

CAMINO REAL REGIONAL MOBILITY AUTHORITY BOARD

CRRMA Board of Directors Meeting
City Council Chambers, 1st Floor of El Paso City Hall
300 N. Campbell, El Paso, Texas 79901
November 8, 2017
9:00 a.m.

BOARD MINUTES

The Camino Real Regional Mobility Authority (CRRMA) Board met at the above place and date. The meeting was called to order at 9:00 a.m. CRRMA Board Chair Susan A. Melendez present and presiding. The following board members were present:

Susan A. Melendez
Joe D. Wardy
Joe R. Fernandez (left the meeting at 10:03)
David C. Nemir
Marty Reyes
James L. Smith

The following board member was not present:

Les Parker

AGENDA

1. Call to Order and Public Comments.

The meeting was called to order at 9:00 a.m. No public comments were made.
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2. Adoption of Minutes for the CRRMA Board meeting of October 11, 2017.

Motion made by Mr. Wardy, seconded by Mr. Smith and unanimously carried to **APPROVE** the minutes from October 11, 2017.

AYES: Ms. Melendez, Mr. Wardy, Mr. Fernandez, Mr. Nemir, Ms. Reyes and Mr. Smith

NAYS: None

ABSENT: Mr. Parker
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3. Consider and approve a resolution authorizing the redemption and defeasance of approximately \$1,165,000 of Camino Real Regional Mobility Authority Pass-Through Toll Transportation Revenue Bonds (State Spur 601), Series 2008.

Mr. Paul Braden, outside bond counsel to the CRRMA, briefed Board members on this item and recommended approval. Questions and comments were made by Ms. Melendez, Mr. Wardy and Mr. Nemir.

Motion made by Mr. Nemir, seconded by Mr. Wardy and unanimously carried to **APPROVE** the item.

AYES: Ms. Melendez, Mr. Wardy, Mr. Fernandez, Mr. Nemir, Ms. Reyes and Mr. Smith
NAYS: None
ABSENT: Mr. Parker

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4. Discussion and action on a Board Resolution authorizing the Executive Director to execute Work Authorization No. 3 to a Contract for Engineering Services with Dannenbaum Engineering Corp., LLC. for the State Loop 375 Main Lanes Widening Project.

Mr. Raymond Telles, CRRMA Executive Director, provided background for this item and recommended approval.

Motion made by Mr. Wardy, seconded by Mr. Smith and unanimously carried to **APPROVE** the Board Resolution.

AYES: Ms. Melendez, Mr. Wardy, Mr. Fernandez, Mr. Nemir, Ms. Reyes and Mr. Smith
NAYS: None
ABSENT: Mr. Parker

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5. Quarterly update on the 2013 El Paso County Comprehensive Mobility Plan and discussion and action on Board Resolutions authorizing change orders to the following Construction Contracts:

- (a) Eastlake Boulevard Phase 2 Project – Change Order No. 06 with Jordan Foster Construction, LLC, for additional transformers for illumination;
- (b) Eastlake Boulevard Phase 2 Project – Change Order No. 07 with Jordan Foster Construction, LLC, for the removal of certain trees in conflict with project work;
- (c) Rojas Drive Improvements Project – Change Order No. 03 with Horizone Construction 1, LTD, for resolution of a utility conflict;
- (d) Old Hueco Tanks Road Project – Change Order No. 07 with International Eagle Enterprises, Inc., for resolution of conflicts with illumination poles; and
- (e) Old Hueco Tanks Road Project – Change Order No. 10 with International Eagle Enterprises, Inc., for additional traffic control requested by the County.

Mr. David Head, from the CRRMA’s outside general engineering consultant team, provided background on these items, including a PowerPoint briefing board members on the proposed change orders. Questions and comments were made by Mr. Wardy, Mr. Nemir and Mr. Smith.

ITEMS (a) through (e) TAKEN TOGETHER WITH ONE VOTE

Motion made by Mr. Nemir, seconded by Ms. Reyes and unanimously carried to **APPROVE** the Board Resolutions for items 5(a) through 5(e).

AYES: Ms. Melendez, Mr. Wardy, Mr. Fernandez, Mr. Nemir, Ms. Reyes and Mr. Smith
NAYS: None
ABSENT: Mr. Parker

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6. Quarterly update on the El Paso Streetcar Project and discussion and action on Board Resolutions authorizing the following change orders to the Construction Contract with Paso del Norte Trackworks:

- (a) Change Order No. 27 – issues with overhead contact system pole placements;
- (b) Change Order No. 28 – various items related to the traction power substations;
- (c) Change Order No. 29 – addition of backfill at various project locations;
- (d) Change Order No. 30 – various Maintenance & Storage Facility modifications; and
- (e) Change Order No. 31 – additions to the Stanton Street cycle track.

Mr. Gil Gardner, from the CRRMA’s outside general engineering consultant team, provided background on these items, including a PowerPoint briefing board members on the proposed change orders. Questions and comments were made by Ms. Melendez, Mr. Wardy, Mr. Nemir and Mr. Smith.

ITEMS (a) through (e) TAKEN TOGETHER WITH ONE VOTE

Motion made by Mr. Wardy, seconded by Mr. Smith and unanimously carried to **APPROVE** the Board Resolutions for items 6(a) through 6(e).

AYES: Ms. Melendez, Mr. Wardy, Mr. Nemir, Ms. Reyes and Mr. Smith
NAYS: None
ABSENT: Mr. Parker and Mr. Fernandez

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7. Discussion and action on a Board Resolution authorizing the Executive Director to execute a supplement to the Third Amendment of an Assigned Agreement for Professional Services with the URS Corporation for the El Paso Streetcar Project.

Mr. Raymond Telles, CRRMA Executive Director, provided background for this item and recommended approval. Mr. Chuck Berry, as part of an outside consultant team to the CRRMA, provided additional information to the Board on this item.

Motion made by Mr. Wardy, seconded by Mr. Smith and unanimously carried to **APPROVE** the Board Resolution.

AYES: Ms. Melendez, Mr. Wardy, Mr. Nemir, Ms. Reyes and Mr. Smith
NAYS: None
ABSENT: Mr. Parker and Mr. Fernandez

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8. Update, discussion and action on the CRRMA’s review of policy and process changes for protection of CRRMA assets.

Mr. Raymond Telles, CRRMA Executive Director, provided a briefing to the Board on this item. Mr. Wardy requested that the information provided during this briefing be reduced to writing and included in the minutes from this Board meeting.

ATTACHMENT A to these CRRMA Board Minutes include the information presented, as requested by Mr. Wardy.

NO ACTION was taken by the board on this item.

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9. The Camino Real Regional Mobility Authority Board may retire into Executive Session pursuant to the Texas Government Code, Sections, 551.071 – 551.088 to discuss any of the following: (The items listed below are matters of the sort routinely discussed in Executive Session, but the Board may move to Executive Session to discuss any of the items on this agenda, consistent with the terms of the Open Meeting Act, as amended.)

Section 551.071 CONSULTATION WITH ATTORNEY
Section 551.072 DELIBERATION REGARDING REAL PROPERTY
Section 551.073 DELIBERATION REGARDING PROSPECTIVE GIFTS
Section 551.074 PERSONNEL MATTERS
Section 551.076 DELIBERATION REGARDING SECURITY DEVICES

Motion was made to **ADJOURN** the meeting at 11:26 a.m. by Ms. Reyes, seconded by Mr. Wardy and unanimously carried.

PLEASE NOTE: AUDIO OR VIDEO RECORDINGS OF THE MEETING AND ATTACHMENTS ARE ON FILE WITH THE ORIGINAL AGENDA/MINUTES AT THE CAMINO REAL REGIONAL MOBILITY AUTHORITY OFFICE.

Approved as to Content:

Joe R. Fernandez, Board Secretary

SUSAN A. MELENDEZ
CHAIR

JOE D. WARDY
VICE CHAIR

LES PARKER
TREASURER

JOE R. FERNANDEZ
SECRETARY



DAVID C. NEMIR
ALTERNATE SECRETARY

MARTHA Y. REYES
BOARD MEMBER

JAMES L. (JIM) SMITH
BOARD MEMBER

RAYMOND L. TELLES
EXECUTIVE DIRECTOR

ATTACHMENT A

CRRMA BOARD MINUTES OF NOVEMBER 8, 2017

This is a written summary of the remarks made by Raymond L. Telles, the Executive Director of the CRRMA, as part of Item 8 from the November 8, 2017:

Update, discussion and action on the CRRMA's review of policy and process changes for protection of CRRMA assets.

This item was placed on the agenda as an update to the CRRMA Motion of December 2, 2016. The CRRMA has been working with the City of El Paso to implement various policy and process improvements, including the following three examples:

- 1) **Internal Control Improvements** – the City's Vendor Management division, as part of the City's Procurement Department, maintains all vendor information for any entity seeking payment from the City, including banking, address and related information. Although the CRRMA previously had limited involvement with the City's Vendor Management system, the CRRMA now no longer has any input to this process. The Vendor Management division has also recently strengthened its internal controls. By way of example, any vendor requests to change banking or other sensitive information requires the Vendor Management division to confirm such requests from contact personnel originally filed with the City during registration of the vendor. These additional verifications are significant improvements to the internal controls of the City as the CRRMA's Fiscal Agent.
- 2) **Separate CRRMA Bank Accounts** – previously, all CRRMA funds were comingled in the City's concentration account, which was monitored through the use of CRRMA funds and accounts within the City's accounting system. The City has recently opened new bank accounts specifically for CRRMA funds, thereby removing such funds from the City's concentration account. This significant improvement will, among other benefits, allow the City to generate information necessary for regular financial reports, which were previously not available to the CRRMA Board.
- 3) **New CRRMA Employee** – the CRRMA will be posting a job description in the coming weeks, which will seek an individual to provide two main services: (a) manage all CRRMA financial activities; and (b) serve as a backup to the Executive Director.

[END OF ATTACHMENT]

CAMINO REAL REGIONAL MOBILITY AUTHORITY BOARD MOTION

Motion made by Mr. Wardy, seconded by Mr. Parker and unanimously carried to: (1) express the Board's full faith and confidence in the CRRMA staff and the City of El Paso as the CRRMA's fiscal agent; (2) direct CRRMA staff to work with the City on the ongoing investigation to maximize chances for the additional recovery of funds; (3) direct CRRMA staff to investigate changes in CRRMA policies and procedures to assure the protection of CRRMA assets; and (4) continue ongoing discussions with City staff to improve relative roles and responsibilities for the financial oversight of CRRMA funds.

AYES: Ms. Melendez, Mr. Wardy, Mr. Parker, Mr. Fernandez, Ms. Giner and Ms. Reyes
NAYS: None
ABSTAIN: None
ABSENT: Mr. Nemir

PASSED AND APPROVED THIS 2ND DAY OF DECEMBER 2016.

ATTEST:



David C. Nemir
Alternate Board Secretary