edward Theriot, Commissioner Jeffrey Travillion (Proxy for Commissioner Ann Howard), and Mayor Corbin Van Arsdale

Nays: None

Abstain: None

Absent and Not Voting: Council Member Paige Ellis and Mayor Travis Mitchell

Video of this item can be viewed at <https://austintx.new.swagit.com/videos/171782>. Start Video at 00:07:09

Council Member Paige Ellis joined the meeting following the vote on Discussion and Take Appropriate Action on Roadway Functional Classification Changes to FM 110 and FM 2001.

8. Discussion and Take Appropriate Action on 2023-2026 Transportation Improvement Program (TIP)

The Chair recognized Mr. Ryan Collins who informed the Board that the draft final 2023-2026 TIP is the largest and most expensive TIP to date and provided a brief overview of the development process. Mr. Collins also provided a high-level summary of the project listings included in the draft final 2023-2026 TIP. Mr. Collins noted that the draft final 2023-2026 TIP should be effective in October or September of 2022 after TxDOT and Federal Highway Administration approval and the 2021-2024 TIP is still in effect until that time.

Mr. Doise Miers highlighted the public involvement process for the draft final 2023-2026 TIP which included a brief summary of the public participation and public comments received for the draft final 2023-2026 TIP.

The presentation was concluded by a recommendation to the Transportation Policy Board for adoption of the 2023-2026 TIP.

The Chair later received clarification from CAMPO Legal Counsel, Tim Tuggey that the requested approval of the "Quick Action" Amendment included in Item 5-Presentation and Public Hearing on Amendments to the Transportation Improvement Program (TIP) and Regional Transportation Plan (RTP) should be addressed separately from Item 8-Discussion and Take Appropriate Action on 2023-2026 Transportation Improvement Program (TIP) as indicated in the agenda.

The Chair entertained a motion for adoption of the 2023-2026 TIP.

Following a brief discussion, Council Member Alison Alter moved for adoption of the 2023-2026 TIP with any refunded projects that are not currently included in the TIP and accounted for appropriately.

Council Member Rudy Metayer seconded the motion.

The motion prevailed unanimously.

Ayes: Commissioner Cynthia Long (Proxy for Mayor Craig Morgan), Council Member Ann Kitchen, Mayor Pro Tem Alison Alter, Mayor Christine DeLisle, Council Member Paige Ellis, Mr. Tucker Ferguson, P.E., Mayor Jane Hughson, Commissioner Mark Jones, Council Member Natasha Harper-Madison, Council Member Rudy Metayer, Mr. Terry Mitchell, Judge James Oakley (Proxy for Commissioner Clara Beckett), Ms. Amy Pattillo (Proxy for Judge Andy Brown), Mayor Josh Schroeder, Commissioner Edward Theriot, Commissioner Jeffrey Travillion (Proxy for Commissioner Ann Howard), and Mayor Corbin Van Arsdale

Nays: None

Abstain: None

Absent and Not Voting: Mayor Travis Mitchell

Video of this item can be viewed at <https://austintx.new.swagit.com/videos/171782>. Start Video at 00:20:31

The Chair changed the order of business to address the requested approval for Item 5-Presentation and Public Hearing on Amendments to the Transportation Improvement Program (TIP) and Regional Transportation Plan (RTP).

The Chair entertained a motion for approval of the “Quick Action” Amendment to the TIP and RTP and accompanying Resolution 2022-5-5.

Vice Chair Ann Kitchen moved for approval of the “Quick Action” Amendment to the TIP and RTP and accompanying Resolution 2022-5-5.

The Chair seconded the motion.

The motion prevailed unanimously.

Ayes: Commissioner Cynthia Long (Proxy for Mayor Craig Morgan), Council Member Ann Kitchen, Mayor Pro Tem Alison Alter, Mayor Christine DeLisle, Council Member Paige Ellis, Mr. Tucker Ferguson, P.E., Mayor Jane Hughson, Commissioner Mark Jones, Council Member Natasha Harper-Madison, Council Member Rudy Metayer, Mr. Terry Mitchell, Judge James Oakley (Proxy for Commissioner Clara Beckett), Ms. Amy Pattillo (Proxy for Judge Andy Brown), Mayor Josh Schroeder, Commissioner Edward Theriot, Commissioner Jeffrey Travillion (Proxy for Commissioner Ann Howard), and Mayor Corbin Van Arsdale

Nays: None

Abstain: None

Absent and Not Voting: Mayor Travis Mitchell

Video of this item can be viewed at <https://austintx.new.swagit.com/videos/171782>. Start Video at 00:23:40

The Chair also changed the order of business to address Item 10-Executive Director’s Report on Transportation Planning Activities to recognize retiring members of the Transportation Policy Board, Mayor Corbin Van Arsdale and Mr. Terry Mitchell.

The Chair recognized and presented Mayor Corbin Van Arsdale and Mr. Terry Mitchell with a plaque in appreciation for their service to the Transportation Policy Board.

Video of this item can be viewed at <https://austintx.new.swagit.com/videos/171782>. Start Video at 00:26:34

The Chair resumed the order of business with Item 9-Presentation of SmartTrack Initiative.

9. Presentation of SmartTrack Initiative

The Chair recognized Mr. Arellano, P.E., Deputy District Engineer for the TxDOT-Austin District who informed the Board that the TxDOT-Austin District is proposing to establish a subcommittee to the TAC to develop strategies to address and incorporate emerging technologies into our regional ITS Plan, develop requirements to approve transportation technology solutions and infrastructure for all jurisdictions, and establish a proving center (SMART TRACK) to vet and approve transportation technology infrastructure and software solutions.

Video of this item can be viewed at <https://austintx.new.swagit.com/videos/171782>. Start Video at 00:29:30

10. Executive Director's Report on Transportation Planning Activities

a. Update on CAMPO's Appointment to the Capital Metro Board

Mr. Ashby Johnson reported that four (4) applications were received for potential consideration and a pre-screening of each candidate by the CAMPO Executive Director and CAMPO Legal Counsel was conducted and determined that qualifications were met as outlined in State Statutes. Mr. Johnson added that it is their recommendation that the Interview Committee interview all four (4) candidates. Mr. Johnson further reported that staff has begun the coordination and scheduling of those interviews for the week of May 23rd after which the Interview Committee will present its recommendation for approval at the June 13th Transportation Policy Board meeting.

b. Update on TxDOT Safety Workgroup

Mr. Johnson also provided an update on the discussions from the previous meeting of the TxDOT Safety Workgroup. Mr. Johnson reported that the topics of discussion included implementation of a campaign similar to the "Don't Mess With Texas" campaign that targets safety and options for utilization of unexpended federal funds such as the Congestion Mitigation and Air Quality Improvement (CMAQ) funds that were not expended by the Dallas – Fort Worth and Houston MPOs.

c. TIP Project Progress Reports

Mr. Ryan Collins provided a brief overview of the Quarterly Project Progress Report included in the meeting materials and highlighted specific projects included in the report. Mr. Collins called attention to the list of project sponsors that have not submitted project progress reports. Mr. Collins noted that staff is working with project sponsors to obtain those updates.

d. Administrative Amendments

Mr. Collins also presented and briefly discussed an administrative amendment to the TIP and RTP regarding Capital Metro's Expo Center Bus Rapid Transit (BRT) and Pleasant Valley BRT Projects included in the meeting materials.

Video of this item can be viewed at <https://austintx.new.swagit.com/videos/171782>. Start Video at 00:46:01

11. Announcements

a. Transportation Policy Board Chair Announcements

The Chair announced that the Interview Committee will begin interviews for the CAMPO Capital Metro Board Appointee and will bring back a recommendation to the Transportation Policy Board at its June meeting.

- b.** The next Technical Advisory Committee Meeting will be held on May 23, 2022 at 2:00 p.m.
- c.** The next Transportation Policy Board Meeting will be held on June 13, 2022 at 2:00 p.m.

Video of this item can be viewed at <https://austintx.new.swagit.com/videos/171782>. Start Video at 00:54:11

12. Adjournment

The May 9, 2022 meeting of the Transportation Policy Board was adjourned at 2:58 p.m. by unanimous consent.

Video of this item can be viewed at <https://austintx.new.swagit.com/videos/171782>. Start Video at 00:54:33



Date: June 13, 2022
Continued From: April 11, 2022
Action Requested: Approval

To: Transportation Policy Board
From: Ashby Johnson, CAMPO Executive Director
Agenda Item: 5
Subject: Discussion and Take Appropriate Action on CAMPO Appointments to Capital Metro Board

RECOMMENDATION

Staff and the Nominating Committee request Transportation Policy Board approval of the CAMPO Financial and Elected Official Appointees to the Capital Metro Board.

PURPOSE AND EXECUTIVE SUMMARY

CAMPO Transportation Policy Board (TPB) and Capital Metro Board member Terry Mitchell has announced his intent to retire from both boards after several years of service. Texas statute requires the TPB to make a new appointment to fill the slot reserved for someone with extensive financial experience.

The elected official appointment currently held by Councilmember Ann Kitchen is also nearing expiration. Texas statute requires the TPB to make an appointment to fill the slot reserved for a current City of Austin Council Member.

FINANCIAL IMPACT

None.

BACKGROUND AND DISCUSSION

Capital Metro Financial Appointment

The TPB reviewed a draft process and schedule for appointment at its April 11, 2022 meeting. Per the schedule, CAMPO advertised the position and placed the electronic application on its website on April 13, 2022 per the schedule approved by the TPB. Additionally, CAMPO staff sent the qualifications document to the Austin Chamber of Commerce, the Real Estate Council of Austin (RECA), and the Austin Area Research Organization (AARO) and requested distribution to their membership. Lastly, CAMPO staff distributed the link to the qualifications document and the electronic application to its Constant Contact list (10,000+ persons). The application deadline was April 27, 2022.

CAMPO received four (4) applications from the following individuals:

1. Council Member Ann Kitchen
2. Kenneth Williams
3. Dianne Bangle
4. Matt Harriss

Per the approved schedule, CAMPO's legal counsel, Tim Tuggey and Executive Director, Ashby Johnson met on April 29, 2022 and reviewed the application materials. Our finding was all four (4) applicants met the minimum requirements as laid out in state statute. Our recommendation was that all four (4) candidates advance to the interview stage. However, during the course of the interviews it was determined that Mr. Kenneth Williams did not meet the requirement of residency within the Capital

Metro service area. Mr. Williams was contacted and informed of the oversight and he was not interviewed by the Nominating Committee.

The Nominating Committee members present for the interviews were: Chairperson Long, Commissioner Ann Howard, Mr. Terry Mitchell, and Sandy Guzman. After the initial interviews on May 25th and follow-up interviews on June 2nd, the Nominating Committee unanimously recommends Mr. Matt Harriss as the appointee to the Capital Metro Board for the financial position.

Capital Metro Elected Official Appointment

Council Member Kitchen has expressed her willingness to be reappointed to the elected official slot. Chairperson Long will make the recommendation/nomination of Council Member Kitchen to the elected official slot on the Capital Metro Board at the June 13, 2022 meeting.

SUPPORTING DOCUMENTS

Attachment A – *Qualifications for Applicants*

**President
Health & Community Strategies**



PROFESSIONAL HISTORY

- Senior Consultant, Ireland & Associates LLC
- Legal Counsel, HASA and RGV Health Information Exchanges
- Executive Director, Integrated Care Collaboration (HIE)
- Health Care Consultant, Navigant Consulting and Outlook Associates
- Manager, Medicaid Practice, PricewaterhouseCoopers
- Senior Medicaid Policy Advisor, HHSC, Texas Medicaid Office
- Assistant Attorney General, Texas Attorney General's Office, Charitable Trusts
- Caseworker, Texas Commission f/t Blind

SELECTED CIVIC EXPERIENCE

- City Council, Austin, TX (elected 2014)
- Texas State Representative, D.48, 2001-2003
- Texas Medicaid HIE Advisory Committee, HIE Representative
- Board of Directors, TexHealth Central Texas
- Board of Directors, People's Community Clinic (FQHC)

EDUCATION

University of Texas, B.A.
Psychology, Concentration in
Social Work, 1977
University of Texas School of
Law, J.D. 1986

Ann Kitchen, J.D.

Ann Kitchen offers legal, strategic, finance and program development services. Her subject matter expertise encompasses federal, state, and municipal policy, law, finance, and program development in a wide variety of subject areas, most notably healthcare finance and management, transportation, housing, social services, and the arts.

OVER 10 YEARS EXPERIENCE AS FINANCIAL PROFESSIONAL:

- 20+ years experience as healthcare consultant addressing complex healthcare legal, financial, and program issues.
- 4+ years experience as executive responsible for start-up and finance of new companies, including health coverage program and MCOs.
- 10+ years managing finance and operations of small business as President, Health & Community Strategies
- 5 years experience as Executive Director of nonprofit, responsible for annual operating budget, ROI analysis, business planning
- 7+ years experience as City Councilmember initiating, approving, and overseeing municipal operating, enterprise fund, and CIP budgets. Included initiating new programs, locating funding, initiating budget amendments, developing bond propositions, setting budget priorities, setting tax rates fees, utility rates
- 7+ years experience as Board Member responsible for CapMetro budget approvals, including annual budget and contract approvals
- Two years experience as State Representative approving state legislative budget and initiating budget amendments
- Eight years experience as Assistant Attorney General investigating and bringing regulatory actions against nonprofits mismanaging funds

35 YEARS OF SUBJECT MATTER EXPERTISE:

- Physical and mental healthcare legal, policy, finance, operational, and regulatory compliance experience addressing the following:
 - Medicaid, Medicare, Children's Health Insurance Program (CHIP), and Affordable Care Act (ACA), small business health coverage
 - Health information technology and health information exchange
 - HIPAA analysis, operational policy development, and compliance
 - Municipal public health and emergency medical services
- State and municipal legal and policy analysis, strategy, funding, and program development, to address critical issues such as:
 - Transportation options, transit, equity, active transportation, electrification, ride share
 - Homelessness, affordable housing, equity, and displacement
 - Land development and zoning

SELECTED SUBJECT MATTER EXPERTISE - HEALTH MANAGEMENT AND FINANCE

Selected Experience: Medicaid, Medicare, Children's Health Insurance Program (CHIP), Affordable Care Act (ACA), Small Business Health Coverage

- Initiated and led creation of TexHealth Central Texas which offers affordable health coverage for small businesses and their employees. Managed community stakeholder process and program creation, including strategic planning, actuarial analysis, reserves, development of proformas and benefit packages, reinsurance, market surveys and focus groups, governance, business outreach and federal and state legislative agenda
- Developed successful responses for over 25 highly competitive Medicaid and CHIP Requests for Proposals for Medicaid MCOs and public entities, including strategic program development requiring in-depth understanding of complex healthcare legal, financial, and program issues. Subject matter expertise required includes: value-based purchasing, provider payment and contracting, actuarial analysis, risk adjustment, health information technology, telehealth, quality, and social determinants of health (including housing).
- On executive teams for start-up and implementation of Medicaid programs for two nonprofit MCOs affiliated with hospital districts in Houston and Dallas areas. Responsibilities included strategic planning, provider payment and contracting, behavioral health, administrative services, pharmacy benefits contracting, enrollment, marketing, and regulatory issues.
- Managed strategic assessment of the Medicare Modernization Act, including the opportunity to create a PDP or MA-PD in partnership with another firm or firms. Managed a business case analysis for the pharmacy benefits division of a regional MCO. The analysis addressed the financial components of the MMA Part D benefit and developed a financial proforma for the MA-PD and PDP programs.

Health Information Technology, Health Information Exchange

- Led start-up of three Texas HIEs, managing governance, privacy and security compliance, use case development, data analysis, and technology acquisition. HIE mission is to improve access, quality and costs through exchange of health information to support care.
- Executive leadership of HIE system capacity building. Built care coordination functionality, added data elements and organization sources, added capability to push data into clinic EHRs, and implemented technical and legal security and privacy strategies to protect mental health data.
- Executive leadership of HIE development. Instituted policy development, sustainability, return on investment methodology, and analytic capabilities. Enabled community-wide return on investment to support transforming healthcare delivery system for uninsured and Medicaid patients to improve access, quality, outcomes, and costs.
- Co-founded Texas coalition of seventeen Health Information Exchange (HIE) Initiatives. Created strategic, operational and funding programs in collaboration with state agency. Led successful effort to pass state legislation to share Texas Medicaid data with HIEs, to make prescription drug information available to physicians for medication management.

- Executive leadership for Robert Wood Johnson Connecting Public Health Initiative to connect public health data to the HIE system. Analyzed health department information technology systems and data collection workflow. Developed strategic plan for sharing immunization and reportable conditions data.
- Led team assisting Washington Medicaid program in development of Electronic Health Record Incentive Program, including writing State Medicaid Health Information Technology Plan for submission to Centers for Medicare & Medicaid Services.

HIPAA Analysis, Operational Policy Development, and Compliance

- As legal counsel for two Texas HIEs and executive for a third HIE, wrote privacy and security policies, conducted security assessments, and developed operational procedures to comply with HIPAA and state privacy laws related to data sharing of mental health information.
- Directed project for the California Office of HIPAA Administration to support oversight and technical assistance regarding county and state agencies' implementation of HIPAA compliance programs.
- Conducted HIPAA Privacy Assessment for the Oregon Department of Human Services, an agency of about 9,000 employees in several dozen offices statewide, including several state hospitals, the Oregon Health Plan, and the Medicaid program.
- Trained staff in HIPAA privacy, security, and transaction code sets regulations for several provider and managed care organizations in Texas and California.

Municipal Public Health and Emergency Medical Services

- Managed development of budget neutrality analysis for Medicaid 1115 waiver development for the county health department and two county hospital districts to access federal matching dollars for health care services for uninsured individuals.
- Initiated and led strategy, funding, and ordinance adoption to create the Mental Health Diversion Initiative which responds to 911 calls involving a mental health crisis with clinicians and community health paramedics.

SELECTED SUBJECT MATTER EXPERTISE – TRANSPORTATION AND HOUSING

- Chair, Austin City Council Mobility Committee (2015 – 2020); Vice-Chair, CapMetro Board (2022) Vice-Chair, CAMPO Board (2020 – current); Austin City Council Housing Committee
- Initiated and co-led strategy and funding for municipal system to achieve effective zero, including funding for rapid rehousing and permanent supportive housing, acquisition of motels for shelters, creation of Homeless Outreach Street Teams, and initiation of HEAL housing initiative.
- (As Executive Director of nonprofit), created recuperative care program which provides short-stay, residential services, medical care and social services for homeless individuals discharged from hospitals. Goal is to reduce hospital readmissions and transition homeless individuals to housing.
- Initiated and co-led strategy, funding, and ordinance adoption to expand and support affordable housing programs, including development of a comprehensive plan (Strategic Housing Blueprint), passage of \$250 million bond program, and adoption of zoning and land development reforms.

- Initiated and co-led strategy, funding, ordinance adoption, and development of transportation and transit improvements, including fleet electrification; corridor and active transportation bonds; ride share, scooter, and bike share ordinances, and Project Connect comprehensive regional transit system encompassing anti-displacement strategies.
- Co-led resolution initiating eTOD planning to ensure proper planning around transit stations; currently leading VMU2 affordable housing initiative to increase availability of affordability housing along transit corridors
- Co-led initiation of CapMetro Pick-Up Zone rideshare program; led development of Project Connect contract with the voters resolution, including anti-displacement funding.



Making Health Insurance Affordable

Now Every Business in Central Texas Can Afford Health Insurance

April 26, 2022

RE: Reference for Ann Kitchen J.D., Financial Board Member, CapMetro Board

Dear CAMPO Board of Directors:

I am honored to submit this reference for Ann Kitchen, whom I worked closely with in the early years of TexHealth when she served as founder and then President of the Board of Directors. I have served as President & CEO of TexHealth Central Texas for 13 years, since 2009.

Ann Kitchen initiated and led formation of TexHealth Central Texas which offers affordable health coverage for small businesses and their employees in Central Texas. She led and managed the community stakeholder process and program creation, which encompassed all aspects of strategic planning, actuarial analysis, development of financial proformas and benefit packages, market surveys and focus groups, governance, business outreach, and federal and state legislative agendas to secure state funding. Ann launched the Board of Directors following the formation of TexHealth.

Creation of a new health coverage program for small businesses was a complex, multi-year initiative which required innovative financial analysis and generation of funding options. Ann used her expertise with healthcare finance to develop a sustainable, financially viable product. She has a deep understanding of insurance finance, actuarial risk analysis, cash flow and expenses, budget creation, analyzing data and market trends and their impact on finances, and long-term business planning. She also understands the financial challenges small businesses face.

TexHealth services are vital for small businesses. In the words of one small business owner: "TexHealth is such an amazing program and allowed my small business to offer health insurance to my employees at affordable rates! I don't know what my employees would do without it."

I heartily recommend Ann Kitchen for appointment as Financial Board Member, CapMetro Board of Directors and her continued service as a Board Director. Her many years of experience in the government, nonprofit, and private sectors more than qualify her for this position.

Please feel free to contact me should you have any follow-up questions.

Respectfully,

James I. Rodriguez, FACHE
President & CEO

Fountain Park Plaza, 2800 S. IH 35, Suite 155, Austin, TX 78704 512-524-2618

KENNETH R WILLIAMS

[REDACTED]
[REDACTED]
[REDACTED]

Highly skilled and visionary leader that works collaboratively with City Council in creating and implementing strategic plans. Modeled one of the best cities in the country with an excellent quality of life. Successfully managed an ever-changing organization to one that is most respected in local government. Eminently esteemed in the profession by having the skills in leadership, management, integrity, ethics and trust, having been chosen by peers as President of the Texas City Management Association and elected to the board of the International City/County Management Association. 15+ years as a city manager in Texas. Highly skilled in future planning, economic development, and personnel leadership.

WORK EXPERIENCE

City Manager

09/2008 to 03/2022

City of Buda

405 East Loop Buda, Texas

In serving under the vision of the Buda City Council was the Chief Executive Officer of the City of Buda. Supervised the day-to-day operations of the City in appointing directors, preparation of the annual budget, and monitoring to assure the goals of city council and administration were completed. Buda experienced over 200% population growth, great financial stability with the passage of two voter approved bond packages and progressive financial ratings and developed an excellent quality of life in achieving the status as the 35th Best City to Live in America by 24/7 Wall Street, 50 safest cities in Texas and being fiscally responsible with one of the lowest tax rates in the country. Implemented new strategic, transportation, downtown, parks and comprehensive master plans along with the City's first full scale emergency management program.

City Manager

07/2006 to 09/2008

City of Diboll

Diboll, Texas

City Manager of a full-service city with a strong public-private partnership of Fortune 500 company Temple-Inland. Leader of the day-to-day operations of the City under the supervision of the City Council. Implemented leadership and customer service training for all employees. Led economic development initiatives with retail analysis study. Instituted integrity and trust into the organization. Execution of grant dollars through Texas Parks and Wildlife and Safe Routes to School Programs.

Assistant City Manager

01/2004 to 07/2006

City of Lufkin

Lufkin, Texas

Managed and was a part of a high performing administrative team that led over 450 employees in a home rule city in the hub of deep east Texas. Community engagement and outreach were excellent in building consensus with the private sector, business community, industry, education, Chamber of Commerce, nonprofits, all areas of the city and leaders. The Economic Development department and tax was voted in during this period. Excellent relationship with city council in coordination with the city manager.

Emergency Management Coordinator

01/1997 to 07/2006

City of Lufkin

Lufkin, Texas

Led emergency operations of the City. Taught the City of Lufkin's shelter operations to the State of Texas of which Jack Colley and Nancy Bass used to model the state's plans. Led Lufkin's efforts and coordinated with state and federal authorities in response to Hurricanes Lili, Katrina and Rita. Led local response to the Space Shuttle Columbia disaster. The City of Lufkin's Convention Center served as the Emergency Operations Center for the Columbia disaster. Worked with FEMA, The Coast Guard, COG, State of Texas, NASA, FBI, EPA and many other agencies in responses over the years. Made sure staff received training and drills to obtain certifications needed to maintain FEMA compliance.

Director Public Works

01/1997 to 01/2004

City of Lufkin

Lufkin, Texas

Directed the departments of streets, water, wastewater, solid waste, recycling, fleet maintenance, Main Street, Inspections, Information Technology, code enforcement. In charge of the maintenance of the infrastructure systems of the city. Building of capital projects of water storage tanks, sewer plant expansion, and new streets. The solid waste reserve fund reached its largest fund balance ever. Prepared budgets for the departments. Built an inclusive department that reflected the demographics of the city. Initiated multi-million-dollar fleet amortization schedule.

Director Community Development/Code Enforcement

03/1988 to 01/1997

City of Lufkin

Lufkin, Texas

Administered HOME, Piney woods and other housing grant programs. Built new homes for the elderly with forgivable loan programs. Eradicated hundreds of dilapidated buildings in revitalization programs throughout the city. Enforced codes of unsightly conditions, high weeds/grass, junked vehicles etc. in improving blight throughout the city. Worked with Keep Texas Beautiful program.

SKILLS

Emergency Management - 10+ years

Budgeting - 10+ years

Credentialed Manager - 2 years

Communication - 10+ years

City Manager Experience - 10+ years

Diplomacy - 10+ years

Leadership - 10+ years

Time Management - 10+ years

Positive Interaction with City Council - 10+ years

Planning - 10+ years

Professional Executive - 10+ years

Integrity/Trustworthy/Honesty/Ethical Behavior/Accountable - 10+ years

Innovative - 10+ years

Works well with citizenry - 10+ years

Collaboration - 10+ years

Time Management - 10+ years

Works well with staff - 10+ years

Media Relations - 10+ years

Works well with Public Safety - 10+ years

College Degrees - 10+ years

EDUCATION

Villanova University

Master's

Public Administration

Villanova, Pennsylvania

01/2013 to 09/2014

Stephen F. Austin State University

Bachelor's
Business Administration
Nacogdoches, Texas
06/1990 to 09/1994

Angelina College

Associate
Science in Business
Lufkin, Texas
09/1984 to 07/1987

ADDITIONAL INFORMATION

Active Boards:

Baylor Scott and White Health Central Texas
Austin Area Research Organization (AARO)
International City/County Management Association (ICMA)
National Forum of Black Public Administrators (NFBPA)
Texas Women Leading in Government

Inactive Boards:

CAPCOG
Buda Economic Development Corporation
Hays County Communications Committee
United Way
Goodwill
CASA
Angelina County Chamber of Commerce
Citizens Chamber of Commerce (President-Elect)

Publications:

- Williams Kenneth. "When Change is the Name of the Game", PM Magazine
- *Williams Kenneth*. "Being a Black City Manager in a Time of George Floyd", PM Magazine

AWARDS

Life Member International City/County Management Association

03/2022

For outstanding service in the field of city management.

Lifetime Achievement Award-Texas City Management Association

03/2022

Acknowledgement of an excellent

Prairie View Interscholastic League Coaches Association Hall of Fame

07/2021

Contributing member to this high school sports association for outstanding service

Pinnacle Award

04/2004

Outstanding community service--Citizen Chamber of Commerce

Golden Anvil Award

05/1998

Outstanding community service--Lufkin/Angelina County Chamber of Commerce

Community Development Employee of the Year

07/1996

City of Lufkin recognition

Delta Distinguished Service Award

07/1995

Community Achievement--National Delta Organization

Coaches Award

03/1974

Lufkin High School award from the Head Basketball Coach

CERTIFICATIONS / LICENSES

International City/County Management Association Credentialed Manager

01/2021 to 06/2021

Credentialed Manager by the Association

DIANNE A. BANGLE

Austin, TX | [REDACTED]

Experienced Chief Executive Officer and financial professional with 23+ years of experience in financial management, financial analysis, operations, association management, nonprofit executive leadership, fundraising, and strategic planning. Dynamic and accomplished leader, influencer and motivator with strong interpersonal, written, and verbal abilities who communicates effectively and builds strong collaborative relationships. Exceptional problem-solver with keen analytic skills.

AREAS OF EXPERTISE

- Financial Management
 - Budget Creation, Forecasting, and Analysis
 - Board of Directors Oversight
 - Real Estate Policy
 - Strategic Business Planning
 - Community Builder
-

PROFESSIONAL EXPERIENCE

THE REAL ESTATE COUNCIL OF AUSTIN

APRIL 2017 – PRESENT

Chief Executive Officer

- Responsible for the operations and financial management of a highly respected 501(c)(6) organization that represents over 1,800 companies and individuals in the commercial real estate industry.
 - Direct responsibility for creation and implementation of a multi-million dollar annual budget.
 - Manage liability reserves and budgets and create short and long-term business plans for the organization based on revenue, cash flows, expenses, and market conditions.
 - Treasurer for two political action committees and responsible for financial oversight, risk management, and corporate finance reporting.
 - Oversee and provide monthly financial reports to a 20-member Executive Committee and 44-member Board of Directors.
 - Supervise and manage a professional staff of six full-time and part-time employees.
 - Communicate and represent the organization's priority policy positions in front of city, county, and state government and civic leaders.
-

THE MCCOMBS SCHOOL OF BUSINESS, THE UNIVERSITY OF TEXAS JAN 2012 – MARCH 2017

Executive Director of Development

- Managed the Major Gifts and Annual Giving departments and was responsible for a combined budget of \$1.4 million.
- Oversaw and executed a \$60 million capital campaign for construction of Rowling Hall, the new graduate business school building (achieved 100% of goal in 24 months).
- Led the Major Gifts and Annual Giving fundraising programs that raised an average of \$50 million annually for the McCombs School of Business.
- Supervised a team of 13 consisting of five major gift officers, two assistant directors of annual giving, two stewardship officers, and four development support staff.
- Personally solicited and secured major gifts in the range of \$25,000-\$5M+ from donors and alumni in Texas (Austin and Midland) and nationally (San Francisco and Seattle).
- Individually secured \$7.5+ million on average annually in planned, endowed and outright gifts through effective solicitation and fundraising strategies.

Assistant Director of Development

- Collaborated with the McCombs School of Business dean, faculty, staff, volunteers, and University development colleagues to implement plans for soliciting and securing major gifts from prospective donors.
- Cultivated excellent relationships and maintained ongoing contact with University alumni and donors.
- Managed territories in Central Texas (Austin and San Antonio) and other metropolitan areas through personal visits, phone contact and written correspondence.
- Strategized, developed, and secured proposals and agreements for individual outright gifts, endowments and planned giving opportunities in support of the McCombs School of Business funding initiatives.
- Managed a portfolio of 300+ prospective donors and maintained a system of documentation for contacts, proposals, and awards.

SHOES FOR AUSTIN

JANUARY 2000 – DECEMBER 2011

Executive Director

- Founding Executive Director for incentive-based 501(c)3 nonprofit organization that provided new athletic shoes to over 120,000 deserving children at over 50 local social services agencies.
- Direct authority over an annual budget of \$750,000 and management oversight of over 50 community grants.
- Created budgets and short and long-term business plans for the organization based on revenue, cash flows, expenses, pricing, and market conditions.
- Responsible for raising annual operating dollars from individual donors, foundations, and corporations through grants, special events and securing over \$1.5 million of in-kind warehouse space, shoes, socks, and apparel donations.
- Cultivated and retained excellent relationships with major donors, board of directors, foundations, media, and corporate partners.
- Coordinated all media relations and served as agency spokesperson on live TV and radio; featured in national magazines and newspaper articles.
- Oversaw the planning, implementation, and securing of sponsorships for several annual fundraising events including a 5K race, an evening gala, and radio and TV back-to-school fundraising drives.

SV CAPITAL, LLC

OCTOBER 1998–DECEMBER 1999

Associate General Counsel

- Served as in-house legal counsel for private equity investment firm specializing in representation of high net-worth clients, professional athletes, and entertainers.
- Created private equity funds ranging in investments up to \$50 million and drafted operating agreements and limited partnership agreements.
- Drafted private placement memorandums, subscription agreements and resolutions, and reviewed shareholder, stock purchase, and investment agreements.
- Conducted blue sky laws and securities work and managed real estate investments.
- Provided legal counsel to clients on investment opportunities and maintained investor relations.

EDUCATION

J.D., The University of Texas School of Law, Austin, Texas

Semester/International Law, University College London, London, England

Bachelor of Arts (with distinction) in Sociology, University of Washington, Seattle, Washington

Texas Law License, admitted to State Bar

Colorado Law License, admitted to State Bar

COMMUNITY SERVICE, ACTIVITIES & HONORS

- Inaugural Board Member, **Transit Forward**
- Board President, **Real Estate Councils of Texas**
- Ex-Officio Board Member, **Greater Austin Chamber of Commerce**
- Founding Board Member, **LBJ Library Future Forum**
- Essential Class of 2003, **Leadership Austin**
- Fellow, **Texas Bar Foundation** {top 1/3 of 1% of Texas attorneys elected}
- Sustaining Fellow, **Travis County Women Lawyers' Foundation**

Current Licenses

Texas Law License, admitted to State Bar

Colorado Law License, admitted to State Bar

William M. “Matt” Harriss, CPA



Experience

10/97 – Present

Chief Financial Officer

Butler Family Interests

- Responsible for all financial and investment functions for the family of Roy A. Butler, former Mayor of Austin, including operations for eighty different companies and trusts
- Oversee financial operations for Capitol Wright Distributing, a wholesale beer distributorship with over \$300MM in annual sales
 - Oversaw the merger of Capitol Beverage Company and Wright Distributing Co and subsequent acquisition of two beverage distributorships, resulting in a company with a 14-county footprint, over 5,000 customers, and 600 employees
 - Installed all back-office systems (route accounting, payroll, and supplier reporting), including installation of 850 handheld computers for use by field and warehouse personnel
 - Supervise a staff of ten that handle all administrative operations
 - Serve on the company’s management team and on the Board of Directors
- Created an investment partnership through which all family companies and trusts invest their excess cash, allowing for better asset allocation
- Handle all relationships with investment advisors and brokers, including fee negotiation, determination and follow through on investment goals and objectives, and make recommendations to family for various investments
- Handle all negotiations for participation in various commercial, retail, and residential real estate partnerships, including Avery Ranch, one of the largest and most successful subdivisions in Austin’s history
- Implemented new estate plans for Mr. and Mrs. Butler, including new wills, creation of lifetime and testamentary trusts, and passing of “control entities” to second generation
- Handle all accounting functions, including income tax return preparation, for all family-owned entities and trusts
- Handled all financial and administrative aspects of the sale of KVET/KASE, the largest radio station group in Austin, to Clear Channel for \$90 MM

9/93 – 10/97 Administrator Wright & Greenhill, P.C.

- Supervised and financial and administrative support functions for a 48-attorney insurance defense firm
- Overhauled all back-office systems
- Developed a shareholder compensation and budgeting system designed to retain “rainmakers” critical to the ongoing success of the firm
- Supervised a staff of five with indirect reporting responsibility of approximately 50 non-attorney staff

9/86 – 8/93 Assistant Dean for Business Affairs The University of Texas School of Law

- Supervised all financial and administrative support functions for 1,500 students and 70 faculty with a \$20 MM annual budget under Dean Mark Yudof (Retired Chancellor of University of California System)
- Responsible for 50 employees in the offices of Placement, Financial Aid, Accounting, Data Processing, Computer Support, Print Shop, Law Reviews, and Physical Plant
- Worked with Executive Director of the Law School Foundation to improve reporting to Foundation Trustees and Dean for a \$50MM Foundation
- Overhauled the financial reporting and budgeting system
- Installed a 300-workstation computer network for faculty and staff

12/84 – 8/86 Controller Xanthus Corporation

- Handled all financial functions for a startup corporation that grew to 75 employees.
- Assisted with the raising of 1.3 million in venture capital

6/82 – 11/84 Controller Belton Kleberg Johnson Interests

- Supervised all financial functions for the San Antonio Division of a wealthy family’s business operations
- Designed monthly reporting for new trusts created as a result of family’s split from King Ranch
- Assisted with reporting on various real estate partnerships, including the Hyatt on the Riverwalk, the Forum at I10 & Callaghan, and Afton Oaks
- Revised internal financial reporting, assisted with installation of computer system, and dealt with intra-family income and estate tax issues

1/81 – 5/82 Staff Accountant Arthur Andersen & Co.

Certified Public Accountant 1982 - Present



Date: June 13, 2022
Continued From: N/A
Action Requested: Approval

To: Transportation Policy Board
From: Mr. William Lisska, Regional Planning Manager
Agenda Item: 6
Subject: Discussion and Take Appropriate Action to Authorize CAMPO Executive Director to Begin Negotiation on Interchange Bottleneck Study Contract

RECOMMENDATION

Staff requests the Transportation Policy Board authorize the CAMPO Executive Director to negotiate and execute a contract with the top ranked consultant firm to develop the Interchange Bottleneck Study.

PURPOSE AND EXECUTIVE SUMMARY

On March 1, 2022, CAMPO issued a Request for Proposals (RFP) to solicit planning services to develop the Interchange Bottleneck Study, with proposals due on April 1, 2022. The purpose of the study is to analyze congestion, safety, and multimodal connectivity at regional freeway interchanges and major arterial intersections, including prioritization of interchange/intersection needs and the development of conceptual improvement alternatives.

CAMPO received six responses to the RFP. These proposals were ranked and scored by the evaluation committee as detailed below, and the top three firms after proposal review were selected for interviews. The top-ranked firm after the interview process has been selected as the preferred contract recipient. A summary of the ranks is provided in the table below:

Firm Name	Proposals	Interviews	Total
HDR Engineering, Inc.	83	24	107
RPS	83	16	98
Kimley-Horn and Associates, Inc.	76	21	97
Pape-Dawson Engineers, Inc.	71	n/a	71
DKS Associates, Inc.	66	n/a	66
Transcend Engineers & Planners, LLC	64	n/a	64

FINANCIAL IMPACT

This contract will approve the use of up to \$225,000 in Surface Transportation Block Grant (STBG) funds.

BACKGROUND AND DISCUSSION

In general, interchanges and intersections are the most constrained points for all modes of travel in any transportation network. The purpose of this study is to assist the Texas Department of Transportation's (TxDOT) Austin District, regional transportation authorities, and local governments in understanding mobility at freeway interchange and major arterial intersection locations across CAMPO's six-county region.

The study will identify interchange/intersection locations with congestion, safety, and multimodal connectivity issues and propose potential solutions for more detailed analysis and design in future environmental studies.

These potential projects will guide recommendations for CAMPO's long-range Regional Transportation Plan (RTP) and could be eligible for future funding consideration in CAMPO's Transportation Improvement Program (TIP).

SUPPORTING DOCUMENTS

Attachment A – *Request for Proposals (RFP)* – CD-003



MEMORANDUM

March 3, 2022

To: Consultants

From: Theresa Hernandez, Finance & Administration Manager

Subject: Request for Proposals

The Capital Area Metropolitan Planning Organization (CAMPO) is seeking the professional services of a consultant to perform the activities outlined in the attached Request for Proposals (RFP) for **Interchange Bottleneck Study**.

Electronic proposals are due to CAMPO by 5:00 p.m. (CT), Friday, April 1, 2022.

Please submit any questions you may have in writing to the attention of Chad McKeown by e-mail to campo.procurement@campotexas.org, no later than 5:00 p.m. (CT), Thursday, March 10, 2022. Responses will be posted on CAMPO's website at www.campotexas.org no later than 5:00 p.m. (CT), Tuesday, March 15, 2022.

It is the proposers' responsibility to visit CAMPO's website for any updated information on this RFP.

Due to the ongoing COVID-19 pandemic, effective immediately, the Capital Area Metropolitan Planning Organization is no longer receiving physical hardcopies of proposals. The Capital Area Metropolitan Planning Organization will only solicit submissions of proposals via electronic means.



Request for Proposals (RFP)

Solicitation No. CM-003

Service Description: Professional Services – Interchange Bottleneck Study

**Request for
Proposals Issued:** Thursday, March 3, 2022

Proposers are responsible for periodically visiting the Capital Area Metropolitan Planning Organization's website www.campotexas.org for updated information on this RFP.

**Pre-Proposal Meeting
via WebEx or in person:** 11:00 AM (CT), Tuesday, March 8, 2022

WebEx Meeting link: [Interchange Bottleneck Study](#)
Meeting number: 2491 316 9672
Password: d5wCRtF2Zv5
Join by phone: (844) 992-4726 United States Toll Free
Access code: 2491 316 9672

In Person

Williamson County Georgetown Annex
100 Wilco Way
Room P104
Georgetown, Texas 78626

Deadline for Questions: 5:00 p.m. (CT), Thursday, March 10, 2022

Questions will only be accepted in writing by e-mail to **Chad McKeown** at campo.procurement@campotexas.org. Responses will be posted to the CAMPO website at www.campotexas.org by 5:00 p.m. (CT), Tuesday, March 15, 2022.

Electronic Proposal Due: 5:00 p.m. (CT), Friday, April 1, 2022

Number of Copies: One electronic document (pdf) less than 10 MB, 40 page maximum (inclusive of everything) emailed to campo.procurement@campotexas.org

Interview Date(s): Tentative April 25 – April 29, 2022

OFFER SUBMITTED BY

By the signature below, I certify that I have submitted a binding offer:

Name: _____

Company Name: _____

Address: _____

City, State, Zip Code: _____

Phone No.: (_____) _____

Signature of Person Authorized to Sign Offer

Date

Email address: _____

*****SIGNATURE FOR SUBMITTAL REQUIRED*****

RFP SUBMITTAL

Each proposer of this RFP is requested to present a proposal discussing the Scope of Services as described in Section III. CAMPO reserves the right to reject any or all proposals or portions of proposals, if it is deemed to be in the best interest of CAMPO. This RFP document is organized as follows:

I. Proposal Contents and Specifications

This section contains the specific and general description of the information to be provided within the proposal. Federal requirements and specifications are noted. Due to the nature of this contract, all the contents and specifications may not apply to this contract.

II. Evaluation of Proposals

This section describes the methodology by which the proposals will be evaluated, and consultants selected for oral presentations, if required.

III. Scope of Services

This section describes the services to be performed in the study and tasks to be executed.

RFP PROCESS INFORMATION

This RFP will be sent to all consultants in CAMPO's consultant database, which satisfies the search criteria of consultants with experience in regional and transportation planning. All requests for this RFP packet will be welcomed. This RFP will be available on CAMPO's website at

<https://www.campotexas.org/requests-proposals-qualifications/>.

After the proposals are received, CAMPO's evaluation committee will score the submissions then select the top ranked consultant(s). Following approval by the Transportation Policy Board, CAMPO staff will begin negotiations with the top ranked provider.

CAMPO retains the right to select from the consultants responding to this RFP. Any or all submissions may be rejected if they do not meet the Evaluation Committee's criteria or fail to comply with RFP specifications. CAMPO also retains the right to withdraw this RFP at any time.

At any point in the procurement process, any dispute, protest, or claim may be filed. The dispute, protest, or claim should be directed to the CAMPO Executive Director within seven (7) days after the aggrieved party knows or should have known of the facts or events giving rise to the complaint.

CAMPO is responsible for this contracted consultant. Further inquiries should be directed to Theresa Hernandez, Finance & Administration Manager at theresa.hernandez@campotexas.org.

SECTION I

PROPOSAL CONTENTS AND SPECIFICATIONS

Submissions must include the following:

A. Executive Summary

The executive summary of two (2) pages or less should include a summary of important points/sections of the proposal, project objectives, brief description of each section of attached proposal, and any special considerations. The letter must include the primary contact name, telephone number, and email address for the responding agency.

B. Project Work Program

The consultant should detail their approach to undertaking the tasks listed in this RFP. A recommended methodology for performance of each task identified in the RFP should be included, along with demonstration of ability to meet specified deadlines from CAMPO management as assigned. This project should be completed within 24 months of contract execution, although CAMPO may extend the contract due to extenuating circumstances.

C. Responsibility and Qualifications

The project manager and other key staff members must be specified and a clear indication given as to their involvement in the project, the amount of time they will be on-site and the percent of their time dedicated to this project. Brief resumes of staff members should be included. The successful respondent to this RFP must understand they are expected to provide qualified personnel to accomplish each portion of the work in the scope outlined. Substitutions for essential personnel involved in the tasks will not be allowed without CAMPO's prior approval and resulting delays will be the responsibility of the consultant. CAMPO retains the right to request the removal of any personnel found, in CAMPO's opinion, to be unqualified to perform the work.

D. Prior Experience

Describe only relevant corporate experience and individual experience for personnel who will be actively engaged in the project. Do not include experience prior to 2012. Supply the project title, year, and reference name, title, present address, and phone number of principal person for whom prior projects were accomplished.

E. References

Please provide three references from Governmental agencies that have solicited similar services. References should include contact name, title, agency, email, and phone number.

F. Disadvantaged Business Enterprise (DBE) Goal

In connection with receiving grants from the U. S. Department of Transportation (DOT), CAMPO has established a goal of 25% Disadvantaged Business Enterprise (DBE) participation in its total annual third-party consulting opportunities. Each proposer is encouraged to take affirmative action and make every effort possible to use DBE consultants in the performance of work under this contract. Nothing in this provision shall be construed to require the utilization of any DBE consultant, which is either unqualified or unavailable.

G. Title VI Requirements

Successful consultants will be required to comply with all requirements imposed by Title VI of the Civil Rights Acts of 1964 (49 U.S.C. Section 2000d), the Regulations of DOT issued there-under (49 C.F.R. part 21), and the assurances by CAMPO thereto.

H. Conflict of Interests/Debarment

Proposals shall state whether there is a potential conflict of interest and offerors must be cognizant of the requirement for executing a Debarment Certification stating that the consultant has not been barred from doing work involving federal funds. A signed Debarment Certification will be required of the successful proposer for each of the consultant's team members.

While the above items provide a general description of what sections and information are expected in the proposal, they are not meant to limit or exclude other information from being included. For example, Sections II and III in this RFP contain requirements for information that may not be specifically mentioned in this section. Proposers should include such information in their proposal.

Also, the Texas House Bill 914, codified as Chapter 176 of the Local Government Code, requires vendors and consultants contracting or seeking to do business with CAMPO to file a conflict of interest questionnaire (CIQ). The required questionnaire is located at the Texas Ethics Commission website <https://www.ethics.state.tx.us/forms/conflict/>.

The CIQ must be completed and filed with the bid/proposal response. Vendors and consultants that do not include the form with the response, and fail to timely provide it, may be disqualified from consideration by CAMPO.

I. Special Provisions relating to Local Government Officers*

At the time a proposal is submitted, a prospective consultant must disclose whether an owner (in whole or part), officer or employee of the prospective consultant is a local government officer of a political subdivision that (a) conducts business with CAMPO and (b) is located within CAMPO's geographic boundaries.

J. Specific Disclosure, related Certification & Policy Board Review*

If a solicitation indicates that the resulting product of the solicitation shall be presented by CAMPO for the concurrence or approval of a governing body of a political subdivision on which the prospective consultant (or an owner, in whole or in part, officer or employee) serves, any finding of a perceived conflict of interest by the Executive Director of CAMPO may be remedied by the local government officer's certified disclosure of the relationship with the prospective consultant and abstention from the local governing body's participation, consideration or concurrence with the product. Any such certification shall be made in writing and submitted to the Executive Director at the time any response to the solicitation is submitted. The Executive Director shall then transmit the same to the Chair of the Transportation Policy Board. The Chair of the Transportation Policy Board shall present the related solicitation and certification to the Executive Committee of the Transportation Policy Board. The Executive Committee shall review the solicitation and certification, and may (1) take no action or (2) submit the same to the Transportation Policy Board for any action it deems appropriate, in its reasonable discretion, under CAMPO's procurement policies and applicable law. Such action by the Transportation Policy Board may include a finding of a perceived conflict of interest, notwithstanding the consultant's disclosure and certification described above. In the event that the Transportation Policy Board determines that a perceived conflict of interest exists, the Board will notify the prospective consultant in writing of the basis for the conclusion that a perceived conflict of interest exists, without any implied or actual limitation on any legal rights or defenses that might thereafter be asserted.

*For purposes of this provision, "local government officer" has the definition established by Section 176.001{4} of the Local Government Code.

SECTION II EVALUATION OF PROPOSALS

Procedures have been established for the evaluation and selection of a consultant that provides for a consistent approach to carry out CAMPO's regional and transportation planning needs. To accomplish this objective, the CAMPO Evaluation Committee will review each submission based on the following criteria:

- **Previous Experience** - Submissions will be assessed on prior experience of the consultant in the subject areas covered in Section III of this RFP. (20 points);
- **Understanding of Project Scope** – The responding consultant team must present their team's approach through further clarification and understanding of all tasks involved in this study and the project. Any work on similar type projects may be listed to validate this understanding. The proposal should also include a project timeline/schedule demonstrating completion of tasks within the allotted project timeframe. (25 points);
- **Availability of Consultant** – This project involves many simultaneous tasks; the consultant team must demonstrate its ability to meet the project schedule. The consultant team should indicate other significant projects being worked on by the principals, % of involvement, and probable completion dates. (15 points);
- **Project Management** – The responding consultant team should include individuals that have relevant and effective project management experience. This includes a strong project manager, if applicable, deputy project manager, and strong subconsultants. Strong proposals will demonstrate how each team member, including any subconsultants, will be utilized in relevant tasks. (20 points);
- **Past Performance** – The Consultant must have a demonstrated track record of timely performance, quality, and integrity, as evidenced by a list of client references. (10 points);
- **Additional Services, Ideas, Innovation or Products** - Any additional services, innovative ideas, graphic design, cost-saving measures, safety-measures, products, DBE/WBE/MBE/HUB usage, etc. will be considered for their usefulness to CAMPO or their contribution to the project. (10 points);

The Evaluation Committee will evaluate all submissions according to the criteria described. Based on scores of written submittals, CAMPO reserves the right to invite top ranked teams to participate in oral presentations. The oral presentation can carry a score of up to 25 points that will factor into the final overall scores (written proposal plus oral presentation). Following approval by the Transportation Policy Board, CAMPO

staff will begin negotiations with the top ranked consulting consultant. If a contract cannot be negotiated with the top ranked consultant, CAMPO may choose to proceed to negotiate with the next ranked consultant, and so on, until a contract has been successfully negotiated.

CAMPO retains the right to select from the consultants responding to this RFP. Any or all submissions may be rejected if they do not meet the Evaluation Committee's criteria or fail to comply with RFP specifications. CAMPO also retains the right to withdraw this RFP at any time.

SECTION III

SCOPE OF SERVICES

Description: Interchange Bottleneck Study

1. PURPOSE

The Capital Area Metropolitan Planning Organization (CAMPO) seeks offers in response to this Solicitation from firms qualified and experienced in the planning, analysis, and conceptual design of freeway interchanges and arterial intersection improvements. Qualified firms must demonstrate an understanding of transportation planning practices and requirements in the Central Texas region; traffic engineering and analysis methods for interchanges and intersections; and methods for effectively coordinating with agency and other process stakeholders.

The purpose of this initiative is to assist CAMPO, the Texas Department of Transportation's (TxDOT) Austin District, regional transportation authorities, and local governments in understanding bottlenecks at freeway interchange and major arterial intersection locations across CAMPO's six-county region. The study will identify bottleneck locations and propose potential solutions for more detailed analysis and design in future environmental studies. These potential projects will guide recommendations for CAMPO's long-range Regional Transportation Plan (RTP) and could be eligible for future funding consideration in CAMPO's Transportation Improvement Program (TIP).

2. SUMMARY

The network of limited access roadways in Central Texas, including both tolled and non-tolled highways, has expanded in recent years. However, this network includes many incomplete interchanges. These are locations where limited access roadways intersect, but where direct-connect ramps are not provided for all directions of traffic movement. In some locations where direct-connect ramps are not provided, the turning movement can be made via frontage road connections or another nearby highway crossing; however, these connections are not always present. In other locations, the construction of additional direct-connect ramps to complete interchanges may already be identified as a future stage of construction when traffic demand warrants. This study will provide a framework for improving operations of the transportation network by identifying needed links and ensuring more efficient and seamless connectivity for the transportation network.

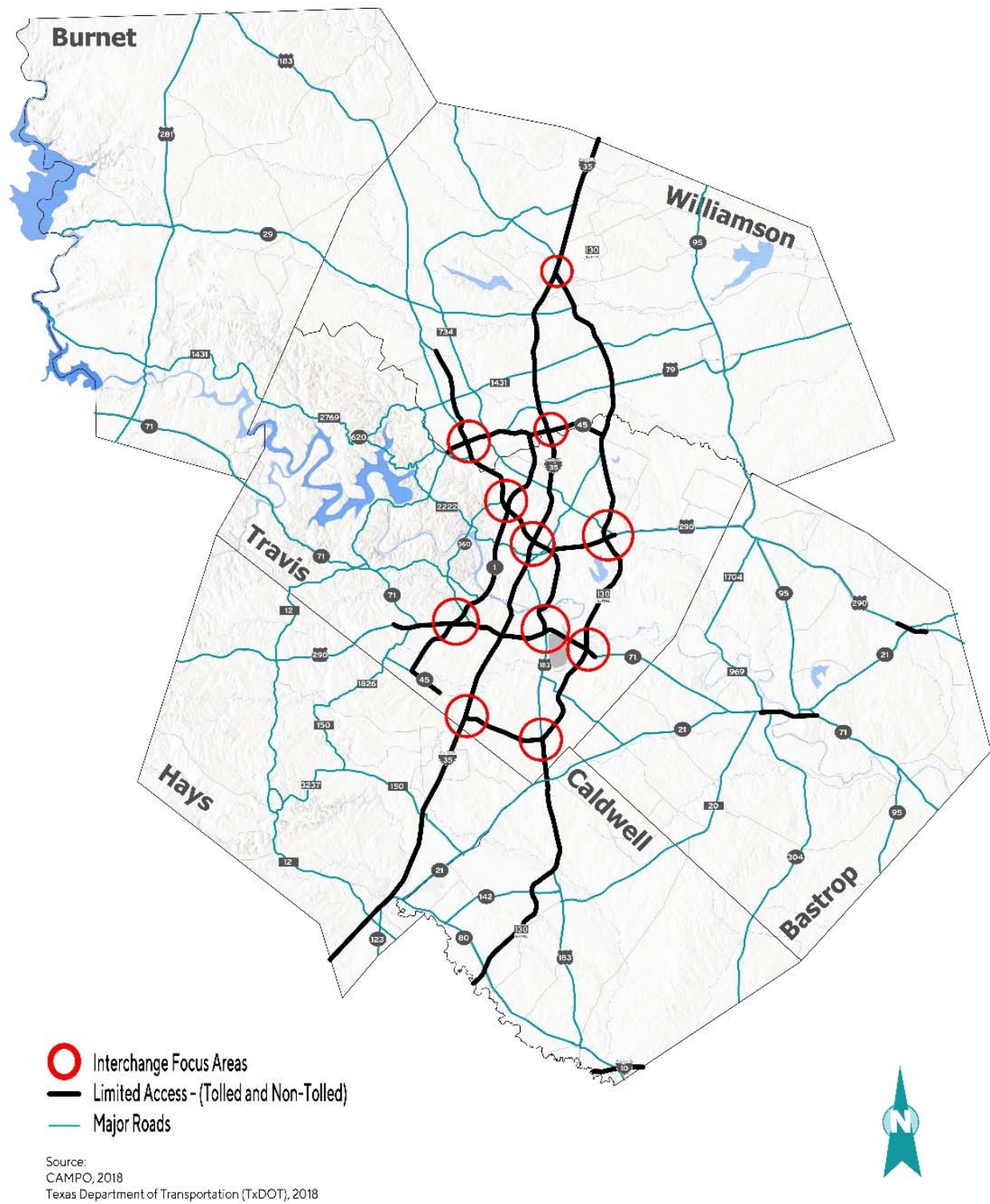
The Incomplete Interchanges map on the following page highlights locations where direct-connect ramps do not exist for one or more movements at limited

access roadway interchanges in the CAMPO region. The Interchange Bottleneck Study will review all freeway-to-freeway interchanges in the region and determine if a lack of connectivity is causing bottlenecks now or are forecast to cause bottlenecks in the future. If interchange bottlenecks are identified, the report will propose potential solutions for more detailed study in later documents, potentially including new direct-connect ramps, frontage road connections, and/or other enhancements.

In addition to limited access roadways, this study will examine the intersections of non-limited access highways in the region which are on-system (i.e., part of the TxDOT roadway network). The functional classification of these major arterials is just below that of limited access facilities and they provide regional connectivity throughout the CAMPO area. The intersections of these roadways with each other and with the limited access roadways will also be examined for bottlenecks. If intersection bottlenecks are identified, the report will propose potential solutions for more detailed study in later documents, potentially including signal modifications, innovative design options, or other enhancements.

The Interchange Bottleneck Study will include the development of a Screening Analysis, an Existing and Future Conditions Report, and a Recommendations Report. These reports, along with a Stakeholder Engagement Summary Report, will be combined to form the final product. For this RFP, the term freeway shall apply to all limited access roadways, whether tolled or non-tolled; the term interchange shall apply strictly to freeway-to-freeway connections; and the term intersection shall apply to all other roadway connections.

3. STUDY AREA AND INTERCHANGE FOCUS AREAS



4. SCOPE OF SERVICES

Task 1 – Program Administration/Management

This task shall include management of all project activities and work. This task will involve continuous project coordination and administration; preparation of monthly progress reports, invoices, and billings; meetings and coordination activities; preparation of meeting summaries; quality assurance/quality control (QA/QC); and other project management activities specified by CAMPO.

Project Management Plan

Outlines project team organization, roles, and responsibilities; program schedule; coordination and communication procedures; document and graphics formatting protocols; QA/QC plan; filing protocols; contract close-out procedures, and other operational information.

Quality Assurance/Quality Control Plan

Documents the quality control program to be implemented by the consultant team. It will outline review processes for all work to assure that the work is conducted and completed in accordance with CAMPO requirements and applicable standards. The Quality Assurance/Quality Control (QA/QC) plan will acknowledge that thorough QA/QC is the responsibility of the consultant and not CAMPO staff.

Management of Work Activities

Management of all project activities and work to assure they are conducted and completed in accordance with applicable CAMPO requirements and applicable Federal and State statutes, regulations, rules, and guidelines.

Program Schedule

A study schedule will be developed, maintained, and actively monitored for major work programs or tasks. Progress will be reviewed during coordination meetings. The Interchange Bottleneck Study is anticipated to take between 12 to 18 months from the work authorization approval.

Invoice Preparation and Submittal

Monthly invoices prepared in accordance with current CAMPO invoicing procedures.

Progress Report Preparation and Submittal

Unless otherwise directed in the work authorization, progress reports shall be submitted no later than the tenth day of the month following the month to which they apply. Each invoice shall include a copy of the progress report or reports for the period covered by the invoice. Each progress report shall specify, for each type of work that has been assigned under a work authorization, any deliverables that were completed during that

month or other backup documentation as requested; physical and financial percent complete for that work; the precise nature of work that was done that did not result in a deliverable; whether the work is on schedule or not; any issues that may delay the work in the future; any actions by CAMPO or other remedial actions that are required; and, for the following month, the anticipated work to be performed and the deliverables that will be submitted.

Kick-off and Coordination Meetings

A kick-off meeting is to be held immediately after the work authorization is approved. Coordination meetings are to be held at regular intervals as established in the work authorization.

Action Tracking Log

The Consultant shall develop and maintain a log of action items. The log shall identify the action item, its status, responsible party, date assigned, and date completed. The log shall be a tool for managing assignments and shall be reviewed with CAMPO staff during coordination meetings.

Document Control

The Consultant shall develop, implement, and maintain an electronic document control and filing system that shall govern the distribution and file copies of all program-related correspondence, reports, plans and technical data.

Project Files

Project files (electronic and hard copy) shall be assembled, maintained, and delivered to CAMPO with a complete index at project closeout or as directed by CAMPO.

Information Technology

Establishment and/or maintenance of an online electronic management tool (EMT) for internal and external transfer of program and planning data, document management, scheduling, and coordination.

Deliverables

The consultant shall produce all materials related to the project management. Materials to be produced include, but are not limited to, the following:

- Project management plan (draft and final)
- Quality assurance and quality control plan (draft and final)
- Program schedule
- Monthly invoices
- Monthly progress reports

- Meeting summaries
- Action tracking log
- Indexed project file (electronic and hard copy)

Task 2 – STAKEHOLDER ENGAGEMENT

The consultant will work with CAMPO staff to develop and implement a strategic involvement plan focused on technical stakeholders. This strategy will focus on engagement with representatives from transportation agencies and local governments including, but not limited to:

- Cities
- Counties
- Central Texas Regional Mobility Authority
- Texas Department of Transportation traffic engineers and area engineers
- Emergency response providers

Stakeholder Identification and Outreach

The consultant shall be responsible for researching, identifying, and conducting outreach to all relevant stakeholders. This targeted outreach will concentrate on stakeholders through interviews, workshops, and technical team meetings, among other efforts. At a minimum, targeted stakeholder outreach should occur at study milestones related to the analysis and recommendations in order to get buy-off/consensus on the process and findings.

Innovative Intersection Best Practices Review

In recent years, TxDOT has implemented innovative intersection and interchange improvements such as diverging diamond interchanges (DDIs), displaced left-turn intersections (DLTs), single-point urban interchanges (SPUIs), and roundabouts. The consultant shall conduct interviews with TxDOT staff to understand their experience, best practices, and conclusions surrounding the implementation of innovative intersection/interchange designs, both regionally and statewide. The consultant shall summarize interview findings and apply results during the development of the Recommendations Report (Task 5).

Outreach Database

The consultant shall develop a stakeholder database that includes all relevant information such as a list of all participants, contact information, method of engagement, and engagement results.

Additional Engagement

The consultant shall coordinate and execute any additional engagement as deemed necessary by the study process.

Deliverables

The consultant shall produce all materials related to the development and execution of the stakeholder involvement strategy. Materials to be produced include, but are not limited to, the following:

- Stakeholder engagement plan (draft and final)
- Stakeholder outreach meeting coordination and materials
- Stakeholder outreach database
- Stakeholder involvement summary report (draft and final)

Task 3 – SCREENING ANALYSIS

The consultant will develop a screening tool to determine the list of interchanges and intersections that will be analyzed in greater detail as part of this study. This screening tool will identify interchanges where connections may be missing either through direct-connect ramps or frontage roads. The tool must consider areas in which interchanges are spaced closely together and may operate as a system. For both interchanges and intersections, the screening tool will consider data including, but not limited to:

- Traffic Counts
- Forecasted traffic volumes
- Crash statistics
- Congestion levels
- Design deficiencies
- Vehicle classifications
- Wider network connectivity
- Planned/programmed improvements

The consultant will have access to several data sources through CAMPO for this analysis, including the regional travel demand model and TxDOT traffic counts. The consultant is encouraged to identify any additional information resources and data platforms for potential use in the development of the study, however, fees for these sources should not account for a significant portion of the project budget unless agreed upon by CAMPO. The consultant will also have access to previous analyses conducted by CAMPO which may inform this study, including the Regional Transportation Plan and the Regional Arterials Concept Inventory.

Deliverables

The consultant shall produce all materials related to the Screening Analysis results, including but not limited to narrative, methodology, and mapping of the interchange and intersection locations to be studied in greater detail in the following tasks.

TASK 4 – EXISTING AND FUTURE CONDITIONS REPORT

The consultant shall develop an Existing and Future Conditions Report on the interchanges and major roadway intersections identified for further study in Task 3. This report will provide a baseline understanding of the interchanges and intersections and include technical descriptions of the current conditions and designs. The report will analyze existing plans for these locations, as well as previous studies, environmental documents, and/or projects identified in planning or funding documents including the Transportation Improvement Program (TIP), Unified Transportation Program (UTP), and local transportation plans.

The consultant will collect and analyze relevant data for the Existing and Future Conditions Report. This will build on the data used for the Screening Tool. Additional data will include, though will not be limited to:

- Peak hour turning movements
- Freeway ramp, frontage road, and mainlane traffic counts and forecasted volumes
- Operational analysis measures (LOS, V/C, etc.)
- Network mobility metrics (VMT, VHT, PMT, congestion cost, etc.)
- Crashes by type and severity
- Origin-destination activity
- Mode split
- Multimodal connectivity
- Available right of way

The data collected and analyzed by the consultant, combined with input from stakeholders as described in Task 2, will be used to inform a needs assessment for the set of interchanges and intersections identified in the Screening Analysis. Locations with needs identified under existing and/or future conditions will be advanced into the improvement recommendation process (Task 5).

Deliverables

The consultant shall produce all materials related to the Existing and Future Conditions Report (draft and final), including but not limited to narrative, methodology, and mapping of interchange and intersection locations. This report will detail current and future operational issues and use a data-driven approach to provide a needs assessment for each interchange and intersection identified by the Screening Analysis.

TASK 5 – RECOMMENDATIONS REPORT

The consultant shall develop a Recommendations Report for the interchanges and major roadway intersections with needs identified through Task 4. The scope of the Interchange Bottleneck Study is not intended to conduct environmental or engineering analyses, but to identify potential improvements which CAMPO and other regional transportation agencies and local governments may advance further for potential inclusion in the Regional Transportation Plan. Some interchange or intersection locations may have more than one type of improvement identified or staging/phasing as traffic demand warrants. Possible improvements to consider include, but are not limited to:

- Direct-connect ramps
- Grade separations
- Multimodal connectivity
- Safety enhancements
- Innovative intersection designs
- Traffic signal improvements
- Intelligent transportation systems (ITS) and other emerging technologies/treatments

The Recommendations Report shall include maps and drawings of proposed improvements for each interchange focus area and intersection location, along with narrative descriptions and planning-level cost estimates. Based on data in the Existing and Future Conditions Report, the Recommendations Report shall include a proposed timeframe for improvements based on expected increases to multimodal traffic growth. The consultant shall demonstrate, both quantitatively and qualitatively, how the recommended improvements would collectively advance/benefit regional transportation goals, as specified in the Regional Transportation Plan.

Deliverables

The consultant shall produce all materials related to the Recommendations Report (draft and final), including but not limited to narrative, methodology, mapping of interchange and intersection locations, and high-level improvement concept visualizations. This report will detail the proposed improvements for each interchange and intersection identified by the needs assessment in the Existing and Future Conditions Report.

TASK 6 – FINAL REPORT

The consultant shall assemble the component reports described in this document into a final Interchange Bottleneck Study Report. This document will serve as a synthesis of the component reports and include an executive summary, chapters, appendices, and section summaries as needed.

Deliverables

The consultant shall produce a final report (draft and final) including:

- Executive Summary
- Stakeholder involvement summary report
- Screening Analysis results
- Existing and Future Conditions Report
- Recommendations Report
- Section/chapter summaries and appendices as needed in document development



Date: June 13, 2022
Continued From: N/A
Action Requested: Information

To: Transportation Policy Board
From: Ms. Theresa Hernandez, Finance & Administration Manager
Agenda Item: 7
Subject: Annual Briefing on CAMPO Financial Audit

RECOMMENDATION

None. This item is for informational purposes.

PURPOSE AND EXECUTIVE SUMMARY

In accordance with 2CFR 200 Subpart F, a single audit is required for an entity that expends \$750,000 or more in Federal awards during the entity's fiscal year.

FINANCIAL IMPACT

None.

BACKGROUND AND DISCUSSION

Over the past several months, the CAMPO Finance & Administration Manager has worked closely with the auditors, Montemayor Britton Bender PC, to ensure they had the necessary documents to perform the required audit.

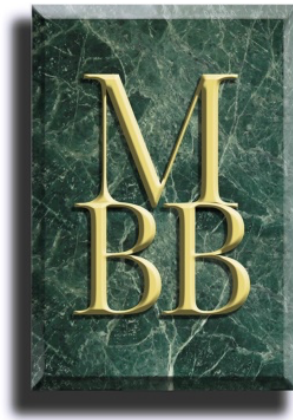
Per the Schedule of Findings and Questioned Costs for the Year Ended September 30, 2021, some of the highlights in the Summary of the Auditor's Results (shown on Page 19 of Attachment A) include:

- a. No significant deficiencies relating to the audit of the financial statements were reported in CAMPO's Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards.
- b. No instances of noncompliance material to the financial statements were noted.
- c. No significant deficiencies relating to the audit of the major federal programs were reported in CAMPO's Independent Auditor's Report on Compliance for Each Major Program and on Internal Control Over Compliance as required by OMB Compliance Supplement.
- d. There are no audit findings that are required to be reported in accordance with 2 CFR section 200.516(a).

SUPPORTING DOCUMENTS

Attachment A – *Financial Statements and Independent Auditor's Reports, September 30, 2021*

Attachment B – *Communication with Those Charged with Governance*



Montemayor Britton Bender PC

CERTIFIED PUBLIC ACCOUNTANTS

CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION

FINANCIAL STATEMENTS AND INDEPENDENT AUDITOR'S REPORT

30 SEPTEMBER 2021

CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION

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Montemayor Britton Bender PC
CERTIFIED PUBLIC ACCOUNTANTS

Transportation Policy Board
Capital Area Metropolitan Planning Organization

INDEPENDENT AUDITOR'S REPORT

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and general fund of Capital Area Metropolitan Planning Organization (CAMPO), as of and for the year ended 30 September 2021, and the related notes to the financial statements, which collectively comprise CAMPO's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

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Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and general fund of CAMPO, as of 30 September 2021, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and the budgetary comparison information on pages 3-5 and 14 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise CAMPO's basic financial statements. The schedule of expenditures of federal awards is presented for purposes of additional analysis as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* and is not a required part of the basic financial statements.

The schedule of expenditures of federal awards is the responsibility of management and was derived from, and relates directly to, the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated [DATE], on our consideration of CAMPO's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering CAMPO's internal control over financial reporting and compliance.

23 May 2022
Austin, Texas

Montgomery Britton Bender PC

CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION MANAGEMENT'S DISCUSSION AND ANALYSIS

The following is a narrative overview and analysis of the financial activities of the Capital Area Metropolitan Planning Organization ("CAMPO") for the year ended 30 September 2021. Please read it in conjunction with CAMPO's financial statements, which follow this section.

Financial Highlights

- Government awards receivable amounted to \$1,170,818 at 30 September 2021, which represented a decrease compared to the \$1,437,331 government awards receivable at 30 September 2020.
- Total liabilities decreased by \$158,692 due mostly to the timing of expense reimbursements paid to Williamson County under the management agreement..
- Government award revenue was \$3,461,541 in fiscal year 2021 and \$4,324,571 in fiscal year 2020. This change is due to the timing of reimbursable expenses incurred.

Overview of the Financial Statements

This annual report consists of three parts—*management's discussion and analysis* (this section), *basic financial statements*, and *supplementary information*. The *basic financial statements* include two kinds of statements that present different views of CAMPO. The financial statements also include notes that explain some of the information in the financial statements and provide more detailed data. The statements are followed by a section of *required supplementary information* that further explains and supports the information in the financial statements.

Financial Statements

The *Statement of Net Position* presents information on all of CAMPO's assets and liabilities, with the difference between the two reported as net position. Increases or decreases in net position may serve as a useful indicator of whether the financial position of CAMPO has improved or deteriorated.

The *Statement of Activities* presents information showing how CAMPO's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of the related cash flows. Thus, revenues and expenses are reported in this statement for some items that will result in cash flows in future fiscal periods (example: accounts receivable).

The Statement of Activities presents information showing how CAMPO's net position changed during the fiscal year. All of the current year's revenues and expenses are accounted for in the Statement of Activities regardless of when cash is received or paid. This statement separates program revenue (grants, local match, and other) to show the extent of reliance of each type of revenue.

This report also presents certain supplementary information concerning CAMPO's Schedule of Federal Awards.

Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control and account for resources that have been segregated for specific activities or objectives. CAMPO, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal or contractual requirements.

Governmental Funds: The General Fund is used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, the governmental funds financial statements focus on current fiscal year cash

CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION MANAGEMENT'S DISCUSSION AND ANALYSIS

inflows and outflows, as well as balances of resources available for spending at the end of the fiscal year. Such information may be useful in evaluating CAMPO's recent financing requirements.

Because the focus of the governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for the General Fund with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of CAMPO's recent financing decisions. Both the Governmental Funds Balance Sheet and the Governmental Funds Statement of Revenues, Expenditures and Changes in Fund Balances provide a reconciliation to facilitate this comparison between Governmental Fund and government-wide financial statements.

Reconciliation of the government wide and fund financial statements is provided in Note 10.

Financial Analysis

As noted earlier, net position may serve over time as a useful indicator of the government's financial health. Over time, increases or decreases in CAMPO's net position are a useful indicator of whether its financial health is improving or deteriorating. However, one also needs to consider other non-financial factors such as changes in economic conditions, population growth, and new or changed governmental legislation to adequately assess its overall health.

The focus of CAMPO's Governmental Fund is to provide information on near-term inflows and outflows and on resource balances available for spending. Such information is useful in assessing CAMPO's financing requirements. In particular, unassigned fund balance serves as a useful measure of CAMPO's net resources available for spending at fiscal year-end.

During the fiscal year ended 30 September 2021, CAMPO's only Governmental Fund was the General Fund, and it reported ending total assets of \$1,247,805 a decrease of \$238,587 from 30 September 2020.

Government-wide revenues for fiscal year 2021 were \$3,635,557 compared to \$4,679,267 for fiscal year 2020, a decrease of \$1,043,710 or 22%. Government award revenue for fiscal year 2021 totaled \$3,461,541 compared to \$4,324,571 for fiscal year 2020, or a decrease of \$863,030, due to the timing of contracts for projects.

Overall CAMPO's net position decreased by \$89,994 in the fiscal year ended 30 September 2021 due to expenses incurred in excess of revenues.

**CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION
MANAGEMENT'S DISCUSSION AND ANALYSIS**

The tables below summarize the financial position of CAMPO at 30 September 2021 and 2020 and the results of operations for the years ended 30 September 2021 and 2020.

Statement of Net Position

<u>Assets</u>	<u>2021</u>	<u>2020</u>
Current assets	\$1,247,805	\$1,486,392
Capital assets, net	49,974	60,073
Total assets	<u>1,297,779</u>	<u>1,546,465</u>
 <u>Liabilities</u>		
Other liabilities	1,288,021	1,449,535
Long-term liabilities	59,862	57,040
Total liabilities	<u>1,347,883</u>	<u>1,506,575</u>
 <u>Net position</u>		
Net investment in capital assets	49,974	60,073
Unrestricted	<u>(100,078)</u>	<u>(20,183)</u>
Total net position	<u>(\$50,104)</u>	<u>\$39,890</u>

Statement of Activities

	<u>2021</u>	<u>2020</u>
<u>Revenues</u>		
Planning revenues:		
Government awards	\$3,461,541	\$4,324,571
Local contributions	174,016	354,696
Total revenues	<u>3,635,557</u>	<u>4,679,267</u>
 <u>Expenses</u>		
General government	<u>3,725,551</u>	<u>4,554,386</u>
 Change in net position	(89,994)	124,881
Net position, beginning	39,890	(84,991)
Net position, ending	<u>(\$50,104)</u>	<u>\$39,890</u>

Budgetary Highlights – General Fund

CAMPO's actual revenues were \$1,360,920 more than the final budget due the timing of grant funded projects. CAMPO's actual expenses were \$830,272 more than the final budget due to some contracts started in fiscal year 2019 and continued in fiscal year 2021. CAMPO budgets for full amount of expenses in the year the contract started. The net result is a \$530,648 favorable budget variance. The original budget was amended throughout the year to include funds not spent in prior year.

Request for Information

This financial report is designed to provide a general overview of CAMPO's finances for all those who have expressed an interest in its finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to:

3300 N IH 35, Suite 630
Austin, TX 78705

CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION
GOVERNMENTAL FUNDS BALANCE SHEET AND STATEMENT OF NET POSITION
30 SEPTEMBER 2021

	<u>General Fund</u>	<u>Adjustments</u>	<u>Statement of Net Position</u>
ASSETS			
Federal awards receivable	\$1,086,334	\$0	\$1,086,334
State awards receivable	84,484	0	84,484
Other receivables	40,339	0	40,339
Security deposit and prepaid expenses	36,648	0	36,648
Capital assets, net	<u>0</u>	<u>49,974</u>	<u>49,974</u>
	<u>\$1,247,805</u>	<u>49,974</u>	<u>1,297,779</u>
LIABILITIES			
Accounts payable	\$264,152	0	264,152
Retainage payable	191,517	0	191,517
Accrued payroll	62,762	0	62,762
Due to Williamson County	769,590	0	769,590
Long-term liabilities due in more than one year:			
Accrued leave	<u>0</u>	<u>59,862</u>	<u>59,862</u>
	<u>1,288,021</u>	<u>59,862</u>	<u>1,347,883</u>
DEFERRED INFLOWS OF RESOURCES			
Unavailable grants receivable	<u>305,372</u>	<u>(305,372)</u>	<u>0</u>
FUND BALANCES/NET POSITION			
FUND BALANCE			
Nonspendable- security deposit and prepaid expenses	36,648	(36,648)	0
Unassigned	<u>(382,236)</u>	<u>382,236</u>	<u>0</u>
	<u>(345,588)</u>	<u>345,588</u>	<u>0</u>
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCE	<u>\$1,247,805</u>		
NET POSITION			
Net investment in capital assets			49,974
Unrestricted			<u>(100,078)</u>
TOTAL NET POSITION			<u>(\$50,104)</u>

The accompanying notes are an integral part of this financial statement presentation.

CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION

GOVERNMENTAL FUNDS STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCES AND STATEMENT OF ACTIVITIES

FOR THE YEAR ENDED 30 SEPTEMBER 2021

	<u>General Fund</u>	<u>Adjustments</u>	<u>Statement of Activities</u>
REVENUE			
Federal awards	\$3,788,138	(\$411,081)	\$3,377,057
State awards	84,484	0	84,484
Local contributions	<u>174,016</u>	<u>0</u>	<u>174,016</u>
	<u>4,046,638</u>	<u>(411,081)</u>	<u>3,635,557</u>
EXPENDITURES			
Salaries and related	1,835,926	2,822	1,838,748
Projects	973,035	0	973,035
Rent	277,259	0	277,259
Professional services	274,063	0	274,063
Administrative fee to Williamson County	110,347	0	110,347
Furniture and equipment	73,707	0	73,707
Depreciation	0	10,099	10,099
Other	<u>168,293</u>	<u>0</u>	<u>168,293</u>
	<u>3,712,630</u>	<u>12,921</u>	<u>3,725,551</u>
REVENUE OVER EXPENDITURES	334,008	(424,002)	(89,994)
BEGINNING FUND BALANCE/NET POSITION	<u>(679,596)</u>	<u>719,486</u>	<u>39,890</u>
ENDING FUND BALANCE/NET POSITION	<u><u>(\$345,588)</u></u>	<u><u>\$295,484</u></u>	<u><u>(\$50,104)</u></u>

The accompanying notes are an integral part of this financial statement presentation.

CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION

NOTES TO FINANCIAL STATEMENTS

NOTE 1: ORGANIZATION

Capital Area Metropolitan Planning Organization (CAMPO) is the federally required Metropolitan Planning Organization responsible for the continuous and comprehensive transportation planning process for the Williamson, Travis, Hays, Bastrop, Caldwell, and Burnet counties in central Texas. Its purpose is to coordinate regional transportation planning with counties, cities, the Capital Metropolitan Transportation Authority (Capital Metro), the Capital Area Rural Transportation System (CARTS), Texas Department of Transportation (TxDOT), and other transportation providers in the region and to approve the use of federal transportation funds within the region. CAMPO was established in 1973 and is governed by the Transportation Policy Board (CAMPO board) comprised of state, regional, and local officials.

For the year ended 30 September 2021, CAMPO had a staffing arrangement with Williamson County, whereby all CAMPO personnel services were performed by certain Williamson County employees. The salaries and related fringe benefits of such Williamson County employees were reimbursed to Williamson County by CAMPO.

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

MEASUREMENT FOCUS, BASIS OF ACCOUNTING AND FINANCIAL STATEMENTS PRESENTATION

The governmental fund financial statements are presented on the modified accrual basis of accounting, which recognizes revenues in the accounting period in which they become measurable and available and recognizes expenditures when the related fund liability is incurred, if measurable. All revenue is considered program revenue because CAMPO receives no taxes or other general revenue.

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded as earned and expenses are recorded when a liability is incurred, regardless of the timing of the related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider are met. Separate financial statements are provided for governmental funds. A fund financial statement is presented for CAMPO's only fund, the General Fund.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, CAMPO considers revenues to be available if they are collected within 60 days of the end of the current period, unless collections are delayed beyond a normal time of receipt due to unusual circumstances. Expenditures generally are recorded when a liability is incurred, as under accrual accounting.

CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION

NOTES TO FINANCIAL STATEMENTS

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

MEASUREMENT FOCUS, BASIS OF ACCOUNTING AND FINANCIAL STATEMENTS PRESENTATION

GASB 54 has provided a classification hierarchy of fund balances based on spending constraints.

Unassigned fund balance represents fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes.

Nonspendable fund balance represents amounts that are not in a spendable form.

Net position in government-wide financial statements is classified as net investment in capital assets, restricted, and unrestricted. Restricted net position represents constraints on resources that are externally imposed by creditors, grantor, contributors, or laws or regulations of other government, or imposed by law.

When both restricted and unrestricted resources are available for use, it is CAMPO's policy to use restricted resources first, then unrestricted resources as they are needed.

Encumbrance accounting, under which purchase orders, contracts, and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation, is employed as an extension of formal budgetary integration in the General Fund.

CASH

Cash balances are pooled and invested with other funds by Williamson County, under a fiscal agent agreement. Interest earned is deposited to the account of each participating fund.

RECEIVABLES

All receivables and amounts due from other governments are reported net of an allowance for uncollectible accounts, which is based upon management's analysis of historical trends.

FURNITURE AND EQUIPMENT

Capital assets, which include furniture and equipment, are reported in the Statement of Net Position. CAMPO defines capital assets as assets with an initial, individual cost of \$5,000 or more. All capital assets are valued at historical cost or estimated historical cost if actual historical cost is not available. Donated capital assets are valued at their estimated fair value on the date donated. The depreciable lives of capital assets are estimated to be five to ten years.

CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION

NOTES TO FINANCIAL STATEMENTS

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

ESTIMATES

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from these estimates.

NOTE 3: CASH

At 30 September 2021, CAMPO had no cash funds. CAMPO, through Williamson County Commissioners Court, follows the requirements of Chapter 2256 of the Texas Government Code which authorizes the County to invest its funds under a written investment policy. These deposits are invested pursuant to the investment policy, which is approved annually by the Williamson County Commissioners Court.

Interest Rate Risk - Investments are governed as discussed above.

Credit Risk - CAMPO's investment policies are governed as discussed above.

Concentrations of Credit Risk - CAMPO's investment policies are governed as discussed above.

Custodial Credit Risk - Custodial Credit Risk is the risk that in the event of a failure of a depository, CAMPO's deposits may not be returned to it. At 30 September 2021, CAMPO had no custodial credit risk.

NOTE 4: COMPLIANCE AND ACCOUNTABILITY

An individual annual budget was adopted for CAMPO's governmental fund. The basis on which the budget was prepared is consistent with generally accepted accounting principles for the fund. All annual appropriations lapse at fiscal year end.

No later than four (4) months prior to fiscal year end, the proposed budget is presented to the CAMPO Board for review. The Board holds public meetings and a final budget is adopted prior to July 1. The annual budget is prepared by department and object code. Transfers of appropriations between departments require approval of the Board. The legal level of budgetary control is at the department level.

CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION

NOTES TO FINANCIAL STATEMENTS

NOTE 5: OPERATING LEASE

In May 2017 CAMPO signed a lease agreement for office space. CAMPO will make monthly payments beginning November 2017 through October 2023. Future minimum lease payments for the operating lease are as follows for fiscal years ending 30 September:

2022	\$178,611
2023	182,906
2024	<u>15,272</u>
	<u>\$376,789</u>

NOTE 6: CONCENTRATIONS

CAMPO's receivables at 30 September 2021 are due from a single grantor. Funding received from one grantor makes up 95% of total revenue.

NOTE 7: RISK MANAGEMENT

CAMPO is exposed to various risks of loss related to torts, theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters, all of which are satisfactorily insured by general liability insurance. Commercial insurance policies are also obtained for all other risks of loss, including worker's compensation and employee health and accident insurance.

NOTE 8: CONTINGENCIES

Amounts received or receivable from grantor agencies in current and prior years are subject to audit and adjustment by grantor agencies, principally the federal and state governments. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of expenditures which may be disallowed by the grantor cannot be determined at this time although management expects such amounts, if any, to be immaterial.

NOTE 9: BUDGET VARIANCES

CAMPO adopts an annual budget for the General Fund and amends the budget as needed during the year. The budget was amended during the year ended 30 September 2021. Certain revenue and expenses were different than budgeted, primarily due to the Board budgeting the full amount of the grant funded, however the budget was not fully spent. The fund financial statements also exclude revenue not available in the current period.

CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION

NOTES TO FINANCIAL STATEMENTS

NOTE 10: RECONCILIATION OF GOVERNMENT - WIDE AND FUND FINANCIAL STATEMENTS

Ending fund balance-governmental fund	(\$345,588)
Capital assets used in governmental activities are not financial resources and, therefore are not reported in the fund statements.	49,974
Federal awards receivable collected greater than 60 days past year end are deferred in the fund financial statements and not in the government-wide financial statements.	305,372
Accrued vacation not recorded in the fund statements.	<u>(59,862)</u>
Net position-governmental activities	<u>(\$50,104)</u>
Net change in fund balance-governmental	\$334,008
Change in federal awards receivable collected more than 60 days after year end are not considered available to pay for current period expenditures and therefore, are not recognized in current revenues in the fund statements.	(411,081)
Depreciation expense is not reflected in the governmental funds, but is recorded in the government-wide financial statements as an expense and an increase to accumulated depreciation. The net effect of the current year depreciation expense is a \$10,099 decrease in the change in net position.	(10,099)
Change in accrued vacation not recorded in the fund statements.	<u>(2,822)</u>
Change in net position-governmental activities	<u>(\$89,994)</u>

NOTE 11: PENSION PLAN DESCRIPTION

CAMPO provides pension benefits to its personnel vested as of 1 October 2016 through the City of Austin Employees' Retirement and Pension Fund (the Plan). As of 1 October 2016, CAMPO's non vested personnel have been transferred into the Texas County and District Retirement System (System) as employees of Williamson County. Non vested employee's contributions were not transferred to the System, however the non vested employee's service time may be credited. The System is a defined benefit retirement plan, similar to the previous Plan. CAMPO's contributions into the System during the year was approximately \$200,000. The System is administered by the TCDRS Board of Trustees. All employees who qualify are required to pay seven percent of their gross wages to the System through payroll withholdings.

CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION

NOTES TO FINANCIAL STATEMENTS

NOTE 11: PENSION PLAN DESCRIPTION

The employee vests after eight years of service and is fully funded.

The Plan provides retirement, death, disability, and withdrawal benefits. State law governs benefit and contribution provisions. Amendments may be made by the Legislature of the State of Texas.

NOTE 12: FURNITURE AND EQUIPMENT

	Beginning <u>Balance</u>	<u>Additions</u>	<u>Deletions</u>	Ending <u>Balance</u>
Capital assets being depreciated:				
Furniture and equipment	\$83,188	\$0	\$0	\$83,188
Accumulated depreciation	<u>(23,115)</u>	<u>(10,099)</u>	<u>0</u>	<u>(33,214)</u>
	<u>\$60,073</u>	<u>(\$10,099)</u>	<u>\$0</u>	<u>\$49,974</u>

CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION

REQUIRED SUPPLEMENTARY INFORMATION - BUDGETARY COMPARISON - GENERAL FUND

FOR THE YEAR ENDED 30 SEPTEMBER 2021

	Original <u>Budget</u>	<u>Final Budget</u>	<u>Actual</u>	Variance Positive/ (Negative)
REVENUE				
Federal and State awards	\$2,588,298	\$2,588,298	\$3,872,622	\$1,284,324
Local contributions	<u>0</u>	<u>97,420</u>	<u>174,016</u>	<u>76,596</u>
	<u>2,588,298</u>	<u>2,685,718</u>	<u>4,046,638</u>	<u>1,360,920</u>
EXPENDITURES				
Salaries and related	1,907,006	1,906,006	1,835,926	70,080
Projects	0	0	973,035	(973,035)
Rent	275,000	277,259	277,259	0
Professional services	85,800	309,722	274,063	35,659
Administration fee to Williamson County	100,000	110,347	110,347	0
Furniture and equipment	38,000	73,707	73,707	0
Other	<u>182,492</u>	<u>205,317</u>	<u>168,293</u>	<u>37,024</u>
	<u>2,588,298</u>	<u>2,882,358</u>	<u>3,712,630</u>	<u>(830,272)</u>
REVENUE OVER EXPENDITURES	<u>\$0</u>	<u>(\$196,640)</u>	<u>\$334,008</u>	<u>\$530,648</u>

See independent auditor's report.



Montemayor Britton Bender PC

CERTIFIED PUBLIC ACCOUNTANTS

Transportation Policy Board
Capital Area Metropolitan Planning Organization

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and general fund of Capital Area Metropolitan Planning Organization (CAMPO), as of and for the year ended 30 September 2021, and the related notes to the financial statements, which collectively comprise CAMPO's basic financial statements, and have issued our report thereon dated 23 May 2022.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered CAMPO's internal control over financial reporting (internal control) as a basis for designing the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of CAMPO's internal control. Accordingly, we do not express an opinion on the effectiveness of CAMPO's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

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Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether CAMPO's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

23 May 2022
Austin, Texas



Montemayor Britton Bender PC

CERTIFIED PUBLIC ACCOUNTANTS

Transportation Policy Board
Capital Area Metropolitan Planning Organization

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

Report on Compliance for Each Major Federal Program

We have audited Capital Area Metropolitan Planning Organization's (CAMPO) compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of CAMPO's major federal programs for the year ended 30 September 2021. CAMPO's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of CAMPO's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about CAMPO's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination on CAMPO's compliance.

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Opinion on Each Major Federal Program

In our opinion, CAMPO complied, in all material respects, with the types of the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended 30 September 2021.

Report on Internal Control Over Compliance

Management of CAMPO is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered CAMPO's internal control over compliance with the types of requirements that could have a direct and material effect on a major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of CAMPO's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

A handwritten signature in blue ink that reads "Montygn Britton Bender PC". The signature is written in a cursive, flowing style. A long, thin vertical line extends downwards from the bottom of the signature.

23 May 2022
Austin, Texas

CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION

SCHEDULE OF FEDERAL AWARDS

YEAR ENDED 30 SEPTEMBER 2021

Federal Grantor/ Pass-Through Grantor/ <u>Program Title</u>	<u>Federal CFDA Number</u>	<u>Pass- Through Grantor's Number</u>	<u>Program Or Award Amount</u>	<u>Expenditures</u>
U.S. Department of Transportation				
Federal Highway Administration				
Texas Department of Transportation				
Highway Planning and Construction PL-112	20.205	50-18XF0008	\$5,328,211	\$2,544,614
General Planning Consultant (GPC)	20.205	CSJ-0914-00-408	1,960,000	110,240
FM-150 Yarrington Road	20.205	CSJ-0914-22-072	1,725,000	337,936
Regional Transportation Demand Management	20.205	CSJ-0914-00-425	498,721	60,250
San Marcos Platinum Planning	20.205	CSJ-0914-33-084	1,043,818	<u>279,438</u>
				<u>3,332,478</u>
Federal Transit Administration				
Texas Department of Transportation				
Federal Planning Program	20.505	51R08011419	94,255	<u>44,579</u>
 Total Federal Expenditures				 <u><u>\$3,377,057</u></u>

The above schedule was prepared on the same basis of accounting as the financial statements. See pages 8 to 13 of this report.
 CAMPO did not elect to use the 10% de minimis indirect cost rate.

See independent auditor's report.

CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

YEAR ENDED 30 SEPTEMBER 2021

I. SUMMARY OF AUDITOR'S RESULTS

A. FINANCIAL STATEMENTS

1. Type of report the auditor issued on whether the financial statements audited were prepared in accordance with GAAP: Unmodified
2. Internal control over financial reporting:
 - a. Material weakness(es) identified? None noted
 - b. Significant deficiency(ies) identified that are not considered material weaknesses? None noted
 - c. Noncompliance material to financial statements? None noted

B. FEDERAL AWARDS

1. Internal controls over major programs:
 - a. Material weakness(es) identified? None noted
 - b. Significant deficiency(s) identified that are not considered material weakness(es)? None noted
2. Type of auditor's report issued on compliance with major programs: Unmodified
3. Any audit findings disclosed that are required to be reported in accordance with 2 CFR section 200.516(a)? No
4. Major program: Grants received from U.S. Department of Transportation passed through the Texas Department of Transportation CFDA #20.205
5. Dollar threshold used to distinguish between Type A and Type B programs: \$750,000
6. Auditee qualified as a low-risk auditee? No

II. FINANCIAL STATEMENT FINDINGS

1. Current year – None noted
2. Prior year – None noted

III. FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

None noted

See independent auditor's report.



Montemayor Britton Bender PC
CERTIFIED PUBLIC ACCOUNTANTS

Transportation Policy Board
Capital Area Metropolitan Planning Organization

COMMUNICATION WITH THOSE CHARGED WITH GOVERNANCE

We have audited the financial statements of Capital Area Metropolitan Planning Organization (CAMPO) for the year ended 30 September 2021, and have issued our report thereon dated 23 May 2022. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of the Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), as well as certain information related to the planned scope and timing of our audit. We have communicated information related to the planned scope and timing of our audit in our engagement letter to you dated 20 November 2021. Professional standards also require that we communicate to you the following information related to our audit.

Our Responsibility under U.S. Generally Accepted Auditing Standards and Uniform Guidance

As stated in our engagement letter, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles, *Government Auditing Standards* and Uniform Guidance. Our audit of the financial statements does not relieve you or management of your responsibilities.

Because an audit is designed to provide reasonable, but not absolute, assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

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Transportation Policy Board
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Communication with Those Charged with Governance
Page 2

In accordance with Uniform Guidance, we examined, on a test basis, evidence about CAMPO's compliance with the types of compliance requirements described in the Uniform Guidance Compliance Supplement applicable to each of its major federal programs for the purpose of expressing an opinion on CAMPO's compliance with those requirements. While our audit provides a reasonable basis for our opinion, it does not provide a legal determination on CAMPO's compliance with those requirements.

Accounting Policies

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by CAMPO are described in Note 2 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year. We noted no transactions entered into by CAMPO during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. CAMPO did not have any significant accounting estimates during fiscal year 2021.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated 23 May 2022.



Transportation Policy Board
Capital Area Metropolitan Planning Organization
Communication with Those Charged with Governance
Page 3

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. If a consultation involves application of an accounting principle to CAMPO’s financial statements or a determination of the type of auditor’s opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with U.S. generally accepted accounting principles, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as CAMPO’s auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This information is intended solely for the use of the Transportation Policy Board and management of CAMPO and is not intended to be and should not be used by anyone other than these specified parties.

Montana Britton Bender PC

23 May 2022
Austin, Texas



Date: June 13, 2022
Continued From: December 10, 2018
Action Requested: Information

To: Transportation Policy Board
From: Mr. Tim Tuggey, CAMPO Legal Counsel
Agenda Item: 8
Subject: Discussion on CAMPO Code of Conduct for Transportation Policy Board Members

RECOMMENDATION

None. This item is for informational purposes only.

PURPOSE AND EXECUTIVE SUMMARY

The CAMPO Code of Conduct for Transportation Policy Board (TPB) members is intended to facilitate dialogue and workflow.

FINANCIAL IMPACT

None.

BACKGROUND AND DISCUSSION

In compliance with state requirements and at the request of CAMPO board members, CAMPO legal counsel developed a draft code of conduct covering ethics. Following review and discussion by the TPB, the draft code of conduct was revised on August 13, 2018 and later approved on December 10, 2018.

SUPPORTING DOCUMENTS

Attachment A – *Code of Conduct*

Capital Area Metropolitan Planning Organization Transportation Policy Board

Code of Conduct

The Transportation Policy Board of the Capital Area Metropolitan Planning Organization (CAMPO) is committed to maintaining the highest standard of conduct in carrying out its fiduciary duties of care, obedience and loyalty in pursuit of its public mission. Accordingly, Board members are expected to adhere to the following Code of Conduct, which supplements relevant provisions of state law and CAMPO's bylaws:

Section I: Bylaws & Policies

- (a) Board members are expected to be aware of, and fully abide by, the bylaws, rules and provisions of the adopted policies of the organization;
- (b) It is the responsibility of the Board to ensure compliance of the organization with all laws, regulations and contractual requirements;
- (c) After debate and consideration, Board members are expected to respect the duly made decisions of the Board in accordance with their fiduciary duties; and
- (d) Board members are expected to work diligently to ensure that the Board executes its role as a policy-making, governing body.

Section II: Informed Participation

- (a) Board members are expected to make every effort to attend all meetings of the Board and the committees of which they are members; and
- (b) Board members are expected to keep well informed of all matters, including financial matters, that come before the Board and/or committees on which they serve. Board members should review the CAMPO staff-provided board materials in advance of each monthly Transportation Policy Board meeting; and
- (c) Board members are expected to participate in the decisions of the organization by bringing to the attention of the Board, its officers, and/or Executive Director any questions or comments of significance or relevance on matters of governance or policymaking.

Section III: Conflict of Interest, Representation & Confidentiality

- (a) Board members are expected to represent the best interests of the organization at all times and to declare any and all duality or conflicts of interests, material or otherwise, that may impede or be perceived as impeding the capacity to deliberate or act in good faith on behalf of the best interests of the organization;
- (b) Board members will maintain full confidentiality of information obtained as a result of Board service in accordance with relevant law, Board policy or direction. The intent of this guidance is to ensure that information of a confidential nature (e.g., personnel and legal matters) is appropriately safeguarded, while at the same time complying with any “Freedom of Information” and open records statutes applicable to CAMPO or Board members.
- (c) In addition to the foregoing, Board members are expected to be familiar and comply with relevant state law and bylaws provisions governing board participation and any conflict of interest, actual or perceived.

Section IV: Board Relations and Personal Behavior

- (a) Board members are expected to respect the work and recommendations of committees, staff and other Board members and to promote respectful relations and communications among all members of the Board, even as they may also respectfully dissent from any Board action;
- (b) Board members are expected to maintain open communications and effective partnerships with other Board members, but will ensure that any communication is made in compliance with the Texas Open Meetings Act;
- (c) Board meetings will be conducted in accordance with Robert’s Rules of Order, except to the extent the Board acting as a body suspends application of such Rules;
- (d) Board members are expected to exhibit the highest standards of personal, legal and ethical behavior during their service on the Board.

Section V: Staff Relations

- (a) Board members will recognize the Executive Director as the chief executive officer of the organization with the sole responsibility for the day-to-day management of the organization, including the assignment of personnel to carry out the work of the organization;

- (b) Board members are expected to conduct themselves in a manner that does not interfere with the duties or authority of employees of CAMPO. Accordingly, a CAMPO board member (other than the Chairperson) must seek the approval of the full Transportation Policy Board or Executive Committee before requesting CAMPO staff to perform any work that requires more than eight hours of accumulated staff time. Any reports, information or other results generated from any such work shall be disseminated to the entire Transportation Policy Board;
- (c) Board members will direct requests for information made pursuant to any freedom of information and open records law or regulation to the CAMPO Executive Director or his/her designee;
- (d) In their actions toward employees of CAMPO, Board members and their staff are expected to act in a manner that contributes to a positive and professional work environment. In dealing with employees of CAMPO, Board members and their staff must never:
 - (1) use offensive language;
 - (2) suggest or engage in inappropriate behavior;
 - (3) behave in an abusive or discriminatory manner

Certification

I certify that I have received and agree to the Code of Conduct. I also certify that I understand that any knowing violation of the rules contained in this Code of Conduct or the CAMPO Bylaws and/or Joint Powers Agreement could result in a reprimand, censure or the removal of voting privileges from the full Transportation Policy Board.

Transportation Policy Board Member Signature

Date



Date: June 13, 2022
Continued From: N/A
Action Requested: Information

To: Transportation Policy Board
From: TxDOT- Austin District
Agenda Item: 9
Subject: Update on I-35 Capital Express Projects

RECOMMENDATION

None. This project is for information purposes only.

PURPOSE AND EXECUTIVE SUMMARY

The Texas Department of Transportation – Austin District will provide an update on the I-35 Capital Express program. As part of the overall Mobility35 Program, the I-35 Capital Express program provides improvements to 28 miles of I-35 between SH 45 North and SH 45 Southeast and is comprised of three segments: North, Central, and South.

FINANCIAL IMPACT

The total project cost for the I-35 Capital Express program exceeds over \$6 billion and is funded through a combination of federal, state, and local sources including over \$175 million in Surface Transportation Block Grant (STBG) funding allocated directly by the Transportation Policy Board.

BACKGROUND AND DISCUSSION

The I-35 Capital Express program is part of TxDOT's long-term Mobility35 program designed to address transportation issues along I-35 through the length of Texas. The I-35 Capital Express program of projects are designed to addresses transportation issues along the corridor within the CAMPO region.

SUPPORTING DOCUMENTS

None.