

US 281 Environmental Impact Statement Community Advisory Committee CHARTER

I. Introduction

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

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

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

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

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:

- 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

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.

- 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

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

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)
Iximenes@swbell.net

Leroy Alloway Director of Community Relations

Alamo Regional Mobility Authority 1222 N. Main Avenue, Ste 1000 San Antonio, Texas 78212 (210) 495-5256 (210) 495-5804 (Direct) LAlloway@AlamoRMA.org