

## **COORDINATION PLAN**

In Accordance with Public Law 109-59,  
SAFETEA-LU, Section 6002

### **United States Highway (US) 281**

From Loop 1604 to Borgfeld Road

Bexar County, Texas

Control Section Job Number: 0253-04-138

#### **Lead Agencies:**

Federal Highway Administration

Texas Department of Transportation

Alamo Regional Mobility Authority

October 2010

## SAFETEA-LU Coordination Plan Revision History

| Modification Number | Date         | Description of Modifications                                 |
|---------------------|--------------|--|
| 0                   | August 2009  | Original Draft   |
| 1                   | October 2010 | Updated History of US 281 Improvements                       |
|                     |              | Updated History of US 281 Environmental Documentation        |
|                     |              | Revised Need & Purpose                                       |
|                     |              | Updated List of Cooperating and Participating Agencies       |
|                     |              | Updated Project Activities, Participation and Scheduling     |
|                     |              | Appended Revised Community Involvement Plan (September 2010) |
|                     |              | Appended Community Advisory Committee Charter                |

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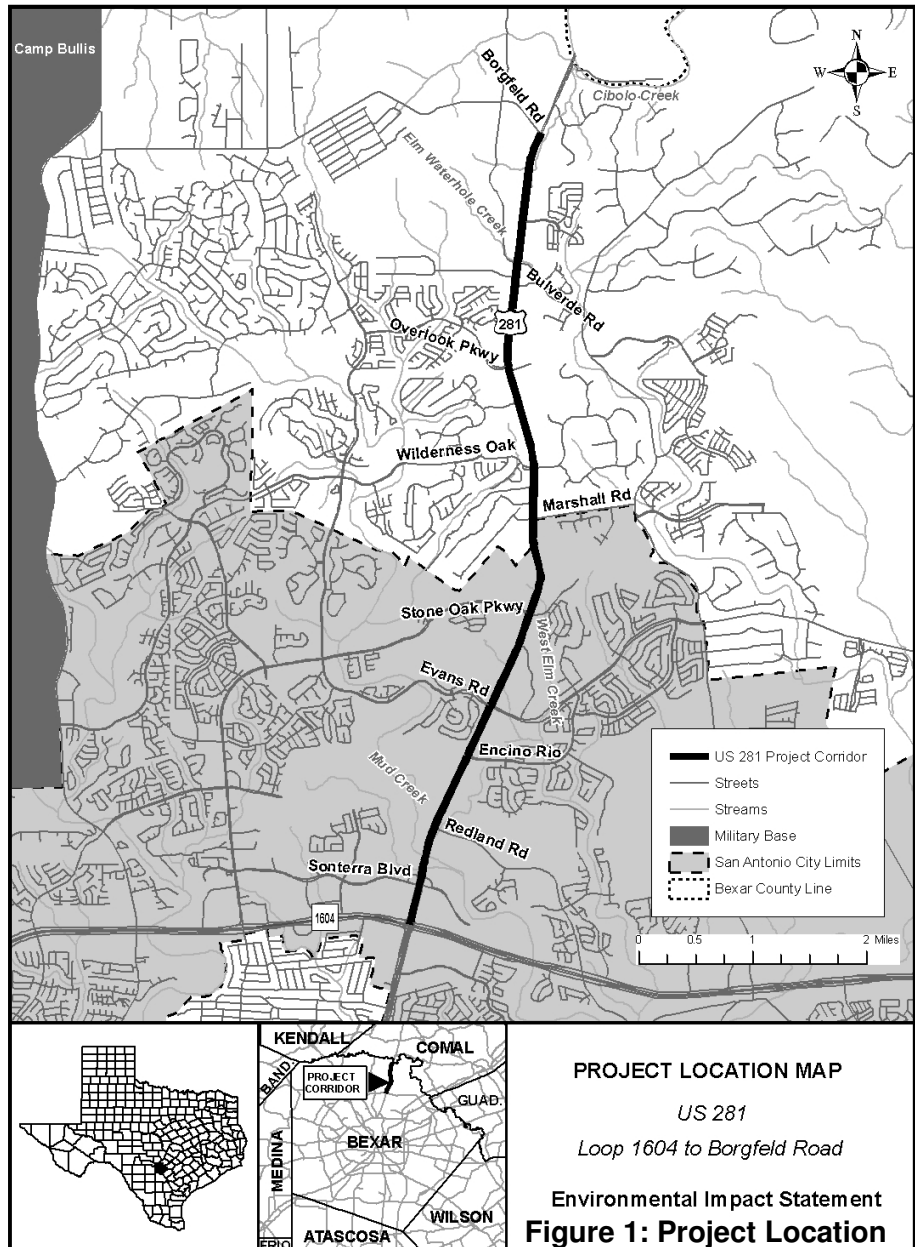
## I. Purpose of the Coordination Plan

In an effort to provide for more efficient environmental reviews for project decision making, Section 6002 of Public Law 109-59, “Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users,” (SAFETEA-LU), enacted August 10, 2005, implemented the development of a coordination plan for all projects for which an environmental impact statement (EIS) is prepared under the National Environmental Policy Act of 1969. The plan’s purpose is to coordinate public and agency participation in and comment on the environmental review process for a project or category of projects. The Federal Highway Administration (FHWA), as lead Federal agency, and the Texas Department of Transportation (TxDOT) and Alamo Regional Mobility Authority (Alamo RMA), as joint lead agencies, have prepared this Coordination Plan to accompany the EIS that will be developed for improvements to US 281 from Loop 1604 to Borgfeld Road, Bexar County, Texas (**Figure 1**). FHWA, TxDOT and the Alamo RMA solicited comments from the public and from participating and cooperating agencies regarding the need and purpose for the proposed project, project alternatives, methods to be used in evaluating the project alternatives, and the level of detail required in the analysis of each project alternative. This Coordination Plan describes the roles of the lead agency, joint lead agencies, and the cooperating and participating agencies.

## II. Project Description and Scope

US 281 within the project limits is included in the San Antonio-Bexar County Metropolitan Planning Organization (SA-BCMPO) *Mobility 2035* (the long-range transportation plan) as a tolled expressway. Other solutions for improving mobility within the US 281 corridor may be identified in future updates and/or amendments to the long-range transportation plan.

The existing facility is a four-to-six-lane non-toll divided arterial with partial access controls. The EIS will develop and evaluate project alternatives including “No-action” (the no-build alternative), Transportation System Management (TSM)/Transportation Demand Management (TDM), rapid transit and roadway build alternatives. TxDOT’s Control Section Job (CSJ) number for this project is 0253-04-138.



**PROJECT LOCATION MAP**  
 US 281  
 Loop 1604 to Borgfeld Road  
 Environmental Impact Statement  
**Figure 1: Project Location**

### III. Project History

In recent history numerous transportation improvements have been completed and proposed along the US 281 project corridor. These projects have been evaluated under the National Environmental Policy Act (NEPA) through a series of Categorical Exclusions (CEs) and Environmental Assessments (EAs). This Coordination Plan addresses the EIS currently being prepared for US 281 from Loop 1604 to Borgfeld Road.

In the late 1980s, a segment of US 281 between Bitters Road and Loop 1604 within the San Antonio city limits, south of the subject project area, was upgraded from a four-lane partial access-controlled divided roadway to an expressway facility with full access-controlled through lanes and parallel partial access-controlled lanes that interface between the through travel lanes and the adjacent developments and streets. Since that time, land development has expanded along US 281 from Loop 1604 north into Comal County. To accommodate this growth, many improvements have been implemented over the years as detailed in **Table 1**.

**Table 1: History of US 281 Improvements**

| Location   | Construction Activity  | Year Completed               |
|--|--|------------------------------|
| US 281 from Loop 1604 to Comal County line                                 | Expansion from 2 lanes to 4 lanes  | 1975                         |
| US 281 at Encino Rio   | Installation of traffic signal   | 1986                         |
| US 281, 0.6 miles north of 1604 to Comal County line                       | Surface treatment project  | 1987                         |
| US 281, from 0.6 miles north of Loop 1604 to Comal County line             | Seal coat shoulders, crossovers, and driveways                                     | 1988                         |
| US 281, from Bitters to 0.5 miles north of Loop 1604                       | Expansion to 6-lane expressway, including 3-level diamond interchange at Loop 1604 | 1990                         |
| US 281, 3.8 miles north of 1604 to Comal County line                       | Novachip project   | 1992                         |
| US 281, from 0.6 miles north of 1604 to 4 miles south of Comal County line | Micro-surfacing project  | 1995                         |
| US 281 at Bulverde   | Installation of flashing beacon  | 1998                         |
| US 281 at Borgfeld   | Installation of flashing beacon  | 1998                         |
| US 281 at Evans Road   | Installation of traffic signals  | 1998                         |
| US 281 from Redland Road to Stone Oak                                      | Shoulder restriping  | 2000                         |
| US 281 from Loop 1604 to Comal County line                                 | Texturized shoulders   | 2002                         |
| US 281 at Stone Oak  | Installation of traffic signal   | 2002                         |
| US 281 at Bulverde   | Installation of traffic signals  | 2003                         |
| US 281 at Borgfeld   | Installation of traffic signals  | 2003                         |
| US 281 at Sonterra   | Construction of Interchange  | 2004                         |
| US 281 at Marshall Road  | Installation of traffic signal   | 2006                         |
| US 281 at Overlook Parkway   | Installation of traffic signal   | 2006                         |
| US 281 at Encino Rio Road, Evans Road, Stone Oak Parkway and Marshall Road | Construction of operational improvements known as the "Super Street Project"       | Construction Underway (2010) |
| US 281 / Loop 1604 Interchange   | Construction of four direct connector ramps  | Construction Underway (2010) |

In addition to the improvements listed in **Table 1** several improvement projects have been proposed since 1984. The environmental documentation history related to these improvement projects is summarized in **Table 2**. The initial NEPA action on these projects is the FHWA issuance of a Finding of No Significant Impact (FONSI) on August 8, 1984 for an EA on a project to add capacity to US 281 from Bitters Road to 2.5 miles north of Loop 1604 (approximately Evans Road). Portions of this EA were reevaluated in 2000 and 2005 with the same FONSI determination. Three CEs for improvements to the interchanges with US 281 at Loop 1604, Stone Oak Parkway and Borgfeld Road were also approved by the FHWA indicating that only insignificant impacts would occur from the proposed actions. The Stone Oak Parkway CE was reevaluated along with the US 281 EA from Loop 1604 to Marshall Road and was reaffirmed on May 24, 2005.

**Table 2: History of US 281 Environmental Documentation**

| Highway | Limits   | Document Type and Approval | Approving Authority | Approval Date                             |
|---------|--|----------------------------|---------------------|---|
| US 281  | Bitters Road to 2.5 miles north of Loop 1604 (Evans Road)                                  | EA – FONSI                 | FHWA                | August 8, 1984                            |
| US 281  | Sonterra Blvd. (0.4 mile north of Loop 1604) to 2.5 miles north of Loop 1604 (Evans Road)  | EA Reevaluation – FONSI    | FHWA                | December 11, 2000                         |
| US 281  | At Stone Oak Parkway   | CE                         | FHWA                | June 2, 2002<br>(Approval Withdrawn)      |
| US 281  | At Borgfeld Road   | CE                         | FHWA                | September 5, 2002<br>(Approval Withdrawn) |
| US 281  | At Loop 1604 Interchange   | CE                         | FHWA                | March 31, 2005                            |
| US 281  | Loop 1604 to Marshall Road   | EA Reevaluation – FONSI    | FHWA                | May 24, 2005<br>(Approval Withdrawn)      |
| US 281  | Evans Road to Borgfeld Road  | EA – FONSI                 | FHWA                | November 8, 2005<br>(Approval Withdrawn)  |
| US 281  | Loop 1604 to Borgfeld Road   | EA – FONSI                 | FHWA                | August 14, 2007<br>(Approval Withdrawn)   |
| US 281  | At Encino Rio Road, Evans Road, Stone Oak Parkway and Marshall Road (Super Street Project) | CE                         | FHWA                | September 30, 2009                        |
| US 281  | At Loop 1604 Interchange   | CE                         | FHWA                | June 2009, Revised February 2010          |

The US 281 (Loop 1604 to Marshall Road) project was let to construction in September 2005. A motion for preliminary injunction was filed by the Aquifer Guardians in Urban Areas, and People for Efficient Transportation, Inc. (collectively “AGUA”) on December 21, 2005 seeking to bar further land clearing and construction on the expansion of US 281 north of Loop 1604 because of inadequate consideration of environmental issues. In response, TxDOT prepared and submitted a letter to FHWA on January 10, 2006 requesting assistance in shaping an appropriate course of action in light of the review of the environmental studies on US 281 projects in northern Bexar County. FHWA reviewed TxDOT’s request and concurred that, under 23 CFR § 771.115, TxDOT could proceed with the preparation of a new EA and further concurred with TxDOT’s recommendation that a single EA be completed to address the environmental elements and factors for the project in the US 281 corridor from approximately Loop 1604 to Borgfeld Road. With FHWA’s concurrence in the initiation of a new environmental document and in recognition of issues raised by the public, FHWA withdrew prior environmental clearances on both 2005 US 281 EAs and both 2002 US 281 CEs identified in **Table 2** resulting in the cancellation of construction activities along US 281 from Loop 1604 to Marshall Road. FHWA then directed TxDOT to prepare one comprehensive EA for the US 281 project area from Loop 1604 to Borgfeld Road within Bexar County.

The most recent EA project concluded with FHWA’s issuance of a FONSI in August, 2007. A Complaint for Declaratory and Injunctive Relief was filed in February 2008 by Aquifer Guardians in Urban Areas (AGUA) and Texans Uniting for Reform and Freedom (TURF) in the US District Court for the Western District of Texas, San Antonio Division, against FHWA, TxDOT and the Alamo RMA. In October 2008 FHWA decided to withdraw the FONSI following TxDOT’s announcement regarding irregularities in the procurement of a scientific services contract, which called into question components of the environmental document. FHWA called for the preparation of an EIS for US 281 from Loop 1604 to Borgfeld Road, and assigned the responsibility of preparing the EIS to the Alamo RMA. The 2008 lawsuit was administratively closed by the Court on February 5, 2009.

“Super Street Project”

On September 30, 2009 FHWA approved a CE for operational improvements on US 281 at Encino Rio, Evans Road, Stone Oak Parkway and Marshall Road, commonly referred to as the “Super Street Project.” The project is designed to temporarily improve traffic flow and safety for US 281 commuters between Encino Rio and Marshall Road. The project is currently under construction (2010) and covers approximately 3.1 miles. The

Super Street Project is being paid for with funds from the American Recovery and Reinvestment Act of 2009 (Recovery Act) and the Advanced Transportation District.

#### US 281 / Loop 1604 Interchange

The Alamo RMA received a CE for the US 281 / Loop 1604 Interchange in June 2009 which was subsequently revised in February 2010. The project includes the design and construction of four non-toll direct connector ramps with an ultimate design of a five-level direct connection interchange, of which three levels currently exist between US 281 and Loop 1604. As part of the Recovery Act and TxDOT Proposition 14 bond funds, the Alamo RMA received \$140 Million in funding to construct four non-toll direct connectors between US 281 and Loop 1604 on the north side of San Antonio. The following direct connector ramps are currently under construction:

- 1) Loop 1604 West to US 281 South;
- 2) Loop 1604 East to US 281 South;
- 3) US 281 North to Loop 1604 East; and
- 4) US 281 North to Loop 1604 West.

The four connectors will help provide direct access between these two roadways for approximately 50,000 vehicles a day when construction is finished. While the US 281 / Loop 1604 Interchange project will not add capacity to US 281 or Loop 1604, intermittent auxiliary lanes for traffic merging or diverging from the main lanes and ramp adjustments to accommodate the new direct connector locations and other operational considerations are included within the project. These improvements are currently under construction (2010) through a design/build contract administered by the Alamo RMA.

The US 281 / Loop 1604 Interchange project will in no way predetermine any future improvements to US 281 or Loop 1604. Any other projects on US 281 or Loop 1604 will require additional studies.

## **IV. Need and Purpose**

Project need and purpose describes the reasons why action is being considered in the US 281 corridor and the desired purposes and objectives that the proposed improvement alternatives must address. It functions as a means to understand historical trends and future projections along the corridor and to set benchmarks for existing conditions. The benchmarks help shape the criteria used to evaluate alternative actions and will be used as a means to measure proposed alternatives against existing conditions and each other. The project need and purpose guides the identification of reasonable alternatives and assists in the identification of a preferred alternative.

### **Need for the project**

The need for the project was identified through background research as well as comments expressed by the lead, cooperating and participating agencies, the Community Advisory Committee, the Peer Technical Review Committee and the public. A set of four distinct but interrelated needs were determined for the US 281 project:

- Provide for transportation needs of existing growth and planned future growth;
- Improve functionality of the roadway by enhancing mobility as well as accessibility within the corridor;
- Improve safety in the corridor, and;
- Enhance quality of life for users of the roadway and the surrounding community.

**Growth:** The need for improvements to US 281 has resulted from a historic and continuing trend in population and employment growth within the project corridor and surrounding areas. Prior to the 1980's the land around the US 281 corridor was largely rural and undeveloped, but has become suburbanized over the last several decades. Based on US Census data the population of the corridor has grown almost 170 percent between 1990 and 2000 and according to the MPO's 2035 forecast the corridor will continue to grow to over 140,000 people, a 93 percent increase between 2005 and 2035. As the US 281 corridor develops, employment opportunities are

also forecasted to grow. According to the MPO's 2035 forecasts the number of employees working along the corridor will reach over 43,000 people by 2035, a nearly 71 percent increase from 2005.<sup>1</sup>

The improvements in transportation infrastructure within the project limits and as highlighted in **Table 1** have not kept pace with the increases in population and employment, which have resulted in a substantial increase in traffic. In 1980 the Average Daily Traffic (ADT) between Loop 1604 and Stone Oak Parkway was 8,600 vehicles per day and has grown to 91,000 by 2004 equating to a compound annual growth rate of about 10 percent per year.<sup>2</sup> The ADT within the same section of roadway is forecasted to grow to almost 185,000 vehicles per day by 2035

**Functionality:** Within the project limits US 281 is classified by TxDOT as an arterial roadway.<sup>3</sup> The existing travel lanes must serve the needs of motorists who travel through the area as well as those who want to access adjacent land uses. The conflict between the mobility needs of through travelers and accessibility needs of local travelers has contributed to traffic congestion and vehicle crashes. This conflict between competing functions will become more acute as the number and density of businesses and residences along the corridor increases.

Increased travel demand and conflicting traffic movement has led to deteriorating levels of service (LOS) during peak periods (7am to 9am and 4pm to 6pm). During peak hours, US 281 south of Stone Oak Parkway operates at or below LOS D (an unstable flow of traffic which makes it more challenging for motorists to maneuver between lanes). During off-peak hours and under free flow conditions (LOS A) a motorist on US 281 can travel between Bulverde Road and Loop 1604 in about six minutes. Currently, this trip takes approximately 28 minutes southbound during the morning peak period and 19 minutes northbound during the evening peak period.<sup>4</sup>

**Safety:** Accidents on US 281 within the project corridor have increased in recent years. From 2003 to 2008 the Texas Department of Public Safety (DPS) reported 2,752 crashes along the project corridor. Of the total number of crashes, eight were fatal and 155 resulted in injuries. The annual number of crashes along the corridor has increased over the six-year period by over 40 percent.<sup>5</sup> The crash rate on US 281 is much higher than statewide average crash rates for comparable roadways.

**Quality of Life:** The current conditions on US 281 have an impact on the quality of life of those who live and work along the corridor. Factors such as lengthy travel delays, air pollution from vehicle emissions and lack of mobility choices contribute to frustration, health risks and costs to the community.

### **Purpose of the Proposed Action**

Without additional transportation improvements it is anticipated that population and employment growth within the US 281 corridor will result in increased levels of vehicular traffic, crashes and travel delays. Without improvements, accessibility within the corridor is anticipated to become increasingly constrained, its functionality as part of a regional transportation system would decline, and the overall community quality of life would diminish. The purposes of the proposed action are to address future growth, improve mobility, enhance safety, and improve community quality of life. The following objectives were determined through the project scoping process to help further define these purposes:

- satisfy travel demand on US 281
- be consistent with local & regional plans and policies
- develop facilities for multi-modal transportation
- allow for future high capacity transit
- reduce travel time and increase travel speeds
- reduce conflict between local and through traffic

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<sup>1</sup> US Census Bureau, 1970-2000, SA-BCMPO Demographic Forecast, 2009

<sup>2</sup> TxDOT, FHWA – Travel Monitoring, SA-BCMPO Mobility 2035

<sup>3</sup> TxDOT, Statewide Planning Map, 2009

<sup>4</sup> Proposed US Highway 281 Super Street Traffic Study, June 2009

<sup>5</sup> TxDOT, Traffic Operations Division

- improve access to adjacent property
- reduce the accident rate on US 281
- maximize the use of non-toll funds
- enhance air quality
- avoid/minimize water quality impacts
- avoid/minimize impact to wildlife habitat
- minimize noise impacts
- avoid/minimize adverse social and economic impacts
- provide facilities for walking and biking
- provide for aesthetics and landscaping

## V. Agency Roles and Responsibilities

SAFETEA-LU requires identification of lead, cooperating, and participating agencies in the development of an EIS. The lead Federal agency (FHWA) and the joint lead agencies (TxDOT and the Alamo RMA) must identify and involve participating agencies; develop the Coordination Plan; provide opportunities for public, cooperating and participating agency involvement in defining the need and purpose and determining project alternatives; and collaborate with participating agencies in determining methodologies and the level of detail for the analysis of project alternatives. In addition, lead agencies must provide oversight in managing the environmental documentation process and resolving issues.

**Federal Lead Agency:** FHWA is the U.S. Department of Transportation agency responsible for NEPA analysis, management of the SAFETEA-LU Section 6002 process, and independent review of the EIS. FHWA will ensure that the project sponsors (TxDOT and the Alamo RMA) comply with all design and mitigation commitments in the Record of Decision (ROD) and that the EIS is appropriately supplemented if changes in the project become necessary.

**Joint Lead Agencies:** TxDOT, as project sponsor and direct recipient of SAFETEA-LU funds, is a joint lead agency. The “project sponsor” is defined as the agency or other entity, including any private or public-private entity, which seeks approval of the U.S. Department of Transportation for a highway project. TxDOT’s responsibilities mirror those of the Federal lead agency.

The Alamo RMA is the project co-sponsor and implementation agency, primarily responsible for preparing environmental studies and the EIS document, and conducting required public involvement activities. The Joint Lead Agencies share in the responsibility to manage the SAFETEA-LU Section 6002 process, prepare the EIS, and provide opportunities for public and participating /cooperating agency involvement.

**Cooperating Agencies:** Federal, state, tribal, and local agencies having jurisdiction by law or special expertise with respect to any environmental impact involved in a proposed project or project alternative are designated as cooperating agencies. Cooperating agencies are also “participating agencies” (agencies with an interest in the project), but have a higher degree of authority, responsibility, and involvement in the environmental review process than do participating agencies that are not also cooperating agencies. The U.S. Army Corps of Engineers, for example, is specifically responsible for the issuance of permits under Section 404 of the Clean Water Act.

**Participating Agencies:** All federal, state, tribal, regional or local governmental agencies that may have an interest in the project are invited to serve as participating agencies. The roles and responsibilities of these agencies include, but are not limited to:

- Participating in the NEPA process starting at the earliest possible time, especially with regard to the development of the need and purpose statement, project alternatives, methodologies, and the level of detail for the analysis of project alternatives.
- Identifying, as early as practicable, any issues of concern regarding the project’s potential environmental or socioeconomic impacts. Participating agencies also may participate in the issue resolution process.

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- Participating in the scoping process. The scoping process was designed so that agencies whose interest in the project comes to light as a result of initial scoping activities are invited to participate and still have an opportunity for involvement.
- Providing meaningful and timely input on unresolved issues.

The list of lead, joint-lead, cooperating and participating agencies is provided in **Table 3**. Federal agencies and tribal agencies were identified and contacted by FHWA; TxDOT identified and contacted the state agencies, and the Alamo RMA identified and contacted the local agencies. Sample letters sent to the agencies are included in **Appendix 1**.

**Table 3: List of Agencies**

| <b>Agency Name</b>   | <b>Contact Person/ Title</b>  | <b>Address</b>  | <b>Role</b>                                 | <b>Responsibilities</b>  |
|--|---|---|---|--|
| Federal Highway Administration (FHWA)                                  | Justin Ham<br>Urban Engineer  | 300 East 8 <sup>th</sup> Street<br>Rm 826<br>Austin, TX 78701   | Lead Agency                                 | Manage SAFETEA-LU Section 6002 process; prepare EIS; provide opportunity for public & participating /cooperating agency involvement. |
| Texas Department of Transportation (TxDOT)                             | Vicki Crnich<br>Environmental Resources Management Branch<br>Environmental Affairs Division | 125 E. 11th Street<br>Austin, TX 78701-2483                     | Joint Lead Agency                           | Manage SAFETEA-LU Section 6002 process; prepare EIS; provide opportunity for public & participating /cooperating agency involvement. |
| Alamo Regional Mobility Authority (Alamo RMA)                          | Lisa Adelman<br>Legal Counsel   | 1222 N. Main Avenue,<br>Ste 1000<br>San Antonio, Texas<br>78212 | Joint Lead Agency                           | Manage SAFETEA-LU Section 6002 process; prepare EIS; provide opportunity for public & participating /cooperating agency involvement  |
| Federal Transit Administration   | Peggy Crist<br>Director, Planning and Program Development                                   | 819 Taylor Street<br>Room 8A36<br>Fort Worth, Texas 76102       | Cooperating Agency;<br>Participating Agency | Review and comment on potential transit elements   |
| U.S. Army Corps of Engineers   | Steven Brooks<br>Chief, Regulatory Branch Fort Worth District                               | P.O. Box 17300<br>Fort Worth, TX 76102                          | Cooperating Agency;<br>Participating Agency | Section 404 Clean Water Act permit jurisdiction  |
| U.S. Department of Agriculture, Natural Resources Conservation Service | Donald W. Gohmert<br>State Conservationist  | 101 South Main<br>Temple, TX 76501                              | Cooperating Agency;<br>Participating Agency | Analysis of effects on prime farmland, under Farmland Protection Policy Act  |
| U.S. Environmental Protection Agency (EPA)                             | Larry Starfield (Acting)<br>Regional Administrator, Region 6                                | 1445 Ross Avenue<br>Dallas, TX 75202-2733                       | Cooperating Agency;<br>Participating Agency | Review and comment on possible effects to air quality, under Section 309 of Clean Air Act  |
| U.S. Fish and Wildlife Service   | Adam Zerrenner<br>Supervisor, Austin Ecological Services Office                             | 10711 Burnet Road,<br>Suite 200<br>Austin, TX 78758             | Cooperating Agency;<br>Participating Agency | Coordinate with US Fish and Wildlife Service regarding Endangered Species Act  |

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| <b>Agency Name</b>                          | <b>Contact Person/ Title</b>   | <b>Address</b>   | <b>Role</b>                                 | <b>Responsibilities</b>   |
|---|--|--|---|---|
| U.S. Department of the Interior             | Willie R. Taylor, Ph.D.<br>Director, Office of Environmental Policy and Compliance | Main Interior Building (MS 2462) 1849 C. Street, N.W. Washington, D.C. 20240 | Participating Agency                        | Review any Section 4(f) involvement   |
| BIA-Anadarko                                | Andele Worthington   | P.O. Box 309<br>Anadarko, OK 73005   | Participating Agency                        | Review of effects to archeological sites and traditional cultural properties under Section 106 of the National Historic Preservation Act; Section 4(f) of the Department of Transportation Act of 1966 (49 USC 303), and the Native American Graves Protection and Repatriation Act |
| Apache Tribe of Oklahoma                    | John Tointigh, Tribal Administrator  | P.O. Box 1220<br>Anadarko, OK 73005  | Participating Agency                        |   |
| Wichita and Affiliated Tribes               | Gary McAdams, President  | P.O. Box 729<br>Anadarko, OK 73005   | Participating Agency                        |   |
| Alabama-Coushatta Tribe of Texas            | Ronnie Thomas, Chairperson   | 575 State Park Rd 56<br>Livingston, TX 77351                                 | Participating Agency                        |   |
| Alabama-Quassarte Tribal Town               | Tarpie Yargee, Chief   | P.O. Box 187<br>Wetumka, OK 74883  | Participating Agency                        |   |
| Caddo Nation of Oklahoma                    | LaRue Parker, Chairperson  | P.O. Box 487<br>Binger, OK 73009   | Participating Agency                        |   |
| Comanche Nation of Oklahoma                 | Ruth Toahty/NAGPRA Coordinator   | P.O. Box 908<br>Lawton, OK 73502   | Participating Agency                        |   |
| Kiowa Indian Tribe of Oklahoma              | Billy Evans Horse, Chairperson   | P.O. Box 369<br>Carnegie, OK 73015   | Participating Agency                        |   |
| Mescalero Apache Tribe                      | Mark Chino, President  | P.O. Box 227<br>Mescalero, NM 88340  | Participating Agency                        |   |
| Seminole Nation of Oklahoma                 | Enoch Kelley Haney, Principal Chief  | P.O. Box 1498<br>Wewoka, OK 74884  | Participating Agency                        |   |
| The Delaware Nation                         | Edgar French, President  | P.O. Box 825<br>Anadarko, OK 73005   | Participating Agency                        |   |
| Tonkawa Tribe of Indians of Oklahoma        | Anthony Street, President  | 1 Rush Buffalo Road<br>Tonkawa, OK 74653                                     | Participating Agency                        |   |
| Camp Bullis                                 | Dean Arnold, Environmental Attorney Advisor  | 502 MSG/JA<br>2272 Rattlesnake Road<br>Fort Sam Houston, TX 78234            | Participating Agency                        | Review potential land use impacts, including indirect and cumulative effects and potential compatibility issues   |
| Texas Historical Commission                 | Mark Wolfe<br>State Historic Preservation Officer                                  | P.O. Box 12276<br>Austin, TX 78711-2276                                      | Cooperating Agency;<br>Participating Agency | Section 106 of the National Historic Preservation Act; Section 4(f) of the Department of Transportation Act of 1966 (49 USC 303)  |
| Texas Parks and Wildlife Department (TP&WD) | Carter Smith<br>Executive Director   | 4200 Smith School Road<br>Austin, TX 78744                                   | Participating Agency                        | Review project effects under Memorandum of Understanding and Memorandum of Agreement between TxDOT and TPWD   |

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| <b>Agency Name</b>  | <b>Contact Person/ Title</b>                | <b>Address</b>   | <b>Role</b>          | <b>Responsibilities</b>  |
|---|---|--|----------------------|--|
| Texas Commission on Environmental Quality (TCEQ)              | Mark R. Vickery, P.G.<br>Executive Director | P.O. Box 13087<br>Austin, TX 78711-3087                                      | Participating Agency | Review project impacts to air quality, hazardous material sites, compliance with the Texas Pollutant Discharge Elimination System (TPDES); and compliance with the Edwards Aquifer Rules |
| Bexar County  | Nelson W. Wolff<br>County Judge             | Bexar County Courthouse<br>100 Dolorosa, Suite 1.20<br>San Antonio, TX 78205 | Participating Agency | Identification and resolution of any issues of concern regarding the project's potential environmental effects within the county's jurisdiction  |
| City of San Antonio   | Julián Castro<br>Mayor                      | PO Box 839966<br>San Antonio, TX 78283                                       | Participating Agency | Identification and resolution of project effects to areas within the city limits and area of extraterritorial jurisdiction   |
| Comal County  | Danny Scheel<br>County Judge                | 199 Main Plaza<br>New Braunfels, TX 78130                                    | Participating Agency | Identification and resolution of any issues of concern regarding the project's potential environmental effects within the county's jurisdiction  |
| City of Bulverde  | Ray Jeffrey<br>Mayor                        | 30360 Cougar Bend<br>Bulverde, TX 78163                                      | Participating Agency | Identification and resolution of project effects to areas within the city limits and area of extraterritorial jurisdiction   |
| Edwards Aquifer Authority                                     | Velma R. Danielson<br>General Manager       | 1615 N. St. Mary's Street<br>San Antonio, TX 78215                           | Participating Agency | Identification and resolution of project effects to areas within the agency's jurisdiction.  |
| San Antonio Water System                                      | Robert R. Puente, J.D.<br>President/CEO     | P.O. Box 2449<br>San Antonio, TX 78298-2449                                  | Participating Agency | Identification and resolution of project effects to areas within the agency's jurisdiction.  |
| San Antonio River Authority                                   | Suzanne B. Scott<br>General Manager         | 100 East Guenther St.<br>San Antonio, Texas 78204                            | Participating Agency | Identification and resolution of project effects to areas within the agency's jurisdiction.  |
| San Antonio – Bexar County Metropolitan Planning Organization | Isidro Martinez<br>Director                 | 825 South Saint Mary's<br>San Antonio, TX 78205                              | Participating Agency | Identification of issues relating to safety and mobility, system interconnectivity, and project effects to minority and low income populations   |

**SAFETEA-LU 6002 Coordination Plan – US 281 EIS**

| <b>Agency Name</b>                     | <b>Contact Person/ Title</b>             | <b>Address</b>   | <b>Role</b>          | <b>Responsibilities</b>  |
|--|--|--|----------------------|--|
| VIA Metropolitan Transit               | Keith Parker<br>President/CEO            | 800 W. Myrtle<br>San Antonio, TX 78212                     | Participating Agency | Identification of issues relating to safety and mobility, system interconnectivity, and project effects to minority and low income populations |
| Alamo Area Council of Governments      | Gloria C. Arriaga<br>Executive Director  | 8700 Tesoro Drive, Suite 700<br>San Antonio, TX 78217-6228 | Participating Agency | Identification and resolution of any issues of concern regarding the project's potential environmental effects.                                |
| Alamo Area Rural Planning Organization | Tim Treviño<br>Public Relations Director | 8700 Tesoro Drive, Suite 700<br>San Antonio, TX 78217      | Participating Agency | Identification and resolution of any issues of concern regarding the project's potential environmental effects.                                |
| Bexar Metropolitan Water District      | Victor Mercado<br>General Manager        | P.O. Box 245994<br>San Antonio, TX 78224-5994              | Participating Agency | Identification and resolution of project effects to areas within the agency's jurisdiction.  |

Status of Agency Responses

Letters of invitation, along with a copy of this coordination plan, were mailed to all Lead, Cooperating, and Participating Agencies as listed in **Table 3**. As of the October 2010 update of this document, the following agencies have returned a letter declining participation with the US 281 EIS.

**Table 4. List of Decline Letters Received from Agencies**

| <b>Agency Name</b>                                       | <b>Date Decline Letter Received</b> |
|--|-------------------------------------|
| U.S. Department of the Interior – U.S. Geological Survey | September 18, 2009                  |
| Alabama-Coushatta Tribe of Texas                         | September 16, 2009                  |
| Federal Transit Administration                           | April 30, 2010                      |

**VI. Agency Coordination, Public Involvement, and Scheduling**

Lead agencies are responsible for preparation of the Environmental Impact Statement, including coordination of agency and public involvement. **Table 5** summarizes the activities and anticipated schedule for key coordination points. Deadlines and expected completion dates are indicated in the table. The Lead Agency and Joint Lead Agencies have agreed to work cooperatively to identify and resolve issues that could delay the completion of the environmental review process.

Cooperating and Participating Agency Coordination

Cooperating and Participating Agencies were asked to submit comments during scoping regarding the project's need and purpose, project alternatives, and their jurisdiction and/or special expertise related to the project area. Agency scoping meetings were conducted prior to each public scoping meeting; the agency meetings were held at the same locations and on the same dates as the public scoping meetings. All agencies will be notified of the availability of the draft and final EIS documents and given appropriate comment opportunities (see **Table 5**). Lead agencies will also coordinate with agencies on completion of necessary permits following the Record of Decision (ROD).

#### Peer Technical Review Committee

In November 2009, FHWA formed a Peer Technical Review Committee to assist the Lead Agencies. The Committee is comprised of those Cooperating and Participating agencies whose expertise will be sought at key coordination points during the EIS process. Key coordination points include the following:

- Development of need and purpose
- Identification of the range of alternatives
- Collaboration on methodologies
- Completion of the Draft EIS
- Identification of the preferred alternative and the level of design detail
- Completion of the Final EIS
- Completion of the ROD
- Completion of permits, licenses, or approvals after the ROD

The Peer Technical Review Committee will meet as needed during the EIS process to provide review and comment regarding data and methodologies for the EIS. FHWA will chair the committee to provide continuity and resolve differences. The list of Peer Technical Review Committee members includes the following agencies:

- FHWA (Committee Chair)
- TxDOT – Environmental Affairs Division
- TxDOT – San Antonio District
- Alamo RMA
- U.S. Army Corps of Engineers
- U.S. Fish and Wildlife Service
- Texas Parks and Wildlife Department
- Texas Commission on Environmental Quality
- San Antonio – Bexar County Metropolitan Planning Organization
- Edwards Aquifer Authority
- San Antonio Water System
- VIA Metropolitan Transit
- Bexar County
- City of San Antonio
- Texas Historical Commission

#### Coordination Plan

The public and Cooperating/Participating agencies were given 30 days to review and comment on the draft Coordination Plan. The deadline for comments was the end of September, 2009, which was after the initial scoping meeting and before the second scoping meeting. Following the scoping process the coordination plan was revised and submitted to FHWA for approval (August 2010).

#### Public Involvement

Specific study elements will be directly influenced by public involvement. (See the Community Involvement Plan in **Appendix 2.**) The public will be offered an opportunity for input at critical periods of the EIS process:

- Two **public scoping meetings** have been conducted to identify key project concerns and possible solutions that the lead agencies can use in developing the statement of the project need and purpose; determining the preliminary range of project alternatives, evaluation criteria, methodology for screening project alternatives, and level of detail for the analysis of project alternatives; and gathering data for impacts analysis. A 10-day comment period following each meeting was provided for the public to submit comments to be included in the public scoping meeting reports.
- A third **public meeting** was conducted to review and comment on the reasonable project alternatives for evaluation in the Draft EIS. A 10-day comment period following the meeting was provided.

- There will be a 45-day comment period following publication of the **Draft EIS Notice of Availability (NOA)** in the *Federal Register*, the *Texas Register*, and the local newspapers.
- Following the NOA 45-day comment period, a **public hearing** will be held to provide the public with the opportunity to review and comment on the **Draft EIS**. The public hearing will have a 30-day publication notice before the hearing and a 10-day comment period following the hearing.
- A **fourth public meeting** will be held following the public hearing to present the preferred alternative. A 10-day comment period following the meeting will be provided.
- There will be a 30-day waiting period following publication of the **Final EIS NOA**.
- A **Community Advisory Committee (CAC)** has been established consisting of 30-35 individuals representing community-based organizations interested in the project. The Alamo RMA Board of Directors designated the organizations to be represented, and each organization designated their representative on the Committee. The CAC will be convened as needed to provide input and advice regarding the project need and purpose, development of project alternatives, review of the draft EIS, and identification of a preferred alternative. (See **Table 5**). The CAC's governing Charter is included in **Appendix 3**.

Methods of communication with the public during the EIS project include:

- Prior to each public meeting and the public hearing, a project newsletter will be published in English and in Spanish, distributed both in hard copy and electronically, summarizing outcomes to date and announcing upcoming events.
- Beginning in August 2010 and continuing until the Public Hearing, an electronic newsletter will be published approximately once per month and distributed to all interested individuals who have provided their e-mail address.
- For public meetings and the public hearing, a legal notice and advertisement will be placed in the *San Antonio Express-News* and *La Prensa*, a Spanish-language newspaper with local distribution.
- A project website will be maintained throughout the project to provide updates and to solicit public comment on an on-going basis. The project URL is: <http://www.411on281.com/us281eis/>. The public will also be encouraged to use Internet sites such as Facebook and Twitter for the exchange of ideas and opinions about the US 281 EIS project. Although comments posted to the social networking sites are not considered official comments for the project record and the social media outlets will not be used for responding to comments or issues regarding the US 281 EIS, they will be monitored for useful information that can improve the US 281 EIS public involvement program.
- A primary contact person has been designated for media and other organizations interested in the public involvement process: Leroy Alloway, Director, Community Development, Alamo Regional Mobility Authority, 1222 N. Main Avenue, Ste 1000, San Antonio, Texas 78212, (210) 495-5256.

**SAFETEA-LU 6002 Coordination Plan – US 281 EIS**

**Table 5: Summary of Project Activities, Participating and Scheduling**

| <b>Activities</b>                                       | <b>Participants</b>                    | <b>Actions</b>  | <b>Expected Completion Dates</b><br>( <b>Bold</b> Indicates Actual Completion Dates)  |
|---|--|---|---|
| Project Initiation                                      | Lead agencies                          | TxDOT notifies FHWA to initiate EIS   | <b>February 6, 2009</b>   |
| Notice of Intent (NOI)                                  | Lead agencies                          | Lead agencies collaborate on drafting NOI. FHWA submits NOI to <i>Federal Register</i> for publication. TxDOT submits NOI to <i>Texas Register</i> for publication  | <i>Federal Register</i> publication date: <b>July 8, 2009</b> ;<br><i>Texas Register</i> publication date: <b>July 24, 2009</b> |
| Coordination Plan                                       | Lead agencies                          | FHWA, TxDOT and the Alamo RMA will draft Coordination Plan  | <b>August 2009</b>  |
|   | Cooperating and participating agencies | Comment on the draft Coordination Plan  | <b>August and September, 2009</b>   |
|   | Public                                 | Comment on the draft Coordination Plan  | <b>August and September, 2009</b>   |
|   | Lead agencies                          | Lead agencies will revise Coordination Plan to reflect public and agency input and other updates as needed  | <b>September 2010</b> and thereafter as needed  |
| Scoping   | Lead agencies                          | Invite cooperating and participating agency participation. Scoping meetings are scheduled for agencies. All entities requesting designation as participating agencies must notify the Alamo RMA by September 2009. Agency list updated as necessary     | <b>August 2009</b>  |
|   | Community Advisory Committee           | Initial meetings of the CAC focused on description of roles and responsibilities, involvement of resource agencies, description of the project and schedule, discussion of need and purpose, and identification of project alternatives                 | <b>August 18, 2009, November 4, 2009 and April 7, 2010</b>  |
|   | Cooperating and participating agencies | Agency scoping meetings followed by 10-day scoping comment period   | <b>August 27 and November 17, 2009</b>  |
|   | Peer Technical Review Committee        | Refinement of need and purpose, methods of analysis and identification of project alternatives  | <b>November 10, 2009 and March 25, 2010</b>   |
|   | Public                                 | Public scoping meetings, followed by 10-day scoping comment period  | <b>August 27 and November 17, 2009</b>  |
| Collaboration on methodologies, assessments and impacts | Lead Agencies                          | Review and comment on methodologies for the Draft and Final EIS, specifically the analysis of indirect and cumulative impacts, development of the regional toll analysis, cultural resources, traffic noise analysis, and other resources as necessary. | <b>May 2009</b> through project completion  |

**SAFETEA-LU 6002 Coordination Plan – US 281 EIS**

| <b>Activities</b>                     | <b>Participants</b>   | <b>Actions</b>  | <b>Expected Completion Dates</b><br>( <b>Bold</b> Indicates Actual Completion Dates) |
|---------------------------------------|---|---|--|
|                                       | Cooperating and Participating Agencies                      | Following scoping, lead agencies will collaborate with cooperating and participating agencies on information and analyses as necessary for drafting the “need & purpose,” project alternatives, existing environmental conditions, and impacts. On November 8, 2010, the proposed methodologies for the Draft and Final EIS will be provided for review and comment through February 8, 2011. After the comment period has ended the lead agencies will consider all comments received and make a decision on the methodology and level of detail to be used in the analysis of alternatives in the EIS | November 8, 2010 through February 8, 2011  |
|                                       | Peer Technical Review Committee                             | Review and comment on methodologies for the Draft and Final EIS.  | November 8, 2010 through February 8, 2011  |
|                                       | Texas Historical Commission                                 | Review and comment on Section 106 requirements for the Draft EIS and survey results for Preferred Alternative in the Final EIS.   | November 8, 2010 through February 8, 2011  |
|                                       | U.S. Army Corps of Engineers                                | Review and comment on methodologies for the Draft and Final EIS, specifically the Clean Water Act Section 404 permitting requirements.  | November 8, 2010 through February 8, 2011  |
|                                       | Texas Commission on Environmental Quality                   | Review and comment on methodologies for the Draft and Final EIS, specifically compliance with the Edward’s Aquifer Authority Rules, Clean Water Act Section 303(d) and Section 401 requirements.  | November 8, 2010 through February 8, 2011  |
|                                       | U.S. Fish and Wildlife Service                              | Provide guidance on protocol for biological surveys. Review and comment on methodologies for the Draft and Final EIS and Biological Assessment.   | <b>January 22, 2010 and September 15, 2010</b> through February 8, 2011              |
|                                       | Texas Parks and Wildlife Department                         | Review and comment on methodologies for the Draft EIS, specifically on the MOU between TxDOT and Texas Parks and Wildlife Department.   | November 8, 2010 through February 8, 2011  |
|                                       | San Antonio-Bexar County Metropolitan Planning Organization | Review and development of the regional toll analysis.   | <b>June 2009</b> through February 8, 2011  |
| Development of Project Need & Purpose | Lead agencies   | Develop draft project need & purpose  | <b>July and August 2009</b>  |
|                                       | Community Advisory Committee                                | Participate in defining the project’s need & purpose  | <b>August – November 2009</b>  |
|                                       | Public  | Provide input on need and purpose, range of alternatives  | <b>August – November 2009</b>  |
|                                       | Cooperating and participating agencies                      | Lead agencies solicit comments from other agencies on the draft need & purpose  | <b>August – November 2009</b>  |
|                                       | Peer Technical Review Committee                             | Refinement of need and purpose  | <b>November 10, 2009</b>   |
|                                       | Lead agencies   | Revise need & purpose   | <b>November 2009</b>   |

**SAFETEA-LU 6002 Coordination Plan – US 281 EIS**

| <b>Activities</b>                   | <b>Participants</b>                    | <b>Actions</b>   | <b>Expected Completion Dates</b><br>( <b>Bold</b> Indicates Actual Completion Dates) |
|-------------------------------------|--|--|--|
| Development of Project Alternatives | Lead agencies                          | Develop preliminary range of project alternatives, evaluation criteria, methodology for screening project alternatives, and level of detail for the analysis of project alternatives                               | <b>August – November 2009</b>  |
|                                     | Community Advisory Committee           | Participate in defining preliminary range of project alternatives  | <b>August 18, 2009, November 4, 2009</b>   |
|                                     | Cooperating and participating agencies | Lead agencies solicit comments from other agencies on preliminary range of project alternatives  | <b>August – November 2009</b>  |
|                                     | Public                                 | Provide input on range of alternatives   | <b>August – November 2009</b>  |
|                                     | Community Advisory Committee           | Review alternatives development process and comment on reasonable alternatives for evaluation in the Draft EIS   | <b>November 4, 2009 and April 7, 2010</b>  |
|                                     | Peer Technical Review Committee        | Review range of project alternatives, evaluation criteria, methodology for screening project alternatives, level of detail for the analysis of project alternatives, and identification of reasonable alternatives | <b>November 10, 2009 and March 25, 2010</b>  |
|                                     | Public                                 | Review and comment on reasonable alternatives for evaluation in the Draft EIS (Public Meeting #3)  | <b>April 29, 2010</b>  |
|                                     | Lead agencies                          | Lead agencies make revisions to project alternatives based on public input   | <b>November 2009 – June 2010</b>   |
| Draft EIS                           | Lead Agencies                          | Right-of-Entry forms requesting access will be mailed to property owners along the corridor in order to conduct environmental studies that are necessary for analysis of potential project effects                 | Spring and Summer 2010 and 2011  |
|                                     | Community Advisory Committee           | CAC meetings will be held periodically during the preparation of the Draft EIS to provide input on issues related to potential project impacts and mitigation measures, public hearing plans and materials         | Fall 2010 – Fall 2011  |
|                                     | Peer Technical Review Committee        | Provide input in the data and methodologies for the Draft EIS  | Fall 2010 – Fall 2011  |
|                                     | Lead agencies                          | Draft EIS NOA. FHWA submits NOA to <i>Federal Register</i> for publication. TxDOT submits NOA to <i>Texas Register</i> for publication   | Fall 2011  |
|                                     | Cooperating and Participating Agencies | Review and comment on draft EIS  | Fall 2011  |
|                                     | Public                                 | Review and comment on draft EIS during the 45 days following publication of the NOA. Public hearing on Draft EIS, followed by 10-day comment period  | Fall 2011  |
| Final EIS                           | Lead agencies                          | Review public and agency comments and responses and review schedule for Final EIS to revise Draft EIS as necessary to address public input   | Spring/Summer 2012   |
|                                     | Peer Technical Review Committee        | Provide input into the identification and development of the preferred alternative and Final EIS   | Spring/Summer 2012   |
|                                     | Community Advisory Committee           | Review and comment on preferred alternative and schedule/content for Final EIS   | Spring/Summer 2012   |
|                                     | Lead agencies                          | Develop schematic design for the preferred alternative and prepare the Final EIS   | Spring/Summer 2012   |

**SAFETEA-LU 6002 Coordination Plan – US 281 EIS**

| <b>Activities</b>        | <b>Participants</b>             | <b>Actions</b>  | <b>Expected Completion Dates</b><br>( <b>Bold</b> Indicates Actual Completion Dates) |
|--------------------------|---------------------------------|---|--|
|                          | Public                          | A public meeting on identification of the preferred alternative, followed by a 10-day comment period. Information on release of Final EIS will be available to the public through the project website | Summer 2012  |
|                          | Lead agencies                   | Final EIS Notice of Availability (NOA) FHWA submits NOA to <i>Federal Register</i> for publication. TxDOT submits NOA to <i>Texas Register</i> for publication  | Summer 2012  |
|                          | All Agencies and the Public     | 30-day waiting period prior to ROD  | Fall 2012  |
| Record of Decision (ROD) | Peer Technical Review Committee | Provide input into the development of the ROD   | Fall 2012  |
|                          | Lead agencies                   | Submit ROD; FHWA will publish the ROD in the <i>Federal Register</i> ; TxDOT will publish the ROD in the <i>Texas Register</i>  | Fall 2012  |
| Next Steps               | Community Advisory Committee    | A final CAC meeting will be conducted following the ROD to present and discuss the next steps of the project development process  | Fall 2012  |
|                          | Alamo RMA                       | Obtain necessary permits, licenses, or approvals after the ROD  | Fall 2012  |
|                          | Peer Technical Review Committee | Review completion of necessary permits, licenses, or approvals  | Fall 2012  |

Revisions to the Coordination Plan

If any dates specified in this Coordination Plan change and are moved forward to an earlier date, concurrence will be sought from the affected Cooperating Agencies. Following concurrence, a revised Coordination Plan will be issued. The modified Coordination Plan will be identified by a modification number and date. Modifications are described on p. i, (before the table of contents). Changes in Cooperating Agencies / Participating Agencies will be made as necessary. The public will be made aware of modifications to the Coordination Plan by posting the modified plan to the project website, <http://www.411on281.com/us281eis/>.

## **APPENDIX 1:**

### **Sample Letters to Cooperating and Participating Agencies**



U.S. Department  
of Transportation  
**Federal Highway  
Administration**

**Texas Division**

August 14, 2009

300 E. 8<sup>th</sup> Street, Room 826  
Austin, TX 78701-3255  
Tel (512) 536-5901  
Fax (512) 536-5990  
[texas.fhwa@dot.gov](mailto:texas.fhwa@dot.gov)

In Reply Refer To:  
HA-TX

## SAMPLE LETTER OF INVITATION – COOPERATING AND PARTICIPATING AGENCIES

### US 281 EIS

The Federal Highway Administration (FHWA), in cooperation with the Texas Department of Transportation (TxDOT) and the Alamo Regional Mobility Authority (Alamo RMA) is initiating an Environmental Impact Statement (EIS) for a proposed transportation project on US 281. The project limits are from Loop 1604 north of San Antonio, Texas, to Borgfeld Road near the Bexar/Comal County line (CSJ 0253-04-138). The objectives of US 281 corridor improvements, as currently defined, are to improve mobility, enhance safety, and improve community quality of life. Additional information regarding the proposed project can be found in the enclosed Notice of Intent (NOI).

Your agency has been identified as an agency that may have an interest in the proposed project due to the potential for a [NATURE OF INTEREST]. With this letter, we extend your agency an invitation to become a Participating Agency with the FHWA in the development of the EIS for the subject project. This designation does not imply that your agency either supports the proposal or has any special expertise with respect to evaluation of the proposed project.

FHWA also requests the participation of the [AGENCY] as a Cooperating Agency in the preparation of the DEIS and FEIS, in accordance with 40 CFR 1501.6 of the Council on Environmental Quality's (CEQ) Regulations for Implementing the Procedural Provision of the National Environmental Policy Act.

Pursuant to Section 6002 of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), Cooperating Agencies are similar to Participating Agencies, but have a higher degree of authority, responsibility, and involvement in the environmental review process. As a Cooperating Agency, your special expertise permits you, as requested by the Lead Agency, to develop information and prepare environmental analyses for the EIS. As a Participating Agency responsibilities include identifying, as early as practicable,



any issues of concern regarding the project's potential environmental or socioeconomic impacts that could substantially delay or prevent an agency from granting a permit or other approval that is needed for the project. We suggest that your agency's role in the development of the above project should include the following as they relate to your area of expertise:

- 1: Provide meaningful and early input on defining the purpose and need, determining the range of alternatives to be considered, and the methodologies and level of detail required in the alternatives analysis.
- 2: Participate in coordination meetings and joint field reviews as appropriate.
- 3: Timely review and comment on the pre-draft or pre-final environmental documents to reflect the views and concerns of your agency on the adequacy of the document, alternatives considered, and the anticipated impacts and mitigation.

Again, FHWA is inviting the [AGENCY] to serve in both a Cooperating Agency capacity as well as a Participating Agency capacity. Please respond to FHWA in writing with an acceptance or denial of the invitations prior to September 15, 2009. If your agency declines, the response should state your reason for declining either invitation. If you choose to decline, you must specifically state in your response that your agency:

- Has no jurisdiction or authority with respect to the proposed project;
- Has no expertise or information relevant to the proposed project; and
- Does not intend to submit comments on the proposed project.

We are also transmitting a copy of the draft SAFETEA-LU Section 6002 Coordination Plan for your review and comment. The draft Coordination Plan provides additional insight regarding the overall Section 6002 process as well as specific roles and responsibilities for Cooperating and Participating Agencies.

Finally, we are inviting your participation at the upcoming Scoping Meeting. An Agency Scoping Meeting will be held on Thursday, August 27, 2009, from 1:00 pm to 3:00 pm at St. Mark the Evangelist Catholic Church Gymnasium, 1602 Thousand Oaks Drive, San Antonio, Texas 78232. Later that same day and at the same location, the public is invited to attend a Public Scoping Meeting/Open House anytime between 5:30 pm and 8:00 pm.

If you have any questions or would like to discuss in more detail the proposed project or our agencies' respective roles and responsibilities during the preparation of this EIS, please contact:

Mr. Ted West, P.E., Urban Programs Engineer  
Federal Highway Administration  
300 E. 8th Street, Ste. 826  
Austin, Texas 78701-3233  
(512) 536-5959

Thank you for your cooperation and interest in this proposed project.

Sincerely,

Salvador Deocampo  
District Engineer

Enclosures: Project NOI, Draft Coordination Plan, Study Area Map

cc: Ms. Lisa Adelman, Alamo RMA  
Ms. Dianna F. Noble, P.E., TxDOT Environmental Affairs Division Director

## SAMPLE LETTER OF INVITATION TO PARTICIPATING AGENCIES

### US 281 EIS

The Alamo Regional Mobility Authority (Alamo RMA) in cooperation with the Federal Highway Administration (FHWA) and the Texas Department of Transportation (TxDOT), is initiating an Environmental Impact Statement (EIS) for a proposed transportation project on US 281. The project limits are from Loop 1604 north of San Antonio, Texas, to Borgfeld Road near the Bexar/Comal County line (CSJ 0253-04-138). The objectives of US 281 corridor improvements, as currently defined, are to improve mobility, enhance safety, and improve community quality of life. Additional information regarding the proposed project can be found in the enclosed Notice of Intent (NOI).

Your agency has been identified as an agency that may have an interest in the proposed project. With this letter, we extend your agency an invitation to become a Participating Agency with the Alamo RMA in the development of the EIS for the subject project. This designation does not imply that your agency either supports the proposal or has any special expertise with respect to evaluation of the proposed project.

Pursuant to Section 6002 of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), Participating Agencies are responsible to identify, as early as practicable, any issues of concern regarding the project's potential environmental or socioeconomic impacts that could substantially delay or prevent an agency from granting a permit or other approval that is needed for the project. We suggest that your agency's role in the development of the above project should include the following as they relate to your area of expertise:

- 1: Provide meaningful and early input on defining the purpose and need, determining the range of alternatives to be considered, and the methodologies and level of detail required in the alternatives analysis.
- 2: Participate in coordination meetings and joint field reviews as appropriate.
- 3: Timely review and comment on the pre-draft or pre-final environmental documents to reflect the views and concerns of your agency on the adequacy of the document, alternatives considered, and the anticipated impacts and mitigation.

Please respond to the Alamo RMA in writing by September 15, 2009 if your agency wishes to become a Participating Agency.

We are also transmitting a copy of the draft SAFETEA-LU Section 6002 Coordination Plan for your review and comment. The draft Coordination Plan provides additional

insight regarding the overall Section 6002 process as well as specific roles and responsibilities for Cooperating and Participating Agencies.

Finally, we are inviting your participation at the upcoming Scoping Meeting. An Agency Scoping Meeting will be held on Thursday, August 27, 2009, from 1:00 pm to 3:00 pm at St. Mark the Evangelist Catholic Church Gymnasium, 1602 Thousand Oaks Drive, San Antonio, Texas 78232. Later that same day and at the same location, the public is invited to attend a Public Scoping Meeting/Open House anytime between 5:30 pm and 8:00 pm.

If you have any questions or would like to discuss in more detail the proposed project or our agencies' respective roles and responsibilities during the preparation of this EIS, please contact:

Ms. Lisa Adelman  
Legal Counsel to the Alamo RMA  
1222 N. Main Ave, 10th Floor  
San Antonio, Texas 78212  
(210) 495-5499

Thank you for your cooperation and interest in this proposed project.

Sincerely,

Terry Brechtel  
Executive Director

Enclosures: Project NOI, Draft Coordination Plan, Study Area Map

cc: Ms. Dianna F. Noble, P.E., TxDOT – Environmental Affairs Division  
Mr. Salvador Deocampo, District Engineer, Texas Division, FHWA

**APPENDIX 2:**

**US 281 EIS Community Involvement Plan**



ALAMO RMA

*Alamo Regional Mobility Authority*

*"Moving people faster"*

US 281 Environmental Impact Statement

Community Involvement Plan

Revised: September 2010

## Introduction and Purpose

The Alamo Regional Mobility Authority (Alamo RMA) wants to ensure all stakeholders are informed and involved each step of the way as the US 281 Environmental Impact Statement (EIS) process moves forward. Many local residents using US 281 from Loop 1604 to Borgfeld Road have been very tolerant as they continue to see development and, consequently, increased congestion along this stretch of the corridor. Before any long-term solutions can commence, the completion of an EIS is required. This EIS is being conducted to assist decision makers by detailing proposed improvement alternatives and evaluating the degree to which the proposals affect public health, safety and the environment.

Public outreach and input are vital parts of the EIS process, and this Community Involvement Plan (CIP) outlines the EIS team's understanding, concepts and strategies for not only accomplishing, but exceeding the requirements for public involvement and the National Environmental Policy Act (NEPA). (NEPA dictates policies and procedures for the EIS.) The EIS public involvement team is committed to engaging stakeholders\* and involving them in this process. The EIS public involvement team is comprised of Jacobs Engineering Group LLC and their small business teaming partners of Ximenes & Associates and SMITH/Associates. This EIS team supports the Alamo RMA in all EIS public involvement activities and initiatives. The team's intent is to ensure that every concern, idea, suggestion and voice be heard as the EIS moves forward.

Whatever the ultimate outcome of the US 281 EIS, the surrounding community it serves will be the greatest barometer of its success. To that end, the Alamo RMA is committed to working together with the community to help accomplish a mutual vision of how best to improve mobility along the US 281 corridor.

*\*A list of identified stakeholders can be found on the last page of this CIP. This list will be continually updated throughout the EIS process.*

## Addressing Challenges

The EIS team has recognized and wants to address public perceptions about the history of the US 281 corridor. Because of this, the team has identified public involvement challenges and developed initiatives to address these challenges within this CIP.

The first public involvement challenge is a lack of public trust in the process. The EIS team will counter this lack of trust with transparency and open and honest communication. Initiatives in this CIP will demonstrate through action that the team is committed to engaging the community and involving them in every step of the EIS process. One example of this is the creation of the Community Advisory Committee, which has provided meaningful input to the public process and acts as a touchstone for the EIS team as representatives for the communities and organizations they represent.

The second identified challenge is keeping the community actively involved. The EIS team will use proactive outreach initiatives to not only involve those who are interested, but also interest those who are not involved. This will be accomplished by visiting local agency and community group meetings to explain the EIS and stress the importance of their participation in the EIS process. In short, the team must seek out community members instead of forcing them to seek out public involvement opportunities on their own.

Finally, people have a negative perception of past activities related to US 281. When people think about US 281, they think about the delays, the disruption, and the continued need for a long-term solution to congestion in the corridor. They rarely start by thinking of the increased mobility, enhanced safety, and other benefits of potential transportation improvements identified in this EIS. This final challenge will be countered by aggressively seeking the public's comments and suggestions for how to improve not only mobility, but their quality of life as they live and travel within the corridor area. This public involvement effort will be successful because communication will continually be directed toward the community's vision for an enhanced US 281 corridor.

## **Public Engagement Activities**

### **Public Meetings and Public Hearing**

During the course of the EIS process, the EIS team will conduct public meetings to engage the community, share information and ask the community for their comments. There are four public meetings and one public hearing planned to correspond with milestones in the EIS process. These will be opportunities for the public to learn about and comment on each part of the EIS.

The following meetings have been conducted to date:

- **August 27, 2009**  
Public Scoping Meeting #1 – Need and Purpose  
St. Mark's Catholic Church, 602 Thousand Oaks, 78232
- **November 17, 2009**  
Public Scoping Meeting #2 – Preliminary Alternatives  
Spring Hill Event Center, 2455 Celebration Drive, 78261
- **April 29, 2010**  
Public Meeting #3 – Reasonable Alternatives  
Summit Christian Center, 2575 Marshall Road, 78259

These public meetings were formatted in a manner to allow for an exchange of information between the EIS team and community. They were interactive and invited attendees to

provide feedback and input through the use of comment cards, court reporter statements, one-on-one discussions between the EIS team and the public, as well as small group workshop sessions. The first meeting was held in an open house format. The second and third meetings included an open house format, a presentation, as well as a workshop format for interactive, participation by attendees. Full meeting reports are available upon request from the Alamo RMA or can be downloaded from the 281EIS website.

The following meetings will be held in conjunction with the Draft EIS and preparation of the Final EIS:

- **Fall 2011**  
Public Hearing on the Draft EIS
- **Summer 2012**  
Public Meeting #4 – Preferred Alternative

The public hearing and the final public meeting will be both informative and interactive. Open house formats will be utilized to allow attendees to preview information prior to the formal hearing or meeting presentation and to create opportunities for dialogue between meeting attendees and the EIS team.

As with the other meetings, the public will continue to be notified in advance of the hearing and meeting through newspaper advertisements, legal notices, email blasts, social media sites like Facebook and Twitter, and other media outlets. The EIS team will also provide hearing and meeting notices to adjacent property owners, as well as other identified, interested members of the public, through the use of the project newsletter (electronic and hard copy via US Mail.) Additional media relations for each public meeting/hearing will include press releases, requests for coverage, public service announcements, and media kits.

The EIS team will continue to compile comments received at the public hearing and meeting and ensure these comments are included in the official US 281 EIS record. The EIS team will consider and respond to all written comments. Responses to comments received at public meetings and during the official comment period are included as part of the public meeting reports. Following each public meeting/hearing, all documents, presentations, comments and responses, and other materials will be available on the 281EIS website.

### **Community Advisory Committee**

A Community Advisory Committee (CAC) will provide the EIS team with insights into concerns and comments being voiced in the community. The US 281 Community Advisory Committee will be comprised of representatives from key stakeholder groups that live or work along the US 281 corridor, including civic, community and environmental groups, educational institutions, and businesses. The US 281 Community Advisory Committee will:

- Be a voice of the community related to the EIS.
- Provide input and feedback for the development of mobility solutions that are sensitive to transportation, environmental and social needs.
- Create an additional information exchange forum for stakeholders along the US 281 corridor and the Alamo RMA and the EIS team.

(For more information on the CAC including the charter, a current roster or meeting summaries, please visit the project at [http://www.411on281.com/us281eis/index.cfm/community-advisory-committee/.](http://www.411on281.com/us281eis/index.cfm/community-advisory-committee/))

### **Elected and Appointed Official Outreach**

It is important that elected and appointed officials remain informed and engaged throughout the EIS process. To ensure this, the Alamo RMA will periodically conduct presentations for these officials and the EIS team will provide support for this effort. It is anticipated that briefings will occur prior to each public meeting, prior to the public hearing, and as needed throughout the project.

### **Presentations to Local Agencies and Community Groups**

In addition to the four public meetings and one public hearing scheduled during the EIS process, the EIS team will utilize smaller, local venues for community engagement activities. Each interaction will be targeted as specifically as possible – meeting with neighborhood groups, civic associations, religious congregations, and various other community organizations. These smaller venues provide additional opportunities for meaningful exchange of information and opinion. These presentations will take place over the course of the development of the Draft EIS (Summer 2010 – Fall 2011) to encourage continued stakeholder engagement in the process.

### **Outreach Materials**

Outreach materials will be vital for sharing information with the public during the EIS process. Outreach materials may include fact sheets, briefings, brochures/posters, newsletters, meeting summaries, and other materials that help convey information about the EIS. These materials will be developed and distributed at public meetings/hearing, through regular US mail, e-mail blasts, 281EIS website, and available at various corridor locations.

### **Project Mailing List**

Anyone attending the public meetings/hearing, presentations to community groups, and all other interested individuals will be added to the US 281 EIS contact database. The EIS team will utilize this contact database to mail and e-mail EIS project information including newsletters and upcoming events.

### **Project Newsletters**

Over the course of the EIS, the team will prepare and distribute newsletters, in both English and Spanish, to notify project stakeholders and the general public of EIS updates and events. The project newsletters will be distributed prior to, and also serve as notification for, each public meeting/hearing. The newsletter will be mailed out to all persons/businesses listed on the project mailing list, posted to the 281EIS website, and distributed to all public agencies participating in the project. Copies of newsletters sent prior to the first three public meetings can be found on the 281EIS website. Moving forward, the EIS team will utilize both electronic newsletters and hard copy newsletters to continue communication with stakeholders and the public.

### **Project Website**

The 281EIS website is part of the Alamo RMA's 411on281 website and can be found at [www.411on281.com/US281EIS/](http://www.411on281.com/US281EIS/). Over the course of the EIS, the team will provide content updates and document uploads to provide an interactive and informative 281EIS website for the Internet community. This site will also provide dates, times and locations of public meetings/hearing and other engagements. The website will also contain EIS records and resources, documents from public meetings, copies of outreach materials and provide an opportunity for the public to submit comments to be included in the US 281 EIS official record.

### **Social Media**

Social media is a new trend in how people discover, read, and share news and information. The EIS team will use social media sites to share factual EIS information and advertise public meetings/hearing and other EIS events. The following disclaimer is located on the 281EIS website regarding the use of social media:

*Comments made on these sites (Twitter, Facebook, Socializer, blogs), herein called "social media sites" will be not be included or evaluated as part of the ongoing Environmental Impact Statement decision-making process. Opinions expressed on these social media sites and any corresponding comments are the personal opinions of the original authors and do not represent the official opinion of the Alamo Regional Mobility Authority, board members, staff or consultants working on this project. All official documents addressing the Environmental Impact Statement may be accessed through the principle website established for the EIS itself.*

*These social media sites are available for and intended to encourage public dialogue about the project and are, as such, provided for outreach and informational purposes only.*

To provide official comments for inclusion into the project record for the Environmental Impact Statement, please visit the 281EIS website at <http://www.411on281.com/us281eis/index.cfm/submit-comments/>.

As of September 2010, the US 281 EIS blog has been replaced with a monthly e-newsletter. It is the hope of the Alamo RMA and the EIS team that the e-newsletter, which will be sent directly to the project's public e-mail list as well as being posted to the 281EIS website, will provide more information and generate more interest in the project as the Draft EIS and Final EIS is further developed and finalized.

### **Public Opinion Questionnaires**

The EIS team may collaborate with the Alamo RMA on opinion questionnaires to gather data regarding project perceptions, travel behavior, need for improvements, and other information related to public and stakeholder opinions, interest and involvement. The EIS team would design the questions, manage the questionnaire process, analyze the results, and prepare written and visual summaries.

### **Media Communications**

Media inquiries regarding Alamo RMA policies, Alamo RMA Board of Directors, lawsuits, personnel matters or seeking a quote or comments over the phone, by e-mail or through on-camera interviews, are responsibilities designated to the Alamo RMA. The EIS team will direct all media inquiries related to those listed above to the Alamo RMA. The EIS team will only engage the media to advertise public meetings/hearing and other EIS-specific events.

### **Open Records**

All Open Records requests will be handled directly by the Alamo RMA. Requests submitted by the media to the Alamo RMA will be processed in accordance with the Texas Public Information Act (<http://www.oag.state.tx.us/open/requestors.shtml>).

### **Identified Stakeholders**

\* Community Advisory Committee Members (revised August 2010)

#### **Public Agencies**

- Alamo Area Council of Governments\*
- Alamo Area Rural Planning Organization
- Alamo Regional Mobility Authority *Joint Lead Agency*
- Bexar County
- Bexar Metropolitan Water District\*
- Camp Bullis Military Installation\*
- City of Bulverde
- City of San Antonio

- City Public Service Energy
- Comal County\*
- Comal Independent School District (ISD)
- Federal Highway Administration *Lead Agency*
- Federally-recognized Native American Tribes
- Northeast ISD\*
- San Antonio – Bexar County Metropolitan Planning Organization
- San Antonio River Authority
- San Antonio Water System\*
- State Historic Preservation Officer
- Texas Commission on Environmental Quality (TCEQ)
- Texas Department of Transportation (TxDOT) *Joint Lead Agency*
- Texas Parks and Wildlife Department (TP&WD)
- U.S. Army Corps of Engineers
- U.S. Department of Agriculture, Natural Resources Conservation Service
- U.S. Department of the Interior
- U.S. Environmental Protection Agency (EPA)
- U.S. Fish and Wildlife Service
- VIA Metropolitan Transit\*

#### **Non-Governmental Organizations**

- Alamo City Chamber of Commerce
- Alamo Sierra Club\*
- Aquifer Guardians in Urban Areas (AGUA)\*
- Big Springs Home Owners Association (HOA)\*
- Bulverde Chamber of Commerce
- Bulverde United Methodist Church Daycare Center
- Cavalo Creek Estates HOA\*
- Champion Springs/Sundance at Stone Oak HOA
- Champions Ridge/Stone Oak/Walker Ranch HOA
- Cibolo Canyons Resort Community, Inc\*
- District 9 Neighborhood Alliance\*
- Emerald Forest HOA\*
- Encino Park HOA\*
- Encino Ranch HOA
- Forest at Stone Oak HOA
- Greater Edwards Aquifer Alliance\*
- Greater San Antonio Builders Association
- HEB Grocery Company
- Lookout Canyon Property Owners Association\*
- Mesa Vista HOA

- Methodist Stone Oak Hospital\*
- Mountain Lodge HOA\*
- North San Antonio Chamber of Commerce\*
- Professional Engineers in Private Practice
- Real Estate Council of San Antonio\*
- San Antonio Christian Schools
- San Antonio Hispanic Chamber of Commerce
- San Antonio Toll Party\*
- San Antonio Women’s Chamber of Commerce
- Save Our Springs Alliance
- Sonterra Villas/Townhomes/Condos HOA
- Stone Mountain/Stone Oak HOA
- Stone Oak Business Owners Association\*
- Stone Oak Communities of Mutual Amenities/Stone Oak
- Stone Oak Property Owners Association\*
- Summerglenn HOA\*
- Texans Uniting for Reform and Freedom (TURF)\*
- Timberwood Park HOA\*

#### **Elected and Appointed Officials**

- Bexar County Commissioners Court
  - Judge Nelson Wolff
  - Precinct 1, Commissioner Sergio “Chico” Rodriguez
  - Precinct 2, Commissioner Paul Elizondo
  - Precinct 3, Commissioner Kevin Wolff
  - Precinct 4, Commissioner Tommy Adkission
- City of Bulverde
  - Mayor Bill Krawietz
  - Councilwoman Yvonne L. Chapman
  - Councilman Rob Hurst
  - Councilwoman Cindy Cross
  - Councilman Kirk Harrison
  - Councilman Shane Reynolds
- City of Hill Country Village
  - Mayor Kirk Francis
  - Place 1, (Mayor Pro-Tempore), Councilman Carl Register
  - Place 2, Councilman Gabriel Durand-Hollis
  - Place 3, Councilwoman Elizabeth Worley
  - Place 4, Councilman George “Rick” Evans
  - Place 5, Councilwoman Margaret Mayberry
- City of San Antonio

- Mayor Julian Castro
- District 1, Councilwoman Mary Alice Cisneros
- District 2, Councilwoman Ivy Taylor
- District 3, Councilwoman Jennifer Ramos
- District 4, Councilman Phillip Cortez
- District 5, Councilman David Medina
- District 6, Councilman Ray Lopez
- District 7, Councilman Justin Rodriguez
- District 8, Councilman W. Reed Williams
- District 9, Councilwoman Elisa Chan
- District 10, Councilman John Clamp
- Comal County Commissioners Court
  - Judge Danny Scheel
  - Precinct 1, Commissioner Donna Eccleston
  - Precinct 2, Commissioner Jay Milliken
  - Precinct 3, Commissioner Gregory Parker
  - Precinct 4, Commissioner Jan Kennady
- Texas House District 120, Representative Ruth Jones McClendon, Texas House Transportation Committee
- Texas House District 121, Representative Joe Straus, Speaker of the Texas House
- Texas House District 122, Representative Frank Corte, Jr., Chairman of the Defense Affairs and State-Federal Relations Committee
- Texas State Senate District 25, Senator Jeff Wentworth, Senate Transportation and Homeland Secretary Member
- Town of Hollywood Park
  - Mayor Bob Sartor
  - Place 1, Councilman Gary Miller
  - Place 2, Vacant as of August 15, 2010
  - Place 3, Councilman Tim McCallum
  - Place 4, Councilman David Swan
  - Place 5, Vacant as of August 15, 2010
- US Congressman Lamar Smith, Texas, District 21
- US Senator John Cornyn, Texas
- US Senator Kay Bailey Hutchinson, Texas

### **Individuals**

- Business owners along the corridor
- Comal County residents
- Corridor transportation users
- Property owners along the corridor

## **APPENDIX 3:**

# **US 281 EIS Community Advisory Committee Charter**



## **US 281 Environmental Impact Statement Community Advisory Committee CHARTER**

### **I. Introduction**

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Established in 2004, the mission of the Alamo Regional Mobility Authority (Alamo RMA) is to provide its customers with a rapid and reliable alternative for the safe and efficient movement of people, goods, and services in Bexar County. The goals of the Alamo RMA include:

- Provide a quality customer experience through education, communication and excellent service delivery.
- Utilize technology, innovation and entrepreneurial concepts to streamline processes, focus on results and complement efforts of other entities.
- Ensure the timely and efficient delivery of projects through sound management practices.
- Pursue an environmentally friendly transportation system.
- Collaborate, coordinate and communicate with other federal, state, regional and local entities in planning for regional transportation systems.
- Ensure financial accountability and stability.
- Develop and maintain an organization that efficiently and effectively accomplishes the Authority's mission.

The limits of the US 281 Environmental Impact Statement (EIS) extend from Loop 1604 to Borgfeld Road. The corridor is approximately 7.5 miles in length, and serves as a major connection for north and south traffic in north central Bexar County.

The US 281 Environmental Impact Statement (EIS), an Alamo RMA lead study in partnership with the Texas Department of Transportation Environmental Division and the Federal Highway Administration, intends to examine, give consideration to, and determine and recommend strategies for efficiently and effectively addressing mobility issues in the corridor. To ensure that community concerns are heard and considered, a Community Advisory Committee (CAC) has been formed. The CAC will advise the study team on the following aspects of the study process:

- Public involvement and communication activities with stakeholders and the

## **281 Environmental Impact Statement Community Advisory Committee Charter**

general public related to the development of the EIS.

- Development of the project's need and purpose.
- Identification of project alternatives.
- Identification of the Preferred Alternative.
- Consideration of potential social, economic and environmental impacts and mitigation measures.

The CAC is comprised of representatives of key stakeholder groups that live or work along the US 281 corridor. While not part of the required National Environmental Policy Act (NEPA) process for the US 281 EIS, this advisory group has been established by the Alamo RMA to further ensure that potentially affected publics have ample opportunity for input and feedback. The Alamo RMA will consider all input and feedback contributed by the CAC and is committed to assisting the committee to successfully achieve its charge. However, the CAC will function only as an advisory group to the Alamo RMA and the EIS team and has no vested authority to approve or disapprove any aspect of the EIS at any time.

## **II. Charge**

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The CAC is intended to provide diverse representation of the communities and related interests potentially affected by US 281 transportation improvements. The CAC will facilitate the exchange of information, concerns and ideas among interest groups and the study team, providing feedback on the study process from a community perspective and reviewing study materials for clarity and effectiveness.

The charge of the Community Advisory Committee is to:

- Be a voice of the community related to the study process.
- Work together with design, transportation, and environmental professionals to provide input and feedback for the development of sustainable long-term mobility solutions that are sensitive to transportation, environmental and social needs.
- Create a genuine opportunity for exchange that encourages consensus among stakeholders along the US 281 corridor and the Alamo RMA.

## **III. Community Advisory Committee Organization**

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### **a. Establishing the Community Advisory Committee**

Composition of the CAC includes a balanced cross-section of interests and areas within the US 281 corridor. These encompass:

- Business
- Civic

- Community
- Residents and neighborhood
- Environmental
- Corridor users

### **b. Membership Criteria**

CAC members have been identified and selected using the following criteria:

- Each represents a distinct stakeholder group potentially affected by corridor transportation improvements.
- Each maintains flexibility and perspective and is willing to share, learn and seek common ground.
- Each is willing to and capable of making at least a 36-month commitment to attend CAC meetings and be actively involved and engaged in the study process.

## **IV. Roles and Responsibilities**

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### **a. Community Advisory Committee Members**

As a condition of their membership, CAC members will have certain responsibilities, which include, but are not limited to the following:

- Serve as active links between the Alamo RMA and their respective communities and interests during the EIS process, advising and informing Alamo RMA staff of concerns raised by stakeholder groups.
- Serve as a sounding board for the alternatives analysis, assessment of potential impacts, and consideration of mitigation measures.
- Identify issues relating to the study.
- Attend CAC meetings and other scheduled meetings, fully participating in discussions, having reviewed the briefing materials provided prior to the meetings.
- Maintain regular and ongoing contact with their respective stakeholder organization.
- In the event a CAC member is unable to attend a meeting, he or she shall inform the facilitator or Alamo RMA Public Information Manager in advance. (After two consecutive absences without advance notice, the member's status will be reviewed by the nominating organization.)
- If a member is no longer able to serve, he or she can withdraw from the CAC by submitting a letter of resignation to the Alamo RMA.
- CAC members are encouraged to contact their facilitator between meetings with questions, ideas, concerns and information needs.

### **b. Facilitator**

The facilitator is responsible for managing the group's agenda, keeping the CAC on task, ensuring that all members are heard, and encouraging members to identify and discuss issues. In addition, the facilitator will perform as noted below:

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Community Advisory Committee Charter**

- The facilitator will work with the EIS team to coordinate presentations of technical data to the CAC members.
- The facilitator will be assisted by members of the EIS team as necessary for technical support.
- The facilitator will be responsible for the meeting process, but will not offer opinions on the substance of the study.
- The facilitator will prepare the agenda, coordinate the distribution of handouts and technical materials and distribute them prior to each CAC meeting.
- Between meetings, the facilitator will be available to answer, or direct to the appropriate person, any CAC member's questions. Such questions and answers will be distributed to all CAC members as deemed appropriate by the facilitator.

**c. Alamo RMA**

The Alamo RMA staff will oversee the logistics and coordination of the CAC. The Alamo RMA Community Relations staff will be directly responsible for the administrative aspects associated with each of the CAC meetings and all follow-up activities.

**V. Meetings**

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**a. Meeting Logistics**

There will be no more than twelve (12) meetings of the CAC. The meetings will be held at a location that accommodates the materials to be presented and number of attendees, at dates and times to be determined.

**b. Meeting Format**

Meetings will be structured as “working sessions” to minimize formal presentations and maximize discussion time and individual participation. Members will have an opportunity to express their viewpoint in an orderly manner.

Participants in the CAC meetings will include the CAC members, the facilitator, and Alamo RMA support staff. To provide necessary technical information to the CAC, technical experts may be invited to present and participate in specific CAC meetings. Members of the EIS team will attend as resource persons.

**c. Ground Rules**

The purpose of having a set of ground rules is to make sure each member is able to participate in positive and meaningful dialogue. Ground rules include:

- Prepare in advance for and attend all meetings.
- Treat each member with courtesy and respect. Be positive and constructive.
- Agree or disagree with ideas, not with people.

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- Identify issues rather than taking “positions.”
- Listen and consider the opinions of others, continually seeking common ground.
- Be brief and clear in your comments avoiding repetition of what has already been said and focusing on the meeting objectives.
- Have an enjoyable/rewarding experience.
- Focus on providing thoughtful, well-meaning comments that represent the community’s interests and needs.
- Assist the facilitator in discouraging disruptive behavior.

Members who do not adhere to the charter will not be able to continue as a member of the CAC.

**d. Discussion Log**

The facilitator will be responsible for developing and maintaining a discussion log on issues considered by the CAC. This discussion log will summarize the issues addressed by the CAC related to the study.

**e. Reporting**

As part of the process, written summaries of all CAC meetings will be provided to CAC members after each meeting and posted on the website. These meeting summaries may be used by the CAC members to keep their stakeholder groups informed of the committee’s activities.

**VI. Other**

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**a. Media Relations**

Any and all media requests and inquiries regarding the work of the Community Advisory Committee will be referred to the Alamo RMA's Community Relations staff, at 210.495.5256 or via email at [US281EIS@AlamoRMA.org](mailto:US281EIS@AlamoRMA.org)

**b. Contact Persons**

Linda Ximenes,  
Lead Facilitator, US 281 EIS Community Advisory Committee  
Ximenes & Associates  
421 Sixth Street, #1  
San Antonio, TX 78215  
(210) 354-2925 (office)  
210) 354-2964 (fax)  
[lximenes@swbell.net](mailto:lximenes@swbell.net)

Leroy Alloway  
Director of Community Relations

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Alamo Regional Mobility Authority  
1222 N. Main Avenue, Ste 1000  
San Antonio, Texas 78212  
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LAlloway@AlamoRMA.org