

NTTA Projects	Issue Date: 06/05/2008	PI-09
Resource: Project Delivery	Revision 2 Issue Date: 11/10/2010	Page 1 of 6
Title: NTTA Board & System Committee Meeting Document Preparation		

1.0 PURPOSE:

The purpose of this procedure is to define the process for preparing information in a consistent and timely manner to be presented to the NTTA Board of Directors and System Projects and Operations Committee (SPOC) members for monthly meetings.

2.0 RESPONSIBILITIES:

- 2.1 Corridor Managers (CM), Project Managers and NTTA Department Managers – CMs, Project Managers, and NTTA department managers shall be responsible for preparing SPOC Executive Summaries, Committee Resolutions and PowerPoint presentations by the established due-dates.
- 2.2 Project Delivery (PD) Management staff – The senior PD Management staff shall be responsible for verifying that CMs/Project Managers and PD staff are following the meeting document preparation procedures and deadlines.
- 2.3 Program Management Consultant Program Manager (PMCPM) and Corridor Managers (CM) – The PMCPM and CMs shall be responsible for reviewing pre-final drafts of the documents (following Legal review and resolution of comments) prior to review by the ED and GC and mail out of SPOC and Board materials.
- 2.4 NTTA General Counsel (GC) – The GC is responsible for ensuring that the SPOC / Board Resolution presented for Committee or Board action conforms to statutory requirements and allows the requested action contained within the Staff Recommendation on the Executive Summary to occur.
- 2.5 Chief Financial Officer (CFO) – The CFO is responsible for reviewing the financial data contained in the SPOC / Board Executive Summary and Resolution.
- 2.6 Director of Project Delivery (DPD) and/or Assistant Executive Director Project Delivery (AED) – The DPD or AED shall be responsible for reviewing pre-final drafts of the documents prior to mail out of SPOC and Board materials. The DPD or the AED shall confirm their acceptance of the documents (ES and SPOC Resolution) by affixing their signatures within the boxes located beneath the Staff Recommendation on the Executive Summary.
- 2.7 Executive Director and/or General Counsel (GC) – The ED and/or GC shall be responsible for reviewing final drafts of the documents prior to mail out of SPOC and Board materials. The ED shall be responsible for approving and releasing the Board agenda.

3.0 SCOPE/APPLICABILITY:

This procedure shall apply to all NTTA projects and corridors.

NTTA Projects	Issue Date: 06/05/2008	PI-09
Resource: Project Delivery	Revision 2 Issue Date: 11/10/2010	Page 2 of 6
Title: NTTA Board & System Committee Meeting Document Preparation		

4.0 REFERENCES:

- GEC Manual
- AP Manual
- CPR Calendar
- NTTA Board and Contract Process Calendar

5.0 DEFINITIONS & ACRONYMS:

6.0 PROCEDURES:

6.1 SPOC Agenda – PD staff shall submit an item to Agenda Coordinator (AC) via the Master Forecast Agenda (MFA), located on the T drive under Board Meetings/{current year}. The MFA is maintained by the AC who prepares this master list of upcoming board items annually and updates it monthly. The submitted agenda items are reviewed and approved by the DPD. From the master list, the AC shall prepare a preliminary SPOC/Board agenda that is approved by the ED.

6.1.1 Initial document preparation – The AC sets deadlines monthly for document preparation. CMs, Project Managers, and NTTA department managers prepare necessary documents which generally include executive summaries (ES), resolutions, and presentations. The documents shall be reviewed and edited by the PMCPM and the Senior PD management staff.

6.1.2 Management review – The PMCPM, DPD, GC, ED, CFO and AED shall review the executive summaries, presentations, resolutions, graphics and bid tabulations and return them to document owners with comments within the timeframes necessary to support preparation deadlines. Documents are updated according to executive comments. A Mock SPOC review of presentations is held as a part of this review process.

6.1.3 Final document execution – Updated documents are printed, signed by their owners, and the DPD obtains signatures of appropriate executive staff. The signed hard copies are delivered to the AC. The final documents are placed in the appropriate electronic folders.

6.1.4 Posting and Mail Out – The AC posts approved documents on the NTTA “T” drive (electronic unsigned versions). The AC posts the agenda on the NTTA website as required 72 hours prior to the Board meeting. The AC sends the documents to the NTTA Board of Directors or SPOC members on the appropriate mailing date. Once the packet is mailed, no changes may be made to the agenda or materials without the approval of the Executive Director of the NTTA.

6.1.5 SPOC Meeting – At the SPOC meeting the contributors deliver their presentations. Items approved by SPOC move forward to the NTTA Board of Directors. Items postponed or delayed cycle back through the process.

NTTA Projects	Issue Date: 06/05/2008	PI-09
Resource: Project Delivery	Revision 2 Issue Date: 11/10/2010	Page 3 of 6
Title: NTTA Board & System Committee Meeting Document Preparation		

6.2 Board Agenda - Based on the results of the SPOC meeting, SPOC documents are revised for the Board and the agenda is prepared accordingly. Documents are reviewed, approved and signed, posted and mailed out to the Board of Directors.

7.0 REGULATORY REQUIREMENTS:

- Section 366.262 of the Texas Transportation Code

8.0 RELATED BOARD POLICY:

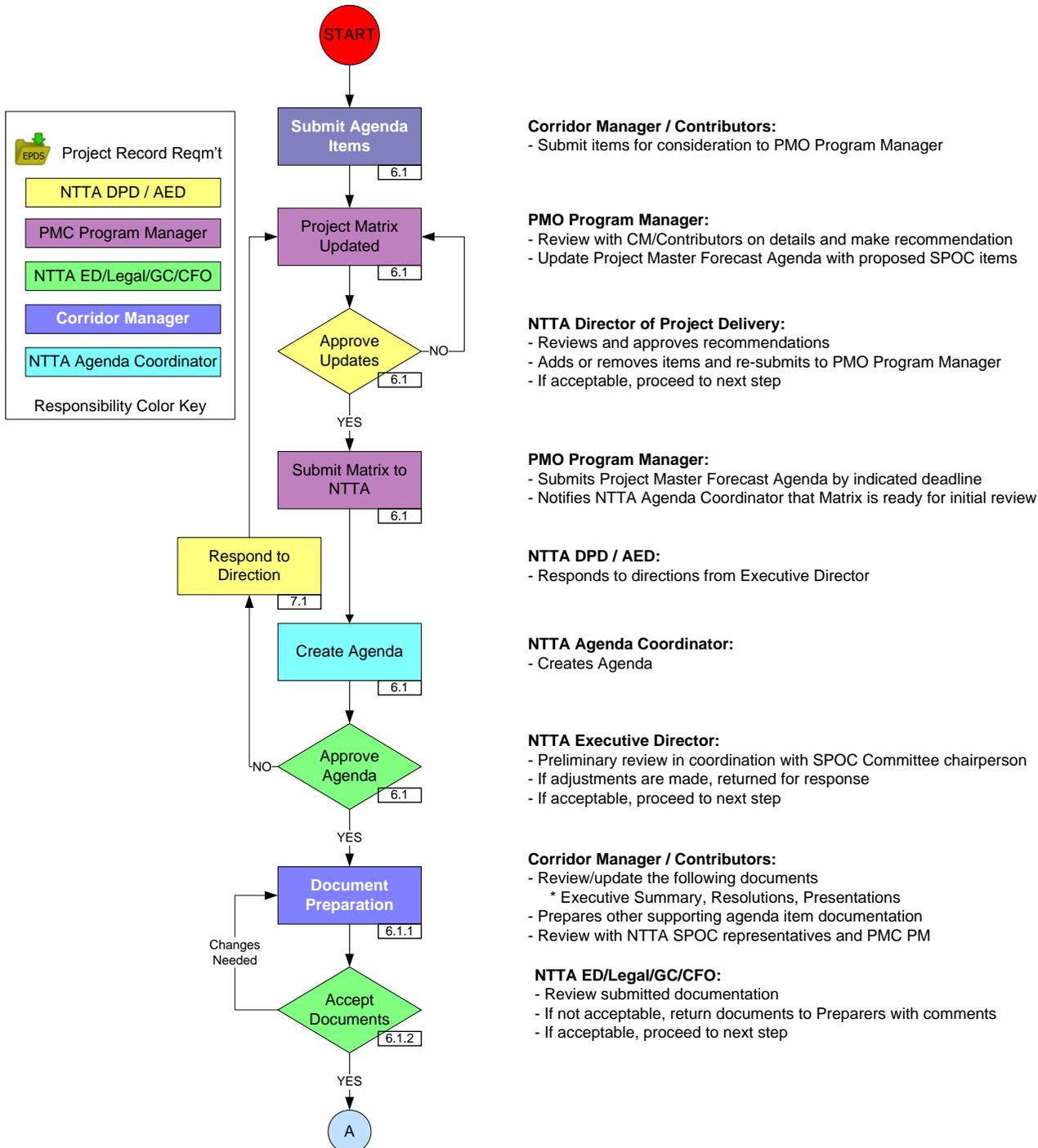
All agenda items are subject to discussions, questions, and action by the NTTA Board of Directors. Agenda item numbers are assigned for ease of reference only and do not necessarily reflect the order of their consideration by the Board. The Board of Directors reserves the right to discuss any items in executive session whenever legally justified under the Open Meetings Act. Board Members may participate in this meeting via telephone conference call in accordance with Section 366.262 of the Texas Transportation Code.

9.0 COMPONENT DOCUMENTS:

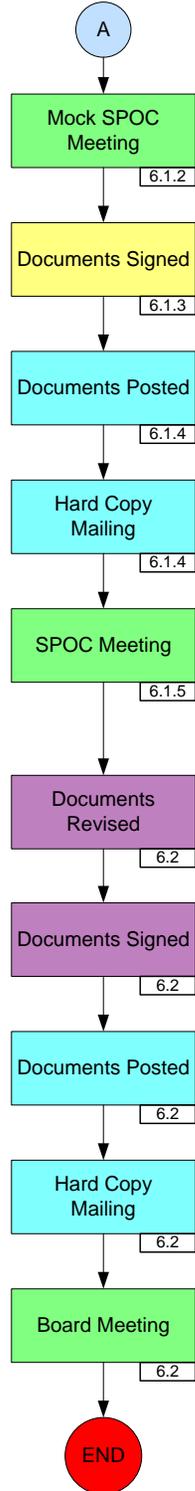
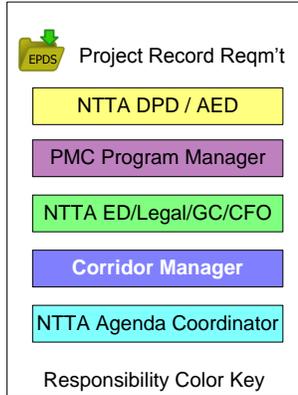
- [NTTA PowerPoint template](#)
- [Executive Summary template](#)
- [NTTA Resolution template](#)
- Bid Tabulation template

NTTA Projects	Issue Date: 06/05/2008	PI-09
Resource: Project Delivery	Revision 2 Issue Date: 11/10/2010	Page 4 of 6
Title: NTTA Board & System Committee Meeting Document Preparation		

10.0 FLOWCHART



NTTA Projects	Issue Date: 06/05/2008	PI-09
Resource: Project Delivery	Revision 2 Issue Date: 11/10/2010	Page 5 of 6
Title: NTTA Board & System Committee Meeting Document Preparation		



NTTA ED/Legal/GC/CFO:
- Review of Presentations

NTTA DPD / AED:
- Obtain signatures on Hard Copy documents (as designated on documents)
- Hard Copy documents delivered to NTTA Agenda Coordinator

NTTA Agenda Coordinator:
- Approved documents posted on NTTA "T" drive (electronic unsigned versions)
- Legal posting of Agenda on NTTA website 72 hours prior to Board Meeting

NTTA Agenda Coordinator:
- Mails signed Hard Copy documents to Board members

NTTA Executive Director / Legal:
- Contributors deliver presentations
- SPOC members vote:
* Move forward with items to NTTA Board
* Postpone or delay until another time

PMC Program Manager:
- Revise SPOC Documents
* Revise dates, names and formatting
- Submit revised documents to Agenda Coordinator
- Revised documents posted on NTTA "T" drive by review date (electronic unsigned versions)

PMC Program Manager:
- Obtain signatures on Hard Copy documents (as designated on documents)
- Hard Copy documents delivered to NTTA Agenda Coordinator

NTTA Agenda Coordinator:
- Approved documents posted on NTTA "T" drive (electronic unsigned versions)
- Legal posting of Agenda on NTTA website 72 hours prior to Board Meeting

NTTA Agenda Coordinator:
- Mails signed Hard Copy documents to Board members

NTTA Executive Director:
- Board meeting held

NTTA Projects	Issue Date: 06/05/2008	PI-09
Resource: Project Delivery	Revision 2 Issue Date: 11/10/2010	Page 6 of 6
Title: NTTA Board & System Committee Meeting Document Preparation		

11.0 REVISION HISTORY:

Revision	Revised by:	Date Issued	DNR No.	Reason for Revision
0		06/05/2008		Original Issue
1	Ed Wilmes	09/11/2009	10023	Updated PI-09 NTTA Board & System Committee Meeting Document Preparation procedure to reflect current activities. Also removed uncontrolled forms PI-09-F1 thru PI-09-F4.
2	Troy Federspiel	11/10/2010	10256	Global updates to procedure as part of Action Plan for PMO CAR0027.