

AGENDA

GENERAL MEETING OF THE BOARD OF DIRECTORS OF THE ALAMO REGIONAL MOBILITY AUTHORITY

Greater Kelly Development Authority
Main Conference Room
143 Billy Mitchell Blvd. Suite No. 6
San Antonio, Texas

Wednesday, December 14, 2005
12:00 PM

- ✓ 1) Call meeting to order.
- ✓ 2) Approval of AlamoRMA November 9, 2005 Board of Directors Meeting Minutes.
- ✓ 3) Briefing on the Loop 1604/US 281 CDA Process (Tom Griebel/David Casteel)
- 4) Discussion and appropriate action to authorize the executive director to negotiate and execute the financial assistance agreement for the \$7.5 million CDA Toll Equity Loan. (Tom Griebel)
- 5) Briefing, discussion and appropriate action on the Public Information Initiative – Phase IA. (Pat Irwin)
- 6) Briefing, discussion and appropriate action on the Annual Audit of the AlamoRMA. (Tom Griebel/Jama Lopez)
- 7) Discussion and appropriate action on the financial statements for the period ending November 30, 2005. (Jama Lopez)
- 8) Citizens' Communications (citizens must sign the register to speak).
- 9) Presentation/briefing – Executive Director Report. (Tom Griebel)
- 10) Executive Session - Pursuant to Chapter 551, Subchapter D, Texas Government Code:
 - A. Subsection 551.071(1). Consultation with Attorney – Consultation with, and advice from legal counsel concerning pending/contemplated litigation, settlement offers and negotiations, and other legal issues.
 - B. Section 551.074. Personnel Matters – Deliberation concerning the appointment,

employment, reassignment, evaluation, duties, discipline, and/or dismissal of personnel.

- C. Section 551.072. Deliberation Regarding Real Property - Discussion of real property purchase, exchange, lease, gift, donation, and/or negotiated settlement, including property to be acquired for right-of-way.

Adjournment

NOTES

Agenda item numbers are assigned for ease of reference only, and do not necessarily reflect the order of their consideration by the AlamoRMA Board of Directors.

ALAMO REGIONAL MOBILITY AUTHORITY ACCESSIBILITY STATEMENT FOR DISABLED PERSONS

This meeting site is accessible to disabled persons as follows: Entrance to the Greater Kelly Development Authority is accessible through the main entrance at 143 Billy Mitchell Blvd. Suite 6. Parking spaces reserved for the disabled are located at the main entrance. Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services, such as interpreters for persons who are deaf or hearing impaired, and readers of large print or Braille, are requested to contact Patrick Irwin at (210) 362-7846 at least two working days prior to the meeting so that appropriate arrangements can be made.

Presenters with audiovisual needs are requested to contact Patrick Irwin at (210) 362-7846, at least two working days prior to the meeting. Public comment on agenda items – interested persons may speak on any of the agenda items provided they have signed the register available at the entrance of the meeting prior to consideration of that item by the board. The Chairman may limit the amount of time allowed for each speaker. Public comment that does not relate to a specific agenda item must be made during the Citizens' Communications period provided that speakers have signed the register available at the entrance of the meeting prior to speaking.

Posted: December 2, 2005 5:00 p.m.

ALAMO REGIONAL MOBILITY AUTHORITY

Meeting, November 9, 2005, Noon, in the Greater Kelly Development Authority Main Conference Room, 143 Billy Mitchell Blvd., Suite 6, San Antonio, Texas

MINUTES

1. **Call Meeting to Order.** Chairman B. Thornton called the meeting to order at 12:13 p.m. All members were in attendance.

2. **Approval of AlamoRMA October 12, 2005 Board of Directors Meeting Minutes.** *W. McBride made the motion to accept the Board of Directors Meeting Minutes of October 12, 2005, as presented. R. Diaz seconded. Motion passed.*

3. **Briefing on the Loop 1604/US 281 CDA Process.** T. Griebel, Executive Director, opened discussion on this item. He was assisted by P. Irwin, Director of Engineering and Operations, and F. Holtzmann, TxDOT Engineer. The project initially began as the Starter System and has now taken on the complexion of a CDA concession and two (2) teams have submitted proposals for consideration T. Griebel said. He mentioned the Confidentiality Agreement that board members, staff, and consultants must sign prior to reviewing any information regarding the CDA proposals and the requirements thereof. He also said confidential information may be discussed among those signing the Confidentiality Agreement but the confidential information may not be discussed during open board meetings.

F. Holtzmann said proposals were submitted by Zachry/Cintra and by Macquarie/Kiewitt. TxDOT is now in the process of reviewing the two proposals. He described the work of the various committees which would lead to the selection of a provider.

Chairman Thornton commented on how the CDA process has involved local participation. He asked F. Holzmann to convey the RMA's thanks to D. Casteel, TxDOT District Engineer, for the manner in which he set the tone as to how the CDA process will proceed.

P. Irwin discussed the schedule provided in the board packet which shows the time lines for committees.

Board members discussed the value of the review process, the evaluation committees, and the importance of the RMA's participation in each of the committees. This learning experience will be useful in reviewing future CDA proposals which will clearly be the responsibility of the RMA. T. Griebel said he has made assignments for representation on the committees. Additionally, he feels very comfortable with the reception he has

received from TxDOT at the first meeting. He said he felt very much a part of the committee.

Chairman Thornton concluded discussion on the process just described by saying the AlamoRMA has been given development rights for IH 35, SH 16, and the Wurzbach Parkway interchange at US 281. He anticipates the same process and partnership with TxDOT in projects under the RMA leadership.

4. Discussion and appropriate action to authorize the executive director to negotiate and execute the financial assistance agreement for the \$1 million CDA Toll Equity Loan. In reviewing this item with board members, T. Griebel called their attention to Minute Order 110269, dated October 27, 2005, in the board packet. He explained the minute order and asked the board to authorize the executive director to negotiate and execute the financial assistance agreement with TxDOT in the amount of \$1 million. *W. McBride made the motion to authorize the executive director to negotiate and execute the financial assistance agreement for the \$1 million CDA Toll Equity Loan. R. Diaz seconded.* In discussion, board members received information on how the loan could be used, checks and balances on expenditures, and how these costs and expenditures would be reviewed by the Finance Committee.

Motion passed.

5. Discussion and appropriate action on the Texas Transportation Commission Minute Order authorizing the transfer to the AlamoRMA development authority for the IH 35, SH 16 and Wurzbach Parkway Interchange toll projects. T. Griebel asked for the board to consider a motion to approve and receive Texas Transportation Commission Minute Order No. 110270, dated November 10, 2005. In making the request, T. Griebel advised the board the minute order transfers the right of development to the AlamoRMA. This action also calls for accelerating these projects and submitting a work plan to TxDOT in January 2006. *H. Munoz made the motion to accept the offer of Minute Order 110270, authorize the AlamoRMA to enter into the process. R. Diaz seconded.*

Board members had an in depth discussion on the meaning of the minute order and how this would eventually lead to receiving a loan of \$7.5 million to begin the projects. H. Munoz, B. Cassidy, and T. Griebel were instrumental in providing much of the explanation.

Motion passed.

6. Discussion and appropriate action on the financial statements for the period ending October 31, 2005. J. Lopez, Comptroller, presented the financial statements for the period ending October 31, 2005. She said this was the first month of the 2006 fiscal year budget. The reports were reviewed. J. Lopez also reported on the audit being conducted by Garza/Gonzalez and Associates, CPA's. The audit report will be reviewed by the Financial Committee before being placed on the formal meeting agenda. *J. Reed*

made the motion to accept the financial statement for the period ending October 31, 2005, as presented. W. McBride seconded. Motion passed.

7. Discussion and appropriate action on the appointment of the executive director and authorize the Chairman or his designee to negotiate the terms of employment. *This item was discussed and action taken after the Executive Session.*

8. Citizens' Communications. Citizen speaker and resident of San Antonio, Nikki Kuhns, said she has recently learned in a local newspaper that the City of San Antonio has loaned the AlamoRMA a sum of money with which to operate. In reviewing the city charter she was unable to find where the city is authorized to make any loans. In her assessment of the loan she feels that the RMA is being run by politicians. She said she would like for the RMA to repay the city when funds are received and in closing asked the board to work on behalf of TxDOT and the citizens and not for the private companies seeking bids to build roads.

Chairman Thornton and board members took this opportunity to thank Joanne Walsh for her service leading the MPO and congratulated her on her new career in the private sector. J. Walsh was a major participant in the development of the RMA's Strategic Plan and attended many months of weekly meetings in assisting the RMA get off to a good start.

9. Presentation/briefing—Executive Director Report. T. Griebel advised the board of the move of the RMA offices to the Frost Bank Building located at US 281 and Thousand Oaks. The move is planned for the coming month of December. He also asked B. Cassidy, Legal Counsel, to explain how the RMA will address the staggering of terms for board members in view of Proposition 9 not passing.

T. Griebel briefed the board on the status of the Open Records request and said correspondence is being prepared to inform the individual making the request of the availability of the information.

10. Executive Session.

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The AlamoRMA Board of Directors met in Executive Session at 12:32 p.m.

Pursuant to Chapter 551, Subchapter D, Texas Government Code: B. Section 551.072. Personnel Matters – Deliberation concerning the appointment, employment, reassignment, evaluation, duties discipline, and/or dismissal of personnel.

The Executive Session concluded at 12:45 p.m. *No action was taken.*

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Chairman Thornton reconvened the regular monthly meeting at 12:47 p.m.

Chairman Thornton said the board would now consider action on item 7 of the agenda. Serving on the search committee for an executive director were: Chairman Thornton, J. Reed and H. Munoz. Before asking for a recommendation from the search committee, the chairman asked T. Griebel to review the process for the announcement of the executive director position. He also asked H. Munoz to discuss the selection of finalists, and the interview process. At the conclusion of these brief presentations, H. Munoz, representing the search committee, recommended to the RMA board the name of Terry Brechtel to be appointed as the Executive Director of the AlamoRMA.

J. Reed made the motion accept the recommendation of the search committee to name Terry Brechtel as the Executive Director of the AlamoRMA and to authorize the Chairman or his designee to negotiate the terms of employment with Ms. Brechtel. H. Munoz seconded.

Citizen speaker, member of the Texas Toll Party, and resident of north central San Antonio, David Ramos, commented on the failure of Proposition 9 (term limits for RMA board members) to pass on the November 8 election. He believes the appointment of another “insider” will continue to rubber stamp TxDOT initiatives. He said the Texas Toll Party would encourage T. Brechtel and the RMA board to listen to the will of constituents.

Motion passed.

Board members spoke favorably of Ms. Brechtel’s application and interview, background in finance, leadership ability, depth of government experience, expertise in handling large budgets, and her ability to participate and facilitate many regional and complex ~~issues~~ words of W. McBride, Ms Brechtel was welcomed to “a very tough job.”

In addressing the board, T. Brechtel thanked board members for the confidence and support they have expressed. She understands the job will be challenging—reason for her accepting the position of executive director. T. Brechtel says she looks forward to working with the board, transportation partners, and the community. T. Brechtel thanked T. Griebel for the in-depth briefings she has received. Part of the “excitement” for applying for the position she said was due to the RMA being on a very fast track with some projects only months away, planning for other projects in the next 20 months and those projects anticipated for development within the five (5) year strategic plan and into the future.

Chairman Thornton asked J. Reed to negotiate the employment contract with T. Brechtel on behalf of the AlamoRMA board.

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TEXAS TRANSPORTATION COMMISSION

BEXAR County

MINUTE ORDER

Page 1 of 2

SAN ANTONIO District

In Minute Order 109523, dated December 18, 2003, the Texas Transportation Commission (commission) authorized the creation of the Alamo Regional Mobility Authority (AlamoRMA), formerly known as the Bexar County Regional Mobility Authority, with the boundaries of the authority to be the entire geographic area of Bexar County, Texas.

The Texas Department of Transportation (department) and the AlamoRMA have worked together to identify an approach to provide for the funding and development of certain transportation system improvements within the jurisdictional limits of the AlamoRMA.

The Metropolitan Transportation Plan of the San Antonio-Bexar County Metropolitan Planning Organization identifies several projects within the jurisdictional limits of the AlamoRMA to be developed as toll projects, including I-35 near the Bexar/Guadalupe County line to I-37 in the San Antonio Central Business District; SH 16 west from I-410 to LP 1604 northwest; and the tolled interchange at US 281 and Wurzbach Parkway.

Transportation Code, §370.301 authorizes the department to provide for or contribute to the payment of costs of the design, financing, construction, operation, or maintenance of a turnpike project by a Regional Mobility Authority (RMA) on terms agreed to by the department and the RMA. Transportation Code, §222.103 authorizes the department to participate, by spending money from any available source, in the acquisition, construction, maintenance, or operation of a toll facility of a public or private entity on terms and conditions established by the commission.

Pursuant to Transportation Code, §222.103, the commission adopted Title 43, Texas Administrative Code, §27.50-27.58 (toll equity rules) to prescribe conditions for the commission's financing of a toll facility of a public or private entity.

In accordance with Sections 27.53 and 27.54(a) of the toll equity rules, the commission, in Minute Order 110271, granted preliminary approval of financial assistance in the amount of up to \$7.5 million for development costs of the projects. The requested assistance would be utilized for project related work performed by AlamoRMA staff and administration, and legal, financial and engineering consulting for the purpose of developing preliminary feasibility, environmental, public involvement, schematics and preliminary financial plans. The assistance may also include plans, specifications and estimates as needed. The financial assistance will be in the form of a loan, of up to \$7.5 million from department's preliminary engineering funds allocated to the San Antonio District with a \$2.0 million cap for fiscal year 2006.

In accordance with Section 27.54 of the toll equity rules, the executive director has negotiated a financial assistance agreement with the authority that complies with the requirements of Section 27.55 of those rules, including provisions for the repayment of the financial assistance from toll revenue generated from the projects or revenue obtained by the AlamoRMA under a comprehensive development agreement, or from the proceeds of bonds issued by the AlamoRMA secured by revenues of the projects. The negotiated terms also provide that a default on this loan will result in an obligation of the AlamoRMA to transfer the projects and all related work product to the department. The authority has complied with all other applicable requirements of Section 27.54.

TEXAS TRANSPORTATION COMMISSION

BEXAR County

MINUTE ORDER

Page 2 of 2

SAN ANTONIO District

As the financial assistance will be used to pay for the development of needed projects that will improve safety and mobility by adding capacity to existing corridors, and the executive director has negotiated provisions relating to the disbursement and repayment of the financial assistance, the commission has determined that providing financial assistance will prudently provide for the protection of public funds.

As the AlamoRMA will complete the new environmental studies and analysis in consultation with the department and the AlamoRMA has committed, in the request for financing, to comply with all applicable environmental laws and to assume responsibility for identifying and securing all federal and state environmental permits and commitments necessary for the development of its projects, the commission has determined that the project will provide for all reasonable and feasible measures to avoid, minimize, or mitigate adverse environmental impacts.


NOW, THEREFORE, IT IS DETERMINED that the request for financial assistance submitted by the Alamo Regional Mobility Authority meets the requirements of 43 TAC §27.54(c) and, in accordance with that provision, the commission grants final approval of the request for financing in the amount up to \$7.5 million, in the form of a loan, and authorizes and directs the executive director to enter into a financial assistance agreement with the AlamoRMA.

IT IS FURTHER ORDERED that the AlamoRMA shall update the commission, no later than July 2006, on the advancements made in the development of the projects, including a budget report for funds previously spent and expected expenditures for fiscal year 2007.

Submitted and reviewed by:


Director, Texas Turnpike Authority Division

Recommended by:


Executive Director

110299 NOV 17 05

Minute Date
Number Passed

ALAMO REGIONAL MOBILITY AUTHORITY (AlamoRMA)

POSITION ANNOUNCEMENT: PUBLIC INFORMATION MANAGER

GENERAL DESCRIPTION:

Serves as the AlamoRMA's chief communication liaison. Serves as the spokesperson for the AlamoRMA on a variety of sensitive and complex issues. Serves as the AlamoRMA's liaison to the print and broadcast media and the public. Work requires extensive contact with governmental agencies, private entities, the public and media. Employees at this level establish their own work plan and priorities to meet set objectives.

Reports to Executive Director

Performs research, develops and generates a variety of informational articles, publications, documents, programs, procedural manuals, audio/visual or other materials. Work involves interpreting, analyzing, planning, composing and editing diverse information and communicating information in person, in writing, over the telephone and through interviews.

DUTIES:

Planning and strategy:

- Develops new methodologies to ensure public awareness and involvement.

- Develops and monitors the budget.

- Monitors the work of public involvement contractor and sub-contractors.

- Assesses project requirements with AlamoRMA staff, and public involvement contractors; defines audience and specifies goals.

Media relations:

- Gives media interviews about the AlamoRMA, its projects and activities.

- Acts as liaison to broadcast and print media.

- Serves as spokesperson for the AlamoRMA

- Assists with fielding questions from the public and press.

- Writes news releases for distribution to the media.

- Reads news clips, maintains files and distribute relevant articles from local print media.

Public affairs and community relations:

- Represents the AlamoRMA and speaks at a variety of meetings.

- Makes presentations about the AlamoRMA, its projects and activities.

- Prepares and presents information on various programs and activities at public and professional meetings, seminars and conferences, schools and other civic organizations.

- Organizes and coordinates special activities, such as road opening ceremonies or VIP visits.

- Attends public hearings.

- Answers inquiries from the public.

- Maintains schedules and sends visual aids to schools or civic clubs or other public organizations.

- Serves as representative in interagency groups and other committees.

Miscellaneous Communication:

- Coordinates with administrative, technical and professional personnel to research subject materials.

Researches, plans, develop and produce various written, audio/visual/photographic materials which may include manuals, brochures, magazines, travel materials, information circulars, news articles or scripts.

Researches materials for pertinent information to be included in publications.

Oversees photography and video activities.

Writes articles for a variety of uses.

Writes speeches.

Oversees the development and distribution of a newsletter; coordinates the publication production including layout preparation, design and selection of photographs and graphics.

Maintains communication with other state agencies, chambers of commerce, historical societies and other civic groups regarding travel editorial material.

Assists in developing information and educational programs for employees and the public.

Manages and maintains AlamoRMA Web site.

Photographs AlamoRMA functions.

Assists with video productions; edits audio/video programs.

Answers inquiries from the public.

Performs other job-related duties as assigned.

Minimum Requirements:

Bachelor's degree in public relations, communications, journalism, advertising, or a related field plus five years progressively responsible experience in public or governmental affairs, public information, community relations, public relations or journalism. Additional experience in above areas may be substituted for education on a year per year basis. (Experience requirements may be satisfied by full-time experience or the prorated part-time equivalent.)

Competencies:

Extensive knowledge of

Policies and procedures used by the communications media including AP writing style.

Public relations techniques for maintaining effective working relationships with individuals and groups

Expert skill in

Speaking to present images and ideas in a clear, concise, organized and interesting manner to optimize audience understanding and keep the group focused

Research and analysis methodologies

The responsibilities associated with administrative practices and procedures to include writing, editing and report writing techniques, record keeping and records management

Proficient skill in

The use of audio-visual and photographic equipment

Web site management and maintenance

The use of personal computers and applicable programs, applications and systems

Speaking to present images and ideas in a clear, concise, organized and informative manner to optimize audience understanding and keep the group focused

The use of photographic equipment

The use of personal computers and applicable programs, applications and systems

The use of audio-visual equipment - The use of photographic equipment

Ability to

Communicate effectively

Other attributes: Shows initiative and action beyond what is required to improve products or services; is self-starting and completes assignments independently without direct supervision

The above statements are not a complete list of all responsibilities, duties and skills held or performed by employees in this job.

APPLICATION INSTRUCTIONS

The AlamoRMA is an Equal Opportunity Employer, and in accordance with the Americans with Disabilities Act, will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees to discuss potential accommodations with the AlamoRMA. The tasks associated with this position involve moderate physical exertion (standing, walking, stooping, kneeling, crouching and crawling, which may involve some lifting, carrying, pushing or pulling of objects weighing from 12-20 pounds). Some tasks require oral communications ability, visual perception and discrimination, and ability to perceive and discriminate sounds. Tasks may be performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, fumes, etc. The salary for the PIM position will be in the \$45,000 – 55,000 range plus a competitive benefits package and will be negotiated based on the commensurate experience of the candidate.

To apply please send transmittal letter and resume, including both work and personal references and salary history to:

AlamoRMA Public Information Manager
Attention: Tom Griebel, Executive Director
Alamo Regional Mobility Authority
16500 San Pedro, Suite 350
San Antonio, Texas, 78226
(210) 362-7807 FAX
jsierra@AlamoRMA.org EMAIL

Questions concerning this posting may be directed to the same address. Transmittal letter and resume must be received by **4:00 pm CST**, on **Wednesday, December 21, 2005**, to be considered. Transmittal letter and resume will be accepted by hard copy, facsimile, or email.

12/02/2005

EXHIBIT B

SERVICES TO BE PROVIDED BY THE CONSULTANT

The Consultant shall furnish technical resources and materials required to perform the following engineering services for this Lump Sum Work Authorization except as otherwise specified in Exhibit A, Services to be Provided by Authority.

Task 1 Public Involvement and Outreach Program
PHASE IA - Message Delivery

1.1. PROJECT MANAGEMENT AND COORDINATION

- 1.1.1. Conduct project management meetings and coordinate the various activities of the Public Involvement Team members (HNTB, TW, X, CP, RJ^R)
- 1.1.2. Coordinate the efforts of the Public Involvement Team with the AlamoRMA staff and Board. (HNTB)
- 1.1.3. Attend a maximum of six (6) AlamoRMA Board Meetings and a maximum of twelve (12) Committee Meetings, as requested by the Executive Director. (HNTB, minor-TW,CP,RJ)

1.2. OUTREACH PLAN DEVELOPMENT

1.2.1. REVIEW OUTREACH PLAN/PROVIDE FEEDBACK

The Public Involvement (PI) Team will provide a written plan to be used to guide the public involvement efforts throughout the process. The Plan will provide opportunities for public input into the process and provide an approach for responding to interested stakeholders. (HNTB-lead, TW, X, RJ)

1.2.2. REVIEW AND REVISE KEY MESSAGES

Based on the data received from the public survey and focus group discussions, tracking of ongoing media coverage, and data available from other agencies, review the data regarding the public's understanding of the Authority's mission and goals as they relate to the Authority's toll system and refine the messages to communicate with the general public. (HNTB-lead, TW, X, RJ)

EXHIBIT B

1.2.3. REFINES KEY AGENCY STAKEHOLDERS LIST

Refine the key agency stakeholders list as it relates to the current dynamics of the local perceptions of the area toll situation. Provide an overall matrix of concerns for these key agency stakeholders. (HNTB-lead, TW, X, CP, RJ)

1.2.4. SPEAKERS BUREAU TRAINING (RJ-lead, HNTB, TW)

Based on key stakeholder concerns and awareness of public understanding of tolling issues, the PI Team will develop an approach for communicating key messages and materials to stakeholders and conduct a Speakers Bureau training workshop for ARMA staff and Board members. For this training program, the PI Team will:

- 1.2.4.1. Plan/Coordinate/Attend Speakers Bureau Training
- 1.2.4.2. Develop Talking Points and List of Questions/Answers
- 1.2.4.3. Develop Speaker's Bureau training booklet/PowerPoint presentation
- 1.2.4.4. Prepare and distribute Speaker's Bureau "Presentations in a Box" containing information for the trainees to take and distribute at future public meetings to assist in delivering the "key messages"
- 1.2.4.5. Staff a Speaker's Help Desk to answer follow-on questions from trainees after the training course

1.2.5. PUBLIC OUTREACH COORDINATION (RJ-lead, HNTB-minor)

The PI Team will identify opportunities to engage interested stakeholders into the toll planning process. This effort will include the coordination of various stakeholder meetings as well as Open House events. Meetings locations and times will be identified based on stakeholder convenience. The meetings will serve as opportunities to engage the public in the process and solicit feedback for consideration. For each group meeting, the PI Team will reserve and prepare a meeting place, notify attendees of meetings and prepare an agenda, handouts and exhibits to encourage and assist dialogue.

The group meetings shall consist of the following:

- 1.2.5.1. Small Neighborhood/Stakeholder Meetings (6)
- 1.2.5.2. One-on-One Meetings (10)
- 1.2.5.3. Community Work Group Meetings (3)
- 1.2.5.4. Policy Work Group Meetings (2)
- 1.2.5.5. Staff Work Group Meetings (2)
- 1.2.5.6. Open House Events (2) – Including the placement of newspaper ads advertising the event
- 1.2.5.7. Meeting Notes/Summaries of each meeting

EXHIBIT B

1.2.6. **STAKEHOLDER DATABASE/MAILING LIST**(RJ-lead, HNTB,TW)

The PI Team will develop and maintain a project database that reflects identified and interested stakeholders. The database will be updated throughout the project process and used to provide informational materials to stakeholders.

1.3. **MEDIA RELATIONS PLANNING AND COORDINATION** (TW,HNTB-minor)

The PI Team will assist the Authority in developing a comprehensive media plan for monitoring media interests and communicating and responding to the media. The plan will provide a positive approach for utilizing the media to communicating the Authorities messages and soliciting feedback from interested stakeholders. The Plan will also incorporate opportunities to inform the public on ARMA news and information and invite the public to meetings and events of interest.

- 1.3.1. Media List (incorporated into stakeholder database) to include local talk shows, reporters, appropriate radio personalities
- 1.3.2. 15 one page news releases
- 1.3.3. 1 Backgrounders on general toll road information and facts to be released to media for reference material
- 1.3.4. 24 ARMA Story ideas on the benefits of tolling
- 1.3.5. Ongoing Media Relations and Tracking
- 1.3.6. 8 Editorial Boards includes one (1) meeting with newspaper editorial writers for the purpose of briefing them on toll issues and seven (7) newsroom/television show meetings or briefings
- 1.3.7. 1 Opinion Editorial page piece in the Express-News

1.4. **INFORMATIONAL /PROMOTIONAL MATERIALS** (RJ-lead, HNTB)

The PI Team will develop a series of informational materials for public distribution. These items will be disseminated to the public and will provide user-friendly information regarding the overall message of the ARMA.

- 1.4.1. Project Brochures (2)
- 1.4.2. Newsletters (2)
- 1.4.3. Tabletop Displays w/table throws/Exhibit Boards (3)
- 1.4.4. PowerPoint Presentations (2)

EXHIBIT B

1.5. DEVELOP OUTREACH TEAM CONTACT POINTS(X-lead, HNTB-minor)

The public will be provided with various opportunities to provide input to the PI Team. These outlets, which will be identified and documented by the PI Team, will include:

- 1.5.1. Set-up and maintain project mailing address
- 1.5.2. Set-up and maintain project hotline
- 1.5.3. Prepare for distribution Post cards/Response Cards
- 1.5.4. Prepare for distribution Project Comment Forms
- 1.5.5. Prepare bullet item list of Project Website enhancements

1.6. GRAPHIC GUIDELINES (HNTB)

In an effort to align materials used for the Toll Lane System Program, the PI Team will develop specifications for graphic materials that will be used in the public involvement process. The graphic guidelines and specifications will serve as the guide to the overall look of presentations, materials, and maps.

- 1.6.1. Project logo
- 1.6.2. Authority color, font and text size specifications
- 1.6.3. Newsletter Template
- 1.6.4. PowerPoint Template
- 1.6.5. Display Ad Template
- 1.6.6. Exhibit Board Template

1.7. PUBLIC OFFICIAL NOTIFICATION LETTERS (CP-Lead, X-assist, HNTB)

The PI Team will provide a draft letter to the Authority for distribution to public and elected officials to notify them (1) that the ARMA is performing outreach activities, (2) prior to each of the two Open House events and (3) to be part of the Policy Work Group meetings. These four letters will be signed by the Authority and mailed by the PI Team to the public and elected officials.

[END OF SECTION]

ALAMO REGIONAL MOBILITY AUTHORITY

Balance Sheet
November 30, 2005

ASSETS

Current Assets:	
Cash and cash investments	601,130
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Total Current Assets	601,130
Other Assets:	
Prepaid Insurance	3,585
Security Deposit	5,514
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Total Other Assets	9,099
Total Assets	610,229
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LIABILITIES AND FUND EQUITY

Current Liabilities:	
Accounts Payable	23,000
Accrued Vacation Time	9,816
Accrued Interest	30,693
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Total Current Liabilities	63,508
Other Liabilities:	
Bexar County Loan #1 Payable	250,000
Bexar County Loan #2 Payable	500,000
City of San Antonio Loan #1 Payable	500,000
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Total Other Liabilities	1,250,000
Total Liabilities	1,313,508
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Fund Deficit:	
Retained Deficit	(604,538)
Unreserved - Net loss	(98,741)
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	(703,279)
Total Liabilities and Fund Deficit	610,229
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These financial statements are unaudited and for management's use only.

ALAMO REGIONAL MOBILITY AUTHORITY

Statement of Revenue, Expenses and Changes in Fund Deficit
For the period ending November 30, 2005

	MONTH	Y-T-D	BUDGET	VARIANCE
Ordinary Income:				
Interest Income	2,874	3,974	2,352	1,622
Total Ordinary Income	2,874	3,974	2,352	1,622
Operating Expenses:				
Salary, Benefits and Retirement Expense	21,337	42,674	55,696	13,022
Payroll Tax Expense	758	1,516	1,750	234
Business & Travel	1,731	2,281	10,246	7,965
Insurance Expense	459	765	620	(145)
Website Development	107	107	300	193
Telephone	69	138	140	2
Supplies, Printing, Postage, Copier	207	1,091	2,000	909
Meeting Expense	95	188	500	312
Memberships	-	-	-	-
Professional Services	24,533	30,376	75,000	44,624
Miscellaneous Expense	12	12	500	488
Total Operating Expenses	49,306	79,148	146,752	67,604
Loss From Operations	(46,432)	(75,174)	(144,400)	(69,226)
Nonoperating Expenses:				
Interest Expense	2,552	5,829	6,600	771
Total Nonoperating Expenses	2,552	5,829	6,600	771
Equipment Purchases	17,738	17,738	2,000	(15,738)
Net Loss	(66,723)	(98,741)	(151,000)	(69,997)
Retained deficit at October 1, 2005		(604,538)		
Retained deficit at November 30, 2005		(703,279)		

Note 1: Professional Services for the month of November and the year-to-date are as follows:

Locke, Liddell	18,871	(Tuggey - 2,288)	Locke, Liddell	18,871	(Tuggey - 2,288)
Jim Griffin	-		Jim Griffin	2,772	
Jama Lopez	2,725		Jama Lopez	4,575	
Global	2,937		Global	4,157	
	24,533			30,376	

These financial statements are unaudited and for management's use only.

ALAMO REGIONAL MOBILITY AUTHORITY

Statement of Cash Flow

For the period ending November 30, 2005

OPERATING ACTIVITIES:

Loss from operations	(98,741)
Adjustments to reconcile loss from operations to net cash used by operating activities:	
(Increase) Decrease in prepaid insurance	(3,279)
(Increase) Decrease in prepaid rent	400
Increase (Decrease) in accounts payable	(125,206)
Net cash provided by Operating Activities	<u>(226,825)</u>

INVESTING ACTIVITIES:

Security Deposit	<u>(5,514)</u>
Net cash provided by Investing Activities	<u>(5,514)</u>

FINANCING ACTIVITIES:

Increase (Decrease) in interest payable	<u>5,828</u>
Net cash provided by Capital and Related Financing Activities	<u>5,828</u>

Net cash increase for period (\$226,511)

Net increase in cash and cash investments

Cash and Cash Investments, October 1, 2005 827,641

Cash and Cash Investments, November 30, 2005 601,130
(\$226,511)

ALAMO REGIONAL MOBILITY AUTHORITY
 (AlamoRMA)
 Board of Directors Meetings
 CY 2006

/	Wednesday, January 11, 2005 Noon	Regular Board Meeting	GKDA
/	Wednesday, February 8, 2006 Noon	Regular Board Meeting	GKDA
/	Wednesday, March 8, 2006 Noon	Regular Board Meeting	GKDA
/	Wednesday, April 12, 2006 Noon	Regular Board Meeting	TBA
/	Wednesday, May 10, 2006 Noon	Regular Board Meeting	TBA
/	Wednesday, June 14, 2006 Noon	Regular Board Meeting	TBA
/	Wednesday, July 12, 2006 Noon	Regular Board Meeting	TBA
/	Wednesday, August 19, 2006 Noon	Regular Board Meeting	TBA
/	Wednesday, September 13, 2006 Noon	Regular Board Meeting	TBA
/	Wednesday, October 11, 2006 Noon	Regular Board Meeting	TBA
/	Wednesday, November 8, 2006 Noon	Regular Board Meeting	TBA
/	Wednesday, December 13, 2006 Noon	Regular Board Meeting	TBA

12/2/05

