



## Task Force Roles & Responsibilities

The Texas Department of Transportation (TxDOT) presented a recommended corridor as part of the New Braunfels Outer Loop Study to the public at an open house in January of 2008 and again at a Town Hall meeting held by the City of New Braunfels and Comal County in April 2008. Since then, questions and/or concerns by the public have identified a need to reexamine the process and some of the data. To do this, TxDOT has convened an Outer Loop Task Force comprised of members of the original Technical Work Group and Community Work Group, as well as other stakeholders identified in cooperation with local leaders. This task force will meet as needed to:

1. Review the process used to identify the recommended corridor,
2. Review the data used to evaluate corridor options, and
3. Ensure that the screening and evaluation tools were applied consistently throughout all parts of the study area.

This document outlines the roles and responsibilities of the facilitator, task force members, TxDOT, and consultants during this process.

### Facilitator Roles & Responsibilities - Linda Ximenes

- Operates as a neutral and objective third-party.
- Organizes and conducts task force meetings.
- Uses knowledge of group processes to formulate and deliver the needed structure for meeting interactions to be effective.
- Responsible for the process, not the content of task force discussions.
- Keeps discussions focused and encourages everyone to participate.
- Enforces ground rules set by task force members.
- Serves as both a timekeeper and a scribe for task force members.

### Task Force Member Roles & Responsibilities

- Attend and actively participate in task force meetings.
- Serve as a liaison to their constituencies. This includes reporting to them on activities of the Task Force and taking input and feedback from them to other task force members.
- Acknowledge that divergent viewpoints and opinions are to be expected and respected.
- Work towards consensus with fellow members of the task force when making recommendations.
- Participate in subcommittees when and if required.
- Provide input and feedback to technical staff to help them better understand community issues.
- Collaborate constructively with fellow task force members.
- Review reports, data, and other materials provided in order to fully understand the study process.
- Provide input and feedback regarding public participation activities and materials.

### TxDOT Roles & Responsibilities

- Actively listen to stakeholder comments and concerns.
- Provide the task force with the technical background information necessary to make informed decisions.
- Engage resource agency support as needed to discuss specific issues or concerns as requested by the task force.
- Provide guidance on how recommendations made by the task force will be addressed.
- Provides feedback to the task force on how their input will be utilized.

### Consultant Team Roles & Responsibilities - RJ RIVERA Associates, Inc.\* and Kennedy Consulting, LTD.

- Provide the task force with the technical background information necessary to make informed decisions.
- Develop displays and exhibits requested by the task force on specific issues or concerns.
- \*Provide logistical support for task force including maintenance of the study website/hotline, coordination of public notifications, meeting facilities/equipment, and meeting documentation in the form of minutes and audio recordings.