1. **Call meeting to order.**

   B. Perez called the meeting to order at 3:01 P.M. Members present: B. Perez, B. Serna, J. Agather, D. Starr, L. Miller and W. Raba.

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

   A. Minutes from April 21, 2021

   A motion was presented by B. Perez for approval of the Meeting Minutes, seconded by J. Agather which motion was voted on as follows: B. Perez, J. Agather, B. Serna, L. Miller, and D. Starr voting “Aye”. The motion was approved.

   B. Perez requested to suspend the regular order of business and consider Item 7 at this time.

7. **Discussion and appropriate action regarding approval of a CPS Change order Number 2 between the Alamo RMA and Jordan Foster Construction for the Evans Road Phase II Project at no cost to the Alamo RMA.** R. Green Presented

   **Background:**
   On September 18, 2019 the Board of Directors awarded the Evans Road Phase II construction contract to Jordan Foster Construction in the amount of $9,557,884.50. The total amount bid included $858,270.00 for construction of City Public Service (CPS) gas joint-bid gas utility relocations.

   During construction of the roadway work it was determined that a CPG gas line was in conflict with proposed ditch grading. To resolve the conflict CPS directed the contractor to complete additional work which increased the scope of the project. These scope changes added additional material and overhead costs totaling $222,970.50.

   This Change Order will be at no cost to the Alamo RMA.

   A motion was presented by D. Starr for approval of a CPS Change Order Number 2 between the Alamo RMA and Jordan Foster Construction in the amount of $222,970.50 to be paid by CPS seconded by J. Agather which motion was voted as follows: J. Agather, B. Perez, D. Starr, W. Serna, W. Raba and L. Miller all voting “Aye”. The motion was approved.

   B. Perez requested to suspend the regular order of business and consider Item 8 at this time.

8. **Discussion and appropriate action regarding approval of Final Recapitulation of project costs between the Alamo RMA and Dean Word Company in connection with the Fischer Road Phase II Project. The recapitulation shows a decrease of $133,213.43 and a final construction amount of $3,375,053.70.** R. Green Presented

   On October 26, 2017 the Board of Directors approved an agreement between the Alamo RMA and Freese and Nichols, Inc. to provide Construction Inspection Services for the Fischer Road Phase II Project for a Not-to-Exceed amount of $404,490.00.
On May 16, 2018 the Board of Directors awarded the Fischer Road Phase II construction contract to Dean Word Company in the amount of $3,406,682.44 which included $246,104.25 for SAWS joint-bid utility construction.

On June 28, 2019 the Alamo RMA approved SAWS Change Order #1 in the amount of $101,584.69 which was paid by SAWS.

On October 7, 2019 Dean Word Company achieved substantial completion on the project.

**Final Contract Totals are as follows:**

- **Construction Inspection Base Amount:** $404,490.00
- **Construction Inspection Final Amount:** $316,703.15
- **Construction Inspection Net Change:** ($87,786.85)

- **Roadway Base Amount:** $3,160,578.20
- **Roadway Final Amount:** $3,065,077.40
- **Roadway Net Change:** ($95,500.80)

- **SAWS Base Amount:** $246,104.25
- **SAWS FA#1:** $101,584.68
- **SAWS Final Amount:** $309,976.31
- **SAWS Net Change:** ($37,712.62) to be refunded to SAWS

A motion was presented by W. Serna for Approval of a project costs between the Alamo RMA and Dean Word Company in connection with the Fischer Road Phase II Project. The recapitulation shows a decrease of $133,213.43 and a final construction amount of $3,375,053.70 seconded by D. Starr which motion was voted as follows: J. Agather, W. Serna, D. Starr, B. Perez and L. Miller all voting “Aye”. The motion was approved.

B. Perez requested to suspend the regular order of business and consider Item 4 at this time.

**4. Discussion and appropriate action regarding approval of the submission of the Annual Compliance Report for FY 2020 in accordance with requirements set forth in 43TAC§26.65.**

B. Meneley presented

**Background:**

This item requests approval of the submission of the Alamo RMA’s Compliance Report for fiscal year 2020 to the Texas Department of Transportation (TxDOT). The Compliance Report certifies that the Alamo RMA has completed all necessary reporting requirements under Subchapter G (Reports and Audits) of the Texas Administrative Code.

A motion was presented by D. Starr for approval of the submission of the Annual Compliance Report for FY 2020 in accordance with requirements set forth in 43TAC§26.65 seconded by W. Raba which motion was voted as follows: B. Perez, J. Agather, L. Miller, W.Raba, D. Starr and W. Serna all voting “Aye”. The motion was approved.

B. Perez requested to suspend the regular order of business and consider Item 6 at this time

**6. Discussion and direction to staff regarding the procurement of Public Involvement and Marketing Services.** B. Meneley presented

**Background:**

On February 1, 2021 the Alamo Regional Mobility Authority’s contract to provide Public Involvement and Marketing Services with the DeBerry Group expired. Staff is requesting direction from the Board
regarding issuing a request for qualifications for the procurement of Public Involvement and Marketing Services.

The expected scope of work for the requested services would include the following:

Public Involvement

- Assist in developing an improved public information and media strategy.
- Assist in the development of strategic partnerships with expected outcomes of maximized recognition and increased support and community acceptance for Alamo RMA programs and projects.
- Assist the Alamo RMA with promoting the agency’s programs and projects, the Alamo RMA’s identity, and historical markers, through message development, story pitching/placement, active social media engagement and other techniques.
- Organize and attend community meetings.
- Assist in preparation of talking points and remarks as needed for public information presentations.

Marketing Services

- Perform strategic research and plan development for traditional marketing campaigns.
- Develop a flexible and cost effective strategic communications piece for use by the Alamo RMA and for distribution to stakeholders, community organizations, the media and the general public.
- Create and implement informational campaigns (social media, print, broadcast, video, etc.) presenting strategic plans, which include objectives, target audience description, strategies, tactics, budgets and measurements of success.
- Provide quality graphic design.
- Develop original copy in both English and Spanish, when necessary.
- Develop, print and distribute brochures, flyers, door hangers and similar related materials.

Media Relations:

- Use established media relationships to assist in securing optimal placement of press releases and other media to increase coverage and promote Alamo RMA programs and projects.
- Assist in creating positive news stories.
- Assist in preparing op-eds and other types of public information dissemination.
- Assist on an “as needed” basis with unexpected public and media relations situations.

A motion was presented by W. Serna for approval of Request for Qualifications for Public Involvement and Marketing services seconded by D. Starr which motion was voted as follows: B. Perez, D. Starr, W. Raba, W. Serna, L. Miller and J. Agather all voting “Aye”. The motion was approved.

B. Perez requested to suspend the regular order of business and consider Item 5 at this time.

5. **Discussion and appropriate action regarding the staff recommendations for Financial Advisory Services.** B. Meneley presented

Background:

On December 16, 2020, the Alamo Regional Mobility Authority issued a Request for Proposals for financial advisory services. Four (4) responses were received which Alamo RMA Finance Staff, County Budget Staff, and County Auditor Staff reviewed and numerically scored.

A motion was presented by D. Starr to accept team of two financial advisors PFM Financial Advisors LLC and Tijerina Galvan Lawrence for co-financial services maintained at the original pricing structure, as provided in the RFP response by PFM financial Advisors LLC, for a term of two
(2) years and an option to renew for one (1) additional year, for a maximum term of 3 years seconded by W. Serna which motion was voted as follows: B. Perez, D. Starr, W. Raba, W. Serna all voting “Aye” and L. Miller and J. Agather voting “Nay”. The motion was approved.

B. Perez requested to continue the regular order of business at this time.

3. Executive Director’s Report

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

VRF Program and Schedule update:

- **Fischer Road Phase II (BC01) Project Close out**
  1. Staff has reviewed the final quantities and prepared the final recapitulation of costs for approval at the April Board Meeting. Dean Word Company has yet to respond to staff with regards to signing off on the recap.

- **Old FM 471/Talley Road (BC02) Construction (70% Complete)**
  1. The contractor will complete storm drain and paving through Phase 3 by the end of April
  2. Work on the storm drain in Phase 4 work has begun and should be completed by the end of April
  3. Project is currently ahead of schedule and estimated to be complete by Summer 2021

- **Talley Road Phase I (BC03) Construction (42% Complete)**
  1. Work on the joint-bid SAWS utilities is nearing completion
  2. Work in Phase 3A on storm drain continues. Once the Storm drain is complete all of Phase 3A can be paved and traffic switched in preparation of the final phase.
  3. 50% of Bridge has been completed following the bridge deck pour on 4/8/21

- **West Military Drive (BC05) 100% Design**
  K Friese + Associates performed the following work:
  1. Final plans comments have been returned to the design consultant.
  2. A utility coordination meeting was held on 1/11, which discovered several previously unidentified potential utility conflicts. Coordination continues.
  3. Staff has postponed advertising for construction until Utilities have been moved out of conflict. Relocation plans for AT&T, Spectrum and CPS Underground Electric are expected by the end of the month.

- **Blanco Road Phase II (BC06) (MPO Funded) Construction (45% Complete)**
  1. Work on the Drainage structures in Phase 2 is nearly complete
  2. Retaining Walls installation continues this month
  3. The majority of the paving in the initial phase has now been completed
  4. Contractor remains ahead of schedule

- **Evans Road Phase I (BC07) Construction (100% Complete)**
  1. Contractor has completed the final punch list. The project is ready to close out. Staff is reviewing final quantities in anticipation of a June Recap being brought to the Board.

- **Evans Road Phase II (BC08) Construction (75% Complete)**
  1. A CPS Gas line, which was not planned for relocation, was deemed to be in conflict with the final grading and is being adjusted. This will push the project completion back 2-3 months but the project will still be completed ahead of schedule. This work should be
complete by the end of May which will allow the contractor to get back to the final phase of roadway work.

- **Candlemeadow (BC09) Construction (27%)**
  1. Construction of the joint-bid SAWS facilities are 67% complete
  2. Roadway work has begun on the project
  3. The construction sequencing was re-worked through coordination with the contractor and could shorten the project by as much as ten months.

- **Foster Road Phase III (BC10) Construction (72% Complete)**
  1. The project has shifted traffic which will allow the contractor to complete the final phase of roadway work

### B. Monthly Financials

- Monthly financial statements are attached for March 2021 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.

### 9. Citizens' Communications

Jack finger 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, Mike Lynd adjourned the meeting at 3:34 p.m.

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**APPROVED:**

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**MICHAEL LYND, JR., CHAIRMAN**  
**DATE ADOPTED: June 16, 2021**

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 April 21, 2021.

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