AMENDING THE BOARD OF DIRECTORS' RESOLUTION NO. 86-69 IN PART BY RESCINDING DESIGNATION OF RECONSTRUCTION OF UNIVERSITY BOULEVARD FROM KIRBY DRIVE TO COMMUNITY DRIVE AS A JOINT TRANSPORTATION IMPROVEMENT PROJECT BETWEEN METRO AND THE CITY OF WEST UNIVERSITY PLACE; DESIGNATING RECONSTRUCTION OF RICE BOULEVARD FROM KIRBY DRIVE TO COMMUNITY DRIVE AS A JOINT TRANSPORTATION IMPROVEMENT PROJECT WITH THE CITY OF WEST UNIVERSITY PLACE; AUTHORIZING THE GENERAL MANAGER TO NEGOTIATE, EXECUTE AND DELIVER AN APPROPRIATE JOINT PROJECT AGREEMENT WITH THE CITY OF WEST UNIVERSITY PLACE; AND MAKING FINDINGS AND PROVISIONS RELATIVE TO THE SUBJECT.

WHEREAS, the Board of Directors, by way of Resolution No. 86-69, designated reconstruction of University Boulevard from Kirby Drive to Community Drive as a joint transportation improvement project with the city of West University Place; and

WHEREAS, further traffic engineering studies by the city of West University Place indicated that reconstruction of Rice Boulevard between Kirby Drive and Community Drive is a higher-priority; and

WHEREAS, the city of West University Place has requested that METRO designate reconstruction of Rice Boulevard in lieu of University Boulevard as a joint project; and

WHEREAS, the Board of Directors is of the opinion that it is appropriate to honor the city of West University's request to amend its previous designation;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE METROPOLITAN TRANSIT AUTHORITY THAT:

RESOLUTION NO. 90-27 (Page 2)

Section 1. The Board of Directors' Resolution No. 86-69 is hereby amended to rescind the designation of reconstruction of University Boulevard from Kirby Drive to Community Drive as a joint

transportation improvement with the city of West University Place.

Section 2. Reconstruction of Rice Boulevard from Kirby Drive to Community Drive is hereby designated as a joint transportation improvement project with the city of West University Place.

Section 3. The General Manager be and he is hereby authorized and directed to negotiate, execute and deliver an appropriate joint project agreement with the city of West University Place for the reconstruction of Rice Boulevard with the city of West University being the managing party and with METRO contributing one-half of the cost of the project up to a maximum of \$215,000.

Section 4. This resolution is effective immediately upon passage.

PASSED this 22nd day of March, 1990. APPROVED this 22nd day of March, 1990.

ATTEST:

ssistant Secretary

Anthony W. Hall, Jr.

AUTHORIZING THE GENERAL MANAGER TO EXECUTE AND DELIVER A CONTRACT WITH RIDGWAY'S, INC. FOR DIAZO PRINTING AND RELATED SERVICES; AND MAKING FINDINGS AND PROVISIONS RELATIVE TO THE SUBJECT.

WHEREAS, METRO invited bids for the provision of diazo printing and related services for a three-year period; and

WHEREAS, Ridgway's, Inc. submitted the lowest responsive and responsible bid to the invitation;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE METROPOLITAN TRANSIT AUTHORITY THAT:

Section 1. The General Manager be and he is hereby authorized and directed to execute and deliver a contract with Ridgway's, Inc. for diazo printing and related services for a three-year period at a cost not to exceed \$403,590.

Section 2. This resolution is effective immediately upon passage.

PASSED this 22nd day of March, 1990. APPROVED this 22nd day of March, 1990.

ATTEST:

nthony W. Hall, Jr.

AUTHORIZING THE GENERAL MANAGER TO EXECUTE AND DELIVER A MODIFI-CATION TO THE CONTRACT WITH METALGESELLSCAFT CORPORATION FOR THE SUPPLY AND DELIVERY OF DIESEL FUEL; AND MAKING FINDINGS AND PROVISIONS RELATIVE TO THE SUBJECT.

WHEREAS, Metalgesellscaft Corporation submitted the lowest responsive and responsible bid for the supply and delivery of diesel fuel for two one-year options; and

WHEREAS, Metalgesellscaft Corporation has satisfactorily performed under its contract for the supply and delivery of diesel fuel; and

WHEREAS, the Board of Directors is of the opinion that it is appropriate to exercise the second one-year option for the supply and delivery of diesel fuel through April 21, 1991;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE METROPOLITAN TRANSIT AUTHORITY THAT:

Section 1. The General Manager be and he is hereby authorized and directed to execute and deliver a modification to the contract with Metalgesellscaft Corporation to exercise the second one-year option for the supply and delivery of diesel fuel for the period between April 22, 1990 and April 21, 1991 and to increase the maximum authorized expenditures under the contract by \$5,126,000.

RESOLUTION NO. 90-29 (Page 2)

Section 2. This resolution is effective immediately upon passage.

PASSED this 22nd day of March, 1990. APPROVED this 22nd day of March, 1990.

ATTEST:

Anthony W. Hall, J

AUTHORIZING THE GENERAL MANAGER TO EXECUTE AND DELIVER A CONTRACT WITH SOUTHWEST TRUCK RIGGING FOR THE SUPPLY AND DELIVERY OF FOUR FIELD REPAIR UNIT TRUCKS; AND MAKING FINDINGS AND PROVISIONS RELATIVE TO THE SUBJECT.

WHEREAS, bids were invited for the supply and delivery of four field repair unit trucks; and

WHEREAS, the firm of Southwest Truck Rigging submitted the lowest responsive and responsible bid;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE METROPOLITAN TRANSIT AUTHORITY THAT:

Section 1. The General Manager be and he is hereby authorized and directed to execute and deliver a contract with Southwest Truck Rigging for the supply and delivery of four field repair unit trucks at a cost not to exceed \$198,800.

Section 2. This resolution is effective immediately upon passage.

PASSED this 22nd day of March, 1990. APPROVED this 22nd day of March, 1990.

ATTEST:

Anthony W. Hall, Jr.

AUTHORIZING THE GENERAL MANAGER TO EXECUTE AND DELIVER A CONTRACT WITH THE FLXIBLE CORPORATION TO SUPPLY METRO'S REQUIREMENT FOR BONDED BRAKE SHOES FOR A ONE-YEAR PERIOD; AND MAKINGS FINDINGS AND PROVISIONS RELATIVE TO THE SUBJECT.

WHEREAS, METRO invited bids for the supply of bonded brake shoes to satisfy METRO's requirement for a one-year period; and

WHEREAS, the Flxible Corporation submitted the lowest responsive and responsible bid to this invitation;

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE METROPOLITAN TRANSIT AUTHORITY THAT:

Section 1. The General Manager be and he is hereby authorized and directed to execute and deliver a contract with the Flxible Corporation for the supply of METRO's requirements for bonded brake shoes for a one-year period with the contract amount not to exceed \$640,197.10.

Section 2. This resolution is effective immediately upon passage.

PASSED this 22nd day of March, 1990. APPROVED this 22nd day of March, 1990.

ATTEST:

nthony W. Hall, Jr.

AUTHORIZING THE GENERAL MANAGER TO NEGOTIATE, EXECUTE AND DELIVER A MODIFICATION TO THE CONTRACT WITH LICHLITER/JAMESON AND ASSOCIATES, INC. FOR TRAFFIC ENGINEERING SERVICES IN SUPPORT OF METRO'S MOBILITY PROJECTS; AND MAKING FINDINGS AND PROVISIONS RELATIVE TO THE SUBJECT.

WHEREAS, METRO has entered into a contract with Lichliter/
Jameson and Associates, Inc. for traffic planning, traffic impact
analyses, facility capacity and level of service analyses and other
traffic engineering-related services on an "as-required" basis; and

WHEREAS, Lichliter/Jameson and Associates, Inc. has satisfactorily performed under this contract; and

WHEREAS, the Board of Directors is of the opinion that it is appropriate to extend the performance period of the contract with Lichliter/Jameson and Associates, Inc. and to increase the maximum authorized expenditures under the contract to provide for additional traffic engineering services;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE METROPOLITAN TRANSIT AUTHORITY THAT:

Section 1. The General Manager be and he is hereby authorized and directed to negotiate, execute and deliver an amendment to the contract with Lichliter/Jameson and Associates, Inc. for traffic engineering services to extend the performance period of the contract by one year and to increase the maximum authorized expenditures under the contract by \$200,000.

RESOLUTION NO. 90-32 (Page 2)

Section 2. This resolution is effective immediately upon passage.

PASSED this 22nd day of March, 1990. APPROVED this 22nd day of March, 1990.

ATTEST:

Anthony W. Hall, Jr.

AUTHORIZING THE GENERAL MANAGER TO NEGOTIATE, EXECUTE AND DELIVER AN AGREEMENT WITH THE HOUSTON-GALVESTON AREA COUNCIL FOR PARTICIPATION IN A SUBURBAN MOBILITY STUDY; AND MAKING FINDINGS AND PROVISIONS RELATIVE TO THE SUBJECT.

WHEREAS, the Urban Mass Transportation Administration has awarded a grant to the Houston-Galveston Area Council for evaluation of various public/private sector mass transportation initiatives to determine means of improving accessibility and decreasing suburban area congestion; and

WHEREAS, the Houston-Galveston Area Council has requested METRO's participation in funding a portion of the local match required for this grant; and

WHEREAS, the Board of Directors is of the opinion that the study effort will produce results beneficial to METRO for its transportation planning activities;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE METROPOLITAN TRANSIT AUTHORITY THAT:

Section 1. The General Manager be and he is hereby authorized and directed to negotiate, execute and deliver an agreement with the Houston-Galveston Area Council for METRO's participation in a suburban mobility study with METRO's contribution to the study not to exceed \$50,000.

RESOLUTION NO. 90-33 (Page 2)

Section 2. This resolution is effective immediately upon passage.

PASSED this 22nd day of March, 1990. APPROVED this 22nd day of March, 1990.

ATTEST:

Assistant Secretary

Anthony W. Hall, Jr.

CERTIFYING THE RECONSTRUCTION OF NINE STREETS AS AN ELIGIBLE PROJECT FOR EXPENDITURE OF EXPANDED BASE SALES TAX REVENUE FUNDS BY THE CITY OF MISSOURI CITY; AND MAKING FINDINGS AND PROVISIONS RELATIVE TO THE SUBJECT.

WHEREAS, by way of Board Resolution No. 88-29 and subsequent resolutions, the Board has established the basis and procedure for distribution of revenues derived from expansion of the sales tax base by the 1987 Texas Legislature; and

WHEREAS, the city of Missouri City has requested certification of reconstruction of nine streets as a project on which to expend the city's portion of expanded sales tax base revenue;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE METROPOLITAN TRANSIT AUTHORITY THAT:

Section 1. The reconstruction of nine streets is hereby certified as a project eligible for expenditure of expanded base sales tax revenue by the city of Missouri City.

Section 2. This resolution is effective immediately upon passage.

PASSED this 22nd day of March, 1990. APPROVED this 22nd day of March, 1990.

ATTEST:

Anthony W. Hall, Jr.

AUTHORIZING THE GENERAL MANAGER TO NEGOTIATE, EXECUTE AND DELIVER A MODIFICATION TO CONTRACT NO. E80054C WITH THE TEXAS TRANSPORTATION INSTITUTE TO EXTEND THE PERFORMANCE PERIOD AND INCREASE THE MAXIMUM AUTHORIZED EXPENDITURES UNDER THE CONTRACT; AND MAKING FINDINGS AND PROVISIONS RELATIVE TO THE SUBJECT.

WHEREAS, by way of Board of Directors' Resolution No. 87-83, METRO entered into a contract with the Texas Transportation Institute for a one-year period with the option to extend the contract for two additional one-year periods for the performance of various transportation analyses; and

WHEREAS, the services of the Texas Transportation Institute have been satisfactory and a requirement exists for the continued utilization of those services; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE METROPOLITAN TRANSIT AUTHORITY THAT:

Section 1. The General Manager be and he is hereby authorized and directed to negotiate, execute and deliver a modification to Contract No. E80054C with the Texas Transportation Institute to extend the performance period for one additional year through March 31, 1991 and to increase the maximum authorized expenditures under the contract by \$250,000.

RESOLUTION NO. 90-35 (Page 2)

Section 2. This resolution is effective immediately upon passage.

PASSED this 22nd day of March, 1990. APPROVED this 22nd day of March, 1990.

ATTEST:

Anthony W. Chairman

APPROVING A REVISED DISADVANTAGED BUSINESS ENTERPRISE PROGRAM AND AUTHORIZING THE GENERAL MANAGER TO SUBMIT THE PROGRAM TO THE URBAN MASS TRANSPORTATION ADMINISTRATION; AND MAKING FINDINGS AND PROVISIONS RELATIVE TO THE SUBJECT.

WHEREAS, METRO staff has revised METRO'S disadvantaged business enterprise program consistent with revised requirements of the Office of Civil Rights of the Urban Mass Transportation Administration; and

WHEREAS, the Board of Directors has reviewed the revised program and believes it should be approved;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE METROPOLITAN TRANSIT AUTHORITY THAT:

Section 1. The Board of Directors hereby approves the revised the disadvantaged business enterprise program attached hereto as Exhibit A.

Section 2. The General Manager be and he is hereby authorized and directed to submit the revised disadvantaged business enterprise program to the Urban Mass Transportation Administration for its review and approval.

Section 2. This resolution is effective immediately upon passage.

PASSED this 22nd day of March, 1990. APPROVED this 22nd day of March, 1990.

ATTEST:

ssistant Secretary

Anthony W. Hall, Jr.

ADOPTING A STATEMENT OF AUDIT COMMITTEE RESPONSIBILITIES AND GUIDELINES FOR MAINTAINING A DUAL REPORTING RELATIONSHIP BETWEEN THE OFFICE OF AUDIT, THE CHAIRMAN OF THE BOARD, THE BOARD OF DIRECTORS AND THE GENERAL MANAGER; AND MAKING FINDINGS AND PROVISIONS RELATIVE TO THE SUBJECT.

WHEREAS, the Audit Committee of the Board of Directors has recommended that the Board adopt a Statement of Audit Committee responsibilities and guidelines for maintaining a dual reporting relationship between the Office of Audit, the Chairman of the Board, the Board of Directors and the General Manager to clarify the responsibilities and reporting relationships regarding audit functions; and

WHEREAS, the Board of Directors is of the opinion that it is appropriate to adopt such a statement and guidelines;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE METROPOLITAN TRANSIT AUTHORITY THAT:

Section 1. The Board of Directors hereby adopts a Statement of Audit Committee responsibilities and guidelines for maintaining a dual reporting relationship between the Office of Audit, the Chairman of the Board, the Board of Directors and the General Manager.

Section 2. The Audit Committee of the Board of Directors, the Chairman of the Board and the General Manager are hereby authorized to carry out the responsibilities and other activities enumerated in the statement and guidelines.

RESOLUTION NO. 90-37 (Page 2)

Section 3. This resolution is effective immediately upon passage.

PASSED this 22nd day of March, 1990. APPROVED this 22nd day of March, 1990.

ATTEST:

Anthony Chairman

Statement of Audit Committee Responsibilities

Definition

The Audit Committee is organized pursuant to the bylaws of the Metropolitan Transit Authority of Harris County (METRO). The Audit Committee is made up of three directors appointed by the Chairman. The Committee meets with the internal auditor and the independent public accountant on a regular basis. The Audit Committee periodically apprises the full Board of its activities.

Objective

Primary responsibility for METRO's corporate governance, internal controls and financial reporting lies with the General Manager as overseen by the Board of Directors. The Audit Committee was established to help the Board of Directors carry out this oversight responsibility.

Responsibilities

The responsibilities of the Audit Committee involve assisting the Board of Directors in carrying out their duties relating to METRO's corporate governance, internal controls and financial reporting practices. The Audit Committee helps to establish and maintain lines of communication between the Board and the Office of Audit and independent public accountants. The Audit Committee makes every reasonable effort to keep other members of the Board informed of significant audit-related issues.

The Audit Committee is also responsible for reviewing METRO's process of assessing the adequacy of internal controls and risk of fraudulent financial reporting. This is accomplished each year through the review of the annual internal and external audit plans; participation in the formal external audit planning meeting with METRO's Finance Department, Office of Audit and the independent public accountants; and through periodic Audit Committee meetings during which the results of internal audits and highlights of significant audit findings and recommendations are presented.

Specific Authorities and Duties Include:

1. Along with the General Manager, the Chairman of the Board and Audit Committee oversee the operations of the Office of Audit. The Chairman of the Board and Audit Committee, through the Chairperson of the Committee, may call upon the Office of Audit to conduct any audit, review, investigation or study they deem appropriate under the circumstances.

- 2. The Chairman of the Board and Audit Committee have direct access to the Assistant to the Board/General Manager for Audit at all times.
- 3. The Board does not employ the Office of Audit, however, the Chairman of the Board and Audit Committee concur with the General Manager in the annual performance appraisal and salary review and other personnel decisions involving the Assistant to the Board/General Manager for Audit.
- 4. With the Chairman of the Board, the Audit Committee reviews the Office of Audit's Annual Audit Plan and Operating/Capital Expenditures Budget. The budget is subject to the approval of the full Board of Directors.
- 5. With the Chairman of the Board, the Audit Committee recommends to the full Board of Directors the independent public accountants selected to conduct METRO's annual external audit.
- 6. With the Chairman of the Board, the Audit Committee recommends to the full Board of Directors the contractor selected to conduct METRO's quadrennial management review as required by the enabling legislation.
- 7. With the Chairman of the Board, the Audit Committee appraises the independence of the Authority's public accountants to perform management advisory services.
- 8. With the Chairman of the Board, the Audit Committee recommends quality assurance reviews of the internal audit function every three years to ensure that internal auditing activities conform to Generally Accepted Government Auditing Standards (GAGAS).
- 9. With the Chairman of the Board, the Audit Committee oversees the annual external audit and financial reporting process.
- 10. With the Chairman of the Board, the Audit Committee assures that METRO is in reasonable compliance with pertinent laws and regulations, is conducting its affairs ethically, and is maintaining effective controls against employee conflict of interest and fraud.

Guidelines for Maintaining a Dual Reporting Relationship Between the Office of Audit and the Board of Directors and General Manager

Board resolution 82-89 established the Office of Audit. It specifies that, "the Office of Audit reports simultaneously to the Chairman of the Board, the Chairman of the Finance Committee of the Board and the General Manager." In practice, the Office of Audit has previously reported to the Chairman of the Finance and Administration Committee, and now Audit Committee, and to the General Manager. The word "simultaneous" was not clarified in the resolution. The following paragraphs detail suggested responsibilities for the Board of Directors, Audit Committee, General Manager and Office of Audit in carrying out the simultaneous or dual reporting relationship.

Board of Directors

- Establishes policies and statements of responsibilities for the Audit Committee of the Board of Directors and Office of Audit.
- 2. Monitors the Audit Committee's compliance with its statement of responsibilities.
- 3. Requests internal audit services through the Audit Committee.

Audit Committee

- 1. Operates in accordance with the Audit Committee statement of responsibilities.
- 2. Along with the General Manager, the Chairman of the Board and Audit Committee oversee the operations of the Office of Audit. The Chairman of the Board and Audit Committee, through the Chairperson of the Committee, may call upon the Office of Audit to conduct any audit, review, investigation or study it deems appropriate under the circumstances.
- 3. The Chairman of the Board and Audit Committee have direct access to the Assistant to the Board/General Manager for Audit at all times.
- 4. The Board does not employ the Office of Audit, however, the Chairman of the Board and Audit Committee concur with the General Manager in the annual performance appraisal and salary review and other personnel decisions involving the Assistant to the Board/General Manager for Audit.

5. With the Chairman of the Board, the Audit Committee reviews the Office of Audit's Annual Audit Plan and Operating/Capital Expenditure Budget. The budget is subject to the approval of the full Board of Directors.

General Manager

- 1. Ensures the day-to-day operations of the Office of Audit and helps to ensure the accuracy of audit reports prior to release to the Board of Directors without unduly influencing the contents of the report.
- 2. The General Manager may call upon the Office of Audit to conduct any audit, review, investigation or study deemed appropriate under the circumstances.
- 3. Employs the Office of Audit as part of the METRO staff. Has direct access to the Assistant to the Board/General Manager for Audit at all times. The General Manager seeks the concurrence of the Chairman of the Board and Audit Committee in the annual performance appraisal and salary review and other personnel decisions involving the Assistant to the Board/General Manager for Audit.
- 4. Recommends the Office of Audit's Annual Audit Plan and Operating/Capital Expenditure Budget to the Board of Directors.

Office of Audit

- 1. Conducts the internal audit operations of METRO in accordance with the <u>Statement of Policy as It Relates to the Office of Audit</u>, Board Resolution 82-89.
- 2. Has direct access to the Chairman of the Board, the Audit Committee and General Manager at all times.
- 3. Keeps the Chairman of the Board, Audit Committee and General Manager informed of significant findings in a timely manner.
- 4. Makes reports to the Audit Committee at its periodic meetings. On a quarterly basis, a summary of significant audit reports is presented along with a summary of audits completed versus forecasted in the Annual Audit Plan.

AUTHORIZING THE GENERAL MANAGER TO ACQUIRE CERTAIN SPECIFIED TRACTS OF REAL PROPERTY AND EASEMENTS ON REAL PROPERTY TO BE UTILIZED IN THE EXPANSION OF THE KUYKENDAHL PARK & RIDE LOT AND DEVELOPMENT OF THE PHASE 4 NORTH FREEWAY TRANSITWAY; AND MAKING FINDINGS AND PROVISIONS RELATIVE TO THE SUBJECT.

WHEREAS, the Board of Directors, by way of Resolution No. 88-188, authorized the acquisition of land required to expand the existing park & ride lot and to provide for the direct-access ramp to the North Freeway Transitway; and

WHEREAS, negotiations with the landowners have been completed for the acquisition of the required properties;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE METROPOLITAN TRANSIT AUTHORITY THAT:

Section 1. The General Manager be and he is hereby authorized and directed to negotiate, execute and deliver an appropriate agreement for the acquisition of approximately 1.519 acres of land in the P. Sullivan Survey, Abstract 750, Harris County, Texas, with Fred Grundmeyer, as trustee, at a price not to exceed \$235,000.

Section 2. The General Manager be and he is hereby authorized and directed to negotiate, execute and deliver an appropriate agreement for the acquisition of approximately 2.909 acres of land situated in the P. Sullivan Survey, Abstract 750, Harris County, Texas, with the San Antonio Savings Association at a price not to exceed \$550,000.

RESOLUTION NO. 90-38 (Page 2)

Section 3. The General Manager be and he is hereby further authorized to undertake all other administrative actions reasonable and necessary to complete the above-described real estate acquisitions.

Section 4. This resolution is effective immediately upon passage.

PASSED this 22nd day of March, 1990. APPROVED this 22nd day of March, 1990.

ATTEST:

Assistant Secretary

Anthony W. Chairman