



**BOARD MEETING MINUTES**  
**Wednesday December 4, 2019 3:00 p.m.**  
**Bexar County Public Works**  
**1948 Probandt Street**  
**San Antonio, Texas 78214**

**1. Call meeting to order.**

M. Lynd called the meeting to order at 3:05 P.M. Members present: M. Lynd, W. Raba, B. Perez, J. Agather, and W. Serna.

**2. Approval of Board of Director Meeting Minutes.**

A. Minutes from October 16, 2019

A motion was presented by B. Perez for approval of the Meeting Minutes, seconded by J. Agather which motion was voted on as follows: M. Lynd, J. Agather, B. Perez, and W. Raba voting "Aye". The motion was approved.

**3. Monthly Status Report on the Vehicle Registration Fee Program & Schedule**

VRF Program and Schedule update:

- **Fischer Road Phase II (BC01) Project Close out**
  1. Items of work include: Traffic signal installation, metal beam guard fence, concrete riprap, concrete and asphalt driveways, ditch grading, placing topsoil and SAWS items
  2. Contractor completing punch list items, recap pending approval
- **Old FM 471/Talley Road (BC02) Pre-Construction**
  1. Items of work include: Traffic signal installation, concrete riprap, concrete and asphalt driveways, storm sewer installation, asphalt paving, SAWS water line installation
  2. Notice-to-Proceed Issued for November 25, 2019
- **Talley Road Phase I (BC03) Construction**
  1. Items of work include: Traffic signal installation, concrete riprap, concrete and asphalt driveways, storm sewer installation, asphalt paving, construction of a new bridge, SAWS water line installation, CPS gas installation
  2. Notice-to-Proceed Issued for November 11, 2019
- **West Military Drive (BC05) Design**

K Friese + Associates performed the following work:

  1. Design Consultant working towards a 60% Design Submittal
- **Blanco Road Phase II (BC06) (MPO Funded) Bidding**

CP&Y performed the following work:

  1. TxDOT submitted Letter-of-Authority request on October 10, 2019
  2. Anticipated December 20, 2019 Bid Opening

- **Evans Road Phase I (BC07) Construction**
  1. Asphalt paving operations began 11/1/19
  2. Reconstruction of Evans/TPC Intersection began 11/2/19
  3. 45.3 % invoiced through October 31, 2019
  4. Current date for Substantial Completion - May 2020
- **Evans Road Phase II (BC08) Construction**
  1. Items of work include: Utility trenching, excavation, storm sewer, water quality structures, box culverts, temporary signal installation, SAWS and CPS items
  2. Construction start date of November 12, 2019
- **Candlemeadow (BC09) Design**  
LNV performed the following work:
  1. 90 percent plans submitted November 8, 2019
- **Foster Road Phase III (BC10) Construction**
  1. Items of work include: Utility trenching, excavation, storm sewer, water quality structures, box culverts, temporary signal installation, SAWS and CPS items, construction of new bridges
  2. Construction start date of October 18, 2019

## **B. Monthly Financials**

- Monthly financial statements are attached for September 2019 including the following:
  1. Balance Sheet
  2. Statement of Revenues, Expenses, and Changes in Net Assets
  3. Schedule of Budgetary Compliance
  4. Fund Balance Sheet

The Report was accepted by the Board of Directors as presented.

#### **4. Discussion and appropriate action regarding a renewal to the agreement with Hilltop Securities for Investment Advisory Services.** Seth McCabe presented.

In December 2016, the Board approved an Investment Advisory Services agreement with First Southwest Asset Management (now Hilltop Securities). The agreement provided for an initial term of two (2) years ending on December 15, 2018 with the option for two (2) additional one-year renewals.

In October 2018, the Board directed Alamo RMA staff to release a Request for Information (RFI) for investment advisory services to explore additional options in the marketplace and bring back a recommendation. The RFI was released in January 2019 with responses due the same month and the Alamo RMA received eight (8) responses. AT the January 2019 Board meeting, staff recommended that the Alamo RMA exercise the first of its two one-year renewal options with First Southwest Asset Management (now Hilltop Securities) and this one-year renewal was approved. This one-year renewal extended the agreement to December 15, 2019.

The Alamo RMA has the second one-year renewal option at its disposal, which would extend the agreement to December 15, 2020. Hilltop Securities is compensated with an asset-based fee of 3 basis points (bps) to be assessed on the investable balance of the Alamo RMA's portfolio on a quarterly basis. This fee structure would not change with approval of this renewal. The purpose of this item is to seek Board direction regarding the second one-year renewal option to the Investment Advisory Services Agreement with Hilltop Securities.

A motion was presented by J. Agather for approval of the 2<sup>nd</sup> one-year renewal option with Hilltop Securities for Investment Advisory Services seconded by B. Perez which motion was voted as follows: M. Lynd, J. Agather, W. Raba, B. Perez and W. Serna voting "Aye". The motion was approved.

**5. Discussion regarding the Inspection Services Agreements for the Talley Road Phase I, Old FM 471/Talley Road, Evans Road Phase II and Foster Road Phase III projects.** R. Green presented.

On October 16, 2019 the Alamo RMA Board of Directors requested staff to hold meetings with firms that had previously been approved to provide Inspection Services to discuss potential cost savings ideas related to each project.

There was no action required of the Board on this item.

**6. Discussion and appropriate action regarding approval of Amendment Number 2 to an Engineering Services Agreement between the Alamo RMA and K Friese + Associates (SMWBE) for Professional Engineering Services related to the West Military Drive Project at no additional cost.** R. Green presented.

On October 26, 2017 the Alamo RMA Board of Directors approved an Engineering Services Agreement for Professional Engineering Services related to the West Military Drive Project (the Project).

On August 15, 2018 the Alamo RMA Board of Directors approved an Amendment to the Engineering Services Agreement to provide engineering services related to the incorporation of roundabouts at two intersections within the limits of the Project, Saxon Hill Drive and Kingsbridge. The roundabouts would improve operation of the intersections and create a safer environment for pedestrians in the area. Reconfiguration of the intersections was not included in the scope of services in the original Engineering Services Agreement.

After further discussion with the stakeholders affected by the project it was determined that installation of the roundabouts would not meet the needs and desires of the community.

This amendment will revise the scope and will not increase the amount payable for services under the Engineering Services Agreement.

A motion was presented by B. Perez for approval Amendment Number 2 to an Engineering Services Agreement between the Alamo RMA and K Friese+ Associations for Professional Engineering Services related to the West Military Drive Project at no additional cost seconded by J. Agather which motion was voted on as follows: M. Lynd, J. Agather, B. Perez, W. Raba, and W. Serna all voting "Aye". The motion was approved.

**7. Discussion and appropriate action on an amendment to the General Consulting Civil Engineering Services contract between the Alamo RMA and HNTB Corporation, extending the agreement for the sole purpose of completing the exiting work authorization related to the construction phase services on the Evans Road Phase II project at no additional cost.** R. Green presented.

On November 20, 2014 the Alamo RMA Board of Directors entered into agreement with HNTB Corporation for General Consulting Engineering (GEC) services to begin on January 1, 2015 and expire on December 31, 2019.

On July 28, 2016 under the GEC agreement HNTB was issued Work Authorization 003 for the development of the Evans Road Phase II Project which included construction phase services.

Construction on the Evans Road Phase II Project is expected to be completed no later than December 2021. The Project will require HNTB to continue to provide construction phase services throughout the duration of the construction and as such, the GEC Agreement with HNTB will require an amendment to extend the duration to complete the project. This amendment will be at no additional cost to the Alamo RMA.

A motion was presented by J. Agather for approval of an Amendment to the General Consulting Civil Engineering Services contract between the Alamo RMA and HNTB Corporation, extending the agreement for the sole purpose of completing the exiting work authorization related to the construction phase services on the Evans Road Phase II project at no additional cost seconded by J. Agather which motion was voted on as follows: M. Lynd, J. Agather, B. Perez, and W. Raba and W. Serna all voting "Aye".  
The motion was approved.

**8. Discussion and appropriate action on an amendment to the General Consulting Civil Engineering Services contract between the Alamo RMA and Pape Dawson Munoz, LLC, extending the agreement for the sole purpose of completing the exiting work authorization related to the construction phase services on the Foster Road Phase III project at no additional cost.** R. Green presented.

On November 20, 2014 the Alamo RMA Board of Directors entered into agreement with Pape Dawson Munoz, LLC for General Consulting Engineering (GEC) services to begin on January 1, 2015 and expire on December 31, 2019.

On July 28, 2016 under the GEC agreement Pape Dawson Munoz, LLC was issued Work Authorization 002 for the development of the Foster Road Phase III Project which included construction phase services.

Construction on the Foster Road Phase III Project is expected to be completed no later than December 2021. The Project will require Pape Dawson Munoz, LLC to continue to provide construction phase services throughout the duration of the construction and as such, the GEC Agreement with Pape Dawson Munoz, LLC will require an amendment to extend the duration to complete the project. This amendment will be at no additional cost to the Alamo RMA.

A motion was presented by J. Agather of an Amendment to the General Consulting Civil Engineering Services contract between the Alamo RMA and Pape Dawson Munoz, LLC, extending the agreement for the sole purpose of completing the exiting work authorization related to the construction phase services on the Foster Road Phase III project at no additional cost seconded by W. Raba which motion was voted on as follows: M. Lynd, J. Agather, B. Perez, and W. Raba, all voting "Aye". W. Serna abstained. The motion was approved.

**9. Citizens' Communications. (Citizens must sign the register to speak).**

There were no citizens who signed up to speak.

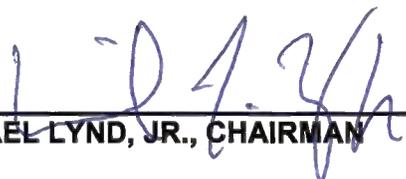
**10. Executive Session - Pursuant to Chapter 551, Subchapter D, Texas Government Code.**

The Alamo RMA Board of Directors did not meet in Executive Session.

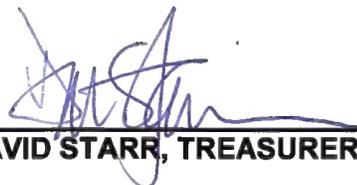
**11. Adjournment.**

There being no further action for the Board, Michael Lynd, Jr. adjourned the meeting at 3:47 p.m.

**APPROVED:**

  
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**MICHAEL LYND, JR., CHAIRMAN**      **DATE ADOPTED: January 15, 2020**

I hereby certify that the above foregoing pages constitute the full, true, and correct minutes of all the proceedings and official records of the Alamo Regional Mobility Authority at its meeting on December 4, 2019.

**ATTEST:**   
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**DAVID STARR, TREASURER/SECRETARY**