



MEETING NOTICE

TO: North East Texas Regional Mobility Authority Board Members
FROM: Gary Halbrooks
DATE: Tuesday, September 12, 2023
SUBJECT: **September Board Meeting**

The next meeting of the NET RMA is scheduled as follows:

DATE: Tuesday, September 12, 2023
TIME: 1:30 PM
PLACE: NET RMA Offices
1011 Pruitt Place
Tyler, Texas 75703

Enclosed please find the agenda and other pertinent information for your review prior to the meeting. Should you have any questions, please call Megan Page at 903.630.7894.

NORTH EAST TEXAS REGIONAL MOBILITY AUTHORITY (NET RMA)
BOARD OF DIRECTORS REGULAR MEETING
Tuesday, September 12, 2023, 1:30 PM
NET RMA Offices
1011 Pruitt Place
Tyler, Texas 75703

1. CALL TO ORDER AND DECLARATION OF QUORUM.

Notice of this meeting was posted with the Secretary of State's Office and on the NET RMA website and office on Friday, September 8, 2023.

2. OPEN PUBLIC FORUM/COMMENT PERIOD.

3. WELCOME AND INTRODUCTION OF BOARD MEMBERS.

In Person – Gary Halbrooks, Curtis Rath, Dr. John Ray, Marcia Daughtrey, Matthew Watts, Larry Kellam, and Larry Morris

Virtual – Ben Hamilton, Dave Spurrier, John Cloutier, Jason Ray, Chet Clayton, Dan Droege, Andrea Williams McCoy, Rush Harris

Guests – Erin Mason

4. CHAIR'S REPORT.

Gary Halbrooks

We had an EDC Luncheon at Willowbrook, and it was very well attended and represented. Total of 11 NET RMA Counties represented and 3 non-NET RMA Counties. We are just trying to reach out and let people know what NET RMA can do for them.

5. DISCUSSION, CONSIDERATION AND APPROVAL OF THE MINUTES FOR THE JUNE 20, 2023 REGULAR BOARD MEETING.

Motion – 1st Dr. John Ray and 2nd Larry Kellam, Motion approved.

6. COMMITTEE REPORTS.

John Cloutier – The priority project selection committee has met, but one member was unable to participate. We are having one more meeting to select projects.

7. REVIEW AND ACCEPTANCE OF NET RMA FINANCIAL STATEMENTS.

Dianne – Total revenue is over budget by 16%, total revenue and fees (video, net) is under budget by 22%, total operating revenue is over budget at 3%, total operating expense is over by 9%. Toll 49 operating expenses is over budget at 3%, total other income budget is over by 9%, and total net income is over budget by 54%. Questions?

Larry Morse and Marcia Daughtrey both said positive statements regarding the financials.

Motion -1st Larry Morse and 2nd Marcia Daughtrey, Motion approved.

8. PRESENTATION ON WOOD COUNTY PRIORITY PROJECT.

Erin Mason, Wood County Airport Manager – We are the only airport owned by one county and two cities. We have 28 hanger owners and seven business. We are experiencing a lot of growth. Our airport was having issues with large aircrafts landing safely, so the \$125,000 helped expand the airport and provide more safety and improve the warmth of the airport.

She goes over the pictures and video in the Power Point. We are also updating our website and social media to show why our county is someplace they would want to move. Airports are economic multipliers. We also have lots of jobs at the airport and clear line of vision airport (no towers). We also are working on expanding the airport even more so larger aircrafts can land due to a requirement by insurance companies. We thank you the board for the investment.

Gary Halbrooks – This was our first completed aviation project.

Matthew Watts – Will we be involved in the airport expansion?

Glenn Green – It depends on how we could connect in the project; it depends on the type of funding they receive. Erin gives a little more detail on the funding and how TxDOT plays a role in the project.

Glenn Green – We also appreciate John Cloutier and what he does for this committee.

**9. DISCUSSION, CONSIDERATION AND POSSIBLE ACTION TO APPROVE AN EXTENSION TO THE MARKETING CONSULTING SERVICES AGREEMENT WITH HAHN PUBLIC COMMUNICATIONS.
(RESOLUTION 23-14)** **Action Item**

Glenn Green – This is our general contract that we use for marketing. They do a good job and deliver on what they say. I recommend the approval of this resolution.

1st – Curtis Rath, 2nd Matt Watts.

Marcia Daughtrey – These are the people that do our advertisements?

Glenn Green– Yes

Matthew Watts – How do we judge this?

Glenn Green– They manage multiple forms of advertisements and when they have counters, they present it to us.

Colleen Colby– They present quarterly reports.

Larry Kellam – Did we ever open this up?

Colleen Colby – Yes, when we did this contract, we opened it up to the public and did a very detailed bidding process.

Andrea Williams-McCoy goes into more detail on what Glenn and Colleen said. They do a great job with our image and get in front of it and shut it down. Also, other RMAs are looking at Hahn to use because of how happy we are with them.

Motion is approved.

**10. DISCUSSION, CONSIDERATION AND POSSIBLE ACTION TO APPROVE WORK AUTHORIZATION NO. 8 WITH SICE, INC. FOR SOC AUDIT 2 TYPE 1.
(RESOLUTION 23-15)** **Action Item**

Glenn Green - Under our current contract with Sice, we must provide different levels of audit. For our auditors to get the details they need, this allows us to extend funds to get this information from Sice. The next resolution is for the same thing but a different type of audit. Staff recommends.

1st – Larry Kellam, 2nd – Ben Hamilton, Motion is approved.

11. DISCUSSION, CONSIDERATION AND POSSIBLE ACTION TO APPROVE WORK AUTHORIZATION NO. 9 WITH SICE, INC. FOR SOC AUDIT 2 TYPE 2. (RESOLUTION 23-16) **Action Item**

Glenn Green – As mentioned before, this is the same type of resolution just a different type of SOC audit. This is a requirement to perform the audit. Staff recommends.

1st – Matthew Watts, 2nd – Dr. John Ray, Motion is approved.

12. DISCUSSION, CONSIDERATION AND POSSIBLE ACTION TO REVIEW AND APPROVE THE NET RMA INVESTMENT POLICY. (RESOLUTION 23-17) **Action Item**

Dianne Johnston – This is simply a formality; this is just in order to meet the needs required. No changes will be made.

1st – Marcia Daughtrey, 2nd – Larry Morse; Motion is approved.

13. DISCUSSION, CONSIDERATION AND POSSIBLE ACTION TO APPROVE THE NET RMA 2023-2024 BUDGET. (RESOLUTION 23-18) **Action Item**

Glenn Green – There is a lot of prep involved in this. This is presented to the Finance and Executive Committee. Dianne will give a general presentation.

Dianne Johnston gives a brief presentation to the board on the 2024 FY Budget that is located on the website. Questions?

1st – Marica Daughtrey, 2nd – Andrea Williams-McCoy; Motion is approved.

14. DISCUSSION, CONSIDERATION AND POSSIBLE ACTION TO APPROVE WORK AUTHORIZATION NO. 7 WITH CDM SMITH FOR TRAFFIC AND TOLL REVENUE TECHNICAL SUPPORT SERVICES FOR FY 2024. (RESOLUTION 23-19) **Action Item**

Glenn Green – This is another extension to approve a Work Authorization to present traffic and revenue projects. Also, miscellaneous work that may be needed for other projects we may have. Staff recommends.

1st – Matthew Watts, 2nd – Larry Kellam, Motion is approved.

15. DISCUSSION, CONSIDERATION AND POSSIBLE ACTION TO APPROVE WORK AUTHORIZATION NO. 2 WITH H.W. LOCHNER, INC. FOR GEC SUPPORT SERVICES FOR FY 2024. (RESOLUTION 23-20) **Action Item**

Glenn Green – This Work Authorization #2 follows the expiration for #1. Mr. Dennis Cooley is here in the room to represent Lochner. This not only includes typical planned issues, but also unplanned on the roadway that we have to provide. Staff Recommend.

1st – Larry Morse, 2nd – Ben Hamilton; Motion is approved.

16. DISCUSSION, CONSIDERATION AND POSSIBLE ACTION TO APPROVE WORK AUTHORIZATION NO. 4 WITH HNTB FOR GEC SUPPORT SERVICES FOR FY 2024. (RESOLUTION 23-21) **Action Item**

Glenn Green – today with HNTB we have Leslie Swagley. HNTB is our other GEC that we use for a variety of projects. They prepared our project for our widening project.

1st – Matthew Watts, 2nd – Curtis Rath; Motion is approved.

17. EXECUTIVE DIRECTOR'S REPORT.

A. Update on Toll 49 Maintenance Activities

Glenn Green – We have stripped the whole road and changed to 6 inches wide that TxDOT has gone to. It lights up at night. We are still working on a couple areas, but we are doing our best to keep the road in good shape.

B. Submission of Federal Grant Application

Glenn Green – We have prepared and submitted our grant application to widen Toll 49. We are 100% ready to go. We do not have an announcement date, but we anticipate late fall for an announcement.

18. ADJOURNMENT.

Gary Halbrooks – We are adjourned at 2:22.

EXECUTIVE SESSION - PURSUANT TO CHAPTER 551, SUBCHAPTER D, TEXAS GOVERNMENT CODE, IF ANY

- At any time during the meeting of the NET RMA Board of Directors, the Board may meet in executive session for consultation concerning matters under Chapter 551 of the Texas Government Code, including:
 - A. Section 551.071. Consultation with Attorney—Consultation with and advice from legal counsel concerning pending/contemplated litigation, settlement offers and negotiations, ongoing disputes and potential disputes, and other legal issues.
 - B. Section 551.072. Deliberation Regarding Real Property—Discussion of real property purchase, exchange, lease, license, gift, donation, and/or negotiated settlement, including property to be acquired for right-of-way.
 - C. Section 551.074. Personnel Matters—Deliberation concerning the appointment, employment, reassignment, evaluation, duties, discipline, and/or dismissal of personnel.

PARTICIPATION BY TELEPHONE CONFERENCE CALL:

One or more members of the Board may participate in this meeting through a telephone conference call, as authorized by Section 370.262, Texas Transportation Code. Under that law, each part of the telephone conference call meeting that by law must be open to the public shall be audible to the public at the meeting location. During the meeting, the identification of each party shall be clearly stated prior to speaking, and the meeting shall be documented by written minutes. On conclusion of the meeting, the written minutes of the meeting will be made available to the public.

OPEN COMMENT PERIOD

The Board will allow an open comment period, **not to exceed one hour**, to receive public comment on any other matter that is under the jurisdiction of the Board, including an item listed on the agenda. Public comment must be made during the open comment period. You must be recognized by the presiding officer.

Each speaker will be allowed a **maximum of three (3) minutes**. For subjects that are not otherwise part of the agenda for the meeting, Board members may neither comment nor question speakers during the open comment period, but may request the presiding officer, or a recognized committee, to investigate the subject further. No action will be taken on matters that are not part of the agenda for the meeting.

NOTE

Enumerated agenda items are assigned for ease of reference only and will not necessarily be considered by the Board in that particular order. The presiding officer may rearrange the order in which agenda items are considered.

Presenters with audiovisual needs are requested to contact NET RMA at 903.630.7894 at least two working days prior to the meeting.

ACCESSIBILITY STATEMENT FOR DISABLED PERSONS

This meeting site is accessible to disabled persons as follows: wheelchair ramp at the main entrance. If any special assistance or accommodations are needed to attend this meeting, please contact the NET RMA at 903.630.7894 at least two working days prior to the meeting so that appropriate arrangements can be made.

Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services, such as interpreters for person who are deaf or hearing impaired, and readers of large print or Braille, are requested to contact the NET RMA at 903.630.7894 at least two working days prior to the meeting so that appropriate arrangements can be made.

MINUTES