



August 14, 2009

**To:** All Members, Transportation Policy Board  
**From:** Sid Martinez  
**Subject:** Director's Report

1. **MPO Meeting Minutes Format Change** – the MPO staff has developed a new way of making TPB meeting information available to the public. Beginning next month, there will be a different format to our meeting minutes. Citizens, stakeholders and agency staff will now be able to listen to audio clips of the meeting by agenda item. The online minutes will also have links to all meeting presentations. The main meeting summary document will still contain information on members present and action taken during the meeting. From the next meeting forward, all meeting minutes in the audio clip format will also be archived on our website.
2. **MPO Agenda Distribution** – we have received several requests from Policy Board members to prepare and mail out our agenda two-weeks prior to each monthly meeting. As many of you probably already know, there is a lot of information that is included in our agenda packets. Unfortunately, getting it out any sooner than our current 10 day practice would be difficult to achieve. Therefore, we will now be sending out an e-mail version of the package 10 days prior to the meeting. We will still mail out a hard copy of the package, but the e-mail version should give all members a few extra days to review all meeting information.
3. **MPO Line-Item Budget Agendized for September** – As is our normal annual custom, the MPO's line item (or staff) budget will be agendized for review and approval at your September meeting. The Finance Committee will meet next month to make a recommendation to the board. As a reminder, members of the Finance Committee include San Antonio City Councilman John Clamp, Bexar County Commissioner Sergio "Chico" Rodriguez, TxDOT District Engineer Mario Medina and VIA Board Member Rick Pych.
4. **Legal Services Request for Proposals** – MPO staff will be releasing an RFP for legal services in September. The Executive Committee will be responsible for reviewing and scoring all proposals and conducting any necessary interviews. Our goal is to have an attorney to represent the MPO on retainer by October.
5. **MPO Office will be Closed on Monday, September 7<sup>th</sup> for Labor Day**