



MEETING NOTICE

TO: North East Texas Regional Mobility Authority Members

FROM: Linda Thomas, Chair

DATE: August 12, 2014 Minutes amended in Sept. 9th Board Meeting (pg 8).

SUBJECT: NET RMA REGULAR BOARD MEETING

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

DATE: Tuesday August 12, 2014
TIME: 1:30 pm
PLACE: Genecov Room,
Tyler Area Chamber of Commerce
315 N. Broadway
Tyler, Texas 75702

Enclosed are the agenda and other pertinent information for your review prior to the meeting. Should you have any questions, please call me at 903.509.1552.

NORTH EAST TEXAS REGIONAL MOBILITY AUTHORITY (NET RMA)
BOARD OF DIRECTORS REGULAR MEETING
1:30 PM Tuesday, August 12, 2014
Genecov Room
Tyler Area Chamber of Commerce
315 N. Broadway
Tyler, Texas 75702

1. CALL TO ORDER AND DECLARATION OF QUORUM

The Board Meeting was called to order by Chair Linda Thomas at approximately 1:35 p.m. and a quorum was declared.

Notice of this meeting was posted with the Secretary of State's Office, with the County Clerk in Smith County, on the NET RMA and Toll 49 websites and in the offices of Atkins on August 8, 2014.

2. INVOCATION

Chair Thomas asked NET RMA Board Member Bob Murray to give the invocation.

3. WELCOME & INTRODUCTION OF BOARD MEMBERS

Board Members

Mr. Tom Mullins, President and CEO of the Tyler Area Chamber of Commerce and Tyler Economic Development Council, welcomed the NET RMA Board to Tyler and Smith County. Mr. Mullins made several remarks regarding the importance of Toll 49 to the Tyler area and Smith County, and pledging the Chamber's and EDC's continued support of the project.

The NET RMA Board Members that were present introduced themselves to the audience.

Board Members present at the meeting included: Linda Thomas, Gary Halbrooks, Dave Spurrier, Keith Honey, Robert Murray, Jack Traylor, Celia Boswell, Hudson Old, Robert Messer, Jeff Sandford, Barham Fulmer, Tim Vaughn, Larry Morse and Pat McGill.

Board Members absent from the meeting included: Walta Cooke, Mike Thomas, Jim Stephens, Dr. James Harris and John Cloutier.

4. OPEN PUBLIC FORUM / COMMENT PERIOD

There were no comments made by the public at the meeting.

5. APPROVAL OF MINUTES

A. Discussion, Consideration and Approval of Minutes for:

Action Item

- July 15, 2014 NET RMA Regular Board Meeting

Chair Thomas referred the Board to the minutes for the Regular Board Meeting held on July 15, 2014. There were no additions or changes made during discussions and Chair Thomas entertained a motion to approve the minutes as presented.

Vice Chair Gary Halbrooks made a motion to approve the minutes as presented and Board Member Jack Traylor seconded the motion. The motion carried and the minutes for the July 15, 2014 meeting were approved.

6. CHAIR'S COMMENTS

Linda Thomas

A regular Chair's Report and Executive Director's Report were not given at this Board Meeting in order to have more time for the scheduled Budget Workshop. However, Chair Thomas did provide a few quick remarks to the Board.

Chair Thomas announced that the Texas Transportation Commission (TTC) passed a Minute Order on final reading at their July 31st meeting, changing the NET RMA's \$55M loan to a grant that does not have to be repaid. This action will allow the continuation of planning and design of Toll 49 Segment 4 – the Lindale Relief Route without any delay. Chair Thomas also reminded the Board that the NET RMA does have a Reimbursement and Travel Policy, which provides for expense reimbursement to Board members for their travel to Board Meetings, should they elect to submit their expenses. She noted that a copy of the policy and the reimbursement request form was included in the front pocket of the Board Books.

Chair Thomas then mentioned upcoming meetings of possible interest to the Board. These included the normal TTC meetings in August and September, as well as the Annual Meeting for the IBTTA and TxDOT Transportation Forum scheduled for September 14-17, 2004 and January 14-16, 2015, respectively.

7. DISCUSSION, CONSIDERATION AND POSSIBLE ACTION TO APPROVE PROPOSED ALIGNMENTS FOR TOLL 49, SEGMENT 6 AND SEGMENT 7 (RESOLUTION 14-24)

Action Item

Chair Thomas asked Interim Executive Director Everett Owen to present this item.

Mr. Owen reminded the Board that this item had been discussed at the last Board Meeting. He explained that the current map and plan for the East Texas Hour Glass (ETHG) project had considered temporary use of I-20 for part of the Toll 49 route, leading to a possible Segment 7 alignment thru the oil fields and bottomland floodplain of the Sabine River. Preliminary environmental studies had indicated that the alignment through the oil fields was just too costly and thus not feasible, so a revised plan and map was developed showing the temporary use of US 271 for part of the Toll 49 route, followed by a possible Segment 7 alignment being set north of Gladewater and traversing easterly to US 259 north of Longview. There had been discussions regarding whether a revised ETHG map should show alignment corridors or simply a potential centerline for the roadway.

Mr. Owen stated that the current map on the Toll 49 website, showing Segment 7 going through the oil fields, was obviously not correct, and that at some point the NET RMA should update the map on the website to better illustrate what the current thinking is. Mr. Owen explained that two new maps had been prepared, one map showing potential Seg 6 and 7 alignments as wide corridors, and another map showing potential centerlines. Mr. Owen said that the corridor map could be confusing to the public because many houses and businesses might fall within the corridor, causing many to be concerned that their house or business would be taken by the road. The single line would potentially not cause as much fear on the part of landowners, but everyone would need to understand that the alignments shown would just be possible locations, and not actual road locations. Actual road locations would not be known until further planning and environmental studies were completed.

Following Mr. Owens presentation, Board Member and Secretary Dave Spurrier reminded the Board that there was an East Texas Hour Glass Sub-Committee, of which Mr. Spurrier is the Chair, composed of interested city, county, state and transportation agency officials and stakeholders that had held several meetings to provide input to the ETHG planning process. Mr. Spurrier said that he thought it would be good to re-establish the ETHG Sub Committee, and get input from this sub-committee regarding the current planning and the corresponding map(s) being considered. Mr. Spurrier then requested that this item be tabled until input from the Sub-Committee could be obtained and considered.

Following some additional brief discussion, Board Member and Secretary Dave Spurrier made a motion that this item be tabled, and Board Member Hudson Old seconded the motion. The motion carried and Resolution 14-24 was tabled.

8. DISCUSSION, CONSIDERATION AND POSSIBLE ACTION ON REIMBURSEMENT RESOLUTION RELATED TO TOLL 49 DEVELOPMENT COSTS (RESOLUTION 14-25) **Action Item**

Chair Thomas asked Interim Executive Director Everett Owen to present this item. Mr. Owen then asked NET RMA General Counsel Brian Cassidy of Locke Lord to explain the item.

Mr. Cassidy explained that this resolution simply makes a statement that the NET RMA intends to expend funds on the preliminary development of Segment 4, and that when Bonds are sold later for the purpose of designing and construction Segment 4, that the NET RMA intends to repay itself out of the Bond proceeds for the preliminary development costs. This in effect makes the preliminary development costs "bond eligible". Without this resolution, the Bond Trustee would not let the NET RMA repay itself for the preliminary expenses when the Bond funds did become available.

Following this explanation, Board Member Keith Honey made a motion to pass the resolution, and Board Member Barham Fulmer seconded the motion. The motion carried and Resolution 14-25 was passed.

9. DISCUSSION, CONSIDERATION AND POSSIBLE ACTION TO APPROVE CHANGE ORDER NO. 1 WITH SOUTHWEST ENVIRONMENT INC. FOR ADDITIONAL SLOPE REPAIR AT THE CR 2191 BRIDGE ON TOLL 49 (RESOLUTION 14-26) **Action Item**

Chair Thomas asked Interim Executive Director Everett Owen to present this item.

Mr. Owen reminded the Board that they had authorized a Non-Routine Maintenance Contract with Southwest Environment Services, LLC (SWE) for the repair of some roadway side slopes and a stream bottom on Seg 3A that had eroded on several occasions and filled a stream with silt. Mr. Owen reported that SWE was making good progress on the original repair contract. He then explained that additional eroded slopes and an eroded ditch had been found near CR 2191, near the Toll 49 entrance ramp from Paluxy, and that these additional eroded areas also needed repair. Mr. Owen said that this Change Order #1, in the amount of \$18,548.14, would allow SWE to make repairs at the additional erosion locations near CR 2191. In addition, CO #1 would give SWE an additional 30 calendar days in which to complete all of their repairs.

Following the explanation of this item, Board Member Robert Messer asked if this repair would take care of this item "once and for all". Mr. Owen replied that repairs in this area had been attempted in the past, but based on the materials proposed to be used by SWE and on the quality of their work, he expected that this repair would take care of the erosion near CR 2191 from now on.

With no more discussion, Board Member Bob Murray made a motion to approve this item, and Board Member Barham Fulmer seconded the motion. The motion carried, and Resolution 14-26 was passed.

10. DISCUSSION, CONSIDERATION AND POSSIBLE ACTION TO APPROVE CHANGE ORDER NO. 2 WITH SOUTHWEST ENVIRONMENT INC. FOR SEDIMENT REMOVAL FROM HILLTOP RANCH LAKE (RESOLUTION 14-27) **Action Item**

Chair Thomas asked Interim Executive Director Everett Owen to present this item.

Mr. Owen referred once again to the fact that the original contract with SWE included removal of sediment from a stream along the edge of the ROW, and noted that the stream then ran into a private lake, approximately 12 acres in size, called Hilltop Ranch Lake. Mr. Owen explained that the landowner had filed a notice with the TCEQ and the NET RMA that a considerable and excessive amount of silt had been deposited in one finger of the lake, causing damage to the lake, which was originally designed to be a premier bass habitat. Although the siltation originally occurred during and shortly after construction of Toll 49 Seg 3A, Mr. Owen said a determination was made that damage had in fact occurred to the lake, and that as the "owner" of Toll 49 the NET RMA was now responsible for repairing the damage. Mr. Owen stated that this Change Order for cleaning the lake was in the amount of \$100,000 and would allow the Contractor an additional 45 work days to complete the work. Mr. Owen also said that, once the sediment was removed from the lake, then the NET RMA would also pay a fee of approximately \$25,000 for restocking the lake with bass. However, this would be a later action and is not part of CO #2.

Board Member Tim Vaughn asked how did the sediment problem come about in the first place? Mr. Owen said that the slope failure originally occurred during the construction of Seg 3A, and that TxDOT's road contractor had already removed sediment from the stream and lake on two separate occasions. But with each repair they were not able to get grass to grow on the slope, and the next large rain event caused erosion and sediment deposits to occur all over again. Mr. Owen said that, under the current contract, SWE had done an excellent job of repairing the slope and that grass was already beginning to grow on the repaired slope. With a good vegetative cover, Mr. Owen does not expect to have this problem occur any more.

Board Member Tim Vaughn then asked if the TxDOT contractor might be liable for all of this damage. Mr. Owen stated that TxDOT does not require warranty periods on their construction projects, and therefore once the job was accepted the TxDOT road contractor was no longer liable for problems.

At this point, Mr. Glenn Green, Assistant District Engineer for the TxDOT Tyler District, stood up and addressed the Board. He stated that Mr. Owen was entirely correct, and that the TxDOT road contractor had no liability on the project once the project was complete and accepted. In addition, he stated that TxDOT also no longer had any liability regarding this problem since ownership of the Toll 49 ROW and roadway had been completely transferred to the NET RMA.

Following Mr. Green's statements and following some brief additional discussion, Mr. Brian Cassidy, NET RMA General Counsel, stated that there was no question that the NET RMA was responsible for this cleanup. He further stated that, if the NET RMA did not fix the problem, then the landowner could claim that the silt that had been deposited in the lake had caused an "inverse condemnation" of the landowner's property, which is a constitutional takings action that the NET RMA has no sovereign immunity protection against. So Mr. Cassidy strongly encouraged the Board to take responsibility for the problem and fix the problem by allowing SWE to do the repair authorized by CO #2.

Following Mr. Cassidy's remarks, Board Member Jack Traylor made a motion to approve this item, and Board Member and Vice-Chair Gary Halbrooks seconded the motion. The motion carried, and Resolution 14-27 passed.

11. DISCUSSION, CONSIDERATION AND POSSIBLE ACTION ON A RESOLUTION SUPPORTING THE PROPOSED AMENDMENT TO THE TEXAS CONSTITUTION PROVIDING FOR INCREASED STATE FUNDING FOR ROADS, HIGHWAYS AND BRIDGES (RESOLUTION 14-28)

Action Item

Chair Thomas asked Interim Executive Director Everett Owen to present this item. Mr. Owen in turn passed control of this item to Brian Cassidy, NET RMA General Counsel.

Mr. Cassidy said this was a resolution that would not cost the NET RMA any money, as was discussed at the last Board Meeting in July, 2014. The Texas Legislature in last year's third special session passed a proposal to increase funding for roads, highways and bridges by allocating some oil and gas severance tax revenues above a specified baseline to transportation funding. It was estimated that this action would generate \$1.4B to \$1.8B in additional transportation funding. This resolution would simply show the NET RMA's support to other cities, counties and advocacy groups that are backing the proposed increase in transportation funding.

Board Member Jeff Sanford made a motion to approve this item, and Board Member Jack Traylor seconded the motion. The motion carried, and Resolution 14-28 passed.

12. 2015 NET RMA BUDGET REVIEW

Chair Thomas asked Interim Executive Director Everett Owen to present this item, but then requested that he first introduce his "guest" sitting beside him. Everett apologized for not having made the introduction sooner, and said that it was appropriate to introduce his guest at the beginning of the budget discussions. Mr. Owen then introduced Ms. Colleen Colby to the Board. Colleen was Atkins' Public Information Specialist for the NET RMA prior to Erin Lavender coming on board. Ms. Colleen Colby had just recently been hired as the Communications Specialist and Chief of Staff for the NET RMA, and as such would be the NET RMA's first employee. Colleen's prior employment had been as Executive Director of Leadership Tyler, a very visible public position. Mr. Owen said that Colleen would be providing all of the services formerly provided by Ms. Lavender, and in addition would be the "spokesperson" for and the "face" of the NET RMA for the future. Mr. Owen announced that Ms. Colby would begin service on Monday, August 18th, 2014.

Mr. Owen then began his discussion of the budget. He commented that several items were substantially different than in last year's budget, but that many items were basically the same.

Mr. Owen noted that the budget information had been presented the previous week to the NET RMA Finance Committee in great detail. He noted that the budget format as presented contained values for each line item for the Adopted FY 2014 Budget, for the actual FY 2014 expenses to-date (i.e., through 8 months of the year), and the proposed budget amount for FY 2015.

Mr. Owen stated that the first major change in the budget was the way revenue was presented. He said for FY 2015 the revenue would include both toll tag revenue (i.e., revenue received from users that have a TxTag sponsored by TxDOT, a toll tag sponsored by NTTA, an EZTag sponsored by HCTRA, or a PikePass sponsored by the Oklahoma Turnpike Authority) and video (or "Pay by Mail") revenue for users who did not have a tag. However, Mr. Owen said that, in FY 2015, the NET RMA budget would no longer show a "collection fee revenue". The collection fee revenue is money that the toll system operators and collection agencies charge for collecting the tolls, and that money goes directly to the toll system operators up front and never comes to the NET RMA. In prior years, the collection fee was shown as revenue to the NET RMA, and also as an expense to the NET RMA, so that the balance was always basically a wash. The collection fee revenue is money that is never received by the NET RMA, so it makes sense not to show it in the budget. This approach is in agreement with the way most other toll agencies report their revenue.

Mr. Owen also mentioned that the numbers for revenue as shown were the same as projected by the T&R firm, CDM Smith, in their most recent transaction and revenue update report. Even so, he said that in his opinion the revenue numbers were very conservative, and that the NET RMA would likely receive revenue significantly higher than that shown in the 2015 budget.

Mr. Owen then said that the expenses were the real heart of the budget. He noted that the projected FY 2015 expenses of \$3.8M were much less than the approved FY 2014 expenses of \$5.6M, with the difference primarily being the collection fee expenses that are no longer being included, just as the collection fee revenue was not being included. In addition, Mr. Owen noted that the proposed Public Involvement expenses were projected to be lower in FY 2015 since a NET RMA employee would be providing this service, and not a consultant. He expected that the use of NET RMA staff would reduce expenses by about \$100,000 from what they were in FY 2014 using consultants. Mr. Owen also noted, however, that the expected FY 2015 roadway maintenance expenses would likely be higher than in FY 2014, because the numbers are now based on approximately one year's worth of actual operating and maintenance expense records, whereas they were just an estimate in FY 2014.

Mr. Owen then explained that the projected revenue of \$6.9M minus the expected expenses of \$3.8M leaves a net positive revenue of \$3.1M. He noted that some additional non-cash items were also included on the budget. These included potential interest of \$450,000 on an Interim Loan that might be obtained for funding preliminary planning and ROW expenses for Segment 4, and the interest expense on the SIB loan of approximately \$1.9M that does not have to be paid now. Mr. Owen noted that, even if these items were paid now, the remaining funds would still equal approximately \$800,000. Mr. Owen said that he felt like this was a very positive budget. He also noted that the RMA was planning on transferring approximately \$800,000 into a Major Maintenance Reserve Fund, so that future renewal and replacement expenses for such things as major pavement overlays can be accommodated.

At this time, Mr. Owen entertained and answered several questions from the Board regarding: the amount of video tolls collected (asked by Dave Spurrier), the requirements for paying loan principal amounts (asked by

Hudson Old), the need for a 5-year budget (asked by Dave Spurrier), the mechanism for paying the SIB loan (asked by Jeff Stanford), a projection of cash flow in 2015 (asked by Robert Messer), and requirements for paying back TxDOT at the time of the proposed Bond Sale. Mr. Owen also walked through the process of getting a Bond and restructuring existing debt. He then reminded the Board that the Agenda Item for today was just involving the NET RMA Operating Budget for FY 2015. He reminded them that the Finance Plan and terms of the Bond Sale would all be presented to the Board in extreme detail at a later time.

Mr. Owen then went through the line items in the Budget Expense Detail. He mentioned that most of the amounts allocated in the budget were very similar to last year, with some slight increases due to inflation and to the fact that the NET RMA is now involved with operating and maintaining Toll 49. Items that were new or that had a major change and the reason for those items included:

- The Board Travel Expense line item was increased to \$10,000 since more Board Members are requesting reimbursement of their expenses.
- Employees Salary and Employee Benefits items are new line items for the two new staff members being hired (Colleen Colby and a Customer Care Specialist).
- Legal Services were broken out into line items for Legal – Legislative, Legal General and Legal – Toll 49 Operations in order to better track these expenses and help the Board to understand them.
- Similarly, General Engineering expenses were broken out into line items for RS&H, Atkins – Annual Reports, Atkins – Administration and Atkins – Board Support.
- Customer Service and Public Involvement Support line items went down considerable because these tasks will now be provided by NET RMA staff, instead of consultants (a savings of approximately \$100,000).
- The line item for Project Development was increased to \$200,000 so that other, non-Toll 49 projects can be brought by Board Members to the NET RMA for feasibility review and development.
- The Facilities Maintenance Oversight line item increased from \$50,000 to \$355,800 because that is in line with what is being spent in oversight to actually maintain Toll 49, based on 8-months of actual operation. (There was no historical record when last year's \$50,000 budget was set, it was just an estimate).
- A new item for Third Party Contracts was set at \$90,000, in order to continue non-routine maintenance contracts such as that with Southwest Environment Services.
- The line item for Telvent Gantry Maintenance increased to \$318,000 based on a new contract with Telvent, but this is because they are taking over maintenance of all gantries and there will no longer be an expense for gantry maintenance by Raytheon (a savings of about \$200,000).

This concluded Mr. Owen's discussions regarding the proposed FY 2015 budget. As a final item, Board Member Hudson Old asked for clarification regarding a consultant's 3.0 salary multiplier. Mr. Owen said the 3.0 to 3.5 multiplier was standard in the consulting industry and explained the breakdown of the multiplier to Mr. Old's satisfaction. In addition, Mr. Old asked why the budget item for Annual Report was \$82,800? Mike Battles with Atkins replied that this was for the Strategic Plan, Annual Report, Audit Support and other reports.

13. DISCUSSION OF POSSIBLE LOCAL OR OTHER FUNDING SOURCES FOR FUTURE PROJECTS

Mr. Owen said this was an erroneous item no longer needed and no discussion was needed.

14. TRAINING ON ETHICS ISSUES AND THE NET RMA INTERNAL COMPLIANCE POLICY

Chair Thomas asked Interim Executive Director Everett Owen to present this item. Mr. Owen in turn passed

control of this item to Brian Cassidy, NET RMA General Counsel.

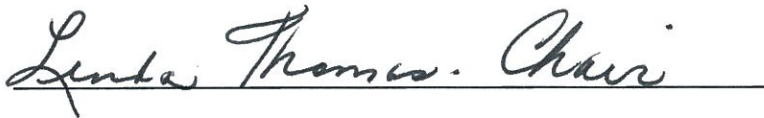
Mr. Cassidy presented a Power Point session on Board Ethics and Compliance. The presentation consisted of approximately 14 slides and covered several topics including: Conflicts of Interest, Gifts and Honoraria, Use of NET RMA Property, Public Information and Retention of Records, Open Meetings, Personal Financial Statements, and Compliance Standards and Procedures. A copy of the slides was provided in the Board Books so that the Board Members could keep them and review them periodically.

15. DISCUSSION OF POSSIBLE FY 2015 MEETING DATES

Chair Thomas mentioned that the next Board Meeting was scheduled for September 9th at the new Convention Center in Carthage, Panola County. She also mentioned again some other upcoming meetings of the Texas Transportation Commission (TTC), IBTTA and the TxDOT Forum. In addition, Mr. Owen mentioned that the upcoming TTC meeting in August would be held in Dallas and not Austin.

16. ADJOURNMENT

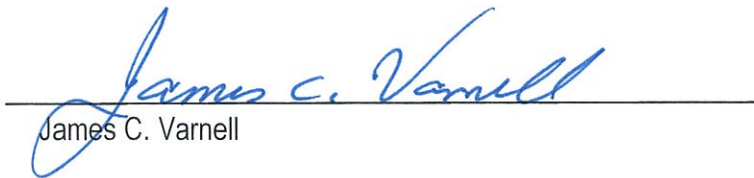
With no other business to be discussed, Chair Thomas adjourned the Board Meeting at approximately 3:55 p.m.



Linda Thomas, Chair



Dave Spurrier, Secretary



James C. Varnell

**BOARD BOOK APPENDIX -
COMPLIANCE AND OVERSIGHT**

- A. OPEN RECORDS SPREADSHEET
- B. SURETY BOND SPREADSHEET
- C. CONFLICT OF INTEREST SPREADSHEET
- D. TERM EXPIRATION SPREADSHEET
- E. TEC FILING SPREADSHEET

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 attorney-client matters (real estate, litigation, contracts, personnel, and security) under Chapter 551 of the Texas Government Code:**
 - 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.**

FY 2014 Scheduled Board Meetings / Functions

2014 Tentatively Scheduled Board Meetings:

Tuesday – September 9, 2014 – Carthage

FY 2015 Board Meetings: Not scheduled

Non-Scheduled Meetings / Functions - Where a Quorum Could be Present, but No RMA Business Would be Conducted

Date Pending
TeamTX
Austin, Texas

August 28 in Dallas, Texas and September 18, 2014 in Austin, Texas
Texas Transportation Commission Meeting

COURTESY RULES

Thank you for your presence. The NET RMA appreciates your interest. If you wish to address the RMA on any agenda item, Public Participation Forms will be available before the meeting. These forms must be filled out and turned in to the RMA Chair or Secretary *prior* to the time the agenda item in question is addressed by the RMA.

You must be recognized by the Chair. (NOTE: Items will not necessarily be presented in the order they are posted.)

OPEN COMMENT PERIOD

At the conclusion of all other agenda items, 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. Public comment that does not relate to a specific agenda item must be made during the open comment period.

Each speaker will be allowed a **maximum of three (3) minutes**. Speakers must be signed up prior to the beginning of the open comment period. 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 Chair, 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 Chair may rearrange the order in which agenda items are considered.

Presenters with audiovisual needs are requested to contact Atkins North America, Inc. at 903.509.1552 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 in order to attend this RMA meeting, please contact Atkins North America, Inc. at 903.509.1552 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 Atkins North America, Inc. at 903.509.1552 at least two working days prior to the meeting so that appropriate arrangements can be made.