



Loop 1604 EIS Community Advisory Group 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 Alamo RMA's mission

The limits of the Loop 1604 Environmental Impact Statement (EIS) extend from FM 1957 (Potranco Road) to IH 35 North. The corridor is approximately 32 miles in length and provides circumferential mobility in north central Bexar County.

The Loop 1604 EIS is an Alamo RMA-led study in partnership with the Texas Department of Transportation and the Federal Highway Administration that will examine, give consideration to, determine, and recommend strategies for efficiently and effectively addressing mobility and safety issues in the corridor. To ensure that community concerns are heard and considered, a Community Advisory Group (Loop 1604 EIS CAG) has been formed. The Loop 1604 EIS CAG will exchange information with the Alamo RMA and the Loop 1604 EIS 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 Loop 1604 EIS
- Development of the project's need and purpose

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- Identification of project alternatives
- Identification of the Preferred Alternative
- Consideration of potential social, economic, and environmental impacts and mitigation measures

The Loop 1604 EIS CAG is comprised of representatives of key community stakeholder groups within the Loop 1604 EIS study area. While not part of the required National Environmental Policy Act (NEPA) process for the Loop 1604 EIS, this group has been established by the Alamo RMA to further ensure that potentially affected groups and/or citizens have ample opportunity for input and feedback throughout the study process. The Alamo RMA will consider all input and feedback contributed by the Loop 1604 EIS CAG and is committed to assisting the committee to successfully achieve its charge. The Loop 1604 EIS CAG will serve as a conduit of information about the study for their communities and as a representative for citizens that they represent. The Loop 1604 EIS CAG will not approve or disapprove any aspect of the EIS.

II. Charge

The Loop 1604 EIS CAG is intended to provide diverse representation of key community stakeholder groups potentially affected by Loop 1604 transportation improvements. The Loop 1604 EIS CAG 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 Loop 1604 EIS CAG is to:

- Be a voice of the community related to the study process
- Work together with design, transportation, and environmental professionals that make up the Loop 1604 EIS team to provide input and feedback for the development of sustainable long-term mobility and safety solutions that are sensitive to transportation, environmental, and social needs
- Create a genuine opportunity for exchange of information that enhances community input in the study process and encourages dialogue among stakeholders within the Loop 1604 EIS study area and the Alamo RMA

III. Loop 1604 EIS CAG Organization

a. Establishing the Loop 1604 EIS CAG

Composition of the Loop 1604 EIS CAG includes a balanced cross-section of key community stakeholder groups within the Loop 1604 EIS study area. These encompass:

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- Businesses
- Civic/Community Advisory Groups
- Residents and Neighborhood Associations
- Educational Institutions
- Environmental Interests
- Daily Commuters

Invitations to participate on the Loop 1604 EIS CAG will be extended through the Alamo RMA to elected officials and organizations representative of the stakeholder groups listed above. In addition to Loop 1604 EIS CAG members, technical resource staff will be brought in at various points throughout the process to provide engineering, environmental, regulatory, and design information.

b. Membership Criteria

Loop 1604 EIS CAG 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 Loop 1604 EIS CAG meetings and be actively involved and engaged in the study process.

IV. Roles and Responsibilities

a. Loop 1604 EIS CAG Members

As a condition of their membership, Loop 1604 EIS CAG 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, informing Alamo RMA staff of concerns raised by stakeholder groups they represent, and relaying key information back to respective stakeholder organizations
- Serve as a sounding board for the alternatives analysis process, assessment of potential impacts, and consideration of mitigation measures
- Identify potential issues relating to the study
- Attend Loop 1604 EIS CAG meetings and other scheduled public meeting events, 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 Loop 1604 EIS CAG 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)

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- If a member is no longer able to serve, he or she can withdraw from the Loop 1604 EIS CAG by submitting a letter of resignation to the Alamo RMA
- Loop 1604 EIS CAG members are encouraged to contact their facilitator between meetings with questions, ideas, concerns, and information needs; such questions and answers will be distributed to all Loop 1604 EIS CAG members and shared with the Alamo RMA and Loop 1604 EIS team as deemed appropriate by the facilitator
- Review briefing materials provided prior to meetings

b. Membership Maintenance/Changes

In order for the Loop 1604 EIS CAG to be most effective, it must have committed and active members. Individuals selected to serve on the Loop 1604 EIS CAG are expected to attend all meetings. The size of the Loop 1604 EIS CAG must also be kept manageable (20-25 members) if it is to be effective.

The following guidelines apply to changes in membership of the Community Work Group:

- New members may be added in response to suggestions made by the Loop 1604 EIS CAG, nominating organizations, or the broader community.
- The intent is to keep membership in the Loop 1604 EIS CAG between 20 to 25 members; therefore, some suggestions or nominations may not be accommodated.
- If a member is no longer able to serve, he or she can withdraw from the Loop 1604 EIS CAG by submitting a letter of resignation to the Alamo RMA. The nominating organization will then have an opportunity to make recommendations to the Alamo RMA on a replacement of that individual.

c. Facilitator

The facilitator is responsible for managing the group's agenda, keeping the Loop 1604 EIS CAG on task, ensuring that all members are heard, and encouraging members to identify and discuss issues in order to identify and recommend solutions. In addition, the facilitator will perform as noted below:

- The facilitator will work with the Loop 1604 EIS team to coordinate presentations of technical data to the Loop 1604 EIS CAG members.
- The facilitator will be assisted by members of the Loop 1604 EIS team as necessary for technical support.
- The facilitator will be responsible for conducting the meeting process, but will not offer opinions on the substance of the study or meeting results.
- The facilitator will prepare the agenda, coordinate the distribution of handouts and technical materials, and distribute them prior to each Loop 1604 EIS CAG meeting.
- Between meetings, the facilitator will be available to answer, or direct to the appropriate person, any Loop 1604 EIS CAG member's questions. Such questions and answers will be distributed to all Loop 1604 EIS CAG members and shared with the Alamo RMA and the Loop 1604 EIS team as deemed appropriate by the facilitator.

d. Alamo RMA

The Alamo RMA staff will oversee the logistics and coordination of the Loop 1604 EIS CAG. The Alamo RMA Community Relations staff will be directly responsible for the administrative aspects associated with each of the Loop 1604 EIS CAG meetings and all follow-up activities. Again, the Loop 1604 EIS CAG will function to enhance the exchange of information from the community to the Alamo RMA and the Loop 1604 EIS team. The Loop 1604 EIS CAG will serve as a conduit of information about the study for their communities and as a representative for citizens that they represent. The Loop 1604 EIS CAG will not approve or disapprove any aspect of the EIS.

V. Meetings

a. Meeting Logistics

There will be approximately 12 meetings of the Loop 1604 EIS CAG. 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 Loop 1604 EIS CAG meetings will include the Loop 1604 EIS CAG members, the facilitator, and Alamo RMA support staff. To provide necessary technical information to the Loop 1604 EIS CAG, technical experts may be invited to present and participate in specific Loop 1604 EIS CAG meetings. Other members of the Loop 1604 EIS team will attend as resource persons.

c. Ground Rules

The purpose of having a set of ground rules is to ensure 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 to 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
- Concentrate on problem-solving, not fault-finding
- 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 allowed to continue as a member of the Loop 1604 EIS CAG.

d. Reaching Consensus

When agreements on issues are desired, the Loop 1604 EIS CAG will operate by consensus.

- For the purposes of this effort, consensus is achieved when there is **enough agreement that a solution can move forward, although all stakeholders might not agree entirely.**
- Consensus will be based on the discussion and agreement of those present at the time.
- Once consensus is reached on an issue, the Loop 1604 EIS CAG will reconsider the issue only if there is a pressing need to do so.
- If the Loop 1604 EIS CAG fails to reach consensus on any issue, then the facilitator will indicate the range of options available to the group.
- Although consensus of the group is desired, the Loop 1604 EIS CAG, as formed, is intended to provide local and regional input into the EIS study process and will not approve or disapprove any aspect of the EIS. As such, consensus of the group is not a required outcome of the Loop 1604 EIS CAG.

e. Discussion Log

The facilitator will be responsible for developing and maintaining a Discussion Log on issues considered by the Loop 1604 EIS CAG. This Discussion Log will summarize the issues addressed by the Loop 1604 EIS CAG related to the study. Issues will be placed on the Discussion Log by the facilitator based on consensus of the Loop 1604 EIS CAG. The Discussion Log will also recognize issues where consensus is not reached. The Discussion Log is intended as a working, internal document subject to revision throughout the process.

f. Reporting

As part of the process, written summaries of all Loop 1604 EIS CAG meetings will be provided to Loop 1604 EIS CAG members after each meeting and posted on the website. These meeting summaries may be used by the Loop 1604 EIS CAG members to keep their stakeholder groups informed of the committee's activities.

VI. Other

a. Site Selection and Support

Every effort will be made to identify Loop 1604 EIS CAG meeting sites that are convenient to all portions of the study area and offer convenient parking. Given the length of the corridor, this may mean that meetings are held at different locations along the corridor on a rotating basis. Furthermore, meeting sites will be accessible to all persons, including those with disabilities. The facilitators will provide all materials and supplies needed at each of the meetings.

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b. Media Relations

Any and all media requests and inquiries regarding the work of the Loop 1604 EIS CAG will be referred to the Alamo RMA's Community Relations staff, at 210.495.5256 or via e-mail at Loop1604EIS@AlamoRMA.org.

c. Contact Persons

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