PUBLIC INVOLVEMENT AND AGENCY COORDINATION PLAN

BORDER HIGHWAY EAST STUDY
CSJ: 0924-06-090

FROM LOOP 375 (AMERICAS AVENUE) NEAR THE ZARAGOZA INTERNATIONAL PORT OF ENTRY TO THE FUTURE TORNILLO-GUADALUPE INTERNATIONAL PORT OF ENTRY

EL PASO COUNTY, TEXAS

FEDERAL HIGHWAY ADMINISTRATION
TEXAS DEPARTMENT OF TRANSPORTATION

DECEMBER 2013
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1.0 INTRODUCTION
The Texas Department of Transportation (TxDOT) is dedicated to working with others to provide safe and reliable transportation solutions for Texas. To assist in part with accomplishing this objective, TxDOT is initiating the Border Highway East (BHE) Study. A Planning and Environmental Linkages (PEL) process will be followed for the BHE Study. The PEL process was established by the Federal Highway Administration (FHWA) to provide a more efficient process of identifying, evaluating, and selecting preferred transportation improvements. This process allows early planning-level decisions to be carried forward so that future National Environmental Policy Act (NEPA) requirements are connected and planning analyses and decisions are not revisited.

In addition to informing and expediting the NEPA process, the PEL process will provide an opportunity for early coordination with the public as well as local, state and federal agencies in a collaborative environment. By working together, alternatives and avoidance measures can be developed at a local level. A PEL process will identify and document transportation needs and potential improvements for the study area.

The purpose of this Public Involvement and Agency Coordination Plan (PIACP) is to present the tools and strategies that will be implemented during the agency, stakeholder, and elected official coordination conducted as part of the BHE Study. Coordination with agencies, stakeholders, and elected/local officials will be initiated at project inception and will continue throughout the PEL process. Public coordination and outreach efforts conducted during the course of the BHE Study may be included by reference into future planning documents that are prepared in support of other specific transportation solutions that may emerge from the PEL process.

The study area is located within the southeast portion of El Paso County known as the Lower Valley. It extends approximately 20 miles in a southeasterly direction to just south of the Fabens International port of entry (POE) (future Tornillo-Guadalupe International POE). The northern limit of the study area is Loop 375 between the Zaragoza International POE and Interstate Highway 10 (I-10). The western limit is the Rio Grande and the eastern limit is I-10. The study area is depicted in the Border Highway East Study Area map presented in Figure 1.
Figure 1. Border Highway East Study Area
1.1 Purpose of the Public Involvement and Agency Coordination Plan

The PIACP outlines the tools and strategies proposed for agency coordination and public involvement that will be implemented during the PEL process.

The purpose of the BHE PIACP is to:

• Identify the overall public involvement/agency coordination approach;
• Set goals for the public involvement/agency coordination program;
• Identify affected stakeholders (e.g., elected/local officials, agencies, community organizations, and the general public) and expectations for their involvement;
• Establish strategies to achieve the goals of the public involvement/agency coordination program and characteristics of the targeted audiences; and
• Identify specific tools and techniques to support the strategy.

1.2 Goals of the Public Involvement and Agency Coordination Plan

The application of the following PIACP goals will help guide the PEL process:

• Provide users, property and business owners, elected/local officials, agencies, community groups, and other stakeholders served by the study area with sufficient opportunity to contribute input to TxDOT to inform and help shape the results of the BHE Study.
• Ensure that traditionally underrepresented and hard-to-reach populations and groups have sufficient opportunity to engage in the BHE Study.
• Maintain communications and outreach with TxDOT and other transportation providers, government agencies, and public and private partners.
• Identify and use innovative tools and strategies to collaborate and effectively share information and to empower the public in the process.

1.3 Study Team Roles and Responsibilities

TxDOT and its consultant staff (Study Team) will be responsible for leading the public outreach, elected/local official coordination and agency coordination efforts. These responsibilities will generally include, but will not be limited to:

• Determining the purpose, message, and format for each meeting to be held with elected/local officials, stakeholder groups, and Early Coordination Meetings (ECMs).
• Determining the membership, roles and responsibilities, protocols, and meeting purpose, message, and format for the Elected/Local Officials Meetings.
• Determining the membership, roles and responsibilities, protocols, and meeting purpose, message, and format for the Technical Work Group (TWG).
• Determining and/or approving the number, dates, and locations of coordination meetings with elected/local officials, stakeholder groups and ECMs that will be held during the BHE Study.
• Developing, providing comments, and approving all public outreach tools and meeting materials and coordinating with FHWA as required.
• Preparing notes and appropriate documentation for all coordination meetings with elected/local officials, work groups, and other stakeholder groups.
• Serving as the primary point of contact for all media requests, open records requests, elected/local official requests, and public inquiries.
• Maintaining a stakeholder tracking file (mailing list).
• Developing a PIACP for review, comment, revision, and approval by the FHWA.
• Coordinating and reserving meeting space.
• Developing meeting materials, addressing technical comments, and documenting communications and meetings with FHWA and other agencies.
• Developing study information for placement on the website and electronic distribution.
• Managing and recording study-related inquiries received via the information line, email address and website.
• Leading coordination with agencies and the TWG on technical issues.
• Coordinating logistics, providing staff support, and preparing summary documents for all nine ECMs.
• Coordinating all legal notices and display advertisements.
• Providing ongoing technical support, including facilitation services, for all agency and public involvement activities as needed.
• Creating all materials in both Spanish and English.

2.0 TOOLS AND STRATEGIES
The following outreach tools and strategies will be implemented to accomplish the PIACP goals and objectives.

2.1 Website
The Study Team will establish study-specific web pages on its existing website at www.txdot.gov/inside-txdot/projects/studies.html house BHE Study information. The Study Team will develop and update information on the site as needed. The website will offer access to the information listed below, in addition to other materials developed as the study proceeds. Website materials will be made available in both English and Spanish to assist individuals with Limited English Proficiency. Website content may include, but may not be limited to the following:

• Study milestones;
• Meeting announcements;
• Media releases;
• Photos and/or videos; and
• Website links.

TxDOT will also collect all comments received through the website, and will forward them to the Study Team for analysis, response, inclusion in technical reports, and the study record. These comments will also be logged in the stakeholder tracking list.
2.2 Social Media

TxDOT and its consultants will establish Facebook® and Twitter® pages to offer additional opportunities for two-way communication between stakeholders and the Study Team. BHE Study information will be posted on these pages, and members of the public who register with the sites can post their related comments. Content may include, but may not be limited to the following:

- Study milestones;
- Meeting announcements;
- Media releases;
- Photos and/or videos; and
- Website links.

The Study Team will monitor the social sites Monday through Friday during normal business hours (except holidays) and will respond as needed within 24-48 hours. However, comments posted on these sites will not be included or evaluated as part of the BHE Study decision-making process. A social media disclaimer addressing the use of social media sites will be placed on the TxDOT website per FHWA and TxDOT Environmental Affairs Division (ENV) requirements.

The Study Team will assist with responses to questions/comments made on the sites and provide information to TxDOT for review and approval. TxDOT will update the Facebook/Twitter sites with approved information provided by the Study Team.

2.3 Stakeholder Tracking

The Study Team will compile existing mailing lists and revise as necessary to create a Stakeholder Tracking File for the BHE Study. The Study Team will be responsible for maintaining the file, which will include, but not be limited to the following stakeholders:

- Local, state, and federal elected officials;
- Agency officials;
- Public officials;
- Major regional institutions;
- Advocacy groups;
- Tribal groups;
- Civic organizations;
- Neighborhood/homeowner associations;
- Businesses;
- Chambers of commerce;
- Transportation agencies;
- Utility providers;
- Special interest groups; and
- Individuals who sign up to be added to the mailing list.
The Stakeholder Tracking File will be used to announce the study, distribute meeting announcements and disseminate other important information as the study progresses.

Attendees of the ECMs and any other interested stakeholders will be added to the file when requested. The Stakeholder Tracking File will be updated quarterly, up to eight times over the course of the BHE Study.

2.4 Email Communications
TxDOT has established info@borderhighwayeast.com as the email address for the BHE Study. This email address will be used to distribute meeting announcements, and other important study information utilizing the Stakeholder Tracking File. In addition, it will also serve as the email address for study-related communications with the public. It will be posted on the website, social media sites along with all print material in both English and Spanish. All inquiries and comments will be documented in the Stakeholder Tracking Log.

3.0 STAKEHOLDER COORDINATION
TxDOT, in coordination with the FHWA, will lead agency coordination efforts to ensure early and ongoing participation in the process. As the lead agency for the study, TxDOT will be responsible for coordination with stakeholders detailed below.

The PIACP is strategically structured to bring in stakeholders at the appropriate time during the development of the study. A TWG will be formed and will be held prior to both Elected/Local Officials Meetings and ECMs. This provides the Study Team the opportunity to meet with subject matter experts and gather their input, questions and feedback. This information is important to take into account prior to presenting concepts to the public.

In conjunction with two of the TWG meetings will be an Alternatives Analysis Workshop (AAW) to discuss the alternatives evaluation criteria for the study. This information will be developed in coordination with members of the TWG.

The Elected/Local Officials Meetings will include both public and elected officials and will be held after the TWGs, but before the ECMs. This allows this stakeholder group to acquire study information prior to their constituents as well as allow them to ask questions and provide input.

Three series of ECMs will be held throughout the study to present information and study refinements at various development stages. This is the opportunity for all stakeholders to gather information, provide input and ask questions.

In addition to these meetings, the Study Team will meet with the Ysleta del sur Pueblo tribe, the El Paso Metropolitan Planning Organization (MPO) as well as hold individual stakeholder meetings as requested throughout the study.
In conjunction with the PIACP process, the Study Team will incorporate the following guidelines:

- Coordination with FHWA at major milestones to provide status updates and technical reports for review and comment, and to receive guidance on ongoing PEL activities;
- Coordination with and participation of other agencies in data gathering and regulatory compliance documentation;
- Provide opportunities for agency involvement in defining need and purpose;
- Provide opportunities for agency involvement in determining the range of alternatives to be considered;
- Collaboration with agencies to determine evaluation methodologies that will consider mobility, safety, economic factors, access and system connectivity, and feasibility objectives; and
- Providing insight in managing the process and resolving issues through ongoing coordination.

### 3.1 Technical Work Group (TWG) Coordination

The Study Team will create a TWG to serve as the primary means of agency coordination for the BHE Study. The TWG will include local, state, federal and tribal staff to provide technical input and expertise throughout the study. TWG meetings may also include representatives from local businesses, environmental advocacy groups, and representatives from major regional institutions.

#### 3.1.1 TWG Members

The Study Team will determine the initial list of agencies to be invited to participate on the TWG. The Study Team will develop and mail letters to these agencies, which will include a request to designate a representative to serve as a member of the TWG. Designated representatives will then be invited to attend an introductory meeting and submit a membership form to participate on the TWG. The initial list of agencies identified for participation on the TWG includes the following:

<table>
<thead>
<tr>
<th>AGENCIES</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Camino Real Regional Mobility Authority</td>
<td>City of El Paso</td>
</tr>
<tr>
<td>City of Socorro</td>
<td>El Paso County</td>
</tr>
<tr>
<td>El Paso County Historical Commission</td>
<td>El Paso County Parks and Recreation</td>
</tr>
<tr>
<td>El Paso County Water Improvement District No. 1</td>
<td>El Paso International Airport</td>
</tr>
<tr>
<td>El Paso MPO/Transportation Policy Board</td>
<td>Fabens Airport</td>
</tr>
<tr>
<td>Federal Emergency Management Agency</td>
<td>Federal Highway Administration</td>
</tr>
<tr>
<td>Federal Railroad Administration</td>
<td>Federal Transit Administration</td>
</tr>
</tbody>
</table>
### AGENCIES

| Governor's Division of Emergency Management | International Boundary and Water Commission |
| Lower Valley Water District | Mexican Consulate |
| Rio Grande Compact Commission | Rio Grande Council of Governments |
| Sun Metro | Texas Commission on Environmental Quality |
| Texas Forest Service | Texas General Land Office |
| Texas Historical Commission | Texas Parks and Wildlife Department |
| Tornillo Water District | U.S. Army Corps of Engineers |
| U.S. Border Patrol | U.S. Coast Guard |
| U.S. Department of Agriculture | U.S. Department of Homeland Security |
| U.S. Department of the Interior | U.S. Environmental Protection Agency |
| U.S. Fish and Wildlife Services | U.S./Mexico Joint Working Committee on Transportation Planning |
| Union Pacific Railroad | Ysleta POE |

Additional entities may be invited to join as the study progresses.

Members of the TWG are charged with the following responsibilities:

- Attend and participate in TWG meetings;
- Serve as a resource for the BHE Study and Study Team;
- Provide timely information and input when requested;
- Participate in the scoping process, including, advising the study team of upcoming planning and programming studies along the study area, additional work that may influence the traffic and travel patterns, and/or issues of concern regarding the potential environmental or socioeconomic impacts;
- Provide input and work towards consensus on the vision, transportation goals and objectives, purpose and need, develop alternatives screening criteria, screening process, and alternatives development and evaluation, and other related processes and materials as warranted; and
- Provide meaningful and timely input on any unresolved issues.

The TWG will meet up to six times over the course of the BHE Study to provide input at critical milestones, including:
• TWG BHE introduction, previous studies review, and draft purpose and need (anticipated summer 2013)
• Draft alternatives development and evaluation methodology (anticipated summer/fall 2014)
• Alternatives evaluation (anticipated spring/summer 2014)
• BHE Study report (anticipated summer/fall 2014)

Additional meetings may be scheduled depending on the level of detail and range of options being considered as the study progresses. Meetings will be scheduled to accommodate participation from as many members as possible. Meetings will be held in locations near or within the study area in southern El Paso County.

TxDOT will initially mail a letter to all agencies invited to participate on the TWG. Follow up and coordination activities will likely occur via email to expedite the development process. The Study Team will be responsible for identifying dates and locations for the TWG meetings. The Study Team will be responsible for scheduling, preparing materials, and taking notes for all TWG and other agency coordination meetings. The Study Team will prepare TWG meeting summaries and agency coordination meeting summaries for the study record.

3.2 Alternatives Analysis Workshops (AAW)
The Study Team will determine the initial list of individuals to be invited to participate in the AAWs. Workshop invitees will likely include the TWG members in addition to other interested stakeholders that have requested to be involved. When possible, the AAWs will be held in conjunction with the TWG to avoid duplication of effort before each Elected/Local Official Briefing and series of ECMs.

The workshop participants will be responsible for:

• Attending and participating at key milestones throughout the study;
• Providing input and feedback on the alternatives screening criteria and alternatives selection process; and
• Communicating any issues of concern to the Study Team.

It is anticipated that two workshops will be held over the course of the BHE Study to provide input at critical milestones as depicted in Figure 2. Additional meetings may be scheduled depending on the level of detail and range of options being considered once the study commences. Workshops will be scheduled to accommodate participation from as many participants as possible.

The Study Team will prepare summaries for all workshops for the study record.

3.3 Elected/Local Official Briefings
The Study Team will identify and lead coordination with elected and local officials by developing and distributing an introductory Elected/Local Officials Letter that will explain the BHE Study as well as the PEL process.
Meeting notes or other documentation will be taken at each coordination meeting held and will be included in the study record. The elected/local officials’ mailing list will include, but not be limited to the following¹:

<table>
<thead>
<tr>
<th>POSITION</th>
<th>NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>El Paso Mayor</td>
<td>Oscar Lesser</td>
</tr>
<tr>
<td>El Paso District One Representative</td>
<td>Ann Morgan Lilly</td>
</tr>
<tr>
<td>El Paso District Two Representative</td>
<td>Larry Romero</td>
</tr>
<tr>
<td>El Paso District Three Representative</td>
<td>Emma Acosta</td>
</tr>
<tr>
<td>El Paso District Four Representative</td>
<td>Carl L. Robinson</td>
</tr>
<tr>
<td>El Paso District Five Representative</td>
<td>Michiel Noe</td>
</tr>
<tr>
<td>El Paso District Six Representative</td>
<td>Eddie Holguin</td>
</tr>
<tr>
<td>El Paso District Seven Representative</td>
<td>Lily Limon</td>
</tr>
<tr>
<td>El Paso District Eight Representative</td>
<td>Courtney Niland</td>
</tr>
<tr>
<td>Socorro Mayor</td>
<td>Jesus Ruiz</td>
</tr>
<tr>
<td>Socorro District One Representative</td>
<td>Maria Reyes</td>
</tr>
<tr>
<td>Socorro District Two Representative</td>
<td>Gloria Macias Rodriguez</td>
</tr>
<tr>
<td>Socorro District Three Representative</td>
<td>Mary B. Garcia</td>
</tr>
<tr>
<td>Socorro District Four Representative</td>
<td>J.E. Chito Bowling</td>
</tr>
<tr>
<td>Socorro Representative-At-Large</td>
<td>Rene Rodriguez</td>
</tr>
<tr>
<td>Town of Clint Mayor</td>
<td>Dale Reinhardt</td>
</tr>
<tr>
<td>Town of Clint Mayor Pro Tem</td>
<td>Frank Montes</td>
</tr>
<tr>
<td>Town of Clint Alderman</td>
<td>Willie Alarcon</td>
</tr>
<tr>
<td>Town of Clint Alderman</td>
<td>Linda Candelaria</td>
</tr>
<tr>
<td>Town of Clint Alderman</td>
<td>Henry Franco</td>
</tr>
<tr>
<td>Town of Clint Alderman</td>
<td>Ricardo Sepulveda</td>
</tr>
</tbody>
</table>

¹ Elected officials as of July 1, 2013.
<table>
<thead>
<tr>
<th>POSITION</th>
<th>NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Town of Horizon City Mayor</td>
<td>Walter Miller</td>
</tr>
<tr>
<td>Town of Horizon City Alderman</td>
<td>Bill Armas</td>
</tr>
<tr>
<td>Town of Horizon City Alderman</td>
<td>Johnny &quot;Doc&quot; Duran</td>
</tr>
<tr>
<td>Town of Horizon City Alderman</td>
<td>Jerry Garcia</td>
</tr>
<tr>
<td>Town of Horizon City Alderman</td>
<td>Cathy Masters</td>
</tr>
<tr>
<td>Town of Horizon City Alderman</td>
<td>Ruben Mendoza</td>
</tr>
<tr>
<td>Town of Horizon City Alderman</td>
<td>Luis Najera</td>
</tr>
<tr>
<td>Town of Horizon City Alderman</td>
<td>Carole Zimmerman</td>
</tr>
<tr>
<td>El Paso County Judge</td>
<td>Veronica Escobar</td>
</tr>
<tr>
<td>El Paso County Commissioner</td>
<td>Precinct One Carlos Leon</td>
</tr>
<tr>
<td>El Paso County Commissioner</td>
<td>Precinct Two Sergio Lewis</td>
</tr>
<tr>
<td>El Paso County Commissioner</td>
<td>Precinct Three Vincent Perez</td>
</tr>
<tr>
<td>El Paso County Commissioner</td>
<td>Precinct Four Daniel Haggerty</td>
</tr>
<tr>
<td>U.S. Senator</td>
<td>John Cornyn</td>
</tr>
<tr>
<td>U.S. Senator</td>
<td>Ted Cruz</td>
</tr>
<tr>
<td>U.S. Representative</td>
<td>Pete Gallego</td>
</tr>
<tr>
<td>Texas Senator District 29</td>
<td>Jose Rodriguez</td>
</tr>
<tr>
<td>Texas Representative District 75</td>
<td>Mary Gonzalez</td>
</tr>
<tr>
<td>Texas Representative District 76</td>
<td>Naomi Gonzalez</td>
</tr>
<tr>
<td>Texas Representative District 77</td>
<td>Marisa Marquez</td>
</tr>
<tr>
<td>Texas Representative District 78</td>
<td>Joseph E. Moody</td>
</tr>
<tr>
<td>Texas Representative District 79</td>
<td>Joe C. Pickett</td>
</tr>
<tr>
<td>New Mexico State Senator</td>
<td>Joseph Cervantes</td>
</tr>
<tr>
<td>Ysleta del Sur Pueblo Tribal Governor</td>
<td>Frank Paiz</td>
</tr>
<tr>
<td>Local city/county and emergency officials</td>
<td></td>
</tr>
</tbody>
</table>
TxDOT will conduct Elected/Local Official Briefings after each series of TWG meetings and AAWs to brief officials on study developments and to seek input before presenting information at the ECMs. These briefings will be held in a group setting or one on one throughout the course of the BHE Study prior to each ECM.

Additional meetings may be scheduled depending on the level of detail and range of options being considered once the study commences. Meetings will be scheduled to accommodate the elected/local officials. Potential dates for these briefings will be identified and shared with the elected/local officials in advance.

### 3.4 Early Coordination Meetings

Three series of three ECMs will be held in compliance with the Texas Administrative Code (TAC) Title 43, Part 1, Chapter 2, Subchapter E, at key study milestones. The meetings will be held in an open house format and will generally cover the following key topics/milestones:

- **ECM #1**: Purpose and need, previous studies, and initial proposed solutions
- **ECM #2**: Development of alternatives and evaluation methodology
- **ECM #3**: Alternatives evaluation

The general process for each series of meeting is outlined below:

- **Dates and Locations**: The Study Team will identify dates and venues for each meeting. Each series of meetings is anticipated to include one venue in the north section, one centrally located, and one venue in the south section of the study area. Each meeting will be held for several hours in the late afternoon/early evening to accommodate varying schedules of potential meeting attendees. The same information will be presented at all three meetings for each series and will be presented in both English and Spanish. Each venue should have the capacity to accommodate up to 200 meeting participants.

- **ECM Notices**: For each series of meetings a 30-day and second notice will be published in the El Paso Times, El Diario and West Texas County Courier, as well as other smaller local newspapers if deemed necessary or if requested. The Study Team will be responsible for all tasks related to these notices, including preparing and coordinating with TxDOT for approvals; coordinating the Spanish translation of the legal notices for placement in Spanish-language newspapers; placing the approved legal notices in the newspapers; and following up with the newspapers to ensure that the notices are published as requested.

- **Display ads**: The Study Team will prepare display advertisements for each series of meetings. The display advertisements will run in conjunction with the legal notices and shall be published in three newspapers (El Paso Times, El Diario, West Texas County Courier) in English and Spanish.

- **Flyers**: The Study Team will prepare up to three notification flyers (English and Spanish, 8½”x11”, maximum, one-sided, black and white) announcing the ECMs...
and distribute them to various businesses, places of worship, Chambers of Commerce, schools and other public gathering places in the study area. The flyers will be prepared and distributed approximately 30 days in advance of each series of ECMs. The flyers shall be distributed in conjunction with the publication of the legal notice and display advertisement. Approved flyers will be emailed to individuals on the Stakeholder Tracking File and distributed at various community meetings and locations.

- **Elected/Local Officials Notices:** The Study Team will assemble and mail copies of the legal notices on TxDOT El Paso District letterhead along with a copy of the flyer to entities in the Stakeholder Tracking File at least 30 days in advance of each ECM. Copies of the legal notice for Federal, state, local, agency and public officials will be mailed in advance of the initial Stakeholder Tracking File mail out.

- **Electronic announcements:** TxDOT will announce the ECMs using various forms of electronic communications, including but not limited to the following: posting the meeting information on the study website and social media page(s); including the dates, times, and locations; and, if requested, sending the announcement flyers to individuals in the Stakeholder Tracking File.

- **Media announcements:** The TxDOT Public Information Officer (PIO) with support of the Study Team will coordinate communication about the meetings with the local media (TV, radio, web, social and print media). This will include preparing the content and schedule of public notices for TxDOT’s study website, social and print media, creating and distributing media releases to announce the ECMs, contacting TV and radio media for possible broadcast of notices and coordinating possible interviews with local media, as applicable. The TxDOT PIO will serve as the primary point of contact for all news media. In addition, the Study Team will create talking points for identified spokespersons for TxDOT as well as bilingual (English and Spanish) media kits to distribute at the ECMs and media inquiries. Up to 10 media kits will be prepared for each ECM. All news releases and media materials will be placed on the study website for access as well.

- **Logistics and Materials:** Planning for the BHE Study ECMs will include the following:
  - The Study Team will hold meetings and Webex/conference calls to discuss meeting set-up and materials, including agendas, handouts, and exhibits. The Study Team will also strategize and discuss staffing, comment feedback mechanisms, and specific communication and management processes for each meeting described above, including identification of goals and objectives.
  - The Study Team will reserve and coordinate equipment and set-up needs for the venues identified;
  - The Study Team will reserve court reporters for each meeting/open house;
The Study Team will secure simultaneous translation services and bilingual staff to be available as needed;

- The Study Team will ensure that reasonable accommodations are made for disabled participants, if requested;
- The Study Team will prepare meeting/open house handouts and exhibits and print approved handouts and sign-in sheets for distribution, use, and display at the open house/public meetings (unless an outside printing service is needed); and
- After each of the three rounds of meetings, The Study Team will prepare and submit an ECM Summary Report.

### 3.5 Consensus Meetings

The Study Team may conduct up to four Consensus Meetings over the course of the BHE Study process with stakeholders as requested or required. Consensus Meetings are likely to be held with business owners, political representatives, and senior staff of local agencies that have a role in or are impacted by funding, permitting, and processing transportation improvements within the study area. These meetings allow for one on one or small group interaction with stakeholders that have requested meetings to address specific issues that affect their business or community outside of the TWGs, AAWs and ECMs.

### 3.6 Other Coordination Meetings

The Study Team will prepare a letter to begin the coordination efforts with the Ysleta del Sur Pueblo (Pueblo) Tribe and the Tribal community, known as "Tigua"; however TxDOT ENV or FHWA will initiate formal consultation with the Pueblo. It is anticipated that the Study Team and FHWA will brief the Pueblo Tribe prior to the first TWG meeting.

Other coordination meetings will be conducted to review the proposed PEL process framework, methodology, planning products, review cycles, and the schedule to receive feedback/approval with TxDOT ENV, FHWA and the El Paso MPO. The Study Team will prepare materials prior to each meeting as well as meeting summaries and other documentation for the study record.

### 4.0 TIMELINE AND SCHEDULE

See Figure 2 below for a general timeline showing major study milestones, including agency and public involvement activities. This timeline will be updated throughout the BHE Study as needed.
5.0 COMMUNICATION PLAN AND PROTOCOLS

TxDOT will be the primary point of contact for all media, elected/local officials, and public and agency requests and inquiries. The following protocol should be followed for each type of communication:

5.1 Media Requests

All media requests should be referred directly to the TxDOT PIO, Ms. Blanca Del Valle. Ms. Del Valle will determine which additional Study Team members should be contacted to develop a response to the request, as well as the time frame in which the request should be handled. All related correspondence should be documented for the study record.

5.2 Elected Official Requests

All elected official requests should be referred directly to TxDOT BHE Project Manager, Mr. Gus Sanchez. Mr. Sanchez will determine which additional Study Team members should be contacted to develop a response to the request, as well as the time frame in which the request should be handled. All related correspondence should be documented for the study record.
5.3 Open Records Requests
All open records requests should be referred directly to Nancy Herrera. Ms. Herrera will determine which additional Study Team members should be contacted to develop a response to the request, as well as the time frame in which the request should be handled. All related correspondence should be documented for the study record.

5.4 Phone Calls
When phone calls come in to the Study Team, they should be initially directed to Mr. Sanchez. Mr. Sanchez will determine the appropriate staff to handle the response and determine the next steps for action. All calls will be documented for the study record.

5.5 Agency Inquiries or Requests
All agency inquiries or requests should be referred to Mr. Sanchez, who will determine which additional Study Team members should be contacted to develop a response. All requests and responses should be documented for the study record.

5.6 Emails
The Study Team will collect all emails submitted through the BHE Study website and study email address. All email comments received in between ECMs will be evaluated and forwarded to the appropriate staff for response. Emails regarding Open records requests, questions and comments from the media or elected/local officials, or specific inquiries/comments regarding the public involvement process will be forwarded to the appropriate TxDOT staff member as outlined above. All email comments and responses will be documented for the study record.

5.7 Presentation Requests
All presentation requests should be referred directly to Mr. Gus Sanchez. Mr. Sanchez will determine which additional Study Team members should be contacted to develop a response to the request and/or to be scheduled for a presentation, as well as the time frame in which the request should be handled. All related correspondence should be documented for the study record.

6.0 CONCLUSION
Agency and stakeholder coordination will be comprehensive and will occur early and throughout the PEL process. The information obtained from the agency and stakeholder coordination efforts will be carried forward into further development efforts and NEPA studies. It is anticipated that the agencies and stakeholders will also be re-engaged during the NEPA process to ensure continued coordination. Agency coordination will be integral to the development of transportation solutions for the BHE Study and will continue to be essential throughout future studies and implementation efforts. All coordination of NEPA documentation between TPWD and TxDOT will follow the recently revised Method of Understanding between the two agencies.