

THE STATE OF TEXAS §
COUNTY OF CAMERON §

BE IT REMEMBERED on the 30th day of October 2025, there was conducted a Regular Meeting of the Cameron County Regional Mobility Authority, at the CCRMA Administrative Office, 3470 Carmen Avenue, Suite 5 thereof, in Rancho Viejo, Texas, for the purpose of transacting any and all business that may lawfully be brought before the same.

THE BOARD MET AT:
12:00 P.M.

PRESENT:
FRANK PARKER, JR.
CHAIRPERSON

MICHAEL SCAIEF
VICE CHAIRMAN (ABSENT)

ARTURO A. NELSON
SECRETARY

AL VILLARREAL
TREASURER

MARK ESPARZA
DIRECTOR

LEO R. GARZA
DIRECTOR (ABSENT)

ALBERT GARZA, III
DIRECTOR

=====

The Meeting was called to order by Chairman Parker, at 12:00 P.M. 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 24th day of October 2025 at 3:15 P.M.

PUBLIC COMMENTS

1 PUBLIC COMMENTS

None.

ACTION ITEMS

2-A Consideration and Approval of the September 25, 2025, Regular Meeting Minutes.

Director Esparza moved to approve the September 25, 2025 Regular Meeting Minutes. The motion was seconded by Secretary Nelson and carried unanimously.

2-B Acknowledgement of Claims

Note: Director Albert Garza III submitted an affidavit on GDJ Engineering claims and Director Esparza submitted an affidavit for claims on Estrada Hinojosa.

Mr. Pete Sepulveda, Jr., RMA Executive Director, advised the board that an affidavit was filed by Director Albert Garza III and he would be abstaining from acknowledgement on Inv. 2025-150 for MPO Services; 2025-163 for the Primera Road Project for GDJ Engineering, LLC., and Director Mark Esparza would be abstaining from acknowledgment on claim for TRB Capital Markets/Estrada-Hinojosa #6441 for Continued Disclosure Preparation Fee for FYE 2024.

Mr. Victor Barron, RMA Chief Financial Officer, went over the Claims and presented them into the record. Staff recommended acknowledgement.

Secretary Nelson moved to acknowledge the Claims as presented. The motion was seconded by Chairman Parker and carried as follows:

Ayes: Chairman Parker, Secretary Nelson.

Nays: n/a

Abstain: Director Albert Garza III from Inv. 2025-150 for MPO Services; and 2025-163 for the Primera Road Project for GDJ Engineering Inc., and Director Mark Esparza for TRB Capital Markets/Estrada-Hinojosa #6441 for Continued Disclosure Preparation Fee for FY 2024.

The Claims are as follows:

2-C Approval of Claims

Note: Director Albert Garza III submitted an affidavit on GDJ Engineering claims.

Mr. Pete Sepulveda, Jr., RMA Executive Director, advised the board that an affidavit was filed by Director Albert Garza III and he would be abstaining from voting on Claim #2025-152 for the Dana Road Project and #2025-155 for the City of Los Fresnos Hike & Bike Project for GDJ Engineering, LLC.

Mr. Victor Barron, RMA Chief Financial Officer, went over the Claims and presented them into the record. Staff recommended approval.

Director Esparza moved to approve the Claims as presented. The motion was seconded by Secretary Nelson and carried as follows:

Ayes: Chairman Parker, Secretary Nelson, Director Esparza.

Nays: n/a

Abstain: Director Albert Garza III on Claim #2025-152 for the Dana Road Project and #2025-155 for the City of Los Fresnos Hike & Bike Project for GDJ Engineering, LLC.

The Claims are as follows:

2-D Consideration and Approval of the Financial Statements and Budget Amendments for the Month of September 2025.

Mr. Victor Barron, RMA Chief Financial Officer, advised the board of the need to approve the Financial Statements for the month of September 2025. Mrs. Janett Huerta, RMA Toll Operations Administrator, went over the Toll Report for the Month of September 2025. Staff recommended approval.

Director Esparza moved to approve the Financial Statements for the Month of September 2025. The motion was seconded by Secretary Nelson and carried unanimously.

The Financials are as follows:

2-E Consideration and Approval of a Resolution authorizing the Commencement of Proceedings Relating to the Issuance of SH 550 Refunding Bonds and Other Matters Relating Thereto.

Note: Item was considered after item 2-H.

Mr. Pete Sepulveda, Jr., RMA Executive Director, advised the board that an affidavit was filed by Director Mark Esparza would be abstaining from any discussion and vote.

Mr. Dave Gordon, Financial Advisor, TRB Capital Markets/Estrada Hinojosa, went over the presentation for the Commencement of Proceedings Relating to the Issuance of SH 550 Refunding Bonds and Other Matters Relating Thereto. Mr. Pete Sepulveda, Jr., RMA Executive Director, advised that the Cameron County Commissioners' Court has approved the resolution and staff recommended approval.

Secretary Nelson moved to approve the Resolution authorizing the Commencement of Proceedings Relating to the Issuance of SH 550 Refunding Bonds and other Matters Relating Thereto. The motion was seconded by Director Albert Garza III and carried as follows:

Ayes: Chairman Parker, Treasurer Villareal, Secretary Nelson, Director Albert Garza III

Nays: n/a

Abstain: Director Esparza.

The Resolution is as follows:

2-F Consideration and Approval of Payment of Invoices and Release of Check to ZIWA Corporation for the Free Trade Bridge (Los Indios) Port of Entry Export Building Renovation Donation Acceptance Program Project, Anahuac Infrastructure LLC for the SH 550 Maintenance Project and G-8 Utilities, L.L.C for the SH 550 Slopes Emergency Repairs.

Mr. Victor Barron, RMA Chief Financial Officer, advised the board of the need to approve the Payment of Invoices and Release of Checks to ZIWA Corporation for the Free Trade Bridge (Los Indios) Port of Entry Export Building Renovation Donation Acceptance Program Project, Anahuac Infrastructure LLC for the SH 550 Maintenance Project and G-8 Utilities, L.L.C. for the SH 550 Slopes Emergency Repairs. Mr. Barron further advised Ziwa Corporation October Invoice is in the amount of \$42,000; Anahuac Infrastructure LLC Pay App #4 is in the amount of \$210,000 and G8 Utilities, L.L.C is in the amount of \$28,829.75. Staff recommended approval.

Director Esparza moved to approve the Payment of Invoices and Release of Checks to ZIWA Corporation for the Free Trade Bridge (Los Indios) Port of Entry Export Building Renovation Donation Acceptance Program Project, Anahuac Infrastructure LLC for the SH 550 Maintenance Project and G-8 Utilities, L.L.C for the SH 550 Slopes Emergency Repairs the Cameron County Regional Mobility Authority Investment Policy. The motion was seconded by Secretary Nelson and carried unanimously.

Note: Treasurer Villarreal was not present for this item.

2-G Consideration and Approval of Substantial Completion of the Los Indios Land Port of Entry Export Dock Renovation Project.

Mr. Alejandro Garcia, RMA Construction Manager, informed the board of the Substantial Completion of the Los Indios Land Port of Entry Export Dock Renovation Project.

Director Esparza moved to approve the Substantial Completion of the Los Indios Land Port of Entry Export Dock Renovation Project. The motion was seconded by Secretary Nelson and carried unanimously.

Note: Treasurer Villarreal was not present for this item.

The Substantial Completion is as follows:

2-H Consideration and Approval of the Amended Cameron County Regional Mobility Authority Personnel Policy & Procedures.

Note: Treasurer Villarreal arrived at 12:31 P.M.

Mrs. Janett Huerta, RMA Toll Operations Administrator/HR, advised the board of the need to approve the Amended Cameron County Regional Mobility Authority Personnel Policy & Procedures. Mrs. Huerta further advised that the amendments include updates to the list of Holidays previously approved by the board, revisions to the Paid Time Off section under Sick Leave to clarify eligibility and usage, modifications to the Administrative Leave section to define conditions for paid and unpaid leave, and updates to the Discipline section outlining who has the authority to take disciplinary action against employees. Staff recommended approval.

Secretary Nelson moved to approve the Amended Cameron County Regional Mobility Authority Personnel Policy & Procedures. The motion was seconded by Director Esparza and carried unanimously

The Amended Personnel Policy & Procedures is as follows:

2-I Consideration and Approval of an Amended Interlocal Agreement between the Cameron County Regional Mobility Authority and the City of Los Fresnos for a Hike & Bike Project.

Mr. Eric Davila, RMA Chief Development Engineer, advised the board of the need to approve the Amended Interlocal Agreement between the Cameron County Regional Mobility Authority and the City of Los Fresnos for a Hike & Bike Project. Mr. Davila further advised that this amended interlocal was to capture the shared development cost for the City of Los Fresnos Hike & Bike Project and advised that the Cameron County Regional Mobility Authority is providing all the technical support and services needed to deliver the project to construction. Mr. Davila further advised that this amended interlocal is to include the railroad preliminary engineering scope of work. Staff recommended approval.

Director Esparza moved to approve the Amended Interlocal Agreement between the Cameron County Regional Mobility Authority and the City of Los Fresnos for a Hike & Bike Project. The motion was seconded by Treasurer Villarreal and carried unanimously.

The Amended Interlocal is as follows:

2-J Consideration and Approval of Reimbursement Agreement between the Cameron County Regional Mobility Authority and Union Pacific Railroad for Preliminary Engineering review Services for the City of Los Fresnos Hike & Bike Project.

Mr. Eric Davila, RMA Chief Development Engineer, advised the board of the need to approve the Reimbursement Agreement between the Cameron County Regional Mobility Authority and Union Pacific Railroad for Preliminary Engineering review Services for the City of Los Fresnos Hike & Bike Project. Mr. Davila further advised this is the preliminary engineering agreement that captures their coordination, site diagnostic and plan reviews which will be incorporated into the PS&E for an estimated cost of \$25,000. Staff recommended approval.

Treasurer Villarreal moved to approve the Reimbursement Agreement between the Cameron County Regional Mobility Authority and Union Pacific Railroad for Preliminary Engineering review services for the City of Los Fresnos Hike & Bike Project. The motion was seconded by Secretary Nelson and carried unanimously.

The Reimbursement Agreement is as follows:

2-K Consideration and Approval of a Memorandum of Understanding between the Cameron County Regional Mobility Authority and the 6C Toll Operators Coalition.

Mrs. Janett Huerta, RMA Toll Operations Administrator, advised the board of the need to approve the Memorandum of Understanding between the Cameron County Regional Mobility Authority and the 6C Toll Operators Coalition. Mrs. Huerta further advised that the CCRMA is a voting member of the 6C Coalition, and they assign the 6C codes to agencies who use 6C tags which includes Fuego Tag. Mrs.

Huerta went on to advise that the 6C Coalition is asking that all agencies sign this Memorandum of Understanding to formalize the structure and no fees are involved. Staff recommended approval.

Director Esparza moved to approve the Memorandum of Understanding between the Cameron County Regional Mobility Authority and the 6C Toll Operators Coalition. The motion was seconded by Secretary Nelson and carried unanimously.

The Memorandum of Understanding is as follows:

2-L Consideration and Approval of Work Authorization No. 13 with GDJ Engineering LLC for the Pablo Kisel Project.

Note: Director Albert Garza III submitted an affidavit on this item.

Mr. Pete Sepulveda, Jr., RMA Executive Director, advised the board that an affidavit was filed by Director Albert Garza III would be abstaining from any discussion and vote

Mr. Eric Davila, RMA Chief Development Engineer, advised the board of the need to approve Work Authorization No. 13 with GDJ Engineering LLC for the Pablo Kisel Project. Mr. Davila further advised that this work authorization is to conduct a preliminary engineering report for Pablo Kisel Blvd from I-69 to FM 3248 (Alton Gloor) and the report will assist in optimizing the traffic capacity of the corridor and the work authorization is in the amount of \$19,996.06. Mr. Pete Sepulveda, Jr., RMA Executive Director, also advised that the City of Brownsville requested assistance with the project. Staff recommended approval.

Treasurer Villarreal moved to approve Work Authorization No. 13 with GDJ Engineering LLC for the Pablo Kisel Project. The motion was seconded by Director Esparza and carried as follows:

Ayes: Chairman Parker, Treasurer Villarreal, Secretary Nelson, Director Esparza.

Nays: n/a

Abstain: Director Albert Garza III

The Work Authorization is as follows:

2-M Consideration and Approval of an Amendment to the Master Service Agreement for Toll Systems Maintenance between the Cameron County Regional Mobility Authority and Kapsch.

Mrs. Janett Huerta, RMA Toll Operations Administrator, advised the board of the need to approve an Amendment to the Master Service Agreement for Toll Systems Maintenance between the Cameron County Regional Mobility Authority and Kapsch. Mrs. Huerta further advised that this is Amendment Number 11 and would extend the service for an additional two (2) years. Staff recommended approval.

Treasurer Villarreal moved to approve the Amendment to the Master Service Agreement for Toll Systems Maintenance between the Cameron County Regional Mobility Authority and Kapsch. The motion was seconded by Secretary Nelson and carried unanimously.

The Amendment is as follows:

2-N Consideration and Approval of Work Authorization No. 11 with R.R.P. Consulting Engineers, L.L.C for International Bridge Services.

Mr. Eric Davila, RMA Chief Development Engineer, advised the board of the need to approve Work Authorization No. 11 with R.R.P. Consulting Engineers, L.L.C. for International Bridge Services. Mr. Davila further advised that this work authorization is for a Mexican Coordination Consultant to work in conjunction with the GEC for all international bridges the CCRMA is working on. He further advised that Work Authorization No. 11 is in the amount of \$44,146.86. Staff recommended approval.

Director Esparza moved to approve Work Authorization No. 11 with R.R.P. Consulting Engineers, L.L.C. for International Bridge Services. The motion was seconded by Secretary Nelson and carried unanimously.

The Work Authorization is as follows:

2-O Consideration and Approval of Work Authorization No. 12 with R.R.P. Consulting Engineers, L.L.C. for the SH 4 Project.

Mr. Eric Davila, RMA Chief Development Engineer, advised the board of the need to approve Work Authorization No. 12 with R.R.P. Consulting Engineers, L.L.C. for the SH 4 Project. Mr. Davila further advised that the project limits are just West of the Boarder Patrol Station on SH 4 to FM 511. Mr. Davila also advised that the intention is to coordinate with TxDOT in developing a complete corridor for construction. He also advised that the total amount of Work Authorization No. 12 is \$21,951.52. Mr. Pete Sepulveda, Jr., RMA Executive Director, advised the board the request from Cameron County is that Cameron County Regional Mobility Authority assist by donating the engineering services to TxDOT to get a construction project going. Staff recommended approval.

Treasurer Villarreal moved to approve Work Authorization No. 12 with R.R.P. Consulting Engineers, L.L.C. for the SH 4 Project. The motion was seconded by Director Esparza and carried as follows:

Ayes: Chairman Parker, Treasurer Villarreal, Director Esparza and Director Albert Garza, III.

Nays: n/a

Abstain: Secretary Nelson.

The Work Authorization is as follows:

Director Esparza motioned to go into Executive Session at 12:55 pm. The motion was seconded by Secretary Nelson and carried unanimously.

3. EXECUTIVE SESSION

- 3-A Confer with Legal Counsel for the Cameron County Regional Mobility Authority Regarding the Employment Contract with the Contract with Duncan Solutions, Pursuant to V.T.C.A., Government Code, Section 551.071.
- 3-B Confer with Legal Counsel for the Cameron County Regional Mobility Authority Regarding the Employment Contract with the Cameron County Regional Mobility Authority Executive Director, Pedro Sepulveda, Jr., Including to Deliberate the Evaluation of the Executive Director Pursuant to V.T.C.A. Government Code, Section 551.071(2) and 551.074.

Treasurer Villarreal motioned to come back from Executive Session at 1:42 pm. The motion was seconded by Director Esparza and carried unanimously.

4. Possible Action Relative to Executive Session

4-A Possible Action

Treasurer Villarreal moved to proceed as discussed. The motion was seconded by Director Esparza and carried unanimously.

4-B Possible Action

Secretary Nelson moved to proceed as discussed. The motion was seconded by Director Esparza and carried unanimously.

ADJOURNMENT

There being no further business to come before the Board and upon motion by Treasurer Villarreal and seconded by Director Esparza and carried unanimously, the meeting was **ADJOURNED** at 1:43 P.M.

APPROVED this 20th day of November 2025.



CHAIRMAN FRANK PARKER, JR.

ATTESTED: 

ARTURO A. NELSON, SECRETARY



IMPROVING MORE THAN JUST ROADS

POSTED ON WEB
10/24/25
AT 3:15 P.M.

AGENDA

**Regular Meeting of the Board of Directors
of the
Cameron County Regional Mobility Authority
3470 Carmen Avenue, Suite 5
Rancho Viejo, Texas 78575
October 30, 2025
12:00 PM**

PUBLIC COMMENTS:

- 1. Public Comments.**

ITEMS FOR DISCUSSION AND ACTION:

- 2. Action Items.**

- A. Consideration and Approval of the September 25, 2025 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 September 2025.**
- E. Consideration and Approval of a Resolution Authorizing the Commencement of Proceedings Relating to the Issuance of SH 550 Refunding Bonds and Other Matters Related Thereto.**
- F. Consideration and Approval of Payment of Invoice and Release of Check to ZIWA Corporation for the Free Trade Bridge (Los Indios) Port of Entry Export Building Renovation Donation Acceptance Program Project, Anahuac Infrastructure LLC for the SH 550 Maintenance Project and G-8 Utilities, L.L.C for the SH 550 Slopes Emergency Repairs.**
- G. Consideration and Approval of Substantial Completion of the Los Indios Land Port of Entry Export Dock Renovation Project.**
- H. Consideration and Approval of the Amended Cameron County Regional Mobility Authority Personnel Policies & Procedures.**
- I. Consideration and Approval of an Amended Interlocal Agreement between the Cameron County Regional Mobility Authority and the City of Los Fresnos for a Hike and Bike Project.**

- J. Consideration and Approval of Reimbursement Agreement between Cameron County Regional Mobility Authority and Union Pacific Railroad for Preliminary Engineering Review Services for the City of Los Fresnos Hike and Bike Project.**
- K. Consideration and Approval of a Memorandum of Understanding between the Cameron County Regional Mobility Authority and the 6C Toll Operators Coalition.**
- L. Consideration and Approval of Work Authorization No. 13 with GDJ Engineering LLC for the Pablo Kisel Project.**
- M. Consideration and Approval of an Amendment to the Master Services Agreement for Toll System Maintenance between the Cameron County Regional Mobility Authority and Kapsch.**
- N. Consideration and Approval of Work Authorization No. 11 with R.R.P. Consulting Engineers, L.L.C. for International Bridge Services.**
- O. Consideration and Approval of Work Authorization No. 12 with R.R.P. Consulting Engineers, L.L.C. for the SH 4 Project.**

3. Executive Session

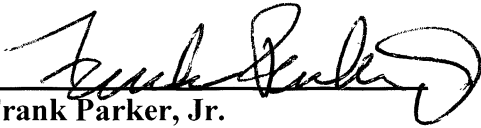
- A. Confer with Legal Counsel for the Cameron County Regional Mobility Authority Regarding Legal Issues with the Contract with Duncan Solutions, Pursuant to V.T.C.A., Government Code, Section 551.071.**
- B. Confer with Legal Counsel for the Cameron County Regional Mobility Authority Regarding the Employment Contract with the Cameron County Regional Mobility Authority Executive Director, Pedro Sepulveda, Jr., Including to Deliberate the Evaluation of the Executive Director Pursuant to V.T.C.A., Government Code, Section 551.071(2) and Section 551.074.**

4. Action Relative to Executive Session.

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

ADJOURNMENT:

Signed this 24th day of October 2025

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

Frank Parker, Jr.
Chairman

NOTE:

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

2-B ACKNOWLEDGEMENT OF CLAIMS.

Claims for Acknowledgement



CAMERON COUNTY REGIONAL MOBILITY AUTHORITY Claims October 22, 2025

Operations

Vendor Name	Invoice Number	Cash Required	Invoice/Credit Description	PROJ Title	Transfer Funds	Funding Source	Bank Account
Alert Termite & Pest Control Co	10792	\$ 70.00	Pest Control 10/2025	Indirect	Y	Local	Ope
Gexa Energy, LP	32058076	145.09	Electricity Suite 6 October 2025	Indirect	Y	Local	Ope
Quill Corporation	46152725	155.96	Office Supplies - Copy Paper	Indirect	Y	Local	Ope
R.R.P. Consulting Engineers, L.L.C.	U2716.120-17	1,030.64	Old Alice Rd APD & PS&E WA 12 September 2025	CC - Old Alice Road	Y	Local	TRZ
		<u>1,401.69</u>					

Interlocal Agreement

Vendor Name	Invoice Number	Cash Required	Invoice/Credit Description	PROJ Title	Transfer Funds	Funding Source	Bank Account
R.R.P. Consulting Engineers, L.L.C.	U2716.120-17	\$ 1,156.64	Old Alice Rd APD & PS&E WA 12 September 2025	CC - Old Alice Road	Y	Local	Restri
		<u>1,156.64</u>					

Tolls

Vendor Name	Invoice Number	Cash Required	Invoice/Credit Description	PROJ Title	Transfer Funds	Funding Source	Bank Account
Alert Termite & Pest Control Co	10792	\$ 55.00	Pest Control 10/2025	Indirect	Y	Local	Tolls
Matus Contractor Company	951	7,718.00	Grass, Garbabe, Herbicide Zone 2	Indirect	Y	Local	Tolls
CIMPRESS USA Incorporated/ National Pen Co., LLC	114336208	3,346.99	Full Color .66oz Card-Shaped Tidy Hand Sanitizer 2500 Qty	Indirect	Y	Local	Tolls
CIMPRESS USA Incorporated/ National Pen Co., LLC	114336219	1,743.99	Full Color Koozie BRITEPRIX Can Cooler Qty 2000	Indirect	Y	Local	Tolls
CIMPRESS USA Incorporated/ National Pen Co., LLC	114340384	3,402.19	Lip Balm Sunstick 3000 Qty	Indirect	Y	Local	Tolls
Quill Corporation	46225783	194.95	Office Supplies Copy Paper	Indirect	Y	Local	Tolls
Abriahna D. Valdez	0209	180.00	SD Abriahna Valdez 10.16.2025	Indirect	Y	Local	Tolls
Alexis J. Alvarado	0208	180.00	SD Alexis Alvarado 10.16.2025	Indirect	Y	Local	Tolls
Omar Lerma	0207	360.00	SD Omar Lerma 10.16.2025	Indirect	Y	Local	Tolls
Rodrigo Javier Almanza	0206	360.00	SD Rodrigo Almaza 10.16.2025	Indirect	Y	Local	Tolls
		<u>17,541.12</u>					
Ope		1,401.69					
Interlocal Agree		1,156.64					
Tolls		<u>17,541.12</u>					
Total Transfer		<u>20,099.45</u>					

Reviewed by:

Lily Ann Garcia- Flores,
Administrative
Assistant

LAG 10/22/2025

Monica R. Ibarra,
Accountant

MR 10.22.25

Victor J. Barron,
Chief Financial Officer

VJB 10.22.25-

Pete Sepulveda Jr,
Executive Director

PS 10-23-25



CAMERON COUNTY REGIONAL MOBILITY AUTHORITY
Claims October 22, 2025

Tolls

Vendor Name	Invoice Number	Cash Required	Invoice/Credit Description	PROJ Title	Transfer Funds	Funding Source	Bank Account
Armando Trevino-Lopez	ATL PPE 10.16.25	\$ 526.55	ATL PPE 10.16.25	Indirect	Y	Local	Tolls
		<u>526.55</u>					
	Tolls	<u>526.55</u>					
	Total Transfer	<u>526.55</u>					

Reviewed by:

Lily Ann Garcia- Flores,
Administrative
Assisstant

L. Garcia 10/22/2025

Monica R. Ibarra,
Accountant

M. Ibarra 10.22.25

Victor J. Barron,
Chief Financial Officer

V. Barron 10.22.25

Pete Sepulveda Jr,
Executive Director

P. Sepulveda 10.23.25



CAMERON COUNTY REGIONAL MOBILITY AUTHORITY
Claims October 15, 2025

Operations

Vendor Name	Invoice Number	Cash Required	Invoice/Credit Description	PROJ Title	Transfer Funds	Funding Source	Bank Account
CheckMark	119054 9/25	\$ 69.75	TimeClock Services Sept 2025	Indirect	Y	Local	Ope
Alejandro Garcia	Travel AG Sept 2025	463.40	Travel Reimbursement AG Sept	Indirect	Y	Local	Ope
Eric Davila	Travel TxDot ED 9/25	1,455.32	Travel TxDot Train ED Sept 2025	Indirect	Y	Local	Ope
GDJ Engineering	2025-150	9,009.62	MPO September 2025	Indirect	Y	Local	TRZ
Harlingen Glass & Mirror Co., Inc.	3 Doors Admin Bldg	5,030.55	Remove existing entry door/frame Admin Building and install	Indirect	Y	Local	Ope
JWH and Associates, Inc.	1925	4,000.00	Gateway Bridge Pedestrian September 2025	CC - Gateway Bridge	Y	Local	TRZ
Pathfinder Public Affairs, Inc	93	15,000.00	Consulting Services September 2025	Indirect	Y	Local	Ope
Pryor Learning LLC	40022560	149.00	Training Payroll Law MRI 10.22.25	Indirect	Y	Local	Ope
Rentfro, Irwin, & Irwin, P.L.L.C	3318	5,698.88	Legal Services September 2025	Indirect	Y	Local	Ope
Charter Communications	185525901100125	774.06	Internet Admin Tolls Oct 2025	Indirect	Y	Local	Ope
Union Pacific Railroad Company	90149732	3,199.39	SH 550 Gap II Jan 2025- Aug 2025	SH550 GAP II	Y	Local	TRZ
Valley Municipal Utility District	2030007806 9/25	37.89	Water & Wastewater Ste 7 Sept 2025	Indirect	Y	Local	Ope
Valley Municipal Utility District	2030007907 9/25	36.76	Water & Wastewater Ste 6 Sept 2025	Indirect	Y	Local	Ope
Valley Municipal Utility District	2030008005 9/25	37.97	Water & Wastewater Ste 4 Sept 2025	Indirect	Y	Local	Ope
Valley Municipal Utility District	2030008105 9/25	37.57	Water & Wastewater Ste 3 Sept 2025	Indirect	Y	Local	Ope
Valley Municipal Utility District	2030008306 9/25	36.60	Water & Wastewater Ste 8 Sept 2025	Indirect	Y	Local	Ope
Valley Municipal Utility District	2030008406 9/25	36.88	Water & Wastewater Ste 5 Sept 2025	Indirect	Y	Local	Ope
		<u>45,073.64</u>					

Interlocal Agreement

Vendor Name	Invoice Number	Cash Required	Invoice/Credit Description	PROJ Title	Transfer Funds	Funding Source	Bank Account
GDJ Engineering	2025-163	13,203.11	Primera Rd September 2025	Primera Rd Sidewalk Improvements Project	Y	Local	Restri
Pathfinder Public Affairs, Inc	92-B	10,000.00	Consulting Services ILA August 2025	CC - Consulting Services PF	Y	Local	Ope
		<u>23,203.11</u>					

Tolls

Vendor Name	Invoice Number	Cash Required	Invoice/Credit Description	PROJ Title	Transfer Funds	Funding Source	Bank Account
Aflac	646891	\$ 255.18	Employee Supplemental Insurance Oct 2025	Indirect	Y	Local	Tolls
Bernard's Electric, LLC	SH550 Fence	850.00	Fence Repair at SH550	Indirect	Y	Local	Tolls
Eric Davila	Travel BTAC ED 8/25	705.15	Travel BTAC Conf ED Aug 2025	Indirect	Y	Local	Tolls
Eric Davila	Travel CAAREM ED 7/2	2,488.63	Travel Reimbursement CAAREM ED July 2025	Indirect	Y	Local	Tolls
Victor J. Barron	Travel VJB 4-6/25	129.70	Travel Reimbursement VJB Apr-Jun 2025	Indirect	Y	Local	Tolls
Fagan Consulting LLC	BOS-2509	173.71	Back Office System Transition Support September 2025	Indirect	Y	Local	Tolls
FRANCISCO J SANMIGUEL	Travel CC FSM 5-9/25	2,485.70	Travel Reimbursement FSM CC May-Sept 2025	Indirect	Y	Local	Tolls
CIMPRESS USA Incorporated/ National Pen Co., LLC	114362044	2,283.50	Digital Full Color Die Cut Bags Qty 3000	Indirect	Y	Local	Tolls
CIMPRESS USA Incorporated/ National Pen Co., LLC	114334469	2,392.99	Bandages In Plastic Case Qty 2500	Indirect	Y	Local	Tolls
Public Utilities Board	588837 10/25	179.34	Electricity 180042 SH550 Oct 2025	Port Spur - SH550	Y	Local	Tolls
SpawGlass Contractors, Inc.	3025307.01 Sept 2025	1,822.37	Replace 4 Doors at Tolls Office	Indirect	Y	Local	Tolls
Rentfro, Irwin, & Irwin, P.L.L.C	3318	994.38	Legal Services September 2025	Indirect	Y	Local	Tolls
Charter Communications	185399301100125	590.94	Ethernet Instrate 2129 Fm 511 Oct 2025	Direct Connectors - SH550	Y	Local	Tolls
Charter Communications	185525901100125	774.06	Internet Admin Tolls Oct 2025	Indirect	Y	Local	Tolls
Charter Communications	239414901100125	590.94	Ethernet Instrate 7301 Metropolis #6 Oct 2025	Direct Connectors - SH550	Y	Local	Tolls
Valley Municipal Utility	3010066802 9/25	56.01	Water & Wastewater Tolls Sept	Indirect	Y	Local	Tolls
		<u>16,772.60</u>					
	Ope	45,073.64					
	Interlocal Agree	23,203.11					
	Tolls	<u>16,772.60</u>					
	Total Transfer	<u>85,049.35</u>					

Reviewed by:

Lily Ann Garcia- Flores,
Administrative Assisstant

 10/16/2025

Monica R. Ibarra,
Accountant

 10.16.25

Victor J. Barron,
Chief Financial Officer

 10.16.25

Pete Sepulveda Jr.,
Executive Director

 10 16 25



CAMERON COUNTY REGIONAL MOBILITY AUTHORITY
Claims October 9, 2025

Tolls

Vendor Name	Invoice Number	Cash Required	Invoice/Credit Description	PROJ Title	Transfer Funds	Funding Source	Bank Account
Adonay Flores	AF PPE 10.2.25	\$ 792.69	AF PPE 10.2.25	Indirect	Y	Local	Tolls
Claudia M Hernandez-Barrera	CHB PP 10.3.25	88.76	CHB PP 10.3.25	Indirect	Y	Local	Tolls
Claudia M Hernandez-Barrera	CHB PPE 10.2.25	864.06	CHB PPE 10.2.25	Indirect	Y	Local	Tolls
Myra V Cruz	MVC PPE 10.2.25	536.05	MVC PPE 10.2.25	Indirect	Y	Local	Tolls
Patricia A Garcia	PG PPE 10.2.25	645.01	PG PPE 10.2.25	Indirect	Y	Local	Tolls
Victoria Garcia	VG PP 10.3.25	84.10	VG PP 10.3.25	Indirect	Y	Local	Tolls
Victoria Garcia	VG PPE 10.2.25	789.13	VG PPE 10.2.25	Indirect	Y	Local	Tolls
		<u>3,799.80</u>					
	Tolls	<u>3,799.80</u>					
	Total Transfer	<u>3,799.80</u>					

Reviewed by:

Monica R. Ibarra,
Accountant

[Signature] 10.9.25

Victor J. Barron,
Chief Financial Officer

[Signature] 10.9.25

Pete Sepulveda Jr.,
Executive Director

[Signature] 10.9.25



CAMERON COUNTY REGIONAL MOBILITY AUTHORITY
Claims October 9, 2025

Operations

Vendor Name	Invoice Number	Cash Required	Invoice/Credit Description	PROJ Title	Transfer Funds	Funding Source	Bank Account
Bernard's Electric, LLC	AC Boardroom	\$ 5,950.00	Installation of AC boardroom 4-ton	Indirect	Y	Local	Ope
Border Trade Alliance	BTA Sponsorship Rece	2,500.00	Sponsorship Border Trade Alliance Board Meeting-Reception	Indirect	Y	Local	Ope
Brownsville Chamber of Commerce	736290	550.00	Classic Membership FY2025	Indirect	Y	Local	Ope
Lone Star Shredding Document Storage	2010446	157.50	Shredding Services September 2025	Indirect	Y	Local	Ope
MPark Consulting, LLC	10	1,998.95	Professional Services Agree On Call for CBP Sept 2025	Indirect	Y	Local	Ope
MPC Studios, Inc	35878	334.00	Website Hosting October 2025	Indirect	Y	Local	Ope
PEDRO SEPULVEDA JR.	Travel PSJ 9.30.25	891.21	Travel Reimbursement PSJ September 2025	Indirect	Y	Local	Ope
RingCentral, Inc.	CD_001235232	382.29	Phone Systems October 2025	Indirect	Y	Local	Ope
		<u>12,763.95</u>					

Tolls

Vendor Name	Invoice Number	Cash Required	Invoice/Credit Description	PROJ Title	Transfer Funds	Funding Source	Bank Account
Bernard's Electric, LLC	AC Tolls 9.29.25	\$ 5,400.00	Installation AC of Tolls 3-ton	Indirect	Y	Local	Tolls
CDW Government LLC, CDW Government	AF8E79T	97.75	Toner Cyan Office Supplies	Indirect	Y	Local	Tolls
FRANCISCO J SANMIGUEL	Travel FSM 1-9/25	821.24	Travel Reimbursement FSM Jan-Sept 25	Indirect	Y	Local	Tolls
FRANCISCO J SANMIGUEL	Travel FSM 10-12/24	196.85	Travel Reimbursement FSM Oct-Dec 24	Indirect	Y	Local	Tolls
LexisNexis Risk Solutions FL Inc	1100209515	123.94	Address and Lookup September 2025	Indirect	Y	Local	Tolls
Mark Iglesias	Travel MI Sept 2025	1,838.72	Travel Reimbursement MI September 2025	Indirect	Y	Local	Tolls
PEDRO SEPULVEDA JR.	Travel PSJ 9.30.25	702.53	Travel Reimbursement PSJ September 2025	Indirect	Y	Local	Tolls
RingCentral, Inc.	CD_001235232	354.37	Phone Systems October 2025	Indirect	Y	Local	Tolls
		<u>9,535.40</u>					
	Ope	12,763.95					
	Tolls	<u>9,535.40</u>					
	Total Transfer	<u>22,299.35</u>					

Reviewed by:

Monica R. Ibarra,
Accountant

Monica R. Ibarra 10.9.25

Victor J. Barron,
Chief Financial Officer

Victor J. Barron 10.9.25

Pete Sepulveda Jr.,
Executive Director

Pete Sepulveda Jr. 10.9.25



CAMERON COUNTY REGIONAL MOBILITY AUTHORITY
Claims October 2, 2025

Operations

Vendor Name	Invoice Number	Cash Required	Invoice/Credit Description	PROJ Title	Transfer Funds	Funding Source	Bank Account
Carashsoft Technology Corp.	50810550	\$ 11,748.00	OpenRoads Designer/ConceptStation SELECT FY2026	Indirect	Y	Local	Ope
Culligan of the Rio Grande Valley	320895 9/25	26.97	Bottled Water Delivery Sept 2025	Indirect	Y	Local	Ope
Diamante Super Clean	39	850.00	Janitorial Services Sept 2025	Indirect	Y	Local	Ope
Lily Anne Garcia	Reim LGF Sept 2025	37.80	Reimbursement LGF Sept 2025	Indirect	Y	Local	Ope
Monica R Ibarra	Travel MRI 7-9/25	59.92	Travel Reimbursement MRI Jul-Sept 2025	Indirect	Y	Local	Ope
Estrada Hinojosa & Company Inc	6441	5,000.00	Continuing Disclosure Preparation Fee FYE 2024	Indirect	Y	Local	Ope
Republic Services	0863-002814318	144.64	Waste Container October 2025	Indirect	Y	Local	Ope
Rio Grande Valley Partnership Chamber of Commerce	7130	1,000.00	Membership Investment FY2026	Indirect	Y	Local	Ope
Staples Business Credit	6043297365	265.58	Office Supplies Admin Sept 2025	Indirect	Y	Local	Ope
Verizon Wireless	6124265808	75.98	Internet HotSpot/Cell Phone Sept 2025	Indirect	Y	Local	Ope
		<u>19,208.89</u>					

Tolls

Vendor Name	Invoice Number	Cash Required	Invoice/Credit Description	PROJ Title	Transfer Funds	Funding Source	Bank Account
Monica Pean	0048	\$ 480.00	Texas-Mexico Border Transportation Master Plan Sponsorship	Indirect	Y	Local	Tolls
Culligan of the Rio Grande Valley	320895 9/25	57.95	Bottled Water Delivery Sept 2025	Indirect	Y	Local	Tolls
Monica R Ibarra	Travel MRI 7-9/25	43.40	Travel Reimbursement MRI Jul-Sept 2025	Indirect	Y	Local	Tolls
Matus Contractor Company	947	10,474.00	Grass, Garabage, Herbicide Direct Connector to Parades	Indirect	Y	Local	Tolls
CIMPRESS USA Incorporated/ National Pen Co., LLC	1146343152	2,043.49	Engraved Bright Soft Touch Paragon Stylus Pen 3000Qty	Indirect	Y	Local	Tolls
OPI Self Storage II	Storage Unit 2-10x15	350.00	Storage Unit October 2025 2- 10x15	Indirect	Y	Local	Tolls
Prisciliano Delgado	10646	250.00	Lawn Care Sept 2025	Indirect	Y	Local	Tolls
Pryor Learning Solutions	DOC-000018444	129.00	Virtual Learning MC 11.12.25	Indirect	Y	Local	Tolls
Pryor Learning Solutions	DOC-000018445	79.00	Virtual Learning MC 10.27.25	Indirect	Y	Local	Tolls
Pryor Learning Solutions	DOC-000018446	179.00	Virtual Learning MC 9.30.25	Indirect	Y	Local	Tolls
Pryor Learning Solutions	DOC-000018447	179.00	Virtual Learning MC 10.14.25	Indirect	Y	Local	Tolls
Public Utilities Board	600710 9/25	216.98	Electricity 1100 Fm 511 HWY Sept 2025	Direct Connectors - SH550	Y	Local	Tolls
RAV Run Adventures	RAV Run SPI 2025	1,000.00	Sponsorship RAV Run SPI Marathon 2025	Indirect	Y	Local	Tolls
Town of Rancho Viejo	2025 National Night	1,000.00	2025 Rancho Viejo Police Department National Night Out	Indirect	Y	Local	Tolls
Verizon Wireless	6124265808	132.39	Internet HotSpot/Cell Phone Sept 2025	Indirect	Y	Local	Tolls
		<u>16,614.21</u>					
	Ope	19,208.89					
	Tolls	<u>16,614.21</u>					
	Total Transfer	<u>35,823.10</u>					

Reviewed by:

Monica R. Ibarra,
Accountant

M R Ibarra 10.2.25

Victor J. Barron,
Chief Financial Officer

Victor Barron 10.2.25

Pete Sepulveda Jr.,
Executive Director

Pete Sepulveda Jr. 10.2.25



CAMERON COUNTY REGIONAL MOBILITY AUTHORITY
Claims September 25, 2025

Operations

Vendor Name	Invoice Number	Cash Required	Invoice/Credit Description	PROJ Title	Transfer Funds	Funding Source	Bank Account
Alert Termite & Pest Control Co	10737	\$ 70.00	Pest Control Admin/Tolls Sept 2025	Indirect	Y	Local	Ope
American Express	AMEX Sept 2025	1,671.07	Credit Card September 2025	Indirect	Y	Local	Ope
Bernard's Electric, LLC	083006	520.00	A/C in Ste 6 needed refrigerant and it was added	Indirect	Y	Local	Ope
Direct Energy Business, LLC	252620057805928	35.09	Electricity Ste 5 Sept 2025	Indirect	Y	Local	Ope
Direct Energy Business, LLC	252620057805929	111.97	Electricity Ste 4 Sept 2025	Indirect	Y	Local	Ope
Direct Energy Business, LLC	252650057816074	72.15	Electricity Ste 7 Sept 2025	Indirect	Y	Local	Ope
Direct Energy Business, LLC	252650057816075	129.49	Electricity Ste 3 Sept 2025	Indirect	Y	Local	Ope
Mary Chapa	Travel MC Sept 2025	9.46	Travel Reimbursement MC Sept 2025	Indirect	Y	Local	Ope
Gexa Energy, LP	31556898	144.06	Electricity Ste 6 Sept 2025	Indirect	Y	Local	Ope
NRG Energy, Inc	119012624631	92.84	Electricity Ste 8 Sept 2025	Indirect	Y	Local	Ope
Pathfinder Public Affairs, Inc	92	15,000.00	Consulting Services August 2025	Indirect	Y	Local	Ope
		<u>17,856.13</u>					

Tolls

Vendor Name	Invoice Number	Cash Required	Invoice/Credit Description	PROJ Title	Transfer Funds	Funding Source	Bank Account
Alert Termite & Pest Control Co	10737	\$ 55.00	Pest Control Admin/Tolls Sept 2025	Indirect	Y	Local	Tolls
American Express	AMEX Sept 2025	29.36	Credit Card September 2025	Indirect	Y	Local	Tolls
Direct Energy Business, LLC	252620057805930	413.64	Electricity Tolls Sept 2025	Indirect	Y	Local	Tolls
Direct Energy Business, LLC	252660057825191	231.07	Electricity 570 Fm 511 Sept 2025	Direct Connectors - SH550	Y	Local	Tolls
Direct Energy Business, LLC	252660057825192	380.37	Electricity 1895 Fm 511 #1 Sept 2025	FM1847 - SH550	Y	Local	Tolls
Direct Energy Business, LLC	252660057826382	146.76	Electricity 1505 Fm 511 Sept 2025	Direct Connectors - SH550	Y	Local	Tolls
Direct Energy Business, LLC	252660057826383	110.85	Electricity 1705 Fm 511 Sept 2025	Direct Connectors - SH550	Y	Local	Tolls
Jose L. Rodriguez	Travel JLR Sept 2025	42.84	Travel Reimbursement JLR Sept 2025	Indirect	Y	Local	Tolls
Juan Garcia	Travel JG Sept 2025	42.84	Travel Reimbursment JG Sept 2025	Indirect	Y	Local	Tolls
Mary Chapa	Travel MC Sept 2025	42.84	Travel Reimbursement MC Sept 2025	Indirect	Y	Local	Tolls
Matus Contractor Company	941	750.00	Asphalt Liter Clean Up Hwy 550, Section 1,2 & 3	Indirect	Y	Local	Tolls
CIMPRESS USA Incorporated/ National Pen Co., LLC	114332877	1,856.19	Aluminum Keychain Flashlight 1000 Qty	Indirect	Y	Local	Tolls
CIMPRESS USA Incorporated/ National Pen Co., LLC	114334453	2,104.39	Eros Non-Woven Shopper Tote Bag 2000 Qty	Indirect	Y	Local	Tolls
CIMPRESS USA Incorporated/ National Pen Co., LLC	114334507	2,152.55	Jupiter 2000 MAH Powerbank 2000 Qty	Indirect	Y	Local	Tolls
CIMPRESS USA Incorporated/ National Pen Co., LLC	114336091	5,115.99	Quatro Pen With Highlighter 5000 Qty	Indirect	Y	Local	Tolls
CIMPRESS USA Incorporated/ National Pen Co., LLC	500684453	1,212.39	Straw Topper For 40oz Intrepid Travel Mugs 1000 Qty	Indirect	Y	Local	Tolls
CIMPRESS USA Incorporated/ National Pen Co., LLC	500684635	2,379.99	23oz Stride Tritan Sport Bottle 500 Qty	Indirect	Y	Local	Tolls
PEDRO SEPULVEDA JR.	Travel PSJ TTI 9/25	1,949.25	Travel Reimbursement PSJ TTI Sept 2025	Indirect	Y	Local	Tolls
Xtreme Security	113571	720.15	Axis M4218-V Dome Camera & Station License 5yrs	Indirect	Y	Local	Tolls
		<u>19,736.47</u>					
	Ope	17,856.13					
	Tolls	<u>19,736.47</u>					
	Total Transfer	<u>37,592.60</u>					

Reviewed by:

Monica R. Ibarra,
Accountant

M.R. Ibarra 9.25.25

Victor J. Barron,
Chief Financial Officer

V. Barron 9.25.25

Pete Sepulveda Jr,
Executive Director

P. Sepulveda Jr 9.25.25

2-C APPROVAL OF CLAIMS.



CAMERON COUNTY REGIONAL MOBILITY AUTHORITY
BOD Claims October 30, 2025

Operations

Vendor Name	Invoice Number	Cash Required	Invoice/Credit Description	PROJ Title	Transfer Funds	Funding Source	Bank Account
Anahuac Infrastructure LLC	Pay App #3	\$ 68,726.78	2025 SH550-1 September 2025	SH 550	Y	Local	TRZ
CentralSquare Technologies, LLC	447657	17,679.67	Nailine BambooHR Pro Annual Subscription Fee, Services Fees,	Indirect	Y	Local	Ope
R.R.P. Consulting Engineers, L.L.C.	TX2434.WA2-06	41,906.31	Outer Parkway APD/SPI WA2 September 2025	Outer Parkway	Y	Local	TRZ
R.R.P. Consulting Engineers, L.L.C.	TX2434.WA4-01	11,078.56	ADA Upgrades for CCRMA Buildings WA 4 September 2025	Indirect	Y	Local	Ope
R.R.P. Consulting Engineers, L.L.C.	TX2434.WA6-02	25,923.15	SH 550 Bridge Maint September 2025	SH 550	Y	Local	TRZ
R.R.P. Consulting Engineers, L.L.C.	TX2434.WA8-01	31,396.16	Old Alice Rd ROW Staking WA 8 September 2025	CC - Old Alice Road	Y	Local	TRZ
R.R.P. Consulting Engineers, L.L.C.	U2716.334-14	8,710.82	Flor de Mayo NEPA WA34 September 2025	Flor De Mayo Bridge	Y	Local	TRZ
R.R.P. Consulting Engineers, L.L.C.	U2716.339-16	19,772.06	SH 48 Master Plan WA 39 July 2025	SH 48 Master Plan	Y	Local	TRZ
R.R.P. Consulting Engineers, L.L.C.	U2716.441-14	17,497.45	South Parallel Corridor Phase III WA September 2025	South Parallel Corridor	Y	Local	TRZ
R.R.P. Consulting Engineers, L.L.C.	U2716.500-29	4,000.00	East Loop APD WA 5 September 2025	SH 32 (East Loop)	Y	Local	TRZ
Texas County District Retirement System	TCDRS Sept- Oct 2025	17,645.40	TCDRS September- October 2025	Indirect	Y	Local	Ope
TML Health Benefits Pool	PCAMERO62551	13,785.60	TML Health Nov. 2025	Indirect	Y	Local	Ope
Union Pacific Railroad Company	90149731	10,923.78	Harlingen Rail Improv Feb-Aug 2025	North Rail Relocation	Y	Local	TRZ
Union Pacific Railroad Company	90149731	41,614.40	Harlingen Rail Improv Feb-Aug 2025	North Rail Relocation	Y	Local	Ope
Union Pacific Railroad Company	90150688	3,824.05	Harlingen Rail Improv Aug- Sept 2025	North Rail Relocation	Y	Local	TRZ
Union Pacific Railroad Company	90150688	14,567.85	Harlingen Rail Improv Aug- Sept 2025	North Rail Relocation	Y	Local	Ope
		<u>349,052.04</u>					

Interlocal Agreements

Vendor Name	Invoice Number	Cash Required	Invoice/Credit Description	PROJ Title	Transfer Funds	Funding Source	Bank Account
GDJ Engineering	2025-152	\$ 7,170.49	Dana Rd September 2025	Dana Rd	Y	Local	Restri
GDJ Engineering	2025-152	60,458.06	Dana Rd September 2025	Dana Rd	Y	Local	Ope
GDJ Engineering	2025-155	20,281.52	COLF Hike & Bike September 2025	COLF Hike & Bike Trail Project	Y	Local	Restri
R.R.P. Consulting Engineers, L.L.C.	TX2434.WA2-06	23,408.12	Outer Parkway APD/SPI WA2 September 2025	Outer Parkway	Y	Local	Restri
R.R.P. Consulting Engineers, L.L.C.	U2716.331-12	28,663.28	Whipple Rd WA 31 September 2025	Whipple Road	Y	Local	Restri
R.R.P. Consulting Engineers, L.L.C.	U2716.334-14	143,253.60	Flor de Mayo NEPA WA34 September 2025	Flor De Mayo Bridge	Y	Local	Restri
R.R.P. Consulting Engineers, L.L.C.	U2716.500-29	16,532.40	East Loop APD WA 5 September 2025	SH 32 (East Loop)	Y	Local	Ope
R.R.P. Consulting Engineers, L.L.C.	U2973-14	16,116.62	Los Indios LPOE Export Bldg & Lot Modification September 202	CC - Los Indios LPOE Bldg & Lot Modification	Y	Local	Restri
R.R.P. Consulting Engineers, L.L.C.	U3048-22	24,455.42	West Blvd APD & PS&E September 2025	West Blvd	Y	Local	Ope
Ziwa Corporation	Pay App #9	64,127.98	Los Indios September 2025	CC - Los Indios LPOE Bldg & Lot Modification	Y	Local	Restri
		<u>404,467.49</u>					

Tolls

Vendor Name	Invoice Number	Cash Required	Invoice/Credit Description	PROJ Title	Transfer Funds	Funding Source	Bank Account
Harris County Toll Road Authority	CCRMA September 2025	\$ 30,000.00	CCRMA Flat Service Fee Owed to HCTRA Sept 2025	Indirect	Y	Local	Tolls
Kapsch TrafficCom USA, Inc	486026SI01112	22,520.70	Toll System Maintenance September 2025	Indirect	Y	Local	Tolls
R.R.P. Consulting Engineers, L.L.C.	TX2434.WA4-01	11,078.56	ADA Upgrades for CCRMA Buildings WA 4 September 2025	Indirect	Y	Local	Tolls
Texas County District Retirement System	TCDRS Sept- Oct 2025	9,638.21	TCDRS September- October 2025	Indirect	Y	Local	Tolls
TML Health Benefits Pool	PCAMERO62551	10,443.12	TML Health Nov. 2025	Indirect	Y	Local	Tolls
TML Intergovernmental Risk Pool	9384 10.1.25	29,179.00	Insurance Coverage 10.1.25	Indirect	Y	Local	Tolls
		<u>112,859.59</u>					
Operations		\$ 349,052.04					
Interlocal Agree		404,467.49					
Tolls		112,859.59					
Total Transfer		<u>\$ 866,379.12</u>					

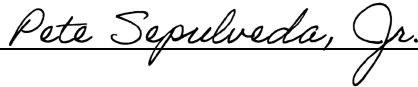
Reviewed by:

Victor J. Barron,
Chief Financial Officer



10.24.25

Pete Sepulveda Jr.,
Executive Director



10.24.25

**2-D CONSIDERATION AND APPROVAL OF THE FINANCIAL
STATEMENTS AND BUDGET AMENDMENTS FOR THE MONTH OF
SEPTEMBER 2025.**

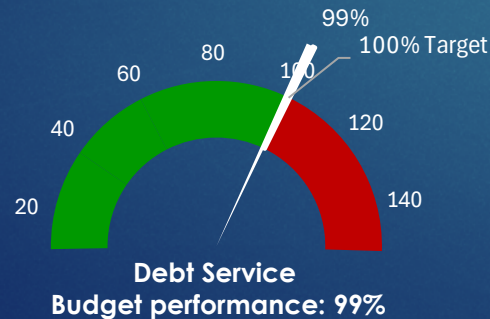
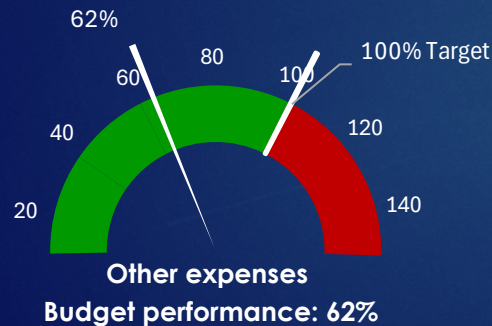
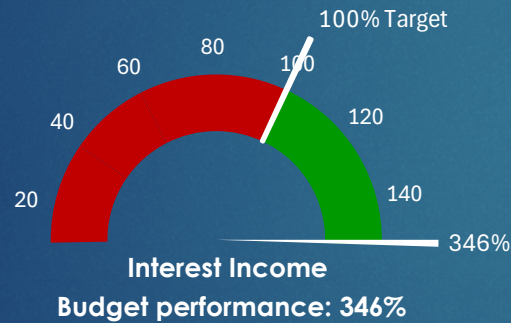
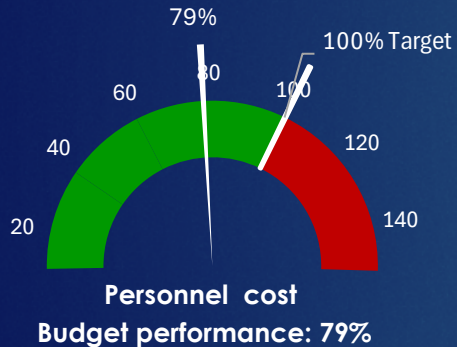
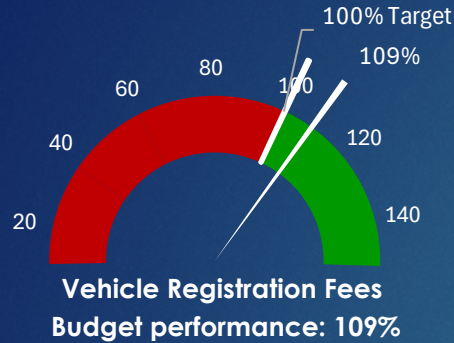
CAMERON COUNTY REGIONAL MOBILITY AUTHORITY

September 2025 “Unaudited” Financial Report



PETE SEPULVEDA, JR., EXECUTIVE DIRECTOR
VICTOR J. BARRON, CHIEF FINANCIAL OFFICER

Administrative Operations Revenues and Expenses Year-to-Date Budget Performance



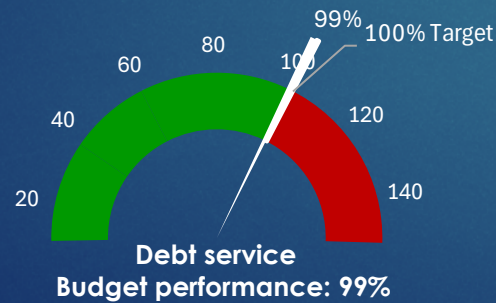
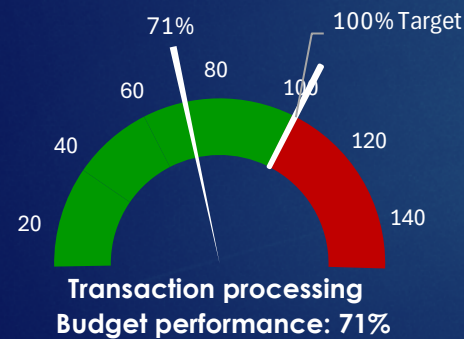
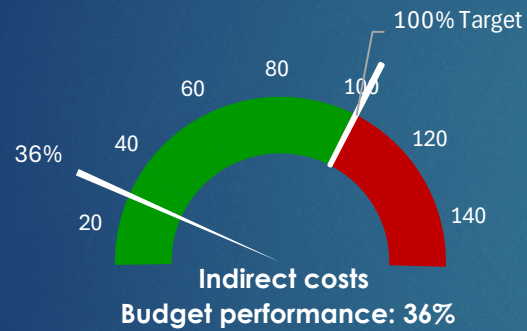
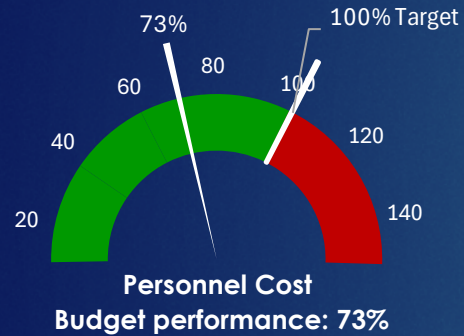
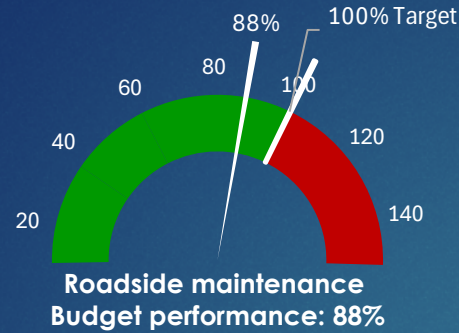
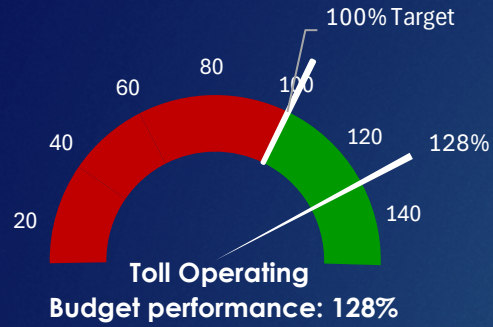
CAMERON COUNTY REGIONAL MOBILITY AUTHORITY Statement of Revenues and Expenses - Monthly R&E - Unposted Transactions Included In Report From 9/1/2025 Through 9/30/2025

	Current Period Actual	Current Year Actual	Original Budget	Annual Budget Variance - Original	Prior Year Actual	Current Year % Change
Operating Revenues						
Vehicle registration fees	\$ 348,390	\$ 3,799,080	\$ 3,490,000	\$ 309,080	\$ 3,494,940	8.70
Interlocal agreements	13,000	156,000	425,700	(269,700)	236,843	(34.13)
Other revenues	-	-	-	-	4,188	(100.00)
Total Operating Revenues	361,390	3,955,080	3,915,700	39,380	3,735,971	5.86
Operating Expenses						
Personnel costs	120,639	1,202,420	1,528,524	326,104	1,029,839	16.76
Professional services	27,698	273,312	311,000	37,688	242,880	12.53
Advertising & marketing	5,334	56,859	62,000	5,141	37,616	51.16
Data processing	1,331	38,389	40,000	1,611	31,141	23.28
Dues & memberships	314	20,757	30,000	9,243	25,000	(16.97)
Education & training	3,294	3,534	10,000	6,466	199	1,675.90
Fiscal agent fees	-	3,090	52,590	49,500	10,855	(71.53)
Insurance	678	10,850	11,200	350	7,128	52.22
Maintenance & repairs	7,510	18,917	85,000	66,083	16,686	13.37
Office supplies	13,740	33,266	46,050	12,784	30,778	8.08
Leases	239	2,840	2,870	30	28,446	(90.02)
Travel	968	30,000	30,000	-	28,130	6.65
Utilities	2,185	26,208	34,150	7,942	26,866	(2.45)
Contingency	107	10,680	131,491	120,811	37,980	(71.88)
Total Operating Expenses	184,036	1,731,124	2,374,875	643,751	1,553,544	11.43
Total Operating Income	177,354	2,223,957	1,540,825	683,132	2,182,427	1.90
Non Operating Revenues						
Interest income	83,753	1,470,179	425,000	1,045,179	1,107,080	32.80
TRZ revenue	-	8,808,638	9,000,000	(191,362)	7,624,815	15.53
Insurance proceeds	-	-	-	-	674,075	(100.00)
Total Non Operating Revenues	83,753	10,278,817	9,425,000	853,817	9,405,969	9.28
Non Operating Expenses						
Debt principal and interest	101,016	1,960,150	1,965,825	5,675	769,156	154.84
Project expenses	1,108,124	4,333,332	9,000,000	4,666,668	1,571,034	175.83
Total Non Operating Expenses	1,209,140	6,293,482	10,965,825	4,672,343	2,340,190	168.93
Total Changes in Net Position	\$ (948,033)	\$ 6,209,291	\$ -	\$ 6,209,291	\$ 9,248,207	(32.86)

Unaudited Financial Statements Subject to Change

*The target for September 2025 is 100%, which corresponds to 12 out of 12 months of the fiscal year.

Toll Operation Revenues and Expenses Year-to-Date Budget Performance



CAMERON COUNTY REGIONAL MOBILITY AUTHORITY

Toll Operations Revenues Expenses - Cash - Toll Operations Revenues Expenses - Cash - Unposted Transactions Included In Report From
9/1/2025 Through 9/30/2025

	Current Period Actual	Current Year Actual	Original Budget	Annual Budget Variance - Original	Prior Year Actual	Current Year % Change
Toll Operating Revenues						
Pay-By-Mail	\$ 386,715	\$ 4,198,142	\$ 3,250,000	\$ 948,142	\$ 3,276,148	28.14
Fuego revenues	104,716	1,060,451	750,000	310,451	843,826	25.67
Interop revenues						
Interop revenues	142,863	1,537,195	1,295,000	242,195	1,396,373	10.08
Bridge interoperability	-	-	-	-	326,913	(100.00)
Total Interop revenues	142,863	1,537,195	1,295,000	242,195	1,723,286	(10.80)
Other Toll Revenues						
Interlocal agreement revenues	5,819	46,746	43,600	3,146	115,130	(59.40)
Total Other Toll Revenues	5,819	46,746	43,600	3,146	115,130	(59.40)
Total Toll Operating Revenues	640,113	6,842,535	5,338,600	1,503,935	5,958,390	14.84
Toll Operating Expenses						
Personnel costs	99,531	836,604	1,153,685	317,081	700,674	19.40
Transaction processing costs	33,056	415,207	585,000	169,793	1,016,613	(59.16)
Roadside maintenace	37,933	647,195	737,100	89,905	600,568	7.76
CSC indirect/overhead costs	110,750	400,550	1,117,034	716,484	1,431,635	(72.02)
Total Toll Operating Expenses	281,271	2,299,557	3,592,819	1,293,262	3,749,489	(38.67)
Total Operating Income	358,842	4,542,978	1,745,781	2,797,197	2,208,900	105.67
Non Operating Revenues						
Other Financing Sources						
Pass through grant revenues	-	2,074,030	1,385,000	689,030	1,694,190	22.42
Insurance Recovery	-	-	-	-	147,774	(100.00)
Total Other Financing Sources	-	2,074,030	1,385,000	689,030	1,841,964	12.60
Total Non Operating Revenues	-	2,074,030	1,385,000	689,030	1,841,964	12.60
Non Operating Expenses						
Debt principal and interest	186,798	3,126,682	3,130,781	4,099	1,540,349	102.99
Total Non Operating Expenses	186,798	3,126,682	3,130,781	4,099	1,540,349	102.99
Changes in Net Position	\$ 172,044	\$ 3,490,326	\$ -	\$ 3,490,326	\$ 2,510,515	39.03

Unaudited Financial Statements Subject to Change

*The target for September 2025 is 100%, which corresponds to 12 out of 12 months of the fiscal year.

Combined Revenues and Expenses

- ▶ Total operating revenues Current Year Actual increased 11.38% compared to Prior Year Current Year
- ▶ Operating expenses in line with budget
- ▶ Total net change from operations increased 52.05% compared to Prior Year Current Year
- ▶ Current Year Actual Net Position \$9,699,617.

CAMERON COUNTY REGIONAL MOBILITY AUTHORITY Combined Statement of Revenues and Expenses - Unposted Transactions Included In Report From 9/1/2025 Through 9/30/2025

	Current Period Actual	Current Year Actual	Original Budget	Annual Budget Variance - Original	Prior Year Actual	Current Year % Change
Operating Revenues						
Vehicle registration fees	\$ 348,390	\$ 3,799,080	\$ 3,490,000	309,080	3,494,940	8.70
Interlocal agreement	18,819	202,746	469,300	(266,554)	356,161	(43.07)
Toll revenues	634,294	6,795,789	5,295,000	1,500,789	5,843,260	16.30
Total Operating Revenues	1,001,503	10,797,615	9,254,300	1,543,315	9,694,361	11.38
Operating Expenses						
Personnel costs	220,170	2,039,024	2,682,209	643,185	1,671,412	21.99
Accounting software and services	-	-	10,000	10,000	2,980	(100.00)
Professional services	16,999	223,003	241,000	17,997	181,189	23.08
Contractual services	11,693	67,082	95,000	27,918	163,297	(58.92)
Advertising & marketing	48,447	164,687	312,000	147,313	121,364	35.70
Data processing	1,331	38,389	40,000	1,611	31,141	23.28
Dues & memberships	314	27,685	42,000	14,315	31,910	(13.24)
Education & training	3,860	4,399	20,000	15,601	599	634.40
Fiscal agent fees	0	3,090	57,790	54,700	10,855	(71.53)
Insurance	859	133,816	150,800	16,984	110,521	21.08
Maintenance & repairs	50,563	96,717	210,000	113,283	33,612	187.74
Office supplies	25,986	67,273	183,550	116,277	346,712	(80.60)
Road maintenance	63,880	849,500	900,000	50,500	921,903	(7.85)
Leases	656	7,265	37,370	30,105	58,631	(87.61)
Toll services	2,276	50,644	220,000	169,356	184,316	(72.52)
Travel	10,619	59,123	80,000	20,877	63,009	(6.17)
Utilities	7,548	76,364	108,442	32,078	72,567	5.23
Contingency	107	122,618	577,533	454,915	1,237,916	(90.09)
Total Operating Expenses	465,307	4,030,680	5,967,694	1,937,014	5,243,933	(23.14)
Net Change from Operations	536,196	6,766,935	3,286,606	3,480,329	4,450,429	52.05
Non Operating Revenue						
Pass through grant revenues	-	2,074,030	1,385,000	689,030	1,694,190	22.42
Interest income	83,753	1,470,179	425,000	1,045,179	1,107,080	32.80
TRZ Revenue	-	8,808,638	9,000,000	(191,362)	7,624,815	15.53
Other financing sources	-	-	-	-	762,748	(100.00)
Total Non Operating Revenue	83,753	12,352,847	10,810,000	1,542,847	11,188,833	10.40
Non Operating Expenses						
Bond Debt Expense	287,814	5,086,832	5,096,606	9,774	2,309,505	120.26
Project expenses	1,108,124	4,333,332	9,000,000	4,666,668	1,571,034	175.83
Total Non Operating Expenses	1,395,938	9,420,164	14,096,606	4,676,442	3,880,539	142.75
Changes in Net Position	\$ (775,989)	\$ 9,699,617	\$ -	9,699,617	11,758,722	(17.51)

Unaudited Financial Statements Subject to Change

Interlocal Revenues and Expenses – Monthly

CAMERON COUNTY REGIONAL MOBILITY AUTHORITY

Statement of Revenues and Expenses

From 9/1/2025 Through 9/30/2025

	Cameron County	City of Brownsville	City of San Benito	City of Los Fresnos	Federal Funds	City of Primera	Total
Non Operating Revenues							
Outer Parkway	\$ 96,513	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 96,513
SH 32 (East Loop)	46,074	1,015	-	-	-	-	47,089
Whipple Road	-	-	-	66,750	-	-	66,750
COLF Hike & Bike Trail Project	-	-	-	28,398	-	-	28,398
N. Williams Road	21,465	-	21,465	-	-	-	42,930
Primera Rd Sidewalk Improv	-	-	-	-	-	23,811	23,811
FM 509	25,302	-	-	-	-	-	25,302
North Rail Relocation	-	-	-	-	56,182	-	56,182
Flor De Mayo Bridge	143,254	-	-	-	-	-	143,254
Dana Rd	120,706	60,458	-	-	-	-	181,165
CC - Old Alice Road	1,157	-	-	-	-	-	1,157
CC - Los Indios LPOE	401,841	-	-	-	-	-	401,841
CC - Consulting Services PF	20,000	-	-	-	-	-	20,000
Total Revenues	876,311	61,473	21,465	95,148	56,182	23,811	1,134,390
Non Operating Expenses							
Outer Parkway	96,513	-	-	-	-	-	96,513
SH 32 (East Loop)	46,074	1,015	-	-	-	-	47,089
Whipple Road	-	-	-	66,750	-	-	66,750
COLF Hike & Bike Trail Project	-	-	-	28,398	-	-	28,398
N. Williams Road	21,465	-	21,465	-	-	-	42,930
Primera Rd Sidewalk Improv	-	-	-	-	-	23,811	23,811
FM 509	25,302	-	-	-	-	-	25,302
North Rail Relocation	-	-	-	-	56,182	-	56,182
Flor De Mayo Bridge	143,254	-	-	-	-	-	143,254
Dana Rd	120,706	60,458	-	-	-	-	181,165
CC - Old Alice Road	1,157	-	-	-	-	-	1,157
CC - Los Indios LPOE	401,841	-	-	-	-	-	401,841
CC - Consulting Services PF	20,000	-	-	-	-	-	20,000
Total Project expenses	876,311	61,473	21,465	95,148	56,182	23,811	1,134,390
Total Changes in Net Position	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Unaudited Financial Statements Subject to Change

Interlocal Revenues and Expenses – Year-to-Date

CAMERON COUNTY REGIONAL MOBILITY AUTHORITY								
Statement of Revenues and Expenses								
From 10/1/2024 Through 9/30/2025								
	Cameron County	City of Brownsville	City of San Benito	City of Los Fresnos	Federal Grant Funds	City of Primera	Military Highway Water Supply Corporation	Total
Non Operating Revenues								
West Rail Corridor	\$ 151,942	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 151,942
Outer Parkway	690,529	-	-	-	-	-	-	690,529
SH 32 (East Loop)	74,008	108,711	-	-	-	-	-	182,719
South Parallel Corridor	214,912	-	-	-	-	-	-	214,912
Whipple Road	-	-	-	414,727	-	-	-	414,727
COLF Side Walk	-	-	-	1,437	-	-	-	1,437
COLF Hike & Bike Trail Project	-	-	-	33,023	-	-	-	33,023
N. Williams Road	93,773	-	93,774	-	-	-	-	187,547
Stenger Rd TASA	-	-	80,585	-	-	-	-	80,585
Primera Rd Sidewalk Improv	-	-	-	-	-	62,924	-	62,924
FM 509	89,856	-	-	-	-	-	-	89,856
North Rail Relocation	-	-	-	-	289,454	-	-	289,454
281 Connector	67,925	-	-	-	-	-	1,003,208	1,071,133
Flor De Mayo Bridge	314,043	-	-	-	-	-	-	314,043
Dana Rd	712,697	60,458	-	-	-	-	-	773,155
CC- Veterans Bridge	12,956	-	-	-	-	-	-	12,956
CC - Old Alice Road	15,594	-	-	-	-	-	-	15,594
CC - Los Indios LPOE	1,185,837	-	-	-	-	-	-	1,185,837
CC - Consulting Services PF	114,000	-	-	-	-	-	-	114,000
Total Revenues	3,738,072	169,169	174,359	449,187	289,454	62,924	1,003,208	5,886,373
Non Operating Expenses								
West Rail Corridor	151,942	-	-	-	-	-	-	151,942
Outer Parkway	690,529	-	-	-	-	-	-	690,529
SH 32 (East Loop)	74,008	108,711	-	-	-	-	-	182,719
South Parallel Corridor	214,912	-	-	-	-	-	-	214,912
Whipple Road	-	-	-	375,232	-	-	-	375,232
COLF Side Walk	-	-	-	40,932	-	-	-	40,932
COLF Hike & Bike Trail Project	-	-	-	33,023	-	-	-	33,023
N. Williams Road	93,773	-	93,774	-	-	-	-	187,547
Stenger Rd TASA	-	-	80,585	-	-	-	-	80,585
Primera Rd Sidewalk Improv	-	-	-	-	-	62,924	-	62,924
FM 509	89,856	-	-	-	-	-	-	89,856
North Rail Relocation	-	-	-	-	289,454	-	-	289,454
281 Connector	67,925	-	-	-	-	-	1,003,208	1,071,133
Flor De Mayo Bridge	314,043	-	-	-	-	-	-	314,043
Dana Rd	712,697	60,458	-	-	-	-	-	773,155
CC- Veterans Bridge	12,956	-	-	-	-	-	-	12,956
CC - Old Alice Road	15,594	-	-	-	-	-	-	15,594
CC - Los Indios LPOE	1,185,837	-	-	-	-	-	-	1,185,837
CC - Consulting Services PF	114,000	-	-	-	-	-	-	114,000
Total Project expenses	3,738,072	169,169	174,359	449,187	289,454	62,924	1,003,208	5,886,373
Total Changes in Net Position	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Unaudited Financial Statements Subject to Change

Balance Sheet

CAMERON COUNTY REGIONAL MOBILITY AUTHORITY

Balance Sheet

As of 9/30/2025

	Current Year
ASSETS	
Current Assets:	
Cash and cash equivalents	\$ 10,051,782
Restricted cash - ILA Advanced Funding	10,036,959
Restricted cash accounts - debt service	11,333,302
Restricted cash - bond proceeds	1,227,562
Restricted cash - Transportation Reinvestment Zone (TRZ)- South Padre Island	5,000,000
Restricted cash - Transportation Reinvestment Zone (TRZ)- East Loop	6,940,907
Restricted cash - Transportation Reinvestment Zone (TRZ)- Outer Parkway	490,758
Restricted cash - Transportation Reinvestment Zone (TRZ)- US 281 Connector	1,000,000
Restricted cash - Transportation Reinvestment Zone (TRZ)- Whipple Road	997,358
Restricted cash - Transportation Reinvestment Zone (TRZ)- Old Alice Rd	2,998,282
Restricted cash - Transportation Reinvestment Zone (TRZ)- Other Projects	2,785,676
Accounts receivable, net	
Vehicle Registration Fees - Receivable	644,025
Toll receivable	1,563,983
Total Accounts receivable, net	2,208,008
Accounts receivable - other agencies	
Due from Other Agencies	2,573,926
Total Accounts receivable - other agencies	2,573,926
Accounts Receivable in Collections	
Collection Linebarger - Base Toll	889,920
Collections Linebarger - Violations	4,357,139
Allowance Collections Linebarger	(4,140,160)
Total Accounts Receivable in Collections	1,106,899
Prepaid expenses	53,465
Total Current Assets:	58,804,884
Non Current Assets:	
Capital assets, net	90,669,978
Capital projects in progress	20,568,813
Unamortized bond prepaid costs	80,602
Net pension asset	289,629
Total Non Current Assets:	111,609,021
Deferred Outflow of Resources	
Deferred outflow related to pension	235,270
Total ASSETS	\$ 170,649,175

Unaudited Financial Statements Subject to Change

Balance Sheet- Continued

CAMERON COUNTY REGIONAL MOBILITY AUTHORITY

Balance Sheet
As of 9/30/2025

LIABILITIES

Current Liabilities

Accounts payable	\$ 2,374,094
Unearned revenue	9,233,888
Total Current Liabilities	<u>11,607,982</u>

Non Current Liabilities

Due to other agencies	13,084,420
Long term bond payable	70,015,066
Total Non Current Liabilities	<u>83,099,487</u>

Deferred Inflows of Resources

Deferred inflows related to pension	188,050
Total LIABILITIES	<u>94,895,518</u>

NET POSITION

Beginning net position

63,578,810

Total Beginning net position

63,578,810

Changes in net position

12,174,847

Total Changes in net position

12,174,847

Total NET POSITION

75,753,657

TOTAL LIABILITIES, DEFERRED INFLOWS AND NET POSITION

\$ 170,649,175

Unaudited Financial Statements Subject to Change

Statement of Cash Flows

CAMERON COUNTY REGIONAL MOBILITY AUTHORITY

Statement of Cash Flows

As of 9/30/2025

	Current Period	Current Year
Cash Flows from Operating Activities		
Receipts from vehicle registration fees	\$ 290,960	\$ 3,984,900
Receipts from toll revenues	633,691	7,015,135
Receipts from other operating revenues	18,819	9,011,385
Payments to vendors	(240,023)	(2,135,050)
Payments to employees	(172,012)	(2,003,501)
Total Cash Flows from Operating Activities	<u>531,435</u>	<u>15,872,869</u>
Cash Flows from Capital and Related Financing Activities		
Acquisitions of property and equipment	-	(551,775)
Acquisitions of construction in progress	229,889	(533,876)
Payments on principal and interest	-	(5,096,606)
Payment on interlocal project expenses	(2,143,430)	(10,026,619)
Advances and Interlocal project proceeds	<u>2,116,558</u>	<u>13,686,283</u>
Total Cash Flows from Capital and Related Financing Activities	<u>203,018</u>	<u>(2,522,594)</u>
Cash Flows from Investing Activities		
Receipts from interest income	<u>83,753</u>	<u>1,470,179</u>
Total Cash Flows from Investing Activities	<u>83,753</u>	<u>1,470,179</u>
Beginning Cash & Cash Equivalents	<u>52,044,380</u>	<u>38,042,132</u>
Ending Cash & Cash Equivalents	<u>\$ 52,862,586</u>	<u>\$ 52,862,586</u>

Unaudited Financial Statements Subject to Change

CAMERON COUNTY REGIONAL MOBILITY AUTHORITY

September 2025 Toll Operations Report



JANETT HUERTA
TOLL OPERATIONS ADMINISTRATOR

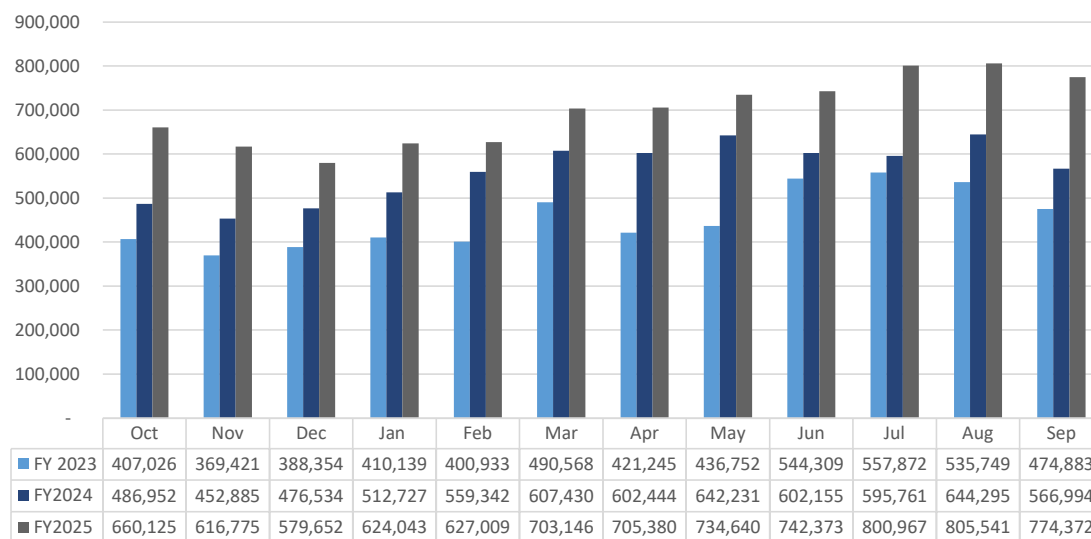


Year to Year Traffic Comparison

37% Increase from September 2024

Overall 24 % Increase from FY 2024

SH 550 Transactions



FY Year Totals

FY 2023	5,437,251
FY 2024	6,749,750
FY 2025	8,374,023

Tag Penetration September 2025



Agency	Transaction Count	Projected Revenue
FUEGO	137,818	\$ 104,715.98
HCTRA & TxTag	183,100	\$ 123,353.30
NTTA	21,179	\$ 20,212.00
KTA	530	\$ 660.00
PIKEPASS	2,435	\$ 2,946.00
BANKPASS	258	\$ 138.50
E470	147	\$ 198.50
FTE	377	\$ 265.00
LCF	11	\$ 5.50
Total	345,855	\$ 252,494.78

Valid Tag Penetration
45%



Image Review Overview

FY 2025	
Month	Total
October	447,413
November	442,935
December	406,275
January	440,153
February	459,578
March	516,014
April	500,760
May	526,508
June	540,118
July	588,660
August	589,579
September	565,862
Total Images Processed	6,023,855

Code Off Report September 2025					
Breakdown - Reason Codes	Gantries				
	Direct Connector	FM1847	Old Alice	Port Spur	Total
Blurred Plate	176	498	53	821	1,548
DMV Mismatch	68	68	16	39	191
No Image	12	8	2	18	40
No Plate	1349	1,522	207	1,056	4,134
No Vehicle	36	72	1	1	110
Partial Plate	294	270	72	363	999
Plate Obstruction	586	669	45	497	1,797
Too Bright	29	69	32	51	181
Too Dark				1	1
Unknown State	32	26	5	12	75
Total per Plaza	2,582	3,202	433	2,859	9,076

1% Code Off Rate

Payment Form	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Bank	\$3,517.44	\$8,773.48	\$23,021.03	\$11,854.73	\$11,891.04	\$18,289.42	\$14,775.77	\$13,765.36	\$14,954.29	\$22,991.64	\$15,390.93	\$17,100.79
Cash	\$1,467.48	\$7,394.28	\$3,464.08	\$2,724.96	\$5,791.57	\$3,567.54	\$4,671.82	\$3,206.12	\$3,289.96	\$5,228.67	\$5,328.75	\$3,184.54
Check/Money Order	\$9,035.64	\$10,157.82	\$2,481.00	\$8,414.06	\$7,062.19	\$11,365.87	\$5,641.66	\$24,654.26	\$5,208.10	\$10,483.51	\$5,111.10	\$7,800.35
CreditCard/DebitCard	\$166,466.35	\$231,212.48	\$229,993.10	\$263,858.95	\$317,730.05	\$420,235.00	\$393,864.00	\$464,723.15	\$534,193.95	\$506,370.69	\$461,462.81	\$459,822.43
Total Amount	\$180,486.91	\$ 257,538.06	\$258,959.21	\$ 286,852.70	\$ 342,474.85	\$ 453,457.83	\$ 418,953.25	\$ 506,348.89	\$ 557,646.30	\$ 545,074.51	\$ 487,293.59	\$ 487,908.11

YTD \$4,782,994.21

Daily Average \$5,822.16 \$ 8,584.60 \$ 8,353.52 \$ 9,253.31 \$ 12,231.24 \$ 14,627.67 \$ 13,965.11 \$ 16,333.84 \$ 18,588.21 \$ 17,583.05 \$ 15,719.15 \$ 15,738.97

FY 2025 Payment Processing



FY 2025 Mail Report



Month	Toll Bill	First Notice	Second Notice	Final Notice	Total
October	24,868	100	100	100	25,168
November	24,296	10,406	8,994	9,367	53,063
December	25,512	7,151	5,248	5,000	42,911
January	28,026	7,780	8,795	3,577	48,178
February	26,343	13,363	10,491	7,730	57,927
March	26,292	10,515	7,934	8,247	52,988
April	27,514	12,168	11,629	9,275	60,586
May	32,333	11,083	7,726	7,938	59,080
June	42,010	15,015	10,075	9,929	77,029
July	32,568	12,829	8,417	6,604	60,418
August	31,269	14,106	12,545	8,985	66,905
September	27,175	12,612	6,926	6,817	53,530
Total	348,206	127,128	98,880	83,569	657,783

FY 2025 CSR Monthly Call Report



FY 2025 CSR Monthly Call Report

CSR Name	October	November	December	January	February	March	April	May	June	July	August	September	Total
Barbara	827	839	899	602	1,261	1,615	1,268	621	575	566	637	924	10,634
Robert	1,131	634	754	1,276	787	497	1,188	682	663	644	1,028	368	9,652
Alexandria								535	899	1128	974	486	4,022
Angelica				669	1,387	562	1,185	704	517	570	487	451	6,532
Victoria									421	1250	1171	655	3,497
Armando										418	674	815	1,907
Myra										75	539	656	1,270
Patricia										265	1,450	888	2,603
Adonay										256	655	879	1,790
Laura											2	753	
Claudia											278	1,034	
Stephanie												285	
Juan	493	495	293	443	254	303	295	276	177	166	48	35	3,278
Jose Luis	383	279	271	238	90	268	160	159	87	153	52	53	2,193
Mary								9		3			
													-
Evelyn	154	480	278										912
Albert						639							639
Itzel	482	632	746	428	986	878	374	163					4,689
Shelby	880	626	558	873	796	320	44						4,097
Nadia			396	1,148	580	1,145	185						3,454
Veronica					44	1,182	83						1,309
Zelda								754	952				1,706
Noah								984					984
Ashanti								757	1387	429			2,573
Esmeralda						639	114	852	1,326	1,530	453		4,914
Total Answered Calls	4,350	3,985	4,195	5,677	6,185	8,048	4,896	6,496	7,004	7,453	8,448	8,282	75,019
Missed Calls	166	252	301	340	934	307	1229	320	235	344	113	4651	9,192
Totals Calls Received	4,516	4,237	4,496	6,017	7,119	8,355	6,125	6,816	7,239	7,797	8,561	12,933	84,211
% Missed	4%	6%	7%	6%	13%	4%	25%	5%	3%	5%	1%	6%	11%

FY 2025 Fuego Accounts Registered



Fuego Accounts Registered FY 25

CSR	October	November	December	January	February	March	April	May	June	July	August	September	Total/per person
Barbara	20	13	18	29	28	27	46	26	22	21	15	15	280
Robert	14	23	26	11	22	14	24	28	24	11	6	8	211
Alexandria								9	10	8	11	15	53
Angelica				6	11	31	15	19	22	29	14	9	156
Victoria								5	1	13	15	10	44
Myra										1	8	13	22
Armando										3	10	11	24
Adonay											2	5	
Patricia											6	10	
Claudia											2	7	
Stephanie												-	
Nelly												10	
													-
Juan	5	4	6	13	6	6	2	7	6	6	1	-	62
Jose Luis	8	6	1	10	3	3	1	3	3	2	-	2	42
Mary												1	1
Evelyn	-	19	15										34
Veronica					3	7	1						11
Albert						2							2
Shelby	8	18	15	14	15	18	-						88
Itzel	12	5	10	22	22	13	23	2					109
Nadia			4	18	30	27	20						99
Zelda								5	8				13
Noah								9					9
Ashanti								5	7	2			14
Esmeralda								7	16	16	20		59
Total FUEGO Accts Opened by CSR	67	88	95	123	140	148	132	125	119	112	110	116	1,333
Total FUEGO Accts Opened	130	172	191	236	259	274	258	247	358	229	230	237	2,821
Enrollment % in Office	52%	51%	50%	52%	54%	54%	51%	51%	33%	49%	48%	49%	47%



CSC Activity September 2025

September 2025 Exempt Activity

Reason	Txn Count	Total Amounts	%
Disabled Veterans	18,073	\$ 11,134.84	2%
Non-Revenue	9,406	\$ 6,108.57	1%
Plate Corrections	49	\$ 32.83	0%

September 2025 Settlements

Employee	Settlements	Amount Paid	Enrollments
Adonay			
Alexandria	1	\$ 251.43	1
Angelica	0		
Armando	1	\$ 340.40	0
Barbara	2	\$ 515.75	2
Claudia	2	\$ 439.29	1
Jose Luis	0		
Juan	0		
Myra	0		
Nelly	2	\$ 396.94	1
Patricia	3	\$ 683.66	1
Robert	0		
Stephanie	0		
Victoria	2	\$ 464.76	2
Total	13	\$ 3,092.23	8

New Collection Efforts



**2-E CONSIDERATION AND APPROVAL OF A RESOLUTION
AUTHORIZING THE COMMENCEMENT OF PROCEEDINGS
RELATING TO THE ISSUANCE OF SH 550 REFUNDING BONDS AND
OTHER MATTERS RELATED THERETO.**

**RESOLUTION AUTHORIZING THE COMMENCEMENT OF PROCEEDINGS
RELATING TO THE ISSUANCE OF SH 550 REFUNDING BONDS; AND
OTHER MATTERS RELATED THERETO**

WHEREAS, pursuant to a certain SH 550 Funding and Development Agreement, as amended (the “550 Agreement”), between Cameron County, Texas (the “County”) and the Cameron County Regional Mobility Authority (the “Authority”), the County has issued certain debt to fund the SH 550 Direct Connector Project payable in part from certain Authority revenues (the “Bonds”) pursuant to a certain trust agreement by and between the County and The Bank of New York Mellon Trust Company, N.A., as amended (the “Trust Agreement”); and

WHEREAS, the Authority’s financial advisor has provided a County plan of finance to issue refunding bonds (the “Refunding Bonds”) to refinance its Revenue and Tax Bonds, Series 2015 (State Highway 550 Project) and its Revenue and Tax Refunding Bonds, Series 2016 (State Highway 550 Project) (collectively, the “Bonds”) for a debt service and cash flow savings;

WHEREAS, the debt service savings will have a beneficial impact on the Authority’s and County’s operations;

WHEREAS, to issue the Refunding Bonds, the Authority must provide consent to the issuance of the Refunding Bonds pursuant to Section 3.08 of the Trust Agreement; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE CAMERON COUNTY REGIONAL MOBILITY AUTHORITY, THAT:

1. The Board consents to and hereby authorizes its financial advisor, legal counsel, and staff members to do all things necessary to move forward with and accomplish the preparation, sale, and issuance of the Refunding Bonds at the earliest feasible time by mutual agreement by the County.

PASSED AND APPROVED BY THE CAMERON COUNTY REGIONAL MOBILITY AUTHORITY, this 30th day of October, 2025.

/s/ Frank Parker, Jr.
Chairman

ATTEST:

/s/ Arturo Nelson
Secretary

CERTIFICATE FOR RESOLUTION

We, the undersigned Chairman and Secretary of the Cameron County Regional Mobility Authority (the "Authority") hereby certify as follows:

1. The Board of Directors of the Authority (the "Board") convened in regular session, open to the public, on October 30, 2025 at the meeting place designated in the notice (the "Meeting"), and the roll was called of the members, to wit:

Frank Parker, Jr., Chairman
Michael Scaief, Vice Chairman
Al Villarreal, Treasurer
Arturo Nelson, Secretary

Mark Esparza, Boardmember
Leo R. Garza, Boardmember
Albert Garza III, Boardmember

All members of the Board were present, except Michael Scaief and Leo Garza, thus constituting a quorum. Whereupon among other business, the following was transacted at the Meeting: a written

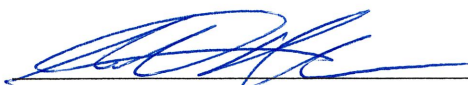
RESOLUTION AUTHORIZING THE COMMENCEMENT OF PROCEEDINGS RELATING TO THE ISSUANCE OF SH 550 REFUNDING BONDS; AND OTHER MATTERS RELATED THERETO

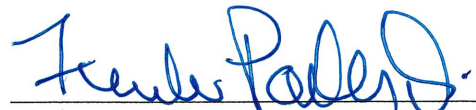
(the "Resolution") was duly introduced for the consideration of the Board. It was then duly moved and seconded that the Resolution be finally passed and adopted; and after due discussion, such motion, carrying with it the adoption of the Resolution prevailed and carried by the following vote:

YES: 4 NOES: 0 ABSTENTIONS: 1

2. A true, full, and correct copy of the Resolution adopted at the Meeting is attached to and follows this Certificate; the Resolution has been duly recorded in the Board's minutes of the Meeting; the above and foregoing paragraph is a true, full, and correct excerpt from the Board's minutes of the Meeting pertaining to the adoption of the Resolution; the persons named in the above and foregoing paragraph are duly chosen, qualified, and acting officers and members of the Board as indicated therein; each of the officers and members of the Board was duly and sufficiently notified officially and personally, in advance, of the time, place, and purpose of the Meeting, and that the Resolution would be introduced and considered for adoption at the Meeting and each of such officers and members consented, in advance, to the holding of the Meeting for such purpose; and the Meeting was open to the public, and public notice of the time, place, and purpose of the Meeting was given, all as required by Chapter 551, Texas Government Code, as amended.

SIGNED AND SEALED this October 30, 2025.


Secretary


Chairman

**2-F CONSIDERATION AND APPROVAL OF PAYMENT OF INVOICES AND
RELEASE OF CHECK TO ZIWA CORPORATION FOR THE FREE TRADE
BRIDGE (LOS INDIOS) PORT OF ENTRY EXPORT BUILDING RENOVATION
DONATION ACCEPTANCE PROGRAM PROJECT, ANAHUAC
INFRASTRUCTURE LLC FOR THE SH 550 MAINTENANCE PROJECT AND
G8 UTILITIES, L.L.C. FOR THE SH 550 SLOPES EMERGENCY REPAIRS.**

ZIWA Corporation - October 2025 - \$42,000

G8 Utilities - Paredes Embankment - \$28,829.75

Anahuac Infrastrucutre, LLC - Pay App #4 - \$210,000

**2-G CONSIDERATION AND APPROVAL OF SUBSTANTIAL COMPLETION OF
THE LOS INDIOS LAND PORT OF ENTRY EXPORT DOCK RENOVATION
PROJECT.**



AIA® Document G704® – 2017

Certificate of Substantial Completion

PROJECT: (name and address)
Los Indios FY19 DAP Export Dock
Office Renovations
US Border Station,
100 Los Indios Blvd.,
Los Indios, Texas 78567

CONTRACT INFORMATION:
Contract For:

CERTIFICATE INFORMATION:
Certificate Number: 001

OWNER: (name and address)
Cameron County Regional Mobility
Authority
3461 Carmen Avenue
Rancho Viejo, TX 78575

ENGINEER: (name and address)
RRP CONSULTING ENGINEERS
5400 N. 10th St.
McAllen, TX 78504

ARCHITECT: (name and address)
SJPA, LLC
510 E. Ramsey Rd.
Suite 1A
San Antonio, TX 78216

CONTRACTOR: (name and address)
Ziwa Corporation
1952 S. Price Rd
Brownsville, TX 78521

The Work identified below has been reviewed and found, to the Architect's best knowledge, information, and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated below is the date established by this Certificate.
(Identify the Work, or portion thereof, that is substantially complete.)

RRP Consulting Engineers
ENGINEER (Firm Name)

Phillip Randek, P.E.
SIGNATURE

Phillip Randek, P.M.
PRINTED NAME AND TITLE

9/29/25
DATE OF SUBSTANTIAL COMPLETION

SJPA, AIA
ARCHITECT (Firm Name)

Steve J. Patmon
SIGNATURE

Steve J. Patmon, AIA,
President
PRINTED NAME AND TITLE

09/29/25
DATE OF SUBSTANTIAL COMPLETION

WARRANTIES

The date of Substantial Completion of the Project or portion designated above is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:
(Identify warranties that do not commence on the date of Substantial Completion, if any, and indicate their date of commencement.)

WORK TO BE COMPLETED OR CORRECTED

A list of items to be completed or corrected is attached hereto, or transmitted as agreed upon by the parties, and identified as follows:
(Identify the list of Work to be completed or corrected.)

Installation of the following items.

1. Blinds
2. Refrigerator

The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment, whichever occurs first. The Contractor will complete or correct the Work on the list of items attached hereto within 2 weeks (14) days from the above date of Substantial Completion.

Cost estimate of Work to be completed or corrected: \$0.00

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work, insurance, and other items identified below shall be as follows:
(Note: Owner's and Contractor's legal and insurance counsel should review insurance requirements and coverage.)

The Owner and Contractor hereby accept the responsibilities assigned to them in this Certificate of Substantial Completion:

Ziwa Corporation
CONTRACTOR (*Firm Name*)
Cameron County Regional
Mobility Authority
OWNER (*Firm Name*)


SIGNATURE


SIGNATURE

Enrique Mena, PMP, MSc,
Sr. Project Manager
PRINTED NAME AND TITLE

10/27/25
DATE

Frank Parker, Jr. Chairman
PRINTED NAME AND TITLE

10/30/25
DATE

**2-H CONSIDERATION AND APPROVAL OF THE AMENDED CAMERON COUNTY
REGIONAL MOBILITY AUTHORITY PERSONNEL POLICIES &
PROCEDURES.**



IMPROVING MORE THAN JUST ROADS

MEMORANDUM

To: Board of Directors

From: Pete Sepulveda, Jr., Executive Director

Date: October 30, 2025

Subj: Item 2H- Consideration and Approval of the Amended Cameron County Regional Mobility Authority Personnel Policies & Procedures.

CCRMA staff worked with Legal Counsel to make necessary changes to our Personnel Policies and Procedures.

Below is a summary of the changes being proposed for the CCRMA's Personnel Policies:

Chapter 18. Work-Week; Work Schedules; Pay Periods; And Pay Dates

Language revised and added on Page 10

- A. The CCRMA's basic work schedule shall coincide with the established hours of business, which generally runs from Monday through Friday, starting at 8:00 AM through 5:00 PM. Call center hours runs from Monday through Friday, starting at 8:00 AM through 5:00 PM with hours subject to change as the work demands. Lunch schedules are set by the Supervisor and/or Department Head and are approved by the Executive Director.

Chapter 27. Paid Time Off: Holidays

Language revised and added on Page 16

- A. The CCRMA Board of Directors shall establish the CCRMA's holiday schedule by authorizing a set number of recognized holidays each fiscal year as a part of its budget review and budget adoption obligations, and such holiday schedule shall automatically supersede the schedule below.

Chapter 29. Paid Time Off: Sick Leave

Language revised and added on Page 18

- A. It is the policy of the CCRMA to grant sick leave with pay to eligible employees for the purpose of a bona fide illness of the employee and/or the employee's family member described below.
 - 1. An eligible employee may use sick leave for the employee's illnesses, injuries or health appointments.
 - 2. An eligible employee may also use sick leave for illnesses, injuries, or health appointments of that employee's spouse, child, parent, grandparent, or grandchild when the employee's presence is considered necessary.
 - 3. Use of sick leave can be used for the purpose of obtaining health-related services not available outside of regular working hours, such as medical, dental or optical appointments for the employee or family member.

4. Department Head may require employees to request sick leave in advance for prearranged doctor's appointments whenever possible.
5. No employee may utilize sick leave to care for a non-human family member such as a pet, which includes but is not limited to a service animal.

Chapter 39. Administrative Leave; Paid or Unpaid

Language added on Page 26

3. Leave without pay requests shall be considered and approved or denied by the Executive Director or the Executive Director's written designee such as an employee's Supervisor or Department Head.

Chapter 51. Discipline Policy Generally

Language revised and added on Page 39

- F. Disciplinary action may be taken against an employee by the Executive Director or the Executive Director's written designee such as an employee's Supervisor or Department Head for various reasons, which include but are not limited to the following examples:



Amended and Restated Personnel Policy Manual

**ADOPTED BY
BOARD ACTION**

September 13, 2019

Revised on September 17, 2020
Revised on April 1, 2021
Revised on July 22, 2021
Revised on October 26, 2023
Revised on May 30, 2024
Revised on August 28, 2025
Revised on October 30, 2025

TABLE OF CONTENTS

INTRODUCTION – ABOUT THE CAMERON COUNTY REGIONAL MOBILITY AUTHORITY.....	- 1 -
CHAPTER 1. PURPOSE AND AUTHORITY OF THIS MANUAL	- 1 -
CHAPTER 2. ORGANIZATIONAL STRUCTURE.....	- 2 -
CHAPTER 3. GOALS OF THIS MANUAL	- 3 -
CHAPTER 4. EQUAL EMPLOYMENT OPPORTUNITY POLICY	- 3 -
CHAPTER 5. AT WILL EMPLOYMENT	- 3 -
CHAPTER 6. DISABILITY POLICY	- 4 -
CHAPTER 7. CATEGORIES OF EMPLOYEES.....	- 4 -
CHAPTER 8. PROBATIONARY STATUS.....	- 5 -
CHAPTER 9. EMPLOYEE SEPERATION FORMS AND RECORDS.....	- 5 -
CHAPTER 10. RESIDENCE REQUIREMENTS	- 6 -
CHAPTER 11. HIRING RESTRICTIONS; DEGREES OF RELATIONSHIP; NEPOTISM PROHIBITIONS UNDER STATE LAW	- 6 -
CHAPTER 12. APPOINTMENTS TO JOB POSITIONS.....	- 7 -
CHAPTER 13. RECRUITMENT AND SELECTION.....	- 7 -
CHAPTER 14. PERFORMANCE EXPECTATIONS	- 8 -
CHAPTER 15. PERFORMANCE EVALUATION	- 9 -
CHAPTER 16. PERSONNEL RECORDS	- 9 -
CHAPTER 17. REQUIRED EMPLOYEE DATA	- 9 -
CHAPTER 18. WORK-WEEK; WORK SCHEDULES; PAY PERIODS; AND PAY DATES.....	- 10 -
CHAPTER 19. PAYROLL DEDUCTIONS.....	- 11 -
CHAPTER 20. SAFE HARBOR POLICY.....	- 11 -
CHAPTER 21. NATURAL DISASTERS AND EMERGENCIES	- 11 -

CHAPTER 22. OVERTIME, COMPENSATORY TIME AND FAIR LABOR STANDARDS ACT (FLSA) COMPLIANCE	- 12 -
CHAPTER 23. TIME-KEEPING AND PAYROLL RECORDS	- 13 -
CHAPTER 24. SALARY, WAGES, BENEFITS AND DEDUCTIONS.....	- 13 -
CHAPTER 25. SUMMARY OF BENEFITS	- 14 -
CHAPTER 26. PAID TIME OFF: GENERAL RULES	- 15 -
CHAPTER 27. PAID TIME OFF: HOLIDAYS	- 16 -
CHAPTER 28. PAID TIME OFF: VACATION TIME.....	- 17 -
CHAPTER 29. PAID TIME OFF: SICK LEAVE.....	- 18 -
CHAPTER 30. INTENTIONALLY DELETED	-19-
CHAPTER 31. SICK LEAVE PAY-OUT	- 19 -
CHAPTER 32. INTENTIONALLY DELETED.....	- 20 -
CHAPTER 33. PAID TIME OFF: BEREAVEMENT LEAVE	- 20 -
CHAPTER 34. WORKERS' COMPENSATION INJURY LEAVE	- 20 -
CHAPTER 35. FAMILY AND MEDICAL LEAVE ACT (FMLA)	- 22 -
CHAPTER 36. TEMPORARY DISABILITY POLICY.....	- 24 -
CHAPTER 37. JURY DUTY, COURT PROCEEDINGS, AND VOTING LEAVE	- 24 -
CHAPTER 38. MILITARY LEAVE	- 25 -
CHAPTER 39. ADMINISTRATIVE LEAVE; PAID OR UNPAID.....	- 26 -
CHAPTER 40. TRAVEL AND EXPENSE POLICY	- 26 -
CHAPTER 41. DRESS CODE OBLIGATIONS	- 26 -
CHAPTER 42. SUBSTANCE ABUSE AND DRUG TESTING.....	- 27 -
CHAPTER 43. WORKPLACE HARASSMENT PROHIBITED.....	- 30 -
CHAPTER 44. CCRMA EQUIPMENT AND PROPERTY	- 32 -
CHAPTER 45. OPERATION OF MOTOR VEHICLES	- 33 -

CHAPTER 46. CONFLICT OF INTEREST	- 35 -
CHAPTER 47. PUBLIC AND MEDIA RELATIONS	- 36 -
CHAPTER 48. SOCIAL MEDIA POLICY	- 37 -
CHAPTER 49. POLITICAL ACTIVITY.....	- 38 -
CHAPTER 50. SMOKING AND TOBACCO USE POLICY	- 38 -
CHAPTER 51. DISCIPLINE POLICY GENERALLY	- 39 -
CHAPTER 52. NON-DISCIPLINARY SEPARATIONS	- 40 -
CHAPTER 53. DISCIPLINARY AND TRAINING PROCEDURE	- 42 -
CHAPTER 54. GROUNDS FOR DISCIPLINE	- 43 -
CHAPTER 55. COMPLAINTS AND GRIEVANCES.....	- 44 -
CHAPTER 56. RESERVED.	- 46 -
CHAPTER 57. RESERVED.	- 46 -
CHAPTER 58. RESERVED.	- 46 -
CHAPTER 59. MISCELLANEOUS	- 46 -
CHAPTER 60. DEFINITIONS.....	- 46 -
EXHIBIT A – RECEIPT AND ACKNOWLEDGMENT FORM	
EXHIBIT B – CODE OF ETHICS ACKNOWLEDGEMENT	
EXHIBIT C – PUBLIC ACCESS OPTION FORM	
EXHIBIT D – WAGE DEDUCTION AUTHORIZATION FORM	
EXHIBIT E – LOCKER POLICY	
EXHIBIT F – ORGANIZATIONAL STRUCTURE	
EXHIBIT G – NEPOTISM CHART	

INTRODUCTION – ABOUT THE CAMERON COUNTY REGIONAL MOBILITY AUTHORITY

- A. The passing of House Bill 3588 by the Texas Legislature in 2003 brought about major innovative reform in how essential transportation projects can be funded. The traditional methods of financing to develop local transportation systems, particularly the gas tax can no longer be relied upon to keep pace with rising transportation costs. The Texas Legislature approved the establishment of Regional Mobility Authorities (RMA's) as an innovative transportation tool to accelerate projects and create new revenue streams for local transportation system projects. The Texas Transportation Commission (TTC) approved the creation of the Cameron County Regional Mobility Authority (CCRMA) on September 30, 2004 to promote and improve regional mobility within Cameron County, South Texas and internationally with the Northern Tamaulipas region of Mexico.
- B. The mission of the CCRMA is to expeditiously provide innovative, regional solutions to congestion problems while enhancing the economic vitality and quality of life in the Cameron County region. Our goals include:
 - 1. Provide Expertise in the Development of Solutions to our Region's Mobility Challenges
 - 2. Deliver Mobility Projects Expeditiously
 - 3. New Economic Development Opportunities
 - 4. Identify Financial Alternatives
 - 5. Organizational Transparency and Efficiency
- C. The CCRMA is committed to be an open and transparent government organization staffed by experts who are purposefully working cooperatively with key stakeholder ground in the community.

CHAPTER 1. PURPOSE AND AUTHORITY OF THIS MANUAL

- A. The purpose of this Manual is to establish a uniform set of policies governing the employees of the Cameron County Regional Mobility Authority (CCRMA) with respect to performance expectations, pay, benefits, and disciplinary policy.
- B. This Manual applies to each and every employee of the CCRMA. It shall be the duty and responsibility of the Executive Director to oversee its implementation. The Manual shall apply to the Executive Director as well, subject to contract requirements.
- C. This Policy Manual is not intended to, nor does it in fact, serve as an express or implied contract or promise of continued or future employment with the CCRMA. Neither this manual nor the policies and procedures set forth in it create contractual rights regarding the status of job descriptions, maintenance of standards, personnel action, or otherwise, neither can it alter the employment-at-will relationship in any way. This means that both the employee and the CCRMA retain the right to terminate the employment relationship at any time and for any reason. This Manual is intended as a guide for management and employees that addresses expectations and objectives in connection with the operations of the CCRMA and management of personnel.

- D. The CCRMA Board of Directors has the authority to adopt this Manual, and it retains its authority to amend and modify the Manual whenever necessary to correct and improve the services that the CCRMA provides to the citizens of South Texas within Cameron County.
- E. The CCRMA expects its employees to comply with all applicable rules of behavior and conduct in the performance of duties, including all rules, regulations, and policies relating to safety rules and safety standards.
- F. Every CCRMA employee is expected to know and understand that the employee works for the citizens of Cameron County, Texas and that exemplary customer service is a fundamental job requirement that applies to every budgeted position authorized by the CCRMA and its Board of Directors.
- G. Should an employee have a question concerning a policy contained in the Personnel Policy Manual, he/she is encouraged to consult his/her supervisor/manager. Specific questions involving the interpretation or application of a policy should be referred to the authorized personnel.

CHAPTER 2. ORGANIZATIONAL STRUCTURE

- A. The CCRMA is a regional mobility authority authorized and existing pursuant to the provisions of House Bill 3588, enacted by the 78th Legislature of Texas and codified in Texas Transportation Code, Chapter 370, as the Regional Mobility Authority Act adopted by the Texas Department of Transportation concerning the operation of regional mobility authorities.
- B. The chief administrator of the CCRMA shall be the Executive Director, other Administrators may be appointed by the Executive Director with the consent of the Board. All such administrators shall perform such duties and have such powers as may be assigned to them by the Executive Director or as set forth in the Board Resolutions. The Executive Director serves at the discretion of the Board performing all duties assigned by the Board and implementing resolutions adopted by the Board. The Executive Director shall be responsible for the general management, hiring, appointment, promotion, demotion, and termination of employees and day-to-day operations of the CCRMA.
- C. The primary role of management at the CCRMA is to sustain a consistently high level of customer satisfaction and to attract, inspire, develop and retain top talent in the organization. In addition, the CCRMA management is responsible for ensuring that employees carry out the CCRMA's mission and business objectives in a manner that is effective and efficient.
- D. The CCRMA is organized in a top down pyramid structure and is organized into administrative departments. The design of the administrative structure, including the design and functions of each department, is determined by the Executive Director and the Board of Directors as part of the budget process from year to year. See Exhibit "F".
- E. The staffing needs of the CCRMA generally, and of each specific Department is also controlled by the Executive Director and the Board of Directors. The number of budgeted and recognized positions is handled through the budget process, considering the needs of the CCRMA and any fiscal restraints that exist in any particular budget year.

- F. Department heads or supervisors will be responsible for the proper and effective administration of these Rules and Regulations within their departments. Routine matters pertaining to enforcement may be delegated to other supervisory personnel.
- G. Department heads or supervisors may, with approval from the authorized personnel, prepare and enforce supplemental personnel policies for the administration of personnel matters specific to their department. These departmental policies and procedures shall serve as supplements to this Personnel Policies Manual. In the event of conflict in any section, the policies in this Manual shall control.

CHAPTER 3. GOALS OF THIS MANUAL

- A. The goals of this Manual are as follows:
 - 1. To promote and increase employee efficiency and responsiveness to the public;
 - 2. To provide fair and equal employment opportunity for qualified persons who work for the CCRMA;
 - 3. To maintain consistent, up-to-date position classification and compensation plans based on the relative duties and responsibilities of jobs in the CCRMA service; and
 - 4. To promote pride and high morale among CCRMA Employees by fostering good working relationships.

CHAPTER 4. EQUAL EMPLOYMENT OPPORTUNITY POLICY

- A. The CCRMA is committed to equal employment opportunity for all individuals without regard to race, religion, gender, sexual orientation, age, national origin, disability, or veteran status. This commitment extends to all terms, conditions, and privileges of employment and the work environment as provided for by both state and federal law.
- B. Harassment, retaliation, coercion, interference, or intimidation of any employee due to that employee's race, religion, color, national origin, sex, age, disability, or veteran status, as defined by state and federal law is prohibited and is grounds for disciplinary action up to and including termination.
- C. The CCRMA is committed to enforcement of any and all applicable state and federal law that prohibits retaliation against an employee motivated by what is otherwise protected conduct or activity under state or federal law.

CHAPTER 5. AT WILL EMPLOYMENT

- A. Employment with the CCRMA is considered "at will," meaning that both, the employee and the CCRMA have a voluntary employment relationship which exists for no certain period of time, and which may be terminated at will by either party. Thus, an employee may resign for any reason and at any time. Similarly, the CCRMA may choose to terminate employment at any time, for any reason, with or without advance notice and with or without cause.
- B. Employment with the CCRMA is considered at will, except where employment may be covered by a specific, written employment contract that is executed by both the employee and the Executive Director and/or Board of Directors of the CCRMA.
- C. This Personnel Manual does not create a contract of employment or an implied contract of employment. No one at the CCRMA is authorized to verbally alter the

employment-at-will status for any individual and no statements to the contrary can create an employment contract at the CCRMA.

- D. Unless a written employment contract exists, signed by the employee, and the Executive Director and/or Board of Directors of the CCRMA, there is no contractual agreement between the CCRMA and any employee.

CHAPTER 6. DISABILITY POLICY

- A. The CCRMA will make reasonable accommodations, as required by state and federal law and in accordance with the most recent interpretations of any applicable law.
- B. Employees who believe they need an accommodation in the performance of their job should discuss the matter with their supervisor or department head so that an evaluation can be made about the extent to which such an accommodation is either needed or required.
- C. CCRMA management reserves the right to make ultimate determinations about the level of accommodation required by law, taking into account the legitimate needs and interests of the CCRMA, as well as of the employee.

CHAPTER 7. CATEGORIES OF EMPLOYEES

- A. Regular Full-Time employees are those who are regularly scheduled to be at work a minimum of forty hours per week on a regular basis. Regular Full-Time employees will receive full benefits, subject to completion of a probationary period as specified in this Manual.
- B. Regular Part-Time employees are those employees who are regularly assigned to work less than the amount of time regularly scheduled for Full-Time employees. While part time employees may occasionally work forty or more hours in a particular workweek, or in a series of workweeks, that by itself will not change their regular schedule. However, the CCRMA reserves the right to change the regular schedules of employees at any time. In such case, the CCRMA will give affected employees as much advance notice as possible of their new regular schedules and will advise employees of the effect of such changes on their eligibility for company benefits. Regular part-time employees shall not receive any fringe benefits, except those required by law, or except as otherwise provided for in this Manual. Part-Time regular employees are not eligible for CCRMA benefits, other than Texas County District Retirement System (TCDRS), Workers Compensations Insurance and FICA (Social Security and Medicare tax).
- C. Temporary or Seasonal employees who are expected to remain employed for only a limited period of time (such as for a season) or for a special task or project will be carried as Temporary Employees. Temporary/Seasonal employees are not eligible for CCRMA benefits, other than Workers Compensations Insurance and FICA (Social Security and Medicare tax).
- D. An intern is an employee who generally is hired to work for a defined period usually coinciding with the college semester and may work from 10-30 hours per work week, depending on business needs, and intern's college schedule, and other factors. This position may be paid or unpaid. Interns are not eligible for CCRMA benefits, other than Workers Compensations Insurance and FICA (Social Security and Medicare tax).

- E. Volunteers are those who are not otherwise carried as a regular or part-time employee. The provisions of this Manual shall apply to the extent that volunteer functions and activities are in furtherance of any interest for the CCRMA.
- F. The provisions of this Manual shall apply to positions recognized in the CCRMA By-laws that are appointed by the Board of Directors, and any CCRMA employee; provided, however, that the provisions of the CCRMA By-laws and any applicable state law, shall control.
- G. Contractors are persons who render services to the CCRMA pursuant to a retainer agreement, a contract (oral or in writing), or on a task or project basis, are not otherwise considered employees of the CCRMA. The provisions of this Manual do not apply to contractors.

CHAPTER 8. PROBATIONARY STATUS

- A. New Employees - All newly hired employees shall be carried on a probationary status for a period of six (6) months from the official date of hire (DOH) and shall be utilized by the CCRMA to evaluate that employee during their first six (6) months of employment to determine whether further employment in a specific position with the CCRMA is appropriate. Management may require an extended probationary period of up to twelve (12) months for higher level administrative positions, at its discretion. This classification applies to both new employees, rehired employees, and employees who are either transferred or promoted within the CCRMA.
- B. Transferred Employees - Any existing employee who is transferred from one job position to another within the same department shall be carried on a probationary status in the transferred position for a period of six (6) months from the date of such transfer. Additionally, an employee must remain in his/her position for a minimum of six (6) months before requesting or applying for a transfer.
- C. The probationary period is intended to allow both the employee and the employee's supervisors to evaluate the knowledge, skills, and abilities of the employee in the designated position. Within the probationary period the employee may request or will receive counseling, feedback and evaluations with respect to job performance.
- D. A new employee may be dismissed at any time during the initial six (6) month or the extended probationary period when, in the judgment of the Executive Director, the quality and performance of his or her work does not merit continuation as a CCRMA employee.
- E. An employee who has completed his or her initial probationary period may be dismissed by the Executive Director for various reasons, which include but are not limited to those listed in Chapter 50. All employees remain subject to performance evaluations to be conducted at least once a year.

CHAPTER 9. EMPLOYEE SEPARATION FORMS AND RECORDS

- A. Employee Separation Forms. An Employee Separation Form must be filled out by the Supervisor of Department Head for each employee who is separated, noting the reason for the separation. The Department Head shall keep a copy of the form and submit the original to the payroll clerk and a copy to the Human Resource Department for further processing.
- B. Payroll Attendance Worksheet. Information regarding employee separation must also be reported to the Human Resources Department of the Pay Roll Attendance Worksheet and must reflect any vacation and/or comp-time pending.

- C. Final Paycheck. The separated employee will need to pick up the final paycheck at the CCRMA office.

CHAPTER 10. RESIDENCE REQUIREMENTS

- A. Except as otherwise may be required by the CCRMA By-laws, CCRMA employees are not required to reside within the Cameron County limits.
- B. However, employees in public safety or public maintenance job functions who may be needed at work on an emergency basis may be required to reside within reasonable commuting ranges of that employees work assignment.
- C. The CCRMA is not responsible for any travel costs incurred in commuting to and from work or duty stations when coming on or off of duty. The CCRMA's obligations to pay begin when the employee arrives at that employee's work or duty station and ends when the employee leaves the work of duty station at the end of the work shift.

CHAPTER 11. HIRING RESTRICTIONS; DEGREES OF RELATIONSHIP; NEPOTISM PROHIBITIONS UNDER STATE LAW

- A. Nepotism is the showing of favoritism towards a relative. The practice of nepotism in hiring personnel or awarding contracts is forbidden by the CCRMA. No person may be hired who is related within the second degree by affinity (marriage) or within the third degree by consanguinity (blood) to a CCRMA Official or to any employee who would directly supervise his or her job performance. See Exhibit "G" on nepotism.
- B. As an initial matter, the CCRMA's nepotism policy shall comply with any and all requirements imposed by state law, and applicable state law is hereby incorporated by reference. Therefore, with respect to CCRMA's public officials, the CCRMA's baseline nepotism policy is governed by Chapter 573 of the Texas Gov't Code, which is hereby incorporated by reference.
- C. A public official may not appoint, confirm the appointment of, or vote for the appointment or confirmation of the appointment of an individual to a regular position that is to be directly or indirectly compensated from public funds or fees of office if:
 - 1. The individual is related to the public official within a degree described in the chart as a covered nepotism relationship by state law; or,
 - 2. The public official holds the appointment or confirmation authority as a member of a local board and the individual is related to another member of that board, within a degree described as a covered nepotism relationship by state law.
- D. As applied to the Board of Directors, the state law nepotism prohibitions apply to the following appointed positions under the CCRMA Charter, specifically:
 - 1. The appointment of municipal officers and other management personnel, specifically:
 - a) the Executive Director; and,
 - 2. The appointment of any boards, panels, committees recognized under the CCRMA By-laws and who would be directly or indirectly compensated from public funds or fees.

- E. As applied to appointed officers of the CCRMA who meets the definition of public official, the state law prohibitions on nepotism also applies to the appointed officers set forth above.
- F. In the event that two current CCRMA employees become related in a manner prohibited by this section, the two parties will be given a reasonable time for one or the other to secure another position, within the CCRMA in another department, or outside. For purposes of this policy, a reasonable time will not normally exceed two months. If the two parties cannot decide which of them will forfeit his or her job, the party with the least seniority may be terminated.

CHAPTER 12. APPOINTMENTS TO JOB POSITIONS

- A. Appointments to job positions authorized under the budget shall be made by the Executive Director, and shall be based on merit, considering the requirements of the job, and the knowledge, skills, abilities, and training of the employee applicant.
- B. The Executive Director shall have authority, as part of the hiring process, to require clearance on background checks, including a drug screening and any questions concerning an applicant's ability to perform the duties required by the job position, in connection with any position to the fullest extent allowed by law.
- C. Each department head, elected or appointed, is responsible for the selection and tenure of his or her employees within budget and numerical limits set by the CCRMA. Personnel budgets and authorized numbers of positions are established by the CCRMA budget and salary schedules and amendments hereto, as approved by the CCRMA Board of Directors.

CHAPTER 13. RECRUITMENT AND SELECTION

- A. Employee vacancies at the CCRMA are filled on the basis of merit, whether by promotion from within or by initial appointment. Selections of the persons best matched to fill the vacancies are made only on the basis of occupational qualifications and job related factors such as skill, knowledge, education, experience, and ability to perform the specific job.
- B. CCRMA maintains a job description, which established for each staff position the required knowledge, skills, and abilities and the acceptable levels of experience and training for the position. The job description sets for the minimum acceptable qualifications to fill the position. CCRMA will make a reasonable effort to accommodate job applicants and employees who have disabilities.
- C. CCRMA has four methods of recruiting and selection persons to fill vacancies. They are as follows:
 - 1. Promotion from within;
 - a. Vacancy shall be posted in-house for a minimum of five (5) working days
 - 2. Lateral transfer from within;
 - 3. Public announcements and competitive consideration of applications for employment; and
 - 4. Section from a valid current eligibility list.
- D. Promotions are changes in the duty assignment of an employee from a position in one classification to a position in another classification in a higher pay group. A

promotion recognized advancement to a higher position requiring higher qualifications and involving greater responsibility. A promoted employee will receive a salary increase. Promotions are approved by the department head within the staffing pattern and budget limits approved by the CCRMA. Upon promotion an employee is in evaluation period in the new position for a period of six months from the date of the written approval of the promotion, unless extended by the department head for an additional period of up to six (6) months.

- E. Lateral transfers are movements of an employee between positions in the same pay group. Lateral transfers may be made within the same department or among other departments of the CCRMA with the approval of the Department Heads
- F. CCRMA is an "AT WILL" equal employment opportunity employer and Public announcements of position openings with the CCRMA are disseminated by the Human Resources Department and the respective department head, in the manner most appropriate to the particular position being held. Each job posting shall be posted for a minimum of five (5) working days
- G. Each applicant for CCRMA employment must submit a written application and other pertinent information regarding training and experience. The department head shall make appropriate inquiries to verify experience, character, and suitability of any applicant.
- H. Employees of the CCRMA will be notified by the Human Resources Department of known vacancies in the organization for which applications will be accepted. Employees will be permitted to apply for positions for which they believe themselves to be qualified.
- I. An applicant is disqualified from employment by the CCRMA if he or she does not meet the minimum qualifications for performance of the duties of the position involved; knowingly has made a false statement on the application form; has committed fraud during the selection process; or is not legally permitted to hold the position.

CHAPTER 14. PERFORMANCE EXPECTATIONS

- A. It is also the policy of the CCRMA that all employees are expected to be qualified, ready, willing, and able to perform the job duties for the position that the employee holds.
- B. CCRMA management reserves the right to define the needs of the job positions, and employees are hired with an expectation that they can meet the needs of the position.
 - 1. When the needs of a position change, the employee will be provided with a reasonable amount of training and orientation to meet those needs.
 - 2. If an employee is unable or unwilling to satisfy the needs of a job position, that employee may be transferred to a different duty position if available or may be involuntarily separated from employment for non-disciplinary reasons.
- C. It is the policy of the CCRMA that all employees are expected to comply with the CCRMA's standards of behavior and performance, as set forth in this policy manual, or as otherwise required by supervisory personnel. Non-compliance with these standards may result in an adverse personnel decision, including termination of employment.

CHAPTER 15. PERFORMANCE EVALUATION

- A. CCRMA management may provide a performance evaluation on a regular or on an as needed basis to give employees an opportunity to better understand the duties of their positions and to meet the standards of performance expected for the position.
- B. Formal performance evaluations shall be reduced to writing and a copy provided to the employee. Nothing in this Personnel Policy precludes the use of verbal evaluations.
- C. An employee who consistently demonstrates an inability or an unwillingness to perform assigned duties, and who in the opinion of the employee's supervisor, department head, and/or Executive Director as appropriate, remains unwilling or unable to perform the functions of the job position held, may be subject for the removal from the position held.

CHAPTER 16. PERSONNEL RECORDS

- A. The CCRMA shall maintain a personnel file for each employee. An employee's personnel records belong to the CCRMA and not to the employee.
- B. An employee has the privilege of inspecting his or her official personnel file, upon written request made to the Executive Director or authorized personnel.
- C. Review and inspection of an employee's personnel file shall be under the supervision of the department head or authorized personnel.
- D. An employee must have on file a signed and executed Personnel Manual Acknowledgment Form and Code of Ethics Form, which may be obtained from the department head or authorized personnel. See Exhibit "A" and Exhibit "B" to this Manual.
- E. An employee must have on file a signed and executed Public Access Option Form, a copy of which is attached as an Exhibit "C" to this Manual. A copy may also be obtained from the department head or authorized personnel.
- F. An employee must also have on file a signed and executed Wage Deduction Form, a copy of which is attached as Exhibit "D" of this Manual. A copy may also be obtained from the department head or authorized personnel.
 - 1. Wage deductions for employee incurred obligations to the CCRMA may be deducted only after a notice of specific amounts owed have been presented to the employee and any disputes over the amounts owed have been resolved.
 - 2. The Executive Director has final authority to resolve any disputes over proposed wage deductions to be levied against an employee's paycheck.

CHAPTER 17. REQUIRED EMPLOYEE DATA

- A. Each employee is responsible for maintaining current and updated contact information in their personnel file.
- B. The following categories of contact information must be kept current:
 - 1. Residence address, whether it be mailing or residential;
 - 2. Home or Personal phone number and or personal email account for the purpose of facilitating communications;

3. Changes in marital status or in number of dependents to the extent that such change impacts health insurance coverage and income tax withholding;
 4. Changes of beneficiary for life insurance and retirement benefits;
 5. Any certificates related to schooling or training, especially if it relates to the employee's job duties;
 6. Any changes in social security or driver's license numbers;
 7. A valid identification or driver's license;
 8. Any arrest for any offense other than a minor traffic offense such as parking or speeding.
- C. Employees should also fill out a form related to the exercise of their option regarding whether they want certain personal data contained in their personnel file to be excluded from disclosure in response to any request for information filed with the CCRMA under the Texas Public Information Act Request.
1. The appropriate form is attached as Exhibit "C" to this Manual. It should be filled out, signed, and turned in to the department head or authorized personnel.

CHAPTER 18. WORK-WEEK; WORK SCHEDULES; PAY PERIODS; AND PAY DATES

- A. The CCRMA's basic work schedule shall coincide with the established hours of business, which generally runs from Monday through Friday, starting at 8:00 AM through 5:00 PM. Call center hours runs from Monday through Friday, starting at 8:00 AM through 5:00 PM with hours subject to change as the work demands. Lunch schedules are set by the Supervisor and/or Department Head and are approved by the Executive Director.
- B. The CCRMA's basic workweek shall consist of a forty (40) hour workweek for full-time employees and a minimum of twenty (20) hour workweek for part-time employees.
- C. The CCRMA's official workweek for purposes of scheduling and establishing pay periods shall begin at 12 A.M each Friday morning and runs through 11:59 PM on the following Thursday evening.
- D. Depending on the purposes and function of each department, the CCRMA, acting through its management personnel (Executive Director and Department Heads), may establish work schedules that provide for CCRMA services outside of the usual business cycle on an as needed basis, but shall otherwise generally adhere to a forty-hour work period.
- E. The CCRMA's pay period shall be bi-weekly. The Executive Director has the authority to alter or change its pay periods at any time but would give advance notice of such a change before it would be implemented.
- F. The CCRMA's pay date shall generally be no later than 7 working days after the close of the pay period, but in no event later than 14 days after the close of the pay period. The CCRMA reserves the right to modify its pay period and the pay date if needed to improve its payroll system.
- G. CCRMA offices may be closed at any time during the regular workweek only by order of the CCRMA Board of Directors or the Executive Director for reasons such

as bad weather or training. Work time lost by employees due to official closings of office will be charged to “other time”.

CHAPTER 19. PAYROLL DEDUCTIONS

- A. Deductions will be made from each employee’s pay for the following:
- Federal Income Taxes;
 - Social Security;
 - Medicare; and
 - Employee’s contribution to the CCRMA and District Retirement System.
- B. In accordance with policies and general procedures approved by the CCRMA Board of Directors deductions from an employee’s pay may be authorized by the employee for. See Exhibit “D”:
- Deferred Compensation;
 - Group Health/Medical Insurance for dependents;
 - United Way Contributions; or
 - Supplemental policies as authorized by the CCRMA.

CHAPTER 20. SAFE HARBOR POLICY

- A. It is the policy of CCRMA to accurately compensate employees and to do so in accordance with all applicable state and federal laws. To ensure that you are paid properly for all time worked and that no improper deductions are made, you must record correctly all work time and review your paychecks promptly to identify and report all errors. You also must not engage in off-the-clock or unrecorded work.
- B. The CCRMA strictly prohibits improper payroll deductions. If you believe that an improper deduction has occurred, you should report this concern to the CCRMA immediately for prompt investigation. Upon review, if it is determined that an improper deduction has occurred, then the CCRMA will promptly reimburse you in full and take reasonable measures to ensure future compliance in accordance with the Fair Labor Standards Act.

CHAPTER 21. NATURAL DISASTERS AND EMERGENCIES

- A. Employees of CCRMA may be required to work during any natural disaster or emergency. These emergencies may require separation from family members for extended periods and each employee is encouraged to provide for his or her family accordingly. Refusal to work during such emergencies may result in disciplinary action, up to and including termination. This is a formal condition of employment with CCRMA. The determination to which positions or natural disaster and the designation of personnel who shall be required to work during such emergencies shall be made by each department head or the Executive Director.

CHAPTER 22. OVERTIME, COMPENSATORY TIME AND FAIR LABOR STANDARDS ACT (FLSA) COMPLIANCE

- A. Under certain prescribed conditions, employees of State or local government agencies may receive compensatory time off, at a rate of not less than one and one-half hours for each overtime hour worked, instead of cash overtime pay. Employees generally may accrue up to 240 hours. Employees are encouraged to work closely with their Supervisor in order to use compensatory time within two weeks of earning it. An employee shall be permitted to use compensatory time on the date requested, unless doing so would unduly disrupt the operations of the CCRMA.
- B. For purposes of determining the CCRMA's obligations to pay overtime rates as per federal law, all employees are classified as either "exempt" or "non-exempt" in accordance with the guidelines established by federal law.
- C. Subject to applicable thresholds established under rules and regulations set forth by federal and state labor laws, "Exempt" employees are those who are typically exempt from the overtime provisions of the FLSA. An Exempt employee generally includes employees that can make or influence management decisions, including employment related decisions, and regularly supervise other employees. The determination of whether an employee is "exempt" is made by the CCRMA and is based, in general, on certain tests such as the Executive Exemption, Administrative Exemption, and Professional Exemption tests.
- D. "Non-exempt" employees are those employees who are covered by the overtime provisions of the FLSA that is, employees who under this federal law are entitled to earn overtime pay under criteria set by federal law. A Non-exempt employee may include an employee who is paid a salary.
- E. To be classified as Exempt or Non-exempt employee certain tests must be met.
- F. It is the responsibility of the Executive Director to determine which employees are FLSA exempt or non-exempt.
- G. Non-exempt employees shall be entitled to receive overtime pay at the rate of time and one-half the regular rate of pay for productive hours worked in excess of forty (40) hours within a given workweek.
- H. For purposes of calculating overtime pay obligations, if any, the CCRMA's workweek shall begin at midnight each Friday morning and run through 11:59 PM on the following Thursday evening.
- I. Holidays, vacation time, sick leave, jury duty military leave, and other absence from productive work will not be counted as time worked for purposes of determining whether overtime compensation is due under FLSA, unless federal law requires otherwise due to particular circumstances evaluated on a case-by-case basis.
- J. The CCRMA currently utilizes compensatory time as a way of discharging overtime pay obligations, the Executive Director is the final authority regarding comp time. Compensatory time is paid at the rate of time and one-half and it is to be used by the end of the Fiscal Year in which it was earned.
- K. Any overtime hours worked by non-exempt employees must be approved by the employee's department head. Not-approved overtime work shall be compensated, as required by law, but may serve as grounds for discipline action, as allowed by law, for failure to abide by this overtime approval requirement.
- L. Non-exempt employees may accrue up to a total of 40 hours compensatory time in a Fiscal Year. After this point, further compensatory time accruals will cease, and

overtime payment of one and one-half times the employee's base rate of pay will be made for any hours worked in excess of 40 in a work week.

- M. A non-exempt employee who may occasionally need to take excused time off during work week may, at the supervisors' discretion allows non-exempt employee to use accrued eligible comp time to "make-up" the amount of excused time off. Make-up time will only be permitted within in same pay period and make-up time must be spent on legitimate, work-related activities that have been approved by the Supervisor.

CHAPTER 23. TIME-KEEPING AND PAYROLL RECORDS

- A. All non-exempt employees are required to accurately and timely record their hours of work for payroll purposes. This must include any hours that would qualify for authorized overtime pay or compensatory time.
- B. Time records are official government records that involve the expenditure of public funds. Therefore, they must be maintained accurately and truthfully. Improper or illegal alteration or mutilation of CCRMA personnel records can lead to disciplinary action up to and including termination, and/or criminal liability exposure.
- C. All employees will be paid via direct deposit. Therefore, all employees must have direct deposit authorization on file with the CCRMA's payroll department. It is the responsibility of each employee to notify the CCRMA Human Resources Department of any changes to their banking information. Changes not received in a timely manner will result in a paper check after confirmation of returned electronic funds by the Human Resources Department. This may take three to five business days resulting in a delayed payroll check. Employees will be allowed no more than three (3) financial institution changes per year.

CHAPTER 24. SALARY, WAGES, BENEFITS AND DEDUCTIONS

- A. Each year the CCRMA Board of Directors under statutory budgetary procedures, decides the number of regular and temporary positions allowed to each department and the salary range of each. Requests for additional positions or changes in position salary and granted at budget time must be submitted to and approved by the CCRMA Board of Director.
- B. The Board of Directors will be responsible for the applicable salary, wages, and benefits of the Executive Director.
- C. The determination of applicable salary, wages, and benefits for all employees shall be made by the Executive Director.
- D. Similarly, the final determination of the staffing levels and/or number of positions to be authorized shall be made by the Executive Director as part of its authority to manage the CCRMA's fiscal budget.
- E. The Executive Director, shall determine the form and nature of the compensation package for authorized positions, including but not limited to categories of pay such as salary, wages, seniority pay, education pay, certification pay, and any and all other categories of pay that the Executive Director authorizes by separate action.
- F. The Executive Director shall determine the form and nature of the benefits package for CCRMA employees, including but not limited to health insurance, workers' compensation insurance, various categories of paid time off such as holidays, vacation days, sick leave, retirement, and other such benefits that may be authorized by separate Executive Directors action.

- G. The terms, conditions, and details of the foregoing pay, and benefits package shall be set by separate action as may be taken from time to time by the Executive Director.
- H. Voluntary deductions authorized by the employee may include payments for health insurance premiums, credit union, personal insurance premiums, etc. Details for voluntary deductions should be requested from the department head or the authorized personnel.
- I. Upon termination from CCRMA employment, employees who have completed the initial six-month evaluation period will be paid for earned and unused vacation leave up to the limit of their maximum allowable accumulation based upon length of employment, and for earned and unused compensatory time up to the maximum allowable accumulation based upon job classification Law Enforcement or non-Law Enforcement. Payment for vacation time and compensatory time will be included in the employee's final paycheck and will be calculated in the following manner:
 - The total work time, allowable vacation leave time (as if worked), and compensatory time will be laid out on the calendar. If the result covers a full pay period or periods, the employee will be paid the full pay period(s) amount. If the result required payment for less than a full pay period, the employee will be paid a prorated share of the full pay for the period. Partial pay periods will be paid on an hourly basis based on the number of work hours in the year.

CHAPTER 25. SUMMARY OF BENEFITS

- A. Medical Benefits:
 - 1. CCRMA provides group health insurance coverage for regular employees who work more than thirty (30) hours per week. Premiums for employees are paid in full by the CCRMA. Group coverage will commence the 1st of the month following a thirty (30) day grace period after the date of employment. An eligible employee may add dependent coverage for his or her family members to any such plan at his or her expense. This coverage will become effective in accordance with the group policy provisions. All premiums for dependent or family coverage shall be deducted and remitted to the insurance company on a prepaid basis.
 - 2. HIPAA, Health Insurance Portability and Accountability Act of 1996, puts a limit on pre-existing condition exclusions in-group health plans and gives new enrollees credit for prior coverage. In addition to these "portability" requirements, the law also makes it illegal to use health status a reason for denying coverage, guarantees group coverage for employers with 50 or fewer employees, and guarantees renew ability of group health plans.
 - 3. COBRA, Consolidated Omnibus Budget Reconciliation Act, we enacted to ensure that employees and their dependents do not lose their health insurance when workers lose their jobs. COBRA requires group health insurance policies to permit group members to continue their insurance when they leave the group temporary and are intended as a stopgap until insurance can be obtained from another source, such as a new employer. Under both state and federal laws, continuation requires the insured to pay the full premium (including former employers share), but the insured does get the advantage of the cheaper rate. (HIPAA and COBRA complement each other). Notwithstanding any other provision herein, COBRA benefits

apply to the group health plan(s) maintained by the CCRMA provided that the CCRMA has 20 or more full-time equivalent employees. The CCRMA is under no obligation by this policy to have at least 20 full-time equivalent employees in order to be eligible to offer COBRA benefits.

B. Retirement:

1. CCRMA participates in the Texas County and District Retirement System. The CCRMA contributes an amount equal to seven percent of the employee's pay to the retirement fund to match dollar per dollar contribution that the employee makes. Mandatory participation in the Retirement plan is required by state law for regular employees who work more than nine hundred (900) hours a year. Regular retirement benefits and disability retirement benefits are available to retirement system members. A terminated employee who has less than four (4) years of service with the CCRMA may leave his or her deposits in the System for a period of five (5) years from the date of last deposit, thus retaining membership and all related credited service on deposits at the end of each year during the period. However, if at the end of the five (5) year period of inactivity the inactive member has not resumed participation with the system, membership will terminate, and all previously earned credited service will be forfeited. No further interest will be earned on deposits.
2. A terminated employee who has earned at least for (4) years (but less than ten years) of credited service may leave his or her deposits in the system of as long as desired, thereby retaining membership and all related credited service as well as the right to receive interest on the balance of deposits at the end of each year. However, additional credited service with the system or one of the other statewide systems must be earned to satisfy the length of service requirement of service retirement.
3. Withdrawal of deposits in the event of death. Every employee who becomes a beneficiary at the time of application for membership. The member should review the designation from time to time and change the designation if necessary. In the event of the member's death, the beneficiary will receive all of the member's deposits with interest provided the member was not eligible for deferred service retirement benefits, in which case the beneficiary may receive a monthly income for a specific number of years or for life. If the deceased member was not eligible for deferred service retirement and had not designated a beneficiary, the member's deposits and interest earnings are payable the member's estate.

C. Unemployment Benefits:

1. All employees of the CCRMA are covered under the Texas Unemployment Compensation Insurance Program and the CCRMA pays the tax.

CHAPTER 26. PAID TIME OFF: GENERAL RULES

- A. Paid time off is defined as accrued time, such as sick leave or vacation time, during which an employee is paid his or her regular salary but is not required to be at work. Paid time off is a benefit provided by the CCRMA as part of its compensation package to all full-time employees.
- B. Workers' compensation injury leave is not treated as paid time off and qualifies as its own category of leave. Employees who are on workers' comp injury leave are treated as being on unpaid leave.

- C. Employees who are using paid time off shall continue to accrue benefits, such as sick leave and vacation time, as if they were at work.
- D. Employees absent from work without pay for a period greater than fifteen (15) workdays shall not accrue additional paid time off, except as otherwise provided in this policy or as authorized by the Executive Director in exceptional circumstances.

CHAPTER 27. PAID TIME OFF: HOLIDAYS

- A. The CCRMA Board of Directors shall establish the CCRMA's holiday schedule by authorizing a set number of recognized holidays each fiscal year as a part of its budget review and budget adoption obligations, and such holiday schedule shall automatically supersede the schedule below.
 - 1. The following days are generally observed as paid holidays for regular CCRMA employees:
 - New Year's Day, the day before or the day after if it falls on a weekend.
 - Rev. Dr. Martin Luther King, Jr. Day
 - President's Day
 - Cesar Chavez Day
 - Good Friday
 - Memorial Day
 - Independence Day
 - Labor Day
 - Veteran's Day
 - Thanksgiving and the day after
 - Christmas Eve and Christmas Day, the day before or the day after if they fall on a weekend
- B. Holiday pay, consisting of one eight (8) hour shift per holiday, shall be paid at the qualifying employee's regular rate of pay in the payroll period following the holiday in question, regardless of whether the employee in fact works on the recognized holiday.
- C. FLSA non-exempt employees who actually work on a holiday specified above shall, *in addition to their holiday pay*, be compensated at one and a one-half (1.5) times that employee's regular rate of pay for hours actually worked during a recognized holiday period.
 - 1. The intention behind this provision is to provide a premium holiday pay to those employees *who in fact work during a holiday period*; and who are not able to take the holiday off from work.
 - 2. For purposes of applying this premium holiday pay provision, a holiday period shall run from midnight to midnight on the date of the actual or the recognized holiday.
 - 3. If an approved holiday falls on a Saturday, the previous Friday shall be observed as the holiday period. If an approved holiday falls on a Sunday, the next Monday shall be considered to be the holiday period.

4. In addition, any workday designated as an observed holiday by the CCRMA, shall be treated as a holiday period.
 5. In the event that a CCRMA scheduled holiday occurs during the employee's scheduled vacation time, the employee will be paid for the holiday, and vacation time will not be charged for that day.
- D. An employee who utilizes sick leave on a working day prior to and/or following a recognized holiday shall automatically forfeit holiday pay unless the utilization of sick leave is corroborated or excused by a health care provider.
1. Forfeiture of holiday pay under this provision may be appealed to the Executive Director, whose decision on the issue shall be final.
- E. The Executive Director retains the right to make modifications and adjustments to recognized holidays and related compensation at any time.

CHAPTER 28. PAID TIME OFF: VACATION TIME

- A. Full-time employees accrue vacation time based on the number of years of full-time employment with the CCRMA using date of hire (DOH). Only regular full-time employees accrue vacation time. All other categories of employees do not accrue vacation time.
- B. Accrual of vacation time will accrue on a bi-weekly basis in accordance with pay period and the following accrual schedule:

Years of Continuous Employment	Accrual Rate/Pay Period	Annual Accrual	Maximum Carryover
Less than five (5) years of continuous employment	3.08 hours	80 hours	40 hours
At least five (5) years, but less than ten (10) years of continuous employment	4.62 hours	120 hours	40 hours
10+ years of continuous employment	6.16 hours	160 hours	40 hours

- C. A newly hired or newly rehired employee who is on probationary status, shall accrue vacation time from the last DOH, but may not use accrued vacation time for a period of 180 days from DOH. The Executive Director reserves the right to make modifications and adjustments to the mentioned rule.
1. This restriction does not apply to intra- or inter-transfer employees who are on a probationary status.
- D. An employee shall not accumulate more than the annual accrual of vacation time as set above and may, with the Executive Director's written approval, carryover 40 hours of the unused vacation into the next fiscal year on a grace period.
1. In the event an employee is unable to take vacation prior to the end of the fiscal year due to Department needs, the employee may be entitled to a grace period of 3 months of the next fiscal year to take vacation.

2. Provided, however, that employees, who upon the adoption of this Personnel Manual, have already accumulated vacation time in excess of the maximum accumulated time specified above, shall not lose that accumulated time, but no additional time shall accrue unless and until the vacation time account falls below the maximum amount stated above.
- E. Requests to use or apply vacation time shall be documented in writing. Vacation time will be administered as follows:
1. Vacation time may be used and shall be charged in one (1) hour increments for all employees.
 2. Department heads are authorized to schedule and to approve vacation time giving due consideration to the staffing needs of the CCRMA and the interest of the employees in utilizing their vacation time.
 3. Employees on vacation time are subject to be recalled to duty if in the discretion of CCRMA management, the staffing needs of the CCRMA warrant such a recall.
- F. Employees are encouraged to schedule and use accrued vacation time. Except as otherwise provided in this Manual, employees shall be paid their accrued vacation time upon separation from employment, subject to the accrual cap specified above.

CHAPTER 29. PAID TIME OFF: SICK LEAVE

- A. It is the policy of the CCRMA It is the policy of the CCRMA to grant sick leave with pay to eligible employees for the purpose of a bona fide illness of the employee and/or the employee's family member described below.
1. An eligible employee may use sick leave for the employee's illnesses, injuries or health appointments.
 2. An eligible employee may also use sick leave for illnesses, injuries, or health appointments of that employee's spouse, child, parent, grandparent, or grandchild when the employee's presence is considered necessary.
 3. Use of sick leave can be used for the purpose of obtaining health-related services not available outside of regular working hours, such as medical, dental or optical appointments for the employee or family member.
 4. Department Head may require employees to request sick leave in advance for prearranged doctor's appointments whenever possible.
 5. No employee may utilize sick leave to care for a non-human family member such as a pet, which includes but is not limited to a service animal.
 6. Use of sick leave for unauthorized purposes will be considered an abuse of sick leave and can subject an employee to disciplinary action up to and including termination.
- B. Sick leave will begin accruing on the DOH for eligible employees at the rate of 4 hours per pay period. Sick leave is cumulative up to sixty days (480 hours).
1. For purpose of transitioning into this policy, existing sick leave accrual amounts at the time of adoption of this Manual shall be maintained.
- C. During the time that a newly hired, or newly rehired employee is on probationary status, that employee shall accrue, but shall not be entitled to utilize, any sick leave

accruals for a period of 180 days from the DOH. A probationary employee who is out because of illness will be treated as being on leave without pay.

1. This restriction does not apply to inter- or intra-transfer employees who may be on a probationary status.
- D. Sick leave utilization for all eligible employees shall be charged in increments of .25-hours.
 1. The Executive Director is authorized to modify the increments charged (up or down) if such is necessary as a matter of administrative discretion.
- E. An employee must notify their Department Head or immediate supervisor in writing upon learning that sick leave will be used. An employee is expected to provide as much advance notice as possible to allow the CCRMA to make other staffing arrangements. Failure to do so is grounds for disciplinary action up to and including termination.
 1. In this regard, a department head may impose additional written notification requirements peculiar to the needs of that Department.
- F. An employee on sick leave who uses up all accrued sick leave benefits may request vacation leave and/or family and medical leave without pay, if applicable.
- G. CCRMA management may request and obtain verification of the circumstances surrounding use of sick leave from the employee at any time that sick leave is used, including but not limited to the requiring a presentation of a note from a recognized health care provider in connection with the utilization of sick leave time.
- H. An employee returning to work after taking sick leave in excess of two (2) workdays must submit a statement signed by a health care provider corroborating the legitimate utilization of sick leave by the employee. The Executive Director may waive this requirement if such waiver is justified under the circumstances.
- I. An employee who utilizes sick leave on a working day immediately prior to and/or following a recognized holiday shall automatically forfeit holiday pay as well as pay for the other day or days missed unless the utilization of sick leave is corroborated or excused by a health care provider. The Executive Director shall have a final decision over whether this forfeiture provision has been properly applied.

CHAPTER 30. INTENTIONALLY DELETED

CHAPTER 31. SICK LEAVE PAY-OUT

- A. As a general rule, accrued sick leave shall not be paid out upon separation from employment, regardless of the reason for separation, except for the circumstances allowed below.
- B. Accrued sick leave may be paid out in accordance with the following conditions, if approved by the Executive Director:
 1. If an employee retires from the CCRMA in good standing, and the employee upon retiring has worked the last ten (10) years consecutively with the CCRMA, then that employee will be paid for accrued sick leave in the amount of up to 480 hours of accrued sick leave.
 2. In the event a CCRMA employee is killed or otherwise dies in the line of active duty, and the deceased employee has accrued sick leave at the time of death, the CCRMA may pay out to the deceased employee's estate or

duly designated beneficiary on record with the CCRMA, up to 480 hours of accrued sick leave, provided, however, that:

- a) The employee was in good standing at the time of death,
 - b) The pay out of accrued sick leave under this provision must be presented to and affirmatively confirmed by the Executive Director as a line of duty death.
- C. Any sick leave pay-out shall be at the rate of pay being earned at the time of retirement or of death as provided for in this Chapter.

CHAPTER 32. INTENTIONALLY DELETED

CHAPTER 33. PAID TIME OFF: BEREAVEMENT LEAVE

- A. Notwithstanding any other provision of this Policy, a full-time employee, who is no longer on probation as a newly hired or rehired employee, may be allowed to use up to three (3) days of vacation time or sick leave for bereavement leave purposes within any given fiscal year in connection with the death of a member of the employee's immediate or extended family subject to the provisions of this Policy. This option shall apply only to full-time employees.
- B. "Immediate family" for purposes of leave under this Chapter is defined as spouse, son, daughter, parents, grandparents, brother, sister, parents-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law, grandson, granddaughter, great grandparents, and great grandchildren. "Extended family" for purposes of leave under this Chapter is defined as uncles, aunts, nephews, nieces, first cousins, and any blood relative who actually resides in the household of the employee and who was dependent on the employee for support.
- C. Leave under this Chapter shall include travel time to and from, and attendance of, funeral services, funeral rites, and any religious services or rites or gatherings associated with the death of an immediate or extended family member.
- D. Leave under this Chapter shall not extend to the care of a sick or disabled family member, nor shall it apply to generalized grief over the death of a family member. In such circumstances, other types of leave may be considered.
- E. INTENTIONALLY DELETED.
- F. Leave taken under this Chapter shall be charged to the employee's vacation time or sick leave. Notwithstanding any other provision of this Policy, a full-time employee shall generally not be entitled to paid leave under this Chapter if such employee has insufficient vacation time or sick leave to fund the such leave.

CHAPTER 34. WORKERS' COMPENSATION INJURY LEAVE

- A. The CCRMA is a subscriber under the Workers' Compensation Act. As such, the full benefits of the workers' compensation laws apply to CCRMA employees.
 - 1. The CCRMA pays the entire amount of workers' compensation insurance premium that provides medical, rehabilitation, and wage-replacement benefits to employees who sustain work-related injuries or illnesses that arise out of and are in the course of employment. Ordinary diseases of life are not covered unless such disease follows as a consequence of occupational disease. The injury or disability must be clearly work-related.

- B. The CCRMA is committed to an anti-retaliation policy to protect employees who properly invoke the provisions of the workers' compensation laws. The CCRMA does not discriminate or retaliate against employees who have filed legitimate workers' compensation claims. Supervisors do not take or threaten any action to compel or persuade employees to not file a workers' compensation claim. Filing a fraudulent workers' compensation claim or engaging in fraudulent representations with respect to workers' compensation claims or benefits are serious offenses. Employees found to have engaged in fraudulent activities are subject to disciplinary action, up to and including termination of employment. Employees who file fraudulent claims may also be criminally prosecuted.
- C. Employees who are on workers' comp injury leave shall receive the benefits provided for by law and that employee shall continue to hold a budgeted position with the CCRMA; provided, however, that such leave will be treated as unpaid leave.
1. An employee on workers' comp leave shall not accrue sick or vacation leave during the period that the employee is on workers' comp leave.
 2. An employee on workers' comp leave shall have the usual payments and deductions for insurances allowable to active employees, subject to appropriate deductions.
- D. Employees on workers' comp leave shall be entitled to receive full salary continuation by utilization of accrued paid leave, and will be utilized in the following order:
- a. compensatory time;
 - b. sick leave;
 - c. vacation time.
1. To implement this provision, workers' compensation checks must first be delivered or signed over to the CCRMA.
 2. An employee who exhausts all paid time off benefits shall receive only those benefits provided under workers' compensation plan.
- E. When an employee is out of work due to an injury while on the job, that employee may utilize his or her sick leave for the amount of time they are out of work (no more than 7 calendar days) for salary continuation purposes. If the employee is out of work for less than seven calendar days, their sick leave is not adjusted. If the employee is out of work more than seven calendar days, 70% of their sick leave will be returned to them and workers compensation insurance will compensate them up to 70%.
- F. An employee who is on workers' comp injury leave for a period of 180 calendar days (about six months) and who is unable within this period of time to return to work and perform the core duties of their position, will be separated from that employee's position of employment as a non-disciplinary separation.
- G. The 180-calendar day's period will not be treated as being broken if management determines that efforts to return to work are not made in good faith or appear to be for the purpose of re-triggering or otherwise circumventing the time period contained in this provision.
1. In other words, insubstantial appearances at work during the stated period that are determined by CCRMA management personnel to be made for the

purpose of breaking the continuity of the period and side-stepping the purpose of this rule, shall not qualify as a break in the stated period.

- H. When a work-related injury or illness occurs, it is essential that prompt medical treatment be provided. Unless it is an emergency requiring immediate treatment, do not seek aid without first informing the CCRMA's Executive Director and using authorized medical providers. If it is an emergency, seek initial treatment at the nearest hospital emergency room or medical clinic. Then, notify the CCRMA's Executive Director.
- I. Stipulations relating to benefits payable and compensation related to work-related injuries include:
 - 1. A reduction in compensation and death benefits where injury is caused by the willful failure of the employee to obey established safety rules and/or use employer provided safety equipment.
 - 2. A reduction in compensation and death benefits if the injury was sustained in conjunction with the use of alcohol and/or non-prescribed controlled or illegal drugs. A total forfeiture of benefits or compensation otherwise payable for death or disability will apply if it is determined that the use of alcohol and/or non-prescribed controlled or illegal drugs is the proximate cause of the injury that is in violation of the CCRMA's rule or policy.
 - 3. Forfeiture of benefits or compensation otherwise payable for injuries sustained while participating in a voluntary recreational activity.
 - 4. No compensation shall be allowed for heart attack or stroke resulting in injury or death due to stress or exertion at work, including mental injury, unless evidence identifies such stress or exertion as being unusual in comparison to pressures and tensions experienced by the average employee in that employment.

CHAPTER 35. FAMILY AND MEDICAL LEAVE ACT (FMLA)

- A. The CCRMA is committed to the implementation of the Family Medical Leave Act ("FMLA") to the fullest extent required by law.
- B. Invocation of FMLA should be done in accordance with procedures outlined in this Personnel Manual.
- C. In order to be eligible to take family or medical leave, an employee must be employed by the CCRMA by at least twelve (12) months and must have worked at least 1,250 hours in the immediate past year before the date of the requested leave. The CCRMA's eligible employees are entitled to all leave, paid or unpaid, required by the Family and Medical Leave Act. FMLA leave shall qualify only under the following reasons, as defined by FMLA:
 - 1. To care for your child after birth, or placement for adoption or foster care;
 - 2. To care for your spouse, child, or parent, who has a serious health condition; or
 - 3. For a serious health condition that makes an employee unable to perform his or her job.
 - 4. Because of a qualifying exigency, as defined by the Secretary of the Department of Labor, arising out of the fact that a spouse, child, or parent is on active duty or called to active duty for the National Guard or Reserves.

5. Because the employee is a spouse, child, parent, or next of kin of a covered service member with a serious injury or illness.
- D. FMLA leave for the birth, adoption, or placement of a child must be used within one year of the date of birth or placement.
- E. Qualifying FMLA leave will be paid leave if the employee has accrued paid time off, such as sick leave, vacation time, or compensatory time.
- F. Paid leave will be used concurrently with qualifying FMLA leave, and will be utilized in the following order:
 1. compensatory time;
 2. sick leave;
 3. vacation time.
- G. FMLA leave shall also run concurrently with workers' comp injury leave, if the conditions for FMLA leave eligibility are met.
- H. If the accrued paid leave is not sufficient to cover the qualifying FMLA leave absence, the employee will go on unpaid leave status until the FMLA period is satisfied.
- I. Employees wishing to take FMLA leave must submit an Application for FMLA leave to their department head as soon as possible prior to taking FMLA leave. If submission prior to taking leave it is not possible, the Application must be submitted as soon as possible after commencement of FMLA leave. Applications are available from your department head or from the authorized personnel.
- J. The CCRMA requires medical certification to support a request for leave due to a serious health condition and may require additional medical opinions at the CCRMA's expense. If an employee fails to provide the required notice and medical certification, the CCRMA may deny the request for FMLA leave. An employee may also be required to furnish periodic reports on his or her status while on FMLA leave and of his or her intent to return to work.
- K. When in the opinion of an employee's department head, an employee's health is in such condition as to prevent the employee from performing assigned duties or as to present a significant health risk to other persons with whom the employee has contact in the course of the employee's job performance, an employee may, under the appropriate circumstances, be required to take FMLA leave. Such leave may be paid or unpaid, depending on the circumstances.
- L. The CCRMA will maintain the employee's health insurance coverage under the CCRMA's Group health plan while an employee is on FMLA leave on the same terms and conditions as for active employees.

If deductions are being made from an employee's paycheck for health insurance for insured persons other than the employee, it is the Employee's responsibility to make arrangements to see that the premium payments continue to be made while the employee is on unpaid FMLA leave.
- M. When an employee returns to work from a FMLA leave status attributable to their own qualifying health condition, he or she must present a Fitness for Duty Report from a health care provider to the department head or to the authorized personnel. The employee will then be restored to the employee's former employment status to the extent required by the FMLA.

- N. An employee who is unable or unwilling to return to work after FMLA leave is completed or to present a fitness for duty report is subject to discipline and/or non-disciplinary suspension or separation, as the circumstances require.

CHAPTER 36. TEMPORARY DISABILITY POLICY

- A. An employee who suffers a temporary impairment that precludes the employee from performing the essential functions of the job held may request a temporary alternate duty assignment within the department.
- B. The department will consider such a request subject to position availability and provided that the temporary impairment is verified and documented by an appropriate health care provider.
- C. Specific Definitions:
1. For purposes of this Article, a “temporary impairment” may be caused by a temporary physical condition, an injury, a maternity status, or any other physical condition that is temporary in nature and which precludes the employee from performing the essential functions of the position held.
 2. For purposes of this Article, an “alternative duty assignment” is a temporary, non-operational position within the department.
 3. For purposes of this Article, “position availability” refers to positions which are already open at the time a formal request for an alternative duty assignment is made.
- D. Procedural Handling:
1. If the employee is able to perform the essential functions of the position, but nonetheless desires a reasonable accommodation as to non-essential functions, the department will engage in an interactive process with the employee to explore what reasonable accommodation, if any, can be made.
 2. If an alternative duty assignment is not available, the Executive Director is authorized to offer a different job position, if one is available, that does not exceed the documented temporary medical restrictions; provided, however, that if the alternate job assignment is accepted, it would be at the pay scale applicable to that position and not necessarily that of the position held. The employee is not obligated to accept any such offer but may do so to avoid using up accrued paid time off leave balances. Alternative duty assignments shall not last longer than 180 days.
 3. If the employee’s temporary impairment cannot be accommodated in any of the foregoing scenarios, then the employee must take a leave status instead, utilize any available paid time off leave benefits that the employee may have or is otherwise entitled to by law.
 4. Nothing in this Chapter precludes or prevents the department head from adopting local procedures to implement this policy so long as any local procedure is not in conflict with this Chapter.

CHAPTER 37. JURY DUTY, COURT PROCEEDINGS, AND VOTING LEAVE

- A. All jury duty must be verified by appropriate documentation. Employees who are placed under compulsory jury duty before any court of law will be excused from work with pay, subject to the following conditions:

1. Employees are responsible for keeping their supervisor advised of the anticipated length of jury duty once known so that staffing needs of the CCRMA can be satisfied.
 2. Employees who serve on a jury during regular working hours must immediately report to their supervisor when excused or released by the court from jury duty.
 3. If an employee does not report to work when excused or released by the court, the employee may not be paid for unexcused time off and may be subject to disciplinary action for failure to report to work.
- B. Any fees tendered to the employee by the Court for jury duty do not need to be signed over to the CCRMA in lieu of payment of salary and benefits.
- C. Employees subjected to court ordered subpoenas during working hours must notify supervisors of the subpoena and make arrangements with their supervisors to comply with the subpoena.
1. Supervisors shall determine whether to allow work time or other time off (paid or unpaid, but not sick leave) to comply with the subpoena.
- D. In situations where an employee is involved in their own personal legal proceeding, that employee must request and receive leave from work and must use accrued vacation time or go on an unpaid leave status.
- E. The CCRMA encourages all employees to vote in any election or referendum. Employees shall receive up to two (2) paid hours leave to vote provided that such employees first provide a valid voter's registration card. The Executive Director, or his designee, shall determine when such employees vote during the workday if such determination is necessary to avoid an interruption in the CCRMA's operations.

CHAPTER 38. MILITARY LEAVE

- A. In compliance with the Uniformed Services Employment and Reemployment Rights Act ("USERRA"), the CCRMA grants military leaves of absence to employees who enter or are called to active duty with the armed forces of the United States or the Texas National Guard or any other category designated by the President in time of war or emergency as well as those who are called for training, absent for an exam to determine fitness for duty, or funeral honors duty.
- B. Employees, who enlist, are inducted, or recalled to active military duty, shall provide to the department head deployment orders or official notification. In order to preserve their reemployment rights, employees should notify the CCRMA of their military obligations as soon as possible before leaving or, if this is not possible, as soon as practicable.
- C. Employees on active military leave shall go on an unpaid leave status. Paid time off accruals, such as sick and vacation time shall continue to accrue so long as the active duty status is less than ninety (90) calendar days and stop if active duty is more than ninety (90) days.
- D. Paid time off accruals shall be abated if it appears that an employee will be on an active duty status greater than ninety (90) days. Health and insurance benefits shall continue to be provided, except that an employee must make arrangement to pay for those portions of benefits for which the employee is responsible through deductions.

- E. Employees returning from military leave will be entitled to such employment status and such benefits of their employment as required by state or federal law.
- F. The Executive Director is authorized to make such other adjustments and accommodations as are required by law for military personnel.

CHAPTER 39. ADMINISTRATIVE LEAVE; PAID OR UNPAID

- A. In addition to the foregoing types of leave, the Executive Director may place an employee on administrative leave at their supervisory discretion when circumstances call for such a measure.
- B. Administrative leave may be paid, or unpaid, but paid leave under this provision shall generally be allowed only when further investigation into a contested matter is required before appropriate personnel action can be determined.
 - 1. Discretionary administrative leave with pay under this Chapter may not exceed fifteen (15) calendar days.
 - 2. The Executive Director may authorize an additional leave without pay status for a maximum period of thirty (30) calendar days.
 - 3. Leave without pay requests shall be considered and approved or denied by the Executive Director or the Executive Director's written designee such as an employee's Supervisor or Department Head.
- C. The approval of a leave of absence is strictly discretionary and no employee is entitled to any such leave of absence. An employee who exhausts all accrued paid time off (other than sick leave) and who exhausts discretionary leave authorized under this Chapter is presumably not able to fulfill the functions of the position held and may be separated from employment for non-disciplinary reasons.

CHAPTER 40. TRAVEL AND EXPENSE POLICY

- A. CCRMA employees who are asked or required to travel in connection with the performance of their job-related duties or on behalf of the CCRMA may request reimbursement for expenditures associated with such travel.
 - 1. All travel must be approved by Department Head prior to any arrangements being made.
 - 2. Requests for reimbursement shall be reviewed by the Executive Director.
- B. A schedule of payment for travel related expenses, including payment of any per diem amounts, shall be established by the Executive Director, subject to and approval by the Board of Directors. This schedule shall be updated as needed and reconfirmed by the Board of Directors to be effective.

CHAPTER 41. DRESS CODE OBLIGATIONS

- A. Employees shall maintain a neat appearance and shall wear appropriate attire for the performance of their duties and exercise good hygiene.
- B. Since most office employees have contact with the public and therefore represent the CCRMA in their appearance, overly casual attire such as faded jeans, shorts, tee shirts, and overly revealing or distracting clothing, such as tight-fitting pants, blouses, skirts, etc., are not permitted while the employee is at work.

- C. The dress of non-office and office personnel should be appropriate to their working situation, keeping in mind that all personnel represent the CCRMA before the public.
- D. The determination of appropriate attire shall be made by the supervisory personnel, up to and including the Executive Director, considering the functions and needs of each specific department.
- E. Employees who are not appropriately attired may be counseled and requested by a supervisor to return home and change into appropriate attire.
- F. Refusal to comply with counseling requests may be treated as insubordination and can subject the employee to disciplinary action.

CHAPTER 42. SUBSTANCE ABUSE AND DRUG TESTING

- A. It is the policy of the CCRMA to maintain a drug-free workplace. The manufacture, distribution, dispensation, possession, concealment, use, sale or transfer of alcoholic beverages, inhalants, drugs or controlled substances, and the possession of drug-related paraphernalia or literature promoting the use of illegal drugs, while at work, on CCRMA premises (including parking lots) or worksites, in CCRMA vehicles, or while involved in CCRMA business, whether on or while using CCRMA property, is prohibited.
- B. This Chapter shall apply to all CCRMA employees – full-time, part-time, seasonal or temporary, and to volunteers. Testing shall be done at the CCRMA's expense.
- C. Strict compliance with this policy is a condition of initial and of continued employment. The CCRMA has a zero-tolerance policy with respect to substance abuse of any type. Any detectible level of a controlled substance in a positive drug test shall subject an employee to disciplinary action, up to and including termination of employment.
- D. Prescription drugs prescribed by a licensed medical practitioner for the person using or possessing them and over-the-counter medications are not prohibited by this policy, provided that they were lawfully obtained and are not consumed at a frequency or quantity greater than the dosage prescribed or otherwise recommended on the medication's label.
 - 1. Provided, however, that any employee whose duties include operation of motor vehicles or machinery, taking any prescription or over-the-counter drug or medication, regardless of whether it was lawfully obtained and properly consumed, which drug or medication is known or advertised as possibly affecting or impairing judgment, coordination, or other senses, or which may adversely affect ability to perform work in a safe and productive manner, must notify his or her supervisor or the authorized personnel prior to starting work or entering CCRMA premises or worksites.
 - 2. The supervisor or authorized personnel will decide if the employee may remain at work or on CCRMA Premises or worksites and what work restrictions, if any, are deemed necessary. If the employee is determined unable to work, the absence will be considered as sick leave.
- E. Employees are subject to substance abuse testing to the full limits allowed by state and federal law. Generally, the testing shall be under the following circumstances:
 - 1. During pre-employment screening, applicants will be advised that they are subject to testing for illegal drugs. Any job offer will be contingent on

passing a drug test (negative results). Applicants will be required to sign a consent form acknowledging this policy as a condition of employment and granting consent for such testing.

- a) Applicants who fail the test (confirmed positive results) will not be allowed to reapply until twelve (12) months after the date of the test and only then if they present evidence of their completion of a physician-approved rehabilitation program and consent to random testing for twelve (12) months after the effective date of their appointment.
2. If reasonable suspicion exists that any employee has used, possessed or is under the influence of alcohol, any drug, or any controlled substance, in violation of this policy, the employee shall be required to submit to any appropriate form(s) of testing allowed by law. Reasonable suspicion is determined to exist based on objective factors such as the appearance or action of an employee that an employee is under the influence of drugs or alcohol, or has violated the CCRMA's policy against the use, possession, sale, or transfer of drugs, alcohol, or inhalants.
3. Whenever a CCRMA employee is involved in an accident of any type, the employee is subject to any appropriate form(s) of testing allowed by law as soon after the accident as possible if:
 - a) The employee has sustained a personal injury or caused a co-worker or any other person to be injured; or,
 - b) The employee has caused a work-related accident or was operating or helping to operate machinery, equipment, or a vehicle involved in a work-related accident or in damage to property.
4. At the discretion of the Executive Director, employees may be required to participate in random, spot-check drug screens. Drug tests are unannounced, and every employee has an equal chance of being selected for random testing.
 - a) Any random test, if called for by the Executive Director, shall be mandatory. Refusal to cooperate shall be treated as an act of insubordination and may subject the employee to disciplinary action up to and including termination.
5. The CCRMA will also conduct testing as required or recommended under the provision of any state or federal government regulations. Any employee who is within a regulated group requiring testing will be required to abide by the CCRMA's policy as well as any government regulations.
- F. Testing of employees will be conducted either during the employee's workday or immediately thereafter. Employees will be compensated for this time at their regular rate of pay.
- G. The CCRMA will utilize its best efforts to utilize a responsible drug and substance abuse testing laboratory that satisfied the minimum criteria for implementation of drug testing policies, and which provides for a review procedure by a Medical Review Officer (MRO). The laboratory shall be selected by the CCRMA and applicants or employees who are required to submit to testing shall be directed to report to that laboratory for the purpose of providing, including, but not limited to, a urine, blood, or hair specimen for testing.

- H. Specimen collection will be performed by the laboratory's personnel and will be conducted in accordance with federal, state, and local requirements to guard the integrity of the specimens, maintain the chain of custody, and ensure the tests are treated as confidential and distribution limited to those having a "need to know".
- I. The method of initial testing used will be EMIT (enzyme multiplied immunoassay technique). In the event the initial test results are positive, then the laboratory shall perform a second test on the same specimen to confirm the test results. The confirmation test method used will be GC/MS (gas chromatography/mass spectrometry). Except as otherwise provided under this policy, all initial and confirmation tests shall be performed at the expense of the CCRMA.
- J. Positive test results may be reviewed by the laboratory's MRO if the applicant or employee timely and properly invokes an MRO review of a positive test result. In that event, the MRO will interpret and evaluate the test result together with the individual's medical history and any other relevant information. If the MRO nullifies a confirmed positive test result, no further action will be taken against the applicant or the employee based on the positive test results standing alone.
 - 1. If the MRO's review determines there is no legitimate medical explanation for the confirmed positive result, the employee will be subject to disciplinary action up to and including termination and applicants will not be eligible for employment.
 - 2. Further, negation of a positive test result by an MRO does not preclude the CCRMA from evaluating other incidental misconduct or performance issues that do not depend on the outcome of a test result.
- K. All tests results, and related information, shall be maintained and treated as confidential by the CCRMA, except for limited disclosure to representatives on behalf of the CCRMA who have a legitimate "need to know". Such records are the property of the CCRMA and shall be maintained in a separate file from the employee's regular personnel file in order to avoid the inadvertent disclosure of the results but may be made available to the applicant or employee upon his or her request for inspection or copying. The testing laboratory will not disclose to the CCRMA any information revealed by the testing relating to the general health, pregnancy, or other physical or mental condition of the person tested or any other information if the disclosure is prohibited by federal, state, or local law.
- L. Compliance with the CCRMA's Alcohol and Drugs Policy is a condition of employment for all employees hired prior to and after the effective date of this policy. Therefore, all employees must sign a form acknowledging receipt of this Personnel Manual.
- M. Applicants who refuse to sign a drug-test consent/release or refuse to submit to testing or who adulterate, dilute, or otherwise tamper with a test specimen or have a positive test result that is confirmed in accordance with federal, state, or local rules and regulations, may be denied employment.
- N. Employees may be subject to disciplinary action up to and including termination of employment for any of the following:
 - 1. Refusing to sign a drug-test consent/release.
 - 2. Refusing to submit to drug-testing
 - 3. Providing an adulterated, diluted, or substituted specimen on an alcohol or drug test

4. Testing positive for alcohol, at a concentration of 0.04 or above, in a post-accident test, random test, reasonable suspicion test, or any other test administered in accordance with this policy.
 5. Testing positive for controlled substance(s) in a post-accident test, random test, reasonable suspicion test, or any other test administered in accordance with this policy
 6. Any other violation of this policy.
- O. Employees who come forward to admit they have a substance abuse problem prior to the CCRMA's initiation of investigative and/or disciplinary procedures may, at the CCRMA's discretion, be granted leave for the purpose of obtaining appropriate counseling and treatment. Employees seeking appropriate treatment may be conditionally reinstated to their previous status provided they undergo CCRMA-approved substance abuse counseling/treatment at their own expense, maintain the preventive course of conduct prescribed by their drug and alcohol counselor and doctors, and their work performance is not adversely affected by continued abuse of drugs and alcohol. Employees who are granted the opportunity for treatment will have only one opportunity to go through counseling/treatment. Employees who do not follow the prescribed preventive treatment by their drug counselor or who relapse or engage in drug or alcohol use affecting their job performance will be terminated.

CHAPTER 43. WORKPLACE HARASSMENT PROHIBITED

- A. It is the policy of the CCRMA to provide a productive and professional work environment free from all forms of unlawful discrimination and harassment (harassment includes sexual harassment).
- B. The CCRMA prohibits any form of harassment, whether verbal or physical, and without regard to whether the harasser or the victim is a supervisor, coworker, supplier, or customer. Employees should be aware that the laws prohibiting sexual harassment, which is defined herein, also contemplate same gender sexual harassment as illegal.
 1. Harassment involves verbal or physical conduct that harms or shows hostility or aversion toward an individual because that individual's race, color, religion, sex, national origin, age, disability, veteran status, other protected class or status, or that of that individual's relatives, friends, or associates that:
 - a) Has the purpose or effect of creating an intimidating, hostile, or offensive working environment.
 - b) Has the purpose or effect of unreasonably interfering with an individual's work performance.
 - c) Otherwise adversely affects an individual's employment.
- C. Employees found to have engaged in harassment will be disciplined, up to and including termination, depending on severity of the misconduct.
- D. If the harasser is a supplier or customer, or other outside service provider, the CCRMA will fully take appropriate action to end the harassment and prevent future occurrences of its authority.
- E. Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of

offensive behavior and includes gender-based harassment of a person of the same sex as the harasser.

- F. The following is a partial list of possible sexual harassment examples. Sexual harassment includes the following types of behavior, but it is not limited to, which is misconduct under the CCRMA's policies:
1. Unwanted sexual advances.
 2. Offering employment benefits in exchange for sexual favors.
 3. Making submission to or rejection of such conduct the basis for employment decisions.
 4. Making or threatening reprisals after a negative response to sexual advances.
 5. Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
 6. Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes of a sexual nature.
 7. Verbal sexual advances or propositions.
 8. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
 9. Physical conduct that includes touching, assaulting, or impeding or blocking movements.
 10. Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature.
 11. Creating an intimidating, hostile, or offensive working environment by such conduct.
- G. Employees must recognize that jokes, innuendos, and other horseplay that might otherwise be acceptable in a non-work environment amongst friends and colleagues is not necessarily acceptable conduct in a work environment. Harassment under this policy includes acts that are declared to be "jokes" or "pranks", but that might reasonably be perceived as hostile or demeaning.
- H. Because the potential for misunderstandings and other miscommunication is higher when Employees are at work, all Employees are hereby notified that they need to adhere to professional and more formal standards of behavior towards coworkers, friends, and colleagues while at work.
- I. An employee who reasonably believes that he or she is being subjected to conduct or behavior in violation of state or federal law, as recognized by this policy, must take action and report these concerns to appropriate supervisory personnel so that the concerns can be properly investigated and resolved.
1. The CCRMA will determine whether certain conduct occurred and/or whether it constitutes harassment or sexual harassment based upon a review of the facts and circumstances of each situation.
 2. If the supervisor is the source of the alleged harassment, then the employee should report the problem to the supervisor's superior.

3. Supervisors who receive a harassment complaint should report the complaint to the Executive Director and to the HR Department.
4. A prompt and careful investigation into the matter will be conducted. This may include questioning employees who may have knowledge of the alleged incident or similar problems. Both the complaint and the investigative actions and findings should be documented thoroughly and the investigative documentation should be kept in a confidential investigation file separate from the normal personnel file. The investigation shall be absolutely confidential subject to disclosure authorized or required by law.
5. Employees who are dissatisfied with the investigator's resolution have the right to file a complaint in accordance with the CCRMA's grievance policy.
6. No employee should be subject to any form of retaliation or discipline for pursuing a harassment complaint.
7. The CCRMA recognizes that the issue of whether harassment has occurred requires a factual determination based on all the evidence received.
8. The CCRMA also recognizes that false accusations of harassment can have serious consequences on innocent employees. We trust that all employees will continue to act in a responsible and professional manner to maintain a pleasant working environment free of discrimination and harassment.
9. The CCRMA reserves the right to remedy inappropriate or offensive conduct of a harassing nature—regardless of scope or degree. Inappropriate conduct that subjects the CCRMA to legal liability, whether potential or actual, will be handled in a manner that is appropriate, fair, and legal, up to and including termination of employment. The CCRMA may report any illegal act to the proper authorities. Employees who violate this policy may be subject to civil damages and criminal penalties.

CHAPTER 44. CCRMA EQUIPMENT AND PROPERTY

- A. Because all CCRMA equipment, of whatever nature, whether owned, leased, or rented, is acquired with public money, the care and usage of all CCRMA equipment is restricted for legitimate CCRMA business.
- B. It is the policy of the CCRMA that telephone, mail, and facsimile transmission facilities shall be available during working hours for effective communication involving CCRMA business. Accordingly, CCRMA facilities should not be used for personal communications.
 1. Use of the CCRMA's telephone lines should be confined to business calls. Personal telephone calls are strictly prohibited. This restriction on the use of telephones also applies to personal calls to fellow employees.
- C. In order to avoid adding to the increasing volume of mail, employees should not use the CCRMA's address to receive personal mail. The CCRMA's stationery shall not be used for personal correspondence since any communication sent out on such stationery might be considered an official communication from the CCRMA.
- D. Employees will use computers and Internet connections only to conduct CCRMA business. Because of the risk of computer equipment being infected with viruses, worms and other malicious software, employees are to exercise diligence and care in the utilization of the Internet.

1. Employees should be aware that they have no privacy right to the content of their computers, and the CCRMA has the right to monitor, restrict, seize, and evaluate any and all communications and downloads that pass through its facilities.
 2. Improper use of the Internet, particularly misuse involving surfing or viewing of non-work-related sites, and in particular pornographic sites, shall serve as grounds for disciplinary action up to and including termination.
- E. Email relating to CCRMA business should be treated as any other paper correspondence involving CCRMA business. As such it should be treated and processed like any other written communication involving CCRMA business.
- F. All other CCRMA equipment or other property of whatever nature, whether heavy equipment, tools, office furniture, employee badges or uniforms should be cared and maintained in a reasonable manner. CCRMA employees will be required to sign a receipt of items provided to perform business such as, but not limited to keys, employee badges, uniforms and laptops.
- G. Loss of or damage to any CCRMA equipment must be reported to supervisory staff. An employee may be held responsible for the cost of replacing or repairing CCRMA equipment that is lost or damaged.

CHAPTER 45. OPERATION OF MOTOR VEHICLES

- A. It is the policy of the CCRMA that all employees required to operate motor vehicles in performance of CCRMA duties, do so in a safe and lawful manner. Employees shall drive defensively and anticipate driving hazards such as weather and other drivers.
- B. All employees required to operate motor vehicles or heavy equipment (whether employee owned or CCRMA owned, leased, or rented) in performance of CCRMA business must possess the appropriate driver's license and insurance as a condition of their employment. Employees operating their own vehicles must possess the appropriate driver's license and carry the minimum amount of vehicle insurance required by law. All employees are subject to a driver's license check/motor vehicle report on at least an annual basis if their job duties require driving a vehicle. The driver's license check/motor vehicle report is a pre-employment condition as well as a condition for continuing employment by the CCRMA.
1. An employee whose duties require the operation of a motor vehicle or heavy equipment, but who does not possess the appropriate driver's license and/or the required insurance or is not insurable shall be terminated from employment for not meeting the minimum conditions to hold the position.
 2. Suspension or revocation of the driver's license of an employee who is required to operate a vehicle or equipment as a normal part of their job may result in a transfer, if another position is available and if the employee qualifies for the position or, if no such transfer position is available, the termination of employment.
- C. An employee whose duties involve the operation of a motor vehicle and who becomes physically or mentally unable to safely operate a motor vehicle may be transferred to another position within the CCRMA, if one is available, or termination.

- D. Any CCRMA employee required to operate a motor vehicle who is convicted of any of the following violations shall be subject to immediate termination of employment:
1. A plea of guilty or nolo contendere is considered the same as conviction for:
 - a) Driving while intoxicated or under the influence of drugs or alcohol;
 - b) Hit and run/failure to stop and render aid;
 - c) Reckless driving;
 - d) Negligent homicide, vehicular manslaughter, or gross negligence that causes death;
 - e) Aggravated assault with a vehicle;
 - f) Theft of a vehicle or operating a motor vehicle without the owner's authority;
 - g) Speed contest (racing); and,
 - h) No license, improper or invalid driver's license or permitting an unlicensed person to drive.
 2. An employee whose duties require the operation of a motor vehicle and who is involved in any one or more of the following situations may be subject to immediate termination of employment:
 - a) Public intoxication;
 - b) Implied consent (failure to submit to substance abuse screening);
 - c) Seat belt violation;
 - d) Stop sign or signal violation;
 - e) Two or more moving violations within one year of the initial infraction;
 - f) Two or more at fault accidents within one year of the initial infraction;
 - g) One at fault accident and one moving violation within one year of the initial infraction;
 - h) One negligent collision resulting in serious bodily injury (hospitalization or death) or extensive property damage;
 - i) Provided, however, that an employee who submits a certificate of completion of a U.S. based certified defense driving course obtained on their own time and at their own expense may mitigate an adverse evaluation of that employee's employment status, but each situation will nonetheless be evaluated on its own merits.
- E. Any employee who receives a traffic citation or who is involved in a motor vehicular collision, regardless of how minor, while operating a motor vehicle on CCRMA business, shall if physically able, file a report of such incident with their immediate supervisor within twenty-four (24) hours of the occurrence of such events or be subject to disciplinary action up to and including termination.
- F. Unauthorized use of the CCRMA's motor vehicles, or unauthorized use of the employee's personal vehicle for the CCRMA's business, is prohibited and is a

ground for disciplinary action up to and including termination of employment. CCRMA vehicles shall not be used for personal errands or for personal travel. Employees who are provided CCRMA motor vehicles for their use will use such vehicles only for CCRMA related business.

- G. CCRMA vehicles shall not be used to transport employees, clients, or others to political activities, to voting precincts or to any other activities outside of normal CCRMA requirements.
- H. Employees who are authorized to operate their personal vehicle to conduct CCRMA business must provide the following:
 - Copy of Employees Driver's License
 - Must show proof of current liability insurance.
 - The vehicle must have current registration and inspection. A copy of insurance verification must be provided to the HR Office.

If an employee does not have a current Driver's License, a current registration sticker, or current vehicle liability insurance in the minimum amounts required by Texas law, then that employee's vehicle is not authorized for CCRMA use.

CHAPTER 46. CONFLICT OF INTEREST

- A. It is the policy of the CCRMA that no employee shall engage in any activity or practice that creates an actual, or a perceived, conflict of interest with their position as a CCRMA employee.
- B. For purposes of this policy, a conflict of interest is defined as follows:
 - 1. Outside interest causing a conflict of interest. To hold, directly or indirectly, a position or a material financial interest in any outside concern from which the individual has reason to believe the CCRMA secures goods or that provides services competitive with the CCRMA or, to compete, directly or indirectly, with the CCRMA in the purchase or sale of property or property rights, interests, or services.
 - 2. Outside activities causing a conflict of interest. To render directive, managerial, or consultative services to any outside concern that does business with, or competes with the services of the CCRMA, or to render other services in competition with the CCRMA.
 - 3. Acceptance of gifts, gratuities, and entertainment causing a conflict of interest. To accept gifts, excessive entertainment, or other favors from any outside concern that does, or is seeking to do, business with, or is a competitor, of the CCRMA, under circumstances from which it might be reasonably be inferred that such action was intended to influence, or possibly would influence, the individual in the discharge of his or her duties.
 - a) this does not include the acceptance of items of nominal or minor value that are ceremonial or in the spirit of a holiday season and which do not relate to any particular transaction or activity of the CCRMA.
 - 4. Disclosure of inside information which causes a conflict of interest. To disclose or use information relating to the CCRMA's business for the personal profit or advantage of the individual or their immediate family.

Disclosure of inside information by the employee, directly or indirectly, is strictly prohibited.

- C. An employee may not use their position with the CCRMA for any personal gain other than allowable compensation and benefits received from the CCRMA. This prohibition includes financial gain, political gain, or other material favors, benefits, or gifts bestowed because of a person's position with the CCRMA.
- D. An employee may not engage in any other business or commercial activity or be employed in private enterprises if such activities interfere with the performance of their duties with the CCRMA.
- E. A CCRMA employee who seeks outside employment must submit a request to their supervisor or to the Department Head. The Department Head may deny the request if it is determined that the outside employment would be inconsistent or incompatible with the CCRMA, or adversely affect the employee's job performance. Employees must not conduct or solicit outside employment in any manner during working hours or on CCRMA property. Employees must not conduct or solicit secondary employment from the CCRMA's clients or vendors or while using CCRMA owned or rented vehicles, equipment, or supplies. Employees may not work, directly or indirectly, for contractor's, suppliers, or any other business that may be construed to be a conflict of interest. An employee who is injured performing outside employment is not covered under the CCRMA's workers' compensation plan..
- F. An employee shall not purchase goods, supplies, services or equipment for the CCRMA without following the CCRMA's purchasing procedures policy. An employee will not accept any personal benefit, remuneration, gifts or favors from outside vendors of material value.
- G. An employee shall not use CCRMA personnel, equipment or supplies for personal gain nor shall an employee do personal work on CCRMA time.
- H. An employee will not accept gifts from any person or firm that is doing or seeking to do business with the CCRMA under circumstances from which it might reasonably be inferred that the purpose of the gift is to influence the employee in the conduct of the CCRMA business with the donor. Such gifts should be returned with a note of explanation.
 - 1. However, employees are not prohibited from accepting advertising novelties such as pens, pencils, and calendars, or other gifts of nominal value when the circumstances clearly show that the gifts are offered for reasons of personal esteem and affection and are not related to any particular transaction or activity of the CCRMA.
- I. Employees are prohibited from buying and selling items for personal profit on CCRMA premises.
- J. It is difficult to describe all of the situations which may arise involving a conflict of interest. If any employee has a question concerning a possible conflict of interest, the employee should advise their supervisor of the situation. Questionable situations should be brought to the attention of the authorized personnel.

CHAPTER 47. PUBLIC AND MEDIA RELATIONS

- A. The news media performs an important service for the public, which should be clearly understood by all CCRMA employees. It is the function of the news media to keep the public informed on matters of public interest, including the activities of

the various departments and the employees of the CCRMA. Therefore, it is essential that information provided to the media be accurate, released only by the appropriate person or official, and handled in a professional manner.

- B. Since a statement by any CCRMA employee to the public or to the news media may be interpreted as an official statement of the CCRMA administration, contact with the media, news releases and other releases of information concerning the CCRMA or any of its department is limited to supervisory or managerial personnel who are authorized to handle this function.
- C. For the foregoing reason, official statements to a news media representative must be referred up the chain of supervision to the CCRMA or a duly designated Public Information Officer.

CHAPTER 48. SOCIAL MEDIA POLICY

- A. At the CCRMA, we understand that social media is a social behavior and can be a fun and rewarding way to share your life and opinions with society. However, use of social media also presents certain risks and carries certain responsibilities with it. This policy provides guidance for employees' use of social media.
- B. The term "social media" includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal, or diary, personal web site, social networking or affinity web site, web bulletin board, or a chat room, whether or not associated or affiliated with the CCRMA, as well as any other form of electronic communication.
- C. The following principles apply to professional use of social media on behalf of the CCRMA as well as personal use of social media when referencing CCRMA. Because online postings can conflict with the interests of the CCRMA and its customers, the CCRMA has adopted the following policy. Breach of this policy may result in counseling and disciplinary action, up to and including termination.
 - 1. Always be fair and courteous to fellow colleagues, customers, members, suppliers, or people who work on behalf of the CCRMA. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or a manager/supervisor than by posting complaints to a social media outlet.
 - 2. CCRMA employees are not to publish, post or release any information that is considered confidential or not public. CCRMA employees must maintain the confidentiality of the CCRMA trade secrets and private confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how, and technology. Do not post internal reports, policies, procedures, or other internal business-related confidential communications. If there are questions about what is considered confidential employee should check with the Head Department and/or supervisor.
 - 3. Do not create a link from your blog, website, or other social networking site to the CCRMA website.
 - 4. Never represent yourself as a spokesperson for the CCRMA. If the CCRMA is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the CCRMA, fellow staff, board members, customers, suppliers, or people working on behalf of the CCRMA.

5. Social media networks, blogs and other type of online content sometimes generate press media attention or legal questions. Employees should refer these inquiries to authorized CCRMA spokespersons and/or supervisors.
6. Refrain from using social media while on work time or on equipment provided by the CCRMA, unless it is work-related as authorized by management or in compliance with the CCRMA Equipment and Property policy. Do not use the CCRMA's e-mail address to register on social networks, blogs, or other online tools utilized for personal use.
7. Outside the workplace, you have a right to participate in social media and networks using your personal e-mail address. However, information and communications that you publish on personal online sites should never be attributed to the CCRMA or appear to be endorsed by, or to have originated from the CCRMA. If employees publish content after-hours that involves work or subjects associated with CCRMA, a disclaimer should be used, such as: "The postings on this site are my own and do not represent CCRMA's position, strategies or opinions."
8. Employees should be aware that the CCRMA may observe content and information made available by employees through social media. Employees should use their best judgement in posting material that is neither inappropriate nor harmful to the CCRMA, its employees or customers.
9. Employees should be aware of the effect their actions may have on their images, as well as CCRMA's image. The information that employees post or publish may be public information for a long time.
10. Subject to applicable law, after-hours online activity that violates the CCRMA's Code of Conduct or any other company policy may subject an employee to disciplinary action, up to and including termination.

CHAPTER 49. POLITICAL ACTIVITY

- A. It is the policy of the CCRMA to allow all employees the freedom to participate in governmental activities including political activities provided that such participation is done outside of employment hours and does not result in a conflict of interest.
- B. No employee shall use their position or influence in any way for or against a candidate for public office.
- C. During working hours, an employee shall not circulate petitions or campaign literature on behalf of candidates for elective office or be in any way involved in soliciting and subscription, contribution or political service on behalf of any such candidate.
- D. Employees shall not in any manner contribute money, labor, time or other valuable things to any person for election purposes during working hours.
- E. This policy will be interpreted and applied with due regard for an employee's First Amendment and associational rights, as determined by applicable legal standards.

CHAPTER 50. SMOKING AND TOBACCO USE POLICY

- A. Smoking and all forms of tobacco use is not permitted in CCRMA buildings or facilities including specifically offices, restrooms, hallways, reception areas, garages, sheds, and motor vehicles. This policy includes substitute smoking practices, such as vaping.

- B. Employees may smoke or use tobacco products outside of CCRMA building in the designated areas while on their approved breaks.
- C. Non-employee visitors to CCRMA buildings will be directed to comply with the CCRMA's smoking and tobacco use policy.
- D. Work breaks may be scheduled by supervisors to accommodate smokers in compliance with these policies and procedures covering such breaks.
- E. Smoking and tobacco use (including vaping) in CCRMA motor vehicles is strictly prohibited.
- F. All employees share in the responsibility for adhering to and enforcing the policy, but management will assure adherence to this policy.
- G. Any conflicts should be brought to the attention of the immediate supervisor and, if necessary, the department head and the Executive Director
- H. In all cases, the right of a non-smoker to protect their health and comfort will take precedence over another employee's desire to smoke.
- I. This policy, and any violations thereof, shall be enforced through appropriate counseling and appropriate disciplinary action.

CHAPTER 51. DISCIPLINE POLICY GENERALLY

- A. Employee conduct shall be evaluated in the following three primary criteria:
 - 1. Job Performance;
 - 2. Personal Conduct (on duty time); and,
 - 3. Personal Conduct (off-duty but affecting duty status).
- B. Job Performance focuses on the ability to perform the functions of the job to which an employee is assigned. Those job functions may evolve over time, as the needs and work of the CCRMA change, and a component of job performance necessarily includes the ability, and the willingness, to adapt to the changes that are required from time to time for the CCRMA to remain competitive, as well as to follow policies and procedures applied by the CCRMA.
- C. Personal conduct at work relates to the social skills, manners, and ability of an employee to fit into a public-sector work environment and to get along with other employees. Any conduct that negatively bears on the work environment and work morale will also bear negatively on an employee's qualifications to work in that environment.
- D. Personal conduct outside of work, while not ordinarily the focus of job performance or abilities, can and will be the basis of personnel action if it affects the employee in any area of work performance.
- E. Any other conduct, either in connection with CCRMA business or of such a public nature that it adversely reflects on the CCRMA or the employee's ability to function satisfactorily as a CCRMA employee.
- F. Disciplinary action may be taken against an employee by the Executive Director or the Executive Director's written designee such as an employee's Supervisor or Department Head for various reasons, which include but are not limited to the following examples:
 - Insubordination, i.e., willful disregard of job assignment;

- Absence without approved leave, including failure to notify a supervisor or sick leave and repeated tardiness or early departures;
- Endangering the safety of other persons through negligent or willful acts, e.g., horseplay, reckless use of CCRMA vehicles or equipment, etc.;
- Unauthorized use or misuse of public funds or property, i.e., theft, misuse of vehicles, equipment, etc.;
- Conviction of a felony;
- Conviction of official misconduct or appression;
- Falsification of documents or record;
- Unauthorized use of official information or unauthorized disclosure of confidential information;
- Unauthorized or abusive use of official authority;
- Violation of on the job safety rules;
- Violation of the CCRMA's Sexual Harassment Policy;
- Violation of the CCRMA's Drug and Alcohol Abuse Policy;
- Incompetence or neglect of duty;
- Disruptive behavior which impairs the performance of others; e.g., fighting and sexual harassment, etc.;
- Violation of the requirement of these personnel policies;
- Job abandonment (defined as failure to report to work at the regularly schedule time for three (3) consecutive working days without consent); and
- Other misconducts which may render an employee liable for disciplinary action.

CHAPTER 52. NON-DISCIPLINARY SEPARATIONS

- A. The CCRMA recognizes four basic types of non-disciplinary separations: 1) voluntary resignation; 2) voluntary retirement; 3) reduction in force and recall; and 4) separation based on an inability to fulfill the core functions of a CCRMA position.
- B. Resignation:
 1. An employee may leave the CCRMA service in good standing by submitting his or her resignation to the appropriate official at least ten (10) working days in advance of the proposed date of separation. The Executive Director may waive any portion of the notice period.
 2. An employee resigning without giving the required notice shall be ineligible for re-hire for a period of one year.
- C. Retirement:
 1. Regular employees are afforded retirement under the Texas County and District Retirement System.

2. The conditions under which an employee becomes eligible for retirement is determined by the rules established under the Texas County and District Retirement System (TCDRS).

D. Reduction in Force:

1. It is the policy of the CCRMA to assure the continued quality and efficiency of the CCRMA during circumstances including, but not limited to, a lack of work, financial exigencies, reorganization, loss of grant funds, cancellation of projects, or changes in needs or technologies. The Executive Director or his designee shall determine whether a reduction in force is necessary in furtherance of this policy.
2. A reduction in force shall take into consideration factors such as available resources, operational requirements, financial exigencies, and business necessities. The criticality of specific functions/services with respect to the ability to accomplish the mission of the CCRMA is also a consideration. The reduction may take the form of elimination of jobs, reduction in full-time equivalency, or reduction in salary or wages. The CCRMA reserves the right to re-assign its employees when such re-assignment meets operational needs.
3. Layoff decisions will be made without regard for the employee's race, color, creed, sex, religion, national origin, age, non-job-related physical or mental disability or veteran's status or any other unlawful reason. Force reductions are not disciplinary actions and are therefore not subject to administrative appeal review.

E. Elimination of Position:

1. An employee may be separated because of changes in duties or reorganization. The relative necessity of each position to the organization is considered when positions are considered for elimination.
2. In deciding who will be separated from their employment as a result of a reduction in force, the CCRMA will consider, but is not limited to the following factors:
 - The employee's length of service with the CCRMA*,
 - The performance record of each employee,
 - When a reduction creates or elevates an operational requirement, an employee's unique operational qualifications for remaining positions will be considered.

*Seniority will be the determining criteria in cases where employees are otherwise equally qualified. In determining seniority, time covered by a below-average evaluation during the preceding three (3) years will not be considered.

F. Inability to Fulfill Core Job Duties:

1. Employees who are unable to carry out the core duties of their position are subject to a separation from that position.
2. A non-disciplinary separation is based on assessment by supervisory personnel that an employee, though willing, is simply not qualified to carry

out the duties of any position, because of a lack of physical ability, or a lack of other minimally required competencies for the position.

3. An employee separated in a non-disciplinary separation may invoke the administrative appeal procedure provided for in this Personnel Manual.

CHAPTER 53. DISCIPLINARY AND TRAINING PROCEDURE

- A. The CCRMA endorses a policy of progressive discipline in which it attempts to provide employees with notice of deficiencies and an opportunity to improve performance. However, the CCRMA retains the right to administer discipline to address performance and conduct issues and concerns that arise with respect to situations.
- B. The CCRMA Executive Director reserves the right to administer any of the disciplinary actions in sequence or out of sequence depending on the employee situation.
- C. The types of progressive discipline include, but are not limited to the following procedures and protocols:
 1. A documented extension of probation no longer than the current probation period in force.
 2. Incident reports including a meeting with the employee to discuss the matter, inform the employee of the nature of the problem and the action necessary to correct it. An incident report may be documented in writing by supervisory personnel without notice of such documentation to the employee.
 3. Verbal warning to the employee describing the deficiency or infraction and the action necessary to correct it, warning the employee that a subsequent incident will result in more severe disciplinary action. A written notice or counseling shall be documented in the employee's personnel file and notice of this shall be given to the employee.
 4. Write-up will be issued to the employee if it continues to exhibit poor performance after receiving incident and verbal warnings. Management reserves the right to write-up an employee without any of the previous mentioned actions based on severity.
 5. Suspensions, with or without pay, including the issuance of a write-up and Notice of Suspension describing the deficiency or infraction and the action necessary to correct it, warning the employee that a subsequent incident will result in more severe disciplinary action up to and including termination.
 6. A demotion is a change of duty assignment of an employee from position in one classification in a lower pay group. Demotions may be made for the purpose of voluntary assumption of a less responsible performance in a higher position, or as a result of elimination of the higher positions.
 7. Dismissal including the issuance of a notice setting forth the grounds for and date of dismissal.
- D. Endorsement of a progressive discipline model does not restrict the authority of management to impose an appropriate level of discipline depending on the seriousness of any misconduct.

CHAPTER 54. GROUNDS FOR DISCIPLINE

- A. The Executive Director, or the Executive Director's designee, may impose such discipline as is warranted under the circumstances of any case.
- B. Grounds for discipline include but are not limited to the following types of misconduct:
 - 1. Job Duty Related Conduct such as:
 - a) Excessive tardiness;
 - b) Excessive absenteeism;
 - c) Unauthorized absence;
 - d) Failure or inability to perform the duties of a job assignment;
 - e) Disobedience of lawful orders;
 - f) Neglect of or disregard of duties;
 - g) Falsification of any documentation required for employment;
 - h) Mishandling customer accounts;
 - i) Falsification of any claims of harassment;
 - j) Retaliation towards anyone who has made a good faith claim of harassment or other work-related complaint;
 - k) Failure to report for work without having given proper notification;
 - l) Failure to comply with any one or more of the CCRMA's policies, procedures, or directives set by this policy or by management and/or supervisory personnel.
 - 2. Social incompatibility conduct at work such as;
 - a) Insubordination or disrespectful conduct to a supervisor;
 - b) Confrontational or disrespectful conduct towards a co-worker or other employee;
 - c) Gossip that disrupts the work environment;
 - d) Substance abuse, including alcohol;
 - 3. Criminal conduct, whether on or off duty, such as:
 - a) Any misdemeanor complaint or indictment;
 - b) Any felony indictment;
 - c) Any misdemeanor deferred adjudication or conviction;
 - d) Any felony deferred adjudication or conviction.
 - e) Any conduct on duty that could constitute criminal misconduct if chargeable by prosecuting authorities, including falsification of records, acceptance of bribes, improper use of CCRMA property, and so forth.
 - f) Certain conduct off duty that could constitute criminal misconduct if chargeable by prosecuting authorities and which could bear a negative public perception about the qualifications of that employee to serve the CCRMA.

4. Any other conduct, as determined by the Executive Director, either in connection with CCRMA business, or of such a public nature that it adversely reflects on the CCRMA or the employee's ability to function satisfactorily as a CCRMA employee, or that is not in the best interest of the CCRMA. Any violation of this policy constitutes a failure to act in the best interest of the CCRMA.

CHAPTER 55. COMPLAINTS AND GRIEVANCES

- A. This Chapter addresses the CCRMA's administrative complaint and appeal procedures relating to EEO discrimination complaints, including sexual harassment, retaliation complaints, whistleblower complaints, complaints regarding allegations or concerns of civil rights of employees protected under state and federal law, qualifying disciplinary appeals, appeals from non-disciplinary termination or separation from employment, or any other matter that the employee believes to be unfair or contrary to the employee's best interests or that affects his or her conditions of employment. The goal of this grievance procedure is to identify and correct causes of employee dissatisfaction and to ensure all employees receive fair and equitable solutions to work-related misunderstandings and grievances. The employee has the right to present complaints or grievances under the provisions of this grievance procedure free of fear, restraint, interference, coercion, discrimination, retaliation, or reprisal. The CCRMA intends that, whenever feasible, complaints be resolved at the lowest possible administrative level.
- B. Complaint/Grievance Procedure.
 1. If any employee believes he or she is the subject of an employment action that is substantially motivated by unlawful discrimination or retaliation based on considerations of race, color, ethnicity, national origin, gender (sex discrimination, including sexual harassment), age, disability, religious belief, or any other characteristic protected by state or federal law, or believes that any other matter is unfair or contrary to the employee's best interests or that affects his or her conditions of employment, that employee, in order to present a grievance, must follow the procedures set forth herein in subsection C. When the CCRMA determines that two (2) or more individual complaints are sufficiently similar in nature and remedy to permit their resolution through one proceeding, then the CCRMA may consolidate the complaints.
 2. All complaints arising out of an event or related series of events must be addressed in one complaint. An employee is precluded from bringing separate and serial complaints concerning events about which the employee has previously complained.
 3. In resolving complaints, time is of the essence. All time limits shall be strictly complied with, unless extended by mutual consent. All references are to working days. Written complaints shall receive a written response. The complaint shall be considered concluded if the employee does not appeal within the time limit.
- C. If an informal meeting does not resolve the problem, then the following steps must be used to resolve the problem. The employee may discontinue the procedure at any step. If any relevant supervisor or other representative designated to hear an appeal is out of the office during the time allotted for reaching a decision due to a regularly scheduled vacation, an emergency, business travel, or other similar bona fide reason, the time out of the office shall not be counted as part of the allotted

days. All requests for dispute resolution shall be maintained in a permanent grievance file to the extent that such documents are made available to or received by the Human Resources Department.

a) Level One

Employees should work to resolve work-related issues, misunderstandings, or problems as soon as reasonably possible after becoming aware of the issues or problem and are encouraged to make a good faith effort to resolve the problem by presenting a request in writing for a resolution of his/her grievance or complaint, along with any other documents deemed relevant by the employees, to his/her supervisor, with a copy delivered to the next level supervisor of the department in which the employee works (if different), and to the Human Resources Department. This request must be filed within ten (10) working days of the event giving rise to the complaint.

Supervisors shall investigate the matter and notify the employee within ten (10) working days after receipt of the request with a response.

The above time limits may be extended by written agreement of both the employee and management.

If the matter is of such a nature that the employee does not wish to discuss the matter with the supervisor or the next supervisor, the employee may appeal to the Human Resources Department.

b) Level Two

If the outcome of the complaint at Level One is not to the employee's satisfaction, the employee may meet with the Executive Director or his designee within fifteen (15) working days after receiving the response to discuss the complaint provided that the employee appeals to the Executive Director within five (5) working days of receiving the Level One decision.

Prior to the conference with the Executive Director, the employee shall submit a written description of the decision and complaint, the date it occurred, the remedy sought, and the date the employee conferred with his or her immediate supervisor. The Executive Director may obtain written and/or personal participation by the employee's immediate supervisor and any other employees or parties with relevant information.

The Executive Director shall notify the employee of the outcome of Level Two within ten (10) working days after meeting with the employee.

c) Level Three

If the outcome of Level Two is not to the employee's satisfaction, the employee may appeal to the Executive Director, or an independent third party appointed by the Executive Director in the Executive Director's sole and absolute discretion, within five (5) working days of receiving the Level Two decision. No new evidence shall be allowed. The Executive Director shall render a decision within ten (10) working days. The Executive Director's decision shall be considered final within the CCRMA.

- D. Under state law, Chapter 554, Texas Government Code, the CCRMA may not suspend or terminate the employment of, or take other adverse personnel action against, a public employee who in good faith reports a violation of law by the

employing governmental entity or another public employee to an appropriate law enforcement authority.

1. An employee who in good faith believes that he or she has suffered retaliation at work as a consequence of making a good faith report of a violation of law to an appropriate law enforcement authority, as provided by law, must first file an administrative appeal under the provisions of this Personnel Manual.
 2. This administrative exhaustion requirement is a prerequisite to the initiation of any judicial action. It is intended to provide the CCRMA with an opportunity to take corrective action before being required to answer in a court of law.
 3. Failure to file this administrative complaint procedure may result in the denial of any subsequent judicial relief.
- E. Each such complaint will be taken seriously and the management personnel who receive the complaint shall take the necessary and appropriate steps to see that the complaint is investigated and ultimately resolved. If the matter is not resolved at the department head level, the matter may be appealed to the Executive Director, whose determination of the matter shall be final.

CHAPTER 56. RESERVED.

CHAPTER 57. RESERVED.

CHAPTER 58. RESERVED.

CHAPTER 59. MISCELLANEOUS

- A. The provisions of this updated personnel manual shall take effect upon their formal approval by the Board of Directors.
- B. The effect of final approval shall generally be immediate, except where a retro-active application is required by law, or in a situation where a prior version of this manual supplies a rule of decision. In the event any applicable laws are amended or otherwise modified subsequent to the formal approval of this updated personnel manual by the Board of Directors, such amended or modified laws shall be automatically incorporated herein without the need for any further action by the Board of Directors.
- C. If any part of this policy is determined to be void or unenforceable, the remainder of this policy, to the extent possible, shall remain in full force and effect.

CHAPTER 60. DEFINITIONS

- A. As a general rule, where not specifically defined below, words and phrases contained in this Personnel Manual shall be read in context and construed according to the rules of American English grammar and common usage. For purposes of this Personnel Manual, the following specific definitions shall control:

ADA – American with Disabilities Act.

Active Employment – An employee is an active employee so long as that employee is appearing at work or is on paid leave status as defined in this policy. An employee who goes on unpaid leave status shall not qualify as an active employee.

Authorized Personnel – refers to the person or office charged with oversight responsibility over personnel issues.

At Will Employment – refers to the employee and the CCRMA having a voluntary employment relationship which exists for no certain period of time, and which may be terminated at will by either party.

Board of Directors – refers to the officials appointed pursuant to the CCRMA By-laws appointed by the Cameron County Commissioner's Court.

Compensatory/Overtime Pay – refers to a rate of pay that is equal to one and a half times the regular rate of pay calculated pursuant to Fair Labor Standards Act (FLSA) guidelines for determining a rate of pay.

Department Head – refers to the person in charge of an administrative department within the CCRMA's organizational structure.

DOH – refers to the official date of hire or rehire.

EEO or EEOC – refers to the Equal Employment Opportunity Commission

Effective Date – refers to the effective date of this Personnel Policy Manual, as adopted by official action of the CCRMA Board of Directors.

Employee – any person who receives compensation for services rendered to the CCRMA and such compensation is treated as salary, wages, or benefits subject to taxation by the state or federal government.

Executive Director – refers to the Executive Director appointed pursuant to the CCRMA By-laws or his or her designated representative.

FMLA – refers to the Family Medical Leave Act.

FLSA – refers to the Fair Labor Standards Act;

Health Care Provider – for purposes of this PPM shall refer to U.S. based and licensed health care personnel.

Holiday Pay – refers to a regular rate of pay for each respective employee equivalent to one eight (8) hour shift for the holiday in question.

Holiday, Premium Pay – refers to a rate of pay that is equal to one time the regular rate of pay for the employee, and which is paid in addition to holiday pay defined above, but which is paid only for hours actually worked during a holiday period.

Human Resource Department – refers to the personnel or human resource officer.

Management – refers to the CCRMA's management structure and includes all supervisory management personnel, at the level called for under the circumstances.

MRO – refers to a Medical Review Officer who is authorized by law to review appeals of positive testing results under federal law and to set them aside if justified under applicable legal requirements.

Paid Time Off – refers to duty time for which an employee will be paid at their regular rate of pay even but are utilizing accrued leave time, such as vacation time, comp time, or sick leave while away from work.

Personnel Policy Manual, Personnel Manual – refer to this Personnel Policy Manual.

Pro-rated – means to divide, distribute, or calculate in equal portions. For example, an annual salary of X shall be paid on a prorated basis in equal installments throughout the CCRMA’s fiscal year.

Vacation Time – refers to paid time off for leave accrued under this policy.

-end-

EXHIBIT "A"

RECEIPT AND ACKNOWLEDGEMENT FORM

I acknowledge receipt of a copy of the Personnel Policy Manual of the CCRMA.
I understand and agree:

- A. That this manual is the property of the CCRMA and must be returned along with all other CCRMA property upon leaving employment with the CCRMA for any reason.
- B. It is my obligation to understand all the provisions of the manual. I can ask my Supervisor, my Department Director, or the Personnel Office any questions I have about this manual.
- C. The manual is not a contract, whether formal, informal, or implied, and the information provided is subject to unilateral change by the CCRMA as the need arises or subject to unilateral interpretation or application by the CCRMA.
- D. Acceptance of the provisions of this manual is a condition of my employment with the CCRMA. By accepting employment after the effective date of this manual or by remaining employed by the CCRMA after the effective date of this manual, I agree to be bound by the terms and conditions of the manual.
- E. I will familiarize myself with the information in this manual and will seek verification or clarification where necessary and will comply with the policies and procedures pertaining to the CCRMA.
- F. I understand and acknowledge that failure to abide by the policies contained herein, including changes, additions, modifications, and/or alterations could result in disciplinary action up to and including termination. I further understand and acknowledge that my continued employment is evidence of my acceptance to abide by any and all changes, additions, modifications, and/or alterations made in the future and presented to employees, whether or not I have signed an acknowledgment of such changes.
- G. I understand that my employment can be terminated at the will of either the CCRMA or myself at any time for any reason or no reason and without notice.

Employee's Printed Name

Employee's Signature

Date Received

Copy:Personnel File

Amended and Restated CCRMA Personnel Policy Manual (to be signed and included in personnel file)

EXHIBIT “B”

EMPLOYEE CODE OF CONDUCT

Employees of the CCRMA and/or employees of Cameron County who are assigned to spend more than 20 hours per week working on behalf of the CCRMA and are subject to supervision or direction by the Executive Director or the CCRMA Board of Directors (collectively, “Employees”) are expected to conduct the business of the authority in an open, honest, and ethical manner. Employees must adhere to the highest standards of ethical conduct in the performance of their responsibilities and must refrain from engaging in any activity that could raise questions as to the honesty or integrity of the CCRMA or damage the CCRMA’s reputation or credibility. Additionally, Employees must at all times comply with the Employee Code of Conduct set forth in this Section II.

Equal Employment Opportunity

The CCRMA is an equal opportunity employer and is committed to the principles of equal employment opportunity. The CCRMA will not tolerate discrimination based on race, ethnicity, color, creed, religion, ancestry, national origin, sex, gender, sexual orientation, age, disability, or any other status protected by law.

All employment decisions, including but not limited to decisions regarding recruitment, selection, hiring, transfer, compensation, benefits, training, promotion, demotion, discipline, discharge, termination, leave of absence, and other terms, conditions, and privileges of employment, shall be based on individual qualifications without regard to an individual’s status as a member of a protected class. The CCRMA will make reasonable efforts to ensure that all protected classes have equal access to employment with the CCRMA, and all personnel responsible for hiring, managing, and promoting Employees are charged to support the CCRMA’s commitment to equal employment opportunity.

The CCRMA will make reasonable accommodations for applicants or Employees with disabilities, provided that the individual is otherwise qualified to perform the duties and responsibilities of the position and that any accommodation is not detrimental to the business operations of the CCRMA.

Workplace Harassment

The CCRMA is committed to ensuring a respectful work environment free from sexual harassment or any type of unlawful discrimination or harassment based on race, ethnicity, color, creed, religion, ancestry, national origin, sex, gender, sexual orientation, age, disability, or any other status protected by law. Harassment based on any of the above is considered a form of illegal discrimination. The CCRMA will not tolerate any form of harassment in the workplace.

Prohibited sexual harassment includes any unwelcomed sexual advances, requests for sexual favors, or other unwelcomed verbal or physical conduct of a sexual nature where submission to such conduct affects an individual’s employment; such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance; or such conduct creates an intimidating, hostile, or offensive work environment. Other forms of prohibited harassment include unwelcomed verbal or physical conduct that belittles, shows hostility, or ridicules an individual because of race, ethnicity, color, creed, religion, ancestry, national origin, sex, gender, sexual orientation, age, disability, or any other characteristic protected by law.

Amended and Restated CCRMA Personnel Policy Manual (to be signed and included in personnel file)

If an Employee believes that he or she is or has been subjected to harassment, including but not limited to any of the conduct listed herein, by any manager, other Employee, consultant, customer, vendor, or any other person in connection with employment at the CCRMA, the Employee should report the incident to the CCRMA Executive Director, the Chairman of the CCRMA, or, in the absence of a CCRMA Executive Director or Chairman or in the event that the incident involves the Chairman, to the Vice-Chairman. Similarly, an Employee who witnesses harassment directed at another Employee should immediately report the matter to the CCRMA Executive Director, the Chairman of the CCRMA, or, in absence of a CCRMA Executive Director or Chairman or in the event that the incident involves the Chairman, to the Vice-Chairman, with or without the permission of the Employee involved. All complaints of workplace harassment will be investigated promptly and thoroughly and with as much confidentiality as possible. Retaliation against an Employee who reports workplace harassment will not be tolerated.

The CCRMA will take complaints or reports of harassment very seriously and will take appropriate remedial action if an investigation reveals that prohibited harassment, discrimination, or retaliation in violation of this Code of Conduct has occurred. Employees who engage in prohibited harassment will be subject to corrective action, up to and including termination of employment.

Conflicts of Interest

Employees are prohibited from engaging in any activity that could create a conflict of interest or even the appearance of a conflict of interest with the Employee's duties and responsibilities to the CCRMA. Activities that could create a conflict of interest include, but are not limited to:

1. Transaction of CCRMA business with any entity in which the Employee is an officer, agent, member, or owner of a controlling interest;
2. Participation in a CCRMA project in which the Employee has a direct or indirect monetary interest;
3. Outside business or professional activities that could interfere with the Employee's performance of duties on behalf of the CCRMA or impair the Employee's independence of judgment with respect to the Employee's performance of CCRMA duties;
4. Personal investments that are likely to create a substantial conflict between the Employee's private interest and the interest of the CCRMA; and
5. Any activity that could result in the disclosure of confidential or sensitive information that the Employee has access to as a result of the Employee's position with the CCRMA.

If an Employee is uncertain as to whether a particular activity could create a conflict of interest, the Employee should consult the CCRMA's General Counsel prior to engaging in the activity.

Gifts and Honoraria

Employees are prohibited from accepting gifts, favors, benefits, or other compensation, whether in the form of money or other thing of value, which could influence them or even have the appearance of influencing them in the performance of their official duties. Employees may accept meals offered in the course of normal business relationships. Additionally, Employees may

accept promotional items that do not exceed an estimated \$25 in value and are distributed as a normal means of advertising.

Employees may not accept an honorarium for appearing at a conference, workshop seminar, or symposium as a representative of the CCRMA other than reimbursement for food, transportation, or lodging.

If an Employee is uncertain as to whether he or she may accept a gift, favor, or benefit, the Employee should consult the CCRMA's General Counsel prior to acceptance.

Use of CCRMA or Cameron County Property

Computers, including all software, hardware, internet, and email systems; modems; printers; telephones; cellular phones; fax machines; copy machines; and other electronic and communications equipment owned or leased by the CCRMA may be used for official CCRMA purposes only. Employees do not have a right to privacy when using CCRMA electronic and communications equipment, and all emails, computer files, and telephone records are the property of the CCRMA and are subject to disclosure under the Texas Public Information Act, discovery in litigation, and/or examination by managers or supervisors.

Employees must immediately report lost or stolen CCRMA property to the CCRMA Executive Director, the Chairman of the CCRMA, or, in the absence of a CCRMA Executive Director or Chairman, to the Vice-Chairman. Misuse or theft of CCRMA property may result in disciplinary action, including criminal prosecution.

Criminal Activity

The CCRMA will perform criminal background checks on all final applicants for any position involving the disbursement of CCRMA funds or the handling of cash, checks or credit cards; negotiable documents and materials; or highly confidential or sensitive information. All applicants admitting a felony conviction on their application materials will also be subject to a criminal background check. Additionally, the CCRMA may at its discretion perform criminal background checks on applicants for any other position.

If an Employee is charged with a felony or a misdemeanor other than a traffic violation, the Employee is required to immediately inform the CCRMA Executive Director or, in the absence of the CCRMA Executive Director inform their Immediate Supervisor. The CCRMA may take steps to respond to criminal violations consistent with this policy, up to and including termination of employment.

Searches of Property

The CCRMA reserves the right, when having reasonable suspicion, to authorize searches either on its property or off-site while services are being performed for the CCRMA, consistent with law. Employees should be aware that there is no right to privacy with respect to weapons, or other items in violation of the CCRMA's Policy Manual, on the CCRMA's property or off-site where services are being performed for the CCRMA. The CCRMA's right to conduct searches includes but is not limited to such areas and items such as lockers, desks, workstations, purses, briefcases, bags, toolboxes, lunch bags, employee's work area, clothing, personal effects, vehicles, desks, and cabinets. Any items, which an employee does not want to have inspected, should not be brought to work.

Amended and Restated CCRMA Personnel Policy Manual (to be signed and included in personnel file)

Maintenance of Agency Records, Fraud, & Public Information

Employees must maintain all CCRMA records for at least the minimum amount of time prescribed by the records retention schedules applicable to local governmental entities adopted by the Texas State Library and Archives Commission. In the event that litigation is filed against the CCRMA or is reasonably anticipated to be filed, the CCRMA's General Counsel may determine that it is necessary to implement a litigation hold in order to ensure the preservation of all records related to the lawsuit. Employees must refrain from destroying any records that are the subject of a litigation hold. Additionally, Employees must comply with all records retention policies adopted by the CCRMA.

Given the need for accurate and honest business records, any false or misleading report or record (including but not limited to financial documents; resumes; employment applications; contracts; and reports) will be taken very seriously. Employees who become aware of any suspected fraudulent act or falsification of CCRMA records must immediately report the concern to the CCRMA Executive Director, the Chairman of the CCRMA, or, in the absence of a CCRMA Executive Director or Chairman, to the Vice-Chairman, who shall respond to the evidence by taking appropriate remedial action. Discovery of a fraudulent act related to a person's employment or job responsibilities may result in corrective action, up to and including termination of employment.

Members of the public may make written requests for records maintained by the CCRMA. In the event that an Employee receives a written request for information, the Employee must notify the CCRMA Executive Director immediately so that the CCRMA can respond to the request within the time frame prescribed by the Texas Public Information Act. Employees must refrain from destroying any records that are the subject of a pending public information request.

Employee Acknowledgement

All Employees must sign an acknowledgment, in the form attached acknowledging that they have received, read, and understand this Employee Code of Conduct and that they will comply with the requirements set forth herein.

**CAMERON COUNTY REGIONAL MOBILITY AUTHORITY
EMPLOYEE CODE OF CONDUCT**

Acknowledgement

**I, _____, DO HEREBY ACKNOWLEDGE THAT
I HAVE RECEIVED, READ, AND UNDERSTAND THE CCRMA EMPLOYEE CODE
OF CONDUCT AND THAT I WILL COMPLY WITH THE REQUIREMENTS SET
FORTH THEREIN.**

Employee

Date

EXHIBIT "C"

TEXAS GOVERNMENT CODE Section 552.024

Public Access Option Form

The Public Information Act allows employee, public officials, and former employees and officials to elect whether to keep certain information about them confidential. Unless you choose to keep it confidential, the following information about you may be subject to public release if requested under the Texas Public Information Act. Therefore, please indicate whether you wish to allow public release of the following information by checking off or initialing in the appropriate box:

Public Access Election	"Yes"	"No"
Home Address		
Home Telephone Number		
Social Security Number		
Information that reveals whether you have family members		

Printed Name

Date: _____

Signature

EXHIBIT "D"

WAGE DEDUCTION AUTHORIZATION FORM

I understand and agree that my employer, _____ (the Company), may deduct money from my pay from time to time for reasons that fall into the following categories:

1. My share of the premiums for the Company's group medical/dental/vision/supplemental plan;
2. Any contributions I may make into a retirement or pension plan sponsored, controlled, or managed by the Company;
3. Installment payments on loans or wage advances given to me by the Company, and if there is a balance remaining when I leave the Company, the balance of such loans or advances;
4. If I receive an overpayment of wages for any reason, repayment to the Company of such overpayments (the deduction for such a repayment will equal the entire amount of the overpayment, unless the Company and I agree in writing to a series of smaller deductions in specified amounts);
5. The cost of repairing or replacing any Company supplies, materials, equipment, money, or other property that I may damage (other than normal wear and tear), lose, fail to return, or take without appropriate authorization from the Company during my employment;
6. The cost of Company uniforms and of cleaning the uniforms (the Company will deduct only the actual price it pays for uniforms and cleaning costs);
7. The reasonable cost or fair value, whichever is less, of meals, lodging, and other facilities furnished to me by the Company in connection with my employment;
8. Administrative fees in connection with court-ordered garnishments or legally required wage attachments of my pay, limited in extent to the amount or amounts allowed under applicable laws;
9. If I take paid vacation or sick leave in advance of the date, I would normally be entitled to it and I separate from the Company before accruing time to cover such advance leave, the value of such leave taken in advance that is not so covered;
10. The value of any time off for absences to which paid leave is not applied (except in the case of those who are paid a fixed salary for fluctuating workweeks, non-exempt salaried employees will have all such unpaid leave deducted from their salary, while exempt salaried employees will experience salary reductions only in units of a full day or week at a time, depending upon the exact nature of the absence, unless partial-day deductions are specifically allowed under federal law); and
11. If my employer pays any insurance premiums or retirement system contributions ("payments") on my behalf that I would normally make under the applicable Company benefit plan, the amount of such payments made by the Company, such payments being an advance of future wages payable to me.

I agree that the Company may deduct money from my pay under the above circumstances, or if any of the above situations occur. I further understand that the Company has stated its intention to abide by all applicable federal and Texas wage and hour laws and that if I believe that any such law has not been followed, I have the right to file a wage claim with appropriate Texas and federal agencies.

Printed Name

Signature

Date

EXHIBIT “E”
LOCKER POLICY

CCRMA employees in select job positions may be assigned lockers with combination locks provided by the company for the storage and protection of personal effects during their employment. This policy spells out how lockers are assigned, defines the rules for locker usage and sets guidelines for locker inspections, when necessary.

I. Definitions

Illegal Substance: a controlled substance as identified in the Controlled Substances Act but does not include a substance that is legally possessed or used under the supervision of a license healthcare professional

Weapon: any instrument, article or substance that, under immediate circumstances, is capable of causing death or physical injury to an individual or group of individuals.

Examples include, but not limited to:

- a. Firearms (including concealed handguns, and BB guns, whether loaded or unloaded);
- b. Ammunition, black powder, fireworks, explosive materials;
- c. Knives (including switchblades, stilettos, swords, etc.);
- d. Police batons or nightsticks;
- e. All martial arts weapons;
- f. Chemicals that can cause bodily harm;
- g. Stun Guns.

II. Policy

Cameron County Regional Mobility Authority (CCRMA) retains the right to inspect any locker and its contents to ensure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen material and to prevent use of the locker to store prohibited or dangerous materials such as weapons or illegal substances.

III. Procedure

Assignment of Lockers

- a. Each applicable staff member will be assigned a locker upon hire by the Human Resources Department. The staff member is to use only the locker assigned to them by management. If there is a need to change a locker, the staff person must request in writing to their manager a change of locker assignment and the reason for the change. Notwithstanding the assignment of a locker to a staff member, such staff member acknowledges that they have no reasonable expectation of privacy with regard to any contents they place in such locker.
- b. Each employee will be supplied a combination lock to use on their assigned locker. Only the supplied combination lock may be used to secure the locker. The Human Resources Department will maintain the master list of lockers combinations assigned to staff.

Amended and Restated CCRMA Personnel Policy Manual (to be signed and included in personnel file)

- c. When arriving for the work day, cellphones, purses, coats, and other personal belonging should be stored in the locker and secured. Employees are prohibited from taking purses or other personal valuables to their work area/workstation.

Use/Maintenance of Lockers

- a. When in use, lockers should be kept locked.
- b. Users are not permitted to deface or vandalize a locker in any way. Decals and similar materials are not permitted to be placed inside or outside of the locker.
- c. Closed, wrapped or sealed food and drink may be stored in lockers.

Inspection of Lockers

CCRMA reserves the right to inspect lockers when there is reasonable cause or when otherwise authorized by law. An inspection of all lockers may be conducted if:

- a. The CCRMA reasonably believes that such an inspection is necessary to prevent, impede, or substantially reduce the risk of:
 - i. An interference with work purposes or work function;
 - ii. A physical injury or illness to any person;
 - iii. Damage to personal or work property; or
 - iv. A violation of state or institutional policy;
- b. Chemicals or fluids can be visibly seen flowing out of the locker; or
- c. The CCRMA has reason to believe that a locker contains rotting, spoiling or mildewing items such as food, etc.

Employees will be asked to personally open their locker should one of the above needs arise.

If an employee refuses to personally open their locker, the CCRMA reserves the right to open the locker. In these situations, the employee and their supervisor shall be present (if available).

- Lockers may only be opened at the request of the Administration
- Inspections of lockers shall be witnessed by at least two individuals.
- If it is suspected that illegal substances or stolen items are housed in a locker, a witness shall be requested to be present when the locker is opened.

Weapons and Other Illegal Substances

- Employees shall not keep any weapons in an assigned locker.
- Discovery of any illegal substance and/or weapon results in termination.
- Any weapons or illegal substances will be handled and confiscated by local law enforcement.

Removal of Items from Lockers

In the event of the employee terminating his or her employment without notice, the manager shall empty the locker and inventory the contents at the request of the Human Resources Department.

The contents of the locker will be made available to be picked up the day the employee's last paycheck is made available. Items not picked up within two (2) weeks from the last day of work will be discarded.

LOCKER POLICY

Acknowledgement

If Applicable to Employee

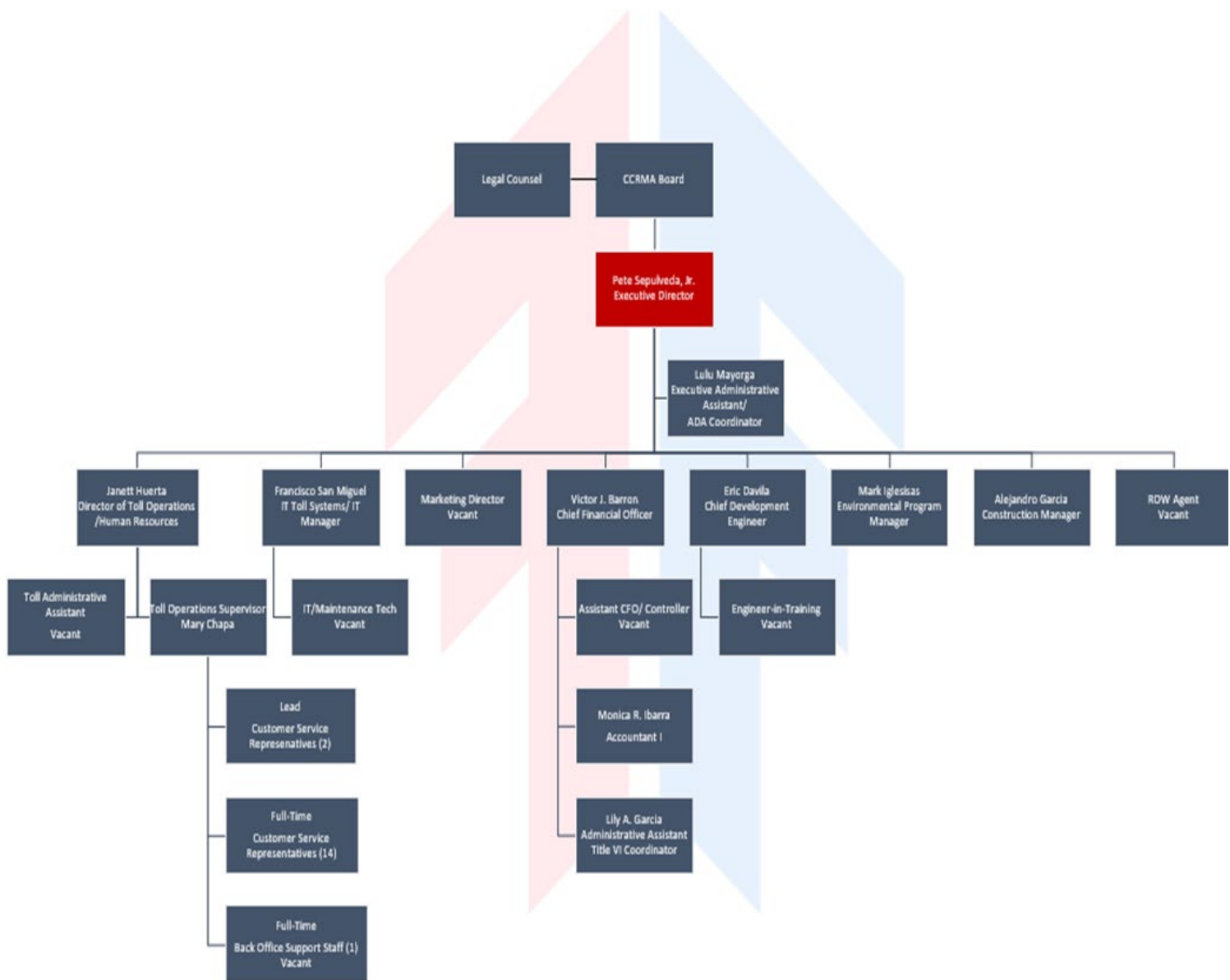
I, _____, do hereby acknowledge that I have received, read and understand the CCRMA Locker Policy and that I will comply with the requirements set forth therein.

Employee

Date

EXHIBIT “F”
ORGANIZATION STRUCTURE

Cameron County Regional Mobility Authority

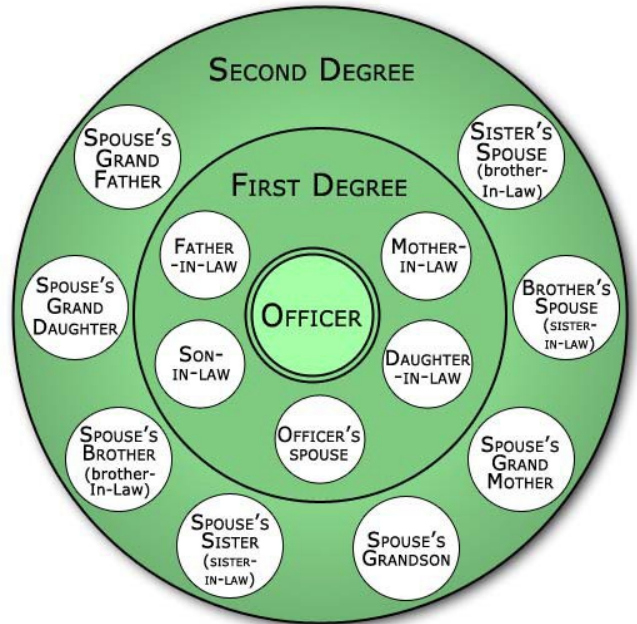


Amended and Restated CCRMA Personnel Policy Manual (to be signed and included in personnel file)

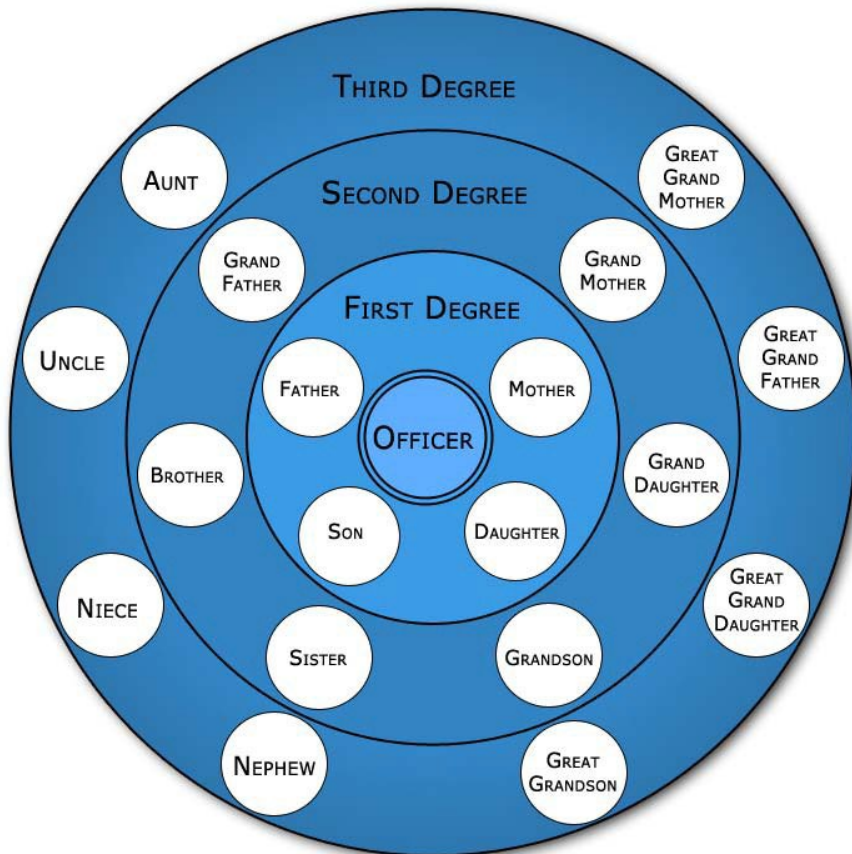
EXHIBIT “G”
NEPOTISM CHART

The chart below shows

- **Affinity Kinship** (relationship by Marriage)
- **Consanguinity Kinship** (relationship by blood) for purposes of interpreting nepotism as defined in VTCA Government Code, Chapter 573, §§573.021 - .025



AFFINITY KINSHIP
Relationship by Marriage



CONSANGUINITY KINSHIP
Relationship by Blood

2-I CONSIDERATION AND APPROVAL OF AN AMENDED INTERLOCAL AGREEMENT BETWEEN THE CAMERON COUNTY REGIONAL MOBILITY AUTHORITY AND THE CITY OF LOS FRESNOS FOR A HIKE AND BIKE PROJECT.

STATE OF TEXAS)
)
CAMERON COUNTY)

AMENDED AND RESTATED INTERLOCAL AGREEMENT

THIS AMENDED AND RESTATED INTERLOCAL AGREEMENT is entered into by and between the CAMERON COUNTY REGIONAL MOBILITY AUTHORITY, hereinafter referred to as “CCRMA” and the City of Los Fresnos, hereinafter referred to as “CITY”, pursuant to V.T.C.A., Government Code, and Chapter 791, whereby:

1. **PURPOSE OF INTERLOCAL AGREEMENT:** To allow the CCRMA, to develop Preliminary Engineering and Environmental documents as well as Plans, Specifications, and Estimates, and complete any project development activities required to develop the project to a Ready-to-Let Status for construction. This project has Category 7 funds for Construction at the Rio Grande Valley Metropolitan Planning Organization in addition to the local funds listed in this agreement being used to expedite project development.
2. **PROJECT TO BE COMPLETED:** To advance the Los Fresnos Hike and Bike Trail Projects throughout the City to a Ready-to-Let Status with TxDOT. Project Limits are the territorial limits of the City of Los Fresnos.
3. **WHEREAS,** on March 09, 2023, the CCRMA and CITY entered into an Interlocal Agreement regarding the Los Fresnos hike and Bike Trail Projects throughout the City; and
4. **WHEREAS,** on February 22, 2024 the CCRMA and CITY amend the Interlocal Agreement to include the funding required for the Preliminary Engineering and Environmental documents as well as Plans, Specifications and Estimates required to develop the project to a Ready-to-Let Status for construction and there is now a need for a second amendment to the Interlocal Agreement to include additional funding for the preliminary engineering services and construction and maintenance with Union Pacific Railroad Company for the affected railroad track and right away near the project area.
5. **CCRMA HEREBY AGREES TO:**
 - a. Utilize one of the CCRMA’s consultants to develop engineering/design plans within existing ROW, coordinate utility adjustments, and conduct environmental studies, and public involvement.
 - b. To provide necessary funding in the amount of \$293,283.66 for preliminary engineering, survey, and PS&E activities further outlined in Exhibit A.
 - c. Coordinate with the Texas Department of Transportation (TxDOT) the necessary environmental document as well as design and engineering and coordination with any state and federal agencies on any issues arising during the environmental phase and design and engineering.
 - d. Conduct any public meetings or hearings required by TxDOT as part of the environmental process.
 - e. Provide monthly progress reports of activities to the CITY.
 - f. Provide for consultations with the environmental agencies.
 - g. Locally let the project through the CITY utilizing CCRMA staff and consultants.
 - h. CCRMA will serve as Project Manager.

6. CITY HEREBY AGREES TO:

- a. To have provided necessary funding in the amount of \$293,283.66 for preliminary engineering, survey, and PS&E activities further outlined in Exhibit A.

- b. To provide funding for any local match for design, construction engineering, and construction required by TxDOT's Advanced Funding Agreement (AFA).
 - c. To provide the necessary local match funding for the engineering, design, construction, and construction engineering of hike and bike trail.
 - d. To provide funding in the amount of \$65,000.00 for preliminary engineering services and construction and maintenance with Union Pacific Railroad Company for the affected railroad track and right away near the project area further outlined in Exhibit B.
7. It is specifically understood and agreed that in the event insufficient funds are appropriated and/or budgeted concerning the obligations under this Interlocal Agreement on behalf of either of the Parties, then the Party with the insufficient funds shall notify the other Parties and this Interlocal Agreement shall thereafter terminate and be null and void on the last day of the fiscal period for which appropriations were made without penalty, liability or expense to the Party. The Party with the insufficient funds agrees to indemnify the other Parties to the extent of the amount(s) for which the other Parties are entitled to receive for reimbursement.
8. Any payment made by either party will be made from current revenues of the paying party.
9. This Interlocal Agreement constitutes a one-time Agreement between the Parties and does not constitute a continuing Agreement for the CCRMA and CITY. The Interlocal Agreement expires when the Projects are completed or a 30-day termination notice is given by either CCRMA or CITY.
10. 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 or governmental functions and services necessary to fulfill the terms of this Agreement.
11. The CCRMA and CITY hereby find that the foregoing goods and governmental functions and services are reasonably required for the Project and this Interlocal Agreement includes an agreement between the CCRMA and CITY pursuant to TEX. GOV'T CODE Section 791.025 to the extent applicable.
12. This 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 DIRECTORS and the CITY OF LOS FRESNOS CITY COMMISSION.

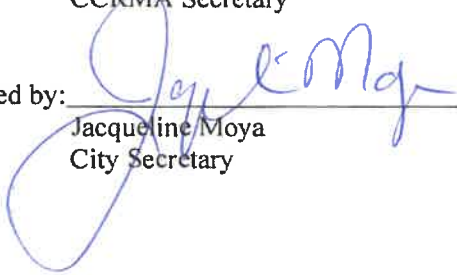
Executed on this 30th day of October 2025.

Attested by:


Arturo A. Nelson
CCRMA Secretary


Frank Parker, Jr.
CCRMA Chairman

Attested by:


Jacqueline Moya
City Secretary


Alejandro Flores
Los Fresnos City Mayor

EXHIBIT "A"
SCOPE OF SERVICES TO BE PROVIDED BY THE ENGINEER

PROJECT DESCRIPTION

The services designated herein as "Services provided by the ENGINEER" shall include the performance of all engineering services for the following described facility:

COUNTY/CITY: CCRMA

CONTROL: _____

PROJECT/DESCRIPTION: Los Fresnos Hike & Bike Trail

LENGTH: 2.1 Miles

HIGHWAY: Various (Circles the City of Los Fresnos)

LIMITS: 0.2 Miles South of Old Port Rd to S. Arroyo Blvd.

PROJECT CLASSIFICATION

(Place an "X" in only one Project Classification)

- ☐ Surface Treatment
- ☐ Overlay
- ☐ Rehabilitation Existing Road (Scarify & Reshape)
- ☐ Convert Non-Freeway to Freeway
- ☐ Widen Freeway
- ☐ Widen Non-Freeway
- ☐ New Location Toll Freeway
- ☐ New Location Non-Freeway
- ☐ Interchange (New or Reconstruct)
- ☐ Bridge Widening or Rehabilitation
- ☐ Bridge Replacement
- ☐ Upgrade to Standards - Freeway
- ☐ Upgrade to Standards - Non-Freeway
- ☒ Sidewalk/Hike & Bike Project

ENGINEER shall mean GDJ Engineering.

LPA shall mean CCRMA.

EXHIBIT "A"

SCOPE OF SERVICES TO BE PROVIDED BY THE ENGINEER

ROUTE AND DESIGN STUDIES (Function Code 110)

ROUTE AND DESIGN STUDIES:

The ENGINEER will perform any of the following tasks needed for the route and design studies:

1. Develop Roadway Design Criteria
2. Prepare the Design Schematic
 - a. Horizontal and Vertical Alignment
 - b. Schematic Layout
 - i. Identify the location of intersections as applicable.
 - ii. Develop vertical and horizontal alignment. The degree of horizontal curves and vertical curve data, including "K" values, shall also be shown for ease of reviewing the schematic.
 - iii. Show the location and text of the proposed guide signs. Lane lines and/or arrows indicating the number of lanes shall also be shown.
 - iv. Provide a complete explanation of the sequence and methods of stage construction, if proposed.
 - v. Identify the tentative ROW limits
 1. Provide a roadway Design System (RDS) or (GEOPAK) computer tape of the preliminary earthwork to verify ROW requirements.
 2. Provide a graphics file containing the approved schematic.
 - vi. Provide the geometric configuration (pavement cross slopes, lane and shoulder widths, slope rates for fills and cuts) of the typical sections.
 - vii. Label the direction of traffic flow on all roadways.
 - viii. Identify the location and width of any proposed median openings for highways without access control.
3. Coordinate and Attend a Preliminary Design Concept Conference
4. General Guidelines for Project Development
 - a. A preliminary schematic layout shall be prepared which indicates the general geometric features and location requirements peculiar to the project. An uncontrolled aerial mosaic will be provided for this use. The schematic layout shall be submitted through the district to the Design Division for approval. **No geometric design is to be performed until the LPA has given the engineer written approval of the preliminary schematic layout.**
 - b. All geometric design shall be in conformance with the State's Design Division, Operations and Procedures Manual, except where variances are permitted in writing by the STATE.
 - c. The schematic layout shall include basic information which is necessary for the proper review and evaluation including the items listed above and in the schematic checklist provided by the STATE.
 - d. Handling of traffic during construction shall be a consideration in the development of the schematic.
 - e. Upon approval of the schematic layout by Design Division (FHWA on Federal-aid projects), it shall be the basis for an exhibit at any required public hearing prior to final development of the project. If there are any changes to the schematic after the Design Division and FHWA approval and before the public hearing, the revised schematic, as displayed at the hearing, shall be submitted either prior to or accompanying the public hearing data. If there are no changes in the schematic as displayed at the hearing, only

EXHIBIT "A"
SCOPE OF SERVICES TO BE PROVIDED BY THE ENGINEER

photographs of the schematic and other displays shall be submitted with the public hearing data.

- f. On complex projects, informal contact through the district with the Design Division and FHWA personnel is encouraged with regard to development of preliminary design prior to official schematic submission.
 - g. The engineer shall furnish a project tape that is compatible with the STATE's computer system, a project listing, and a cross section plot showing the original design sections containing the earthwork input and original cross sections for the project. **Accuracy of the earthwork design is of utmost importance since it is the basis for contractor payments and construction staking.**
5. Traffic Analysis and Projections
- a. If the project is Off-System, the ENGINEER will provide all traffic analysis and projection data for the project as previously provided by TxDOT's Transportation Planning and Programming Division. The analysis will follow the STATE's SOP and the data will be approved by the STATE.
6. Geotechnical Investigations, Engineering & Report
- a. The ENGINEER shall provide geotechnical explorations and laboratory testing as needed for the project. All exploration and test procedures will be performed in general accordance with the latest Texas Department of Transportation Geotechnical Manual and TEX methods (or ASTM methods as required).
 - b. The ENGINEER shall provide geotechnical engineering and analysis of the explorations and laboratory testing.
The ENGINEER shall provide a signed/sealed geotechnical report of all findings including relevant recommendations for pavement design (lime percentage, salvage, thicknesses, etc...)

SOCIAL, ECONOMIC AND ENVIRONMENTAL STUDIES AND PUBLIC INVOLVEMENT
(Function Code 120)

- 1. Environmental Reports (All Environmental Reports shall be in accordance with 43 Texas Administrative Code (TAC) 2.40-2.51, Code of Federal Regulations, Title 23, Part 771 and Highway Design Operations and Procedures Manual, Part II-B.)
- 2. Public Involvement (All Public Involvement procedures shall be in accordance with 43 Texas Administrative Code (TAC) 2.101-2.110, Code of Federal Regulations Title 23, Part 771 and Highway Design Operations and Procedures Manual, Part II-B.)
 - a. A public involvement meeting(s)/hearing(s) shall be scheduled, coordinated and conducted.*
 - b. Technical assistance, meeting(s)/hearing(s) preparation, maintenance of contracts lists, minutes of meeting(s), exhibit preparation, and other tasks outlined by the LPA, shall be provided.
- 3. Cultural Resources (Formal consultation with the State Historic Preservation Office (SHPO) and the Texas Historical Commission (THC) will be conducted by the LPA.)
 - a. Historic Structure Studies

EXHIBIT "A"

SCOPE OF SERVICES TO BE PROVIDED BY THE ENGINEER

- i. A records search and reconnaissance survey shall be performed, and documentation prepared regarding identification efforts, National Register eligibility and potential impacts to historic properties in accordance with the state's historic structure requirements.
 - b. Archeological Studies
 - i. Files searches shall be conducted to determine if known archeological sites are present; to identify whether these sites have been listed or determined eligible for the National Register of Historic Places or have been designated State Archeological Landmarks; and to identify the need (if any) to perform additional archeological investigations.
 - ii. Archeological reconnaissance will be performed under a Texas Antiquities Permit (13 TAC 26) signed for the Sponsor by a professional archeologist with the STATE.
 - iii. Archeological survey shall be performed under a Texas Antiquities Permit (13 TAC 26) signed for the Sponsor by a professional archeologist with the STATE.
- 4. Technical Reports

Technical reports will be scoped with TxDOT's Work Plan Development Tool (WPD) and prepared in accordance with the TxDOT Environmental Toolkit.

 - a. Biological Assessment
 - i. A Species Analysis and Site Assessment will be completed in accordance with the STATE'S guidelines. The assessment shall be provided as a Technical Report and results included in the administratively complete document for the project.
 - b. Water Resources
 - i. A Surface Water Analysis will be completed in accordance with the STATE'S guidelines. The analysis shall be provided as a Technical Report and results included in the administratively complete document for the project.
 - c. Community Impact Analysis
 - i. A Community Impact Assessment will be completed in accordance with the STATE'S guidelines. The analysis shall be provided as a Technical Report and results included in the administratively complete document for the project.
- 5. General Guidelines for Preparation of Environmental Documents
 - a. All technical reports will be submitted electronically to TxDOT.
 - b. All cultural resource reports (i.e. Archeological and Historical Project Coordination Requests (PCRs), background and reconnaissance surveys), if required, will be submitted electronically to TxDOT.
 - c. The draft administratively complete document will be submitted to TxDOT electronically.
 - d. The administratively complete document will be prepared in accordance with the content and format of TxDOT Administrative Code 43 TAC §2.48 and the TxDOT Environmental Toolkit.
 - e. The administratively complete document will be submitted to TxDOT electronically.
 - f. Upon completion and approval of the administratively and technically complete document, the Engineer will provide one (1) hard copy to the Client.
 - g. Exhibits in the environmental document shall be color copies and text shall be black and white.

EXHIBIT "A"
SCOPE OF SERVICES TO BE PROVIDED BY THE ENGINEER

RIGHT-OF-WAY DATA
(Function Code 130)

NOTE: No work involving right-of-way (ROW) data is to be performed until the LPA has given the ENGINEER written approval of the final location of the proposed ROW lines.

The ENGINEER shall perform the following Right-Of-Way Data duties:

1. Provide Ownership Data in a .dgn file
 - a. For the entire project limits
 - b. Compensable utility ownership that has property rights on ROW shall be researched and provided.
 - c. For each drainage outfall property
 - d. For each irrigation structure pipe
2. Parcel Plats
 - a. Parcel plats and field notes shall be prepared and furnished.
 - b. All plats and field notes must be signed and sealed by a Registered Professional Land Surveyor (RPLS).
3. Utilities (Compensable)
 - a. Property ownership with recording information shall be shown on ROW Map and Parcel Plats with distance ties to property corners in an effort to locate utility.
4. Field Notes
 - a. Field notes and plats shall be provided, signed and sealed by a Registered Professional Land Surveyor, for all parcels on the ROW Map.
 - b. Computation sheets for survey closure and area of each parcel shall be provided.
 - c. Ground surveys and preparation of parcel maps, legal descriptions, and ROW maps
5. Survey and Stake Right-of-Way
6. Records as required by the LPA and State
 - a. Records used to establish property ownership

PROJECT SPECIFIC SCOPE OF SERVICES

FC 130 – RIGHT-OF-WAY DATA – Abstract analysis, development of ROW Map sheets including parcel plats and field notes with Metes & Bounds field descriptions, and Title Commitments.

FC 150 – FIELD SURVEYING FOR PARCEL MAPPING – Recover horizontal & vertical control, locate and field tie existing ROW and boundary corners. Update topography, and reestablish corners for ROW map revisions.

SURVEYING SCOPE OF SERVICES FOR PARCEL MAPPING

FC 130 – RIGHT-OF-WAY DATA

Right-of-Way Documents - The SURVEYOR will utilize State examples and provide the following:

GENERAL

- a. Abstracting: The SURVEYOR will determine Ownership Data.

EXHIBIT "A"
SCOPE OF SERVICES TO BE PROVIDED BY THE ENGINEER

- b. Prepare individual parcel maps and field notes as needed to properly describe the right-of-way the State is to acquire.
- c. All procedures involving right-of-way maps will be in accordance with the STATE'S Right-of-Way Book I and Book II, the State's local operating procedures and according to the Texas Board of Professional Land Surveying Practices Act.
- d. All required documents will be in English units.
- e. The SURVEYOR will monument all corners with a 5/8 inch iron rod with a Surveyor's plastic cap on all parcel boundary corners.
- f. The SURVEYOR will provide to the STATE a copy of Instruments of Record.
- g. The SURVEYOR will attach graphics files compatible with the latest version of Micro-Station graphics software.
- h. The SURVEYOR will attach documents or text files compatible with the latest version of Word software.

PARCEL PLATS

- a. A parcel plat will be prepared for each parcel of land to be acquired. The STATE has developed standard formats for parcel plats, copies of which the SURVEYOR will request and secure for all purposes
- b. Parcel boundary lines will be delineated with appropriate bearings, distances, and curve data.
- c. Private property lines will be delineated with appropriate bearings, distances, and curve data to the extent necessary to describe the individual parcels of land to be acquired.
- d. League lines and survey lines will be shown and identified by name and abstract number.
- e. A north arrow will be shown on each sheet and, if possible, in the upper right hand corner.
- f. Monumentation set or found will be shown and described as to material and size.
- g. A station and offset will be shown for each PC, PT, and angle point in the proposed right-of-way lines and the existing right-of-way lines in areas of no proposed acquisition.
- h. Intersecting streets will be shown and identified by name and right-of-way width.
- i. A parent tract inset will be shown for each parent tract.
- j. A note will be included on each map sheet stating the basis of bearings, coordinates, and datum used.
- k. Appropriate notes will be included on the title sheet stating the following:
 - a. Month(s) and year abstracting was performed upon which the map is based.
 - b. Month(s) and year field surveys were conducted upon which the map is based.
 - c. Month and year map was completed by the SURVEYOR.
- l. The right-of-way account number and R.O.W. CSJ if available will be shown on each parcel map sheet.
- m. All parcel maps should be 8-1/2" x 11" signed and sealed by a Registered Professional Land Surveyor and note referencing legal description.
- n. The acreage of the part taken should be shown to three decimal places, rounded.

FIELD NOTE DESCRIPTIONS

EXHIBIT "A"
SCOPE OF SERVICES TO BE PROVIDED BY THE ENGINEER

A field note description will be prepared for each parcel of land to be acquired. Field note descriptions will include, but need not be limited to, the following:

- a. The field note description will begin with a general description that will include, as a minimum:
 - (1) State, county, and city within which the proposed parcel of land to be acquired is located.
 - (2) A reference to unrecorded and recorded subdivisions by name, lot, block, and recording data to the extent applicable.
 - (3) A reference, by name, to the grantor and grantee, date, and recording data of the most current instrument(s) of conveyance describing the parent tract.
- b. The field note description will continue with a metes and bounds description that will include, as a minimum:
 - (1) A point of commencing (outside property corner).
 - (2) A point of beginning on proposed R.O.W. line.
 - (3) A series of courses, identified by number and proceeding in a clockwise direction, describing the perimeter of the parcel of land to be acquired, and delineated with appropriate bearings, distances, and curve data.
 - (4) A description (8-1/2" x 11") of all monumentation set or found to include, as a minimum, size and material.
 - (5) All field note descriptions will be signed and sealed by a Registered Professional Land Surveyor.
 - (6) Note referencing parcel plat.

FIELD SURVEYING AND PHOTOGRAMMETRY
(Function Code 150)

TOPOGRAPHY AND CONSTRUCTION SURVEYS:

The SURVEYOR will perform Topography and Construction Surveying for the project which will include:

1. Primary Project Control: 3 to 5 mile spacing (Precision shall be 1 part in 20,000 or better, unless otherwise directed by the ENGINEER).
 - a. Establish Horizontal Control Points
 - b. Establish Vertical Control Points

NOTE: ALL BEARING AND DISTANCE SHALL BE BASED ON THE STATE PLANE COORDINATE SYSTEM NAD 1983, SOUTH ZONE.

ALL DISTANCES AND COORDINATES SHALL BE SURFACE AND MAY BE CONVERTED TO GRID BY MULTIPLYING BY A COMBINED SCALE FACTOR OF 0.999960

2. Secondary Project Control (Surveyor shall recover and/or reset H&V Control Points as provided by the Engineer and create Survey Data Sheets for inclusion in the Project Plans).
 - a. No traverse should exceed 25 angle points. Planimetrics shall be 20 ft Lt & Rt from the proposed ROW as per the schematic provided by the Engineer.
 - b. The unadjusted angular error should not exceed 2 seconds per angle, plus 14 seconds.
 - c. The unadjusted ratio of precision should be one part in 10,000 or better (The ratio of precision is the total length of the traverse divided by the total error.).
 - d. The unadjusted vertical error should not exceed 0.03 foot per mile of traverse.

EXHIBIT "A"
SCOPE OF SERVICES TO BE PROVIDED BY THE ENGINEER

3. Other Field Surveying

- a. **The limit of the Design surveys shall be 1,500-ft before and after the limits of the project as identified by the Project Engineer on the schematic. Establish horizontal and vertical control. Set benchmarks at 1000-ft intervals along the project proposed right-of-way. Provide x, y, z for each Benchmark. Provide a BM along each outfall identified on the Hydrologic Map. The BM's shall be #5 I.R. 2-ft in depth set in concrete. The surveyor shall provide an H&V Book (a Sample shall be provided by the Engineer to the Surveyor). The Surveyor will provide a 3-pt reference sketch with ties to the BMs for inclusion the existing H&V Control Book. Establish benchmark circuit throughout the project with a tolerance of 0.03'/ft per mile error vertically.**
- b. **The Surveyor shall provide complete topographic and cross section survey, data processing, and CADD mapping (2D & 3D) for the limits of the project.**
- c. **The Surveyor shall locate all visible utilities, data processing and CADD mapping (2D & 3D) including irrigation lines. Follow sample provided by the Engineer.**
- d. **The Surveyor shall field locate cross culverts, driveway culverts, inverts, irrigation lines, within the project limits, data processing and CADD mapping (2D & 3D).**
- e. **Right of Entry, Right of Way Research, and Appraisal District Records is the responsibility of the Surveyor.**
- f. **The Surveyor shall also paint the proposed centerline on the existing pavement as approved by the ENGINEER (at 500-ft stations and a tick mark at 100-ft stations, 12 inches long with approved paint by ENGINEER) before construction for the purpose of utility adjustments and project location.**
- g. **Profile and cross section intersecting streets for ties into project (500-ft. beyond the proposed ROW per schematic and 20-ft wider than the existing ROW of intersecting street). Reference missing voids as per CD provided by the Engineer.**
- h. **Cross section irrigation crossings for a distance of 20-ft beyond the proposed ROW at 100-ft intervals in a DTM file. Provide a complete description of irrigation appurtenances as identified by the engineer sample layout.**
- i. **Tie Horizontally and Vertically the existing storm drain system that lies within the existing proposed ROW including the elevation of the outfall of said recovered existing storm drain systems.**
- j. **Tie to existing underground and overhead utilities (location, elevation and direction)**
 - i. **Horizontally - The surveyor shall call the 1-800 number for the utilities to be marked on the ground as well as any city water and sewer lines. He shall tie all visible utility crossings with name, address and Phone #'s of utility companies. The engineer will coordinate with the utility companies and jointly the Surveyor and the Engineer will identify which utilities were missed and need to be tied down.**
 - ii. **Vertically - The engineer shall identify all utilities that are potential conflicts and that need to be tied vertically. The engineer will advise the surveyor in writing of the needed vertical ties and the surveyor will tie the lines vertically once the surveyor has coordinated the exposure and provide the information to the engineer.**
- k. **Additional Field Surveying as shown below:**
 - i. **Irrigation Lines - The surveyor will meet with the engineer before he ties down any irrigation lines. The Engineer will provide him the existing Irrigation District Maps and the A&M Data of existing irrigation lines that are identified of record. He will follow the sample given to him by the engineer and tie the structures horizontally and vertically and provide Field Books to the engineer.**
 - ii. **Outfalls - The surveyor will provide a complete 2D & 3D File including utilities of the outfall identified on the Hydrologic Map.**

EXHIBIT "A"
SCOPE OF SERVICES TO BE PROVIDED BY THE ENGINEER

- l. Driveways and Turnouts
 - i. Inventory commercial entrances, public roads and side streets separately.
 - ii. Obtain centerline station (Width at ROW, Pavement and existing radius).
 - iii. Inventory by type (dirt, caliche, gravel or paved). If paved, indicate condition in terms of no patches, has patches or has potholes.
 - iv. Obtain width at ROW line
 - v. Obtain elevations at both edges of the driveway or turnout in line with any side drain.
- m. ROW Staking (Existing and proposed @ 1,000 ft stations, PC's, PT's and Angle points as per ROW Map)
- n. Soil core hole staking
- o. Determine changes in topography from voids and outdated maps due to development, erosion, etc.
- p. Profile existing drainage facilities, if applicable
- q. Measure hydraulic openings under existing bridges, if applicable
- r. Obtain elevations of manholes and valves of utilities, if applicable
- s. Provide temporary signs, traffic control, flags, safety equipment, etc.
- t. Provide ties to existing bridges or culverts that may conflict with new construction
- u. If there is a Bridge widening, provide top of deck and/or top of cap elevations at the Profile Grade Line (PGL) and the edges of slab at bent locations.
- v. Inventory signs, mailboxes and driveways
- w. Survey controlled data sheets as per STATE guidelines

ADDITIONAL RESPONSIBILITIES

A. TRAFFIC CONTROL:

The SURVEYOR shall control traffic in and near surveying operations adequately to comply with provisions of the latest edition of the TxDOT Manual on Uniform Traffic Control Devices – Part VI and the latest edition of the Occupational Safety Manual both of which can be found on the TxDOT internet site.

In the event field crew personnel must divert traffic or close traveled lanes, a Traffic Control Plan based upon principles outlined in the latest edition of the TxDOT Manual on Uniform Traffic Control Devices – Part VI shall be prepared by the SURVEYOR and approved by the ENGINEER prior to commencement of field work. A copy of the approved plan shall be in the possession of field crew personnel on the job site at all times and shall be made available to the ENGINEER for inspection upon request.

B. INVOICING:

Payment requests shall include a SURVEYOR's invoice. With each payment request, the SURVEYOR shall submit a project status report which will, as a minimum, include the percentage of total work complete as of the date of the payment request and a description of current work activity. The percentage of total work complete shall not be based simply on the percentage of funds expended, but shall be based on the best judgment of the SURVEYOR as to the percentage of actual work complete.

C. EASEMENTS, LETTERS OF PERMISSION, ETC.

The SURVEYOR shall be responsible for delineating easements. The SURVEYOR will be responsible for securing the necessary legal instruments and obtaining all Right-of-Entries (ROEs).

EXHIBIT "A"
SCOPE OF SERVICES TO BE PROVIDED BY THE ENGINEER

D. MEETINGS:

The ENGINEER shall setup the necessary meetings with the SURVEYOR in order to assure all field information is provided on-time and products are delivered in accordance with TxDOT's/LPA's specifications. SURVEYOR must attend all meetings involving data provided if requested by ENGINEER.

E. PROJECT MANAGER/SURVEYOR COMMUNICATION:

The SURVEYOR shall designate one Texas Registered Professional Land Surveyor (RPLS) to be responsible throughout the project for project surveying coordination and all communications, including billing, with the ENGINEER.

F. OFFICE LOCATION:

The SURVEYOR will perform the services to be provided under this agreement out of a local office and have a crew available to perform requested tasks within 24 hours of request. The coordinating SURVEYOR's Project Manager (RPLS) shall be accessible at all times and working from the local office.

ROADWAY DESIGN CONTROLS
(Function Code 160)

ROADWAY DESIGN:

The ENGINEER will perform roadway design services for the needed construction repairs along the project limits. The services will include:

1. Geometric Design
 - a. Horizontal Alignment
 - b. All geometric design shall be in conformance with the State's Design Division, Operations and Procedures Manual, except where variances are permitted in writing by the LPA.
 - c. Handling of traffic during construction shall be a consideration in the development of designs.
2. Exhibits for Airway/Highway clearance permits (if within airport vicinity)
3. Grading Design
 - a. Refine the horizontal alignment including the following items
 - i. Typical Sections
 - ii. Design Cross Sections
 - iii. Determine Cut and Fill Quantities

DRAINAGE
(Function Code 161)

DRAINAGE DESIGN:

The ENGINEER will perform drainage design services for the needed construction repairs along the project limits. All hydraulic design shall be in accordance with TxDOT's Hydraulic Manual, except where variances are permitted in writing by the LPA. The services will include:

1. Hydrologic & Hydraulic Studies, Discharges
 - a. Hydrologic Map showing drainage areas, contours and drainage Q's.

EXHIBIT "A"
SCOPE OF SERVICES TO BE PROVIDED BY THE ENGINEER

- b. Drainage area maps showing existing conditions and proposed improvements.
- c. Hydrologic data/discharge determination
- 2. Hydraulic Drainage Study & Documentation
 - a. Hydraulic Computations, if applicable
 - i. Storm water detention available within the ROW (linear ft. along side drain ditch).
 - ii. Storm water detention available outside the ROW (as per local Drainage District)
 - iii. Culverts
 - iv. Bridge Waterways
 - v. Channels
 - vi. Storm sewers/inlets
 - vii. Pump Stations
 - viii. Storm Water Management Facilities
 - ix. Irrigation Canals/Siphons
 - b. Hydraulic Reports
 - c. Federal Emergency Management Agency (FEMA) floodway requirements
 - d. Determine impact of proposed drainage plan on Drainage District or Irrigation District receiving streams
- 3. Layout, Structural Design and Detailing of Drainage Features
 - a. Culverts
 - i. New Culverts
 - ii. Culvert widening and/or lengthening
 - iii. Culvert replacements
 - b. Storm Sewers
 - i. New storm sewers
 - ii. Modify existing storm sewers
 - iii. Inlets
 - iv. Manholes
 - v. Trunk lines
 - c. Outfall channel(s) within the ROW
 - d. Outfall channel(s) outside the ROW
 - e. Summary of Quantities
- 4. Storm Water Pollution Prevention Plan (SW3P)

SIGNING, MARKINGS AND SIGNALIZATION
(Function Code 162)

PAVEMENT MARKINGS:

The ENGINEER will provide pavement marking layouts for the needed construction repairs along the project limits. The services will include:

- 1. Signing and Markings Layout
 - a. Roadway layout
 - b. Center line with station numbering
 - c. ROW lines
 - d. Culverts and other structures that present a hazard to traffic
 - e. Location of utilities, if not shown on plan and profile
 - f. Existing signs to remain, to be removed, to be relocated

EXHIBIT "A"

SCOPE OF SERVICES TO BE PROVIDED BY THE ENGINEER

- g. Proposed signs (illustrated and numbered)
 - h. Existing overhead sign bridges to remain, to be revised, removed or relocated
 - i. Proposed overhead sign bridges indicating location by plan layout (electrical details need not be shown on this layout)
 - j. Proposed markings (illustrated and quantified) which include pavement markings, object markings and delineation
 - k. Quantities of existing pavement markings to be removed
 - l. Proposed delineators and object markers
- 2. For projects involving freeway to freeway or other types of directional interchanges, projects including left-hand ramps or connections, the following information must be provided:
 - a. The location of interchanges, main lanes, grade separations, frontage roads and ramps
 - b. Complete explanation of the sequence and methods of stage construction, where applicable, which would include the initial and ultimate proposed treatment of crossovers and ramps
 - c. The number of lanes in each section of proposed highway and the location of changes in number of lanes
 - d. The projected traffic volumes as provided by the STATE (20 year traffic projection, unless otherwise determined by the District Engineer)
 - e. Tentative ROW limits
 - f. Direction of traffic flow on all roadways
 - g. Main lane, ramp, frontage road and necessary cross road profiles at proposed interchanges or grade separations
- 3. Summary of Small Sign Tabulation
- 4. Summary of Large Sign Tabulation including all Guide Signs (if applicable)
- 5. Sign Detail Sheets
 - a. All signs except for route markers
 - b. Design details for large guide signs
 - c. Dimensions of letters, shields, borders, corner radii, etc.
 - d. Designation of shields attached to guide signs
 - e. Designation of arrow used on exit direction signs

MISCELLANEOUS ROADWAY

(Function Code 163)

TRAFFIC CONTROL PLAN, DETOURS AND SEQUENCE OF CONSTRUCTION:

The ENGINEER will provide a Traffic Control Plan (TCP) for the needed construction repairs along the project limits. TCP's are required for all projects; therefore a detailed TCP shall be developed when traffic handling during construction involves complications for which a feasible solution is not covered by the Texas MUTCD or the current Barricade and Construction (BC) standards. The following items are required on all TCP Layouts:

- 1. The Sequence of Construction and method of handling traffic during each phase
- 2. Roadway layout
- 3. Center line with station numbering
- 4. The existing and proposed traffic control devices that will be used to handle traffic during each construction sequence. Include signals, regulatory signs, warning signs, construction warning

EXHIBIT "A"

SCOPE OF SERVICES TO BE PROVIDED BY THE ENGINEER

signs, guide signs, route markers, construction pavement markings, channelizing devices, portable changeable message signs, flashing arrow boards, barricades, barriers, etc...

5. The proposed traffic control devices (stop signs, signals, flag person, etc.) at grade intersections during each construction sequence.
6. Where detours are provided, typical cross sections shall be shown.
7. Road construction work hours shall be developed after an investigation of the traffic volumes has been performed.

COMPUTE AND TABULATE QUANTITIES:

The ENGINEER will provide a summary of quantities sheet in the plans identifying all estimated project quantities.

PROJECT ESTIMATE:

The ENGINEER will provide a project estimate summarizing all estimated construction costs.

SPECIFICATIONS AND GENERAL NOTES:

The ENGINEER will provide all relevant project specification and general notes to the project construction activities.

PROJECT MANAGEMENT

(Function Code 164)

MEETINGS, COORDINATION & SUPPORT FOR PROJECT MANAGEMENT:

The ENGINEER shall assist and coordinate with LPA staff for meetings and coordination efforts with all relevant entities (i.e. County, Regional Mobility Authority, Texas Department of Transportation, Rio Grande Valley Metropolitan Planning Organization, etc...) and other affected parties. The Engineer shall coordinate with the Owner's staff on all Project related items.

CONSTRUCTION PHASE SERVICES

(Function Code 320)

The ENGINEER will provide engineering support services for letting the Project or portions of the Project approved by the LPA. Specific (basic and special) services for CONSTRUCTION MANAGEMENT AND SUPPORT by the ENGINEER will include the following:

CONSTRUCTION BIDDING:

1. The ENGINEER will furnish the LPA the necessary copies of approved plans, specifications, notices to bidders, and proposals as prepared under PS&E.
2. The ENGINEER will assist the LPA in the development of the Bid Documents for the purpose of providing to potential bidders to the project.
3. The ENGINEER will assist the LPA on the tabulation of bids, recommendations to the Owner as to the proper action on all bid proposals received, and the preparation of formal contract documents for the award of each construction contract.

EXHIBIT "A"

SCOPE OF SERVICES TO BE PROVIDED BY THE ENGINEER

ADDITIONAL RESONSIBILITIES

EASEMENTS, LETTERS OF PERMISSION, ETC.:

The ENGINEER shall be responsible for delineating easements. The ENGINEER will be responsible for securing the necessary legal instruments.

MEETINGS:

Meetings will be held with the FHWA, State Officials, local governments, property owners, utility owners, railroad companies, other consulting firms, etc., as needed or required by the LPA. The ENGINEER shall coordinate through the LPA for the development of this project with any local entity having jurisdiction or interest in the project (i.e., city, county, etc).

SPECIFICATIONS, SPECIAL PROVISIONS, SPECIAL SPECIFICATIONS:

Use the State's standard specifications or previously approved special provisions and/or special specifications. If a special provision and/or special specification is developed for this project, it shall be in the State's format and incorporate references to approved State test procedures.

PROJECT MANAGER/ENGINEER COMMUNICATION:

The ENGINEER shall designate one Texas Registered Professional Engineer to be responsible throughout the project for project management and all communications, including billing, with the LPA's Director. Any replacements to the ENGINEER's designated Project Manager/Engineer must be approved by the LPA.

Engineering documents produced for the department's engineering projects shall be signed, sealed and dated or CADD sealed in accordance with Administrative Order No. 5-89 and Administrative Circular No. 26-91.

DESIGN RESPONSIBILITIES:

The ENGINEER is responsible for design errors and/or omissions that become evident before, during or after construction of the project. The ENGINEER's responsibility for all questions arising from design errors and/or omissions will be determined by the LPA and all decisions shall be final and binding. This would include, but not necessarily be limited to:

1. All design errors and/or omissions resulting in additional design work to correct the errors and/or omissions.
2. Preparation of design documents and detail drawings necessary for a field change due to design errors and/or omissions.
3. Revision of original tracings to the extent required for a field change due to design errors and/or omissions.

The ENGINEER shall promptly make necessary revisions or corrections resulting from the ENGINEER's errors, omissions or negligent acts without additional compensation. Acceptance of the work by the LPA will not relieve the ENGINEER of the responsibility for subsequent correction of any such errors or omissions or for clarification of any ambiguities.

DOCUMENT AND INFORMATION EXCHANGE:

Data, Plan Sheets, General Notes and/or Specifications provided to the LPA shall be furnished via file share links complete with a table of contents on what is transmitted. The Table of Contents shall indicate the locations of files within the directory structure of the documentation.

EXHIBIT "A"
SCOPE OF SERVICES TO BE PROVIDED BY THE ENGINEER

General Notes and specifications shall be provided in the latest Office 365 file formats (.docx, .xlsx, etc...). Plan sheets shall be provided in Microstation Open Roads Designer (ORD)/Power GEOPAK format. PDF copies of plan sheets shall also be provided.

Two copies of the documentation shall be provided to the LPA.

PROPOSAL TIME:

The time indicated in the proposal and the contract shall include time necessary for reviews, approval, etc.

OFFICE LOCATION:

The ENGINEER will perform all services to be provided under this agreement out of their office located at: 2805 Fountain Plaza Blvd., Suite A, Edinburg, Texas 78539



Los Fresnos Hike & Bike Trail Project - CCRMA

engineering

Los Fresnos Elite & Bike Trail
(From 0.2 Miles South of Old Fort Rd to South Arroyo Blvd.)
Cameron County Regional Mobility Authority

MANHOURS													
	Senior Project Manager/ Principal	Project Manager	Project Engineer	Utility/ Environmental Manager	Environmental Specialist	EIT	Senior Engineering Tech	GIS Operator	Engineering Tech	Admin/Clerical	Total Hours	Total Line Item Cost	
TASK													
1			8	0		18	28	28	0		82	\$ 7,415.13	
2						SEE SUBCONSULTANT FEE SCHEDULE (PAGE 1 OF 6)						\$ 4,630.63	
3			4	10		16	18		28		76	\$ 6,780.20	
3A		4	12			16	18		28		78	\$ 7,377.18	
3B		4	8			16	28		34		90	\$ 8,013.82	
3C		4	16			16	28		34		98	\$ 9,128.18	
3D		4	6			16	28		34		88	\$ 7,715.68	
3E		6	12			16	28		34		96	\$ 8,873.82	
3F						SEE SUBCONSULTANT FEE SCHEDULE (PAGE 1 OF 6)						\$ 4,630.63	
4		4	6			8	10				28	\$ 2,087.44	
5						SEE SUBCONSULTANT FEE SCHEDULE (PAGE 2 OF 6)						\$ 31,490.75	
6						SEE SUBCONSULTANT FEE SCHEDULE (PAGES 3-4 OF 6)						\$ 54,421.24	
7						TASK NOT NEEDED							
						TASK NOT NEEDED							
8		4	8	4		8					24	\$ 2,831.36	
9		4	8	4		6					22	\$ 2,685.84	
10		4	16			8					28	\$ 4,413.44	
11		4	6	4							14	\$ 1,971.44	
	Subtotal (Preliminary Engineering)	0	42	110	22	0	144	186	28	192	0	724	\$ 164,400.02
TASK													
12		2	20		64	40		24			150	\$ 14,154.96	
						TASK NOT NEEDED							
13			8	8	106			42			156	\$ 15,021.68	
14			8	8	106			24			138	\$ 13,346.96	
15					SEE SUBCONSULTANT FEE SCHEDULE (PAGES 3-4 OF 6)								
16		2	8	8	106			16			132	\$ 13,168.48	
17			8	8	82			16			106	\$ 10,508.88	
18			8	8	106			16			130	\$ 12,890.64	
19		8	16	40	60	26	26	26	26	24	256	\$ 25,059.18	
	Subtotal (Environmental)	4	8	28	180	630	66	26	164	26	24	1068	\$ 113,115.78
TASK													
20				4		14	18	8	24		68	\$ 5,653.20	
21		6	10			20					18	\$ 4,088.18	
22					SEE SUBCONSULTANT FEE SCHEDULE (PAGE 2 OF 6)								
23		4	8	36		8			8		58	\$ 7,366.79	
24		4	12			8			26		26	\$ 2,186.56	
25		4	8	18							32	\$ 4,832.56	
26		18	38	58	0	42	18	8	32	0	222	\$ 37,796.25	
	Subtotal (ROW & Utilities)												



Fee Estimate

Los Fresnos Hike & Bike Trail Project - CCRMA

Los Fresnos Hike & Bike Trail (From 0.2 Miles South of Old Port Rd to South Arroyo Blvd.) Cameron County Regional Mobility Authority		MANHOURS										Total Line Item Cost
TASK		Senior Project Manager/ Principal	Project Manager	Project Engineer	Utility/ Environmental Manager	Environmental Specialist	EIT	Senior Engineering Tech	GIS Operator	Engineering Tech	Admin/Clerical	Total Hours
27	Plan, Specification & Estimate (P&S)	2	2	2	4	4	2					16
28	Design Conference											
29	Environmental Permits, Issues & Commitments (EPMC)	6	16	44	4	4	62			2		18
30	Final Alternatives	4	16	22	16		32	32		48		128
31	Revisions Design											
31A	Revisions: Geomorpho Details	6	24	48	16		42	22		58		216
31B	Revisions: Detail Final Profiles	4	18	48			42	22		58		192
31C	Develop Final Cross Sections	6	24	40			56	38		58		222
31D	Develop Plan & Profile P&S&E Sheets	4	24	48			50	40		68		234
31E	Detail Removal Items		12	16	10		34	40		46		154
31F	Revisions: Design Coordination Efforts (TxDOT, CTR, County, etc...)	8	24	32	40						8	112
32	Drainage Design											
32A	Develop & Detail Utility & Drainage (U&D) P&S&E Sheets	2	40	58			82	44		96		322
32B	Utility Accommodation and Conflict Resolution	10	28	48	42						8	136
32C	Drainage Design Coordination Efforts (Drainage District, Irrigation District)	10	32	58	50						8	158
TASK NOT NEEDED												
SEE SUBCONSULTANT FEE SCHEDULE (PAGE 1 OF 6)												
33	Traffic Control Plan	8	32	40	40							120
34	Design Review	4	8	20			16					48
35	Cost Estimate	4	8	24								36
36	Bid Package	2	12	18			26					56
37	Letting	2	6	6	4							18
38	LOPP Checklist for Design & Bid Documents											
Subtotal (Plan, Specifications & Estimate (P&S & E))		82	328	574	226	8	448	238	0	434	24	2362
Total Hours		94	396	742	406	638	700	468	200	684	48	4376
Labor Hours												
Contract Rate		\$ 165.40	\$ 152.16	\$ 138.92	\$ 132.32	\$ 99.24	\$ 72.76	\$ 96.32	\$ 82.04	\$ 71.53	\$ 55.04	\$ 4376
Total Labor Costs		\$ 15,547.60	\$ 60,255.36	\$ 103,078.64	\$ 53,721.92	\$ 63,315.12	\$ 50,932.00	\$ 45,077.76	\$ 16,400.00	\$ 48,940.20	\$ 2,641.92	\$ 459,918.52
Total Line Item Cost												\$ 566,567.31

LINE ITEM EXPENSES

N/A

Total Expenses

GDJ Engineering Total Cost

\$ -
\$ -

\$ 566,567.31

"Attachment D"
 Fee Estimate
 Los Fresnos Hike & Bike Trail - Circles the City of Los Fresnos (Approx. 2.1 miles)

Fee Proposal Task Description	Project Principal	Project Manager	Quality Manager	Senior Engineer	Design Engineer	Senior Engineer Tech	Administrative/ Clerical	TOTAL LABOR HOURS	COST PER TASK
Feasibility Study / Alternatives		1		6	12	12		31	\$ 4,683.68
Corridor & Route Alternatives		1		6	12	12		31	\$ 4,683.68
Traffic Studies		0		0	0	0	0	0	\$ -
TCF		2		12	24	24		62	\$ 9,367.36
Total Labor Hours	0	4	0	24	48	48	0	124	
Contract Rate	\$300.17	\$264.62	\$244.11	\$198.51	\$152.83	\$116.17	\$70.30		
TOTAL LABOR COSTS	\$0.00	\$1,058.48	\$0.00	\$4,764.24	\$7,335.84	\$5,576.16	\$0.00	\$18,735	

SUBCONSULTANT FEE SCHEDULE PAGE 2 OF 6

Project: Los Fresnos Hike and Bike Trail (2.1 Miles) County: Cameron County, Texas From: Los Fresnos											
Description of Work: Row Mapping (FC 130) Design Survey (FC 180) SUE Level A Test Holes											
TASK AND DESCRIPTION											
FC 130 Right of Way Mapping, FC 130 Field Surveying, SUE Level A											
HOURLY RATE	Sr. RPLS/Principle	Project RPLS	Sr. Survey Technician	Survey Technician	3-man Survey Crew	2-man Survey Crew	UAS/RTK Technician	Abstractor	Admin/Checker	Total Hours	Cost
	\$142.15	\$112.58	\$77.00	\$61.80	\$165.18	\$188.93	\$88.28	\$89.23	\$48.28		
FC 180 Right of Way Mapping (Parcel Count to be Determined)											
*Note FC 130 Cost Not Included in Total Fee- Parcel Count to be Determined											
SUE Level A Test Holes (Per Parcel Fee)											
A. Exhibits	2	4	8	24		4		4	4	50	\$ 804.94
B. Title Report (Per Parcel)											\$ 500.00
Subtotal Hours			8	24	0	4	0	4	4	50	
Subtotal Cost	\$284.30	\$450.12	\$616.00	\$1,478.40	\$0.00	\$542.08	\$0.00	\$286.92	\$197.12		\$ 4,304.94
FC 130- Design Survey											
I. Horizontal and Vertical Control											
A. Field 5/16" Iron rods with plastic cap set in concrete every 1000'		1	1		24					26	\$ 4,033.37
B. RTK GPS			1	4		8				13	\$ 1,407.56
C. Level Loans			1	4		18				21	\$ 2,491.72
II. Design Surveys (Field Data Collection, Photogrammetry, UAS Extraction)											
A. Cross Sections (Roadway and Drainage)			2	2		32	4			40	\$ 4,958.80
B. Structures (Inlet, Drains, Inverts, Bridges, Reservoirs)			2	2		8	4			16	\$ 1,706.32
C. Utility Investigation			2	2				8	0	12	\$ 781.04
D. Abstraction								8	0	8	\$ 473.84
E. Field Property corner Recon			4	4		24				32	\$ 3,806.88
F. Abstract Map/Asse Map	1	4	6	12				0	23	23	\$ 1,798.47
G. ROW Staking	1	2	6	6		16				31	\$ 3,367.19
H. Plot of Easement									0	0	\$ 0.00
I. Aerial Survey/UAS						8	8			16	\$ 1,774.08
1. Mobilization (One Time Fee)											\$ 500.00
III. Final Report and Deliverables											
A. CAD (File 2D & 3D) for limits of work set		1	4	4					0	8	\$ 492.80
B. Final Report and Deliverables		1	4	4			4	2	0	15	\$ 1,272.50
C. Horizontal/ Vertical Control Sheets		1	4	4					0	10	\$ 809.08
D. Survey Report		1	4	2					24	33	\$ 2,052.19
Subtotal Hours	5	13	35	54	24	112	20	18	24	305	
Subtotal Cost	\$710.75	\$1,462.89	\$2,695.00	\$3,356.40	\$3,843.84	\$15,178.24	\$1,724.80	\$2,056.14	\$1,182.72		\$ 32,680.78
SUE Level A Test Holes (Etc. 10 Per Mile)											
I. Test Holes											
A. Data Collection/ Field Verification		1	24			80		4		109	\$ 13,039.05
Subtotal Hours	0	1	24	0	0	80	0	4	0	109	
Subtotal Cost	\$0.00	\$172.58	\$1,848.00	\$0.00	\$0.00	\$10,841.60	\$0.00	\$286.92	\$0.00		\$ 12,009.05
Total Fee FC 130 and SUE Level A											
	\$710.75	\$1,875.42	\$4,543.00	\$3,356.40	\$3,843.84	\$28,019.84	\$1,724.80	\$1,303.06	\$1,182.72	414	\$ 44,729.33

SUBCONSULTANT FEE SCHEDULE PAGE 3 OF 6

Los Fresnos Hike and Bike Trail				
CCRMA Millennium Engineers				
TASK DESCRIPTION	Unit	Hourly Rate	Estimated Hours	Task Cost
FC 110 - GEOTECHNICAL (ENGINEERING ANALYSIS) PM Hours				
Initial Project Setup	hour	\$229.15	2	\$ 458.30
Laying out Needed Drilling Scheme & Plan View of Boring Logs	hour	\$229.15	2	\$ 458.30
2 Project Site Visits	hour	\$229.15	16	\$ 3,666.40
Coordination of Utilities and Staking Out Boring Locations	hour	\$229.15	2	\$ 458.30
Coordination and Meetings	hour	\$229.15	2	\$ 458.30
Preliminary Geotechnical Report, Soil Geology, Site Soils, Analyses, Recs.	hour	\$229.15	3	\$ 687.45
Structural Evaluation of Borings (Soil Shear Strength Computations)	hour	\$229.15	3	\$ 687.45
Evaluation of Pavement Criteria	hour	\$229.15	3	\$ 687.45
Pavement Cycle Analyses	hour	\$229.15	3	\$ 687.45
Pavement Design Options	hour	\$229.15	3	\$ 687.45
Pavement Design - HMAc for Locations 1, 2 and 3	hour	\$229.15	5	\$ 1,145.75
Creation of Final Boring Logs with TCP and Soil Index Testing Data	hour	\$229.15	3	\$ 687.45
Geotechnical Report, Soil Geology, Site Soils, Analyses, Recs.	hour	\$229.15	3	\$ 687.45
FC 110 - GEOTECHNICAL (ENGINEERING ANALYSIS) Geotechnical Engineer Hours				
Initial Project Setup	hour	\$155.23	8	\$ 1,241.84
Laying out Needed Drilling Scheme & Plan View of Boring Logs	hour	\$155.23	8	\$ 1,241.84
2 Project Site Visits	hour	\$155.23	16	\$ 2,483.68
Coordination of Utilities and Staking Out Boring Locations	hour	\$155.23	8	\$ 1,241.84
Coordination and Meetings	hour	\$155.23	8	\$ 1,241.84
Preliminary Geotechnical Report, Soil Geology, Site Soils, Analyses, Recs.	hour	\$155.23	10	\$ 1,552.30
Structural Evaluation of Borings (Soil Shear Strength Computations)	hour	\$155.23	10	\$ 1,552.30
Evaluation of Pavement Criteria	hour	\$155.23	10	\$ 1,552.30
Pavement Cycle Analyses	hour	\$155.23	10	\$ 1,552.30
Pavement Design Options	hour	\$155.23	10	\$ 1,552.30
Pavement Design - HMAc for Locations 1, 2 and 3	hour	\$155.23	20	\$ 3,104.60
Creation of Final Boring Logs with TCP and Soil Index Testing Data	hour	\$155.23	10	\$ 1,552.30
Geotechnical Report, Soil Geology, Site Soils, Analyses, Recs.	hour	\$155.23	10	\$ 1,552.30
FC 110 - GEOTECHNICAL (ENGINEERING ANALYSIS) Admin Hours				
Administrative Hours - Report Preparation and Billing	hour	\$73.92	8	\$ 601.36
SUB-TOTAL - GEOTECHNICAL ENGINEERING & ANALYSIS				\$ 35,170.74
TOTAL DIRECT EXPENSES (FROM BELOW)				\$ 2,905.60
SUB-TOTAL - GEOTECHNICAL EXPLORATIONS AND LABORATORY TESTING (See Page 2 of 2)				\$ 16,284.90
GRAND TOTAL				\$ 54,421.24
DIRECT EXPENSES	Units	Unit Cost	Quantity	
Mileage	Mile	0.58	320	\$ 185.60
PPE (Protective Equipment)	each	250	2	\$ 500.00
Mobilization and Demobilization of Drilling Rig (Trills within 100 miles from office to site)	trip	600	1	\$ 600.00
Construction Truck	day	125	2	\$ 250.00
Shelby Tubes Transportation Box	per box	175	2	\$ 350.00
Portable Message Board (Traffic Control)	day	500	2	\$ 1,000.00
Geotechnical Report Printing (Estimated at 1 copies) at \$80.00 each	Print / Sheet	80	1	\$ 80.00
TOTAL DIRECT EXPENSES				\$ 2,905.60
Scope of Work:				
14' ROW with a 10' HMAc Hike and Bike Trail				
total				
2.1 miles in				

SUBCONSULTANT FEE SCHEDULE PAGE 4 OF 6

Los Fresnos Hike and Bike Trail CCRMA Millennium Engineers

Limits: 0.9 miles west along drainage canal parallel to Canal St., then 0.7 miles south parallel to Mesquite St., then 0.6 miles east between 10th St. and Arroyo Blvd.

TASK DESCRIPTION	Unit	Fixed Cost	Total Estimated	Task Cost
PC 110 - GEOTECHNICAL (DRILLING AND TESTING)				
LOCATION 1 - North Side of Primera Road (4 Proposed 10ft. Boring)	LF	\$40.00	40	\$ 1,600.00
LOCATION 2 - Parallel to Mesquite St. Along Drainage Canal Easement (3 Proposed 10ft. Boring)	LF	\$35.00	30	\$ 1,050.00
LOCATION 3 - Between 10th St. and Arroyo Blvd. (3 Proposed 10ft. Boring)	LF	\$35.00	20	\$ 700.00
Texas Cone Penetration Test (Tex-132-E) (2 per bore)	each	\$45.00	20	\$ 900.00
Standard Penetration Test (SPT) (ASTM1586)	LF	\$38.00	45	\$ 1,710.00
Concrete/AC Patch ~ Proposed on 10 Pavement Borings	each	\$68.00	10	\$ 680.00
Field Technician: Collected Samples ~ Estimated at 10 hour days for 3 days of drilling	hour	\$33.00	30	\$ 990.00
Sample Preparation (Tex-101-E) ~ Proposed for each boring	each	\$103.49	10	\$ 1,034.90
Moisture Content (Tex-103-E) ~ Proposed on all samples, 2 ft. intervals for upper 10 ft	each	\$17.00	50	\$ 850.00
Atterburg Limits (Tex-104-E) ~ Proposed at 2 per boring for pavements	each	\$43.00	20	\$ 860.00
Atterburg Limits (Tex-105-E) ~ Proposed at 2 per boring for pavements	each	\$43.00	20	\$ 860.00
Atterburg Limits (Tex-106-E) ~ Proposed at 2 per boring for pavements	each	\$44.00	20	\$ 880.00
Percent Passing No. 200 Sieve (Tex-111-E) ~ Proposed at 2 per boring for pavements	each	\$61.00	20	\$ 1,220.00
Sulfate Content In Soils (Tex-145-E) ~ Proposed at 10 locations on the pavement borings	each	\$95.00	10	\$ 950.00
Soil-Lime Testing (Tex-121-E)	each	\$375.00	10	\$ 3,750.00
SUB-TOTAL - GEOTECHNICAL EXPLORATIONS AND LABORATORY TESTING				\$ 15,254.90

10 borings
10.00



**Proposal
Cultural Resource Investigations
Los Fresnos Hike and Bike Trail
City of Los Fresnos,
Cameron County, Texas**

PROJECT DESCRIPTION

GDJ Engineering (GDJ) has requested a scope of work and cost estimate from AmaTerra Environmental, Inc. (AmaTerra) to prepare a cultural resources investigation for the Cameron County Mobility Authority (CCRMA), Los Fresnos Hike and Bike Trail. The proposed trail would be 10-ft in wide, placed within an existing 14-ft wide right-of-way (ROW). The conceptual alignment will start where the previous trail ends on the northeast corner of the City where Retama Street meets the existing trail, and then will head 0.9 miles west past Mesquite Street. The proposed trail will then head 0.7 miles south along the drainage canal easement that bounds the western City limits before turning east 0.5 miles between 10th Street and the drainage canal easement and stopping at Arroyo Boulevard. The depths of impact are unknown. The project will receive federal funds and will be overseen by TxDOT, therefore Section 106 compliance is required.

PROJECT SCOPE

Task 1: Historical Studies

AmaTerra shall prepare a short form Project Coordination Request for Historical Studies Project (PCR) for review and comment by TxDOT-ENV. The PCR shall conform to the TxDOT *PCR Review Standard* (July 2021 Version 6).

Task 3: Archeological Studies

AmaTerra shall prepare an Archeological Background Study (ABS) for review and comment by TxDOT-ENV. The background study will involve review of existing files held by the Texas Archeological Research Laboratory (TARL) and the Texas Historical Commission (THC) to determine if any previously recorded sites or archeological surveys occur within or near the proposed project area. The location of any previously recorded sites and surveys will be plotted onto USGS 7.5-minute topographic maps for use in the compliance coordination process. Archeologists will also consult relevant USDA NRCS soil survey maps, aerial photography, historical maps, land use maps, and the Geologic Atlas of Texas to assess the likelihood for unrecorded archeological resources and make recommendations regarding the need for field survey. The results of this effort will be integrated into a background study report that conforms to TxDOT's *Review Standards for Archeological Background Studies* for review and comment by TxDOT-ENV.

SCHEDULE

To be determined in consultation with Client.

SUBCONSULTANT FEE SCHEDULE PAGE 6 OF 6

Cultural Resources Investigations, Los Fresnos Hike and Bike Trail, City of Los Fresnos, Cameron County, Texas

ASSUMPTIONS AND CONDITIONS

The following is a list of assumptions on which the project costs are based. Any work not discussed in the tasks above may be considered outside of this scope and may require a supplemental agreement or fee adjustment. The scope and fee estimate are valid for 9 months after this document's date.

- 1) Client will provide shapefiles and all GIS mapping to prepare the PCR and Background Studies Report.
- 2) AmaTerra assumes that there may be up to one design change following the receipt of spatial data for the project, and any additional design changes may warrant a supplemental fee increase.
- 3) Client will provide project area photographs for the project.
- 4) AmaTerra assumes one round of comments from the client and the regulatory agency for the reports.
- 5) Client will submit all documents directly into the TxDOT ECOS.

COMPENSATION

Client will compensate AmaTerra on a time and materials basis (T&M) of **\$8,763.00**. AmaTerra will invoice GDJ monthly based on percentage of completion. A cost breakdown is provided below.

COST BREAKDOWN							
LABOR	Task 1 PCR	Task 2 Background Studies Report	Admin and Project Mgmt	Total	Unit	Unit Price	Cost
Support Manager	0	0	2	2	hr	\$ 289.00	\$ 578.00
Quality Manager	1	1	2	4	hr	\$ 172.00	\$ 688.00
Sr Archaeologist/PI	0	4	0	4	hr	\$ 136.00	\$ 544.00
Archeologist IV	0	10	0	10	hr	\$ 108.00	\$ 1,080.00
Senior Historian	16	0	0	16	hr	\$ 171.00	\$ 2,736.00
Architectural Historian	4	0	0	4	hr	\$ 137.00	\$ 548.00
Admin/Clerical	2	2	4	8	hr	\$ 126.00	\$ 1,008.00
GIS Operator	4	8	0	12	hr	\$ 131.00	\$ 1,572.00
TOTAL LABOR							\$ 8,754.00
EXPENSES	Task 1 PCR	Task 2 Background Studies	Admin and Project Mgmt	Total	Unit	Unit Price	Cost
8 1/2 x 11 Copies, b/w	20	20	20	60	each	\$ 0.15	\$ 9.00
TOTAL EXPENSES							\$ 9.00
TOTAL							\$ 8,763.00

**REIMBURSEMENT AGREEMENT
PRELIMINARY ENGINEERING SERVICES**

Effective Date:

Estimate: \$25,000.00

THIS REIMBURSEMENT AGREEMENT (**Agreement**) is made and entered into as of the **Effective Date**, by and between UNION PACIFIC RAILROAD COMPANY, a Delaware corporation (**Railroad**), and CAMERON COUNTY REGIONAL MOBILITY AUTHORITY (**Agency**).

RECITALS

A. Agency desires to initiate the project more particularly described on Exhibit A attached hereto (**Project**).

B. The Project will affect Railroad's track and right of way at or near the Project area more particularly described on Exhibit A.

C. Railroad agrees to collaborate with Agency on the conceptualization and development of the Project in accordance with the terms and conditions of this Agreement.

AGREEMENT

NOW THEREFORE, the parties hereto agree as follows:

1. Railroad, and/or its representatives, at Agency's sole cost and expense, agrees to perform (or shall cause a third-party consultant to perform on Railroad's behalf) the preliminary engineering services work described on Exhibit B attached hereto (**PE Work**). Agency acknowledges and agrees that: (a) Railroad's review of any Project designs, plans and/or specifications, as part of the PE Work, is limited exclusively to potential impacts on existing and future Railroad facilities and operations; (b) Railroad makes no representations or warranties as to the validity, accuracy, legal compliance, or completeness of the PE Work; and (c) Agency's reliance on the PE Work is at Agency's own risk.

2. Notwithstanding the Estimate (**Estimate**), Agency agrees to reimburse Railroad and/or Railroad's third-party consultant, as applicable, for one hundred percent (100%) of all actual costs and expenses incurred for the PE Work. During the performance of the PE Work, Railroad will provide (and/or will cause its third-party consultant to provide) progressive billing to Agency based on actual costs in connection with the PE Work. Within sixty (60) days after completion of the PE Work, Railroad will submit (and/or will cause its third-party consultant to submit) a final billing to Agency for any balance owed for the PE Work. Agency shall pay Railroad (and/or its third-party consultant, as applicable) within thirty (30) days after Agency's receipt of any progressive and final bills submitted for the PE Work. Bills will be submitted to the Agency using the contact information provided on Exhibit C. Agency's obligation hereunder to reimburse Railroad (and/or its third-party consultant, as applicable) for the PE Work shall apply regardless whether Agency declines to proceed with the Project or Railroad elects not to approve the Project.

3. Agency acknowledges and agrees that Railroad may withhold its approval for the Project for any reason in its sole discretion, including without limitation, impacts to Railroad's safety, facilities, or operations. If Railroad approves the Project, Railroad will continue to work with Agency to develop final plans and specifications, and prepare material and force cost estimates for any Project related work performed by Railroad.

4. If the Project is approved by Railroad, Railroad shall prepare and forward to Agency a Construction and Maintenance Agreement (**C&M Agreement**) which shall provide the terms and conditions for the construction and ongoing maintenance of the Project. Unless otherwise expressly set forth in the C&M Agreement, the construction and maintenance of the Project shall be at no cost to Railroad. No construction work on the Project affecting Railroad's property or operations shall commence until the C&M Agreement is finalized and executed by Agency and Railroad.

5. Neither party shall assign this Agreement without the prior written consent of the other party, which consent shall not be unreasonably withheld, conditioned, or delayed.

6. No amendment or variation of the terms of this Agreement shall be valid unless made in writing and signed by the parties.

7. This Agreement sets forth the entire agreement between the parties regarding the Project and PE Work. To the extent that any terms or provisions of this Agreement regarding the PE Work are inconsistent with the terms or provisions set forth in any existing agreement related to the Project, such terms and provisions shall be deemed superseded by this Agreement to the extent of such inconsistency.

IN WITNESS WHEREOF, the parties hereto have duly executed this Agreement as of the Effective Date.

**CAMERON COUNTY REGIONAL MOBILITY
AUTHORITY**

UNION PACIFIC RAILROAD COMPANY,
a Delaware Corporation

Signature

Signature

Erik Lewis

Printed Name

Printed Name

Manager I, Industry & Public Projects

Title

Title

Exhibit A

Project Description and Location

Project Description

Cameron County Regional Mobility Authority proposes to install a 10' shared use pedestrian pathway at both of the existing at-grade crossings referred to below.

Location

Harlingen Subdivision

DOT	Crossing Type	Milepost	Street Name
758338G	Public	20.87	Canal Street
758343D	Public	21.38	West 8 th Street

Exhibit B

Scope of Project Services

Scope of work includes, but is not limited to the following

- Field diagnostic(s) and inspections
- Plan, specification, and construction review
- Project design
- Preparation of Project estimate for force account or other work performed by the Railroad
- Meetings and travel

Exhibit C

Billing Contact Information

Name	Eric Davila
Title	Chief Engineer
Address	3461 Carmen Avenue, Ranch Viejo, TX 78575
Work Phone	(956) 621-5573
Cell Phone	
Email	edavila@ccrma.org
Agency Project No.	

Table 11.1 Management and Design Review Costs

UPRR General Cost Estimates for Project Management/Structure & Design Review									
PROJECT TYPE	TYPICAL				COMPLEX			EXAMPLES	
	Prelim Eng	+	C&M/Project	← Agreement Type	Prelim Eng	+	C&M/Project		← Agreement Type
	Design Phase	+	Construction Phase	TOTAL	Design Phase	+	Construction Phase		TOTAL
Railroad Warning Devices	\$25,000	+	\$30,000	\$55,000	\$50,000	+	\$75,000	\$125,000	Typical – Standard installation of Railroad Warning Devices, no roadway changes Complex – Signal Preemption/ Interconnect, Road reconfiguration, Multiple agencies, Four Quad Gates
Railroad Crossing Surface	\$10,000	+	\$15,000	\$25,000	\$15,000	+	\$15,000	\$30,000	Typical – Standard installation of Railroad track and concrete crossing surface Complex – Regulatory Agency or DOT Order Required
General Maintenance At Grade Crossing Roadway Work	\$5,000	+	\$10,000	\$15,000	\$10,000	+	\$10,000	\$20,000	Typical – General chip and seal, review of roadway work, signing & striping Complex – Regulatory Agency or DOT Order Required
General Maintenance Bridge Roadway Work	\$25,000	+	\$25,000	\$50,000	\$50,000	+	\$50,000	\$100,000	Typical – Barrier Rail & Fence repair/ renewal Complex – Deck Reconstruction, Railroad Inner Guardrail, Pier Protection
Grade Separation (RR Under)	\$25,000	+	\$50,000	\$75,000	\$200,000	+	\$200,000	\$400,000	Typical – Spans Railroad ROW (Follows Grade Separation Guidelines) Complex – Crosses a yard, extensive construction phasing required, shoofly, inner
Grade Separation (RR Over)	\$75,000	+	\$125,000	\$200,000	\$450,000	+	\$400,000	\$850,000	Typical – Single lane bike trail tunnel, no track work Complex – Crosses a yard, extensive construction phasing required, shoofly
Levee/Floodwalls	\$50,000	+	\$75,000	\$125,000	\$225,000	+	\$350,000	\$575,000	Typical – Levee maintenance near industrial tracks Complex – New levees and floodwalls affecting mainline tracks, encroaching ROW, yards involved.

**2-J CONSIDERATION AND APPROVAL OF REIMBURSEMENT AGREEMENT
BETWEEN CAMERON COUNTY REGIONAL MOBILITY AUTHORITY AND
UNION PACIFIC RAILROAD FOR PRELIMINARY ENGINEERING REVIEW
SERVICES FOR THE CITY OF LOS FRESNOS HIKE AND BIKE PROJECT.**

UPRR REMS
Project 800501

**REIMBURSEMENT AGREEMENT
PRELIMINARY ENGINEERING SERVICES**

Effective Date: 1/6/2026

Estimate: \$25,000.00

THIS REIMBURSEMENT AGREEMENT (**Agreement**) is made and entered into as of the **Effective Date**, by and between UNION PACIFIC RAILROAD COMPANY, a Delaware corporation (**Railroad**), and CAMERON COUNTY REGIONAL MOBILITY AUTHORITY (**Agency**).

RECITALS

A. Agency desires to initiate the project more particularly described on Exhibit A attached hereto (**Project**).

B. The Project will affect Railroad's track and right of way at or near the Project area more particularly described on Exhibit A.

C. Railroad agrees to collaborate with Agency on the conceptualization and development of the Project in accordance with the terms and conditions of this Agreement.

AGREEMENT

NOW THEREFORE, the parties hereto agree as follows:

1. Railroad, and/or its representatives, at Agency's sole cost and expense, agrees to perform (or shall cause a third-party consultant to perform on Railroad's behalf) the preliminary engineering services work described on Exhibit B attached hereto (**PE Work**). Agency acknowledges and agrees that: (a) Railroad's review of any Project designs, plans and/or specifications, as part of the PE Work, is limited exclusively to potential impacts on existing and future Railroad facilities and operations; (b) Railroad makes no representations or warranties as to the validity, accuracy, legal compliance, or completeness of the PE Work; and (c) Agency's reliance on the PE Work is at Agency's own risk.

2. Notwithstanding the Estimate (**Estimate**), Agency agrees to reimburse Railroad and/or Railroad's third-party consultant, as applicable, for one hundred percent (100%) of all actual costs and expenses incurred for the PE Work. During the performance of the PE Work, Railroad will provide (and/or will cause its third-party consultant to provide) progressive billing to Agency based on actual costs in connection with the PE Work. Within sixty (60) days after completion of the PE Work, Railroad will submit (and/or will cause its third-party consultant to submit) a final billing to Agency for any balance owed for the PE Work. Agency shall pay Railroad (and/or its third-party consultant, as applicable) within thirty (30) days after Agency's receipt of any progressive and final bills submitted for the PE Work. Bills will be submitted to the Agency using the contact information provided on Exhibit C. Agency's obligation hereunder to reimburse Railroad (and/or its third-party consultant, as applicable) for the PE Work shall apply regardless whether Agency declines to proceed with the Project or Railroad elects not to approve the Project.

3. Agency acknowledges and agrees that Railroad may withhold its approval for the Project for any reason in its sole discretion, including without limitation, impacts to Railroad's safety, facilities, or operations. If Railroad approves the Project, Railroad will continue to work with Agency to develop final plans and specifications, and prepare material and force cost estimates for any Project related work performed by Railroad.

4. If the Project is approved by Railroad, Railroad shall prepare and forward to Agency a Construction and Maintenance Agreement (**C&M Agreement**) which shall provide the terms and conditions for the construction and ongoing maintenance of the Project. Unless otherwise expressly set forth in the C&M Agreement, the construction and maintenance of the Project shall be at no cost to Railroad. No construction work on the Project affecting Railroad's property or operations shall commence until the C&M Agreement is finalized and executed by Agency and Railroad.

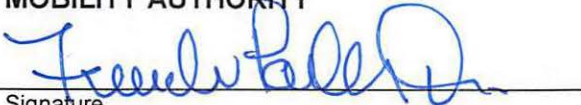
5. Neither party shall assign this Agreement without the prior written consent of the other party, which consent shall not be unreasonably withheld, conditioned, or delayed.

6. No amendment or variation of the terms of this Agreement shall be valid unless made in writing and signed by the parties.

7. This Agreement sets forth the entire agreement between the parties regarding the Project and PE Work. To the extent that any terms or provisions of this Agreement regarding the PE Work are inconsistent with the terms or provisions set forth in any existing agreement related to the Project, such terms and provisions shall be deemed superseded by this Agreement to the extent of such inconsistency.

IN WITNESS WHEREOF, the parties hereto have duly executed this Agreement as of the Effective Date.

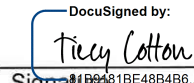
**CAMERON COUNTY REGIONAL
MOBILITY AUTHORITY**


Signature

Frank Parker, Jr.
Printed Name

Chairman
Title

UNION PACIFIC RAILROAD COMPANY,
a Delaware Corporation

DocuSigned by:

Signature

Tiecy Cotton
Printed Name

Manager I, Industry & Public Projects
Title

Exhibit A

Project Description and Location

Project Description

Cameron County Regional Mobility Authority proposes to install a 10' shared use pedestrian pathway at both of the existing at-grade crossings referred to below.

Location

Harlingen Subdivision

DOT	Crossing Type	Milepost	Street Name
758338G	Public	20.87	Canal Street
758343D	Public	21.38	West 8 th Street

Exhibit B

Scope of Project Services

Scope of work includes, but is not limited to the following

- Field diagnostic(s) and inspections
- Plan, specification, and construction review
- Project design
- Preparation of Project estimate for force account or other work performed by the Railroad
- Meetings and travel

Exhibit C
Billing Contact Information

Name	Eric Davila
Title	Chief Engineer
Address	3461 Carmen Avenue, Ranch Viejo, TX 78575
Work Phone	(956) 621-5571
Cell Phone	
Email	edavila@ccrma.org
Agency Project No.	

**2-K CONSIDERATION AND APPROVAL OF A MEMORANDUM OF
UNDERSTANDING BETWEEN THE CAMERON COUNTY REGIONAL
MOBILITY AUTHORITY AND THE 6C TOLL OPERATIONS COALITION**

**Memorandum of Understanding
of the
6C Toll Operators Coalition**

The **6C Toll Operators Coalition** ("6C Coalition") created on this 24th of September 2012 ("Effective Date") is comprised of toll agencies, groups and organizations in the public sector that operate one or more toll facilities in the world using the 6C Standard (each a "Tolling Entity"). This Memorandum of Understanding (the "MOU") shall delineate the parliamentary procedures for the 6C Tolling Users Coalition, standards of conduct, and other issues related to the operation of the 6C Tolling Users Coalition.

I. GOALS AND OBJECTIVES. The 6C Coalition is a collaborative organization composed of public sector Toll Facility operators/owners that use ISO 18000-6C as a primary method for automatic vehicle identification for the purpose of revenue collection on at least on one Toll Facility. The mission of the 6C Coalition is (i) to create and to maintain a uniform programming standard for ISO 18000-6C as used in the tolling industry, (ii) to maintain and control the EPC Header Code used for identifying 6C transponders used within the tolling industry, and (iii) to provide a forum to discuss and address issues and best practices and otherwise exchange lessons learned by the Voting Members' use of ISO 18000-6C in the tolling industry.

II. DEFINITIONS.

- A. *6C Coalition Representatives* means any individual who is performing official duties on behalf of the 6C Coalition in their various capacities, as Officers, Members of a committee, and/or volunteers.
- B. *6C Standard* means the programming details as set forth in the ISO 18000-6C Tolling AVI Transponder Programming Standard, dated June 5, 2012, as may be amended from time to time pursuant to the procedures set forth in this MOU.
- C. *Founding Members* means collectively E-470 Toll Authority, Georgia State Road & Tollway Authority, Utah Department of Transportation, and Washington State Department of Transportation.
- D. *ISO 18000-6C* means the Radio Frequency Identification protocol set forth by the International Organization for Standardization.
- E. *Members* means collectively the Non-Voting Members and Voting Members.
- F. *Qualifying Documents* means individually or collectively ISO 18000-6C Toll Agency Coalition North American Transponder Programming Requirements and this MOU.
- G. *Toll Facility(ies)* means any transportation facility that uses the ISO 18000-6C as a material method for automatic vehicle identification for the purpose of toll revenue collection.
- H. *Volunteer* means an individual or an organization that agrees to provide services to or on behalf of the 6C Coalition at no cost to the 6C Coalition.

III. MEMBERS.

- A. **Voting Member.** Any public sector tolling agency or entity that operates ISO 18000-6C on any Toll Facility is qualified to be a member of the 6C Coalition, provided and only for as long as the President or the President's designee verifies that such tolling agency is using the ISO 18000-6C on at least one of that agency's Toll Facilities.
 - 1. As of the Effective Date, the Founding Members shall be Voting Members, and each Founding Member shall remain a Voting Member for so long as such Founding Member continues to meet the criteria required to be a Voting Member.

B. Non-voting Member. Any public sector toll entity (including a group or consortium) may join as a non-voting member provided the agency can successfully evidence to the President of the 6C Coalition or the President's designee their interest in using ISO 18000-6C as the primary method for revenue collection on a Toll Facility. Non-voting Members may provide input to the 6C Coalition on relevant matters from time-to-time. Non-voting Members do not vote, their presence is not counted in determining a quorum or in determining the outcome of a vote, but they have all other rights and privileges of Voting Members.

IV. **ELECTIONS**. Any election held by the Voting Members shall be conducted by written vote or roll call voice vote. Nominations shall be received from any Voting Member. Only those individuals receiving a majority of the votes cast shall be elected. If during any ballot no candidate receives a majority of the votes cast, there shall be successive balloting whereby the name of the candidate receiving the least number of votes is removed from the next vote.

V. **EXECUTIVE COMMITTEE**. The 6C Coalition shall be governed by an Executive Committee with assistance from subcommittees, as needed. The Executive Committee shall be comprised of the President, Vice President, and Secretary (each an "Officer"). Each Executive may designate one alternate to serve in place of the specified designee. The Executive Committee shall provide overall management to the extent necessary to accomplish the Purpose and Mission of 6C Coalition as described in Article I above.

A. Terms. Officers shall be elected to terms commencing on January 1st with such elections held annually at a date and time designated by the President, and shall hold office until their successors are elected, or until their earlier death, resignation or removal. To qualify as an Officer, a person must be employed by a Tolling Entity that is a Voting Member of the 6C Coalition. The term of each Officer shall be two (2) years, unless such Officer no longer is employed by the Tolling Entity that is a Voting Member of the 6C Coalition and may be re-elected for an unlimited number of terms. Any Officer may be removed, with or without cause, by resolution adopted by a majority of the Voting Members present either in person or via teleconference at a meeting at which a quorum is present and which has been called for that purpose.

If any Office becomes vacant before the expiration of the Officers' current term, for whatever reason, any person qualified to hold the office may be elected to fill the Office until the end of the current term by resolution adopted by a majority of the Voting Members present either in person or via teleconference at a meeting at which a quorum is present

B. President. The President shall preside over meetings and shall have and exercise such powers and perform the following duties:

1. administration of the operations of the 6C Coalition Group,
2. creation of any committee deemed appropriate to fulfill the objects of the 6C Coalition,
3. notification of Members of the existence of a new Member within 30 days after verification required in Section III.A. is complete, and
4. such other duties as may be conferred upon or assigned to him by the Voting Members.

C. Vice President. The Vice President shall have and exercise such powers and perform such duties as may be conferred upon or assigned to him by the Voting Members. The Vice President or the Vice President's designee shall also serve as the EPC Header Code Administrator and in such capacity shall be responsible for ensuring that the EPC Header Code registration remains current. In the absence of the President, the Vice President shall perform the President's duties and exercise the powers of the President.

- D. Secretary. The Secretary shall be the keeper of the official 6C programming standard, as it may be revised from time to time pursuant to this MOU and shall give proper notices of meetings of the members and shall be custodian of the books in which the minutes of such meetings are kept. The Secretary shall also perform such other duties as shall be assigned by the President.

VI. MEETINGS.

- A. Annual. The annual meeting of the Members may be held at the office of any of the Voting Members, or as may be determined by the President, and shall be designated in the notice of said meeting, on a business day during the month of July of each year, at 4:00 p.m. EST, or at such other date and hour as may be determined by the President, and the notice for this meeting shall include the time, date and location of the meeting and the purpose of the meeting.
- B. Special Meetings. Special meetings of the members for any purpose or purposes, may be held at any place with the option for Members to participate by telephone conference or other wireless-type conference, and may be called by any Voting Member. Such request shall state the purpose or purposes of the proposed meeting. Notice of the purpose or purposes and of the time and place of every meeting of the members shall be in writing and signed by the President or Secretary and a copy thereof shall be served by mail or via email (with confirmation receipt), not less than 5 nor more than 30 days before the meeting, upon each Member. Notice shall be directed to each Member at his last known address or email address, as applicable.
- C. Quorum. Each Voting Member shall be entitled to one vote and a majority of the total then current existing Voting Members must be present in person, by telephony, internet conference, or represented by proxy, to constitute a quorum the transaction of business. Adjournments of any annual or special meetings of Members may be taken without new notice being given, unless a new record date is fixed for the adjourned meeting. When a quorum is present or represented at any meeting, the vote of a majority of the Voting Members present shall decide any question brought before such meeting.
- D. Roles. Meetings of the members shall be presided over by the President, or if the President is not present, by the Vice President, but if neither individual is present, the meetings shall be presided over by a chair to be chosen by the President, and if such appointment is not made then by majority vote by the Voting Members at the meeting. The Secretary shall act as Secretary of every meeting, but if the Secretary is not present, the Secretary shall have appointed a temporary substitute and if such appointment is not made a majority vote of the Voting Members present shall choose any person present to act as Secretary of the meeting. Notice of a meeting need not be given to any Member who waives notice and attendance at any meeting shall constitute a waiver of notice.
- E. Meeting Procedure. The order of business at all meetings shall be as follows:
- i. Calling of meeting to order.
 - ii. Election of temporary Officers, if necessary.
 - iii. Presentation of proof of the due calling of the meeting.
 - iv. Presentation and examination of proxies, if applicable.
 - v. Settlement of the minutes of the previous meeting.
 - vi. Reports of Officers and committees, as applicable.
 - vii. Election of Officers, if an annual meeting, or a meeting called for that purpose.
 - viii. Unfinished business.
 - ix. New business.
 - x. Sponsoring Voting Member presents a proposed change to one of the Qualifying Documents.

- xi. If needed, a committee may be formed to perform additional research, which may include additional testing and/or certification efforts.
- xii. Results from pre-existing committee will be presented.
- xiii. The Voting Members and Non-voting Members will discuss the proposed change.
- xiv. The Voting Members will take one of the following actions:
 - Pass the proposed change with a three quarters majority of Voting Members present,
 - Reject the proposed change if less than a three quarters of Voting Members present, or
 - Table the discussion for additional research to be performed.
 - Table the discussion for another reason.
- xv. Adjournment.

Any action required to be authorized by the Voting Members may be taken in lieu of a meeting, with at least 14 days written notice to all the Members, by the written consent of two-thirds (2/3) of the Voting Members.

VII. Miscellaneous.

- A. Amendments. This MOU may be amended only by a vote of two-thirds (2/3) of the Voting Members in attendance, in person, by telephony, or by computer conference at any meeting called for that purpose, after 30 days written notice, including a copy of such proposed amendment, mailed or emailed to each Member at the most current address received the 6C Coalition.
- B. Dissolution. This MOU is perpetual unless dissolved as set forth in this section. Any Member may terminate their participation in this MOU on 30 days' written notice to the other Members. The 6C Coalition may dissolve upon a vote of $\frac{3}{4}$ of the then existing Voting Members.
- C. Standard of Conduct. 6C Coalition Representatives must abide by this Standard of Conduct.
 - i. Each 6C Coalition Representative will:
 - Abide by all 6C Coalition rules as well as applicable federal, state and local laws,
 - Identify a potential conflict and, as appropriate, remove himself/herself from all discussion and voting on the matter in which a potential conflict of interest may occur,
 - Conduct 6C Coalition affairs in good faith and in a professional manner, with honesty, integrity, and due diligence,
 - Keep matters confidential if they are designated as such in meeting discussions or in writing,
 - Use good judgment in dealing with 6C Coalition volunteers, suppliers and the general public,
 - Use any 6C Coalition information and resources appropriately, and
 - Return to the 6C Coalition any materials, if requested, at the end of his/her relationship with 6C Coalition.
 - ii. Each 6C Coalition Representative will not:
 - Place (or give the appearance of placing) one's own self-interest or any third-party interest above that of the 6C Coalition,
 - Use 6C Coalition staff or resources for personal or third-party gain,
 - Engage in any outside business, professional or other activities that would adversely affect the 6C Coalition, or

- Solicit or accept gifts, gratuities, free trips, honoraria, personal property, or any other item even of nominal value from any person or entity as an inducement to provide special treatment to such donor with respect to matters pertaining to 6C Coalition.
- D. Relationship of the Members. Neither this MOU nor the exercise of any actions authorized hereunder shall evidence or establish, or be construed as evidencing or establishing, any partnership, joint venture or similar relationship between or among the Members.
- E. Indemnification. Nothing in this MOU is intended to create or imply duties or obligations to, or create or imply rights extending to or for the benefit of third parties not parties to this MOU and/or affect the liability of any Member by imposing any standard with respect to the operation of any Member's Toll Facilities. No Member nor any Officer or volunteer thereof is responsible for any injury, damage or liability occurring by reason of anything done or omitted to be done by 6C Coalition pursuant to or in connection with any work, authority or jurisdiction allocated to 6C Coalition which arises out of or is done pursuant to this MOU. If a claim, suit or action of any name, kind or description, including, but not limited to, tort, contractual, or other theories or assertions of liability, arising out of or alleged to have occurred as a result of anything done or omitted to be done by 6C Coalition is asserted against any Member or any of its Officers or volunteers, the Members shall promptly meet and confer for the purpose of reaching an agreement regarding whether, and to what extent, if at all, to defend, indemnify and hold harmless any Member, officer or employee against whom such claim, suit or action is asserted.

End of Memorandum of Understanding of the 6C Toll Operators Coalition

ACKNOWLEDGMENT

The Undersigned representative of the Tolling Entity listed below agrees that so long as the Tolling Entity is a Member of the 6C Toll Operators Coalition, the Tolling Entity shall comply with the terms of the Memorandum of Understanding of the 6C Toll Operators Coalition, dated September 24, 2012, as the same may be amended from time to time.

The Undersigned representative acknowledges that (s)he has the authority to sign this Acknowledgment on behalf of the Tolling Entity and to bind the Tolling Entity to the terms of the Memorandum of Understanding of the 6C Toll Operators Coalition, dated September 24, 2012, as the same may be amended from time to time.

Signature: 

Date: 10/30/25

Print Name and Title: Frank Parker, Jr., Chairman

Tolling Entity: Cameron County Regional Mobility Authority (CCRMA)

**2-L CONSIDERATION AND APPROVAL OF WORK AUTHORIZATION NO. 13
WITH GDJ ENGINEERING, LLC FOR PABLO KISEL PROJECT.**

WORK AUTHORIZATION

WORK AUTHORIZATION NO. 13

This Work Authorization is made as of this 30th day of October, 2025, under the terms and conditions established in the AGREEMENT FOR GENERAL CONSULTING ENGINEERING SERVICES, dated as of March 17, 2022 (the “Agreement”), between the Cameron County Regional Mobility Authority (“Authority”) and GDJ Engineering, LLC (“GEC”).

This Work Authorization is made for the following purpose, consistent with the Services defined in the Agreement: *Pablo Kisel Blvd. Preliminary Engineering Report (PER) Project.*

Section A. - Scope of Services

A.1. GEC shall perform the following Services:

See Exhibit 1 – Scope of Services to be Provided by the Engineer 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 2**.

See Exhibit 2 – Project Schedule as requested by the Authority.

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 \$19,996.06, based on the attached fee estimate as shown in **Exhibit 1**. 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.

Section D. – Authority’s Responsibilities

D.1. Provide GEC with a Notice to Proceed

D.2. Payment for work performed by the GEC and accepted by Authority in accordance with this Agreement.

D.3. Assistance to the GEC as necessary, to obtain the required data and information from other local, regional, State and Federal agencies that the GEC cannot easily obtain

D.4. Provide timely review and decisions in response to the GEC’s request for information and/or required submittals and deliverables, in order for the GEC to maintain an agreed-upon work schedule referred to in Exhibit 2.

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.

Authority: Cameron County Regional
Mobility Authority

GEC: GDJ Engineering, LLC

By: Frank Parker, Jr.

By: Robert Macheska

Signature: 

Signature: 

Title: Chairman

Title: Exec. VP/COO

Date: 10/30/2025

Date: October 24, 2025

EXHIBIT 1

SCOPE OF SERVICES TO BE PROVIDED BY THE ENGINEER

PROJECT DESCRIPTION

The services designated herein as “Services provided by the ENGINEER” shall include the performance of all engineering services for the following described facility:

COUNTY/CITY: Cameron County RMA

CONTROL: _____

PROJECT/DESCRIPTION: Preliminary Engineering Report (PER)

LENGTH: 1.8 Miles

HIGHWAY: Pablo Kisel Blvd.

LIMITS: From I-69 to FM 3248 (Alton Gloor)
(see attached project location map after Exhibit 2)

PROJECT CLASSIFICATION

(Place an “X” in only one Project Classification)

- ☐ Surface Treatment
- ☐ Overlay
- ☐ Rehabilitation Existing Road (Scarify & Reshape)
- ☐ Convert Non-Freeway to Freeway
- ☐ Widen Freeway
- ☐ Widen Non-Freeway
- ☐ New Location Toll Freeway
- ☐ New Location Non-Freeway
- ☐ Interchange (New or Reconstruct)
- ☐ Bridge Widening or Rehabilitation
- ☐ Bridge Replacement
- ☐ Upgrade to Standards - Freeway
- ☐ Upgrade to Standards - Non-Freeway
- ☒ Preliminary Engineering Report (Use Function Code 102 for All Tasks)

ENGINEER shall mean GDJ Engineering.

LPA shall mean CCRMA.

PROJECT SUMMARY

The intent of this scope is to provide the LPA with a Preliminary Engineering Report (PER) to determine the viability of the project. The viability will be a combination of factors including environmental fatal flaws, reasonably expected project construction, right of way & professional services costs and interest from local entities for potential participation. Several alternatives will be developed based on existing constraints and evaluating the cost to benefits ratio on whether additional ROW to roadway capacity is preferred. The goal of this scope is to provide the LPA with enough information to make an informed decision on whether to advance the project any further.

EXHIBIT 1

SCOPE OF SERVICES TO BE PROVIDED BY THE ENGINEER

PRELIMINARY PROJECT DEVELOPMENT

(Function Code 102)

ADVANCED PLANNING & COORDINATION:

The ENGINEER will perform any needed preliminary/ongoing project planning which will include:

1. Prepare Exhibits / Preliminary Estimates
 - a. The Engineer will assist the LPA with the preparation of preliminary project exhibits, maps, typical sections to allow for the development of preliminary project cost estimates for planning purposes.
2. Draft Correspondence
 - a. The Engineer will assist the LPA with the preparation of draft correspondence to be used to advance the development of the project.
3. Develop Project Agreements
 - a. The Engineer will assist the LPA with the development of Interlocal Agreements and project agreements with TxDOT, for example Advanced Funding Agreements (AFA), to ensure the LPAs project can be reviewed by TxDOT.

PRELIMINARY PROJECT DEVELOPMENT:

The ENGINEER will perform any needed preliminary project development which will include:

1. Establish Preliminary Design Values
 - a. The Engineer will work with the LPA to establish basic design concepts, project controls and a general scope for the Project.
 2. Prepare/Evaluate Preliminary Route Locations on Uncontrolled Mapping*
 - a. The Engineer will evaluate various alternatives (route locations, alignment shifts, geometry) for the Project.
 3. Uncontrolled Mapping (w/Contours & GIS Data)
 - a. The Engineer will investigate the existing routes and coordinate with the LPA on establishing the best-fit alignments and mapping proposed geometry for Project. A Preliminary Location Exhibit will be developed.
 4. Prepare Preliminary Hydrologic Map
 - a. The Engineer will develop a preliminary Hydrologic Map for the Project. The preliminary Hydrologic Map will be based on LIDAR and GIS information.
 5. Investigate Preliminary ROW Requirements
 - a. The Engineer will research and identify affected property owners on the Projects alignment and proposed ROW utilizing the latest appraisal district file information from the Hidalgo County Appraisal District and subdivision plat information from Carson Maps.
 6. Prepare Preliminary Cost Estimates
 - a. The Engineer will calculate preliminary construction cost estimates for the location and geometry of the Project.
 - b. The Engineer will develop a preliminary ROW parcel count and ROW land cost estimate.
-

EXHIBIT 1

SCOPE OF SERVICES TO BE PROVIDED BY THE ENGINEER

7. Preliminary Environmental Analysis (for Fatal Flaws)
 - a. The Engineer will perform Preliminary Environmental Constraint Mapping to determine if any fatal flaws exist along the proposed alignment.
8. Prepare a Project Fact Sheet for All Anticipated Costs
 - a. The Engineer will produce a Project Fact Sheet providing summaries of all pertinent items in the scope of services (as required) and providing estimated local costs vs. total project costs for the Projects.
9. Prepare Preliminary Engineering Report (PER)
 - a. The Engineer shall provide a Preliminary Engineering Report outlining and summarizing the results of the preliminary project development tasks (design parameters, constraints, costs, path to successful project completion, etc...)
10. Meetings, Coordination & Support for Project Development
 - a. The Engineer shall provide coordination services and shall assist in meetings and workshops with TxDOT, County, City of Brownsville, Drainage Districts, Irrigation Districts, and all other affected parties. The Engineer shall serve as representative for the LPA in coordination items. The Engineer shall coordinate with the LPA's staff on all Project related items.

ADDITIONAL RESPONSIBILITIES

MEETINGS:

Meetings may be held with the FHWA, State Officials, local governments, property owners, utility owners, railroad companies, other consulting firms, etc., as needed or required by the LPA. The ENGINEER shall coordinate through the LPA for the development of this project with any local entity having jurisdiction or interest in the project (i.e., city, county, etc).

PROJECT MANAGER/ENGINEER COMMUNICATION:

The ENGINEER shall designate one Texas Registered Professional Engineer to be responsible throughout the project for project management and all communications, including billing, with the LPA's Director. Any replacements to the ENGINEER's designated Project Manager/Engineer must be approved by the LPA.

Engineering documents produced for the department's engineering projects shall be signed, sealed and dated or CADD sealed in accordance with Administrative Order No. 5-89 and Administrative Circular No. 26-91.

DESIGN RESPONSIBILITIES:

The ENGINEER is responsible for design errors and/or omissions that become evident before, during or after construction of the project. The ENGINEER's responsibility for all questions arising from design errors and/or omissions will be determined by the LPA and all decisions shall be final and binding. This would include, but not necessarily be limited to:

1. All design errors and/or omissions resulting in additional design work to correct the errors and/or omissions.

The ENGINEER shall promptly make necessary revisions or corrections resulting from the ENGINEER's errors, omissions or negligent acts without additional compensation. Acceptance of the work by the LPA

EXHIBIT 1

SCOPE OF SERVICES TO BE PROVIDED BY THE ENGINEER

will not relieve the ENGINEER of the responsibility for subsequent correction of any such errors or omissions or for clarification of any ambiguities.

DOCUMENT AND INFORMATION EXCHANGE:

Data provided to the LPA shall be furnished via file share links complete with a table of contents on what is transmitted. The Table of Contents shall indicate the locations of files within the directory structure of the documentation.

Two copies of the documentation shall be provided to the LPA.

If required, the ENGINEER shall provide to the LPA, a CD that contains all the data for the project. The graphics tape shall be compatible with the LPA's computer system.

PROPOSAL TIME:

The time indicated in the proposal and the contract shall include time necessary for reviews, approval, etc.

OFFICE LOCATION:

The ENGINEER will perform all services to be provided under this agreement out of their office located at: 2805 Fountain Plaza Blvd., Suite B, Edinburg, Texas 78539



"Exhibit 1"

Fee Estimate

Pablo Kisel Blvd. PER - CCRMA

Pablo Kisel Blvd. PER (From I-69 to FM 3248) Cameron County Regional Mobility Authority		MANHOURS											
		Senior Project Manager/ Principal	Project Manager	Project Engineer	Utility/ Environmental Manager	Environmental Specialist	EIT	Senior Engineering Tech	GIS Operator	Engineering Tech	Admin/Clerical	Total Hours	Total Line Item Cost
TASK													
	Preliminary Engineering Report												
	Advanced Planning & Coordination												
1	Prepare Exhibits for Preliminary Estimate (For 3 alternatives)		1	1			4	4		6	16	\$ 1,396.70	
2	Draft Correspondence & Development of Project Agreements	1	1	1	2					2	7	\$ 831.20	
	Preliminary Project Development												
3	Establish Preliminary Design Values		1	2			4				7	\$ 721.04	
4	Preliminary Route Locations	1	2	3			6				12	\$ 1,323.04	
5	Uncontrolled Mapping		1	4			4			8	17	\$ 1,571.28	
6	Preliminary Hydrologic Map	1	2	4			10	16	6		39	\$ 3,786.36	
7	Preliminary ROW Requirements	1	2	4			6				13	\$ 1,461.96	
8	Preliminary Cost Estimates	1	2	4	6		8				21	\$ 2,401.40	
9	Preliminary Environmental Analysis (Fatal Flaw)	1	2		6	10					19	\$ 2,256.04	
10	Prepare Project Fact Sheet	1	2	2							5	\$ 747.56	
11	Prepare Preliminary Engineering Report (PER)	2	2	6			12				22	\$ 2,341.76	
12	Meetings, Coordination & Support	1	2	2	2		2				9	\$ 1,157.72	
	Subtotal (Preliminary Engineering Report)	10	20	33	16	10	56	20	6	14	2	187	\$ 19,996.06
	Total Hours	10	20	33	16	10	56	20	6	14	2	187	
Labor Hours		10	20	33	16	10	56	20	6	14	2	187	
Contract Rate		\$ 165.40	\$ 152.16	\$ 138.92	\$ 132.32	\$ 99.24	\$ 72.76	\$ 96.32	\$ 82.04	\$ 71.55	\$ 55.04		
Total Labor Costs		\$ 1,654.00	\$ 3,043.20	\$ 4,584.36	\$ 2,117.12	\$ 992.40	\$ 4,074.56	\$ 1,926.40	\$ 492.24	\$ 1,001.70	\$ 110.08	\$ 19,996.06	\$ 19,996.06

LINE ITEM EXPENSES

N/A

\$ -

Total Expenses

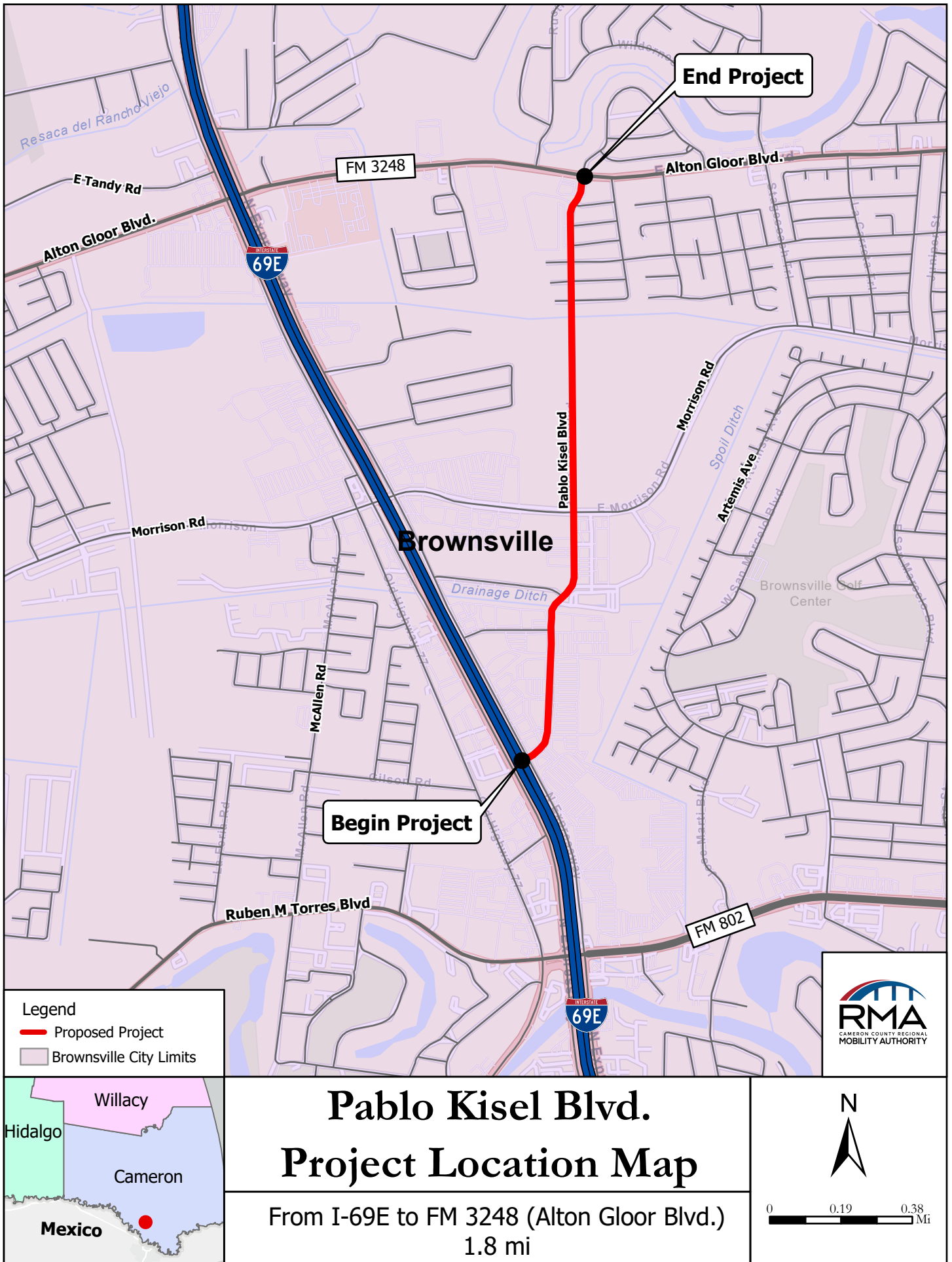
§ -

GDJ Engineering Total Cost

\$ 19,996.06

EXHIBIT 2 - PROJECT DEVELOPMENT SCHEDULE
Pablo Kisel Blvd. PER

TASK AND DESCRIPTION	ENTITY	2025								
		WK 1	WK 2	WK 3	WK 4	WK 5	WK 6	WK 7	WK 8	WK 9
WORK TASKS										
Issue Notice To Proceed	CCRMA									
Advanced Planning and Coordination										
Prepare Project Exhibits	GDJ									
Assist with Draft Correspondence & Project Agreements	GDJ									
Preliminary Project Development										
Establish Preliminary Design Values	GDJ									
Preliminary Route Locations	GDJ									
Uncontrolled Mapping	GDJ									
Preliminary Hydrologic Map	GDJ									
Preliminary ROW Requirements	GDJ									
Preliminary Cost Estimates	GDJ									
Preliminary Environmental Analysis (Fatal Flaws)	GDJ									
Prepare Project Fact Sheet	GDJ									
Submit Preliminary Engineering Report (PER)	GDJ									
Approval of PER	CCRMA									
CCRMA TASK GDJ TASK										



**2-M CONSIDERATION AND APPROVAL OF AN AMENDMENT TO THE MASTER
SERVICE AGREEMENT FOR TOLL SYSTEM MAINTENANCE BETWEEN
THE CAMERON COUNTY REGIONAL MOBILITY AUTHORITY AND
KAPSCH.**

AMENDMENT NUMBER ELEVEN TO
MASTER SERVICES AGREEMENT FOR TOLL SYSTEM MAINTENANCE

This Amendment Number Eleven (the "Amendment") to the Master Services Agreement for Toll System Maintenance Services ("Agreement") entered by and between Kapsch TrafficCom USA, Inc., a Delaware corporation doing business at 2855 Premiere Parkway, Suite F, Duluth, GA 30097 ("Company") and Cameron County Regional Mobility Authority ("CCRMA") dated November 12, 2015, is hereby amended by mutual agreement of the parties as of October 30, 2025 (the "Effective Date"). Company and CCRMA are referred herein collectively as the "Parties".

RECITALS

WHEREAS, the Parties entered into the Agreement on November 12, 2015, for Company to furnish and provide to CCRMA toll system maintenance services; and,

WHEREAS, the current term of the Agreement expires on December 31, 2025 and the Parties wish to extend the term for an additional two (2) years as well as to amend the fee schedule;

NOW, THEREFORE, the Parties hereby agree to amend the Agreement in accordance with its terms as follows:

1. The Agreement is hereby extended for an additional two (2) years beginning on January 1, 2026 and expiring on December 31, 2027. Notwithstanding the foregoing, either party may terminate the Agreement without cause upon providing the other party with sixty (60) days' written notice. Company will continue to provide all Software and System Maintenance Services and any other services being provided as of the date of this Amendment, *i.e.*, as amended by Amendment Number Ten.
2. Beginning on January 1, 2026, and for so long as the Agreement is in effect, the fees payable by the CCRMA to Company for services provided under the Agreement shall be in accordance with the fee schedule attached hereto as **Exhibit 1**.
3. Including the above modifications, the Parties hereby acknowledge that all other terms and conditions of the Agreement shall remain in full force and effect.
4. All capitalized terms herein shall have the same meaning assigned by the Agreement unless stated otherwise.

(Signature Page to Follow)

IN WITNESS WHEREOF, the parties have executed this Amendment as of the date first written above.

KAPSCH TRAFFICCOM USA, INC.

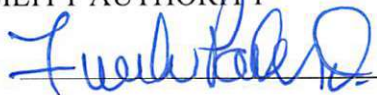
Sign: Ramdas Ramakrishnan Digitally signed by Ramdas Ramakrishnan
Date: 2025.11.07 13:26:44 -06'00'

Name: Ramdas Ramakrishnan

Title: VP - Service Delivery & Operations

Date: _____

CAMERON COUNTY REGIONAL
MOBILITY AUTHORITY

Sign: 

Name: Frank Parker, Jr.

Title: Chairman

Date: October 30, 2025

CCRMA System Maintenance Support - Service Fee Schedule

Service Option 2	January 1, 2023	October 1, 2023	October 1, 2024	October 1, 2025	October 1, 2026	October 1, 2027
RSM + 24/7 System Monitoring (SM)	\$ 19,500.00	\$ 20,319.00	\$ 20,745.70	\$ 21,368.07	\$ 22,009.11	\$ 22,669.39

CCRMA System Maintenance Support - Preventive Maintenance Fee Schedule

Preventive Maintenance Option 2	January 1, 2023	October 1, 2023	October 1, 2024	October 1, 2025	October 1, 2026	October 1, 2027
Annual + Performance Audit/Tuning	\$ 10,500.00	\$ 10,941.00	\$ 11,170.76	\$ 11,505.88	\$ 11,851.06	\$ 12,206.59

CCRMA System Maintenance Support - Rate Schedule

Item Description / Position Title	January 1, 2023	October 1, 2023	October 1, 2024	October 1, 2025	October 1, 2026	October 1, 2027
PM/Asst PM	\$ 280.57	\$ 292.36	\$ 298.49	\$ 307.45	\$ 316.67	\$ 326.17
Sys/Network Engineer /Sys Admin	\$ 234.32	\$ 244.16	\$ 249.28	\$ 256.76	\$ 264.47	\$ 272.40
Lane SW/HW Engineer	\$ 191.29	\$ 199.33	\$ 203.51	\$ 209.62	\$ 215.91	\$ 222.39
Host/DB SW/HW Engineer	\$ 191.29	\$ 199.33	\$ 203.51	\$ 209.62	\$ 215.91	\$ 222.39
CSC SW/HW Engineer	\$ 233.81	\$ 243.63	\$ 248.75	\$ 256.21	\$ 263.90	\$ 271.81
Testing Support	\$ 191.29	\$ 199.33	\$ 203.51	\$ 209.62	\$ 215.91	\$ 222.39
Gen Support (Admin, Purchasing)	\$ 138.16	\$ 143.97	\$ 146.99	\$ 151.40	\$ 155.94	\$ 160.62
Drafter/CAD-Operator/Tech Writer	\$ 138.16	\$ 143.97	\$ 146.99	\$ 151.40	\$ 155.94	\$ 160.62
Install/Maint – Manager	\$ 223.19	\$ 232.56	\$ 237.44	\$ 244.57	\$ 251.90	\$ 259.46
Install/Maint – Supervisor	\$ 154.74	\$ 161.24	\$ 164.63	\$ 169.57	\$ 174.65	\$ 179.89
Install/Maint - Lead tech	\$ 123.79	\$ 128.99	\$ 131.69	\$ 135.65	\$ 139.71	\$ 143.91
Install/Maint - Field tech	\$ 99.47	\$ 103.65	\$ 105.83	\$ 109.00	\$ 112.27	\$ 115.64
Maint SW/DB/Admin Support	\$ 207.25	\$ 215.95	\$ 220.49	\$ 227.10	\$ 233.91	\$ 240.93

**** All pricing to be adjusted on every first of October by the annual percentage increase for the preceding year in the U.S. Government's Consumer Price Index (CPI) applicable to the Austin, TX metropolitan area. Successive years displayed above are using a projected 3% yearly increase and are for reference only.**

Data Canopy Colo (Ref. CO #11 Kapsch RTCS to HCTRA BOS Integration & CO #16 Host Hardware Upgrade)

Data Center Pass-Throughs	Pre Secondary Host Installation	Post Secondary Host Installation
Rental Fee (Rack Space, Utilities, Shared Internet)	\$ 1,550.00	\$ 2,000.00
SMF Cross Connect (Single Mode Fiber)	\$ 275.00	\$ 325.00

**** Subject to Annual Price Adjustment ****

**2-N CONSIDERATION AND APPROVAL OF WORK AUTHORIZATION NO. 11
WITH R.R.P. CONSULTING ENGINEERS, L.L.C. FOR INTERNATIONAL
BRIDGE SERVICES.**

WORK AUTHORIZATION NO. 11

This Work Authorization is made as of this 30th day of October, 2025, under the terms and conditions established in the AGREEMENT FOR GENERAL CONSULTING CIVIL ENGINEERING SERVICES, dated as of October 31, 2024 (the "Agreement"), between the Cameron County Regional Mobility Authority ("Authority") and R.R.P. Consulting Engineers, L.L.C. ("GEC").

This Work Authorization is made for the following purpose, consistent with the Services defined in the Agreement: *International Bridges Services Project*.

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 \$44,146.86, based on the attached 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. Unless otherwise provided in this Work Authorization, the Authority shall bear all costs incident to compliance.

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.

Authority: Cameron County Regional
Mobility Authority

GEC: R.R.P. Consulting Engineers, L.L.C.

By: Frank Parker, Jr.

By: Ahmed Abd-El-Meguid, PhD, PE

Signature: 

Signature: Ahmed Abd-EL-Meguid, PhD, PE

Title: Chairman

Title: Vice President

Date: 10/30/2025

Date: 11/7/2025

Digitally signed by Ahmed Abd-El-Meguid, PhD, PE
DN: cn=Ahmed Abd-EL-Meguid, PhD, PE,
c=US, o=RRP Consulting Engineers, LLC,
email=amegud@rrp.com
Date: 2025.11.07 10:38:30 -0600

LIST OF EXHIBITS

- Exhibit A - Authority's Responsibilities
- Exhibit B - Services to be Provided by GEC
- 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/GEC 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.

EXHIBIT B

Services to be Provided by the Engineer/GEC

GENERAL DESCRIPTION

For this work authorization, GEC shall perform additional activities associated with reviewing and coordinating with Ports of Entries at International Bridges in Cameron County, Texas.

PROJECT MANAGEMENT

The GEC shall proactively manage the development of the Project as follows:

Internal Project Management/Administration

1. Internal Coordination – The GEC's Project Manager shall provide coordination for the development of Project progress reports and budget reports, responses to requests for information, and review/preparation of billing and invoicing, as well as coordination with all Project Team members in the development of the project, including quality control / quality assurance, internal project meetings and providing technical assistance.
2. Initial and Progress Meetings – The GEC shall formally meet with the Authority (3 meetings planned). The GEC shall prepare minutes for each meeting and provide a copy to the Authority. The purpose of the meetings is to update the Authority on the progress to date and upcoming key activities, including meetings and deliverables.

MEXICO STAKEHOLDER COORDINATION – INTERNATIONAL BRIDGE

The GEC shall coordinate with Mexico Subconsultant with respect to projected financial planning for Port of Entry projects on the Mexico side.

Consultant will advise on legal and financial process and requirements concerning the BMBC, operational requirements on the Mexican side, review infrastructure layout on the Mexican side and provide input on future infrastructure requirements.

Note:

TxDOT International Bridge Permit, USIBWC Permit, USCG Permit, Mexican Feasibility Study, 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 major milestones and deliverables listed in Exhibit B and as listed below.

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 (NTP) -- Upon Execution

Mexico Stakeholder Coordination -- Four (4) Months

PROJECT: International Bridges Services

CLIENT: CCRMA

CONTRACT: GEC

CSI:

COUNTY: Cameron

RRP JOB NO.: TX2434 WA11

EXHIBIT D -- FEE ESTIMATE

FUNCTION CODE	DESCRIPTION	FIRM	SERVICE	MAN-HOURS														ESTIMATED FEE	TOTALS
				Technical Advisor	Project Manager	Env Planner III	Env Scientist IV	Env Scientist III	Env Scientist I/II	Engineer (Senior)	Engineer (Project)	Engineer (Design)	Senior CADD	Engineer in Training I	Admin/Clerical	TOTAL HOURS			
	PRELIMINARY ENGINEERING																		
	MEXICO STAKEHOLDER COORDINATION																		
	Projected financial planning on Mexico Side	CPI	SPECIAL														\$40,000.00		
	Sub Total (- MEXICO STAKEHOLDER COORDINATION)			0	0	0	0	0	0	0	0	0	0	0	0	0		\$40,000.00	
145	PROJECT MANAGEMENT																		
	Project Manager (Proj Coord)	RRP	BASIC		8											8	\$2,188.00		
	Progress Reports and Invoicing	RRP	BASIC		1										4	5	\$569.18		
	Progress Meetings Monthly	RRP	BASIC		2											2	\$547.00		
	Internal Meetings - Bi Weekly	RRP	BASIC		2											2	\$547.00		
	Project Filing	RRP	BASIC												4	4	\$295.68		
	Sub Total (145-PROJECT MANAGEMENT)			0	13	0	0	0	0	0	0	0	0	0	8	21		\$4,146.86	
	Total Hours			0	13	0	0	0	0	0	0	0	0	0	8	21		\$44,146.86	
	LABOR TOTALS																		
	Total Hours	MULTIPLIER		0	13	0	0	0	0	0	0	0	0	0	8	21		\$44,146.86	
	CONTRACT RATES: (\$/MAN-HOUR)	2.442		\$ 308.00	\$ 273.50	\$ 93.63	135.52	\$ 93.63	\$ 76.38	\$ 246.40	\$ 152.77	\$ 135.03	\$ 108.42	\$ 83.78	\$ 73.92				
	BASE RATES: (\$/MAN-HOUR)			125.00	111.00	38.00	55.00	38.00	31.00	100.00	62.00	54.08	44.00	34.00	30.00				
160	NON LABOR																		
	Travel - Lodging including taxes	RRP (nl)	SPECIAL-NL	Persons = 0	Nights = 0			Cost per Night =	\$120.00	Trips = 0							\$0.00		
	Travel - Meals	RRP (nl)	SPECIAL-NL	Persons = 0	Days = 0			Cost per Day =	\$60.00	Trips = 0							\$0.00		
	Travel - Rental Vehicle	RRP (nl)	SPECIAL-NL		Days = 0			Rent/Gas per Day =	\$75.00	Trips = 0							\$0.00		
	Travel - Flight	RRP (nl)	SPECIAL-NL	Persons = 0				Cost =	\$950.00	Trips = 0							\$0.00		
	Sub Total (160 - NON LABOR)																	\$0.00	
	PROJECT TOTAL																	\$44,146.86	

EXHIBIT D
Cruces y Puentes Internacionales Fee

The maximum amount payable for the Scope of Services to be performed by the Consultant under this work authorization is as follows:

Description	Maximum Amount Payable (Lump Sum)
Mexico Stakeholder Coordination-International Bridges	\$40,000.00

The Maximum Amount Payable fee of \$40,000 will be made in 4 payments of \$10,000 Monthly for the months of November, December, January, and February.

**2-O CONSIDERATION AND APPROVAL OF WORK AUTHORIZATION NO. 12
WITH R.R.P. CONSULTING ENGINEERS, L.L.C. FOR THE SH 4 PROJECT.**

WORK AUTHORIZATION NO. 12

This Work Authorization is made as of this 30th day of October, 2025, under the terms and conditions established in the AGREEMENT FOR GENERAL CONSULTING CIVIL ENGINEERING SERVICES, dated as of October 31, 2024 (the "Agreement"), between the Cameron County Regional Mobility Authority ("Authority") and R.R.P. Consulting Engineers, L.L.C. ("GEC").

This Work Authorization is made for the following purpose, consistent with the Services defined in the Agreement: *SH 4 Connection*

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 \$21,951.52, based on the attached 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. Unless otherwise provided in this Work Authorization, the Authority shall bear all costs incident to compliance.

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.

Authority: Cameron County Regional
Mobility Authority

GEC: R.R.P. Consulting Engineers, L.L.C.

By: Frank Parker, Jr.

By: Ahmed Abd-El-Meguid, PhD, PE

Signature: 

Signature: Ahmed Abd-EL-Meguid, PhD, PE

Title: Chairman

Title: Vice President

Date: 10/30/2025

Date: 11/7/202

Digitally signed by Ahmed Abd-El-Meguid, PhD, PE
DN: cn=Ahmed Abd-El-Meguid, PhD, PE, c=US, o=RRP Consulting Engineers, L.L.C., email=ameguid@rrpeng.com
Date: 2025.11.07 16:32:38 -06'00'

LIST OF EXHIBITS

- Exhibit A - Authority's Responsibilities
- Exhibit B - Services to be Provided by GEC
- 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/GEC 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) Any plans made available through TxDOT.

EXHIBIT B

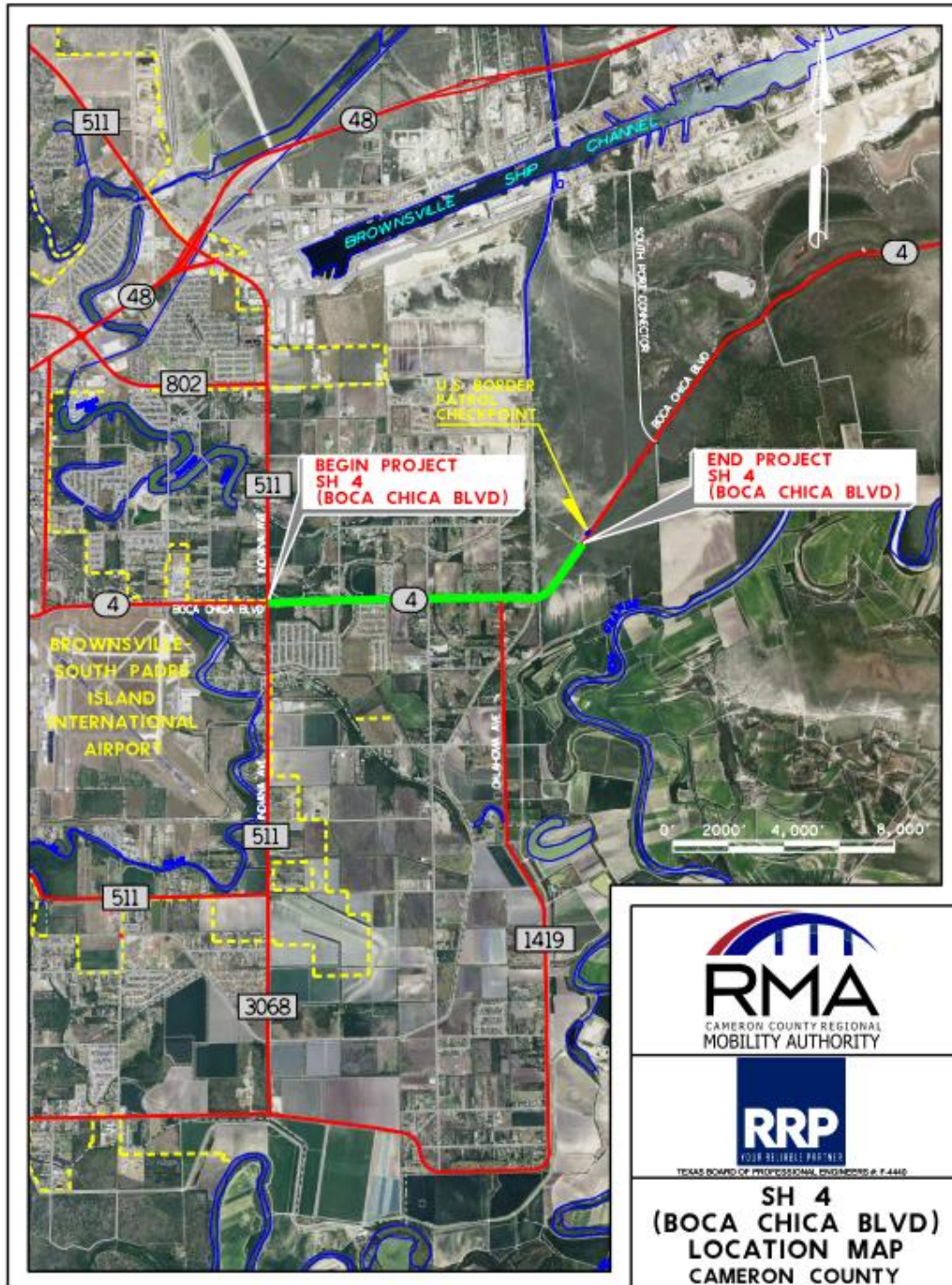
Services To Be Provided By The GEC/Engineer

County: Cameron

Project: SH 4 Connections Development Plan

SCOPE DETAILS:

The GEC will develop preliminary Conceptual Development Plan for the SH 4 Connection from FM 511 to approximately 1 mile east of FM 1419 as shown:



TX2434.WA12 – SH 4 Connection
Work Authorization 12 – Exhibit B

Develop SH 4 Conceptual Connection Plan

The GEC will develop various conceptals for a connection from FM 511 to approximately 1 mile east of FM 1419. The following four (4) options will be considered:

- 4 lane Rural – Conceptual within existing ROW
- 4 lane Rural – Conceptual within existing ROW and continuous left turn lane
- 4 lane Urban – Conceptual within existing ROW
- 4 lane Urban – Conceptual within existing ROW and continuous left turn lane

All Conceptual layout geometrics will adhere to FHWA and TxDOT design guidelines/standards.

Task 1: Data Collection

The GEC will collect existing SH 4, FM 511 and FM 1419 plans along with any lidar or topographical information readily available.

Task 2: Develop Typical Sections

The GEC will develop a typical section for each option.

Task 3: Preliminary Conceptual Layout

The GEC will develop layouts for each option with geometric details for the Horizontal Alignment as well as the Vertical profile. The geometrics will be based on available existing topo and LiDAR data.

Task 4: Preliminary Cost Estimates

The GEC will develop cost estimates for each conceptual option that is developed.

Task 5: Deliverables

The GEC will report on its findings for the Options as follows:

Draft Technical Memo: A Draft Technical Memorandum will be prepared to document assumptions, typical sections, conceptual layouts, cost estimates, and recommendations. The Technical Memo will include the following:

- A description of the Options
- Proposed Cost Estimates
- Proposed Recommendations

Draft Tech Memo Review: Copies of the Draft Technical Memo will be delivered to the CCRMA staff for review and comments.

Final Technical Memo: The GEC will evaluate and respond to comments received during the review period. The GEC will then address the comments received and incorporate any necessary revisions in the Final Technical Memo.

Task 6: Stakeholder Coordination

The GEC shall initiate stakeholder coordination for the development of the options. The following stakeholders are anticipated to be:

- TxDOT
- Cameron County
- CCRMA

This work authorization does not include environmental documentation or construction plan documents for the SH 4 Connection.

EXHIBIT C

Schedule of Work

The GEC will diligently pursue the completion of the Project as defined by the major milestones and deliverables listed in Exhibit B and as listed below.

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 (NTP) – Projected Date November 1, 2025

Project Concept Development -- **Four (4) Weeks from NTP**

Submit Proposed Development plan – **Five (5) Weeks from NTP**

Work order expiration -- **Six (6) Months from NTP**

PROJECT: SH 4 Connection
 CLIENT: CCRMA
 CONTRACT: GEC 2024 Contract
 CSJ:
 COUNTY: Cameron
 RRP JOB NO.: TX2434 WA12

10/24/25

EXHIBIT D -- FEE ESTIMATE

ACTIVITY CODE	FUNCTION CODE	DESCRIPTION	FIRM	SERVICE	MAN-HOURS										ESTIMATED FEE	TOTALS
					Project Manager	Env Planner Senior	Env Planner IV	Engineer (Senior)	Engineer (Project)	Engineer (Design)	Engineer-in Training II	CADD Operator Senior	CADD Operator Junior	Admin/ Clerical	TOTAL HRS	
	110	ROUTE AND DESIGN STUDIES														
		SH 4 Connection Development Plan	RRP	BASIC											0	\$0.00
		Data Collection (LiDAR, Existing Alignments, ROW, etc.)	RRP	BASIC	1			1	2		4	4			12	\$1,678.00
		Typical Section	RRP	BASIC	1			2	2	4	4	8			21	\$2,898.20
		Preliminary Conceptual Layout	RRP	BASIC	1			2	2	4	4	24			33	\$4,214.04
		Preliminary Cost Estimates	RRP	BASIC	1				2	4	4				11	\$1,538.04
		Technical Memo	RRP	BASIC	2			4	12	8	8			4	38	\$5,579.52
		Stakeholder Coordination	RRP	BASIC	4			4	4					6	18	\$3,134.20
		Sub Total (110 - ROUTE AND DESIGN STUDIES)			10	0	0	13	24	20	20	36	0	10	133	\$19,042.00
	145	Project Management & Coordination														
		Project Manager (Proj Coord)	RRP	BASIC	2										2	\$547.00
		Project Coordination Meetings (Monthly Reports)	RRP	BASIC	1			1						8	10	\$1,111.26
		Prepare Proj. Meetings Notes	RRP	BASIC	1			1						8	10	\$1,111.26
		Sub Total (145 - Project Management & Coordination)			4	0	0	2	0	0	0	0	0	16	22	\$2,769.52
		Sub Total (163 - 145)			14	0	0	15	24	20	20	36	0	26	155	\$21,811.52
		LABOR TOTALS														
		Total Hours	MULTIPLIER		14	0	0	15	24	20	20	36	0	26	155	\$21,811.52
		CONTRACT RATES: (\$/MAN-HOUR)	2.464		273.50	152.77	135.52	246.40	152.77	135.03	104.72	108.42	68.99	73.92		
		BASE RATES: (\$/MAN-HOUR)			111.00	62.00	55.00	100.00	62.00	54.80	42.50	44.00	28.00	30.00		
	160	NON LABOR														
		Travel - Mileage to Project Site (Initial Investigation, Plan Development Meeting, Pre-Bid Meeting and CM Trips)	RRP	SPECIAL	Mileage per trip = 100		Trips = 2					Milage Rate (\$/mi.)= \$ 0.700				\$140.00
		Sub Total (F.C. 160)														\$140.00
		PROJECT TOTAL														\$21,951.52