

## Legislation Text

---

**File #:** AI-2021-133, **Version:** 1

---

**SUBJECT:**

Approval of a resolution adopting a Board Operating Procedures Policy and amending the Capital Improvement Program Policy.

**FISCAL IMPACT:**

This action has no fiscal impact.

**STRATEGIC PLAN:**

Strategic Goal Alignment:

1. Internal/External Customer Service Excellence     2. Stakeholder Engagement  
 3. Financial and Environmental Sustainability     4. Staff Development     5. Agency Growth Management

Strategic Objectives:

- 1.1 Safety & Risk     1.2 Continuous improvement     1.3 Dynamic Change  
 1.4 Culture of Innovation     2.1 Be an Employer of Choice     2.2 Organization Development  
 2.3 Organization Culture     3.1 Resource optimization     3.2 Safety Culture  
 3.3 Environmental Leadership     4.1 Educate & Call to Action     4.2 Build Partnerships  
 4.3 Value of Transit     4.4 Project Connect

**EXPLANATION OF STRATEGIC ALIGNMENT:** The polices adopted by the Board of Directors provide strategic direction to the President & CEO and Capital Metro regarding policy matters within the purview of the Board.

**BUSINESS CASE:** Periodic review and updates to policies adopted by the Board of Directors are prudent to ensure that the policies meet the ongoing needs of Capital Metro.

**COMMITTEE RECOMMENDATION:** This item was presented and recommended for approval at the Finance, Audit and Administration and Operations, Planning and Safety Committees on August 18, 2021.

**EXECUTIVE SUMMARY:** Section 8.6 of the Bylaws of the Capital Metro Board of Directors (the "Board") requires the continuous review and update of all policies adopted by the Board over a five-year period,

beginning in 2018. The following actions are recommended for Board-adopted policies at this time:

(1) To govern the administration and operation of the Board, including conflicts of interest, public comment and involvement, and Board travel policies, Staff recommends the Board adopt a Board Operating Procedures Policy. The Board Operating Procedures Policy consolidates the following Board policies: Board Personal Financial Statement Policy (Resolution No. AI-2019-1078); Public Comment Policy and Procedures (Resolution No. AI-2019-1078); Community Involvement Policy (Resolution No. AI-2019-1078); Board Travel Policy (Resolution No. CMTA-2013-65); Board Attendance Stipend Policy (Resolution No. CMTA-2010-70); and Board Mileage Reimbursement Policy (Resolution No. CMTA-2011-10). Among other minor changes, staff recommends expanding public comment to allow remote comment using Capital Metro's videoconferencing system, and establishing a single comment period at the beginning of the open meeting.

(2) Staff recommends approval of updates to the Capital Improvement Program Policy (Resolution No. CMTA-2011-25). Transportation Code § 451.132 requires the Board to adopt a five-year plan for capital improvement projects that supports Capital Metro's strategic goals and satisfies other requirements set forth in the statute. This policy lays out what needs to be included in the capital improvement plan and is intended to guide funding decisions during the capital budget review process and the subsequent reporting of progress on individual projects. Staff recommends approval of updates to the Capital Improvement Program Policy to, amongst other things, align with recommendations of the Enterprise Project Portfolio Management Committee.

DBE/SBE PARTICIPATION: Does not apply.

PROCUREMENT: Does not apply.

RESPONSIBLE DEPARTMENT: Legal Department

**RESOLUTION  
OF THE  
CAPITAL METROPOLITAN TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS**

**STATE OF TEXAS  
COUNTY OF TRAVIS**

**AI-2021-133**

WHEREAS, it is prudent to periodically review and update policies adopted by the Board of Directors in order to ensure they continue to meet the needs of Capital Metro;

WHEREAS, the Board of Directors adopted Bylaws in 2017 that required policies adopted by the Board of Directors to be reviewed every five (5) years; and

WHEREAS, the following policies have been identified for review in August 2021: Board Travel Policy (Resolution No. CMTA-2013-65); Board Attendance Stipend Policy (Resolution No. CMTA-2010-70); Board Mileage Reimbursement Policy (Resolution No. CMTA-2011-10); and Capital Improvement Program Policy (Resolution No. CMTA-2011-25).

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors adopts the Board Operating Procedures Policy which consolidates the following Board policies: Board Personal Financial Statement Policy (Resolution No. AI-2019-1078); Public Comment Policy and Procedures (Resolution No. AI-2019-1078); Community Involvement Policy (Resolution No. AI-2019-1078); Board Travel Policy (Resolution No. CMTA-2013-65); Board Attendance Stipend Policy (Resolution No. CMTA-2010-70); and Board Mileage Reimbursement Policy (Resolution No. CMTA-2011-10), with the changes recommended by staff.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Board of Directors approves the changes to the Capital Improvement Plan Policy, formerly the Capital Improvement Program Policy (Resolution No. CMTA-2011-25).

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Secretary of the Board  
Eric Stratton**