

JUL 27 2020

REQUEST FOR AGENDA PLACEMENT FORM

Approved

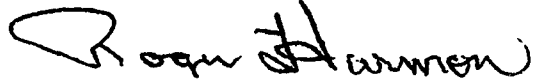
Submission Deadline - Tuesday, 12:00 PM before Court Dates

SUBMITTED BY: Carla Hester

TODAY'S DATE: July 8, 2020

DEPARTMENT: County Judge

SIGNATURE OF DEPARTMENT HEAD:



REQUESTED AGENDA DATE: Monday, July 27, 2020

SPECIFIC AGENDA WORDING: Consideration of Certification of Mileage for the County Road Inventory (CRI) with TxDOT.

Authorization for County Judge to sign document & electronically thru DocuSign

PERSON(S) TO PRESENT ITEM: Judge Roger Harmon

SUPPORT MATERIAL: (Must enclose supporting documentation)

TIME: 5 min.

ACTION ITEM: _____

WORKSHOP: _____

(Anticipated number of minutes needed to discuss item) **CONSENT:** _____

EXECUTIVE: _____

STAFF NOTICE:

COUNTY ATTORNEY: _____

IT DEPARTMENT: _____

AUDITOR: _____

PURCHASING DEPARTMENT: _____

PERSONNEL: _____

PUBLIC WORKS: _____

BUDGET COORDINATOR: _____

OTHER: All Commissioners _____

*****This Section to be Completed by County Judge's Office*****

ASSIGNED AGENDA DATE: _____

REQUEST RECEIVED BY COUNTY JUDGE'S OFFICE _____

COURT MEMBER APPROVAL _____ Date _____



125 EAST 11TH STREET, AUSTIN, TEXAS 78701-2483 | 512.463.8588 | WWW.TXDOT.GOV

June 30, 2020

The Honorable Roger Owen Harmon
Johnson County Judge
2 N. Main Street
Cleburne, Texas 76033-5543

Dear Judge Harmon:

This letter is to notify you that the Texas Department of Transportation (TxDOT) is soliciting updates to the county road inventory (CRI) from your county. This is the third year that TxDOT is accepting updates from every county, every year, rather than every other year. The deadline for the 2020 submission is **August 31, 2020**.

The CRI program had another banner year in 2019, with over 19,000 markups submitted through the Data Updates & Sharing Application (DUSA) resulting in over 450 miles of county roads added. This application greatly enhances reporting accuracy and timeliness for CRI.

If your county previously registered to access DUSA, you may proceed with updates for 2020 at any time. However, if your county has not yet registered to access DUSA, please forward the instructions outlined on pages 4 & 5 to your staff or whomever you wish to delegate responsibility for updating the CRI for your county.

A few things to note about DUSA for 2020:

- 1) In June 2020, the valid updates submitted from 2019 were updated in DUSA.
- 2) A new 'reference layer' was added, which shows the markups submitted in 2019 that did not meet the criteria for a county road, or were not updated for another reason*.

* Note: While 71 city limit boundaries in corresponding county road edits were completed, several of last year's markups were not applied to the inventory due to a backlog in our city limit boundary updates. Until we can update a city boundary, we cannot update the affected county roads and city streets. We apologize for the delay.

Starting in 2020, TxDOT will be corresponding with your county via email only and no longer via USPS mail. In addition, we will be using DocuSign for the mileage certification. DocuSign is a widely used and accepted tool for securely obtaining electronic signatures.

The Honorable Roger Owen Harmon

2

June 30, 2020

CERTIFICATION

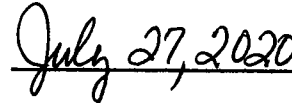
In September 2020, the certified county-maintained road mileage from 2019 will be submitted to the Texas Department of Motor Vehicles for disbursement of the title and registration fees and to the State Comptroller's Office for disbursement of the Lateral Road and Bridge funds. Updates made by August 31st, will be reported in September of 2021.

Your 2019 certified mileage is: 957

If the mileage for your county is correct, please sign below.



County Judge



Date

If the mileage is incorrect, please download a copy of this document using the options at the top of the docusign page then follow the instructions on pages 4 & 5.

The Honorable Roger Owen Harmon

3

June 30, 2020

TRAINING

TxDOT understands this is a new process. Written instructions and recorded training videos are currently available within DUSA for counties that want to get started immediately. Links to the training videos are listed below for easy access.

Overview of DUSA

https://www.youtube.com/watch?v=q4ZBWUc-1lo&feature=emb_logo

Editing in DUSA

https://www.youtube.com/watch?v=IZfzL5mLEdU&feature=emb_logo

For those who need assistance, TxDOT will be hosting live WebEx video training.

Date: Wednesday, July 8, 2020, 2:00 – 3:00 pm

Date: Wednesday, July 15, 2020, 2:00 – 3:00 pm

To join training, type in the following website address: <https://txdot.webex.com/join/jferrell>

OUR VALUES: *People • Accountability • Trust • Honesty*
OUR MISSION: *Connecting You With Texas*

An Equal Opportunity Employer

The Honorable Roger Owen Harmon

4

June 30, 2020

INSTRUCTIONS

County road inventory updates can be submitted to TxDOT through the **Data Updates & Sharing Application (DUSA)**. To access DUSA, you must have a username and password. Follow the steps below to obtain your username and password. You will only have to do this one time.

- 1) The person responsible for making updates (a county official or designated 3rd party) should use the following link to register:

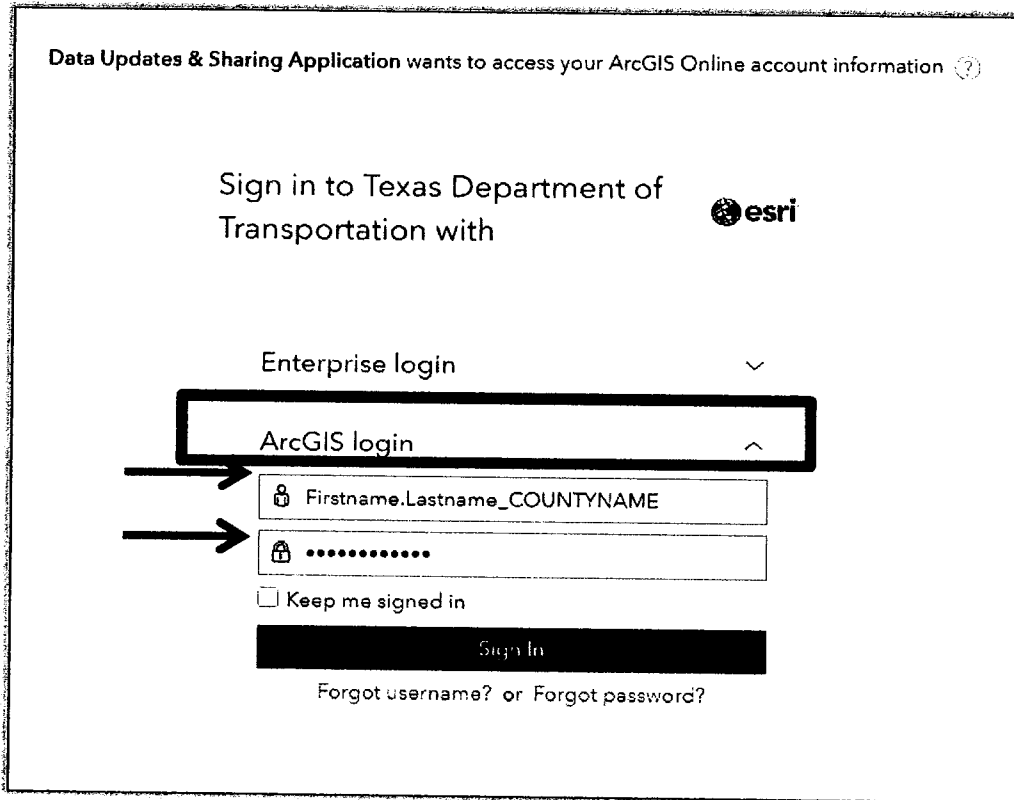
https://www.dot.state.tx.us/apps-cg/contact_us/form/dusa-form.htm

- 2) Within 24 hours you will receive an email from **ArcGIS Notifications** providing your unique username and inviting you to join the **ArcGIS Online Organization, Texas Department of Transportation**. Follow the link within this email to finish setting up your account and establish your own password.

- 3) Once you receive a unique username and password, you will then sign-in to DUSA at the following website address:

https://www.txdot.gov/apps/statewide_mapping/dusa/index.html

- 4) Select the **'ArcGIS login'** option to sign into the Data Updates & Sharing Application with your new ArcGIS Online username and password. **DO NOT** attempt to sign-in using the **'Enterprise login'** option, as it will be unsuccessful.



- 5) Once you have successfully signed in, select your county from the dropdown list and click 'Go'. DUSA will open and automatically zoom to your county. Follow the instructions provided within the 'Resources' section of the application and begin making updates to your county road inventory. Alternatively, watch the 'Editing' video in the 'Training Videos' link to view how to make edits. For GIS professionals, there is an option to download GIS files, make updates with GIS software, and upload the bulk changes back to DUSA.

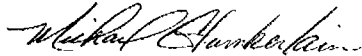
The Honorable Roger Owen Harmon

6

June 30, 2020

Thank you for your assistance in keeping the county road inventory up to date. If you have any questions or need clarification, please contact us by email or phone.

Sincerely,



Michael Chamberlain
Transportation Planning and Programming Division
Director of Data Management
TPP-GIS@txdot.gov
(512) 486-5054

Certificate Of Completion

Envelope Id: A14AFEABA2E34DB3A4239FF87250F4FC
 Subject: County Road Inventory
 Source Envelope:
 Document Pages: 6
 Certificate Pages: 4
 AutoNav: Enabled
 EnvelopeId Stamping: Enabled
 Time Zone: (UTC-06:00) Central Time (US & Canada)

Status: Delivered

Signatures: 0
 Initials: 0

Envelope Originator:
 Jason Ferrell
 125 E. 11th Street
 Austin, TX 78701
 Jason.Ferrell@txdot.gov
 IP Address: 204.64.21.250

Record Tracking

Status: Original
 7/6/2020 3:57:39 PM

Holder: Jason Ferrell
 Jason.Ferrell@txdot.gov

Location: DocuSign

Signer Events

Roger Harmon
 countyjudge@johnsoncountytexas.org
 County Judge
 Security Level: Email, Account Authentication
 (None)

Electronic Record and Signature Disclosure:
 Accepted: 7/6/2020 4:10:22 PM
 ID: 4ae2346d-c6ac-4f47-a080-8007216c61fa

Signature

Timestamp

Sent: 7/6/2020 3:58:38 PM
 Viewed: 7/6/2020 4:10:22 PM

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Becky Ivey
 Heidi.Pierce@johnsoncountytexas.org
 Security Level: Email, Account Authentication
 (None)

COPIED

Sent: 7/6/2020 3:58:38 PM

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Sent Hashed/Encrypted
 Certified Delivered Security Checked

7/6/2020 3:58:38 PM
 7/6/2020 4:10:22 PM

Payment Events

Status

Timestamps

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Texas Department of Transportation (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through your DocuSign, Inc. (DocuSign) Express user account. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

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Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of your DocuSign account. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use your DocuSign Express user account to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through your DocuSign user account all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Texas Department of Transportation:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: kevin.setoda@txdot.gov

To advise Texas Department of Transportation of your new e-mail address

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at kevin.setoda@txdot.gov and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in DocuSign.

To request paper copies from Texas Department of Transportation

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to kevin.setoda@txdot.gov and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Texas Department of Transportation

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign account, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to kevin.setoda@txdot.gov and in the body of such request you must state your e-mail, full name, IS Postal Address, telephone number, and account number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

| | |
|----------------------------|--|
| Operating Systems: | Windows2000? or WindowsXP? |
| Browsers (for SENDERS): | Internet Explorer 6.0? or above |
| Browsers (for SIGNERS): | Internet Explorer 6.0?, Mozilla FireFox 1.0, NetScape 7.2 (or above) |
| Email: | Access to a valid email account |
| Screen Resolution: | 800 x 600 minimum |
| Enabled Security Settings: | <ul style="list-style-type: none"> •Allow per session cookies •Users accessing the internet behind a Proxy Server must enable HTTP 1.1 settings via proxy connection |

** These minimum requirements are subject to change. If these requirements change, we will provide you with an email message at the email address we have on file for you at that time providing you with the revised hardware and software requirements, at which time you will have the right to withdraw your consent.

Acknowledging your access and consent to receive materials electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

By checking the 'I Agree' box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC RECORD AND SIGNATURE DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify Texas Department of Transportation as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by Texas Department of Transportation during the course of my relationship with you.