



Summer
of
2019
June

March 21, 2019

RE: Establishment of a Community Advisory Panel for the Brazoria Fort Bend Rail District

At the February/March meetings of the Brazoria Fort Bend Rail District the attached Charter for a Community Advisory Panel (CAP) was approved. It is the BFBRD's intent to continue to provide accurate information to the public thru our website, bfbrd.org, and bring additional insight to the panel regarding all aspects of an expanded rail system to Brazoria and Fort Bend Counties and Port Freeport.

The next step in the process of establishing the CAP is identifying citizens from your districts to serve on the Panel according to the guidelines approved. In this vein, we are inviting each County Commissioner and Judge, and each Port Commissioner and the Executive Director to name to members to the CAP. The goal is to have an initial meeting of the BFBRD CAP by the Summer of 2019 after release of the HDR Feasibility Report. If you could talk to your constituents, identify individuals interested in serving on the CAP, and provide me their contact information, it would be greatly appreciated.

Your support and cooperation in this effort is greatly appreciated.

Donald C. Croft

Dan Croft, President
Board of Directors
Brazoria Fort Bend Rail District

BFBRD COMMUNITY ADVISORY PANEL CHARTER

PURPOSE

The Brazoria Fort Bend Rail District Community Advisory Panel (CAP) provides a means of communicating accurate and reliable information to the community and promotes direct discussion of important issues and interests in an open forum. The BFBRD's intent is to inform CAP members of its ongoing rail initiative and the strategic role of rail in meeting the increasing transportation needs that are a result of the area's expansive industrial growth.

GUIDELINES FOR PANEL OPERATION

NAME: The name of the panel is the Brazoria Fort Bend Rail District Community Advisory Panel (CAP). The CAP will consist of a cross-section of district neighbors, local citizens, and representatives from community businesses.

MEMBERSHIP: Members must reside within the Brazoria County and Fort Bend County boundaries at the time of membership. Each BFBRD Director shall nominate up to two (2) CAP members. Each County Commissioner and the County Judge from Brazoria and Fort Bend Counties plus each Port Freeport Commissioner and the Executive Director may nominate two (2) members. Publicly elected officials can be members, with a maximum of 3 such officials as part of the CAP at any given time. The BFBRD Executive Director may also nominate two (2) members. Members shall be permitted to invite their spouse to attend meetings.

The CAP will not be a decision-making body. BFBRD will not ask CAP members to approve or disapprove of any actions of the BFBRD, but may, when appropriate, be responsive to suggestions made by the CAP.

Excluded from membership consideration are members of the media. Also, any individual whose participation might be considered to be or create a conflict of interest shall also be excluded.

**TERM/
ROTATION:** There is not a term limit for CAP members. However, they may remain on the CAP on a year-to-year basis with sponsor concurrence and provided they attend meetings regularly.

ATTENDANCE: Through regular attendance, CAP members learn the latest happenings at BFBRD and receive pertinent information from our partners. CAP members can then be a voice for BFBRD and share knowledge about the BFBRD with their peers in the community, as well as provide feedback regarding community expectations, concerns and accolades. The sponsor of any member who misses three consecutive meetings will be contacted by the facilitator to discuss the member's commitment to the CAP and whether the member desires to remain on the CAP or should resign.

COMPENSATION

Members are not compensated for their participation.

**MEETING
FORMAT:**

At each CAP meeting, the BFBRD Executive Director shall serve as facilitator and provide a presentation on recent aspects of the operations. Outside presenters may also be invited by BFBRD to make presentations on relevant topics. The CAP will be encouraged to participate in dialogue and provide feedback and/or questions in response to each presentation.

The meetings should generally last no longer than two hours.

Minutes of each meeting may be kept including attendance and any community feedback.

LEADERSHIP:

Meetings should be convened, facilitated and conducted by the BFBRD Executive Director. The facilitator should be responsible for contact, scheduling and preparation of presenters. The facilitator should arrange the administrative functions of the group.

**SCHEDULE OF
MEETINGS:**

Meetings are quarterly and will be held at different venues within the BFBRD District.

Meeting dates are set at the end of the BFBRD's fiscal year for the upcoming calendar year.

VISITORS:

Visitors will not be allowed except by invitation and for a specific purpose.

CONFIDENTIALITY:

Confidentiality between CAP members, BFBRD and its management should be maintained. Viewpoints of individual members will not be specifically attributed to them unless otherwise requested. Minutes should also reflect this practice.

BEHAVIOR:

Any individual who becomes disruptive or confrontational will be removed from membership.