



**IMPROVING MORE THAN JUST ROADS**

**AGENDA**  
**Regular Meeting of the Board of Directors**  
**of the**  
**Cameron County Regional Mobility Authority**  
**3470 Carmen Avenue, Suite 5**  
**Rancho Viejo, Texas 78575**  
**January 21, 2021**  
**12:00 Noon**

**THIS MEETING WILL BE CONDUCTED AS A TELEPHONIC/AUDIO MEETING DUE TO THE COVID-19 HEALTH EMERGENCY AS AUTHORIZED BY V.T.C.A. 551.121-126, TEXAS GOVERNMENT CODE.**

**IF YOU WOULD LIKE TO COMMENT DURING THE PUBLIC COMMENT PERIOD, YOU MAY DO SO BY CALLING THE TOLL-FREE NUMBER 877.853.5257, MEETING I.D. NO. 937 1265 6073 , PASSWORD: 139459. YOU MUST SUBMIT YOUR REQUEST NO LATER THAN 11:15 A.M. ELECTRONICALLY TO [psepulveda@ccrma.org](mailto:psepulveda@ccrma.org) BECAUSE THE NUMBER OF DIAL-IN PARTICIPANTS IS LIMITED, PLEASE USE THE TOLL FREE NUMBER ONLY IF YOU ARE MAKING A COMMENT ON AN AGENDA ITEM.**

**PUBLIC COMMENTS:**

**1. Public Comments.**

**ITEMS FOR DISCUSSION AND ACTION:**

**2. Action Items.**

- A. Consideration and Approval of the December 10, 2020 Regular Meeting Minutes.**
- B. Acknowledgement of Claims.**
- C. Approval of Claims.**
- D. Consideration and Approval of the Financial Statements and Budget Amendments for the month of November 2020.**
- E. Consideration and Approval of Quarterly Investment Report.**

- F. Consideration and Approval of Cameron County Regional Mobility Authority's Amended Travel Policy to Comply with IRS Mileage Rates 2021.**
- G. Discussion Regarding the Status of the Cameron County Regional Mobility Authority Projects.**
- H. Consideration and Approval of an Interlocal Agreement between Cameron County Regional Mobility Authority and Cameron County for legislative services.**
- I. Consideration and Approval of Work Authorization No. 17 with S&B Infrastructure for SPI 2<sup>nd</sup> Access Schematics.**
- J. Consideration and Approval of Supplemental Work Authorization No. 2 to Work Authorization No. 20 with S&B Infrastructure for the Cameron County Parks System Parks Administration Building.**
- K. Consideration and Approval of Work Authorization No. 23 with S&B Infrastructure for the Cameron County Parks Isla Blanca Toll Booths.**
- L. Discussion and Possible Action Regarding a request from the United States Custom and Border Protection Department of Homeland Security for a Right of Entry for a Survey and Site Assessment on property owned by the Cameron County Regional Mobility Authority.**

**3. EXECUTIVE SESSION:**

- A. Confer with Cameron County Regional Mobility Authority Legal Counsel Regarding possible litigation with the United States Customs and Border Protection Department of Homeland Security Regarding a Right of Entry for Tract No. RGV – FTB – 2007, property owned by the Cameron County Regional Mobility Authority, Pursuant to V.T.C.A., Government Code, Section 551.071 (1).**
- B. Confer with Cameron County Regional Mobility Authority Legal Counsel Regarding both the Maintenance Agreement with Kapsch for the SH 550 Toll Road and procurement under RFP 2017-002, Pursuant to V.T.C.A., Government Code, Section 551.071 (2).**
- C. Confer with Cameron County Regional Mobility Authority Legal Counsel Regarding the Debt Collections Contract with Professional Account Management, LLC, a Duncan Solutions Company, Pursuant to V.T.C.A., Government Code, Section 551.071 (2).**

**4. ACTION RELATIVE TO EXECUTIVE SESSION:**

- A. Possible Action.**
- B. Possible Action.**
- C. Possible Action.**

**ADJOURNMENT:**

**Signed this 15th day of January 2021.**

A handwritten signature in black ink, reading "Frank Parker, Jr.", with a stylized flourish at the end.

**Frank Parker, Jr.**  
**Chairman**

**2-A      CONSIDERATION AND APPROVAL OF THE  
DECEMBER 10, 2020 REGULAR MEETING MINUTES**

THE STATE OF TEXAS §

COUNTY OF CAMERON §

BE IT REMEMBERED on the 10th day of December 2020, there was conducted a Regular Meeting of the Cameron County Regional Mobility Authority via a Telephonic /Audio Zoom Meeting due to the COVID – 19 health Emergency as authorized by V.T.C.A., 551.125, Texas Government Code 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

DR. MARIA VILLEGAS, M.D.

DIRECTOR

ARTURO A. NELSON

DIRECTOR

MICHAEL SCAIEF

DIRECTOR

MARK ESPARZA

DIRECTOR

LEO R. GARZA

DIRECTOR

AL VILLARREAL

ABSENT

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The Meeting was called to order by Chairman Parker, at 12:00 Noon. At this time, the Board considered the following matters as per CCRMA Agenda posted on the CCRMA's website and physically at 3470 Carmen Avenue, Suite 5, Rancho Viejo, Texas. on this 7<sup>th</sup> day of December 2020.

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**PUBLIC COMMENTS**

**1 PUBLIC COMMENTS**

None.

## **ACTION ITEMS**

### **2-A Consideration and Approval of the November 19, 2020 Regular Meeting Minutes.**

Secretary Nelson moved to Approve the Minutes as presented. The motion was seconded by Director Esparza and carried unanimously.

### **2-B Acknowledgement of Claims.**

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

Vice Chairman Scaief moved to acknowledge the Claims as presented. The motion was seconded by Director Esparza and carried unanimously.

**The Claims are as follows:**

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### **2-C Approval of Claims**

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

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

**The Claims are as follows:**

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### **2-D Discussion Regarding the Status of the Cameron County Regional Mobility Authority Projects.**

Mr. Pete Sepulveda, Jr., RMA Executive Director went over a power point presentation regarding the status of the CCRMA projects.

Secretary Nelson moved to approve the report. The motion was seconded by Director Esparza and carried unanimously.

**The Power Point is as follows:**

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### **2 -E Consideration and Approval of Agreement between Cameron County Regional Mobility Authority and pathfinders Public Affairs**

Mr. Pete Sepulveda, Jr., RMA Executive Director explained to the Board that this would cover the timeframe from January 1, 2021 to December 2021 for the services being provided.

Secretary Nelson moved to approve the Agreement with pathfinders Public Affairs. The motion was seconded by Director Garza and carried unanimously.

### **2 – F Consideration and Approval of a Donation Acceptance Agreement by and between the United States of America, Acting by and through the U.S. Department of Homeland Security, U.S. Customs and Border protection, and the U.S. General Services Administration Public Buildings Service, Cameron County, Texas and the Cameron County Regional Mobility Authority.**

Mr. Pete Sepulveda, Jr., Executive Director briefed the Board on the Donation Acceptance Agreement

for the Veterans Bridge CBP Primary Lane Expansion project. Mr. Sepulveda advised the Board that the CCRMA's legal counsel had reviewed the Agreement as had the Cameron County Commissioners Court Legal Counsel. Mr. Sepulveda advised the Board that he recommended approval of the Agreement.

Secretary Nelson moved to Approve the Donation Acceptance Agreement with the U.S. Federal Government. The motion was seconded by Director Esparza and carried unanimously.

**2 – G Consideration and Approval of Amendment Number 3 to the Master Service Agreement or Toll System Maintenance between the Cameron County Regional mobility Authority and Kapsch.**

Mr. Pete Sepulveda, Jr., went over the need for the amendment to the contract.

Director Esparza moved to approve Amendment Number 3 to the Master Services Agreement with Kapsch. The motion was seconded by Director Garza and carried unanimously.

**2 – H Consideration and Approval of proposal submitted by Direct Energy for Energy Provider for the Administration Building, Tolls Building and SH 550.**

Mr. Pete Sepulveda, Jr., went over the quotes received for the services and also went over staff's recommendation.

Vice Chairman Scaief moved to accept Staff's recommendation and approved proposal submitted by Direct Energy. The motion was seconded by Director Garza and carried unanimously.

**2 – I Consideration and Approval of Notice to Proceed No. 7 for Work Authorization No. 1.**

Mr. Pete Sepulveda, Jr., explained the need for the notice to proceed to S&B Infrastructure.

Director Esparza moved to Approve the Notice to Proceed. The motion was seconded by Director Villegas and carried unanimously.

**2 – J Discussion and Possible Action to Approve a 100% Complete Construction Plans for the Cameron Count Parks Administration Building and proceed to advertise for bids for construction in January 2021.**

Mr. Pete Sepulveda, Jr., explained to the Board that the construction plans were ready for letting and that the Cameron County Commissioners Court had approved the bidding of the building.

Secretary Nelson moved to approve bidding the construction of the Parks Administration Building. The motion was seconded by Director Garza and carried unanimously.

**2 – K Discussion and Possible Action to approve 100% Complete construction plans for Parking Lot #10 located adjacent to the Sandpiper Pavilion at Isla Blanca Park and proceed to advertise for bids for construction in January 2021.**

Mr. Pete Sepulveda, Jr., explained to the Board that the construction plans were ready for letting and that the Cameron County Commissioners Court had approved the bidding of the parking lot.

Director Esparza moved to approve bidding the construction of the Parks Administration Building. The motion was seconded by Director Villegas and carried unanimously.

**2 – L Discussion and Possible Action Regarding a request from the United States Custom and Border Protection Department of Homeland Security for a Right of Entry for a Survey and Site**

**Assessment on property owned by the Cameron County Regional Mobility Authority.**

Director Esparza moved to table the item. The motion was seconded by Director Villegas and carried unanimously.

**3. EXECUTIVE SESSION**

- A. Deliberation and Discussion Concerning the Evaluation and Duties of the Cameron County Regional Mobility Authority Executive Director, Pete Sepulveda, Jr., Pursuant to V.T.C.A., Government Code, Section 551.074 (1).**
- B. Confer with Cameron County Regional Mobility Authority Legal Counsel Regarding possible litigation with the United States Customs and Border Protection Department of Homeland Security Regarding a Right of Entry for Tract No. RGV – FTB – 2007, property owned by the Cameron County Regional Mobility Authority, Pursuant to V.T.C.A., Government Code, Section 551.071 (1).**

Director Esparza moved to go into executive session at 12:30 pm. The motion was seconded by Director Garza and carried unanimously.

Director Garza moved to come back into opens session at 12:57 pm. The motion was seconded by Director Esparza and carried unanimously.

4 – A Vice Chairman Scaief moved to proceed as discussed in executive session. The motion was seconded by Director Esparza and carried unanimously.

4 B Director Esparza moved to acknowledge report of legal counsel. The motion was seconded by Director Villegas and carried unanimously.

**ADJOURNMENT**

There being no further business to come before the Board and upon motion by Director Esparza and seconded by Director Villegas and carried unanimously the meeting was **ADJOURNED** at 12:58 P.M.

**APPROVED this \_\_\_\_\_ day of \_\_\_\_\_ 2021.**

\_\_\_\_\_  
**CHAIRMAN FRANK PARKER, JR.**

**ATTESTED: \_\_\_\_\_**  
**ARTURO A. NELSON, SECRETARY**



**2-B      ACKNOWLEDGEMENT OF CLAIMS**

CAMERON COUNTY REGIONAL MOBILITY AUTHORITY  
Claims January 15, 2021

## 100 Operations

Vendor Name	Invoice Number	Cash Required	Invoice/Credit Description	PROJ Title	Transfer Funds	Funding Source	Bank Account
Aflac	636877	235.82	Aflac Dec 2020	Indirect	Y	Local	Ope
Culligan of the Rio Grande Valley	320895 12.30.20	7.99	Culligan Dec 2020	Indirect	Y	Local	Ope
Gexa Energy, LP	32407287	51.67	GEXA Jan 2021 Ste 3 & 4	Indirect	Y	Local	Ope
Gexa Energy, LP	32407799	44.62	GEXA Jan 2021 Ste 5 & 7 & 570 Fm 511	Indirect	Y	Local	Ope
Harlingen Area Chamber of Commerce	42263	195.00	Harlingen Chamber Annual Membership 2021-2022	Indirect	Y	Local	Ope
Lone Star Shredding Document Storage	1963991	67.50	Lone Star Shredding Dec 2020	Indirect	Y	Local	Ope
MPC Studios, Inc	29851	125.00	MPC website hosting Jan 2021	Indirect	Y	Local	Ope
Pathfinder Public Affairs, Inc	36	12,000.00	Pathfinder Consulting services Dec 2020	Indirect	Y	Local	Ope
Smith-Reagan & Associates, Inc DBA Smith-Reagan Insurance Ag	71882804 1.4.2021	323.75	CNA Surety Frank Parker Jr 3/2021-3/2023	Indirect	Y	Local	Ope
Rentfro, Irwin, & Irwin, P.L.L.C	770	2,160.00	Rentfro & Irwin legal services Dec 2020	Indirect	Y	Local	Ope
Time Warner Cable Business Class	0121858010921	1,164.62	Spectrum Jan 2021	Indirect	Y	Local	Ope
Toshiba Financial Services	36933830	311.23	Toshiba Admin Jan 2021	Indirect	Y	Local	Ope
		<u>16,687.20</u>					

### 525 Tolls

Vendor Name	Invoice Number	Cash Required	Invoice/Credit Description	PROJ Title	Transfer Funds	Funding Source	Bank Account
Culligan of the Rio Grande Valley	320895 12.30.20	57.95	Culligan Dec 2020	Indirect	Y	Local	Tolls
Law Enforcement Systems LLC	1003106	596.96	Duncan Solutions DMV Record Dec 2020	Indirect	Y	Local	Tolls
Gexa Energy, LP	32407799	128.61	GEXA Jan 2021 Ste 5 & 7 & 570 Fm 511	Direct Connectors - SH550	Y	Local	Tolls
Gexa Energy, LP	32408307	82.37	GEXA Jan 2021 Tolls	Indirect	Y	Local	Tolls
Guerra Construction Company	10150	3,400.00	Guerra Construction guard rail installation SH 550	Indirect	Y	Local	Tolls
LexisNexis Risk Solutions FL Inc	1546392-20201231	106.92	LexisNexis Dec 2020	Indirect	Y	Local	Tolls
Matus Contractor Company	270	4,750.00	Matus grass,garbage,herbicide Paredes Line to Fm 550	Indirect	Y	Local	Tolls
Prisciliano Delgado	10718	250.00	Prisciliano Lawn Care Dec 2020	Indirect	Y	Local	Tolls
Public Utilities Board	PUB 600710 12.30.2	227.92	PUB 600710 Dec 2020	Direct Connectors - SH550	Y	Local	Tolls
Quadient Leasing USA, Inc.	N8650493	1,061.10	Quadient Jan 2021	Indirect	Y	Local	Tolls
Adolfo Guerra	01052021AG	70.00	SD Adolfo Guerra 1.5.21	Indirect	Y	Local	Tolls
Roberto Naranjo Jr	01052021RN	70.00	SD Roberto Naranjo 1.5.21	Indirect	Y	Local	Tolls
Tecsidel SA	121	2,575.00	Tecsidel Dec 2020	Pharr-Reynosa	Y	Local	Tolls
Texas Department of Motor Vehicles (TxDMV)	TxDMV Replen 1.8.2	3,000.00	TxDMV Replenishment 1.8.21	Indirect	Y	Local	Tolls
Rentfro, Irwin, & Irwin, P.L.L.C	770	520.00	Rentfro & Irwin legal services Dec 2020	Indirect	Y	Local	Tolls
Time Warner Cable Business Class	0121858010921	1,164.62	Spectrum Jan 2021	Indirect	Y	Local	Tolls
Verizon Wireless	9869791511	88.31	Verizon Dec 2020	Indirect	Y	Local	Tolls
		<u>18,149.76</u>					
Operations		\$ 16,687.20					
Tolls		18,149.76					
Total Transfer		<u>\$ 34,836.96</u>					

Reviwed by:

Monica R. Ibarra,  
Accounting Clerk

Monica R Ibarra 1.15.21

Victor J. Barron,  
Controller

Victor J. Barron 1.15.21

Pete Sepulveda Jr,  
Executive Director

Pete Sepulveda Jr 1.15.21



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Wire Transfer Request

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To: Pete Sepulveda  
From: Monica R Ibarra *MR*  
Date: 1/15/2021  
Re: Wire Transfer

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Date	Vendor	Description	Invoice Number	Funding Source	To	Amount
1/15/2021	Tecsidel SA	Maintenance Dec 2020	121	Tolls	Claims	\$ 2,575.00
						<u>\$ 2,575.00</u>

*Victor J. Barron*  
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Victor J. Barron, Controller

*Pete Sepulveda, Jr.* 01.18.21  
\_\_\_\_\_  
Pete Sepulveda, Jr. Executive Director




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### Wire Transfer Request

**To:** Pete Sepulveda  
**From:** Victor J. Barron  
**Date:** 1/11/2021  
**Re:** Wire Transfer

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Date	Vendor	Description	Invoice Number	Funding Source	To	Amount
1/11/2021	TollPlus LLC	Back Office System Enhancement Milstone #2	O20020	Tolls	Claims	\$ 50,000.00
		Final Payment				
						<u>\$ 50,000.00</u>

DocuSigned by:

Victor Barron

1/11/2021

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Victor J. Barron, Controller

DocuSigned by:

P. J. S.

1/11/2021

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Pete Sepulveda, Jr. Executive Director




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**Wire Transfer Request**

**To:** Pete Sepulveda  
**From:** Victor J. Barron  
**Date:** 1/8/2021  
**Re:** Wire Transfer

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Date	Vendor	Description	Invoice Number	Funding Source	To	Amount
1/8/2021	TollPlus LLC	Back Office System Enhancement Milstone #2	O20020	Tolls	Claims	\$ 50,000.00
						<u>\$ 50,000.00</u>

DocuSigned by:  
*Victor Barron* 1/8/2021  
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 Victor J. Barron, Controller

DocuSigned by:  
*PJS* 1/8/2021  
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 Pete Sepulveda, Jr. Executive Director



**CAMERON COUNTY REGIONAL MOBILITY AUTHORITY**  
**Claims January 5, 2021**

**100 Operations**

Vendor Name	Invoice Number	Cash Required	Invoice/Credit Description	PROJ Title	Transfer Funds	Funding Source	Bank Account
AGC Solutions LLC	Admin rent Jan 2021	4,460.00	Admin rent Jan 2021	Indirect	Y	Local	Ope
American Express	AMEX Dec 2020	656.57	AMEX Dec 2020	Indirect	Y	Local	Ope
ROL Consulting LLC	116	10,200.00	ROL Consulting services Dec 2020	Indirect	Y	Local	Ope
Gexa Energy, LP	32359892	33.60	GEXA Dec 2020 Ste 6 & Tolls	Indirect	Y	Local	Ope
Gexa Energy, LP	32360844	122.39	GEXA Dec 2020 Ste 3 & 4	Indirect	Y	Local	Ope
Gexa Energy, LP	32360895	102.02	GEXA Dec 2020 Ste 5 & 7	Indirect	Y	Local	Ope
TML Health Benefits Pool	1212101A	6,411.83	TML Health Benefits Jan 2021	Indirect	Y	Local	Ope
		<u>21,986.41</u>					

### 525 Tolls

Vendor Name	Invoice Number	Cash Required	Invoice/Credit Description	PROJ Title	Transfer Funds	Funding Source	Bank Account
Amazon	Amazon Dec 2020	684.98	Amazon Dec 2020	Indirect	Y	Local	Tolls
American Express	AMEX Dec 2020	552.86	AMEX Dec 2020	Indirect	Y	Local	Tolls
Bank of New York Mellon	252-2342951	1,250.00	BNY Mellon refunding bonds series 2016 Dec 2020-Dec 2021	Indirect	Y	Local	Tolls
Gexa Energy, LP	32359892	236.82	GEXA Dec 2020 Ste 6 & Tolls	Indirect	Y	Local	Tolls
Gexa Energy, LP	32369665	160.65	GEXA Dec 2020 1505 Fm 511 & 1705 Fm 511	Direct Connectors - SH550	Y	Local	Tolls
Gexa Energy, LP	32369889	775.77	GEXA Dec 2020 570 Fm 511 & 1895 Fm 511 #1	Direct Connectors - SH550	Y	Local	Tolls
Republic Services	0863-001933550	139.21	Republic Services Waste pick up Jan 21-Mar 21	Indirect	Y	Local	Tolls
TML Health Benefits Pool	1212101A	6,846.36	TML Health Benefits Jan 2021	Indirect	Y	Local	Tolls
Toshiba America Business Solutions, Inc	5345713	86.92	Toshiba Tolls Maint Dec 2020	Indirect	Y	Local	Tolls
Toshiba Financial Services	36860012	296.86	Toshiba Tolls Dec 2020	Indirect	Y	Local	Tolls
		<u>11,030.43</u>					
Operations		\$ 21,986.41					
Tolls		<u>11,030.43</u>					
Total Transfer		<u>\$ 33,016.84</u>					

Revised by:

Monica R. Ibarra,  
Accounting Clerk

Monica R Ibarra 1.5.21

Victor J. Barron,  
Controller

Victor J. Barron 1.5.21

Pete Sepulveda Jr,  
Executive Director

PJ 01.06.21






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### Wire Transfer Request

**To:** Pete Sepulveda  
**From:** Victor J. Barron  
**Date:** 1/4/2021  
**Re:** Wire Transfer

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Date	Vendor	Description	Invoice Number	Funding Source	To	Amount
1/4/2021	S&B Infrastructure	West Blvd APD WA 1 Jun-July 2020	U3048-03	Operations	Claims	\$ 11,522.09
1/4/2021	S&B Infrastructure	West Blvd APD WA 1 Aug 2020	U3048-04	Operations	Claims	10,743.66
1/4/2021	S&B Infrastructure	West Blvd APD WA 1 Sept 2020	U3048-05	Operations	Claims	1,688.96
1/4/2021	S&B Infrastructure	West Blvd APD WA 1 Oct. 2020	U3048-06	Operations	Claims	10,874.68
1/4/2021	S&B Infrastructure	West Blvd APD WA 1 Nov. 2021	U3048-07	Operations	Claims	1,016.92
						<u>\$ 35,846.31</u>

DocuSigned by:

*Victor Barron* 1/5/2021

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Victor J. Barron, Controller

DocuSigned by:

*Pete Sepulveda, Jr* 1/5/2021

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Pete Sepulveda, Jr. Executive Director

**CAMERON COUNTY REGIONAL MOBILITY AUTHORITY**  
**Claims December 22, 2020**



**100 Operations**

Vendor Name	Invoice Number	Cash Required	Invoice/Credit Description	PROJ Title	Transfer Funds	Funding Source	Bank Account
Bank of New York Mellon	252-2342364	\$ 1,250.00	BNY Mellon Rev Refunding Bond Series 2017	Indirect	Y	Local	Ope
South Padre Island Chamber of Commerce	14621	245.00	SPI Chamber Of Commerce Membership	Indirect	Y	Local	Ope
Valley Municipal Utility District	VMUD Nov 2020 Ste 3	34.55	VMUD Nov 2020 Ste 3	Indirect	Y	Local	Ope
Valley Municipal Utility District	VMUD Nov 2020 Ste 4	34.55	VMUD Nov 2020 Ste 4	Indirect	Y	Local	Ope
Valley Municipal Utility District	VMUD Nov 2020 Ste 5	34.17	VMUD Nov 2020 Ste 5	Indirect	Y	Local	Ope
Valley Municipal Utility District	VMUD Nov 2020 Ste 6	34.17	VMUD Nov 2020 Ste 6	Indirect	Y	Local	Ope
Valley Municipal Utility District	VMUD Nov 2020 Ste 7	34.55	VMUD Nov 2020 Ste 7	Indirect	Y	Local	Ope
		<u>1,666.99</u>					

## 525 Tolls

Vendor Name	Invoice Number	Cash Required	Invoice/Credit Description	PROJ Title	Transfer Funds	Funding Source	Bank Account
Mundial Telecom Services	3148	\$ 787.50	Mundial Telecom	Indirect			
			Terminate fiber DC 77		Y	Local	Tolls
Public Utilities Board	PUB 588837 Dec 2020	244.59	PUB 588837 Dec 2020	Port Spur - SH550	Y	Local	Tolls
United States Postal Service	USPS Acct 12.17.20	15,000.00	USPS Account Replenishment 12.17.20	Indirect	Y	Local	Tolls
Valley Municipal Utility District	VMUD Nov 2020 Tolls	34.55	VMUD Nov 2020 Tolls	Indirect	Y	Local	Tolls
		<u>16,066.64</u>					
	Operations	\$ 1,666.99					
	Tolls	<u>16,066.64</u>					
	Total Transfer	<u>\$ 17,733.63</u>					

Reviwed by:

Monica R. Ibarra,  
Accounting Clerk

Monica R Ibarra 12.22.20

Victor J. Barron,  
Controller

Victor J Barron 12.22.20

Pete Sepulveda Jr,  
Executive Director

Pete Sepulveda Jr 12.23.20

**CAMERON COUNTY REGIONAL MOBILITY AUTHORITY**  
**Claims December 18, 2020**



**100 Operations**

Vendor Name	Invoice Number	Cash Required	Invoice/Credit Description	PROJ Title	Transfer Funds	Funding Source	Bank Account
Burton McCumber & Longoria, LLP	01133917	\$ 5,000.00	Burton McCumber Financial statement audit for the year end	Indirect			
Ericka Trevino	ET Travel 12.14.20	29.90	ET travel expense 12.14.20	Indirect	Y	Local	Ope
McAllen Chamber of Commerce	43598	265.00	McAllen Chamber of Commerce membership 2021-2022	Indirect	Y	Local	Ope
Rentfro, Irwin, & Irwin, P.L.L.C	727	700.00	Rentfro Law services Nov 2020	Indirect	Y	Local	Ope
Time Warner Cable Business Class	0121858120920	1,190.88	Spectrum Dec 2020	Indirect	Y	Local	Ope
		<u>7,185.78</u>					

### 525 Tolls

Vendor Name	Invoice Number	Cash Required	Invoice/Credit Description	PROJ Title	Transfer Funds	Funding Source	Bank Account
Alert Termite & Pest Control Co	9065	\$ 480.00	Alert Termite & Pest Control 12.10.20	Indirect	Y	Local	Tolls
Kapsch TrafficCom USA, Inc	486021S101521	14,274.00	Kapsch Toll System Maintenance Support Nov 2020	Indirect			
Rentfro, Irwin, & Irwin, P.L.L.C	727	380.00	Rentfro Law services Nov 2020	Indirect	Y	Local	Tolls
Time Warner Cable Business Class	0121858120920	1,190.88	Spectrum Dec 2020	Indirect	Y	Local	Tolls
		<u>16,324.88</u>					
Operations		\$ 7,185.78					
Tolls		<u>16,324.88</u>					
Total Transfer		<u>\$ 23,510.66</u>					

Reviwed by:

Monica R. Ibarra,  
Accounting Clerk

Monica R Ibarra 12.18.20

Victor J. Barron,  
Controller

Victor J. Barron 12.18.20

Pete Sepulveda Jr,  
Executive Director

Pete Sepulveda Jr 12.18.20




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### Wire Transfer Request

**To:** Pete Sepulveda**From:** Victor J. Barron**Date:** 12/11/2020**Re:** Wire Transfer

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Date	Vendor	Description	Invoice Number	Funding Source	To	Amount
12/11/2020	S&B Infrastructure	Cameron County Admin Bldg & Parking Lot WA 20 Aug 2020	U2716.220-01	Tolls	Claims	\$ 38,509.01
12/11/2020	S&B Infrastructure	Cameron County Admin Bldg & Parking Lot WA 20 Sept 2020	U2716.220-02	Tolls	Claims	102,199.66
12/11/2020	S&B Infrastructure	Cameron County Admin Bldg & Parking Lot WA 20 Oct 2020	U2716.220-03	Tolls	Claims	43,701.80
						<u>\$ 184,410.47</u>

DocuSigned by:

*Victor Barron* 12/11/2020  
011FAAF829A74BA  
 Victor J. Barron, Controller

DocuSigned by:

*Pete Sepulveda, Jr* 12/11/2020  
1A92BEDAE9C45A  
 Pete Sepulveda, Jr. Executive Director

**CAMERON COUNTY REGIONAL MOBILITY AUTHORITY**  
**Claims December 10, 2020**



**100 Operations**

Vendor Name	Invoice Number	Cash Required	Invoice/Credit Description	PROJ Title	Transfer Funds	Funding Source	Bank Account
Linebarger, Goggan, Blair & Sampson DBA Harlingen Tax Office	7246001200001100	\$ 269.55	Laguna vista club/townsite BLK PT	Indirect			
Pathfinder Public Affairs, Inc	35	12,000.00	Pathfinder Consulting Services Nov 2020	Indirect	Y	Local	Ope
		<u>12,269.55</u>					

### 525 Tolls

Vendor Name	Invoice Number	Cash Required	Invoice/Credit Description	PROJ Title	Transfer Funds	Funding Source	Bank Account
Law Enforcement Systems LLC	1002812	\$ 593.84	Duncan DMV Record Nov 2020	Indirect	Y	Local	Tolls
LexisNexis Risk Solutions FL Inc	1546392-20201130	106.92	Lexis Nexis Nov 2020	Indirect	Y	Local	Tolls
Matus Contractor Company	260	4,000.00	Matus Section 1 cutting grass, garbage, herbicide	Indirect	Y	Local	Tolls
Matus Contractor Company	261	2,800.00	Matus Gap 1 cutting grass, garbage	Indirect	Y	Local	Tolls
Mundial Telecom Services	3140	670.00	Mundial Telecom Services splice filber	Indirect	Y	Local	Tolls
Public Utilities Board	PUB 600710 Nov 2020	264.89	PUB 600710 Nov 2020	Direct Connectors - SH550	Y	Local	Tolls
Quadient Leasing USA, Inc.	N8604122	1,061.10	Quadient Dec 2020	Indirect	Y	Local	Tolls
Tecsidel SA	1120	2,575.00	Tecsidel Nov 2020	Pharr-Reynosa Intl	Y	Local	Tolls
Xtreme Security	44367	104.85	Xtreme Security Dec 2020- Feb 2021	Indirect	Y	Local	Tolls
		<u>12,176.60</u>					
	Operations	\$ 12,269.55					
	Tolls	<u>12,176.60</u>					
	Total Transfer	<u>\$ 24,446.15</u>					

Reviwed by:


Monica R. Ibarra,  
Accounting Clerk

Monica R Ibarra 12.10.20

Victor J. Barron,  
Controller

 12.10.20

Pete Sepulveda Jr,  
Executive Director

 12.10.20





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**Wire Transfer Request**

**To:** Pete Sepulveda  
**From:** Victor J. Barron  
**Date:** 12/9/2020  
**Re:** Wire Transfer

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Date	Vendor	Description	Invoice Number	Funding Source	To	Amount
12/9/2020	Tecsidel SA	Maintenance November 2020	1120	Tolls	Claims	\$ 2,575.00
						<u>\$ 2,575.00</u>

*Victor J. Barron*  
\_\_\_\_\_  
Victor J. Barron, Controller

DocuSigned by:  
*Pete Sepulveda, Jr* 12/9/2020  
\_\_\_\_\_  
1A92BEDAFFE9C45A  
Pete Sepulveda, Jr. Executive Director

**2-C    APPROVAL OF CLAIMS**

**CAMERON COUNTY REGIONAL MOBILITY AUTHORITY  
BOD Claims January 21, 2021**



**100 Interlocal Agreements**

Vendor Name	Invoice Number	Cash Required	Invoice/Credit Description	PROJ Title	Transfer Funds	Funding Source	Bank Account
S&B Infrastructure, LTD	U2716.210-06	\$ 20,989.31	S&B Morrison Rd. APD WA 11	Morrison Road	Y	Local	Ope
S&B Infrastructure, LTD	U2716.400-04	198,799.79	S&B SH 550 Gap II WA 4	SH550 GAP II	Y	Local	Ope
		<u>\$ 219,789.10</u>					

**525 Interlocal Agreements**

Vendor Name	Invoice Number	Cash Required	Invoice/Credit Description	PROJ Title	Transfer Funds	Funding Source	Bank Account
TollPlus LLC	O20079	\$ 6,303.75	TollPlus Back Office Maintenance and Support Dec 2020	Pharr- Reynosa	Y	Local	Tolls
		<u>\$ 6,303.75</u>					

## 525 Tolls

Vendor Name	Invoice Number	Cash Required	Invoice/Credit Description	PROJ Title	Transfer Funds	Funding Source	Bank Account
Texas Municipal League	9384 1.1.21	\$ 16,302.00	TML Risk Pool Property Insurance	Indirect	Y	Local	Tolls
Intergovernmental Risk Pool							
TollPlus LLC	O20079	15,271.91	TollPlus Back Office Maintenance and Support Dec 2020	Indirect	Y	Local	Tolls
		<u>\$ 31,573.91</u>					

Oper Interlocal	219,789.10
Tolls Interlocal	6,303.75
Tolls	31,573.91
Total Transfer	<u>\$ 257,666.76</u>

Reviwed by:

Victor J. Barron, Controller

*Victor J. Barron*

1.19.20

Pete Sepulveda Jr, Executive  
Director

*PJS*

01.19.21

**2-D      CONSIDERATION AND APPROVAL OF THE FINANCIAL STATEMENTS  
AND BUDGET AMENDMENTS FOR THE MONTH OF NOVEMBER 2020**



**TO: CCRMA Board of Directors**

**FROM: Victor J. Barron, Controller** *VJB*

**DATE: January 21, 2021**

**SUBJ: November 2020 Admin and Tolls Income Statement Review**

---

November 2020 for fiscal year 2020-2021

**Admin Revenues and Expenses (R&E)**

- Total current year actual operating revenue increase of 3.95% compared to prior year actual
- Total current year actual operating expenses (decrease) of (10.59 %) compared to prior year actual
- Current year actual net change in net position after non-operating revenues and non-operating expenses, increase of 11.44 % compared to prior year actual

**Toll Operations Revenues and Expenses (R&E)**

- Toll TPS current year actual revenue increase of .44% compared to prior year actual
- Current year actual interop revenue (decrease) of (4.09%) compared to prior year actual
- Current year actual bridge interop increase of 2.06% compared to prior year actual
- Total current year actual operating expenses (decrease) of (19.68%) compared to prior year actual
- Current year actual net change in net position an increase of 28.12% compared to prior year actual



# RMA

CAMERON COUNTY REGIONAL  
MOBILITY AUTHORITY

## **NOVEMBER 2020 FINANCIAL REPORT**

**PETE SEPULVEDA, JR., EXECUTIVE DIRECTOR**

**VICTOR J. BARRON, CONTROLLER**



# **CCRMA MONTHLY FINANCIAL**

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**CAMERON COUNTY REGIONAL MOBILITY AUTHORITY**

Statement of Revenues and Expenditures - Monthly R&E - Unposted Transactions Included In Report  
From 11/1/2020 Through 11/30/2020  
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Annual Budget - Original	Annual Budget Variance - Original	Prior Year Actual
Operating Revenues					
Vehicle registration fees	227,180	485,690	3,250,000	(2,764,310)	466,484
Interlocal agreements	10,000	20,000	120,000	(100,000)	20,000
Total Operating Revenues	237,180	505,690	3,370,000	(2,864,310)	486,484
Operating Expenses					
Personnel costs	61,737	126,676	1,019,206	892,530	147,044
Professional services	27,693	47,693	304,100	256,407	44,624
Contractual services	700	2,100	52,000	49,900	3,205
Advertising & marketing	125	250	16,500	16,250	2,750
Data processing	292	345	10,000	9,655	1,543
Dues & memberships	75	75	20,000	19,925	1,920
Education & training	0	0	10,000	10,000	375
Fiscal agent fees	0	2,220	53,600	51,380	2,170
Insurance	0	0	2,000	2,000	0
Maintenance & repairs	0	0	5,000	5,000	69
Office supplies	596	760	27,000	26,240	1,226
Leases	4,771	15,269	66,755	51,486	8,742
Travel	52	52	25,000	24,948	6,536
Utilities	1,563	3,254	27,000	23,746	2,018
Contingency	0	0	94,164	94,164	0
Total Operating Expenses	97,603	198,695	1,732,325	1,533,630	222,222
Total Operating Income (Loss)	139,577	306,995	1,637,675	(1,330,680)	264,262
Non Operating Revenues					
Interest income	5,497	10,868	50,000	(39,132)	17,581
TRZ revenue	0	0	1,311,065	(1,311,065)	0
Total Non Operating Revenues	5,497	10,868	1,361,065	(1,350,197)	17,581
Non Operating Expenses					
Debt interest	0	0	1,800,175	1,800,175	0
Debt interest-LOC	0	428	25,500	25,072	0
Project expenses	4,382	4,382	1,173,065	1,168,683	924
Total Non Operating Expenses	4,382	4,810	2,998,740	2,993,930	924
Total Changes in Net Position	140,691	313,053	0	313,053	280,919

**CAMERON COUNTY REGIONAL MOBILITY AUTHORITY**

Toll Operations Revenues & Expenses - Cash - Toll Operations Revenues & Expenditures - Cash - Unposted Transactions Included In Report  
From 11/1/2020 Through 11/30/2020  
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Annual Budget - Original	Annual Budget Variance - Original	Prior Year Actual
Toll Operating Revenues					
TPS Revenues	170,942	355,669	1,715,000	(1,359,331)	354,111
Interop Revenues					
Interop revenues	49,174	131,458	740,000	(608,542)	137,070
Bridge interoperability	45,131	95,402	420,000	(324,598)	93,480
Total Interop Revenues	94,305	226,860	1,160,000	(933,140)	230,550
Other Toll Revenues					
Interlocal agreement revenues	11,914	24,068	139,876	(115,808)	23,502
Total Other Toll Revenues	11,914	24,068	139,876	(115,808)	23,502
Total Toll Operating Revenues	277,161	606,596	3,014,876	(2,408,280)	608,162
Toll Operating Expenses					
Personnel costs	31,752	70,366	521,270	450,904	109,329
Transaction processing costs	30,548	72,436	401,000	328,564	72,373
Toll system maintenance/IT	27,993	56,795	331,353	274,558	56,443
Roadside maintenance	24,003	74,824	499,662	424,838	67,870
CSC indirect/overhead costs	3,596	15,567	220,123	204,556	55,037
Total Toll Operating Expenses	117,892	289,989	1,973,408	1,683,420	361,052
Total Operating Income (Loss)	159,269	316,608	1,041,468	(724,860)	247,110
Non Operating Revenues					
Pass through grant revenues	0	0	1,385,000	(1,385,000)	0
Total Non Operating Revenues	0	0	1,385,000	(1,385,000)	0
Non Operating Expenses					
Debt interest	0	0	2,426,468	2,426,468	0
Total Non Operating Expenses	0	0	2,426,468	2,426,468	0
Changes in Net Position	159,269	316,608	0	316,608	247,110

**CAMERON COUNTY REGIONAL MOBILITY AUTHORITY**  
Combined Statement of Revenues and Expenses - Unposted Transactions Included In Report  
From 11/1/2020 Through 11/30/2020  
(In Whole Numbers)

	Current Period Actual	Current Year Actual	Annual Budget - Original	Annual Budget Variance - Original	Prior Year Actual
<b>Operating Revenues</b>					
Vehicle registration fees	227,180	485,690	3,250,000	(2,764,310)	466,484
Interlocal agreement	21,914	44,068	259,876	(215,808)	43,502
Toll revenues	265,247	582,529	2,875,000	(2,292,471)	584,660
Total Operating Revenues	<u>514,341</u>	<u>1,112,286</u>	<u>6,384,876</u>	<u>(5,272,590)</u>	<u>1,094,646</u>
<b>Operating Expenses</b>					
Personnel costs	93,489	197,043	1,540,476	1,343,433	256,373
Accounting software and services	2,274	2,274	2,500	226	804
Professional services	25,420	45,420	301,600	256,180	43,820
Contractual services	1,080	2,600	78,000	75,400	6,110
Advertising & marketing	125	2,283	76,500	74,217	31,552
Data processing	292	345	10,000	9,655	1,543
Dues & memberships	75	75	27,000	26,925	4,360
Education & training	0	0	20,000	20,000	375
Fiscal agent fees	0	2,220	58,600	56,380	2,170
Insurance	0	16,024	81,000	64,976	16,291
Maintenance & repairs	330	580	25,000	24,420	3,012
Office supplies	16,510	45,777	241,000	195,223	46,597
Road maintenance	55,087	121,641	759,615	637,974	112,184
Leases	6,757	23,413	116,378	92,965	17,907
Toll services	9,135	19,119	158,500	139,381	20,187
Travel	52	100	37,000	36,900	11,254
Utilities	4,872	9,771	78,400	68,629	8,736
Contingency	0	0	94,164	94,164	0
Total Operating Expenses	<u>215,495</u>	<u>488,683</u>	<u>3,705,733</u>	<u>3,217,050</u>	<u>583,274</u>
Net Change from Operations	<u>298,846</u>	<u>623,603</u>	<u>2,679,143</u>	<u>(2,055,540)</u>	<u>511,372</u>
<b>Non Operating Revenue</b>					
Pass through grant revenues	0	0	1,385,000	(1,385,000)	0
Interest income	5,497	10,868	50,000	(39,132)	17,581
TRZ Revenue	0	0	1,311,065	(1,311,065)	0
Total Non Operating Revenue	<u>5,497</u>	<u>10,868</u>	<u>2,746,065</u>	<u>(2,735,197)</u>	<u>17,581</u>
<b>Non Operating Expenses</b>					
Bond Debt Expense	0	0	4,226,193	4,226,193	0
Debt Interest - LOC	0	428	25,950	25,522	0
Project expenses	4,382	4,382	1,173,065	1,168,683	210,157
Total Non Operating Expenses	<u>4,382</u>	<u>4,810</u>	<u>5,425,208</u>	<u>5,420,398</u>	<u>210,157</u>
Changes in Net Position	<u>299,961</u>	<u>629,661</u>	<u>0</u>	<u>629,661</u>	<u>318,795</u>

**CAMERON COUNTY REGIONAL MOBILITY AUTHORITY**

Statement of Revenues and Expenditures - Monthly Project I/S - Unposted Transactions Included In Report  
From 11/1/2020 Through 11/30/2020  
(In Whole Numbers)

	Current Period Actual	Current Year Actual
Non Operating Revenues		
Project revenues		
CC - Consulting Services PF	8,000	16,000
CC - Administration Building & Parking Lot	0	43,702
Total Project revenues	<u>8,000</u>	<u>59,702</u>
Total Non Operating Revenues	<u>8,000</u>	<u>59,702</u>
Non Operating Expenses		
Project expenses		
Indirect	20,000	40,000
West Blvd. Project	0	10,875
SH 32 (East Loop)	5,900	5,900
CC - Consulting Services PF	8,000	16,000
CC - Administration Building & Parking Lot	0	43,702
Total Project expenses	<u>33,900</u>	<u>116,477</u>
Total Non Operating Expenses	<u>33,900</u>	<u>116,477</u>
Total Changes in Net Position	<u>(25,900)</u>	<u>(56,775)</u>

## CAMERON COUNTY REGIONAL MOBILITY AUTHORITY

Balance Sheet  
As of 11/30/2020  
(In Whole Numbers)

	Current Year
<b>ASSETS</b>	
Current Assets:	
Cash and cash equivalents	5,125,693
Restricted cash accounts - debt service	6,407,123
Accounts receivable, net	
Vehicle Registration Fees - Receivable	229,203
Other	4,042,455
Total Accounts receivable, net	4,271,658
Accounts receivable - other agencies	2,597,008
Accrued interest	0
Total Current Assets:	18,401,482
Non Current Assets:	
Capital assets, net	102,433,235
Capital projects in progress	24,666,618
Unamortized bond prepaid costs	99,746
Net pension asset	5,150
Total Non Current Assets:	127,204,749
Deferred Outflow of Resources	
Deferred outflows related to bond refunding	145,267
Deferred outflow related to pension	168,350
Total Deferred Outflow of Resources	313,617
Total ASSETS	145,919,848
<b>LIABILITIES</b>	
Current Liabilities	
Accounts payable	884,790
Accrued expenses	311,527
Deferred revenue	362,088
Total Current Liabilities	1,558,405
Non Current Liabilities	
Due to other agencies	16,184,188
Long term bond payable	75,293,488
Total Non Current Liabilities	91,477,675
Deferred Inflows of Resources	
Deferred inflows related to pension	11,943
Total LIABILITIES	93,048,024
<b>NET POSITION</b>	
Beginning net position	
	44,997,192
Total Beginning net position	44,997,192
Changes in net position	
	7,874,632
Total Changes in net position	7,874,632
Total NET POSITION	52,871,825
TOTAL LIABILITIES, DEFERRED INFLOWS AND NET POSITION	145,919,848

**CAMERON COUNTY REGIONAL MOBILITY AUTHORITY**

Statement of Cash Flows

As of 11/30/2020

(In Whole Numbers)

	<u>Current Period</u>	<u>Current Year</u>
Cash Flows from Operating Activities		
Receipts from vehicle registration fees	547,040	804,120
Receipts from interop toll revenues	123,653	247,925
Receipts from TPS toll revenues	176,297	366,557
Receipts from other operating revenues	21,914	46,101
Payments to vendors	(226,541)	(477,686)
Payments to employees	<u>(92,035)</u>	<u>(206,078)</u>
Total Cash Flows from Operating Activities	<u>550,329</u>	<u>780,939</u>
Cash Flows from Capital and Related Financing Activities		
Acquisitions of construction in progress	(250,221)	(428,686)
Line of credit payment	0	(462,643)
Proceeds related to redevelopment assets	778,405	1,225,261
Payment on interlocal project expenses	<u>(5,900)</u>	<u>(60,477)</u>
Total Cash Flows from Capital and Related Financing Activities	<u>522,283</u>	<u>273,455</u>
Cash Flows from Investing Activities		
Receipts from interest income	<u>5,497</u>	<u>10,868</u>
Total Cash Flows from Investing Activities	<u>5,497</u>	<u>10,868</u>
Beginning Cash & Cash Equivalents		
	<u>10,454,707</u>	<u>10,467,554</u>
Ending Cash & Cash Equivalents	<u><u>11,532,816</u></u>	<u><u>11,532,816</u></u>

**2-E      CONSIDERATION AND APPROVAL OF QUARTERLY INVESTMENT REPORT**



## Investment Report

**TO:** CCRMA Board of Directors

**FROM:** Victor J. Barron, Controller *JB*

**DATE:** January 21, 2021

**SUBJ:** Quarterly Report of CCRMA Investments

The Texas Public Funds Investment Act requires that at a minimum on a quarterly basis the following investment report be presented to the Board of Directors. Below is a summary of the current CCRMA investments which comply with the investment strategies approved in the most current CCRMA Investment Policy.

	<u>Beginning Market Value</u>	<u>Ending Market Value</u>	<u>Term</u>	<u>Average Yield</u>	<u>Interest earned and accrued as of 11/30/20</u>
<b>2010 Bond Reserves</b>	\$ 1,017,025.66	\$ 1,019,407.17	Monthly	1.00%	\$ 2,381.51
<b>2010 Bond Reserves</b>	887,496.63	889,574.83	Monthly	1.00%	2,078.20
	<u>\$ 1,904,531.29</u>	<u>\$ 1,908,982.00</u>			<u>\$ 4,459.71</u>
Total Market Value of Principal and Accrued Interest					<u>\$ 1,908,892.00</u>
Required level of security at 102%					<u>\$ 1,947,161.64</u>

I certify this report complies with the Internal Management Reports section of the Texas Public Funds Investment Act.



Inst : 029  
 Report: DDA/3200-034 10.00.4  
 System: 12/01/2020 02:29

TEXAS REGIONAL BANK  
 DEMAND DEPOSIT SYSTEM  
 PUBLIC FUND ACCOUNTS

Page: 7  
 Run Date: 11/30/2020  
 Processed Thru: 11/30/2020

ACCOUNT	BR	NAME	CL	RSP TYP	CURRENT BALANCE	CURRENT AVAIL BAL	CURRENT ACCRUED	CURRENT RATE	MTD AVG BALANCE	YTD AVG BALANCE
1448174	07	CAMERON COUNTY REGIONAL MOBILITY	33	PFA 518	1,019,407.17	1,019,407.17	0.00	1.0000	1,018,570	1,017,962
				PREVIOUS BAL:	1,018,542.11					
1448570	07	CAMERON COUNTY REGIONAL MOBILITY	33	PFA 518	889,574.83	889,574.83	0.00	1.0000	888,845	888,314
				PREVIOUS BAL:	888,819.94					



Cameron Co Regional Mobility Author  
3461 Carmen Ave  
Rancho Viejo, Texas 78575

**Custodial Letter of Credit  
Pledge Allocation Increase Receipt**

**Pledge Reference #:** 20000780-4      **Member FHFA ID:** 52018      **Effective Date:** 09/23/2020

Pledge allocation for the above beneficiary has been increased by

Texas Regional Bank  
6770 West Interstate 2  
Harlingen, TX 78552

**Previous Amount:** \$6,200,000.00  
**Increased Amount:** \$300,000.00  
**New Amount:** \$6,500,000.00


**Letter of Credit #** 20000780  
**LOC Maturity Date** 06/10/2021  
**LOC Issue Date** 06/10/2020

-----  
IN ORDER TO COMPLY WITH 2257.045(C)(2) OF THE TEXAS GOVERNMENT CODE, PROMPTLY, BY THE CLOSE OF  
BUSINESS TODAY, DELIVER A COPY OF THIS TRUST RECEIPT TO YOUR DEPOSITOR.

**2-F      CONSIDERATION AND APPROVAL OF CAMERON COUNTY REGIONAL  
MOBILITY AUTHORITY'S AMENDED TRAVEL POLICY TO COMPLY WITH IRS  
MILEAGE RATES 2021**

## MEMORANDUM

**TO:** CCRMA Board of Directors

**FROM:** Victor J. Barron, Controller 

**DATE:** January 21, 2021

**RE:** Item 2F Consideration and Approval of the CCRMA's Travel Policy to comply with IRS Mileage Rates 2021

---

The CCRMA has an approved travel policy that mirrors the rates used by the State and other Local Governments. The request is to amend the policy to include the newly released 2021 rates for mileage and per diem to be applied to the CCRMA travel policy.



# REIMBURSEMENT AND TRAVEL POLICY

## **Travel Arrangements**

- Should be made at lowest cost, using the Internet, if possible, to mitigate fees with the guidelines set below for Lodging, Mileage, and Meals. Travel agents may be used on more complicated travel arrangements to reduce staff time and thereby reduce overall costs.
- Employee travel should be done in a manner to minimize time away from work.
- Hotel shuttles should be used when available.
- Additional lodging reimbursement would be allowed only if the reduction in airfare is greater than the extra days lodging and per diems.

## **Hotel Accommodations**

In State or Out of State Lodging must follow the below guidelines for daily rates. These rates match those set by the Texas Comptroller for State of Texas Employee's Travel Reimbursement as of October 1<sup>st</sup> of every Fiscal Year.

*See attachment of GSA Rates*

- Executive Staff, Key Personnel, and Board Members are eligible up to twice the amount listed on the attached GSA Rates.
- Exceptions to the attached rates require prior approval by Executive Director and would include:
  - The hotel would reduce total overall costs of travel, such as not requiring a rental car.
  - Time constraints for business meetings would require staying at a closer hotel.
  - Conference Rate.
  - Out of State or Out of Country Travel.

## **Meals**

In State or Out of State meals must follow the below guidelines for daily rates. These rates match those set by the Texas Comptroller for State of Texas Employee's Travel Reimbursement as of October 1<sup>st</sup> of every Fiscal Year.

*See attachment of GSA Rates for Overnight Travel and Textravel Rates for Non-Overnight Travel*

- Executive Staff, Key Personnel, and Board Members are eligible up to twice the amount listed on the attached GSA Rates.
- Meals not related to CCRMA business will not be reimbursed.
- Exceptions for meals exceeding the daily rate require justification and approval by Executive Director.
- No reimbursement for alcohol will be allowed.

## **Incidentals**

- Reasonable and customary tips and gratuities can be included in meals and do not require a receipt.
- Parking, toll, and taxi expenses will be reimbursed.
- Other minor expenses should have receipt and justification for reimbursement.
- There will be no reimbursement for parking or traffic violations.
- There will be no reimbursement for entertainment purposes, including hotel movies.

## **Rental Vehicles**

- Should use compact to mid-sized vehicles unless multiple persons traveling.
- Loss Damage Waiver should be used.

## **Airfare**

- Airfare should be booked at the most economical rate as far in advance as reasonably possible.
- Coach, business fares, or internet specials should be used when possible.
- Travel agents may be used on more complicated travel arrangements to reduce staff time and thereby reduce overall costs.
- Cancellation fees or fees for ticket changes will be reimbursed if in the best interests of the CCRMA or a family emergency.

## **Mileage Reimbursement**

Use of a personal vehicle on CCRMA business will be reimbursed using the current Internal Revenue Service Rate for business expense as of January 1<sup>st</sup> of every calendar year. The CCRMA travel reimbursement form should be used and include:

- Purpose of Travel.
- Dates of Travel.
- Net Mileage (using the CCRMA headquarters as origination point).
- Maximum reimbursement is mileage rate times the number of miles driven.

## **Food Service at Local Meetings**

Food service for local business meeting will be reimbursed. These business meetings are required for the active conduct of CCRMA business and include CCRMA Board meetings and workshops, CCRMA Board Committee meetings, meetings with other governmental entities for CCRMA business. A request for reimbursement should include:

- The Purpose of the Meeting.
- The Time and Location of the Meeting.
- Names of Principal Attendees.
- Approval of Reimbursement by Executive Director.



# IRS issues standard mileage rates for 2021

IR-2020-279, December 22, 2020

WASHINGTON — The Internal Revenue Service today issued the 2021 optional standard mileage rates used to calculate the deductible costs of operating an automobile for business, charitable, medical or moving purposes.

Beginning on January 1, 2021, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) will be:

- 56 cents per mile driven for business use, down 1.5 cents from the rate for 2020,
- 16 cents per mile driven for medical, or moving purposes for qualified active duty members of the Armed Forces, down 1 cent from the rate for 2020, and
- 14 cents per mile driven in service of charitable organizations, the rate is set by statute and remains unchanged from 2020.

The standard mileage rate for business use is based on an annual study of the fixed and variable costs of operating an automobile. The rate for medical and moving purposes is based on the variable costs.

It is important to note that under the [Tax Cuts and Jobs Act](#), taxpayers cannot claim a miscellaneous itemized deduction for unreimbursed employee travel expenses. Taxpayers also cannot claim a deduction for moving expenses, unless they are members of the Armed Forces on active duty moving under orders to a permanent change of station. For more details see [Moving Expenses for Members of the Armed Forces](#).

Taxpayers always have the option of calculating the [actual costs](#) of using their vehicle rather than using the standard mileage rates.

Taxpayers can use the standard mileage rate but must opt to use it in the first year the car is available for [business use](#). Then, in later years, they can choose either the standard mileage rate or actual expenses. Leased vehicles must use the standard mileage rate method for the entire lease period (including renewals) if the standard mileage rate is chosen.

[Notice 2021-02](#) [PDF](#), contains the optional 2021 standard mileage rates, as well as the maximum automobile cost used to calculate the allowance under a fixed and variable rate (FAVR) plan. In addition, the notice provides the maximum fair market value of employer-provided automobiles first made available to employees for personal use in calendar year 2021 for which employers may use the fleet-average valuation rule in or the vehicle cents-per-mile valuation rule.

*Page Last Reviewed or Updated: 22-Dec-2020*

**Fiscal Management**  
**Glenn Hegar**  
 Texas Comptroller of Public Accounts

## Current Rates

### Fiscal 2021 Travel Reimbursement Rates

#### Employees

<b>In-State or Out-of-State Meals and Lodging</b>	<p>Refer to the GSA's federal <b><u>Domestic Maximum Per Diem Rates</u></b>, effective Oct. 1, 2020.</p> <p>If the city is not listed, but the county is listed, use the daily rate of the county.</p> <p>For locations not listed (city or county), the daily rates are:</p> <ul style="list-style-type: none"> <li>• Lodging In-State/Out-of-State: up to \$96</li> <li>• Meals In-State/Out-of-State: up to \$55</li> </ul>
<b>In-State or Out-of-State Non-Overnight Meals</b>	Not to exceed \$36 daily
<b>Automobile Mileage</b>	56 cents per mile (Jan. 1 – Dec. 31, 2021) 57.5 cents per mile (Sept. 1 – Dec. 31, 2020)
<b>Aircraft Mileage</b>	\$1.27 per mile (Jan. 1 – Dec. 31, 2020)

#### Key Officials

<b>In-State or Out-of-State Meals and Lodging</b>	<p>Up to twice the amount listed on GSA's <b><u>Domestic Maximum Per Diem Rates</u></b>.</p> <p>For areas not listed, the daily rates are:</p> <ul style="list-style-type: none"> <li>• Lodging In-State/Out-of-State: up to \$192</li> <li>• Meals In-State/Out-of-State: up to \$110</li> </ul>
<b>In-State or Out-of-State Non-Overnight Meals</b>	Not to exceed \$72 daily
<b>Automobile Mileage</b>	56 cents per mile (Jan. 1 – Dec. 31, 2021) 57.5 cents per mile (Sept. 1 – Dec. 31, 2020)
<b>Aircraft Mileage</b>	\$1.27 per mile (Jan. 1 – Dec. 31, 2020)





U.S. General Services Administration

## FY 2021 Per Diem Rates for Texas

Max lodging by month (excluding taxes.)

Primary Destination	County	2020 Oct	Nov	Dec	2021 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Standard Rate	Applies for all locations without specified rates	\$96	\$96	\$96	\$96	\$96	\$96	\$96	\$96	\$96	\$96	\$96	\$96
Arlington / Fort Worth / Grapevine	Tarrant County / City of Grapevine	\$167	\$167	\$167	\$167	\$167	\$167	\$167	\$167	\$167	\$167	\$167	\$167
Austin	Travis	\$158	\$140	\$140	\$140	\$161	\$161	\$161	\$161	\$161	\$131	\$131	\$158
Big Spring	Howard	\$136	\$136	\$136	\$136	\$136	\$136	\$136	\$136	\$136	\$136	\$136	\$136
Corpus Christi	Nueces	\$103	\$103	\$103	\$103	\$103	\$103	\$103	\$103	\$103	\$103	\$103	\$103
Dallas	Dallas	\$161	\$161	\$154	\$154	\$154	\$154	\$154	\$154	\$154	\$154	\$154	\$161
El Paso	El Paso	\$98	\$98	\$98	\$98	\$98	\$98	\$98	\$98	\$98	\$98	\$98	\$98
Galveston	Galveston	\$99	\$99	\$99	\$99	\$99	\$99	\$99	\$99	\$132	\$132	\$99	\$99
Houston (L.B. Johnson Space Center)	Montgomery / Fort Bend / Harris	\$122	\$122	\$122	\$122	\$122	\$122	\$122	\$122	\$122	\$122	\$122	\$122
Midland / Odessa	Midland / Andrews / Ector / Martin	\$183	\$183	\$183	\$183	\$183	\$183	\$183	\$183	\$183	\$183	\$183	\$183
Pecos	Reeves	\$134	\$134	\$134	\$134	\$134	\$134	\$134	\$134	\$134	\$134	\$134	\$134
Plano	Collin	\$122	\$122	\$122	\$122	\$122	\$122	\$122	\$122	\$122	\$122	\$122	\$122
Round Rock	Williamson	\$102	\$102	\$102	\$102	\$102	\$102	\$102	\$102	\$102	\$102	\$102	\$102
San Antonio	Bexar	\$124	\$124	\$124	\$124	\$124	\$124	\$124	\$124	\$124	\$124	\$124	\$124
South Padre Island	Cameron	\$96	\$96	\$96	\$96	\$96	\$105	\$105	\$105	\$105	\$105	\$96	\$96
Waco	McLennan	\$107	\$107	\$107	\$107	\$107	\$123	\$123	\$107	\$107	\$107	\$107	\$107



U.S. General Services Administration

## FY 2021 Per Diem Rates for Texas

Meals &amp; Incidentals (M&amp;IE) Breakdown

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Standard Rate	Applies for all locations without specified rates	\$55	\$13	\$14	\$23	\$5	\$41.25
Arlington / Fort Worth / Grapevine	Tarrant County / City of Grapevine	\$61	\$14	\$16	\$26	\$5	\$45.75
Austin	Travis	\$61	\$14	\$16	\$26	\$5	\$45.75
Big Spring	Howard	\$61	\$14	\$16	\$26	\$5	\$45.75
Corpus Christi	Nueces	\$56	\$13	\$15	\$23	\$5	\$42.00
Dallas	Dallas	\$66	\$16	\$17	\$28	\$5	\$49.50
El Paso	El Paso	\$61	\$14	\$16	\$26	\$5	\$45.75
Galveston	Galveston	\$61	\$14	\$16	\$26	\$5	\$45.75
Houston (L.B. Johnson Space Center)	Montgomery / Fort Bend / Harris	\$61	\$14	\$16	\$26	\$5	\$45.75
Midland / Odessa	Midland / Andrews / Ector / Martin	\$61	\$14	\$16	\$26	\$5	\$45.75
Pecos	Reeves	\$66	\$16	\$17	\$28	\$5	\$49.50
Plano	Collin	\$56	\$13	\$15	\$23	\$5	\$42.00
Round Rock	Williamson	\$56	\$13	\$15	\$23	\$5	\$42.00
San Antonio	Bexar	\$61	\$14	\$16	\$26	\$5	\$45.75
South Padre Island	Cameron	\$56	\$13	\$15	\$23	\$5	\$42.00
Waco	McLennan	\$56	\$13	\$15	\$23	\$5	\$42.00

**2-G    DISCUSSION REGARDING THE STATUS OF THE CAMERON COUNTY  
REGIONAL MOBILITY AUTHORITY PROJECTS.**

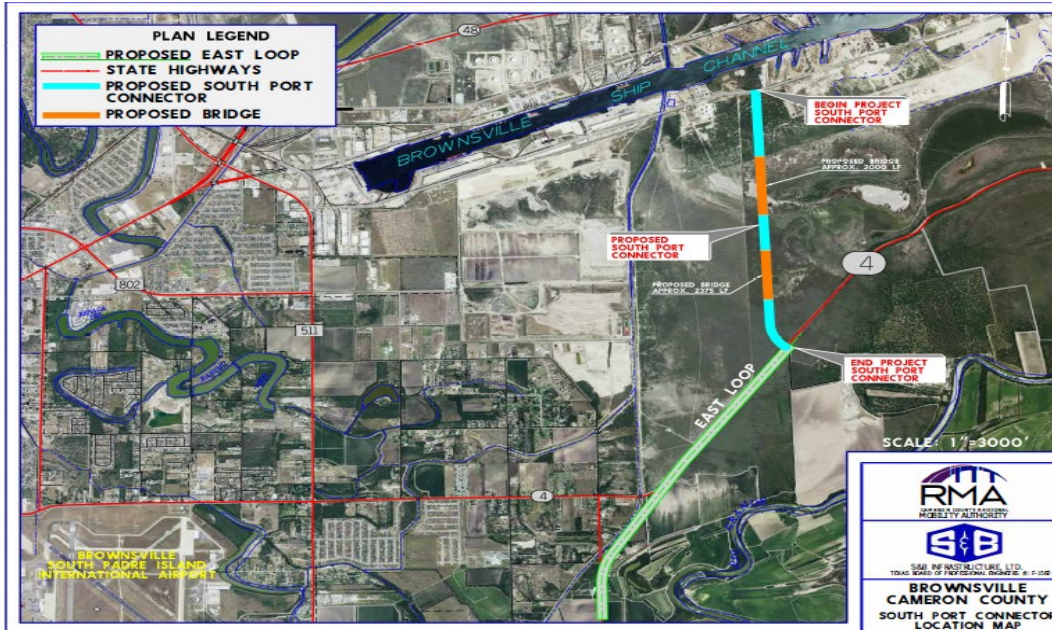
# CCRMA Project Status Presentation CCRMA Board Meeting

January 21, 2021



# South Port Connector

CSJ: 0921-06-288



## Recent Activity:

- Construction is underway

1

Environmental



2

Preliminary  
Engineering



3

ROW & Utilities:



4

Design



5

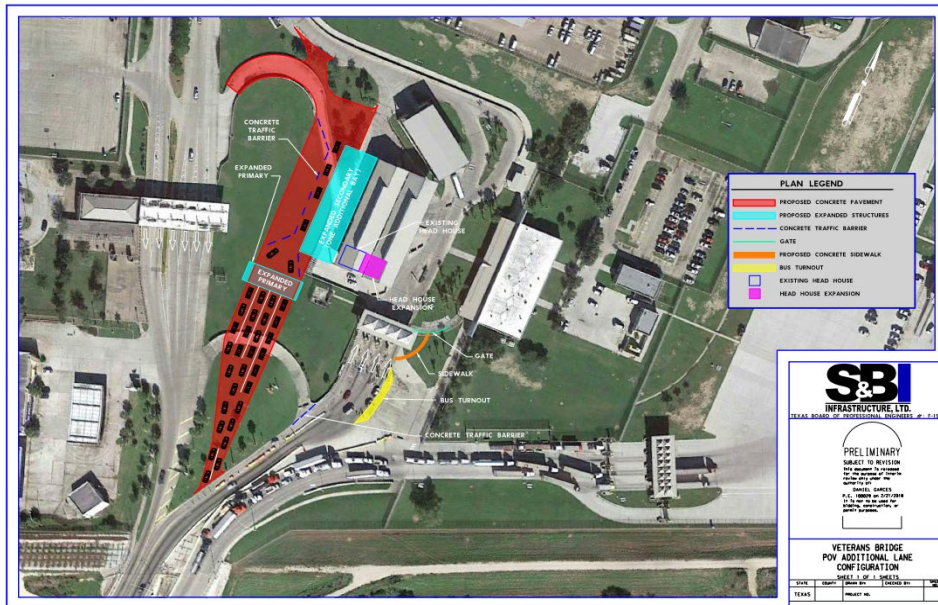
Funding



Under  
Construction

# Veterans POV Expansion

## CSJ: 0921-06-313



### Recent Activity:

- CBP/GSA Approval Received – Execution of Final DAA by all parties
- Received TxDOT concurrence on Public Interest Finding for specialized equipment
- Pending – TxDOT Final Approval for Project Letting / Approval of 100% PS&E

1

Environmental



2

Preliminary  
Engineering



3

ROW & Utilities:



4

Design



5

Funding



Shovel  
Ready

# SH 550 GAP 2 Project

## CSJ: 0684-01-068



1

Environmental



2

Preliminary  
Engineering



3

ROW & Utilities:



4

Design

- Update in Progress

5

Funding



### Recent Activity:

- ROW in Place / Utilities Adjusted
- Environmental Re Evaluation Underway
- PS&E-90% complete
- Anticipated Ready to Let in FY 2021
- TxDOT Commission Approved 2.5 Miles of Interstate Designation - March 2020
- UPRR coordination in progress review of conceptual exhibits underway

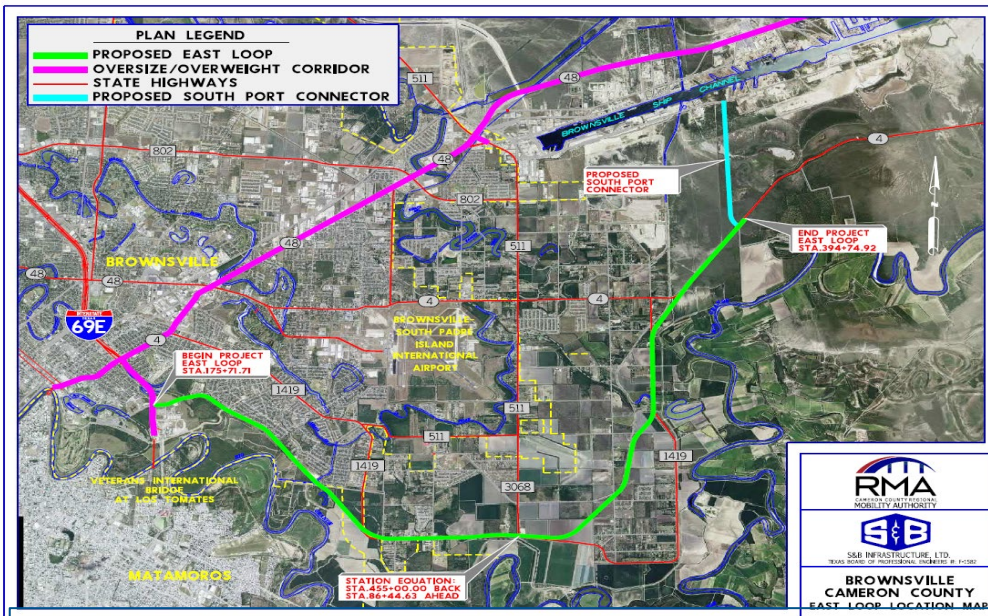


Shovel  
Ready



# East Loop

## CSJ: 0921-06-315



### Recent Activity:

- USFWS Land Swap Agreement in Final Stage of Approval
- Environmental Documents are 80% complete
- USFWS and IBWC Addressing 90% schematic comments
- Funded for Construction in approved 2021 UTP

- 1 Environmental** - 85% complete
- 2 Preliminary Engineering** ✓
- 3 ROW & Utilities:** - In Process
- 4 Design** - Under Design
- 5 Funding** - Partially Funded



# Old Alice Rd

## CSJ: 0921-06-290



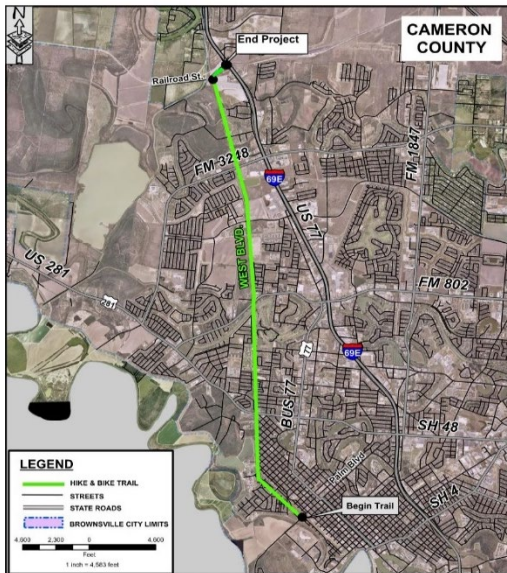
1	Environmental	- 95% Complete
2	Preliminary Engineering	✓
3	ROW & Utilities:	✓
4	Design	- Pending
5	Funding	✓

### Recent Activity:

- Preliminary Engineering Underway with 100% Local Funds
- Submitted 100% Schematics to TxDOT on October 9, 2020, 100% TxDOT Comments addressed November 12, 2020
- Virtual Public Meeting Held August 11, 2020
- Construction AFA Executed December 9, 2020
- ROW Acquisition Complete
- Ready to Let in FY 2021

# West Rail Trail

## CSJ: 0921-06-293



1

**Environmental** - Underway

2

**Preliminary Engineering** - Underway

3

**ROW & Utilities:** - Existing ROW

4

**Design** - In Process

5

**Funding**



### Recent Activity:

- Preliminary Engineering is being completed with 100% Local Funds
- Trail Construction Funding - \$3.12M in TIP and \$2.16 in FY 2025 (Category 7)
- Schematic at 100% and Environmental Documents at 80%.
- 100% Existing ROW
- PS&E Design Underway
- Pending Public Meeting
- Draft TASA Application complete

# West Blvd – Roadway CSJ:



## Recent Activity:

- Preliminary Engineering is being completed with 100% Local Funds
- Functional Classification under review by FHWA
- Roadway Construction Funding - FY 2022 of the TIP / MTP
- Environmental Documents Under Development In-House (CCRMA)
- Existing ROW

1

**Environmental** - Underway

2

**Preliminary Engineering** - Underway

3

**ROW & Utilities:** - Existing ROW

4

**Design** - Pending

5

**Funding**



# Whipple Road

## CSJ: 0921-06-292



1 **Environmental** - Underway

2 **Preliminary Engineering** - Underway

3 **ROW & Utilities:** ✓

4 **Design** - Pending

5 **Funding** ✓

### Recent Activity:

- Construction Funds in UTP
- Consultant selected and environmental and schematic are under development
- DCC held on September 14, 2020
- Schematic 30% complete
- 80% Design Survey Completed

# FM 509

## CSJ: 0921-06-254



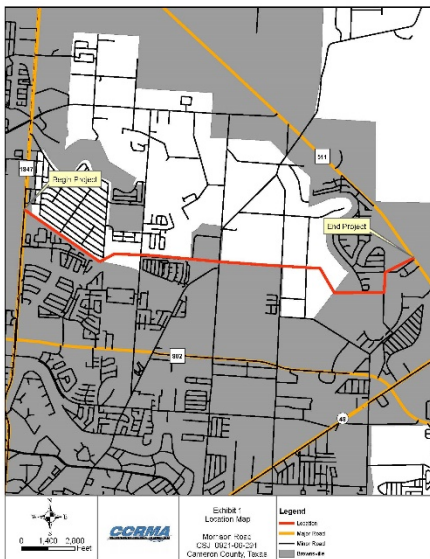
### Recent Activity:

- TxDOT is developing On-System Minute Order
- TxDOT has funded the project fully in the DRAFT 2021 UTP
- Consultant negotiations for Preliminary Engineering Underway
- Functional Classification under review by FHWA

- |   |                                |            |
|---|--------------------------------|------------|
| 1 | <b>Environmental</b>           | - Underway |
| 2 | <b>Preliminary Engineering</b> | - Underway |
| 3 | <b>ROW &amp; Utilities:</b>    | - Pending  |
| 4 | <b>Design</b>                  | - Pending  |
| 5 | <b>Funding</b>                 | ✓          |

# Morrison Road

## CSJ: 0921-06-291



1 **Environmental** - Underway

2 **Preliminary Engineering** - Underway

3 **ROW & Utilities:** - Pending

4 **Design** - Pending

5 **Funding**



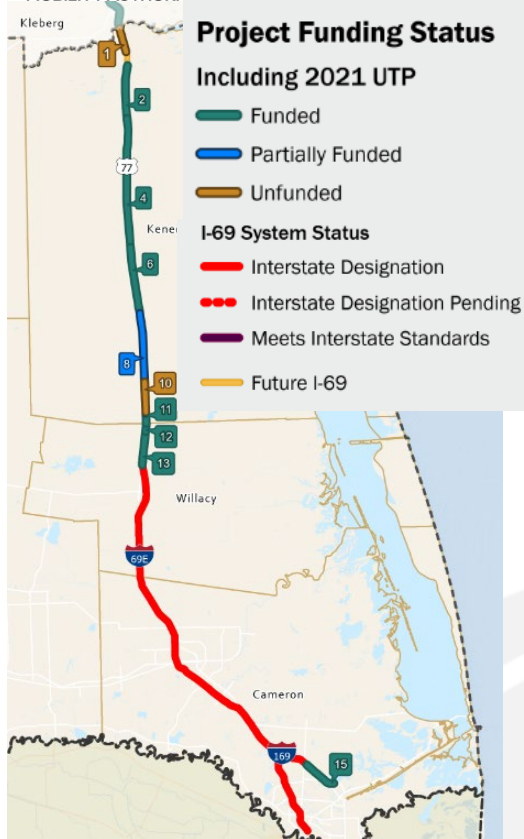
### Recent Activity:

- AFA Amendment #1 Fully Executed November 2019
- Construction Funding in Planning Documents - MTP
- Consultant selected and environmental and schematic are under development
- Preliminary Coordination with City and Drainage / District Underway
- Functional Classification under review by FHWA



# U.S. 77 – I69E Plan

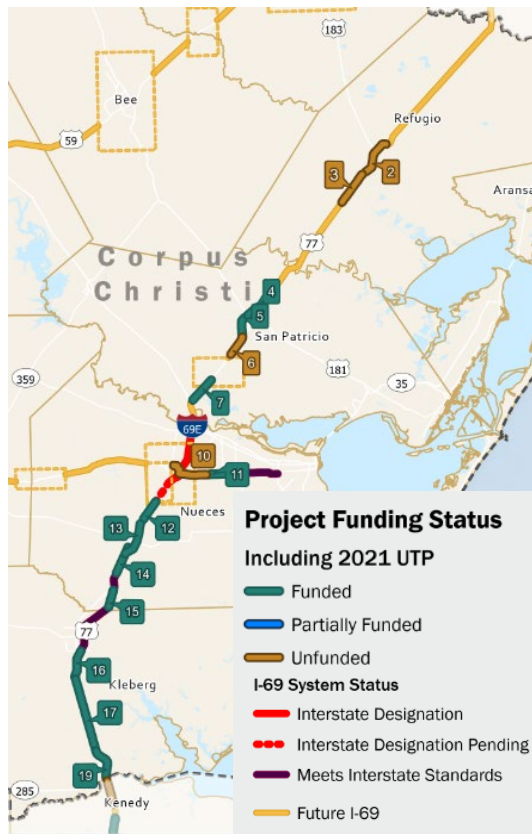
## Fully Funded by TxDOT - 2021 UTP



#	CSJ	HWY	Current XS <sup>2</sup>	Limits	Description	EST CONSTRUCTION COST (M)	EST TOTAL COST <sup>3</sup>	MILES	FUNDING STATUS <sup>5</sup>	LET YEAR
1	0327-02-055	US 77	4D+	KENEDY/KLEBERG COUNTY LINE to 0.71 MILES N. OF LA PARRA AVE.	Interstate Designation	\$23.3	\$28.0	TBD	Unfunded	2025
2	0327-02-056	US 77	4D+	0.87 MILES S. OF LA PARRA AVE. to 8 MILES S. OF LA PARRA AVE.	Interstate Designation	\$66.9	\$80.3	7.1	Full	2026
4	0327-03-048	US 77	4D+	8 MILES S. OF LA PARRA AVE.. to 9.6 MILES N. OF NORIAS RD.	Interstate Designation	\$60.4	\$72.5	12.5	Full	2026
6	0327-04-037	US 77	4D+	9.6 MILES NORTH OF NORIAS RD to NORIAS RD.	Interstate Designation	\$84.6	\$101.5	9.6	Full	2024
8	0327-05-041	US 77	4D+	NORIAS RD to 1.34 MILES N OF WILLACY/KENEDY COUNTY LINE	Interstate Designation	\$108.3	\$130.0	11.6	Partial	2024
10	0327-05-043	US 77	4D+	1.34 MILES N OF WILLACY/KENEDY COUNTY LINE to 1.19 MILES S OF CRYSTAL GATE/NORIAS DI	Construct Main lanes & Overpasses	\$24.5	\$29.4	3.5	Unfunded	2035
11	0327-05-042	US 77	4D+	1.34 MILES N OF WILLACY/KENEDY COUNTY LINE to WILLACY/KENEDY COUNTY LINE	Construct Main lanes & Overpasses (Under Construction; Completion date Nov. 2020)	\$7.2	\$8.6	1.3	Full	2018
12	0327-10-062	US 77	4D+	WILLACY/KENEDY COUNTY LINE to 0.93 MILES S OF WILLACY/KENEDY C.L.	Construct Main lanes & Overpasses (Under Construction; Completion date Nov. 2020)	\$8.2	\$9.9	0.9	Full	2018
13	0327-10-057	US 77	4D+	0.93 MILES S OF WILLACY/KENEDY COUNTY LINE to BUSINESS 77	Construct Main lanes & Overpasses (Under Construction; Completion date Nov. 2020)	\$22.7	\$27.2	4.0	Full	2017
15	0684-01-068	SH 550	4D+	.203 MILES S OF FM 1847 to 1.13 MILES SE OF UPRR OVRPSS AT FM 3248	Construct New Toll Road	\$17.3	\$20.8	3.9	Full	2022
<b>Total</b>						<b>\$1,085.2</b>	<b>\$1,302.3</b>	<b>103.8</b>		

# U.S. 77 – I69E Plan

## Fully Funded by TxDOT - 2021 UTP



#	CSJ	HWY	Current XS <sup>2</sup>	Limits	Description	EST CONST COST (\$)	EST TOTAL COST (\$)	MILES	FUNDING STATUS <sup>5</sup>	LET YEAR
2	0371-03-090	US 77	4CTL, 4D+	N OF REFUGIO to S OF REFUGIO (RELIEF ROUTE)	Construct New Roadway Lanes	\$360.0	\$432.0	10.1	Unfunded	2029
3	0371-03-130	US 77	4D+	S OF REFUGIO RR to S OF WOODSBORO	Convert Non-Freeway	\$70.0	\$84.0	4.1	Unfunded	2029
4	0371-04-062	US 77	4D+	CHILTIPI CREEK BR (CONTROL BREAK) to BUSINESS NORTH (SINTON)	Convert Non-Freeway	\$40.0	\$48.0	2.9	Full	2024
5	0372-01-101	US 77	4D+	BUSINESS SOUTH (SINTON) to CHILTIPI CREEK BR (CONTROL BREAK)	Convert Non-Freeway	\$40.0	\$48.0	2.9	Full	2024
6	0372-01-109	US 77	4D+	NORTH OF ODEM to BUSINESS SOUTH (SINTON)	Convert Non-Freeway	\$60.0	\$72.0	2.2	Unfunded	2029
7	0372-01-106	US 77	4D+	IH 37 AND INTERCHANGE to SOUTH OF ODEM	Convert Non-Freeway	\$127.5	\$153.0	4.3	Full	2028
12	0102-02-101	US 77	4D+	NORTH OF FM 2826 to SOUTH OF CR 28 (CONTROL BREAK)	Construct Main Lanes, Frontage Roads And Structures	\$12.7	\$15.2	2.4	Full	2018
13	0102-16-001	US 77	NA	CR 28 to CR 16	Construct New Roadway Lanes	\$82.4	\$98.9	5.1	Full	2018
14	0102-03-082	US 77	4D+	CR 16 to SOUTH OF FM 3354	Convert Non-Freeway	\$23.2	\$27.9	2.9	Full	2018
15	0102-03-087	US 77	4D+	CR 4 to FM 70	Construct Ramps	\$9.0	\$10.8	2.0	Full	2021
16	0102-04-099	US 77	4D+	FM 1356 to CR 2130	Convert Non-Freeway	\$55.2	\$66.3	3.4	Full	2020
17	0102-04-097	US 77	4D+	CR 2130 to 1.5 MILES N. OF SH 285	Convert Non-Freeway	\$115.0	\$138.0	8.6	Full	2022
19	0327-09-002	US 77	NA	1.5 MILES N. OF SH 285 INTERSECTION to KENEDY/KLEBERG COUNTY LINE	Construct New Roadway Lanes	\$110.0	\$132.0	4.0	Full	2024



**2-H      CONSIDERATION AND APPROVAL OF AN INTERLOCAL AGREEMENT BETWEEN  
CAMERON COUNTY REGIONAL MOBILITY AUTHORITY AND CAMERON  
COUNTY FOR LEGISLATIVE SERVICES.**

STATE OF TEXAS                   §  
   §     Contract No. \_\_\_\_\_  
 COUNTY OF CAMERON         §

INTERLOCAL AGREEMENT BETWEEN  
 CAMERON COUNTY AND CAMERON COUNTY REGIONAL MOBILITY AUTHORITY

This Interlocal Agreement is entered into between the CAMERON COUNTY REGIONAL MOBILITY AUTHORITY, hereinafter referred to as "CCRMA" and the COUNTY OF CAMERON, TEXAS, hereinafter referred to as "County" pursuant to V.T.C.A., Government Code, Chapter 791, cited as the Interlocal Cooperation Act.

1. LOCATION OF PROJECT: Cameron County, Texas
2. PROJECT TO BE COMPLETED: Pursuant to TEX. LOCAL GOV'T CODE § 791.025, to the extent applicable, Cameron County will utilize the CCRMA's Consultant, Pathfinders Public Affairs, to assist with legislation and other issues associated with the 87<sup>th</sup> Legislative session. Consultant will assist County with any legislative issues that may arise as a result of legislation recently passed during the 87<sup>th</sup> Legislature. Consultant will report directly to County for any issues associated with the County.
3. The cost of the services and the amount of this Interlocal Agreement is \$96,000.00 which will be paid by Cameron County. The funds to be paid by Cameron County will be paid from current revenues of Cameron County. Cameron County will receive monthly reports from the CCRMA's Consultant.
4. The rules, regulations and orders of the CCRMA shall govern this Interlocal Agreement and the parties agree that the CCRMA shall supervise the performance of this Interlocal Agreement. It is also agreed that the CCRMA has the authority to employ personnel to engage in other administrative services necessary to fulfill the terms of this Interlocal Agreement.
5. The Interlocal Agreement shall have no legal force or effect until such time as it is properly adopted and approved by the Cameron County Regional Mobility Authority Board of Director and the Cameron County Commissioners Court. The Interlocal Agreement will cover period from January 1, 2021 and will terminate on December 31, 2021, unless extended by action of both CCRMA and COUNTY.

EXECUTED ON \_\_\_\_\_:

\_\_\_\_\_  
 Eddie Treviño, Jr.  
 Cameron County Judge

\_\_\_\_\_  
 Frank Parker, Jr., Chairman  
 Cameron County Regional Mobility Authority

Attested By:

Attested By:

\_\_\_\_\_  
 Sylvia Garza Perez, County Clerk

\_\_\_\_\_  
 Arturo A. Nelson, Secretary

**2-I      CONSIDERATION AND APPROVAL OF WORK AUTHORIZATION NO. 17 WITH  
S&B INFRASTRUCTURE FOR SPI 2<sup>ND</sup> ACCESS SCHEMATICS**

## **WORK AUTHORIZATION NO. 17**

This Work Authorization is made as of this \_\_\_\_\_ day of \_\_\_\_\_, 2021, under the terms and conditions established in the AGREEMENT FOR GENERAL CONSULTING CIVIL ENGINEERING SERVICES, dated as of May 10, 2018 (the “Agreement”), between the Cameron County Regional Mobility Authority (“Authority”) and S&B Infrastructure, Ltd. (“GEC”).

This Work Authorization is made for the following purpose, consistent with the Services defined in the Agreement: ***GEC will revise the schematic layout based on the VE Study recommendations of a Twin Span structure.***

### **Section A. - Scope of Services**

A.1. GEC shall perform the following Services:

GEC shall perform the Services as listed in Exhibit B and as requested by the Authority.

### **Section B. - Schedule**

GEC shall perform the Services and deliver the related Documents (if any) according to the following schedule as shown on Exhibit C.

### **Section C. - Compensation**

C.1. In return for the performance of the foregoing obligations, the Authority shall pay to the GEC the amount not to exceed \$53,486.27, based on the attached fee estimate shown on Exhibit D. Compensation shall be in accordance with the Agreement.

C.2. The Authority shall pay the GEC under the following acceptable payment method –  
Lump Sum Payment Method.

C.3. Compensation for Additional Services (if any) shall be paid by the Authority to the GEC according to the terms of a future Work Authorization.

### **Section D. - Authority’s Responsibilities**

The Authority shall perform and/or provide the services as stated in Exhibit A in a timely manner so as not to delay the Services of the GEC.

### **Section E. - Other Provisions**

The parties agree to the following provisions with respect to this specific Work Authorization:  
None

Except to the extent expressly modified herein, all terms and conditions of the Agreement shall continue in full force and effect.

**CAMERON COUNTY REGIONAL MOBILITY AUTHORITY**

By: \_\_\_\_\_  
Name: Frank Parker, Jr., Chairman  
Date: \_\_\_\_\_

**S&B INFRASTRUCTURE, LTD.**

By: \_\_\_\_\_  
Name: Daniel O. Rios, PE, President  
Date: \_\_\_\_\_

**LIST OF EXHIBITS**

- Exhibit A - Authority's Responsibilities
- Exhibit B - Services to be Provided by Engineer
- Exhibit C - Work Schedule
- Exhibit D - Fee Schedule

## **EXHIBIT A**

### **Authority's Responsibilities**

The following provides an outline of the services to be provided by the **Authority** in the development of the **Project** for this work authorization. (The **Project** is further defined and more particularly identified in **Exhibit "A"** attached to this work authorization).

### **GENERAL**

The **Authority** will provide to the **Engineer** the following:

- (1) Payment for work performed by the **Engineer** and accepted by **Authority** in accordance with this Agreement.
- (2) Assistance to the **Engineer**, as necessary, to obtain the required data and information from other local, regional, **State** and Federal agencies that the **Engineer** cannot easily obtain.
- (3) Provide timely review and decisions in response to the **Engineer's** request for information and/or required submittals and deliverables, in order for the **Engineer** to maintain an agreed-upon work schedule.
- (4) Provide previous preliminary estimates that have been done to date.

## **EXHIBIT B**

### **Services To Be Provided By The Engineer**

County: Cameron

Project: South Padre Island 2<sup>nd</sup> Access Phase 3B – Update of Twin Span Options with associated costs based on VE Study

#### **SCOPE DETAILS:**

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

The CONSULTANT will basically perform the tasks listed below based on the VE Study recommendation EN-10 “Build Twin Bridges to Eliminate Mitigation Requirements”.

Note: Revised Schematic, Revised Hydraulics, Revised Hydraulics Report and Revised Bridge layout is not part of this work order scope.

#### **TASK 110 – ROUTE AND DESIGN STUDIES**

##### **TASK 110.00 – NOTICE TO PROCEED**

The CONSULTANT will not begin work on Route and Design Studies until the AUTHORITY has either granted written “Notice to Proceed” or the supplemental work authorization has been fully executed.

##### **TASK 110.01 – PROJECT ADMINISTRATION AND COORDINATION**

###### **Subtask 110.01.01 – General Administration**

The CONSULTANT will perform project administrative and coordination duties, including contract administration, project management, meeting minutes of required meetings and telephone conversations and other related administrative tasks (e.g., direct costs) associated with the project, including:

- A) Coordinate, execute and administer work authorization as required with the AUTHORITY.
- B) Progress Reports and Invoices – Prepare monthly invoices and progress reports for the work tasks, together with evidence of work accomplished during the time period since the previous report. Prepare a detailed schedule (provide in the AUTHORITY approved format) of anticipated monthly invoice billing linking to the project work authorization tasks. A monthly progress report will be submitted and include: activities completed, initiated or ongoing, during the reporting period; activities planned for the coming period; problems encountered and actions to remedy them; overall status, including a tabulation of percentage complete by task; updated project schedule; minutes of study meetings and copies of monthly correspondence.
- C) Record Keeping and File Management - Maintain all records and files related to the project throughout the duration of the services.
- D) Correspondence – Prepare written materials, letters, and survey forms used to solicit

information or collect data for the project and submit them to the AUTHORITY for review and approval prior to its use or distribution. Copies of outgoing correspondence and incoming correspondence will be provided to the AUTHORITY on a continuing basis, but not less than once a month.

E) QC/QA – S&BI will implement the following process:

- Self-Review (QC) – to be performed by all team members for their responsible part of the project. The DSR, applicable self-review checklists, electronic file plan, and TxDOT “go bys” are distributed to all team members, including project engineers / designers, and GIS / CADD.
- Peer Review (QC) – All team members utilize peers of the same discipline and expertise to review the team member’s assigned task; peer review is also documented on the self-review checklists.
- Technical Review (QA) – The technical review is performed by Independent Reviewers and/or S&BI QA Technical Review Team (TRT) two weeks prior to review submittals.
- Team Review – All comment resolution issues will be documented at each Technical Team Review / submittal, starting at the level of review that the comment(s) was generated, and if required escalated to the TRT for their resolution and final determination to the PM.

## **TASK 110.05 – GEOMETRIC DEVELOPMENT**

The CONSULTANT will develop a scaled plan view based on the VE study recommendation EN-10. Preliminary design considerations will include the following: design criteria (operation/safety), ROW requirements and project costs.

### **Subtask 110.05.01 – Typical Sections**

The CONSULTANT will develop 8 typical sections of the bridge configurations at a proportional scale for incorporation into the layout document. Typical section will include the following design elements:

- A) Centerline alignment. B) Profile grade line. C) ROW width (existing and proposed). D) Limits of bridge. E) Concrete traffic barrier railing. F) Illumination. G) Median width (separation distance). H) Shoulder widths. I) Lane widths. J) Clear zones. K) Pavement cross slope. L) Traffic directional arrows. M) Typical section description, including stationing and location (median openings.) N) Structure clearances, including horizontal and vertical clearances. O) Turn lanes. P) Superelevation limits, stationing and rate.

### **Subtask 110.05.02 – Plan View Preparation**

The CONSULTANT will develop a plan view of the VE options on the base map to indicate general geometric features and location requirements of the project.

Plan.

- 1) Beginning and ending project limits with stationing.
- 2) Alignment stationing.
- 3) Point of Intersection (PI) number and stations.
- 4) Curve data, including PI number, PI station, delta, tangent, length, radius, Point of



- Curvature (PC) and Point of Tangency (PT) stations.
- 5) Equations (if applicable), back station and forward station.
  - 6) Superelevation type, transition length and beginning and ending station.
  - 7) Pavement edges for all improvements (main lanes, frontage roads, ramps and cross streets).
  - 8) Lane and pavement width dimensions
  - 9) Typical section location symbols.
  - 10) Identify future ROW requirements adequate for future preparation of ROW maps.
  - 11) Existing and proposed ROW, including ROW dimensions, access denial (control of access), tract lines, railroad ROW limits, city limits, section line and corners, subdivisions, and easements.
  - 12) Direction of traffic flow on all roadways, lane lines and/or arrows indicating the number of lanes will be shown.
  - 13) Median lines (raised, painted and transitions), median widths and openings.
  - 14) Roadway names and highway designations, railroad name, cross street names and locations, designated signalized intersections, acceleration, and deceleration lanes, climbing lanes and transitions.
  - 15) Bridge and structure locations, including spans, bents, abutments, and bridge type.

#### **Subtask 110.05.03 – Revised Preliminary Engineering Estimate Supporting VE Options**

The CONSULTANT will prepare a draft Preliminary Estimate based on the typical sections and plan view options utilizing the latest TxDOT Unit Bridge Cost and any like Project costs for similar facilities throughout the State. The estimate will consist of three sections mainland approach, the bridge/causeway (with various options) and the island approach.

#### **Deliverables:**

- ☐ Meeting minutes for all meetings attended
- ☐ Typical Sections
- ☐ Scaled Graphic Plan views correlating to Typical Sections
- ☐ Preliminary Estimates of the Options Based on the VE study
- ☐ Brochure/Exhibit of Options with Layouts, Typical Sections and Cost

## **EXHIBIT C**

### **Schedule of Work**

The **Engineer** will diligently pursue the completion of the **Project** as defined by the milestones and deliverable due dates.

The **Engineer** will inform the **Owner** (in reasonable advance of the delay) should the **Engineer** encounter delays that would prevent the performance of all work in accordance with the established schedule(s) of work.

Notice To Proceed – **Upon Execution**

Draft Deliverables – **4 weeks from NTP**

Work Order Complete – **March 31, 2021**

PROJECT: SPI 2nd Access-Schematics

CLIENT: CCRMA

01/18/21

CONTRACT: GEC Contract

CSJ:

## EXHIBIT D -- FEE ESTIMATE

COUNTY: Cameron

&amp; B JOB NO.: U2716.117

FUNCTION CODE	DESCRIPTION from Attachment B	FIRM	SERVICE	MAN-HOURS											ESTIMATED FEE	TOTALS
				Project Manager	RPLS	2-Man Survey Crew	Engineer Structural	Engineer (V)	Engineer (IV)	Engineer (I,II)	Senior CADD	CADD Operator (I)	Secretary	TOTAL HRS		
110.05	GEOMETRIC DEVELOPMENT															
110.05.01	Bridge Typical Sections (Option 1-Twin Span over Laguna Madre, Option 2 -Phased Construction, Option 3 - Combined Span over Intercoastal and Island approach) Approximately 8 typicals.	S & B	BASIC	2			16			16		40		74	\$11,187.82	
110.05.02	Plan View Preparation (Laguna Madre Portion only - Option 1 two twin spans, Option 2 phased construction & Option 3 Twin span with Combined span over Intercoastal and at Island approach)	S & B	BASIC	2			24			24		80		130	\$18,506.54	
110.05.03	Revised Preliminary Engineering Estimate Supporting VE Options (3 options)	S & B	BASIC	8			40			40			4	92	\$19,055.48	
	Sub Total (110.05 - GEOMETRIC DEVELOPMENT)			12	0	0	80	0	0	80	0	120	4	296		\$48,749.84
110.01	GENERAL COORDINATION															
110.01.01	Project Management (2 hr/wk x 4 wks)	S & B	BASIC	8										8	\$2,199.92	
110.01.01	QC/QA REVIEW 1 submittal	S & B	BASIC					10						10	\$2,249.80	
110.01.01	Secretarial/Admin (1 hr/wk x 4 wks)	S & B	BASIC										4	4	\$259.96	
	Sub Total (GENERAL COORDINATION)			8	0	0	0	10	0	0	0	0	4	22		\$4,709.68
	LABOR TOTALS															
	Total Hours	MULTIPLIER		20	0	0	80	10	0	80	0	120	8	318		\$53,459.52
	CONTRACT RATES: (\$/MAN-HOUR)	3.7717		274.99	214.99	150.87	245.16	224.98	207.44	169.73	115.00	99.99	64.99			
	BASE RATES: (\$/MAN-HOUR)			72.91	57.00	40.00	65.00	59.65	55.00	45.00	30.49	26.51	17.23			
160	NON LABOR															
	Travel - Mileage 1 project meetings (50 miles per trip)	S & B	SPECIAL		Trips =	1		Miles	50			Milage Rate (\$/mi.)=	\$ 0.535		\$26.75	
	Sub Total (F.C. 160)															\$26.75
	NON LABOR TOTAL														\$26.75	
	BASIC SERVICE TOTAL														\$ 53,459.52	
	PROJECT TOTAL															\$53,486.27

**2-J      CONSIDERATION AND APPROVAL OF SUPPLEMENTAL WORK  
AUTHORIZATION NO. 2 TO WORK AUTHORIZATION NO. 20 WITH S&B  
INFRASTRUCTURE FOR THE CAMERON COUNTY PARKS SYSTEM  
ADMINISTRATION BUILDING.**

## SUPPLEMENTAL WORK AUTHORIZATION NO. 2 TO WORK AUTHORIZATION NO. 20

This Supplemental Work Authorization No. 2 is made as of this \_\_\_\_\_ day of \_\_\_\_\_, 2021, under the terms and conditions established in the AGREEMENT FOR GENERAL CONSULTING CIVIL ENGINEERING SERVICES, dated as of May 10, 2018 (the "Agreement"), between the Cameron County Regional Mobility Authority ("Authority") and S&B Infrastructure, Ltd. ("GEC").

The work to be performed by the GEC under this Supplemental Work Authorization is for the following purpose, consistent with the Services defined in the Agreement: ***Professional services including: providing engineering services for the preparation of Construction Documents and support services for the Cameron County Administration Building and additional Parking Lot at the approach to Isla Blanca Park in Cameron County.***

### **Section A. – Scope of Services**

GEC shall perform the Additional Services according to **Exhibit B**.

### **Section B. – Schedule – No Change**

GEC shall perform the Services and deliver the related Documents according to the schedule as shown on **Exhibit C**.

### **Section C. – Compensation**

Paragraph C.1 is hereby amended to increase the overall maximum amount from \$257,825.64 to \$261,625.64, an increase of \$3,800.00 based on the attached fee estimate shown on **Exhibit D**. Compensation shall be in accordance with the Agreement.

C.1. The Authority shall pay the GEC under the following acceptable payment method – Lump Sum Payment Method.

C.2. Compensation for Additional Services (if any) shall be paid by the Authority to the GEC according to the terms of a future Work Authorization.

### **Section D. – Authority's Responsibilities – No Change**

The Authority shall perform and/or provide the services as stated in Exhibit A in a timely manner so as not to delay the Services of the GEC.

### **Section E. - Other Provisions – No Change**


Except to the extent expressly modified herein, all terms and conditions of the Agreement shall continue in full force and effect.

-SIGNATURES ON NEXT PAGE-

**CAMERON COUNTY REGIONAL MOBILITY AUTHORITY**

By: \_\_\_\_\_  
Name: Frank Parker, Jr., Chairman  
Date: \_\_\_\_\_

**S&B INFRASTRUCTURE, LTD.**

By:  \_\_\_\_\_  
Name: Daniel O. Rios, PE, President  
Date: January 12, 2021

**LIST OF EXHIBITS**

Exhibit B – Scope of Work  
Exhibit D – Cost Proposal

## **EXHIBIT B**

### **Services to be Provided by the Engineer**

#### **GENERAL DESCRIPTION**

For this work authorization, Engineer shall perform activities for the design and construction plans of the **Cameron County Parks Administration Building and a Cameron County Parks Parking lot along PR 100 at the approach of the Isla Blanca Park, Cameron County, Texas.**

#### **GENERAL DESCRIPTION**

For this work authorization, S&B shall perform activities for the development of the ***final design including, plans, specifications, and estimates (PS&E), and bidding documents*** for following modifications:

#### **WIDENING OF THE ADMIN PARKING LOT**

Front roadside ditch which collected the water for the front parking lot will be removed. New design will include grate inlets and extra storm sewer pipe. Pond will be relocated further south and will be enlarged. All other scope items are applicable and still in effect.

PROJECT: Cameron County Administrative Bldg &amp; Parking Lot

CLIENT: CCRMA

01/11/21

CONTRACT:

CSJ:

## EXHIBIT D -- FEE ESTIMATE

COUNTY: Cameron County

S &amp; B JOB NO.: U2716.220 SWA2 to WA20

ACTIVITY CODE	FUNCTION CODE	DESCRIPTION from Attachment B	FIRM	SERVICE	MAN-HOURS										ESTIMATED FEE	TOTALS
					Principal	Quality Manager	Project Manager	Env Manager	Env Scientist	Engineer (I,II)	Senior CADD	CADD Operator (I)	Secretary	TOTAL HRS		
		<b>DESIGN DOCUMENT PHASE</b>														
		Parking lot redesign.	GMS	SPECIAL										0	\$3,800.00	
		<b>Sub Total ( - DESIGN DOCUMENT PHASE)</b>			0	0	0	0	0	0	0	0	0	0		\$3,800.00
		<b>LABOR TOTALS</b>														\$3,800.00
		Total Hours	MULTIPLIER		0	0	0	0	0	0	0	0	0	0		
		CONTRACT RATES: (\$/MAN-HOUR)	3.7717		299.96	249.99	274.99	185.00	110.02	169.73	115.00	99.99	64.99			
		BASE RATES: (\$/MAN-HOUR )			79.53	66.28	72.91	49.05	29.17	45.00	30.49	26.51	17.23			
	160	<b>NON LABOR</b>														
		Field Survey for Building	GMS	SPECIAL											\$0.00	
		<b>Sub Total (F.C. 160)</b>														\$0.00
		<b>PROJECT TOTAL</b>														\$3,800.00



**2-K      CONSIDERATION AND APPROVAL OF WORK AUTHORIZATION NO. 23 WITH  
S&B INFRASTRUCTURE FOR THE CAMERON COUNTY PARKS ISLA BLANCA  
TOLL BOOTHS.**

## WORK AUTHORIZATION NO. 23

This Work Authorization is made as of this \_\_\_\_\_ day of \_\_\_\_\_, 2021, under the terms and conditions established in the AGREEMENT FOR GENERAL CONSULTING CIVIL ENGINEERING SERVICES, dated as of May 10, 2018 (the “Agreement”), between the Cameron County Regional Mobility Authority (the “Authority”) and S&B Infrastructure, Ltd. (the “GEC”).

This Work Authorization is made for the following purpose, consistent with the Services defined in the Agreement: ***Professional services including: providing engineering services for the preparation of Construction Documents and support services for the Isla Blanca Toll Booths in Cameron County.***

### Section A. - Scope of Services

A.1. GEC shall perform the following Services:

GEC shall perform the Services as listed in Exhibit B and as requested by the Authority.

### Section B. - Schedule

GEC shall perform the Services and deliver the related Documents (if any) according to the following schedule as shown on Exhibit C.

### Section C. - Compensation

C.1. In return for the performance of the foregoing obligations, the Authority shall pay to the Engineer the amount not to exceed \$29,193.51 based on the attached fee estimate shown on Exhibit D. Compensation shall be in accordance with the Agreement.

C.2. The Authority shall pay the GEC under the following acceptable payment method – Lump Sum Payment Method.

C.3. Compensation for Additional Services (if any) shall be paid by the Authority to the GEC according to the terms of a future Work Authorization.

### Section D. - Authority’s Responsibilities

The Authority shall perform and/or provide the services as stated in Exhibit A in a timely manner so as not to delay the Services of the Engineer.

### Section E. - Other Provisions

The parties agree to the following provisions with respect to this specific Work Authorization: None.

-SIGNATURES ON NEXT PAGE-

Except to the extent expressly modified herein, all terms and conditions of the Agreement shall continue in full force and effect.


**CAMERON COUNTY REGIONAL MOBILITY AUTHORITY**

By: \_\_\_\_\_

Frank Parker, Jr., Chairman

Date: \_\_\_\_\_

**S&B INFRASTRUCTURE, LTD.**

By:  \_\_\_\_\_

Daniel O. Rios, PE, President

Date: January 13, 2021

**LIST OF EXHIBITS**

Exhibit A - Authority's Responsibilities

Exhibit B - Services to be Provided by Engineer

Exhibit C - Work Schedule

Exhibit D - Cost Proposal

## **EXHIBIT A**

### **Authority's Responsibilities**

The following provides an outline of the services to be provided by the **Authority** in the development of the **Project** for this work authorization.

#### **GENERAL**

The **Authority** will provide to the **Engineer** the following:

- (1) Payment for work performed by the **Engineer** and accepted by **Authority** in accordance with this Agreement.
- (2) Assistance to the **Engineer**, as necessary, to obtain the required data and information from other local, regional, **State** and Federal agencies that the **Engineer** cannot easily obtain.
- (3) Provide timely review and decisions in response to the **Engineer's** request for information and/or required submittals and deliverables, in order for the **Engineer** to maintain an agreed-upon work schedule.
- (4) Right of Entry
- (5) Survey already performed for Cameron County.
- (6) United States Coast Guard Coordination and approval for any encroachments and/or easements required.
- (7) Any permits for subject property. The **Engineer** shall identify all necessary permits from governmental authorities which will be needed to construct the Project. The **Authority** shall apply for all necessary permits except the building permit that the contractor will be responsible for. The authority shall pay all other applicable permit fees. The **Engineer** shall assist in obtaining said permits or approvals. All permits, except for Building Permits, will be obtained prior to Bidding.
- (8) Provide Upfront bidding documents.
- (9) Advertise bidding documents.

## **EXHIBIT B**

### **Services to be Provided by the Engineer**

#### **GENERAL DESCRIPTION**

For this work authorization, Engineer shall perform activities for the design and construction plans of the **Isla Blanca Toll Booths, Cameron County, Texas**.

#### **GENERAL DESCRIPTION**

For this work authorization, S&BI shall perform activities for the development of the ***final design including, plans, specifications, and estimates (PS&E), and bidding documents*** for the Isla Blanca Toll Booths.

#### **Data Collection:**

The **survey** is to be provided by the Authority.

#### **GEOTECHNICAL BORINGS AND INVESTIGATIONS**

There will be no geotechnical work proposed due to the existing slabs being utilized for Construction.

#### **DOCUMENT DEVELOPMENT**

The project will be executed in phases as follows;

- 15% - Concept Development: Development of a preliminary concept for approval to proceed to design development or construction documents.
- 30% - Design Development: Development of design development documents for approval to proceed to construction documents.
- 90% - Pre-Final Documents: Development of construction documents to a pre-final level of completion.
- 100% - Final: Signed and sealed set of documents for permit and construction.

The **Engineer** shall prepare, for approval by the **Authority**, Schematic Design Documents consisting of documents illustrating the scale of Project components and their basic relationship. These documents shall consist of the following:

- Preliminary Site Plan
- Preliminary Floor Plan with overall dimensions
- Preliminary Exterior Building Elevation
- Preliminary Building Section
- Image Sketches and other such Graphics, as required for workshop presentations
- Project Narrative
- Statement of Probable Costs

The **Engineer**, upon the approval of the Schematic Design documents by the **Authority**, will continue to meet with the **Authority** representatives to develop the architectural, civil, structural, mechanical, and electrical systems. The Development Document Phase of the work will consist of the interior character and finishes. The **Engineer** will further develop the budget and make adjustments in the design using options in materials and finishes and provide the **Authority** with an updated budget estimate. The **Engineer** will continue development of the detailed Construction Drawings and Specifications to construct the Project, including detailed architectural, civil, landscape, structural, mechanical, and electrical plans, and specifications. A

meeting with the Fire Marshal and Building Official will be held to review during this phase. The **Engineer** will develop and provide to the **Authority** an updated cost estimate

These CADD drafted documents shall consist of the following:

- Building Code Review Summary
- Site Plan
- Floor Plans
- Exterior Building Elevations
- Building Sections
- Typical Wall Section(s)
- Reflected Ceiling Plans
- Preliminary Finish Plans
- Window and Door Schedules
- Preliminary Structural, Mechanical, and Electrical Engineering
- Outline Specification
- Updated Statement of Probable Costs

### **CONSTRUCTION DOCUMENT PHASE**

Based on the approved Design Development Documents, including revisions, the **Engineer** shall prepare, for approval by the **Authority** permitting and construction, Construction Documents setting forth the requirements for the construction of the Project. The final Construction Documents will be prepared for approval by the **Authority** for bidding. Upon **Authority** approval of the completed Construction Documents, the **Engineer** shall assist the **Authority** and / or General Contractor in making application for the Building Permits, by providing clarification of the drawings and / or revisions required by government agencies having jurisdiction.

### **BIDDING / NEGOTIATIONS PHASE**

Following the **Authority's** approval of the Construction Documents ("Construction Documents" shall mean the entire contract for construction, including all addendums or alterations thereto, drawings and technical specifications, and the latest Statement of Probable Construction Cost) the **Engineer** shall assist the **Authority** in preparing bid specifications, evaluating bids, and preparing construction contracts. The **Engineer** will provide the **Authority** with bid-ready documents and assist in the selection of a contractor after bids are received. Services include but are not limited to, a review of contract proposals, review of contractor's submitted credentials, review of subcontractors' submitted credentials, analysis, and recommendations to assist the **Authority** in their selection of a contractor. WINDSTORM and TDLR requirements are included in the **Engineers** scope.

### **CONSTRUCTION PHASE (Site Visits and Administrative Services)**

The Construction Phase will commence with the Notice of Commencement and will terminate when the **Authority's** Director or his designee has approved a proper and final application for payment from the party awarded the contract to construct the Project, hereafter referred to as the Contractor. This contract shall provide basic services during the entire construction phase. The **Engineer**, as the representative of the **Authority** and as administrator of the Contract during the Construction Phase, shall advise and consult with the **Authority** and all instructions to the Contractor shall be issued through the **Engineer**. The **Engineer or Engineers representative** shall hold necessary pre-construction meetings and other job progress meetings as necessary.

The **Engineer** will visit the construction site before key building components are completed to ensure quality compliance with the documents. At a minimum, observations will be at the following stages:

- A. Rough framing.
- B. At roof framing completion
- C. Prior to and during roofing.
- D. Prior exterior finish.
- E. Air conditioning.
- F. Rough electrical.

Additionally, the **Engineer** shall be in attendance at the site frequently enough to familiarize himself with the progress and quality of the Work to determine if the Work is proceeding in accordance with the Contract Documents. On the basis of his on-site observations, the **Engineer** shall use its best efforts to guard the **Authority** against defects, deficiencies, and poor workmanship in the Work of the Contractor and take necessary administrative actions to facilitate timely completion of the Work in accordance with the contract documents including approved Change Orders.

The **Engineer** shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work. The **Engineer** shall regularly keep the **Authority** informed as to the progress and quality of the work. The **Engineer** shall visit the Project at intervals appropriate to the stage of construction to become generally familiar with the progress of the work completed, to determine, in general, if the work is being performed in a manner indicating that the work, when fully completed, will meet with the intent of the construction documents.

Additionally, if requested by the **Authority**, the **Engineer**, based on observation of percentages of work completed, shall assist the **Authority** in determining amounts due the Contractor. Based on such observations at the site and on the Contractor's Application for Payment, the **Engineer** shall determine the amount owing to the Contractor and shall issue Certificates for Payment in such amounts. The issuance of a Certificate for Payment shall constitute a representation by the **Engineer** to the **Authority** based on the **Engineer's** observations at the site and the data comprising the Application for Payment, that the Work has progressed to the point indicated; that to the best of the **Engineers** knowledge, information and belief, the quality of the Work is in accordance with the Contract Documents (which shall include, but not be limited to all approved Change Orders) subject to an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, to the results of any subsequent tests required by the Contract Documents, to minor deviations from the Contract Documents correctable prior to completion, and to any specific qualifications stated in the Certificate for Payment; and that the Contractor is entitled to payment in the amount certified.

The **Engineer** shall have the responsibility and the authority to reject all Work which does not conform to the Contract Documents. He will have authority to request special inspection or testing of any Work in accordance with the provisions of the Contract Documents whether or not such Work be then fabricated, installed, or completed. The **Authority** will then have the option of choosing the vendor to perform such testing or inspection services. However, neither this authority of the **Engineer** nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the **Engineer** to the Contractor, Subcontractors, material and equipment suppliers, their agents or employees or other persons performing portions of the Work.

The **Engineer** shall review and approve or take other appropriate action on shop drawings, samples, as-built drawings, and other submissions of the Contractor for conformance with the

Design Concept of the Project and for compliance with the information given in the Contract Documents, including General Condition of the Contract for Construction AIA 201, 1997 edition.

The **Engineer** shall evaluate all requests for Change Order and prepare necessary Change Orders (for either increased compensation or time) in a form acceptable to the **Authority** and review and make recommendations on all requests for Change Orders made by Contractor. The **Engineer** shall assist the **Authority** in any negotiations with Contractor relative to compensation required as a part of any Change Order and shall also advise the **Authority** regarding any changes necessary in the construction time schedule.

The **Engineer** shall conduct inspections to determine the Dates of "Substantial Completion" and "Final Completion," shall receive and review written guarantees and warranties and related documents assembled by the Contractor and shall issue a final Certificate for Payment.

At completion of construction, the **Engineer** shall furnish and deliver to the **Authority**, neatly arranged in a file, shop drawings, warranties, and instruction literature furnished by the Contractor, etc., and also deliver to the **Authority**, a reproducible set of construction drawings, revised by contractor to "as-built" conditions, based on marked-up prints, drawings or other data furnished by Contractor. The **Engineer** shall not be required to furnish this information itself but shall use its best efforts to obtain these documents from Contractor and shall not approve final payment until they are received. The **Engineer** will review the Contractor's documentation of field revisions on a monthly basis prior to issuance of certificates for payment. Upon construction completion, the **Engineer** shall write a letter and certify to the **Authority** that the entire project was constructed in compliance with the contract documents in accordance with the Contract documents; this letter must be signed, dated and bear the **Architect's seal** and all other appropriate professional's seals. The services during this phase shall include providing clarifications and / or revisions to the construction documents arising out of the normal process of construction (including conflict resolution) and the review of shop drawings, product data and samples for conformance with the information given and/or concepts expressed in the construction documents

Construction administration services shall include but not be limited to providing an on-site the **Engineer's** representative on a bi-weekly basis to monitor and observe the work and review construction for compliance with the Construction documents and contract documents for the entire construction period. The **Engineer's** representative shall be at the site to monitor, observe and review construction at all appropriate times to properly administer the Contract. the **Engineer** shall cause such other visits to be made to the site by the necessary professionals to properly administer this contract and fulfill its obligations and comply with this Contract.

As to the Contractor constructing the project, the **Engineer** shall interpret and decide matters concerning performance of the Contractor under the requirements of the Construction Contract documents. Such interpretations shall be made with reasonable promptness. The **Engineer** shall, within a reasonable time, issue written decisions on all claims, disputes, or other matters in question between the **Authority** and the Contractor relating to the execution or progress of the Work as provided in the Contract documents.

## **Project Management**

The Engineer shall perform the following management activities during the development of the project:

1. Prepare / manage WA, including recordkeeping, filing, administration, etc. and overall Quality Assurance / Quality Control (QA/QC).



2. Coordinate / prepare sub-provider WA and manage sub-consultants (3 sub-consultants projected).
3. Preparation of invoices and progress reports.
4. Research / review existing plans and data.
5. Monitor sub-providers' schedules on a monthly basis.
6. Organize and download electronic file deliverables.

**Note:**

**Environmental reports, Geotechnical Report, Surveying, Environmental testing, investigation, and documentation of hazardous materials, and Permitting new facilities are not included in this scope of work.**

## **EXHIBIT C**

### **Schedule of Work**

The **GEC** will diligently pursue the completion of the **Project** as defined by the milestones and deliverable due dates.

The **GEC** will inform the **Authority** (in reasonable advance of the delay) should the **GEC** encounter delays that would prevent the performance of all work in accordance with the established schedule(s) of work.

#### **NOTICE TO PROCEED -- Upon Execution**

- |                                       |         |              |
|---------------------------------------|---------|--------------|
| 1. Schematic Document Phase           | 30 days | (1 Months)   |
| 2. Design Document Phase              | 45 days | (1.5 Months) |
| 3. Final Construction Documents Phase | 45 days | (1.5 Months) |
| 4. Bidding or Negotiation Phase       | 30 days | (1 Month)    |

**Work Authorization Complete**

**August 31, 2021**

PROJECT: Isla Blanca Toll Booths  
 CLIENT: CCRMA  
 CONTRACT:  
 CSJ:  
 COUNTY: Cameron County  
 S & B JOB NO.: U2716.223

12/15/20

EXHIBIT D -- FEE ESTIMATE

ACTIVITY CODE	FUNCTION CODE	DESCRIPTION from Attachment B	FIRM	SERVICE	MAN-HOURS										ESTIMATED FEE	TOTALS
					Principal	Quality Manager	Project Manager	Env Manager	Env Scientist	Engineer (I,II)	Senior CADD	CADD Operator (I)	Secretary	TOTAL HRS		
		<b>SCHEMATIC PHASE</b>														
		Oversight of subcontractors	S & B	BASIC			2			2			0	4	\$889.44	
		Schematic Documents Isla Blanca Toll Booths	GMS	SPECIAL										0	\$24,330.00	
		Sub Total ( - SCHEMATIC PHASE)			0	0	2	0	0	2	0	0	0	4		\$25,219.44
		<b>Project Administration and Coordination</b>														
		Project Coordination Meetings	S & B	BASIC			5			5				10	\$2,223.60	
		Prepare Proj. Meetings Notes	S & B	BASIC									4	4	\$259.96	
		Cameron County RMA Project Coordination	S & B	BASIC			5							5	\$1,374.95	
		Sub Total ( - Project Administration and Coordination)			0	0	10	0	0	5	0	0	4	19		\$3,858.51
		<b>LABOR TOTALS</b>														
		Total Hours	MULTIPLIER		0	0	12	0	0	7	0	0	4	23		\$29,077.95
		CONTRACT RATES: (\$/MAN-HOUR)	3.7717		299.96	249.99	274.99	185.00	110.02	169.73	115.00	99.99	64.99			
		BASE RATES: (\$/MAN-HOUR )			79.53	66.28	72.91	49.05	29.17	45.00	30.49	26.51	17.23			
	160	<b>NON LABOR</b>														
		Outside reproduction 4 submittals @ \$75/submittal	S & B	SPECIAL											\$0.00	
		Travel - Mileage Project Site Visits	S & B	SPECIAL	Mileage per trip =		108	Trips =	2		Milage Rate (\$/mi.)=	\$ 0.535			\$115.56	
		Sub Total (F.C. 160)														\$115.56
		<b>NON LABOR TOTAL</b>													\$115.56	
		<b>BASIC SERVICE TOTAL</b>													4,747.95	
		<b>PROJECT TOTAL</b>														\$29,193.51

## **Exhibit D Cost Proposal**

**December 3, 2020**

### **Proposed Budget for Isla Blanca Toll Booths**

Our fee at 8% would be **\$24,330.**

Thank you,

Rudy V. Gomez AIA  
Architect-Planner

**2-L      DISCUSSION AND POSSIBLE ACTION REGARDING A REQUEST FROM THE  
UNITED STATES CUSTOM AND BORDER PROTECTION DEPARTMENT OF  
HOMELAND SECURITY FOR A RIGHT OF ENTRY FOR A SURVEY AND SITE  
ASSESSMENT ON PROPERTY OWNED BY THE CAMERON COUNTY REGIONAL  
MOBILITY AUTHORITY.**



**U.S. Customs and  
Border Protection**

November 23, 2020

Mr. Oscar Omar Trevino  
5619 Southmost Road  
Brownsville, Texas 78521

Dear Mr. Trevino:

The purpose of this letter is to request your written permission to enter upon your land in accordance with the enclosed Right of Entry for Survey and Site Assessment (ROE-S) and accompanying map. Once you have had an opportunity to review the enclosed documents we invite you to call or email the below listed point of contact to review the material with you and/or to address any questions you may have.

You are receiving this letter because the U.S. Government has identified a portion of your property that we wish to access for the purpose of conducting environmental assessments, property surveys, appraisals and any other such work which may be necessary and incidental to the Government's assessment of the property for possible acquisition in support of U.S. Customs and Border Protection's (CBP) construction of border infrastructure and other funded tactical infrastructure projects authorized by Congress in the Fiscal Year 2019 appropriation.

Border security tactical infrastructure, such as border walls, lighting, and roads, are critical elements to gain effective control of our Nation's borders. The purpose of border security infrastructure is to deter illicit cross-border activity such as drug smuggling, border violence and illegal immigration.

The planned assessments outlined in the ROE-S are scheduled to occur intermittently over the time period specified in the document. Only the portion of your property that may be affected by construction of border security tactical infrastructure, as shown on the map of the enclosed ROE-S, will be environmentally assessed by the U.S. Government, its agents, employees, and contractors. The ROE-S is required beyond the proposed project area for access to each parent tract monument in order for the surveyor to physically locate the subject area in alignment with adjoining property boundaries. State law requires the surveyor to produce work of sufficient quality as to prevent boundary line disputes and be technically unbiased for all impacted parties. By signing this form, you are granting written permission to the U.S. Government, its agents, employees, and contractors to conduct the assessment activities described. Those activities may commence immediately following execution of the document.

We hope that you and other landowners in the Rio Grande Valley will assist us in our strategic efforts to secure our Nation's borders. Enclosed for your review are two copies of the ROE-S form. If you have no further questions, please retain one copy of the ROE-S for your records and return one signed copy in the enclosed, pre-addressed and postage paid envelope. Upon receipt of your signed copy, the U.S. Government will complete and return a fully executed copy for your records. If you are acting in an agent capacity for a corporation or organization, please fill in the Certificate for Corporations and Partnerships found on page 3. If your property is currently under lease, license or is otherwise occupied, please have the tenant or licensee fill in the right-of-entry portion for tenant information so consent from that individual can be obtained as well.

CBP has collaborated with the U.S. Army Corps of Engineers (USACE) to obtain access to the real estate to support the work effort described above. Therefore, if you have any questions you can speak with a USACE Realty Specialist toll free by calling 1-866-848-1221 or you can email [border.infrastructure.projects@usace.army.mil](mailto:border.infrastructure.projects@usace.army.mil).

Sincerely,

A handwritten signature in black ink, reading "Loren Flossman". The signature is fluid and cursive, with a long horizontal stroke at the end.

Loren Flossman  
Wall Program Portfolio Manager  
USBP Program Management Office  
Directorate  
U.S. Border Patrol

Enclosure

CM: 7019 1640 0002 0448 3247  
RM

**U.S. CUSTOMS AND BORDER PROTECTION**

**DEPARTMENT OF HOMELAND SECURITY**

**Right-of-Entry For Survey and Site Assessment**

The undersigned, hereinafter called the "Owner", hereby grants to the United States of America, hereinafter called the "Government", a temporary right-of-entry upon Owner's property described below, hereinafter called the "Property." This right-of-entry is granted upon the following terms and conditions:

1. The Government's officers, employees, agents, and contractors shall have the right to enter upon the Property for the purpose of conducting environmental assessments and property surveys, including the right to temporarily store, move and remove necessary equipment and supplies; survey, stake out, appraise, bore and take soil and/or water samples, and perform any other such work which may be necessary and incidental to the Government's assessment of the Property for Border Infrastructure Projects in the Rio Grande Valley Sector area of responsibility.
2. This right-of-entry is irrevocable for a period of Twelve **(12)** months from the date of this instrument.
3. The rights granted herein include the right of ingress and egress on other lands of the Owner not described below, provided such ingress and egress is necessary to access the Property and is not otherwise conveniently available to the Government.
4. All tools, equipment, and other property taken upon or placed upon the land by the Government shall remain the property of the Government and may be removed by the Government at any time within a reasonable period after the expiration of this right-of-entry.
5. If any action of the Government's officers, employees, agents, or contractors in the exercise of this right-of-entry results in damage to real property, an administrative claim can be made using a Standard Form (SF) 95 (Claim for Injury, Damage, or Death). The SF 95 must include supporting documentation and state a claim for monetary damages in a sum certain amount for any alleged loss or damage of property, and must be filed within two years after the claim accrues. Please submit the SF 95 and supporting documentation to the CBP Port of Entry or United States Border Patrol station nearest to where the alleged damages occurred.
6. The Property that is subject to this right-of-entry is located in the State of Texas, County of Cameron, and is shown on the attached Exhibit Map.
7. I affirm that I have the authority to grant this right-of-entry onto the Property described above.



Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

THE UNITED STATES OF AMERICA

\_\_\_\_\_  
Owner's signature

By: \_\_\_\_\_

\_\_\_\_\_  
Owner's printed name

Loren Flossman  
Wall Program Portfolio Manager  
USBP Program Management Office  
Directorate  
U.S. Border Patrol

Owner's mailing address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Home Telephone: \_\_\_\_\_

Work Telephone: \_\_\_\_\_

**Owner requires notification prior to entry. Yes No (please circle one)**

If yes, please provide the primary and alternate point of contact (POC) and phone number and/or email.

Primary POC: \_\_\_\_\_

Alternate POC: \_\_\_\_\_

**CERTIFICATE OF AUTHORITY**  
*(applicable for Corporations and Organizations)*

I, \_\_\_\_\_(name), certify that I am the \_\_\_\_\_  
(position held in organization) of the \_\_\_\_\_(organization), duly organized  
and registered in the State of Texas; that \_\_\_\_\_(executor of  
instrument), who signed the foregoing instrument on behalf of the grantee, was then  
\_\_\_\_\_(position of executor of instrument) of said  
\_\_\_\_\_(organization). I further certify that the said officer was acting  
within the scope of powers delegated to this officer by the governing body of the grantee in  
executing said instrument.

**IN WITNESS WHEREOF**, I have hereunto set my hand, and the seal of the  
\_\_\_\_\_(organization), this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_\_.

Signature: \_\_\_\_\_

Typed Name: \_\_\_\_\_

Title: \_\_\_\_\_

**NOTE:** THE PERSON SIGNING THE ABOVE CERTIFICATE CANNOT BE THE SAME  
PERSON THAT SIGNED THE RIGHT-OF-ENTRY.

CONSENT OF TENANT: *(if applicable)*

I hereby consent to the use of the property by the Government in accordance with this right-of-entry.

\_\_\_\_\_  
Tenant's Signature

\_\_\_\_\_  
Tenant's Printed Name

Owner's Mailing Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Home Telephone: \_\_\_\_\_

Work Telephone: \_\_\_\_\_

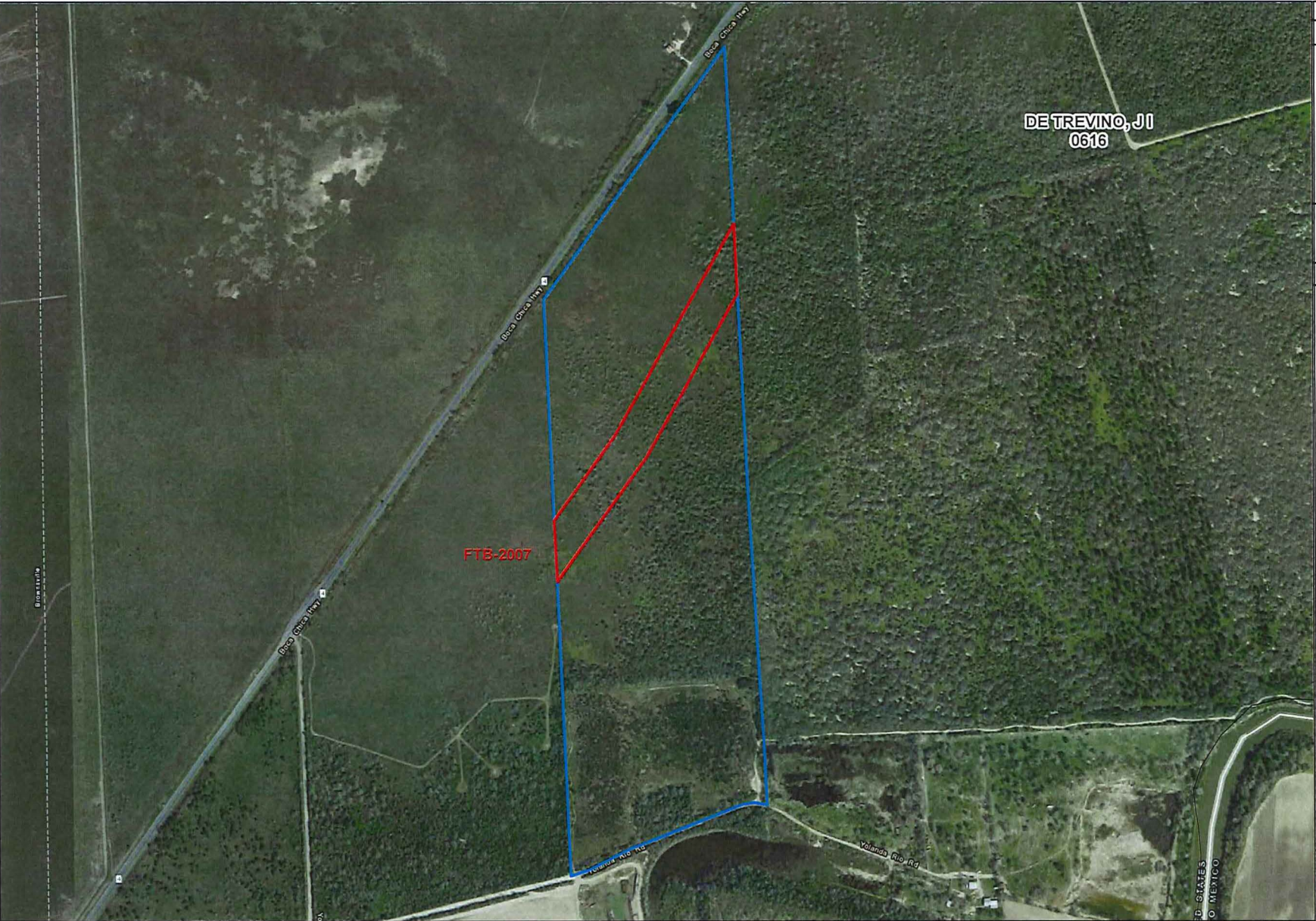
\_\_\_\_\_

**Tenant requires notification prior to entry.    Yes                  No    (please circle one)**

If yes, please provide the primary and alternate point of contact (POC) and phone number and/or email.

Primary POC: \_\_\_\_\_

Alternate POC: \_\_\_\_\_



**Legend**

XXXX

Proposed Project Area

XXXX

Parent Tracts for Surveying Purposes

XXXX  
XXX

OTLS

**TREVINO RITA EST OF**

**Reference**

County ID	Tracts
171913	RGV-FTB-2007

N  
W  
E  
S

0250500  
Feet

1 inch = 500 feet

Warning: This document is FOR OFFICIAL USE ONLY (FOUO). It contains information that may be exempt from public release under the Freedom of Information Act (5 U.S.C. 552). It is to be controlled, stored, handled, transmitted, distributed, and disposed of in accordance with DHS policy relating to FOUO information and is not to be released to the public or other personnel who do not have a valid "need-to-know" without prior approval of an authorized DHS official.

November 9, 2018  
PAD