

**Webb County – City of Laredo
Regional Mobility Authority (RMA)
Board of Directors Meeting
Monday, March 16, 2015
9:00 AM**

Minutes

The Webb County – City of Laredo Regional Mobility Authority Board of Directors convened in a meeting at 9:01 a.m. on Monday, March 16, 2015 at the Texas Department of Transportation (TxDOT) Office in the Laredo District Meeting Room, 1817 Bob Bullock Loop, Laredo, TX. They discussed the following agenda:

1. Open Meeting and Establish Quorum
2. Welcome and Opening Remarks – Ruben Soto (RMA Presiding Officer)
3. Discussion/Approval of February 24, 2015 Meeting Minutes
4. Introduction of New Directors
5. Discussion of posting of RFQ for Legal Counsel and other services
6. Discussion and possible action regarding preparation of Standard Operating Procedures (SOP) policies (Environmental Reviews, Employee Conduct Code, etc.)
7. Discussion on the development of a WCCL-RMA Strategic Plan
8. Overview of the TxDOT & FHWA Project Procedures – Presentation by TxDOT
 - Project Planning & Programming (Prioritizing Projects & Assigning the Funding)
– Melisa Montemayor
 - State Infrastructure Bank (SIB) Loan Process – Melisa Montemayor
 - Design-Build Process – Melisa Montemayor
 - Project Development Process (Local Government Project Procedures Manual)
 - o Advanced Funding Agreements (AFAs) – Gustavo Elizondo
 - o Preliminary Engineering – Albert Ramirez / Tito Gonzalez
 - o Environmental Process – Mike Graham
 - o Plans Specifications & Estimates (PS&E) Package – Albert Ramirez / Tito Gonzalez
 - o Project Bid Letting & Contract Awarding Procedures – Ana Duncan
 - o Construction Phase – Carlos Rodriguez
 - o Project Close-Out & Acceptance – Gustavo Elizondo
9. Public Comments
10. Date/Time/Location of the Next Full Board Meeting
11. Adjournment

Minutes are as follows:

Present: Ruben Soto, Jr., Chairman and Presiding Officer; Steve LaMantia, Oscar Lopez, Albert Muller, Sr., Jose Murillo and Alfonso Mendiola (New appointee for Dist. 3 & 4)

Absent: David Arredondo, Board Member for Precinct 1 (Unassigned) and Board Member for Districts 7 & 8 (Unassigned)

Others: Melisa D. Montemayor, District Administrator, TxDOT Laredo District

Raul Leal, Public Information Officer, TxDOT Laredo District (Photographer)
Mike Graham, Environmental Coordinator, TxDOT Laredo District (Presenter)
Nancy Cordero, Administrative Assistant, TxDOT Laredo District (Notary Public)
Marissa Montoya, Office Technician, TxDOT Laredo District (Registration,
Note taker)
Araceli Rangel, Staff Assistant, CPA Office of Ruben Soto, Jr., (Note taker)
Deborah Fleming, Financial Analyst, TxDOT Austin District (Presenter)
Carol Luschen, P.E., Project Manager - Strategic Projects Office, TxDOT San
Antonio District (Presenter)
Gustavo Elizondo, Contract Specialist, TxDOT Laredo District (Presenter)
Albert Ramirez, P.E., Director of Transportation, Planning & Development,
TxDOT Laredo District (Presenter)
Humberto "Tito" Gonzalez, Jr., P.E., District Design Engineer, TxDOT Laredo
District (Presenter)
Ana Duncan, P.E., Local Government Project Coordinator, TxDOT Laredo
District (Presenter)
Carlos G. Rodriguez, P.E., Laredo Area Engineer, TxDOT Laredo District
(Presenter)

1. Open Meeting and Establish Quorum

After establishing a quorum, Presiding Officer Ruben Soto, Jr., called the meeting to order at 9:01 a.m. He then announced all the Board Members present; Steve LaMantia, Jose Murillo, Albert Muller, Sr., Oscar Lopez, Alfonso Mendiola and himself, Ruben Soto, Jr..

2. Welcome and Opening Remarks

Chairman Soto notified everyone present that the meeting was posted in accordance with the Texas Open Meetings Act and then asked everyone to stand for the Pledge of Allegiance. Mr. Soto informed all present that the meeting was being recorded. He proceeded to thank TxDOT for hosting, Melisa Montemayor, Laredo District Administrator, Marissa Montoya and Araceli Rangel, for assisting with the minutes and record keeping.

3. Discussion/Approval of February 24, 2015 Meeting Minutes

Chairman Soto asked the board members if they had an opportunity to review the minutes of the last meeting of February 24, 2015. He then asked for a motion to approve the minutes for the Webb County - City of Laredo RMA meeting that took place on February 24, 2015 as presented.

Albert Muller, Sr. made a motion, seconded by Jose Murillo to approve the meeting minutes. No discussion was held. Motion carried.

4. Introduction of New Directors

Chairman Soto welcomed and introduced the new Board Member, Alfonso Mendiola.

Mr. Soto then called up Nancy Cordero, Notary Public, to administer the Oath of Office to Alfonso Mendiola.

5. Discussion of posting of RFQ for Legal Counsel and other services

Chairman Soto stated that since the last meeting they have posted RFQ's for outside legal services on Webb County's web site. They will work on drafting the RFQ's for the general engineering consultants and financial advisories. Please see attached RFQ for additional information.

6. Discussion and possible action regarding preparation of Standard Operating Procedures (SOP) policies (Environmental Reviews, Employee Conduct Code, etc.)

Chairman Soto stated that the Board Members received the policy guide to review prior to the meeting. He also asked the Board to assist in dividing the manual to editing and review it for final review for legal counsel. It should then be adopted at the next meeting.

7. Discussion on the development of a WCCL-RMA Strategic Plan

Chairman Soto stated that all RMA's have a strategic plan in place. This would basically set the guidelines for the future and what they will be doing. He asked that the Board Members review the sample of the Camino Real RMA Strategic Plan. Mr. Soto will contact them at a later date to collaborate on their own Strategic Plan.

8. Overview of the TxDOT & FHWA (Federal Highway Administration) Project Procedures - Presentation by TxDOT

Mr. Soto then introduced Melisa Montemayor, TxDOT Laredo District Administrator.

Mrs. Montemayor stated that the presentations would be an overview of several processes that they have at Texas Department of Transportation. She stated that these processes were very important because they will involve interaction with the RMA, City and the County. These are the major processes as a transportation agency and how they go about planning, developing, constructing projects.

Mike Graham, TxDOT Environmental Coordinator, then presented a video from the FHWA web site, which showed an overall idea of what's involved in their processes. To view the video, please follow the link below:

<http://www.fhwa.dot.gov/federal-aidessentials/catmod.cfm?id=3>

Mrs. Montemayor then discussed the project planning process. Please view attached PowerPoint presentation for additional information. After her portion of the presentation, Chairman Soto asked what stage their first project was. The project is regarding the East/West Bound lanes on IH35. She stated that the project was in the UTP stage and they are moving it into the STIP. In coordination with the MPO, they will be including it in a STIP revision. It will be a part of the TIP (locally) and STIP (statewide) program. Since it is a 2016 project, they will include it in the 2-year letting schedule. Mr. Soto asked what the timeframe was. Mrs. Montemayor said that the UTP revision should be ready by May.

Mrs. Montemayor then introduced Ms. Deborah Fleming, TxDOT Financial Analyst, who will discuss the State Infrastructure Bank (SIB) program. Please view attached PowerPoint presentation and SIB Loan Handout for additional information. After the presentation, Mr. Soto asked about the additional pledge that may be required, besides the TRZ revenue pledge. Ms. Fleming said it means they have many different options. She said she didn't think a TRZ alone would be enough. The loan cannot rely solely on TRZ revenue. Mr. Soto then said that the City and the County can both pledge their resources, but currently the County cannot be involved in a TRZ as of now.

Mrs. Montemayor said they consider innovative project delivery highly, especially when they consider large projects. The RMA has several projects on the petition, innovative financing and delivery techniques is something that they are offering information on, as a tool. One of the tools that they are giving a presentation on is the design-build process. She then introduced Ms. Carol Luschen, TxDOT Strategic Projects Division, who would be discussing design-build. Please view attached PowerPoint presentation for additional information.

Mrs. Montemayor then introduced the advanced funding agreement process. She said as they enter into projects with local entities, in this case the RMA, they will always enter into an agreement, which is a contractual document with the local entities for the project. It spells out the responsibilities of both TxDOT and whatever local entity or agency they are dealing with. She then introduced Mr. Gustavo Elizondo, TxDOT Contract Specialist, who presented the advanced funding agreement process. Please view attached PowerPoint presentation for additional information.

Mr. Albert Ramirez, TxDOT Director of TP&D, then presented the preliminary engineering process. Please view attached PowerPoint presentation for additional information.

Mr. Mike Graham, TxDOT Environmental Coordinator, presented the environmental process. Please view attached PowerPoint presentation for additional information.

Mr. Humberto "Tito" Gonzalez, TxDOT District Design Engineer, then presented the plans, specifications and estimates process. Please view attached PowerPoint presentation for additional information.

Mrs. Ana Duncan, TxDOT Local Government Project Coordinator, then presented the local government / RMA bid letting and contracting process. Please view attached PowerPoint presentation for additional information. After the presentation, Mr. Soto asked, in the bid tabulation and contracting section, if that would be the same for design build and design build bid. She said it would be different; it would be for the design build bid.

Mr. Carlos Rodriguez, TxDOT Area Engineer, presented the construction phase oversight. He stated that there is a difference in design for TxDOT and the local government and the similarities between them. TxDOT does the inspection, for a regular construction project, his staff goes out and constructs and negotiates any differences with the contractor. They iron out differences as far as changes in plans, scope, or things that occur out in the field. Estimates and plans are completed ahead of time, and on a daily basis changes occur out in the field. When those modifications occur, they have to do a Change Order. They have the same thing for local lets, the same concept with design and all the funding mechanisms through federal funds. He said the biggest issue that they are seeing, when there is a local let and a contractor says it was being let to the county or the city. The City doesn't require for the materials to be pre-approved, realistically this contract is following federal and state guidelines, so there is certain preapproved plans. For example, the materials have to be preapproved and follow the same guidelines. When they go out and open up the bids, and decide who is going to be the successful contractor, at that point they are supposed to get with the contractor and decide who will be the potential subs for this contract. Those subs will be doing a certain job for a certain type of money. During the course of construction, if there is a difference out in the field, since TxDOT is a local government, they have a project oversight of the entity; it could be the City or the County. The entity can do in house inspection, hire an inspection firm and hire a testing firm. Everything has to follow certain guidelines because federal funds will be involved for the local let projects. In the past, the entities have taken it upon themselves to make a change without prior approval for the "oversighter," which would be TxDOT. If they don't have local approval for the change order, then TxDOT will not participate. In a previous presentation, it was mentioned that anything that is not preapproved will not be funded by TxDOT. That needs to be adhered to, if not, it will cause problems. For change orders for the local let, the engineer has to go through the county commissioners or the city council. That was a synopsis of the construction oversight process.

After Mr. Rodriguez's presentation, Mr. Alfonso Mendiola asked how many change orders they anticipate. Mr. Rodriguez stated that it is based off of the 30%, 60%, 90% review. They have personnel working day in and day out to reduce change orders.

Mr. Gustavo Elizondo, TxDOT Contract Specialist, then presented the project close-out and acceptance process. Please view attached PowerPoint presentation for additional information.

9. Public Comments

No public comments.

10. Date/Time/Location of the Next Full Board Meeting

Chairman Soto proposed the next meeting be held on Monday, April 20, 2015, at 9 a.m.
Location to be announced.

11. Adjournment

Albert Muller, Sr. made a motion, seconded by Jose Murillo to adjourn the Webb County - City of Laredo RMA meeting at 10:30 a.m. Motion carried.

Action Items Previously Discussed

Date	Action Item	Date Completed
11/17/14	<p>Legal Responsibilities:</p> <ul style="list-style-type: none"> • Surety Bonds • Conflict of Interest Policy forms • Procurement Policy (<u>In process</u>) • File an annual Personal Financial Statement (Completed 2/24/15) • Training on responsibilities under the Open Meetings Act and Publication Information Act • Nepotism laws • Ethics and Compliance Program 	
11/17/14	<p>Future Services / Facilities Required:</p> <ul style="list-style-type: none"> • Lease facilities for staff • Banking services (Finance Committee will need to draw up agreement with county to agree how much the \$10 fee will go to RMA and then set up an account.) • Legal counsel (Completed 2/24/15) • Financial advisory services (<u>In process</u>) • Accounting and auditing services • Public informational material • Branding, web site design & maintenance • Inter-local Agreements- TRZ, Toll Equity Bonds, Tolling • Executive Director (job description to be developed and posted when needed with experience in business, management, state policy and TxDOT) • Staffing (Receptionist, secretary (preferably paralegal), executive director and support staff.) 	

MINUTES FOR THE WEBB COUNTY - CITY OF LAREDO REGIONAL MOBILITY AUTHORITY BOARD OF DIRECTORS MEETING HELD ON MARCH 16, 2015 WERE COMPLETED ON THIS THE 9th DAY OF APRIL 2015.

Submitted by:
 Marissa J. Montoya
 Office Technician
 TxDOT Laredo Dist.