

THE STATE OF TEXAS §

COUNTY OF CAMERON §

BE IT REMEMBERED on the 27th day of September 2016, there was conducted a Special Meeting of the Cameron County Regional Mobility Authority, at the CCRMA Administrative Offices thereof, in Rancho Viejo, Texas, for the purpose of transacting any and all business that may lawfully be brought before the same.

THE BOARD MET AT:

12:00 Noon

PRESENT:

FRANK PARKER, JR.

CHAIRPERSON

DIRECTOR

DAVID N. GARZA

DIRECTOR

DIRECTOR

MARK ESPARZA

DIRECTOR

NAT LOPEZ

DIRECTOR

DIRECTOR

RUBEN GALLEGOS, JR.

ABSENT

MICHAEL F. SCAIEFF

ABSENT

ABSENT

HORACIO BARRERA

ABSENT

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The Meeting was called to order by Chairman Frank Parker, Jr., at 12:00 Noon. At this time, the Board considered the following matters as per RMA Agenda posted and filed for Record in the Office of the County Clerk on this 22nd day of September 2016 at 11:52 A.M.



AGENDA

**Special Meeting of the Board of Directors
of the
Cameron County Regional Mobility Authority**

**CCRMA Administrative Offices
3470 Carmen Avenue, Unit B3
Rancho Viejo, Texas 78575**

Tuesday, September 27, 2016

12:00 Noon

PUBLIC COMMENTS:

1. Public Comments

ITEMS FOR DISCUSSION AND ACTION:

2. Action Items

A. Approval of Claims

B. Consideration and Approval of Supplemental Work Authorization No. 06 to Work Authorization No. 2 with HNTB for the SPI 2nd Access Project

ADJOURNMENT:

Signed this 22ND day of September 2016

A handwritten signature in dark ink, appearing to read "Frank Parker, Jr.", is written over a horizontal line.

**Frank Parker, Jr.
Chairman**

FILED AND RECORDED
OFFICIAL PUBLIC RECORDS
On: Sep 22, 2016 at 11:52A

Document Number: 00000455

Sylvia Garza-Perez
County Clerk
By
David Jacinto, Deputy
Cameron County

NOTE:

Participation by Telephone Conference Call – One or more members of the CCRMA Board of Directors may participate in this meeting through a telephone conference call, as authorized by Sec. 370.262, Texas Transportation Code. Each part of the telephone conference call meeting that by law must be open to the public shall be audible to the public at the meeting location and will be recorded. On conclusion of the meeting, the recording will be made available to the public.

NOTE: Board Director David N. Garza joined the Board meeting via telephone

PUBLIC COMMENTS

1 PUBLIC COMMENTS

None were presented.

ACTION ITEMS

2-A Approval of Claims

The attached claims were presented to the Board of Directors for approval.

Mr. Adrian Rincones, RMA Controller and Financial Officer introduced the claims into the record and recommended approval of the Claims.

Director Esparza moved to approve the Claims. The motion was seconded by Director Lopez and carried unanimously.

The Claims are as follows:

2-B Consideration and Approval of Supplemental Work Authorization No. 06 to Work Authorization No. 2 with HNTB for the SPI 2nd Access Project

Mr. Pete Sepulveda, Jr., RMA Executive Director went over the purpose and need for the Supplemental Work Authorization.

Director Lopez moved to approve Supplemental Work Authorization No. 06 to Work Authorization No. 2 with HNTB for the SPI 2nd Access Project. The motion was seconded by Director Esparza and carried unanimously.

The Supplemental Work Authorization is as follows:

ADJOURNMENT

There being no further business to come before the Board and upon motion by Director Esparza and seconded by Director Lopez and carried unanimously the meeting was **ADJOURNED** at 12:16 P.M.

APPROVED this 13th day of October 2016.


CHAIRMAN FRANK PARKER, JR.

ATTESTED: 
SECRETARY DAVID N. GARZA

2-A APPROVAL OF CLAIMS



MEMORANDUM

TO: Chairman and Board Members

FROM: Adrian Rincones, Chief Financial Officer

RE: Claims

DATE: September 27, 2016

A handwritten signature in black ink, appearing to be "JR" or similar, is placed to the right of the "FROM" line.

Attached are the claims paid on September 6, September 15, and September 19, 2016 that are being presented for the Board's acknowledgement.

Also attached, claims being presented to the Board for consideration for September 27, 2016. Staff recommends approval of the claims.



Claims Acknowledgement

Vendor ID	Vendor Name	Invoice Number	Cash Required	Invoice/Credit Description
Claims Paid September 6, 2016				
Texas Department	Texas Department of Motor Vehicles	TxDMV 7.7.16	1,000.00	Transfer into Escrow Account for TxDMV
Claims Paid September 15, 2016				
Adrian	Adrian Rincones	AR 8.31.16	290.82	Adrian Mileage Reimbursement for August 2016
Adrian	Adrian Rincones	AR 9.12.16	223.54	Reimbursement for checks, envelopes, payroll software and screwdriver bit set
Adrian	Adrian Rincones	AR 9.25.16	9.94	Email Hosting and supplies for Ribbon Cutting Event
AFLAC	Aflac	959153	145.78	Employee Supplemental Benefits
Alert Termite & Pest	Alert Termite & Pest Control Co	6823	480.00	Pest Control Services for 1 year
Culligan	Culligan of the Rio Grande Valley	Aug 2016	122.54	Water Services for August 2016
Emp Luis Perez	Luis Perez	LP 9.8.16	30.13	Employee Luis Travel Reimbursement
Franco San Miguel	Francisco J Sanmiguel	August 2016	1,750.00	Monthly services for August 2016
LexisNexis	LexisNexis Risk Solutions FL Inc	1546392-20160831	95.00	Toll court Enforcement Support Services
Locke Lord	Locke Lorde LLP	1262175	580.00	Legal Services for research on retention issues
Locke Lord	Locke Lorde LLP	1262176	5,482.00	Legal Services for SH550 Toll Operation for August 2016 for DBA/Trademark issues
Locke Lord	Locke Lorde LLP	1262177	2,439.00	Legal Services for SPI for August 2016 financing using TRZ Revenue
Locke Lord	Locke Lorde LLP	1262178	1,072.00	Legal Services for FM 1925 for August 2016 review on ILA
Lone Star Shredding	Lone Star Shredding Document	1928332	52.50	Shredding Services for August 2016
Matus Contractor Company	Matus Contractor Company	40	2,000.00	Final payment on Direct Connector Section for cutting grass, garbage collection and appl
Michelle Lopez	Michelle Lopez	ML 8.16.16	684.61	Mileage reimbursement for June-Aug 2016
PUB	Public Utilities Board	Aug 2016 - 600710	283.16	Utilities for the month of August for Direct Connector
R Communications	R Communications	IN-XH-1160833194	1,150.00	SH550 Radio Marketing for August 2016
Time Warner Cable	Time Warner Cable Business Class	September 2016	504.63	Phone and Internet Services for September
VMUD	Valley Municipal Utility District	Aug 2016-6802	38.74	Water Utilities for Rancho Viejo Office for August 2016
VMUD	Valley Municipal Utility District	Aug 2016-8005	35.55	Water Utilities for Rancho Viejo Office for August 2016
VMUD	Valley Municipal Utility District	Aug 2016-8105	44.22	Water Utilities for Rancho Viejo Office for August 2016
Claims Paid September 19, 2016				
Texas Regional	Texas Regional Bank	TXRB 9.19.16	1,000.00	Transfer to Line of Credit and Deposit Account with Texas Regional Bank
TxTag	TxTag CSC	TxTag 9.15.16	3,500.00	Replenishment for TxTag Account



Claims for Consideration and Approval

Vendor ID	Vendor Name	Invoice Number	Cash Required	Invoice/Credit Description
September 27, 2016				
Angel T Perez	Angel Timoteo Perez	AP 9.16.16	192.50	Road Maintenance Closure on 9.16.16
Blanca C. Betancourt	Blanca C. Betancourt	27	3,425.00	Administrative Support for the month of August 2016
Emp Ericka Trevino	Ericka Trevino	ET 9.26.16	102.66	Mileage reimbursement for employee
Entravision	Entravision Communications	0000001	1,000.00	Monthly marketing for SH550
Franco San Miguel	FRANCISCO J SANMIGUEL	FSM 9.26.16	217.06	Reimbursement for toll maintenance equipment
gEXA eENERGY	Gexa Energy, LP	21902923-4	188.92	Energy Services for Rental Office
HNTB	HNTB CORPORATION	1-62837-PL-003	12,200.00	Preliminary Planning for Outer Pkwy Dec 2014
Lone Star Shredding	Lone Star Shredding Document Storage	0863-001210132	78.83	Shredding Services
Matus Contractor Co	Matus Contractor Company	41	4,000.00	SH550 Maintenance; cutting grass, garbage collection and herbicide
MSB	Municipal Services Bureau	MSB Res 9.21.16	28.97	MSB Restitution Case # 2016-JCR-00291
Ogilvy Public	Ogilvy Public Relations Worldwide	91370180	15,000.00	Government Relations Support at the Federal Level
PUB	Public Utilities Board	Sep 2016 - 588837	251.50	Utilities on Sh550 - Port Spur
R Communications	R Communications	IN-XH-1160933256	100.00	SH550 Radio Marketing for September 2016
Reliant	Reliant	175002960057	318.99	Utilities for Toll Operations Office at Rancho Viejo
SD Karen Barrientos	Karen Barrientos	KB 9.16.16	192.50	Road Closure Maintenance on 9.16.16
Staples Credit	Staples Credit Plan	Sep 2016	1,713.80	Staples Credit Account for Purchase of Office Supplies
TML Emp Health	TML Intergovernmental Employee Benefits Pool	2016-10	4,929.32	Employee Health Benefits for October 2016
TXP Inc	Fundamentals Group Inc	1249	16,500.00	Professional consulting on TRZ Development
TXU	TXU Energy	055726699770 - 1765	476.88	Utility services for SH550 - Direct Connector
TXU	TXU Energy	055726699770 - 3128	578.84	Utility services for SH550 - FM1847
Verizon Wireless	Verizon Wireless	7413692563	52.36	Wireless Hotspot
Xerox	Xerox	086179389	457.89	Printer Monthly Rent

**2-B CONSIDERATION AND APPROVAL OF SUPPLEMENTAL WORK
AUTHORIZATION NO. 06 TO WORK AUTHORIZATION NO. 2 WITH
HNTB FOR THE SPI 2ND ACCESS PROJECT**

CAMERON COUNTY REGIONAL MOBILITY AUTHORITY
General Engineering Consultant Services

**SUPPLEMENTAL WORK AUTHORIZATION NO. 06
TO WORK AUTHORIZATION NO. 02
Phase 3B – Environmental Process Completion**

This Supplemental Work Authorization No. 06 to Work Authorization No. 02 is made pursuant to the terms and conditions of the Base Contract, effective November 1, 2014, hereinafter identified as the "Agreement", entered into by and between Cameron County Regional Mobility Authority (the "AUTHORITY") and HNTB Corporation (the "CONSULTANT").

Part 1. The CONSULTANT will provide the following consulting services:

The responsibilities of the AUTHORITY, the CONSULTANT and the schedule are further detailed in Exhibits A, B and C.

Part 2. The Lump Sum amount for services being performed under this Supplemental Work Authorization No. 06 to Work Authorization No. 02 increases the total lump sum amount payable by \$34,374.23 from \$1,414,650.00 to \$1,449,024.23. A fee schedule used to establish the amount payable is attached hereto as Exhibit D. The CONSULTANT may alter the compensation distribution between individual phases, tasks or work assignments to be consistent with the services actually rendered, within the total amount.

Part 3. Payment to the CONSULTANT for the services established under this Supplemental Work Authorization No. 06 to Work Authorization No. 02 shall be made in accordance with the Agreement.

Part 4. This Supplemental Work Authorization No. 06 to Work Authorization No. 02 is effective as of September 22, 2016, and makes no change to the current expiration date of July 31, 2017, unless extended by a Supplemental Work Authorization.

Part 5. This Supplemental Work Authorization No. 06 to Work Authorization No. 02 does not waive the parties' responsibilities and obligations provided under the Agreement.

Supplemental Work Authorization No. 06
to Work Authorization No. 02

Part 6. This Supplemental Work Authorization No. 06 to Work Authorization No. 02 is hereby accepted and acknowledged below.

CONSULTANT:
HNTB Corporation

AUTHORITY:
Cameron County Regional Mobility Authority

By: Richard L. Ridings, P.E.
Signature

By: Frank Parker, Jr.
Signature

Richard L. Ridings, P.E.
Printed Name

Frank Parker, Jr.
Printed Name

Senior Vice President
Title

Chairman
Title

9/27/2016
Date

9/27/2016
Date

LIST OF EXHIBITS

- Exhibit A - Services to be Provided by the Authority
- Exhibit B - Services to be Provided by the Consultant
- Exhibit C - Work Schedule
- Exhibit D - Fee Schedule

**Supplemental Work Authorization No. 06
to Work Authorization No. 02**

**EXHIBIT A
SERVICES TO BE PROVIDED BY THE AUTHORITY
Phase 3B – Environmental Process Completion**

County: Cameron
Highway: SPI 2nd Access

In addition to the services listed in the Agreement, the AUTHORITY will provide the following services:

1. The AUTHORITY will collect and provide hard copy and digital copy (if available) of previously completed studies, cost estimates, record drawings, public involvement, traffic data for roadway, property ownership digital mapping and public utility information.
2. The AUTHORITY shall give prompt written notice to CONSULTANT whenever the AUTHORITY becomes aware of any development that does or may affect the scope or timing of CONSULTANT'S services, or any defect in the CONSULTANT'S Scope of Services or its subconsultants.
3. The AUTHORITY shall advise CONSULTANT of the identity and scope of services of any independent consultants retained by the AUTHORITY to provide services in regard to the Project.
4. The AUTHORITY shall provide timely approvals and responses, enabling the project to move forward smoothly and with minimal delay. When delays in issuing approvals and responses are anticipated by the AUTHORITY, the AUTHORITY shall communicate this to the CONSULTANT and allow project schedule to be adjusted accordingly.
5. The AUTHORITY will coordinate with TxDOT and VE facilitator regarding location and agenda for the meeting.

EXHIBIT B
SERVICES TO BE PROVIDED BY THE CONSULTANT
Phase 3B – Environmental Process Completion

County: Cameron
Project: SPI 2nd Access

PROJECT UNDERSTANDING AND GOALS

HNTB Corporation (CONSULTANT) under this Supplemental Work Authorization No. 06 to Work Authorization No. 02 will provide engineering services associated with the development and advancement of the National Environmental Policy Act (NEPA) process for the proposed South Padre Island (SPI) 2nd Access Project in Cameron County, Texas. The proposed SPI 2nd Access Project will serve as a critical alternative evacuation route from the island in times of disaster, hurricanes, and other emergencies and as a conduit for economic development in the region. The tasks associated with the project will include the participation of a value engineering (VE) study.

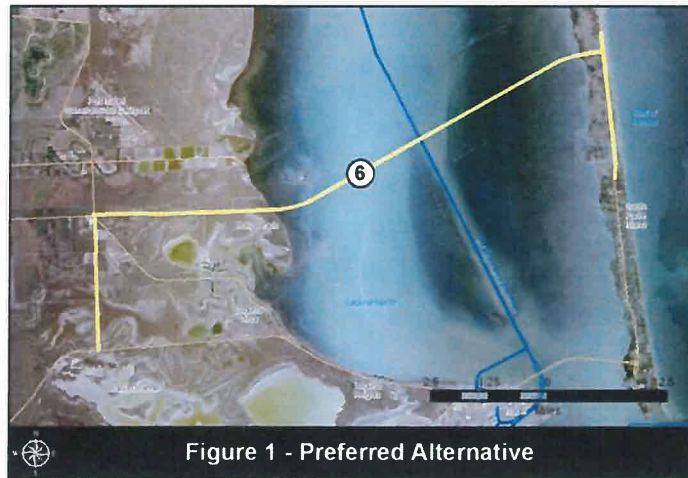
The CONSULTANT will perform these Supplemental Work Authorization tasks according to Exhibit C, Work Schedule. The CONSULTANT will function as an extension of the Cameron County Regional Mobility Authority (AUTHORITY)'s resources by providing qualified technical and professional personnel, by performing the tasks described herein, and by meeting the requirements and responsibilities outlined under these terms of Exhibit B, Scope of Work.

Services to be provided by the CONSULTANT will be performed under the direction of the AUTHORITY for each task described. All work is to be done in U.S. Customary Units.

Notwithstanding anything to the contrary, the CONSULTANT shall not be responsible for verifying or ensuring the accuracy of any information or content supplied by AUTHORITY or any other project participant, nor ensuring that such information or content does not violate or infringe any law or other third party rights.

A map showing the project limits is provided in Figure 1.

**Supplemental Work Authorization No. 06
to Work Authorization No. 02**



SCOPE OUTLINE:

The following Scope of Work describes the task details that are included in the Services to be provided by the CONSULTANT on the 2nd Access project.

TASK 102 – ROUTE AND DESIGN STUDIES

TASK 102.03 – VALUE ENGINEERING (VE) WORKSHOP ACTIVITIES AND COORDINATION

The CONSULTANT will participate and attend a VE workshop with the VE Facilitator. The VE Facilitator will be furnished by TxDOT.

- A) The CONSULTANT will provide four (4) individuals to participate in a four (4) day VE workshop to be facilitated by others.
- B) The CONSULTANT shall coordinate with the AUTHORITY, TxDOT, and the VE Facilitator regarding agenda and the study process.
- C) The CONSULTANT will prepare project information for presentation during the workshop to include: roll plot of project, Powerpoint slides and information to summarize the environmental mitigation and project status. Work does not include animation or video.
- D) The final VE report will be provided by TxDOT's VE Facilitator.

ADDITIONAL SERVICES

The following services are not included in the scope of services for this Work Authorization.

- Quality assurance/quality control review of the VE report.

**Supplemental Work Authorization No. 06
to Work Authorization No. 02**

**EXHIBIT C
WORK SCHEDULE**

Phase 3B – Environmental Process Completion

This Supplemental Work Authorization No. 06 to Work Authorization No. 02 is effective as of September 22, 2016, and makes no change to the current expiration date of July 31, 2017, unless extended by a Supplemental Work Authorization.

Summary All Firms
 SPI 2nd Access - Phase 3B
 Supplemental Work Authorization No. 06
 to Work Authorization No. 02
 Exhibit D - Fee Schedule
 Basis of Lump Sum Fee

		HNTB	S&B	Total
TASK 102	ROUTE AND DESIGN STUDIES			
	TASK 102.03 - VALUE ENGINEERING (VE) WORKSHOP ACTIVITIES AND COORDINATION	\$ 19,440.91	\$ 12,527.48	\$ 31,968.39
	SUBTOTAL FOR ROUTE AND DESIGN STUDIES	\$ 19,440.91	\$ 12,527.48	\$ 31,968.39
	Total Labor	\$ 19,440.91	\$ 12,527.48	\$ 31,968.39
	Total Expenses	\$ 1,401.84	\$ 1,004.00	\$ 2,405.84
	Total Labor and Expenses	\$ 20,842.75	\$ 13,531.48	\$ 34,374.23

Summary All Firms
SPI 2nd Access - Phase 3B
Supplemental Work Authorization No. 06
to Work Authorization No. 02
Exhibit D - Fee Schedule
Basis of Lump Sum Fee

		Senior Technical Advisor	Project Director	Senior Project Manager	Deputy Project Manager	Senior Engineer	Engineer	Technician	Clerical/ Admin.	TOTALS
	Contracted Rates	\$ 405.37	\$ 291.53	\$ 255.44	\$ 227.67	\$ 219.34	\$ 163.81	\$ 147.15	\$ 74.98	
TASK 102	ROUTE AND DESIGN STUDIES									
	TASK 102.03 - VALUE ENGINEERING (VE) WORKSHOP ACTIVITIES AND COORDINATION									
	A) Attend Four Day VE Workshop and Presentation		32		32					64
	B) Preparation of Materials for Meeting - Powerpoint slides, project maps, environmental constraints exhibits with new mitigation data				4			12	2	18
	TASK 102.03 SUBTOTAL (GEC TEAM)		32		36			12	2	82
	TASK 102.03 SUBTOTAL (GEC OVERSIGHT TEAM COORDINATION)									
	TASK 102.03 SUBTOTAL (HNTB)		32		36			12	2	82
	TASK 102 SUBTOTAL (GEC TEAM)		32		36			12	2	82
	TASK 102 SUBTOTAL (GEC OVERSIGHT TEAM COORDINATION)									
	TASK 102 SUBTOTAL (HNTB)		32		36			12	2	82
	TOTAL HOURS (GEC TEAM)		32		36			12	2	82
	TOTAL HOURS (GEC OVERSIGHT COORDINATION)									
	TOTAL HOURS (HNTB)		32		36			12	2	82
	* Contracted Rates	\$ 405.37	\$ 291.53	\$ 255.44	\$ 227.67	\$ 219.34	\$ 163.81	\$ 147.15	\$ 74.98	
	Total Labor Cost	\$ -	\$ 9,328.97	\$ -	\$ 8,196.17	\$ -	\$ -	\$ 1,765.84	\$ 149.93	\$ 19,440.91
	Total HNTB Expenses (see summary)									\$ 1,401.84
	Total HNTB Labor Plus Expenses									\$ 20,842.75
			Hans Hutton		Greg Garcia			Sean Wray		
	* Used 2017 rates \$6 per GEC Master Contract									

Summary All Firms
SPI 2nd Access - Phase 3B
Supplemental Work Authorization No. 06
to Work Authorization No. 02
Exhibit D - Fee Schedule
Basis of Lump Sum Fee

EXPENSES				
	Unit	Amount	Contract	Cost
			Rate	
Admin Travel				
Airfare (Lowest available coach fare) (2 persons to attend VE)	ROUNDRIP	1	\$350.00	\$350.00
Automobile Mileage	MILE	60	\$0.540	\$32.00
Lodging "+ tax" (1 room x 5 night x 2 persons to VE)	DAY	5	\$85.00	\$425.00
Rental Vehicle "+ tax"(1 vehicle x 5 day x 2 persons to attend VE)	DAY	5	\$50.00	\$250.00
Airport Parking (5 days x 2 persons to attend VE)	DAY	5	\$13.00	\$65.00
Per Diem (5 days x 2 persons to attend VE)	DAY	5	\$36.00	\$180.00
Subtotal				\$1,302.00
Printing/Reproductions				
B&W Copies 8.5" x 11"	EA	0	\$0.07	\$0.00
Color Copies 8.5" x 11"	EA	0	\$0.78	\$0.00
B&W Copies 11" x 17"	EA	0	\$0.14	\$0.00
Color Copies 11" x 17"	EA	0	\$1.55	\$0.00
Roll Plots	SQ FT	12	\$7.50	\$90.00
Binders (20 sets of 2 binders)	EA	0	\$8.00	\$0.00
Color Plots	SQ FT	6	\$1.64	\$9.84
CD Copying	EA	0	\$4.50	\$0.00
Reproduce Plan Sets	EA	0	\$0.00	\$0.00
Subtotal				\$99.84
Delivery				
Overnight Mail - Oversized Box	EA	0	\$100.00	\$0.00
Courier, Overnight, Deliveries	EA	0	\$20.00	\$0.00
Subtotal				\$0.00
Total Expenses				\$1,401.84

PROJECT: SPI 2nd Access
 CLIENT: HNTB/CCRMA
 CONTRACT: S&B Work Authorization # 3
 COUNTY: Cameron
 S & B JOB NO.: U1711.300

EXHIBIT "D"

ACTIVITY CODE	FUNCTION CODE	DESCRIPTION	FIRM	MAN-HOURS								ESTIMATED FEE	TOTALS
				Principal (XV)	Proj. Manager (VIII)	Senior Eng/Env. Manager	Project Engineer	Designer/Env. Toch	CADD (I)	Clerical	TOTAL		
	102.03	Value Engineering											
	102.03.02	Value Engineering Study Attendance	S&B			72				2	74	\$12,527.48	
		Sub Total (F.C. 102) Labor		0	0	72	0	0	0	2	74		\$12,527.48
		TOTALS											
		Total (F.C. 102) Labor		0	0	72	0	0	0	2	74		\$12,527.48
		Base Rate (\$/man-Hour)		86.82	75.24	57.89	41.67	30.00	22.00	16.21			
		Contract Rate (\$/man-Hour)		258.92	224.39	172.65	124.27	89.47	65.61	48.34			
		NON LABOR											
		Travel											
		Per Diem (VE Study 2 people 4 days)	S & B (nl)		8		\$ 36.00	Per diem				\$288.00	
		Mileage 4 trips for VE study 100 miles per trip	S & B (nl)		400	miles	0.540	mileage rate				\$216.00	
		Reproduction											
		Value Engineering Study Material One Copy of the submittals	S & B (nl)									\$500.00	
		Sub Total (Expenses) Non-Labor											\$1,004.00
		PROJECT TOTAL											\$13,531.48