

THE STATE OF TEXAS §
COUNTY OF CAMERON §

BE IT REMEMBERED on the 04th day of October 2017, there was conducted a Special Meeting of the Cameron County Regional Mobility Authority, at the CCRMA Administrative Office, 3470 Carmen Avenue, Suite 5 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

DIRECTOR

MICHAEL F. SCAIEF
DIRECTOR

DIRECTOR

NAT LOPEZ
DIRECTOR

HORACIO BARRERA
DIRECTOR

RUBEN GALLEGOS, JR.
ABSENT

DAVID N. GARZA
ABSENT

MARK ESPARZA
ABSENT

The Meeting was called to order by Chairman Frank Parker, Jr., at 12:03 P.M. At this time, the Board considered the following matters as per CCRMA Agenda posted and filed for Record in the Office of the County Clerk on this 29th day of September, 2017 at 2:44 P.M.



AGENDA

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

3470 Carmen Avenue, Suite 5
Rancho Viejo, Texas 78575

October 04, 2017

12:00 Noon

FILED FOR RECORD
AT 2:44 O'CLOCK P.M.

SEP 29 2017

PUBLIC COMMENTS:

1. Public Comments.

Sylvia Garza-Perez
CAMERON COUNTY CLERK
By AG Deputy

CONSENT ITEMS:

2. All Item(s) under the Consent RMA Agenda are heard collectively unless opposition is presented, in which case the contested Item will be considered, discussed, and appropriate action taken separately.

- A. Consideration and Approval of the Minutes for:

September 1, 2017 – Special Meeting.

ITEMS FOR DISCUSSION AND ACTION:

3. Action Items.

- A. Approval of Claims.

- B. Consideration and Approval to Utilize Line of Credit to Pay for Contractor Pay Requests for the SH 550 Gap 1 Project.

- C. Consideration and Approval of Estimated SH 550 Gap 1 Contractor Pay Request for the month of September and authority to Release Payment once Approval from TxDOT is obtained.

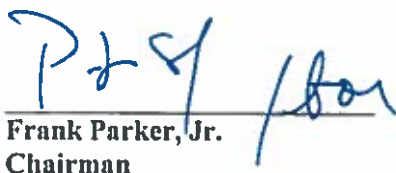
- D. Consideration and Approval of the Financial Statements and Budget Amendments for the month of August 2017.

- E. Consideration and Approval of the Cameron County Regional Mobility Authority's Investment Policy for Fiscal Year 2018.

- F. Consideration and Approval of the Cameron County Regional Mobility Authority's Cost Allocation Policies for Fiscal Year 2018.
- G. Consideration and Approval of Change Order Number One with Foremost Paving, Inc. for the SH 550 Gap 1 Project.
- H. Consideration and Approval of Change Order Number Two with Foremost Paving, Inc. for the SH 550 Gap 1 Project.
- I. Consideration and Approval of Change Order Number One-Final with Clore Construction for the SH 550 Slope Erosion Repair Project.
- J. Consideration and Approval of Interlocal Agreement between the Cameron County Regional Mobility Authority and Cameron County.
- K. Consideration and Approval to Authorize Staff to Prepare and Submit a Proposal to the B&M Bridge Company for a Toll Collection System.
- L. Consideration and Approval of an Extension of the General Engineering Services Contract with S&B Infrastructure.
- M. Consideration and Approval of awarding the Request for Proposals for Toll Violation Collection Services RFP 2017-003.

ADJOURNMENT:

Signed this 29th day of September 2017.


Frank Parker, Jr.
Chairman

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.

PUBLIC COMMENTS

1 PUBLIC COMMENTS

None were presented.

CONSENT ITEMS

ALL ITEM(S) UNDER THE CONSENT RMA AGENDA ARE HEARD COLLECTIVELY UNLESS OPPOSITION IS PRESENTED, IN WHICH CASE THE CONTESTED ITEM WILL BE CONSIDERED, DISCUSSED AND APPROPRIATE ACTION TAKEN SEPARATELY

2-A Consideration and Approval of the Minutes for:

September 1, 2017 – Special Meeting

Director Scaief moved to approve the minutes for September 1, 2017 Special Meeting. The motion was seconded by Director Lopez and carried unanimously.

ACTION ITEMS

3-A Approval of Claims

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

Mr. Pete Sepulveda, Jr., RMA Executive Director went over the Claims and presented into the record.

Director Scaief moved to approve the Claims as presented. The motion was seconded by Director Barrera and carried unanimously.

The Claims are as follows:

3-B Consideration and Approval to Utilize Line of Credit to Pay for Contractor Pay Requests for the SH 550 Gap 1 Project.

Mr. Pete Sepulveda, Jr., RMA Executive Director, went over the item and explained to the Board the need to utilize the Line of Credit to Pay for Contractor Pay Requests for the Project. Mr. Sepulveda explained that the Cameron County Regional Mobility Authority must pay the invoice first, then seek reimbursement from the Texas Department of Transportation (TxDOT). When we get reimbursed from TxDOT we will pay back the line of credit.

Director Barrera moved for the Approval to Utilize Line of Credit to Pay for Contractor Pay Requests for the SH 550 Gap 1 Project. The motion was seconded by Director Lopez and carried as follows:

NOTE: Director Scaief abstained from the discussion and vote.

AYE: Chairman Parker, Director Lopez and Director Barrera

NAY: None

ABSTAIN: Director Scaief

3-C Consideration and Approval of Estimated SH 550 Gap 1 Contractor Pay Request for the month of September and authority to Release Payment once Approval from TxDOT is obtained.

Mr. Pete Sepulveda, Jr., RMA Executive Director went over the item and informed the Board that Staff estimates that the Contractor Pay Request for the month of September will be \$495,000.00 and recommended approval subject to TxDOT approval.

Director Scaief moved for the Approval of Estimated SH 550 Gap 1 Contractor Pay Request for the month of September and authority to Release Payment once Approval from TxDOT is obtained. The motion was seconded by Director Barrera and carried unanimously.

3-D Consideration and Approval of the Financial Statements and Budget Amendments for the month of August 2017.

Director Lopez moved to **TABLE** the item. The motion was seconded by Director Scaief and carried unanimously.

3-E Consideration and Approval of the Cameron County Regional Mobility Authority's Investment Policy for Fiscal Year 2018.

Mr. Pete Sepulveda, Jr., RMA Executive Director, went over the item with the Board. Mr. Sepulveda mentioned there were no changes from previous years.

Director Scaief moved to approve the Cameron County Regional Mobility Authority's Investment Policy for the Fiscal Year 2018. The motion was seconded by Director Barrera and carried unanimously.

The Policy is as follows:

3-F Consideration and Approval of the Cameron County Regional Mobility Authority's Cost Allocation Policies for Fiscal Year 2018.

Mr. Pete Sepulveda, Jr., RMA Executive Director, went over the item and with the Board. Mr. Sepulveda stated that there were minor changes dealing with indirect costs. The cost allocation plan is used to get reimbursed by TxDOT, federal grants and now MOU we have with Cameron County.

Director Lopez moved to approve the Cameron County Regional Mobility Authority's Cost Allocation Policies for the Fiscal Year 2018. The motion was seconded by Director Scaief and carried as follows:

The Policy is as follows:

3-G Consideration and Approval of Change Order Number One with Foremost Paving Inc. for the SH 550 Gap 1 Project.

Mr. Pete Sepulveda, Jr., RMA Executive Director went over the item and the reason for the Change Order. Mr. Sepulveda stated this was a decrease in price due to traffic barriers that the Cameron County Regional Mobility Authority already owned.

Director Scaief moved to approve Change Order Number One with Foremost Paving Inc. for the SH 550 Gap 1 Project. The motion was seconded by Director Barrera and carried unanimously.

The Change Order is as follows:

3-H Consideration and Approval of Change Order Number Two with Foremost Paving Inc. for the SH 550 Gap 1 Project.

Mr. Pete Sepulveda, Jr., RMA Executive Director went over the item and the reason for the Change Order. Mr. Sepulveda stated this was a price increase due to change in pipe sizing.

Director Barrera moved to approve Change Order Number Two with Foremost Paving Inc. for the SH 550 Gap 1 Project. The motion was seconded by Director Scaief and carried unanimously.

The Change Order is as follows:

3-I Consideration and Approval of Change Order Number One-Final with Clore Construction for the SH 550 Slope Erosion Repair Project.

Mr. Pete Sepulveda, Jr., RMA Executive Director informed the Board that the Change Order was to decrease the Contract price. Mr. Sepulveda also stated this was a Change Order to close out the Project.

Director Scaief moved to approve Change Order Number One-Final with Clore Construction for the SH 550 Slope Erosion Repair Project. The motion was seconded by Director Barrera and carried unanimously.

The Change Order is as follows:

3-J Consideration and Approval of Interlocal Agreement between the Cameron County Regional Mobility Authority and Cameron County.

Mr. Pete Sepulveda, Jr., RMA Executive Director went over the item with the Board. Mr. Sepulveda explained that the Cameron County Regional Mobility Authority (CCRMA) will provide IT Services at the Cameron County International Bridges and at the County Parks System. Cameron County will reimburse CCRMA as per Agreement.

Director Barrera moved to approve the Agreement between the Cameron County Regional Mobility Authority and Cameron County. The motion was seconded by Director Scaief and carried unanimously.

The Agreement is as follows:

3-K Consideration and Approval to Authorize Staff to Prepare and Submit a Proposal to the B&M Bridge Company for a Toll Collection System.

Mr. Pete Sepulveda, Jr., RMA Executive Director went over the item and advised the Board that the B&M Bridge Company requested a Proposal for the Cameron County Regional Mobility Authority to provide a Toll Collection System for their bridge.

Director Barrera moved to Authorize Staff to Prepare and Submit a Proposal to the B&M Bridge Company for a Toll Collection System. The motion was seconded by Director Lopez and carried unanimously.

3-L Consideration and Approval of an Extension of the General Engineering Services Contract with S&B Infrastructure.

Mr. Pete Sepulveda, Jr., RMA Executive Director went over the item and the Extension of the General Engineering Services Contract.

Director Scaief moved to approve the Extension of the General Engineering Services Contract with S&B Infrastructure with the corrections as discussed extending term to one year. The motion was seconded by Director Barrera and carried unanimously.

The Contract is as follows:

3-M Consideration and Approval of awarding the Request for Proposals for Toll Violation Collection Services RFP 2017-003.

Mr. Pete Sepulveda, Jr., RMA Executive Director went over the item. Mr. Sepulveda explained to the Board that on July 2017 the Cameron County Regional Mobility Authority (CCRMA) issued an RFP for Toll Violation Collection Services. The purpose was to request Proposals from Firms that had toll violation experience that were willing to provide collection services to the CCRMA. The scoring criteria was based on firm qualifications, experience, operations management and on a cost proposal. Five proposals were received and evaluated. Telephone interviews were held with all proposers. Overall, Staff found Duncan Solutions to have the highest score as per the evaluation and thus, Staff recommends that the Board award the RFP to Duncan Solutions. Duncan Solutions will provide upfront, 100% of tolls under our current Back Office System, 61% of all fees collected from our current Back Office System and 82% of all old (MSB) transactions. MSB currently pays CCRMA 33%.

Director Lopez moved to approve the awarding of the Request for Proposals for Toll Violation Collection Services RFP 2017-003 to Duncan Solutions. The motion was seconded by Director Scaief and carried unanimously.

ADJOURNMENT

There being no further business to come before the Board and upon motion by Director Scaief and seconded by Director Barrera and carried unanimously the meeting was **ADJOURNED** at 12:36 P.M.

APPROVED this 12th day of October 2017.


CHAIRMAN FRANK PARKER, JR.

ATTESTED: 
SECRETARY DAVID N. GARZA

3-A APPROVAL OF CLAIMS.



BOARD MEETING October 4, 2017
Claims to be Paid

ADMINISTRATIVE CLAIMS 10.4.17

Vendor ID	Vendor Name	Invoice Number	Cash Required	Invoice/Credit Description	Funding Source
Foremost Paving	Foremost Paving Inc	1	94,037.00	SH 550 GAP I construction July	TxDOT FAA
Foremost Paving	Foremost Paving Inc	2	1,009,391.14	SH 550 GAP I Construction August	TxDOT FAA
Lizbeth J. Ponce	Lizbeth J. Ponce	LJP 9.27.17	216.60	Toll Supervisor Travel for USPS Conference	CCRMA Operations
S&B	S&B Infrastructure, LTD	U2299.200-10	16,336.42	SH 550 GAP I PS&E - Construction Management	CCRMA Operations
S&B	S&B Infrastructure, LTD	U2299.200-11	45,921.00	SH 550 GAP I - PS&E - Construction Management	CCRMA Operations
S&B	S&B Infrastructure, LTD	U2299.600-04	6,136.72	Preliminary Engineering for Outer Parkway	CCRMA Operations
S&B	S&B Infrastructure, LTD	U2299.700-08	11,623.29	GEC Services for Spur 54 Project	CCRMA Operations
S&B	S&B Infrastructure, LTD	U2299.800-06R	<u>5,397.75</u>	S&B Construction Mgmt Slope Erosion Project	CCRMA Operations
Report Total			<u>1,189,059.92</u>		

TOLL OPERATION CLAIMS 10.4.17

Vendor ID	Vendor Name	Invoice/Credit Num	Cash Required	Invoice/Credit Description	
Duncan Solutions	Law Enforcement Systems L	DMV001719	652.08	Out of State DMV Sep 2017	CCRMA Toll Operations
Fagan Consulting	Fagan Consulting LLC	CCOS1708	20,160.00	Toll Bridge Project Support and Operations Support	CCRMA Toll Operations
Fagan Consulting	Fagan Consulting LLC	CCOS1708	6,720.00	Toll Bridge Project Support and Operations Support	CCRMA Toll Operations
Lizbeth J. Ponce	Lizbeth J. Ponce	LJP 9.27.17	216.60	Toll Supervisor Travel for USPS Conference	CCRMA Toll Operations
Report Total			<u>27,748.68</u>		

**3-D CONSIDERATION AND APPROVAL OF THE FINANCIAL
STATEMENTS AND BUDGET AMENDMENTS FOR THE MONTH
AUGUST 2017. (TABLED)**

**3-E CONSIDERATION AND APPROVAL OF THE CAMERON COUNTY
REGIONAL MOBILITY AUTHORITY'S INVESTMENT POLICY FOR
FISCAL YEAR 2018.**



INVESTMENT POLICY FISCAL YEAR 2018

I. POLICY

Cameron County Regional Mobility Authority (the “Authority”) recognizes that effective cash management is good fiscal management. Investment earnings are a source of revenue for the Authority. Therefore, it is the Authority’s policy to consider safety and risk of investment, allow for anticipated cash flow requirements, and invest all available funds in conformance with these legal and administrative guidelines, while seeking to optimize investment earnings.

Investments shall be made with the primary objectives of:

- Safety and preservation of principal
- Maintenance of liquidity
- Responsiveness to the public trust
- Diversification of investments
- Optimization of investment earnings

II. PURPOSE

The purpose of this investment Policy is to comply with Chapter 2256 of the Government Code (“Public Funds Investment Act”), which requires the Authority to adopt a written investment policy regarding the investment of its funds and funds under its control. This Investment Policy addresses the methods, procedures and practices that must be exercised to ensure effective and judicious fiscal management of the Authority’s funds.

III. SCOPE

This investment policy shall govern the investment of all financial assets of the Authority as accounted for in the Authority’s Financial Statements, including but not limited to, general operating, debts services, and capital project funds.

When possible, the Authority will consolidate cash balances to maximize investment earnings. Investment income will be allocated, if necessary, to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

This Investment Policy shall apply to all transactions involving the financial assets and related activity of the Authority. However, this Policy does not apply to the assets administered for the benefit of the Authority by outside agencies under deferred compensation programs.

IV. INVESTMENT OBJECTIVES

The Authority shall manage and invest its cash with five primary objectives, listed in order of priority: safety, liquidity, public trust, diversification, and yield, expressed as optimization of investment earnings. The safety of the principal invested always remains the primary objective. All investments shall be designed and managed in a manner responsive to the public trust and consistent with state and local law.

The Authority shall maintain a comprehensive cash management program, which includes collection of account receivables, vendor payments in accordance with invoice terms, and prudent investment of available cash. Cash management is defined as the process of managing monies in order to insure maximum cash availability and maximum earnings on short-term investment of idle cash.

Safety

Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit and interest rate risk.

- Credit Risk – The Authority will minimize credit risk, the risk of loss due to the failure of the issuer or backer of the investment, by:
 - Limiting investments to the safety types of investments
 - Pre-qualifying the financial institutions, pools and broker/dealers with which the Authority will do business
 - Diversifying the investment portfolio so that potential losses on individual issuers' will be minimized.
- Interest Rate Risk – the Authority will minimize the risk that the investment earnings and the market value of investments in the portfolio will fall due to changes in general interest rates, by:
 - Structuring investments to meet cash requirement
 - Investing operating funds primarily in certificates of deposit, shorter term securities, money market mutual funds, or local government investment pools function as money market mutual funds

- Diversifying maturities and staggering purchase dates to minimize the impact of market movements over time.

Liquidity

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that investments mature concurrent with cash needs. Because all possible cash demands cannot be anticipated, a portion of the portfolio will be invested in bank deposits, money market mutual funds or local government investment pools functioning as money market mutual funds that offer same-day liquidity.

Public Trust

All participants in the Authority's investment process shall seek to act responsibly as custodians of the public trust. Investment Officers shall avoid any transaction that might impair public confidence in the Authority's ability to govern effectively.

Diversification

The investment portfolio shall be diversified to avoid unreasonable risks and over concentration of risks. This is accomplished by structuring the portfolio so that a variety of investments are utilized.

Yield (Optimization of Investment Earnings)

The Investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. "Weighted Average Yield to Maturity" shall be the performance measurement standard for the portfolio.

V. RESPONSIBILITY AND CONTROL

Delegation of Authority

The Authority designates the Coordinator and the Director of Finance/Auditor as the Investment Officers. No person may engage in an investment transaction or the management of Authority's funds except as provided under the terms of this Investment Policy. The investment authority granted to the Investment Officers is effective until rescinded by the Authority's Board of Directors.

Quality and Capability of Investment Management

The Authority shall provide periodic training in investments for the designated Investment

Officers and other investment personnel through courses and seminars offered by professional organizations, associations, and other independent sources in order to insure the quality and capability of investment management in compliance with the Public Funds Investment Act.

Training Requirements

The designated Investment Officers shall attend an investment training sessions no less often than once every two years and shall receive not less than 10 hours of instruction relating to investment responsibilities. A newly appointed Investment Officer must attend a training session of at least 10 hours of instruction within six months of the date the Officer took office or assumed the Officer's duties. The Audit Committee shall annually approve the list of authorized investment training providers.

Internal Controls

The Authority's Director of Finance/Auditor is responsible for establishing and maintaining an internal control structure designed to ensure that the financial assets of the Authority are protected from loss, theft, or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits requires estimates and judgments by management.

Accordingly, the Authority shall establish a process for annual independent review by an external auditor in conjunction with the annual audit to assure compliance with policies and procedures. The internal controls shall address the following points.

- Control of collusion
- Separation of transactions authority from accounting and record keeping
- Custodial safekeeping
- Avoidance of physical delivery securities
- Clear delegation of authority to subordinate staff members
- Written confirmation for telephone (voice) transactions for investments and wire transfers

Prudence

The standard of prudence to be applied by the Investment Officers shall be the "prudent investor" rule. This states that "investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. In determining whether Investment Officers

have exercised prudence with respect to an investment decision, the determination shall be made taking into consideration:

- The investment of all funds, or funds under the Authority's control, over which the Investment Officers had responsibility rather than a consideration as to the prudence of a single investment
- Whether the investment decision was consistent with the written approved Investment Policy of the Authority

Indemnification

The Investment officers, acting in accordance with the prudent investor rule and otherwise with respect to the Authority's written procedures and exercising due diligence, shall not be held personally responsible for a specific investment's credit risk or market price changes, provided that these deviations are reported immediately and the appropriate action is taken to control adverse developments.

Ethics and Conflicts of interest

Investment Officers involved in the investment process shall refrain from personal business activity that would conflict with the proper execution and management of the investment program, or that would impair their ability to make impartial decisions. Investment Officers shall disclose all interests in financial institutions with which they conduct Authority business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Investment Officers shall refrain from undertaking personal investment transactions with the same individual with which business is conducted on behalf of the Authority.

An Investment Officer of the Authority who has a personal business relationship with an organization seeking to sell an investment to the Authority shall file a statement disclosing that personal business interest. An Investment Officer who is related within the second degree by affinity or consanguinity to an individual seeking to sell an investment to the Authority shall file a statement disclosing that relationship. A statement required under this subsection must be filed with the Texas Ethics Commission and the Authority's Board of Directors.

VI. SUITABLE AND AUTHORIZED INVESTMENTS

Portfolio Management

The Authority currently has a "buy and hold" portfolio strategy. Maturity dates are matched with cash flow requirements and investments are purchased with the intent to be held until maturity. However, investments may be liquidated prior to maturity for the following reasons:

- An investment with declining credit may be liquidated early to minimize loss of principal.

- Cash flow needs of the Authority require that the investment be liquidated.

Investments

Authority funds may be invested in the instruments described below, all of which are authorized by the Public Funds Investment Act. Investment of Authority's funds in any instrument or security not authorized for investment under the Investment Policy is prohibited. The Authority will not be required to liquidate an investment that becomes unauthorized subsequent to its purchase.

I. Authorized

1. Obligations of the United States of America, its agencies and instrumentalities.
2. Certificates of deposit and other evidences of deposit at a financial institution that, a) has its main office or a branch office in Texas and is guaranteed or insured by the Federal Deposit Insurance Corporation or its successor, b) is secured by obligations in a manner and amount provided by law for deposits of the Authority, or c) is executed through a depository institution that has its main office or a branch office in Texas that participated in the Certificate of Deposit Account Registry Service (CDARS) and meets the requirements of the Public Funds Investment Act.
3. Money Market Mutual Funds that are 1) registered and regulated by the Securities and Exchange Commission, 2) invest only in "government" securities or repurchase agreements, 3) rated AAAM, or its equivalent, by at least one nationally recognized rating service, and 4) seek to maintain a net asset value of \$1.00 per share.
4. State and local government investment pools organized under the Inter-local Cooperation Act that 1) meet the requirements of the Public Funds Investment Act, 2) invest only in "government" security or repurchase agreements, 3) are rated no lower than AAAM or an equivalent rating by at least one nationally recognized rating service, and 4) are authorized by resolution or ordinance by the Board of Directors. A public funds investment pool created to function as a money market mutual fund must mark its portfolio to market daily and seek to maintain a \$1.00 net asset value. Any investment pool that does not meet the requirements of one that is created to function as money market mutual fund must maintain a maximum average dollar weighted maturity that does not exceed 365 days, or 366 days in the case of a leap year, and must provide a fixed interest rate and fixed maturity term for each pool position.

All prudent measures will be taken to liquidate an investment that is downgraded to less than the required minimum rating.

II. Not Authorized

Investments including interest-only or principal-only strips of obligations with underlying mortgage-backed security collateral, or collateralized mortgage obligations with an inverse floating interest rate coupons or maturity date of over 10 years are strictly prohibited.

With respect to authorized investments, this Policy is more restrictive than the Public Funds Investment Act.

VII. INVESTMENT PARAMETERS

Maximum Maturities

The longer the maturity of investments, the greater their price volatility. Therefore, it is the Authority's policy to concentrate its investment portfolio in shorter-term securities.

The Authority will not directly invest in securities maturing more than two (2) years from the date of purchase.

Diversification

The Authority recognizes that investment risks can result from issuer defaults, market price changes, or various technical complications leading to temporary illiquidity. Risk is controlled through portfolio diversification that shall be achieved by the following general guidelines:

- Diversifying investments to avoid over concentration,
- Prohibiting investment with higher credit risks,
- Varying maturities, and
- Continuously investing a portion of the portfolio in alternatives that offer same day liquidity.

VIII. INVESTMENT STRATEGIES

Investment Strategies by Fund Type

General Operating Funds: These funds shall have as their primary objectives: safety, investment liquidity, and maturity sufficient to meet anticipated cash flow requirements.

1. **Suitability:** Any investment eligible in the Investment Policy is suitable.
2. **Safety:** All investments shall be of high quality securities with no perceived default risk. Market price fluctuations will occur. Managing the weighted average days to maturity for the General Operating Fund's portfolio to less than 365 days and

restricting the maximum allowable maturity to two years will minimize the price volatility of the overall portfolio.

3. **Liquidity:** The General Operating Fund requires the greatest short-term liquidity. Short-term investment pools and money market mutual funds will provide daily liquidity and may be utilized as a competitive yield alternative to fixed maturity investments.
4. **Marketability:** Securities with active and efficient secondary markets are necessary in the event of an unanticipated cash flow requirement. The Authority must maintain a reasonable balance of highly liquid assets relative to less liquid assets to ensure adequate liquidity and diversification mix.
5. **Diversification:** Investment maturities should be staggered throughout the cash flow cycle. Diversifying the appropriate maturity structure out through two years will reduce market cycle risk.
6. **Yield:** Attaining a competitive market yield for comparable security-types and portfolio restrictions is the desired objective. The yield of an equally weighted, rolling three-month Treasury-Bill portfolio will be the minimum yield objective.

Debt Service Funds: Investment strategies for debt service shall have as their objective sufficient investment liquidity to timely meet debt service payment obligations in accordance with provisions in the bond documents.

1. **Suitability:** Any investment eligible in the Investment Policy is suitable.
2. **Safety:** All investments shall be of high quality securities with no perceived default risk. Market price fluctuations will occur. However, by managing Debt Service Funds to not exceed the debt service payment schedule the market risk of the overall portfolio will be minimized.
3. **Liquidity:** Debt Service Funds have predictable payment schedules with reduced liquidity requirements. Investment maturities should not exceed the anticipated cash flow requirements. Investments pool and money market mutual funds may provide a competitive yield alternative for short term fixed maturity investments.
4. **Marketability:** Securities with active and efficient secondary markets are not necessary as the event of an unanticipated cash flow requirement is not probable.
5. **Diversification:** Market conditions influence the attractiveness of fully extending maturity to the next “unfunded” payment date. At no time shall the debt service schedule be exceeded in an attempt to bolster yield.

6. **Yield:** Attaining a competitive market yield for comparable security-types and portfolio restrictions is the desired objective. The yield of an equally weighted, rolling three-month Treasury-Bill portfolio will be the minimum yield objective.

Debt Service Reserves: Investment strategies of debt service reserve funds shall have as their primary objective the generation of a dependable revenue stream from high quality securities in accordance with provisions in the bond documents.

1. **Suitability:** Any investment eligible in the Investment Policy is suitable.
2. **Safety:** All investments shall be of high quality securities with no perceived default risk. Market price fluctuations will occur. However, managing Debt Service Reserve Fund maturities to not exceed the call provisions of the borrowing reduces the investment's market risk if the debt is redeemed and the Reserve Fund liquidated. No stated final investment maturity shall exceed the final maturity of the borrowing.
3. **Liquidity:** Debt Service Reserve Funds have no anticipated expenditures. The Funds are deposited to provide annual debt service payment protection to the debt holders. Market conditions and arbitrage regulation compliance determine the advantage of security diversification and liquidity.
4. **Marketability:** Securities with less active and efficient secondary markets are acceptable.
5. **Diversification:** Market conditions and the arbitrage regulations influence the attractiveness of staggering the maturity of fixed rate investments for Debt Service Reserve Funds. At no time shall the final debt service payment date of the bond issue be exceeded in an attempt to bolster yield.
6. **Yield:** Achieving a positive spread to the applicable borrowing cost is the desired objective. Debt Service Reserve Fund portfolio management shall operate within the limits of the Investment Policy's risk constraints.

Capital Projects Funds: Investment strategies for capital project funds shall have as their primary objective sufficient investment liquidity to timely meet capital project obligations. If the Authority has funds from bond proceeds, they shall be invested in accordance with provisions in the bond documents.

1. **Suitability:** Any investment eligible in the Investment Policy is suitable.
2. **Safety:** All investments shall be of high quality securities with no perceived default risk. Market price fluctuations will occur. However, by managing Capital Project Funds to not exceed the anticipated expenditure schedule the market risk of the overall portfolio will be minimized.

3. **Liquidity:** Capital Project Funds programs have reasonably predictable draw schedules reducing liquidity requirements. Investment pools and money market mutual funds will provide readily available funds or a competitive yield alternative for short term fixed maturity investments.
4. **Marketability:** Securities with active and efficient secondary markets are necessary in the event of an unanticipated cash flow requirement. The Authority must maintain a reasonable balance of highly liquid assets relative to less liquid assets to ensure adequate liquidity and diversification mix.
5. **Diversification:** Market conditions and arbitrage regulations influence the attractiveness of staggering the maturity of fixed rate investments for Capital Project Funds. Generally, when investment rates exceed the applicable cost of borrowing, the Authority is best served by locking in most investments. If the cost of borrowing cannot be exceeded, then concurrent market conditions will determine the attractiveness of diversifying maturities or investing in shorter and larger amounts. At no time shall the anticipated expenditure schedule be exceeded in an attempt to bolster yield.
6. **Yield:** Achieving a positive spread to the applicable borrowing cost is the desired objective. Capital Project Fund portfolio management shall at all times operate within the limits of the Investment Policy's risk constraints.

IX. SELECTION OF BANKS AND BROKER/DEALERS

Depository

In compliance with statutory requirements, a Depository shall be selected through the Authority's banking services procurement process, which shall include a formal request for proposal (RFP). The selection of a depository will be determined by competitive bid and evaluation of bids will be based on the following selection criteria:

- The ability to qualify as a depository for public funds in accordance with state law.
- The ability to provide requested information or financial statements for the periods specified.
- The ability to meet all requirements in the banking RFP.
- Complete response to all required items in the banking RFP.
- "Best value" net banking service cost, consistent with the ability to provide an appropriate level of service.

- The credit worthiness and financial stability of the bank.

All depository deposits shall be insured or collateralized in compliance with applicable State law. The Authority reserves the right, in its sole discretion, to accept or reject any form of insurance or collateralization pledged towards depository deposits. Depositories will be required to sign a Depository Agreement with the Authority. The collateralized deposit portion of the Agreement shall define the Authority's rights to the collateral in case of default, bankruptcy, or closing and shall establish a perfected security interest in compliance with Federal and State regulations, including:

- The Agreement must be in writing;
- The Agreement has to be executed by the Depository and the Authority contemporaneously with the acquisition of the asset;
- The Agreement must be approved by the Board of Directors or Designated
 - Committee of the Depository and a copy of the meeting minutes must be delivered to the Authority; and
- The Agreement must be part of the Depository's "official record" continuously since its execution.

Authorized Broker/Dealers

The Audit Committee shall, at least annually, review, revise, and adopt a list of qualified broker/dealers and financial institutions authorized to engage in securities transactions with the Authority. Those firms that become qualified shall provide certification stating the firm has received, read and understood the Authority's Investment Policy and agree to comply with the Policy. Authorized firms include primary dealers or secondary dealers that qualify under Securities and Exchange Commission Rule 15C3-1 (Uniform Net Capital Rule), and qualified depositories.

All broker/dealers who desire to become qualified for investment transactions must supply the following (as appropriate):

- Audited Financial Statements demonstrating compliance with state and federal capital adequacy guidelines
- Proof of FINRA certification
- Proof of State Registration
- Certification of having read and understood and agreeing to comply with the Authority's investment policy and certifying that reasonable procedures and controls have been implemented to preclude investment transactions that are not authorized by the Authority's Policy

All financial institutions who desire to become depositories must supply the following (as appropriate):

- Audited Financial Statements demonstrating compliance with state and federal capital adequacy guidelines
- Proof of State registration
- Certification of having read and understood and agreeing to comply with the Authority's investment policy and certifying that reasonable procedures and controls have been implemented to preclude investment transactions that are not authorized by the Authority's Policy

Competitive Bids

It is the policy of the Authority to provide a competitive environment for all individual security purchases and sales, and money market mutual fund and local government investment pool selection. The Investment Officers shall develop and maintain procedures for ensuring a competition in the investment of the Authority's funds.

Delivery vs. Payment

Securities shall be purchased using the **delivery vs. payment** method with the exception of investment pools and mutual funds. Funds will be released after notification that the purchased security has been received.

Investment Advisors

Investment advisors shall adhere to the spirit, philosophy and specific terms of the Policy and shall advise within the same "Standard of Care". Selected investment advisors must be registered under the Investment Advisors Act of 1940 or with the State Securities Board. A contract with an investment advisor may not be for a term longer than two years and must be approved by the Authority's Board of Directors, including any renewals or extensions.

X. SAFEKEEPING OF SECURITIES AND COLLATERAL

Safekeeping and Custodian Agreements

The Authority shall contract with a bank or banks for the safekeeping of securities either owned by the Authority as part of its investment portfolio or held as collateral to secure financial institution deposits.

Securities owned by the Authority shall be held in the Authority's name as evidenced by safekeeping receipts of the institution holding the securities. Safekeeping institutions shall be independent from the parties involved in the investment transaction.

Collateral for deposits will be held by a third party custodian designated by the Authority and pledged to the Authority as evidenced by safekeeping receipts shall be obtained. Collateral may be held by a Federal Reserve Bank or branch of a Federal Reserve Bank, a Federal Home Loan Bank, or a third party bank approved by the Authority and eligible under state law.

Collateral Policy

Consistent with the requirements of the Public Funds Collateral Act, it is the policy of the Authority to require full collateralization of all Authority funds on deposit with a depository bank. In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be 102% of market value of principal and accrued interest on the deposits less any amount insured by the FDIC. At its discretion, the Authority may require a higher level of collateralization for certain investment securities.

Securities pledged as collateral shall be held by an independent third party with whom the Authority has a current custodial agreement. The Authority's Director of Finance/Auditor is responsible for entering into collateralization agreements with third party custodians in compliance with this Investment Policy. The agreements are to specify the acceptable investment securities for collateral, including provisions relating to possession of the collateral, the substitution or release of investment securities, ownership of securities, and the method of valuation of securities. A clearly marked evidence of ownership (safekeeping receipt) must be supplied to the Authority. Collateral shall be reviewed at least monthly to assure that the market value of the pledged securities is adequate.

Collateral Defined

The Authority shall accept only the following types of collateral:

- Obligations of the United States or its agencies and instrumentalities.
- Direct obligations of the state of Texas or its agencies and instrumentalities.
- Collateralized mortgage obligations directly issued by a federal agency or instrumentality of the United States, the underlying security for which is guaranteed by an agency or instrumentality of the United States.
- Obligations of states, agencies, counties, cities, and other political subdivisions of any state rated as to investment quality by a nationally recognized rating firm not less than A or it's equivalent with a remaining maturity of ten (10) years or less.

- A surety bond issued by an insurance company rated as to investment quality by a nationally recognized rating firm not less than A, or its equivalent.
- A letter of credit issued to the Authority by the Federal Home Loan Bank.

Subject to Audit

All collateral shall be subject to inspection and audit by the Authority's designated financial officer of the Authority's independent auditors.

XI. REPORTING

Methods

The Investment Officers shall prepare an investment report at least quarterly in compliance with generally accepted accounting principles and the Public Funds Investment Act. This report will be prepared in a manner that will allow the Authority to ascertain whether investment activities during the reporting period have conformed to the Investment Policy. The report will be provided to the Authority.

In conjunction with the annual audit, an independent auditor will perform a formal annual review of the quarterly reports with the results reported to the Board of Directors.

Monitoring Market Value

Market value of all collateral, pools and securities will be monitored periodically and obtained from a reputable and independent source.

XII. INVESTMENT POLICY ADOPTION

The Authority's Investment Policy shall be adopted by resolution of the Board of Directors. It is the Authority's intent to comply with state laws and regulations. The Authority's Investment Policy shall be subject to revisions consistent with changing laws, regulations and needs of the Authority. The Board of Directors shall annually adopt a resolution stating that it has reviewed the Policy and Investment strategies, approving any changes or modifications.

**3-F CONSIDERATION AND APPROVAL OF THE CAMERON COUNTY
REGIONAL MOBILITY AUTHORITY'S COST ALLOCATION POLICIES
FOR FISCAL YEAR 2018.**



COST ALLOCATION PLAN

2018 FISCAL YEAR

**PREPARED IN ACCORDANCE WITH
2 CFR PART 225, COST PRINCIPLES FOR STATE, LOCAL, AND
INDIAN TRIBAL GOVERNMENTS (OMB CIRCULAR A-87)**

**JESUS ADRIAN RINCONES, CPA, CFE
CHIEF FINANCIAL OFFICER**

CAMERON COUNTY REGIONAL MOBILITY AUTHORITY COST ALLOCATION PLAN

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GENERAL COMMENTS	
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DETAIL OF ALLOCATED COSTS	6
SUMMARY OF ALLOCATION BASIS	7



CERTIFICATE OF COST ALLOCATION PLAN

This is to certify that I have reviewed the Cost Allocation Plan submitted herewith and to the best of my knowledge and belief hereby certify that:

1. All costs included in this proposal to establish cost allocations or billings for the 2018 Fiscal Year are allowable in accordance with the requirements of 2 CFR Part 225 "Cost Principles for State, Local, and Indian Tribe Governments," (OMP Circular A-87) and the Federal/State Award(s) to which they apply. Unallowable costs have been adjusted for in allocating costs as indicated in the Cost Allocation Plan.
2. All costs included in this proposal are properly allocable to Federal/State awards on the basis of a beneficial or causal relationship between the expenses incurred and the awards to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently.

I declare that the foregoing is true and correct.

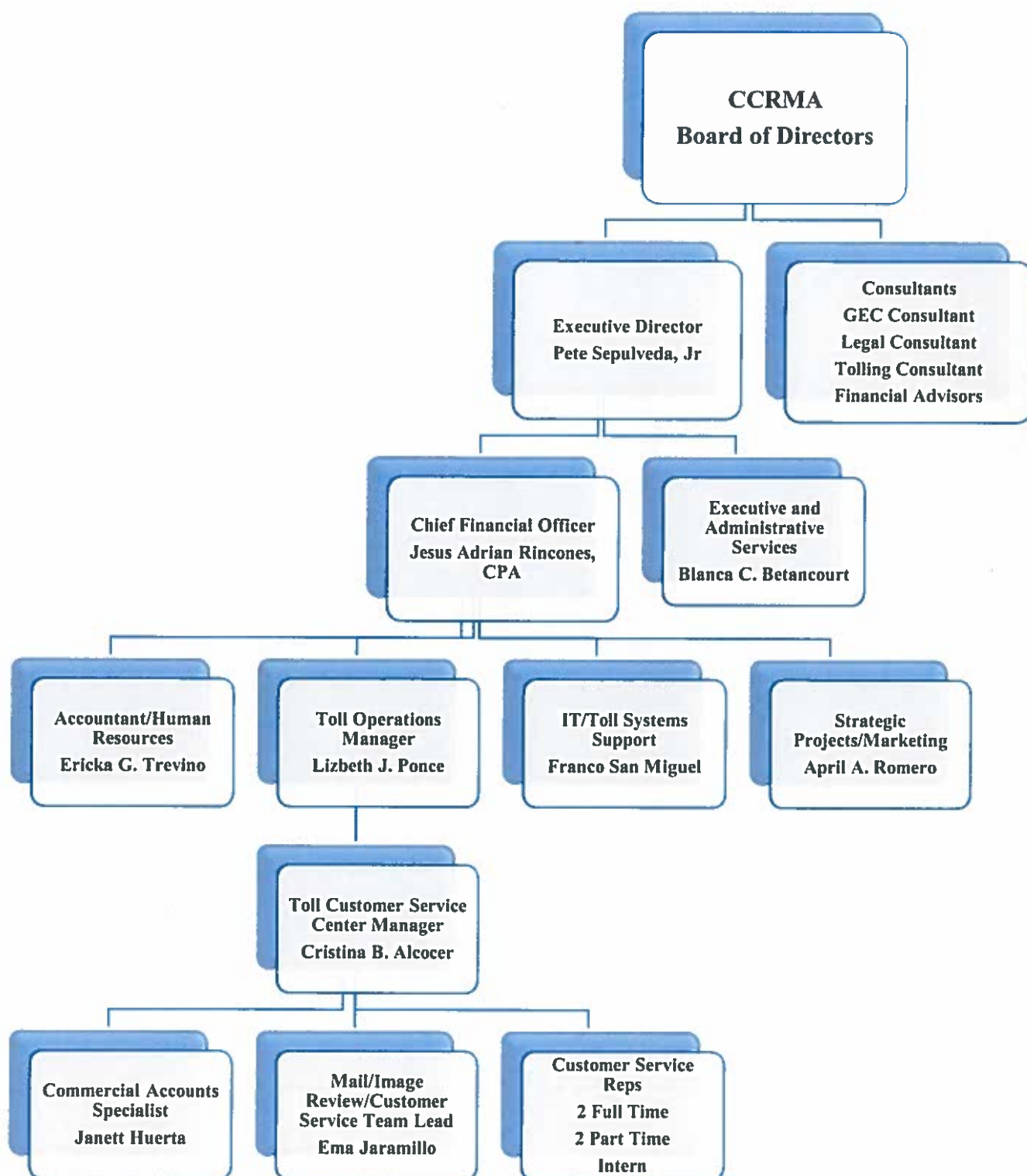
CAMERON COUNTY REGIONAL MOBILITY AUTHORITY

X_____

Jesus Adrian Rincones, CPA, CFE
Chief Financial Officer

X_____

Date



NARRATIVE

The purpose of this Cost Allocation Plan is to summarize, in writing the methods and procedures the Cameron County Regional Mobility Authority (CCRMA) will use to allocate costs to various Projects, Grants, Contracts and Agreements.

2 CFR 225 (OMB Circular A-87), "Cost Principles for State, Local, and Indian Tribal Governments" establishes principles and standards for determining costs for Federal awards carried out through grants, cost reimbursement contracts, and other agreements with State and local governments and Federally-recognized Indian Tribal Governments. 2 CFR 225 is issued under the authority of the Budget and Accounting Act of 1921, as amended; the Budget and Accounting Procedures Act of 1950, as amended; the Chief Financial Officers Act of 1990; Reorganization Plan No. 2 of 1970; and Executive Order No. 11451 ("Prescribing the Duties of the Office of Management and Budget and the Domestic Policy Council in the Executive Office of the President")

Factors Affecting Allowability of Cost under this Plan:

1. Be necessary and reasonable for proper and efficient performance and administration of Federal/State/Local funds.
2. Be allocable to awards under the provisions of 2 CFR part 225.
3. Be authorized or not prohibited under State and Local laws or regulations.
4. Be consistent with policies, regulations, and procedures that apply to Federal/State/Local awards and other activities of the CCRMA.
5. Be accorded consistent treatment. A cost may not be assigned to a federal award as a direct cost and as an indirect cost for another federal award.
6. Be adequately documented and net of all applicable credits.

Composition of Cost:

Total cost is comprised of the allowable direct cost, plus its allocable portion of allowable indirect costs, less applicable credits.

Direct Costs – Costs that can be identified specifically with a particular final cost objective

Indirect Costs – Costs incurred for a common or joint purpose benefitting more than one cost objective, not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved

DETAIL OF ALLOCATED COSTS

General Approach

1. All allowable direct costs are charged directly to projects, programs, grants, contracts, etc...
2. Allowable direct costs that can be identified to more than one project are prorated individually as direct costs using a base appropriate to the particular cost.
3. All other allowable indirect costs as defined above are allocated to projects, programs, grants, contracts, etc. using a base that results in an equitable distribution.

CCRMA DIRECT COSTS

Costs considered to be allocated as direct costs as mentioned and defined above, are as follows:

- Compensation of executive director
- Compensation of chief financial officer
- Contractual project cost for the following professional services; engineering, legal, and other project related services
- Construction and construction management costs
- Project related equipment costs
- Preliminary engineering costs
- Plans, specifications, and engineering costs
- Right of way, utilities, and related costs

- Project related insurance costs
- Financing interest on construction projects
- Project legal costs

CCRMA INDIRECT COSTS

Costs considered to be allocated as indirect costs as mentioned and defined above are as follows:

- Administrative and office personnel compensation & contractual labor
- Education & training
- Dues & membership costs
- Office supplies and other operational costs
- Audit costs
- Other professional services not directly related to projects
- Office & equipment rental costs

SUMMARY OF ALLOCATION BASIS

In order for the CCRMA to promote fair and equitable sharing of indirect costs, recognize the full cost of services, and better manage its resources it must assign an allocation basis that can meet this objective. The allocation basis is designed to have a cause and effect relationship, uphold fairness, be measurable, and match the benefits received. The allocation basis used to determine the applicable direct and indirect costs necessary of allocation is the direct labor percentages of the executive director and chief financial officer.

Direct Labor is measured as a percentage of time or documented hours worked on each individual project. The percentage of total applicable direct labor costs per project is then used to allocate the total indirect costs allowable to each project. (See Example below)

Example

	% of total Direct Labor Costs	Allocable Direct cost in \$	Allocable Indirect cost in \$	Total Allocated cost in \$
Project 1	50%	\$ 50	\$ 50	\$ 50
Project 2	25%	\$ 25	\$ 25	\$ 25
Project 3	25%	\$ 25	\$ 25	\$ 25
	100%	\$ 100	\$ 100	\$ 100

**3-G CONSIDERATION AND APPROVAL OF CHANGE ORDER NUMBER ONE
WITH FOREMOST PAVING, INC. FOR THE SH 550 GAP 1 PROJECT.**

CONSTRUCTION CONTRACT CHANGE ORDER NUMBER: 1

1. CONTRACTOR: Foremost Paving, Inc.
2. Change Order Work Limits: Sta. _____ to Sta. _____
3. Type of Change (on federal-aid non-exempt projects): Minor (Major/Minor)
4. Describe the change and the reason for the change order. When necessary, include exceptions to this agreement.

This change order is to reduce the furnish and install precast concrete traffic barrier quantity due to an available source. A total of 14 precast barrier units will be utilized. The price includes payment for traffic control, materials, and labor.

CCSJ: 0684 01 067
Project: SH 550 Gap 1
Highway: SH 550
County: Cameron
District: Pharr
Contract Number: 0684-01-067

5. New or revised plan sheet(s) are attached and numbered: None

Each signatory hereby warrants that each has the authority to execute this Change Order.

By signing this change order, the contractor agrees to waive any and all claims for additional compensation due to any and all other expenses, additional changes for time, overhead and profit, or loss of compensation as a result of this change. Further, the contractor agrees that this agreement is made in accordance with Item 4 and the Contract. Exceptions should be noted in the response for #5 above.	The following information must be provided Time Ext. #: <u>N/A</u> Days added on this C.O. <u>0</u> Amt. added by this change order: <u>\$-14,700.00</u> For TxDOT use only: Days participating: _____ Amount participating: _____ Signature _____ Date _____ Name/Title _____
THE CONTRACTOR By <u>[Signature]</u> Date: <u>08/01/17</u> Typed/Printed Name: <u>Trey Pebley</u> Typed/Printed Title: <u>Manager, Foremost Paving, Inc.</u>	

RECOMMENDED FOR EXECUTION:

Agustin Ramirez, P.E./Project Manager 08/01/17
Name/Title _____ Date _____
PJL
Pete Sepulveda, CCRMA Executive Director 08/01/17
Name/Title _____ Date _____

Juan Bosquez, P.E./SRAD, TxDOT
Name/Title _____ Date _____
☐ APPROVED ☐ REQUEST APPROVAL

Name/Title _____ Date _____
☐ APPROVED ☐ REQUEST APPROVAL

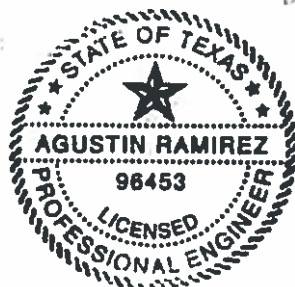
Name/Title _____ Date _____

Name/Title _____ Date _____
☐ APPROVED ☐ REQUEST APPROVAL

Name/Title _____ Date _____

Name/Title _____ Date _____
☐ APPROVED

Engineer's Seal:



Agustin Ramirez, P.E.
8/1/17

Estimated Cost: \$-14,700.00

CCJ: 0684-01-067

Paid by Invoice? (☐ Yes ☐ No)[illegible]

						ORIGINAL + PREVIOUSLY REVISED		NEW	
ITEM	DESCRIPTION	UNIT	UNIT PRICE	QUANTITY	ITEM COST	QUANTITY	ITEM COST	OVERRUN/ UNDERRUN	
512-6002	Port CTB(FumInst)(Sg)Slp(Ty 2)	LF	35.00	3,450.00	120,750.00	3,030.00	106,050.00	- 14,700.00	
TOTALS								106,050.00	- 14,700.00

CONSTRUCTION CONTRACT CHANGE ORDER NUMBER: 1

TABLE B: Contract Items (Continued)

CLS: 0684-01-067

[illegible]

**3-H CONSIDERATION AND APPROVAL OF CHANGE ORDER NUMBER TWO
WITH FOREMOST PAVING, INC. FOR THE SH 550 GAP 1 PROJECT.**

CONSTRUCTION CONTRACT CHANGE ORDER NUMBER: 2

1. CONTRACTOR: Foremost Paving Inc.

2. Change Order Work Limits: Sta. 1112+54 & 1158+04 to Sta. _____

3. Type of Change (on federal-aid non-exempt projects): Minor (Major/Minor)

4. Describe the change and the reason for the change order. When necessary, include exceptions to this agreement.

On Sheet 19, drainage summary shows 2-3' x 3' inlets TY FG for sheet 161 and 1-3'x3' inlet TY FG for sheet 162. According to sheet 161 a 36" RCP connecting with 3'x3' inlet which it should be a 4'x4' inlet and another 3'x3' inlet that connects to a 48" RCP and 36" RCP which that inlet should be a 5'x5'. According to sheet 162, a 36" RCP connects with 3'x3' inlet which it should be a 4'x4' inlet.

CCSJ: 0684-01-067

Project: SH 550 - Gap I

Highway: SH 550

County: Cameron

District: Pharr

Contract Number: 0684-01-067

5. New or revised plan sheet(s) are attached and numbered: _____

Each signatory hereby warrants that each has the authority to execute this Change Order.

<p>By signing this change order, the contractor agrees to waive any and all claims for additional compensation due to any and all other expenses, additional changes for time, overhead and profit; or loss of compensation as a result of this change. Further, the contractor agrees that this agreement is made in accordance with Item 4 and the Contract. Exceptions should be noted in the comments for AS shown.</p> <p>THE CONTRACTOR _____ Date <u>08/23/17</u></p> <p>By <u>[Signature]</u></p> <p>Typed/Printed Name <u>Trey Pebley</u></p> <p>Typed/Printed Title <u>Manager, Foremost Paving Inc.</u></p>	<p>The following information must be provided</p> <p>Time Ext. #: <u>N/A</u> Days added on this C.O.: <u>0</u></p> <p>Amt. added by this change order: <u>\$3,815.00</u></p>
	<p>For TxDOT use only:</p> <p>Days participating: _____</p> <p>Amount participating: _____</p>
	<p>Signature _____ Date _____</p>
	<p>Name/Title _____</p>

RECOMMENDED FOR EXECUTION:

Humberto Guerrero Jr., P.E. 08/23/17
Name/Title _____ Date _____
[Signature]
Pete Sepulveda, CCRMA Executive Director 10-4-17
Name/Title _____ Date 08/23/17

Juan Bosquez, P.E./SBAO, TxDOT 08/23/17
Name/Title _____ Date _____
☐ APPROVED ☐ REQUEST APPROVAL

Name/Title _____ Date _____
☐ APPROVED ☐ REQUEST APPROVAL

Name/Title _____ Date _____

Name/Title _____ Date _____
☐ APPROVED ☐ REQUEST APPROVAL

Name/Title _____ Date _____

Name/Title _____ Date _____
☐ APPROVED

Engineer's Seal:



Humberto Guerrero Jr., P.E.
9/1/17

Estimated Cost: \$3,815.00

CCSJ: 0684-01-067

Paid by Invoice? (☐ Yes ☐ No)

TABLE A: Force Account Work and Materials Placed Into Stock

[illegible]

TABLE B: Contract Items

[illegible]

CONSTRUCTION CONTRACT CHANGE ORDER NUMBER: 2

TABLE B: Contract Items (Continued)

CCS: 0684-01-067

[illegible]

DBE: #26271

PROJECT:	Cameron County SH 550	BID DATE:	
OWNER:	TX Dot	DATE PREPARED:	1/31/2017
ENGINEER:	TX Dot	CSJ:	0684-01-067
LOCATION:	Brownsville, Tx.	Project #	

We are pleased to submit these prices for your consideration

Revised

8/22/2017

ITEM #	DESCRIPTION	UNIT	QTY	UNIT COST	TOTAL COST
	Cast in Place				
465	Inlet (Compl)(PSL)(FG)(4'x'4') Cast in Place	EA	2	\$ 4,540.00	\$9,080.00
465	Type M Junction Box With Grates for Manhole & FG 12x4 Cast in Place	EA	1	\$ 9,875.00	\$9,875.00
	or but not recommended				
465	Inlet (Compl)(PSL)(FG)(5'x'5') Cast in Place	EA	1	\$ 5,235.00	\$5,235.00
465	Type M Junction Box Cast in Place	EA	1	\$ 5,265.00	\$5,265.00
	Note: There is 14" between existing 48". One box will be needed to accommodate the two lines. The junction box can be reduced from 12x12 to a 12x4				
	<u>Steve Garza</u>				
	GP7 Construction , Inc.				

SH 550 STORM DRAIN CROSS SECTIONS

STATION	CROSS SECTION DATA					TOTALS
	24	200	20	84	3.2	
16	24	200	20	84	3.2	79
24	24	200	20	84	3.2	79
200	24	200	20	84	3.2	79
20	24	200	20	84	3.2	79
84	24	200	20	84	3.2	79
3.2	24	200	20	84	3.2	79
79	24	200	20	84	3.2	79
TOTALS	24	200	20	84	3.2	79

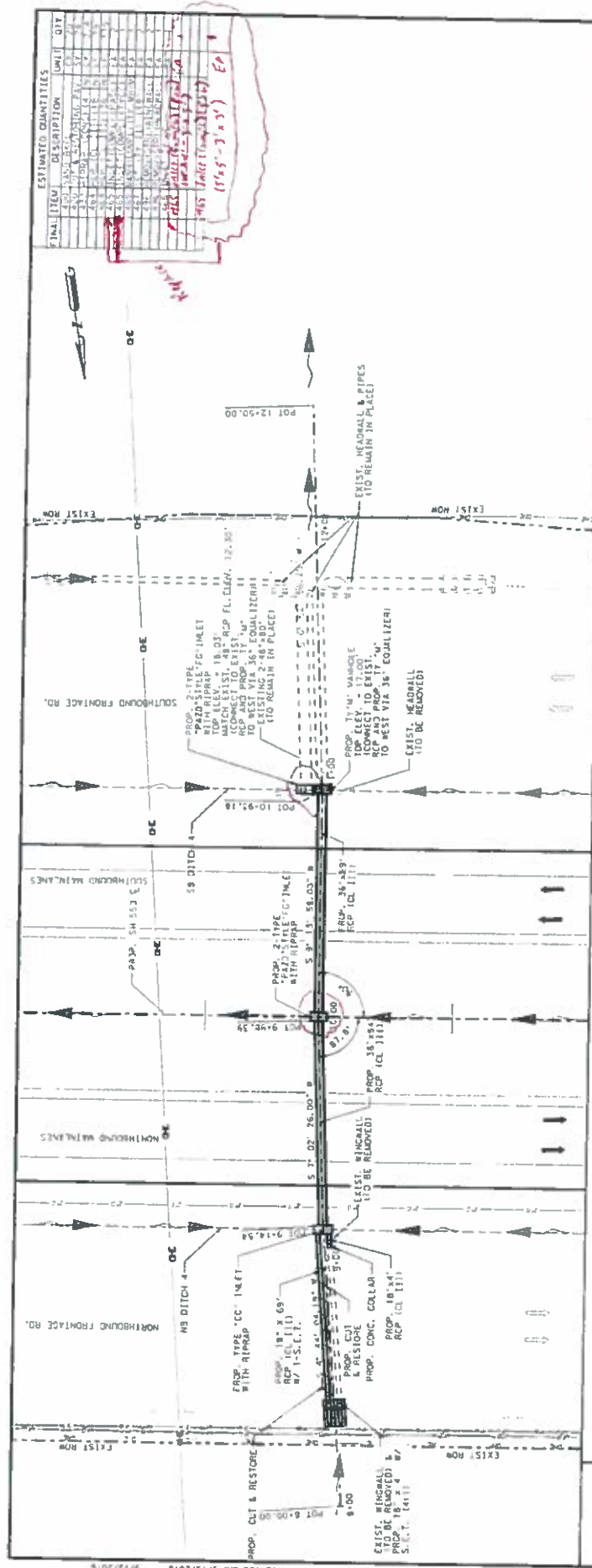
DATE	465-6127	465-6124
1st	1	3
2nd	1	0
THRU 12	2	1

SH 550



CERMA

[illegible]

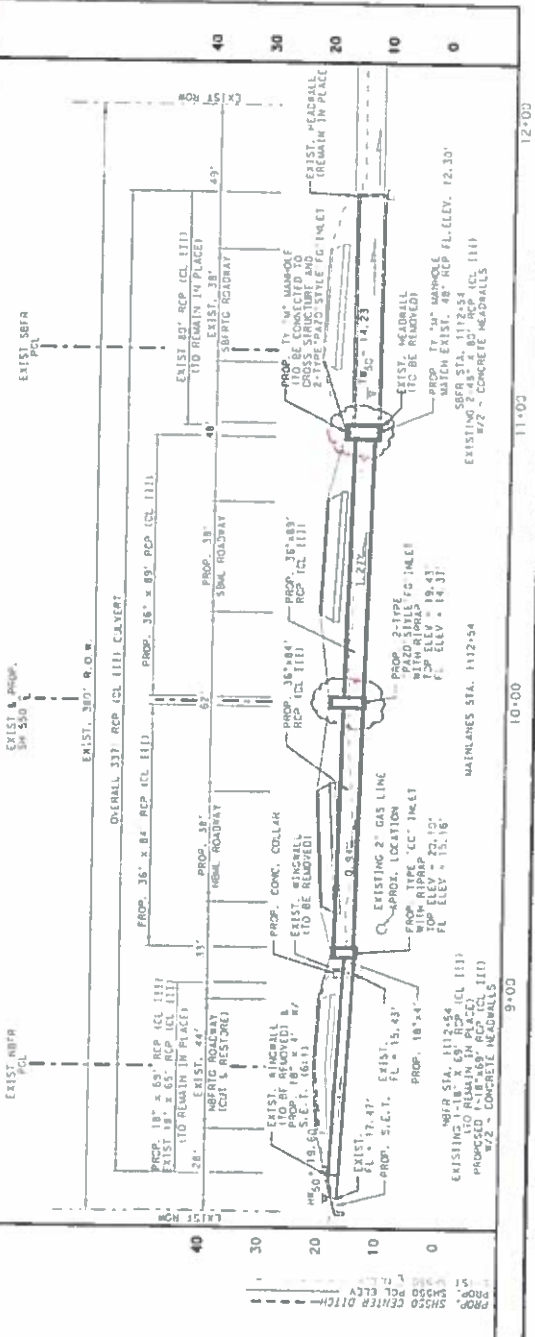
[illegible]

SH 550
STORM DRAIN
CROSS SECTION

STA. 1112+54
SHEET : OF 2

SCALES PLAN 1" = 40'

CERNA





**3-I CONSIDERATION AND APPROVAL OF CHANGE ORDER NUMBER ONE-
FINAL WITH CLORE CONSTRUCTION FOR THE SH 550 SLOPE
EROSION REPAIR PROJECT.**

Change Order

No. 1 - Final

Date of Issuance: 09/22/2017

Effective Date: 09/22/2017

Project: CCRMA SH 550 SLOPE
EROSION REPAIR

Owner: Cameron County
Regional Mobility Authority

Owner's Contract No.: 2016-M1-550

Contract: CCRMA SH550 SLOPE EROSION REPAIR

Date of Contract: 02/20/2017

Contractor: Clore Construction, LLC

Engineer's Project No.: U2299.100

The Contract Documents are modified as follows upon execution of this Change Order:

Description:

Final Quantities and Extra Work with Adjusted Contract Time

Attachments (list documents supporting change):

See Attached Draft Final Payment Application (No. 4 - Final)

CHANGE IN CONTRACT PRICE:

Original Contract Price:

\$ 282,681.03

Increase from previously approved Change
Orders No. to No. :

\$ 0.00

Contract Price prior to this Change Order:

\$ 282,681.03

Decrease of this Change Order:

\$ -178.77

Contract Price incorporating this Change Order:

\$ 282,502.26

CHANGE IN CONTRACT TIMES:

Original Contract Times: ☒ Calendar Days

Completion (days or date): 90 Calendar Days

Ready for final payment (days or date): 10 Days

Increase from previously approved Change Orders
No. 0 to No. 0:

Completion (days): 0 Calendar Days

Ready for final payment (days):

Contract Times prior to this Change Order:

Completion (days or date): 0 Calendar Days

Ready for final payment (days or date):

Increase of this Change Order:

Completion (days or date): 122 Calendar Days

Ready for final payment (days or date): 10 Cal. Days

Contract Times with all approved Change Orders:

Completion (days or date): 212 Calendar Days

Ready for final payment (days or date): 10 Cal. Days

RECOMMENDED:

By: [Signature]
Engineer (Authorized Signature)

Date: 9-27-17

Approved by Funding Agency (if applicable):

U/A

ACCEPTED:

By: [Signature]
Owner (Authorized Signature)

Date: 10.4.17

ACCEPTED:

By: [Signature]
Contractor (Authorized Signature)

Date: 9-27-17

Date:

CCRMA SH550 SLOPE EROSION REPAIR PROJECT CHANGE ORDER NO. 1 FINAL ---- SUMMARY OF BID ITEMS REVISIONS

CONTRACTOR: CLORE CONSTRUCTION, LLC

ITEM	DESCRIPTION	UNITS	BID QUANTITY	UNIT PRICE	BID VALUE	ESTIMATED QUANTITY INSTALLED	REVISED QTY	NET CHANGE QTY	REVISED CONTRACT AMOUNT	NET CHANGE AMOUNT
COM1	BB - 132 EMBANKMENT (FINAL) (ORDINARY COMP) (TY C)	CY	3,120.00	\$16.00	\$49,920.00	3,174.70	3,174.70	54.70	50,795.20	875.20
COM1	BB - 150 BLADING	AC	3.87	\$1,563.88	\$6,052.22	3.91	3.91	0.04	6,114.77	62.56
COM1	BB - 160 FURNISHING AND PLACING TOPSOIL (3")	CY	1,560.00	\$21.81	\$34,023.60	1,557.00	1,557.00	-3.00	33,958.17	(65.43)
COM1	BB - 164 DRILL SEEDING (PERMANENT) (RURAL) (CLAY)	SY	18,710.00	\$0.43	\$8,045.30	18,759.00	18,759.00	49.00	8,066.37	21.07
COM1	BB - 168 VEGETATIVE WATERING (2 CYCLES)	MG	29.20	\$54.77	\$1,599.28	29.20	29.20	0.00	1,599.28	-
COM1	BB - 169 SOIL RETENTION BLANKET (CL 1) (TY C)	SY	18,710.00	\$1.83	\$34,239.30	18,759.00	18,759.00	49.00	34,328.97	89.67
COM1	BB - 480 CLEAN CULVERT AND PIPE OUTLET	EA	8.00	\$266.54	\$2,132.32	8	8	0.00	2,132.32	-
COM1	BB - 500 MOBILIZATION	LS	1.00	\$4,858.27	\$4,858.27	1	1	0.00	4,858.27	-
COM1	BB - 502 BARRICADES, SIGNS AND TRAFFIC HANDLING	MO	3.00	\$3,651.58	\$10,954.74	3	3	0.00	10,954.74	-
COM1	BB - 506 CONSTRUCTION EXITS (INSTALL) (TY 1)	SY	234.00	\$23.13	\$5,412.42	234	234	0.00	5,412.42	-
COM1	BB - 506 CONSTRUCTION EXITS (REMOVE)	SY	234.00	\$8.91	\$2,084.94	234	234	0.00	2,084.94	-
COM1	BB - 506 BIODEGRADABLE CONT LOGS (INSTALL) (12")	LF	325.00	\$4.26	\$1,384.50	252	252	-73.00	1,073.52	(310.98)
COM1	BB - 512 INSTALL PERMIT CTB (DESSOURCE) (SGISUP) (TY1)	LF	2,700.00	\$12.59	\$33,993.00	2,700	2,700	0.00	33,993.00	-
COM1	BB - 545 CRASH CUSHION ATTENUATOR (MOVE AND RESET)	EA	1.00	\$1,713.64	\$1,713.64	0.75	0.75	-0.25	1,285.23	(428.41)
COM1	BB - 666 REF PAV MRK TY 1 (TY1)(4") (SLD)(100 MIL)	LF	5,284.00	\$1.83	\$9,669.72	4,800.00	4,800.00	-484.00	8,784.00	(885.72)
COM1	BB - 677 ELIMIN EXIST 4" BRKN WHT STRIPE MRK & MRKS	LF	2,452.00	\$3.90	\$9,562.80	510.00	510.00	-1,942.00	1,989.00	(7,573.80)
COM1	BB - 677 ELIM EXIST 24" SLD Y STRIPE MRK & MRKS	LF	1,350.00	\$3.90	\$5,265.00	1,136.00	1,136.00	-214.00	4,430.40	(834.60)
COM1	BB - 677 ELIM EXIST 24" SLD Y STRIPE MRK & MRKS	LF	500.00	\$3.90	\$1,950.00	39	39	-461.00	152.10	(1,797.90)
COM1	BB - 678 PREPARE PAV. SURFACE FOR MRK (4 IN.)	LF	5,284.00	\$0.67	\$3,540.28	4,800.00	4,800.00	-484.00	3,216.00	(324.28)
COM1	BB - 672 INSTALL REFL PAV MRK TYP II - C - R	EA	24.00	\$10.95	\$262.80	52.00	52.00	28.00	569.40	306.60
COM1	AB1 - 420 CONCRETE FLUME (CLASS B)	LF	607.00	\$17.50	\$10,622.50	619.00	619.00	12.00	10,832.50	210.00
COM1	AB1 - 420 SPLASH GUARD (REINF. CONC. SLAB)	SF	216.00	\$17.62	\$3,805.92	216	216	0.00	3,805.92	-
COM1	AB1 - 500 MOBILIZATION	LS	1.00	\$2,429.13	\$2,429.13	1.00	1.00	0.00	2,429.13	-
COM1	AB1 - 529 CONCRETE CURB (TY II)	LF	620.00	\$22.99	\$14,253.80	613.5	613.5	-6.50	14,104.37	(149.43)
COM1	AB2 - 310 PRIME COAT (MC 30)	GAL	42.00	\$8.75	\$367.50	42.00	42.00	0.00	367.50	-
COM1	AB2 - 340 D-GR HMA (SQ) TY D PG76-22	TON	48.00	\$259.93	\$12,476.64	50.41	60.41	12.41	15,702.37	3,225.73
COM1	AB2 - 354 PLANE ASPH CONC PAV (6" TO 2")	SY	420.00	\$19.07	\$8,009.40	418.00	418.00	-2.00	7,971.26	(38.14)
COM1	AB2 - 500 MOBILIZATION	LS	1.00	\$1,214.56	\$1,214.56	1	1	0.00	1,214.56	-
COM1	AB2 - 502 BARRICADES, SIGNS AND TRAFFIC HANDLING	MO	0.40	\$5,477.38	\$2,190.95	0.4	0.4	0.00	2,190.95	-
COM1	AB2 - 666 REF PAV MRK TY1 (W)(4") (SLD)(100 MIL)	LF	160.00	\$1.22	\$195.20	160	160	0.00	195.20	-
COM1	AB2 - 666 REF PAV MRK TY1 (TY1)(4") (SLD) (100 MIL)	LF	80.00	\$1.22	\$97.60	80	80	0.00	97.60	-
COM1	AB2 - 666 REF PAV MRK TY1 (W)(4") (BRK)(100 MIL)	LF	10.00	\$4.87	\$48.70	-	-	-10.00	-	(48.70)
COM1	AB2 - 678 PREPARE PAV. SURFACE FOR MRK (4 IN.)	LF	250.00	\$1.22	\$305.00	240	240	-10.00	292.80	(12.20)
COM1	NEW EXTRA WORK SLOPE REPAIR	LS	-	\$7,500.00	\$0.00	1	1	1.00	7,500.00	7,500.00

**FINAL**

Approved Change Orders			
Number CO #3 - Final	Additions	Deductions	
	\$7,500.00	\$7,678.77	
TOTALS	\$7,500.00	\$7,678.77	
NET CHANGE BY CHANGE ORDERS			-\$178.77

ORIGINAL CONTRACT PRICE \$ 5282.681.03Contractor's Certification**Payment of:**

(Line 8 or other - attach explanation of the other amount)

(Director)	(Engineer)

(Line 8 or other - attach explanation of the other amount)

(Owner)	(Date)
---------	--------

Funding Agency (if applicable)	(Date)

By:



Progress Estimate

SH550 SLOPE EROSION REPAIR & CONCRETE BARRIER INSTALLATION									
FINAL QUANTITIES AND EXTRA WORK C/O #3									
Application Number: Final									
Application Date: 9/21/2017									
Application Period:									
A									
Bid Item No.	Description	Unit	Bid Quantity	Unit Price	Bid Value	C	D	E	G
						Final Quantity Installed	Final Value	Materials Presently Stored (not in)	Balance to Finish
BB-132	EMBANKMENT (FINAL) (ORDINARY COMP) (TY C)	CY	3,120.00	\$16.00	\$49,920.00	3,174.70	\$50,795.20	\$50,795.20	-\$875.20
BB-150	BLADING	AC	3.87	\$1,561.88	\$6,052.22	3.91	\$6,114.77	\$6,114.77	-\$62.55
BB-160	FURNISHING AND PLACING TOPSOIL (3")	CY	1,560.00	\$21.81	\$33,950.17	1,557.00	\$33,950.17	\$33,950.17	\$65.43
BB-164	DRILL SEEDING (PERM) (RURAL) (CLAY)	SV	18,710.00	\$0.43	\$8,045.30	18,759.00	\$8,066.37	\$8,066.37	-\$21.07
BB-168	VEGETATIVE WATERING (2 CYCLES)	M/G	29.20	\$54.77	\$1,599.28	29.20	\$1,599.28	\$1,599.28	\$0.00
BB-169	SOIL RETENTION BLANKET (CL 1) (TY C)	SV	18,710.00	\$1.83	\$34,239.30	18,759.00	\$34,328.97	\$34,328.97	-\$89.67
BB-480	CLEAN CULVERT AND PIPE OUTLET	EA	8.00	\$266.54	\$2,132.32	8	\$2,132.32	\$2,132.32	
BB-500	MOBILIZATION	LS	1.00	\$4,858.27	\$4,858.27	1	\$4,858.27	\$4,858.27	
BB-502	BARRICADES, SIGNS AND TRAFFIC HANDLING	MO	3.00	\$3,651.58	\$10,954.74	3	\$10,954.74	\$10,954.74	
BB-506	CONSTRUCTION EXITS (INSTALL) (TY 1)	SV	234.00	\$23.13	\$5,412.42	234	\$5,412.42	\$5,412.42	
BB-506	CONSTRUCTION EXITS (REMOVE)	SV	234.00	\$4.91	\$1,148.94	234	\$1,148.94	\$1,148.94	
BB-506	BIODEGRADABLE EROSION CONTROL LOGS (INSTALL) (12")	LF	325.00	\$4.26	\$1,384.50	252	\$1,073.52	\$1,073.52	\$310.98
BB-512	INSTALL PRISM CYB (DESSOURCE) (SGLSP) (TY 1)	LF	2,700.00	\$12.59	\$33,993.00	2700	\$33,993.00	\$33,993.00	
BB-545	CRASH CUSHION ATTENUATOR (MOVE AND RESET)	EA	1.00	\$1,713.64	\$1,713.64	0.75	\$1,285.23	\$1,285.23	\$428.41
BB-677	REFL PAV MKK TY 1 (W/4") (SLO) (100 MIL)	LF	5,284.00	\$1.83	\$9,669.72	4,800.00	\$8,784.00	\$8,784.00	\$885.72
BB-677	EUMIN EXIST 4" BREN WHT STRIPE MKK & MKRS	LF	2,452.00	\$3.90	\$9,562.80	510.00	\$1,989.00	\$1,989.00	\$7,573.80
BB-677	EUM EXT PAV MKK & MKRS (4") (W/4") (SLO)	LF	1,350.00	\$3.90	\$5,265.00	1,136.00	\$4,430.40	\$4,430.40	\$834.60
BB-677	EUM EXIST 24" SLD Y STRIPE MKK & MKRS	LF	500.00	\$3.90	\$1,950.00	39	\$152.10	\$152.10	\$1,797.90
BB-678	PREPARE PAV SURFACE FOR MKK (4 IN)	LF	5,284.00	\$0.67	\$3,542.28	4,800.00	\$3,216.00	\$3,216.00	\$324.28
BB-672	INSTALL REFL PAV MKK TYP II - C - R	EA	24.00	\$10.95	\$262.80	52.00	\$569.40	\$569.40	-\$306.60
AB1-420	CONCRETE FLUME (CLASS B)	LF	607.00	\$17.50	\$10,622.50	619.00	\$10,832.50	\$10,832.50	-\$210.00
AB1-420	SPLASH GUARD (REINF. CONC. SLAB)	SF	216.00	\$17.62	\$3,805.92	216	\$3,805.92	\$3,805.92	
AB1-500	MOBILIZATION	LS	1.00	\$2,429.13	\$2,429.13	1.00	\$2,429.13	\$2,429.13	\$149.43
AB1-529	CONCRETE CURB (TY II)	LF	620.00	\$22.99	\$14,253.80	613.5	\$14,104.37	\$14,104.37	\$149.43
AB2-310	PRIME COAT (MC 30)	GAL	42.00	\$8.75	\$367.50	42.00	\$367.50	\$367.50	
AB2-340	D-GR HMA (SQ) TY D PG76-22	TON	48.00	\$259.93	\$12,476.64	60.41	\$15,702.37	\$15,702.37	-\$3,225.73
AB2-500	MOBILIZATION	LS	1.00	\$19.07	\$19.07	1.00	\$19.07	\$19.07	\$38.14
AB2-502	BARRICADES, SIGNS AND TRAFFIC HANDLING	MO	0.40	\$5,477.38	\$2,190.95	0.4	\$2,190.95	\$2,190.95	
AB2-666	REFL PAV MKK TY 1 (W/4") (SLO) (100 MIL)	LF	160.00	\$1.22	\$195.20	160	\$195.20	\$195.20	
AB2-666	REFL PAV MKK TY 1 (W/4") (SLO) (100 MIL)	LF	10.00	\$1.22	\$12.20	10	\$12.20	\$12.20	
AB2-678	PREPARE PAV SURFACE FOR MKK (4 IN.)	LF	250.00	\$1.22	\$305.00	240	\$292.80	\$292.80	\$12.20
COM1 - Final	EXTRA WORK SLOPE REPAIR	LS	1.00	\$7,500.00	\$7,500.00	1	\$7,500.00	\$7,500.00	-\$7,500.00
Totals					\$287,681.03		\$282,502.26	\$282,502.26	\$178.77

**3-J CONSIDERATION AND APPROVAL OF INTERLOCAL AGREEMENT BETWEEN
THE CAMERON COUNTY REGIONAL MOBILITY AUTHORITY AND
CAMERON COUNTY.**

Contract No. 2017C10317

STATE OF TEXAS §
COUNTY OF CAMERON §

**INTERLOCAL AGREEMENT BETWEEN
CAMERON COUNTY AND CAMERON COUNTY REGIONAL MOBILITY
AUTHORITY**

This Interlocal Agreement is made by and between the COUNTY OF CAMERON, TEXAS, hereinafter referred to as "County", and the CAMERON COUNTY REGIONAL MOBILITY AUTHORITY, hereinafter referred to as "CCRMA".

WHEREAS, the CCRMA was created in September 30, 2004;

WHEREAS, the COUNTY proposes to use CCRMA IT staff for providing maintenance to the International Bridge System and Parks System electronic toll collection system;

NOW, THEREFORE, for and in consideration of the premises and the mutual promises of the parties and the mutual benefits they will gain by the performance thereof, all in accordance with the provisions hereinafter set forth, the COUNTY and the CCRMA agree as follows:

1. The CCRMA will provide IT support to the COUNTY's, International Bridge System and the Parks System as outlined in Exhibit A.

2. The COUNTY agrees to pay the CCRMA on a monthly basis the sum of \$3,333.33 for the first 8 months of the year and \$3,333.34 for the last 4 months of the year for the IT administrative services provided by the CCRMA. Services will be billed by the CCRMA to the County on a monthly basis. Travel costs will be billed separately. Mileage logs will be included with invoice. Mileage will be charged at approved IRS rate.

3. Cameron County and the CCRMA agree that for the limited purposes of the TRMI Computerized Toll Collection System Maintenance Agreement, any assigned staff under this agreement shall be considered an employee of both entities.

4. The rules, regulations and orders of the COUNTY shall govern this Interlocal Agreement and the parties agree that the CCRMA shall supervise the performance of this Interlocal Agreement.

5. This Interlocal Agreement shall continue until terminated by one of the parties. This Agreement may be terminated by either party at any time by giving thirty (30) days written notice to the other party of its intent to terminate the Agreement.

6. All notices to Cameron County shall be sent by certified or registered mail, addressed to:

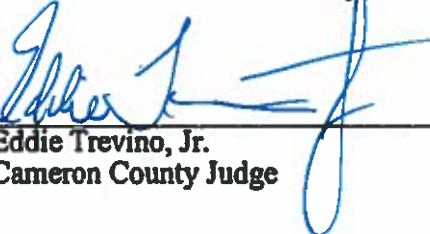
Cameron County Judge Eddie Trevino, Jr.
Dancy Courthouse
1100 East Monroe Street
Brownsville, Texas 78520

All notices to the Cameron County Regional Mobility Authority shall be sent certified or registered mail, addressed to:


Frank Parker, Jr.
CCRMA Chairman
3461 Carmen Avenue
Rancho Viejo, Texas 78575

6. This Agreement shall have no legal force or effect until such time as it is properly adopted and approved by the CAMERON COUNTY COMMISSIONERS' COURT and the CAMERON COUNTY REGIONAL MOBILITY AUTHORITY BOARD OF DIRECTORS.

Executed this 17th day of October, 2017.



Eddie Trevino, Jr.
Cameron County Judge



Frank Parker, Jr., Chairman
Cameron County Regional Mobility
Authority (CCRMA)

Attested By:



Sylvia Garza Perez, County Clerk

The seal of the Cameron County Commissioners' Court is circular with a double-lined border. Inside the border, the words "COMMISSIONER'S COURT" are at the top and "CAMERON COUNTY, TEXAS" are at the bottom, separated by small stars. In the center of the seal is a five-pointed star with a smaller star in the middle of each point.

Attested By:



David N. Garza, RMA Secretary

EXHIBIT A

IT SUPPORT TO BE PROVIDED TO THE COUNTY BY THE CCRMA

- I. Conduct preventive and corrective maintenance on the electronic toll collection system at the County International Bridges and Cameron County Parks. Maintenance includes the following:
 - Oversee Toll Collection System (TCS) Servers (manage any software updates, backups, software upgrades). If any new equipment or software purchases are required, CCRMA will provide a recommendation to the County Bridge Director or County Parks Director. All purchases will be made through the County purchasing system, CCRMA will not purchase directly for reimbursement.
 - TCS Lane equipment: PCs, Interface, tag readers gates, TCS network, lane loops, turnstiles, etc... If any new equipment or software purchases are required, CCRMA will negotiate with current system provider TRMI and provide a recommendation to the County Bridge Director or County Parks Director. All purchases will be made through the County purchasing system, CCRMA will not purchase directly for reimbursement.
 - Oversee and manage Camera system for auditability of transactions, toll operators, and facility safekeeping. Installation and upgrade assistance of new cameras, including hard drive and storage management.
 - Ticket machine repair (Parks), provide onsite and remote support for repairs of machines.
 - Services are available on call 24/7. Vacations and time off will be notified in advance to the County to prepare accordingly.
- II. To reduce mileage costs, CCRMA will attempt to preventative and corrective maintenance remotely and through the assistance of County personnel. Travel will only be incurred if onsite repairs are required.
- III. Assistance to bookkeeping and financial staff to ensure that reports are properly being generated from the TCS at the bridges and parks.
- IV. Assistance to County Bridge Director and County Parks Director with any TCS enhancements desired.
- V. CCRMA will provide procurement services in compliance the Texas Local Government Code for any TCS system upgrades and enhancements including price quotes, vendor negotiations, performance metrics and service level agreements (in the event the County desires to upgrade TCS system for the County Bridges or County Parks, CCRMA will provide a complete proposal for the services, hardware, installation, testing, deployment, and maintenance to the County for consideration as a separate agreement to this interlocal).

**3-L CONSIDERATION AND APPROVAL OF AN EXTENSION OF THE
GENERAL ENGINEERING SERVICES CONTRACT WITH S&B
INFRASTRUCTURE.**

**FIRST AMENDMENT TO
AGREEMENT FOR GENERAL CONSULTING CIVIL ENGINEERING SERVICES
BETWEEN
CAMERON COUNTY REGIONAL MOBILITY AUTHORITY
AND
S&B INFRASTRUCTURE, LTD.**

This First Amendment to the "Agreement for General Consulting and Civil Engineering Services" dated November 1, 2014 (the "Agreement") between Cameron County Regional Mobility Authority ("Authority") and S&B Infrastructure, LTD. ("GEC") is made for the purpose of amending Section 5 of the Agreement effective as of October 1, 2017.

Pursuant to action of the Cameron County RMA Board of Directors, Section 5 of the Agreement is amended as follows, with such amendment to be effective as of the date indicated below:

- I. This contract is amended by deleting paragraph one (1) under Section 5, TIME OF PERFORMANCE, on page 12, and replacing it with the following:


It is understood and agreed that the term of this Agreement shall be for one hundred eighty (365) days, commencing October 1, 2017, and concluding September 30, 2018, subject to the earlier termination of this Agreement pursuant to Sections 6 or 7 below or further extension upon agreement of both parties. The GEC shall not be considered in default of this Agreement for delays in performance caused by circumstances beyond the GEC's reasonable control. Should such circumstances occur, the GEC shall, within a reasonable time, give notice to the Authority describing the circumstances and the efforts being made to resume performance. The GEC shall be granted a reasonable extension of time for any delay in its performance caused by any such circumstances.

- II. This amendment shall be effective October 1, 2017.


All other provisions of the Agreement are unchanged and remain in full force and effect.

By their signatures below, the parties to the Agreement evidence their agreement to the amendment set forth above.

**CAMERON COUNTY REGIONAL MOBILITY
AUTHORITY**

By: 
Name: Frank Parker, Jr.
Title: RMA Chairman
Date: 10/4/17

S&B INFRASTRUCTURE, LTD.

By: 
Name: Daniel O. Rios, P.E.
Title: Sr. Vice President
Date: 10/4/17

3-M CONSIDERATION AND APPROVAL OF AWARDED THE REQUEST FOR PROPOSALS FOR THE TOLL VIOLATION COLLECTION SERVICES RFP 2017-003.



MEMORANDUM

TO: CCRMA Board of Directors

FROM: Adrian Rincones, Chief Financial Officer

DATE: September 29, 2017

SUBJ: Consideration and approval to award Toll Violations Collections RFP 2017-003

On July 24, 2017 we issued an RFP #2017- 003 for Toll Violation Collection Services. The purpose of the RFP was to request proposals from Collection Services Firms, preferably with Toll Violation experience that would be willing to provide collection services for the RMA.

The Proposer would be required to service all outstanding debt that currently is held with Municipal Services Bureau (MSB) and new debt accruing in the CCRMA Back Office. The Proposer was required to provide advance payment on all new debt originating in the CCRMA Back Office and provide traditional revenue sharing for all collections on the older debt being held with MSB.

The RFP was structured to be scored with the following criteria

Scoring Criteria	Weight of overall score
Firm Qualifications	30%
Firm Experience	30%
Operations Management	<u>40% Technical Proposal</u> 600 Points Maximum
Cost Proposal	<u>100% Cost Proposal</u> 400 Points Maximum

Proposers were asked to respond to 25 questions regarding firm qualifications, firm experience, operations management, and general requirements as part of the technical proposal.

The 25 questions were weighted based off of relevance and importance to the CCRMA, such as; strong quality control and quality assurance program to assure CCRMA customers are serviced properly, customer retention and employee turnover rates, debt prioritization and implementation planning, toll violation collection experience...etc.



In a separate sealed envelope the Proposer was to provide a cost proposal with commitments on the % of revenue to be shared and advanced paid on CCRMA debt portfolios.

A total of 5 proposals were received and evaluated. Proposals varied on approach, toll collection experience, and cost proposal. Telephone interviews were held with all proposers to provide an opportunity to clarify any questions of the evaluation team and afford a best and final offer on cost proposal.

Firms that did not provide a form of advance payment structure as defined in the RFP and therefore received lower scores in that section in comparison to those that did. Scoring results summarized below:

Proposal Scoring - Results					
PROPOSER	COMPLUS	DUNCAN SOLUTIONS	LINEBARGER ATTORNEYS AT LAW	PerdueBrandonFielder Collins&Mott	SWC
Firm Qualifications	92.9	141.6	138.4	135.2	135.2
Firm Experience	101.4	157.6	135.2	135.1	135.2
Operations Management	119.7	179.9	188.5	197.1	179.9
Total Technical Score	314	479.1	462.1	467.4	450.3
Cost Proposal Scoring - Maximum Possible Scores					
Proposal Element					
Portfolio I	50	75	25	75	50
Portfolio II	125	225	175	225	75
Total Cost Score	175	300	200	300	125
Total Score	489	779.1	662.1	767.4	575.3

Overall the CCRMA finds Duncan Solutions has scored the highest as per the evaluation of the proposals and staff recommends to the Board to accept proposal and move forward with contract negotiations.