



SUBJECT: Approval of the Committee Charter Statements for each of the following Technical Advisory Committees of the Austin Transit Partnership ("ATP") Board of Directors: (i) the Engineering, Architecture and Construction Committee ("EAC"); (ii) the Planning, Sustainability, Equity & DBE Advisory Committee ("PSEC"); and (iii) the Finance and Risk Committee ("FAR").

FISCAL IMPACT: No Fiscal Impact.

BUSINESS CASE: Does not apply.

EXECUTIVE SUMMARY: The ATP Board of Directors has determined that certain technical advisory committees made up of community members related to the fields of (i) engineering and architecture, (ii) planning, sustainability, equity and DBE, and (iii) finance and risk should be established to help advise the ATP Board of Directors during the course of the implementation of the Project Connect Program. To that end, the ATP Board of Directors is adopting committee charters for the three advisory committees to help determine each committee's purpose, composition, duties, staff and ATP Board of Directors liaisons, and other operating procedures.

RESPONSIBLE DEPARTMENT: All.

PROCUREMENT SUMMARY: Does not apply.

**RESOLUTION
OF THE
AUSTIN TRANSIT PARTNERSHIP
BOARD OF DIRECTORS**

STATE OF TEXAS

Resolution ID: ATP-2021-011

COUNTY OF TRAVIS

Adoption of Technical Advisory Committee Charters

WHEREAS, the Austin Transit Partnership (“ATP”) Board of Directors (the “Board”) desires to establish three technical advisory committees to advise the Board with respect to the implementation of the Project Connect Program in the fields of (i) engineering and architecture, (ii) planning, sustainability, equity and DBE, and (iii) finance and risk; and

WHEREAS, the Board wishes to adopt Committee Charter Statements to define the roles and responsibilities of each of the three committees, which include: (i) the Engineering, Architecture and Construction Committee (“EAC”); (ii) the Planning, Sustainability, Equity & DBE Advisory Committee (“PSEC”); and (iii) the Finance and Risk Committee (“FAR”); and

NOW, THEREFORE, BE IT RESOLVED by the Board hereby adopts the attached Committee Charter Statements for each of the: (i) the Engineering, Architecture and Construction Committee (“EAC”); (ii) the Planning, Sustainability, Equity & DBE Advisory Committee (“PSEC”); and (iii) the Finance and Risk Committee (“FAR”).



**Casey Burack
Secretary of the Board**

Date: 3/18/2021





Engineering, Architecture, Construction Committee (EAC)

Charter

Purpose

To advise the Austin Transit Partnership Board on matters related to technical engineering, architecture and construction issues.

Composition

The EAC will be composed of no less than five (5) and no more than (9) members.

Community Member applicants:

- Shall be residents of either the City of Austin or Capital Metro's service area
- Shall not be a person who is registered or required to register as a lobbyist under City Code Chapter 4-8 or who is employed by a person registered or required to register under City Code Chapter 4-8
- Shall not be an employee of the City, Capital Metro, or ATP
- Shall not have a contract for real property, goods or services with the City, Capital Metro, or the Joint LGC, or be employed by such a contractor

Candidates will be selected based on professional and lived experience related to urban planning, design, architecture, engineering and construction.

Other considerations include geographic representation as it relates to the proposed transit plans as well as a diversity of viewpoints.

Terms of Service

Members of the Committee shall serve for a term of at least two (2) years. In the event of a vacancy or vacancies in the Committee, the remaining members may nominate an individual or individuals to be considered by the ATP Board.

Officers

The EAC will elect a Chair, Vice Chair and Secretary who will serve two (2) years in these roles and be responsible for the following:



- Chair – Shall lead meetings using parliamentary procedure
- Vice Chair – Shall lead meetings when Chair is unavailable
- Secretary – Shall take meeting minutes and distribute to members with staff assistance

Meetings

The EAC will meet once a month, with additional meetings to be scheduled as needed.

Duties

The EAC shall provide input to help inform decisions and actions of the ATP Board and staff regarding the processes associated with engineering, architecture and construction of the Project Connect program.

Board Liaison

- ATP Board Chair Veronica Castro de Barrera

Staff Liaisons

- Chief Program Officer Dave Couch
- Deputy Program Officer John Rhone

Staff Duties

Staff will develop agendas and programming for EAC meetings, follow up and report on action items and facilitate communications with committee members.



Planning, Sustainability, Equity & DBE Advisory Committee (PSEC)

Charter

Purpose

To advise the Austin Transit Partnership Board on matters related to community planning and sustainability, equity involving Disadvantaged Business Enterprises and program equity. Focus on DBE and local business support programs, community planning and engagement, program equity, urban design, accessibility, and environmental programs.

Composition

The PSEC will be composed of no less than five (5) and no more than (9) members.

Community Member applicants:

- Shall be residents of either the City of Austin or Capital Metro's service area
- Shall not be a person who is registered or required to register as a lobbyist under City Code Chapter 4- 8 or who is employed by a person registered or required to register under City Code Chapter 4-8
- Shall not be an employee of the City, Capital Metro, or ATP
- Shall not have a contract for real property, goods or services with the City, Capital Metro, or the ATP, or be employed by such a contractor

Candidates will be selected based on professional and lived experience related to urban planning, design, architecture, engineering and construction.

Other considerations include geographic representation as it relates to the proposed transit plans as well as a diversity of viewpoints.

Terms of Service

Members of the Committee shall serve for a term of at least two (2) years. In the event of a vacancy or vacancies in the Committee, the remaining members may nominate an individual or individuals to be considered by the ATP Board.



Officers

The PSEC will elect a Chair, Vice Chair and Secretary who will serve two (2) years in these roles and be responsible for the following:

- Chair – Shall lead meetings using parliamentary procedures
- Vice Chair – Shall lead meetings when Chair is unavailable
- Secretary – Shall take meeting minutes and distribute to members with staff assistance

Meetings

The PSEC will meet once a month, with additional meetings to be scheduled as needed.

Duties

The PSEC shall provide input to help inform decisions and actions of the ATP Board and staff regarding DBE & local business support programs, community planning & engagement, program equity, urban design, accessibility, and environmental programs.

Board Liaison

- ATP Board Vice Chair Dr. Colette Pierce Burnette

Staff Liaisons

- Chief Architect Peter Mullan
- Director of Community Engagement & Involvement Jackie Nirenberg

Staff Duties

Staff will develop agendas and programming for PSEC meetings, follow up and report on action items and facilitate communications with committee members.



Finance and Risk Advisory Committee (FAR)

Charter

Purpose

To advise the Austin Transit Partnership Board on financial matters and risk analysis.

Composition

The FAR will be composed of no less than five (5) and no more than (9) members. Community Member applicants:

- Shall be residents of either the City of Austin or Capital Metro's service area
- Shall not be a person who is registered or required to register as a lobbyist under City Code Chapter 4-8 or who is employed by a person registered or required to register under City Code Chapter 4-8
- Shall not be an employee of the City, Capital Metro, or ATP
- Shall not have a contract for real property, goods or services with the City, Capital Metro, or the ATP, or be employed by such a contractor

Candidates will be selected based on professional and lived experience related to finance and/or risk analysis.

Terms of Service

Members of the Committee shall serve for a term of at least two (2) years. In the event of a vacancy or vacancies in the Committee, the remaining members may nominate an individual or individuals to be considered by the ATP Board.

Officers

The FAR will elect a Chair, Vice Chair and Secretary who will serve two (2) years in these roles and be responsible for the following:

- Chair – Shall lead meetings using parliamentary procedure
- Secretary – Shall take meeting minutes and distribute to members with staff assistance



Meetings

The FAR will meet once a month, with additional meetings to be scheduled as needed.

Duties

The FAR shall provide input to help inform decisions and actions of the ATP Board and staff regarding the processes associated with finance and risk analysis.

Board Liaison

- ATP Board Member Tony Elkins

Staff Liaison

- ATP Chief Financial Officer Greg Canally

Staff Duties

Staff will develop meeting agendas and programming for FAR meetings, follow up and report on action items and facilitate communications with committee members.